

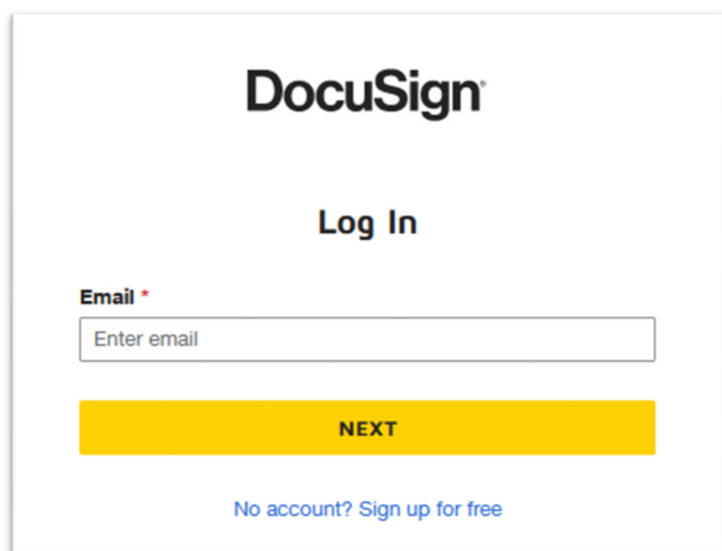
## For Researchers: How to upload and sign an Other Support document

Effective January 25, 2022, the National Institutes of Health requires the PI/PD, Co-Investigators, Other Senior/Key Personnel to electronically sign their respective Other Support documents. To comply with this requirement, the University of Wisconsin – Madison is using DocuSign to obtain authenticated electronic signatures on Other Support documents. DocuSign is the preferred and accepted system for electronically signing documents.

This reference describes how to upload and sign one's OWN Other Support document in DocuSign.

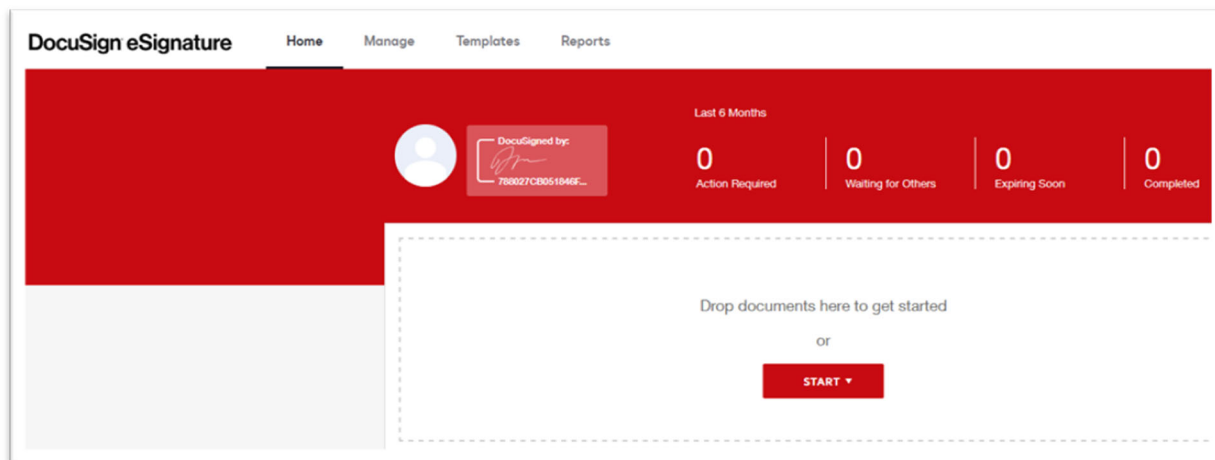
### 1. Log into DocuSign

Once you have an activated account, you can log into the [DocuSign website](https://app.docusign.com) ([app.docusign.com](https://app.docusign.com)).

