



# EMORY UNIVERSITY

Office of Sponsored Programs  
1599 Clifton Rd. NE, 4th Floor Atlanta, GA 30322  
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## EPEX Workflow Request Form

Full Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Network ID: \_\_\_\_\_

Compass Department ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Approver

Reviewer

Remove from Workflow

GM Department Approval – PS Department(s) \_\_\_\_\_

GM School Approval – PS Department(s) \_\_\_\_\_

GM OSP Analyst – PS Department(s) \_\_\_\_\_

GM OSP Approval – PS Department(s) \_\_\_\_\_

GM Yerkes – PS Department(s) \_\_\_\_\_

GM Ad Hoc \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\* Approval Signature

\_\_\_\_\_  
Date

\*Requires School Level Business Officers signature.

Please forward this completed form to [psgrants@emory.edu](mailto:psgrants@emory.edu). Access will be available within 48 hours.