

Important: Do not submit until approvals are ready

If logged in with Georgia Tech credentials, the Microsoft Forms proposal retains entered responses until the proposal is submitted. Complete the proposal, save a PDF copy for Chair and Dean review, route the approval coversheet for signatures, then return to the form to upload the signed coversheet and submit.

AT-A-GLANCE WORKFLOW

Complete online proposal form	Save as PDF	Send packet for academic unit review	Obtain approval signatures	Upload and submit
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STEP-BY-STEP INSTRUCTIONS

- 1

Complete the proposal form, but do not submit yet.

Enter all responses and upload required documents. Keep the form open or return to it later while signed in with Georgia Tech credentials.
- 2

Open the browser print menu.

Use the three-dot menu in the upper-right corner of the browser window. The screenshot below shows the menu location highlighted in red.

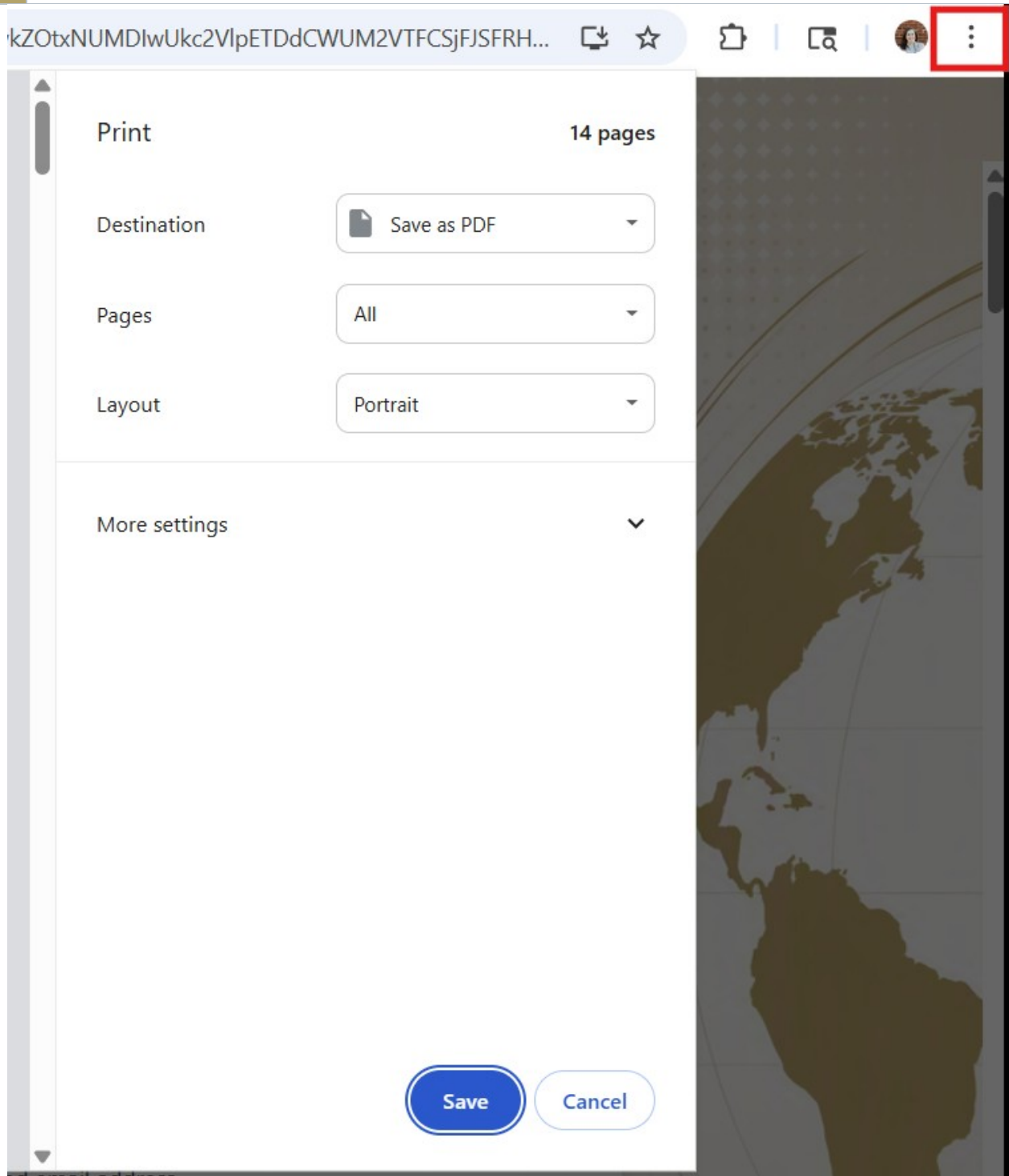


Screenshot: browser three-dot menu

3

Save the proposal as a PDF.