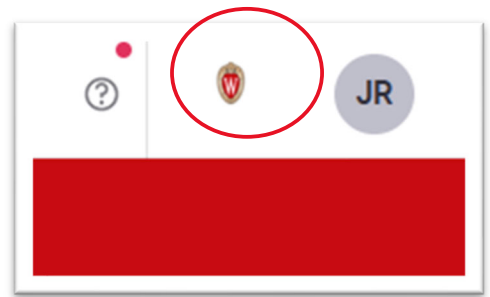
The image shows the DocuSign Log In interface. At the top is the DocuSign logo. Below it is the text "Log In". There is a label "Email \*" followed by a text input field containing the placeholder text "Enter email". Below the input field is a large yellow button labeled "NEXT". At the bottom, there is a link that says "No account? Sign up for free".

Your email address ending in "wisc.edu" will get you to the UW-Madison-licensed version of DocuSign.

The landing page of DocuSign looks like this:

The image shows the DocuSign eSignature landing page. At the top is a navigation bar with "DocuSign eSignature" and links for "Home", "Manage", "Templates", and "Reports". Below the navigation bar is a red header section. On the left of the header is a user profile icon. To its right is a box labeled "DocuSigned by:" containing a signature and the text "700027CB051040F...". To the right of the signature box are four statistics for the "Last 6 Months": "0 Action Required", "0 Waiting for Others", "0 Expiring Soon", and "0 Completed". Below the header is a large white area with a dashed border. Inside this area is the text "Drop documents here to get started" followed by "or" and a red button labeled "START".

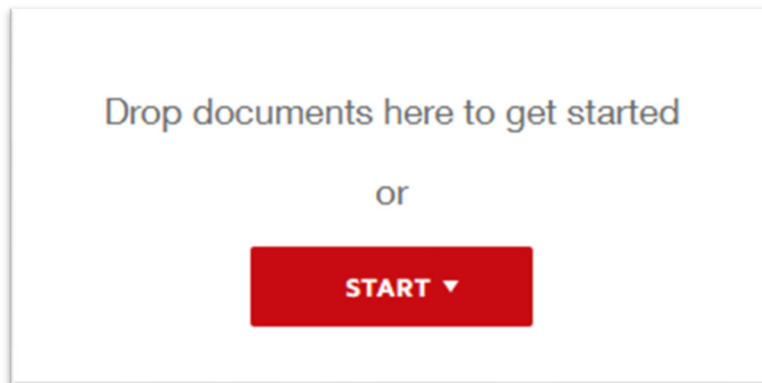
You will notice the UW crest in the top right corner. The crest indicates that you are in the version of DocuSign licensed by UW-Madison.



## 2. Upload a document to sign.

This may be a document that you prepared yourself or that someone prepared for you. After you are certain that the document is true, accurate, and complete, it is ready to be signed.

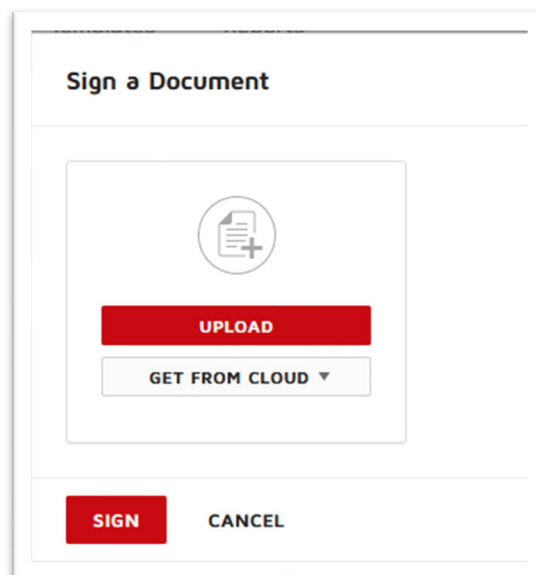
On the DocuSign main page, click on the **START** button



