

**Subject:** Important Follow-Up Update on New DocuSign Quarterly Invoice Template Submission Process

Dear Grantees,

We appreciate your engagement and feedback during our recent town hall regarding the updated DocuSign-based invoice submission process. Your concerns and questions have and will continue to be invaluable in ensuring a smooth transition to this new system.

After further internal discussions, we would like to provide an official clarification regarding the use of the DocuSign template for submitting your quarterly invoices.

**Key Update: Entry of Financial Data and Expenses into the DocuSign Template Is Required**

To ensure that all invoices are processed efficiently and accurately, the Department has made a significant financial investment in developing an automated invoice management system using DocuSign as the platform. This automated system is designed to fast-track the processing of invoices and progress reports, as well as streamline reporting and ensures compliance with state requirements.

Due to the implementation of this new automated system being launched in April 2025, all grantees must enter all financial data directly into the designated fields within the DocuSign template. We understand that some incorrect guidance may have been disseminated during the call on Tuesday saying that attaching spreadsheets would be acceptable—however, this is not the case. To ensure timely processing of invoice payments, all quarterly invoices, financial reports, and expenditure reports must be submitted using the provided DocuSign template. Failure to use the required template will result in delays or non-processing of invoices, as outlined in the grant agreement.

**What exactly does this mean?**

To further clarify, this does not mean you may not attach supplemental data that supports your claimed expenses, or any other supplemental documentation not financially related as an attachment to your Progress Reports. The attachment icons throughout the document are there specifically so you can attach supporting documentation for your Expense and Progress Reports, but the DocuSign template does need to have all required fields keyed in by the respective user, else the packet may be rejected for correction and thus a delay will occur in the payment processing.

**Why This Change Is Necessary:**

- **Automated Processing:** The new system is designed to read and process the data directly from the DocuSign template, eliminating the need for manual re-entry and reducing the risk of errors.
- **Consistency Across Grants:** Standardized data entry ensures that all submissions align with compliance and reporting requirements.
- **Faster Payment Processing:** By entering data into the required fields, we can accelerate the review and approval process, leading to faster payment turnaround times.

**We're Here to Support You**

We recognize that this is a change from previous practices, and we are committed to making this transition as seamless as possible. To assist you:

- Step-by-step written instructions will be provided to guide you through completing the DocuSign form.
- An additional Q&A session will be scheduled to address any outstanding concerns.
- Our support team is available for one-on-one assistance if needed.

We truly appreciate your patience and cooperation as we implement this important enhancement to the invoice submission process. Should you have any immediate questions, please feel free to reach out to us at [Research@flhealth.gov](mailto:Research@flhealth.gov).

Best regards,

Bridgette Morton, PhD.  
Director, Biomedical Research Grant Program  
Florida Department of Health

Jason E. Stripling, PMP  
Project Manager  
Division of Public Health Statistics & Performance Management  
Florida Department of Health  
[Jason.Stripling@FLHealth.gov](mailto:Jason.Stripling@FLHealth.gov)  
850-245-4423 (office)  
448-207-9629 (mobile)