In the Print dialog, set Destination to Save as PDF. Keep Pages set to All so the full proposal response is included. Leave Layout set to Portrait unless another layout is needed.

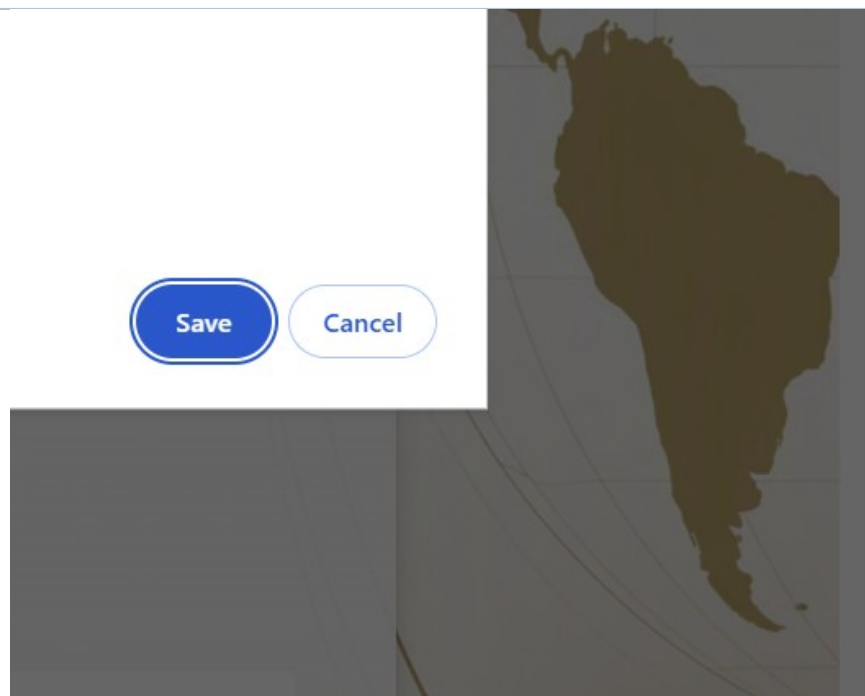


Screenshot: print dialog with Destination set to Save as PDF

4

Select Save and name the PDF clearly.

Select Save in the print dialog. Use a clear file name such as Program Name - Proposal Response PDF and save it somewhere easy to find.



Screenshot: Save button in the print dialog

5

Send the review packet to Chair(s) and Dean(s).

Send the saved proposal PDF, all course proposal forms, the program budget workbook, supporting materials, and the Proposal Approval Coversheet through DocuSign for required signatures.

6

Upload the signed coversheet and submit.

After all signatures are complete, upload the fully executed Proposal Approval Coversheet PDF in the final Microsoft Forms upload field, review the proposal one final time, and submit.

REVIEW PACKET CHECKLIST

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|--------------------------|---|
| ☐ | Electronic Proposal Form |
| ☐ | Study Abroad Course Approval Form(s) |
| ☐ | Program Budget Workbook |
| ☐ | Promotional Materials (if applicable) |
| ☐ | Fully executed Proposal Approval Coversheet PDF |

Final submission reminder

Do not select Submit in Microsoft Forms until the signed Proposal Approval Coversheet PDF is ready to upload. After the coversheet is uploaded, review the form and submit the proposal.

MICROSOFT FORMS NOTES

Microsoft Forms documentation indicates that responses for a specific individual can be printed from the Responses tab by selecting View results and More options > Print response. Microsoft Forms also supports an after-submission response receipt setting that can allow respondents to print or download a PDF of their responses after submission when enabled.