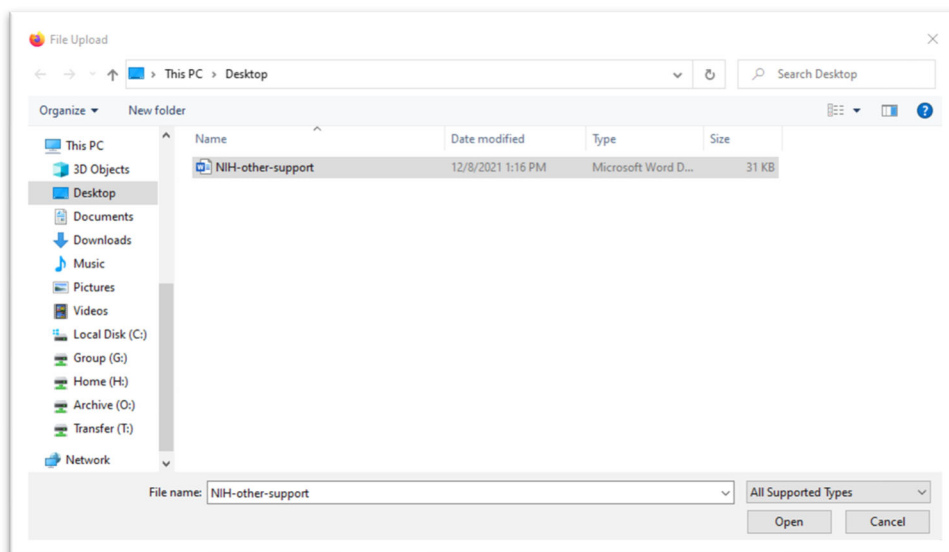
Then select "**Sign a Document**":



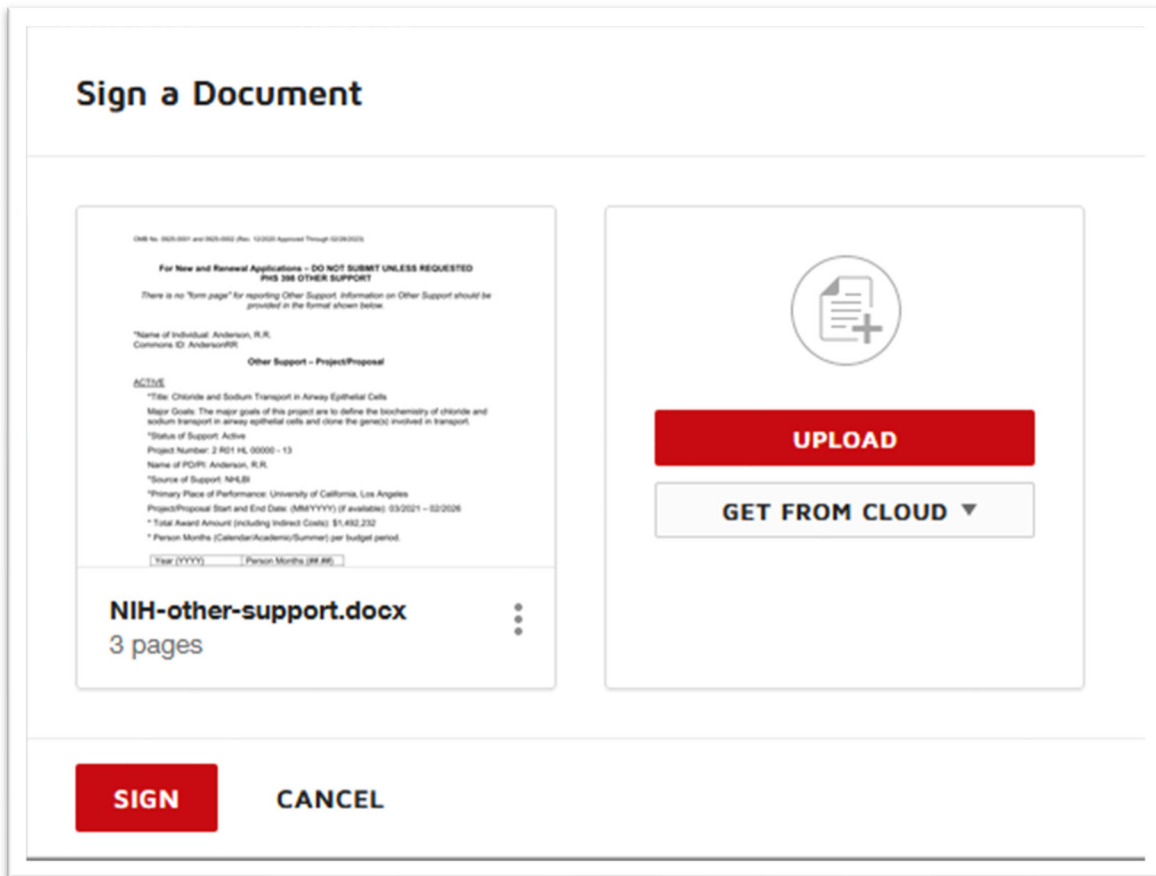
A new window will pop up. Click on **UPLOAD** to locate the document.



Select the document you wish to sign.



After you click on the **Open** button, the document will appear in the Sign a Document pop up window:



The "Sign a Document" pop-up window displays a document titled "NIH-other-support.docx" with 3 pages. The document content includes a header "For New and Renewal Applications - DO NOT SUBMIT UNLESS REQUESTED PHS 398 OTHER SUPPORT" and a section "Other Support - Project/Proposal" with details about a project on chloride and sodium transport. To the right of the document preview are two buttons: a red "UPLOAD" button and a grey "GET FROM CLOUD" button with a dropdown arrow. At the bottom of the window are two buttons: a red "SIGN" button and a grey "CANCEL" button.

Click on the **SIGN** button to proceed.

### 3. Sign the document.

After you click on the **SIGN** button, you will be taken to a new screen within DocuSign:



The "Please Review & Act on These Documents" screen shows the user's name, "Jennifer Rodis, UW Madison", and the University of Wisconsin logo. At the bottom, there is a red bar with the text "Please review the documents below." and two buttons: a yellow "CONTINUE" button and a grey "OTHER ACTIONS" button with a dropdown arrow. The "CONTINUE" button is circled in red.

Click on the **CONTINUE** button.

The document will appear on screen. Scroll down to the signature block:

Drag and drop fields from the left panel onto the document

**FIELDS**

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

Summary of In-Kind Contribution: C57BL/6-ABC mice provided by Dr. Joseph Jones at the University of Texas at Austin.

\*Status of Support: Active

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

\*Person Months (Calendar/Academic/Summer) per budget period: N/A

\*Estimated Dollar Value of In-Kind Information: estimate \$4,000

\*Overlap (summarized for each individual):

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

\*Signature:

Date:

On the left side of the screen, under “**FIELDS**” drag and drop the “**Signature**” and “**Date Signed**” to the appropriate locations in the document.

When you click on “**Signature**” in the “**Fields**” list, your signature will appear on screen. Use your mouse to drag it over to the signature block.



The “**Date Signed**” functions in a similar way to the “**Signature**.” When you click on “**Date Signed**” in the “**FIELDS**” list, today’s date appears, and you use your mouse to drag it over to the signature block.



The result will look like this:

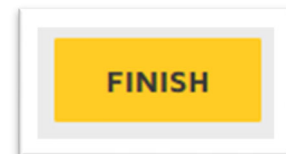
I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

DocuSigned by:  
**\*Signature:** *Jennifer Rodis*  
788027CB051846F ...

**Date:** 12/8/2021

#### 4. Send a copy of the document.

Click on the **FINISH** button to send a copy of the document to someone else.



A new pop-up window will appear.

You may send the signed document to one person by entering their Full Name and Email Address. To send the signed document to multiple people, click on **" +ADD RECIPIENT."** You may add more than one additional recipient. Click **SEND AND CLOSE** to send a copy of the document to someone.

**Sign and Return** ×

Send your signed document to anyone you would like. Enter an email address below.

**Full Name:\***  **Email Address:\***

**+ADD RECIPIENT**

**Subject:**

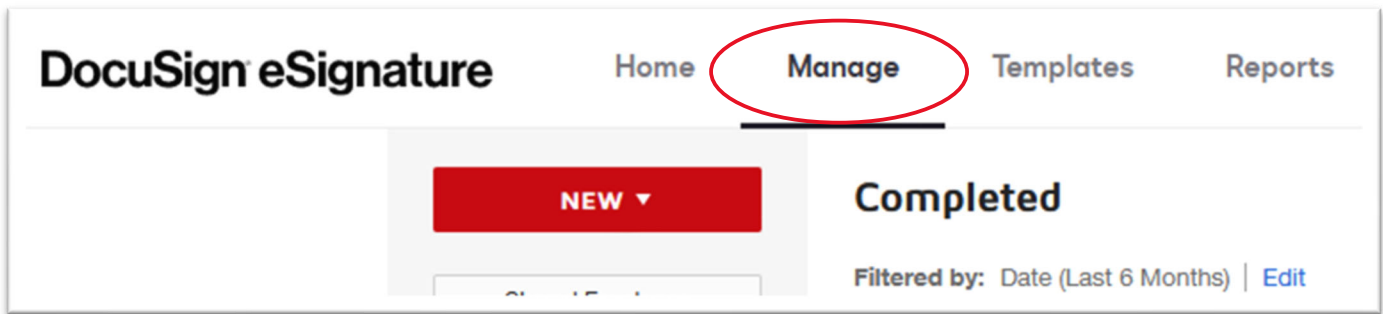
**Message:**

250 characters remaining

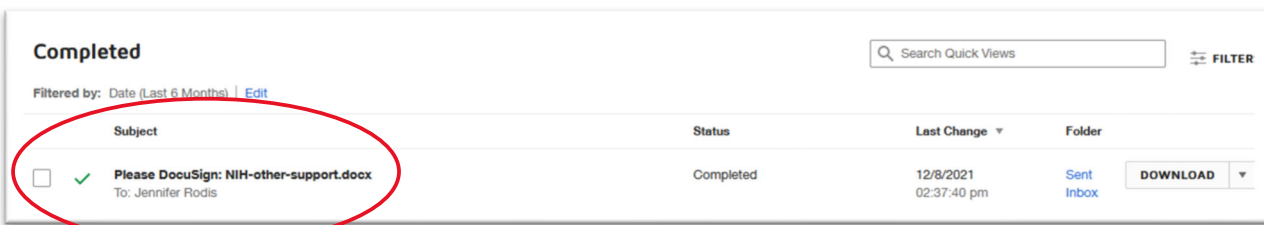
**SEND AND CLOSE** **NO THANKS**

## 5. Download a copy of the document.

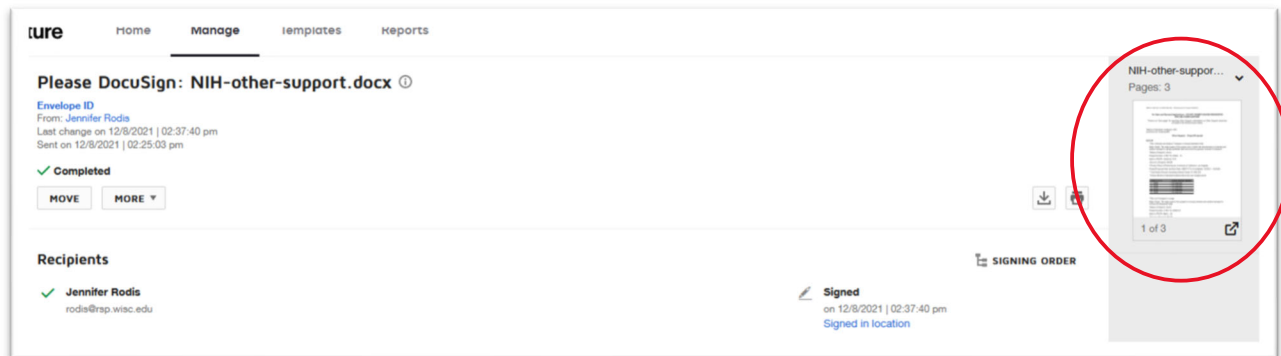
You can access a list of signed documents in the **Manage** menu of DocuSign.



Click on the **Subject** of the document you wish to download and save.



A new screen will appear. Click on the image of the document you wish to save.



The document will open in Adobe Acrobat and can be saved in a location of your choosing.