

For Researchers: How to 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 sign an Other Support document in DocuSign. The premise of this reference is that an administrator has prepared an Other Support document and the researcher needs to review it, ensure its accuracy, and sign it. The review and signature process can occur without the researcher needing to activate a DocuSign account.

1. Receive email and open document for review

You will receive an email that a document is ready to be reviewed and signed. The email will look like the following image.



Click on the **REVIEW DOCUMENT** button.

2. Review document

After clicking on **REVIEW DOCUMENT**, a new window or tab will appear in your browser that looks like this:

Please Review & Act on These Documents

Melanie Hebl
UW Madison

WISCONSIN
Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS

Name of Individual: Anderson, R.R.
Commons ID: AndersonRR

Other Support – Project/Proposal

ACTIVE

*Title: Chloride and Sodium Transport in Airway Epithelial Cells
Major Goals: The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.
*Status of Support: Active

Click on the **CONTINUE** button. A new screen will appear. You may use the scroll bar on the right side of the screen to scroll through the document and review the accuracy of the information.

Please review the documents below.

FINISH OTHER ACTIONS

START

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

**For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED
PHS 398 OTHER SUPPORT**

There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.

*Name of Individual: Anderson, R.R.
Commons ID: AndersonRR

Other Support – Project/Proposal

ACTIVE

*Title: Chloride and Sodium Transport in Airway Epithelial Cells
Major Goals: The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.
*Status of Support: Active


After you are certain that the information in the document is true, accurate, and complete to the best of your knowledge, the document is ready to be signed.

3. Sign the document

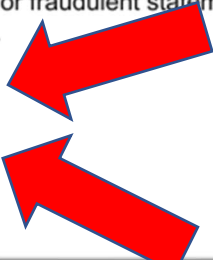
Click on the **START** button. You will be taken to the attestation and signature block in the document.

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.

SIGN

*Signature: 


Date: 1/4/2022



Click on the square next to the Signature that says, "**Sign.**"

Once you click **Sign**, you may be prompted to select a signature style. If you have already selected or drawn a signature, your signature will appear.

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: 1/4/2022

Once you have signed the document, click on the **FINISH** button at the bottom or top right of the screen.

FINISH

You will be taken to the following screen, which lets you know that you have finished signing.



You will also receive an email that the document has been completed. The email message looks like this:

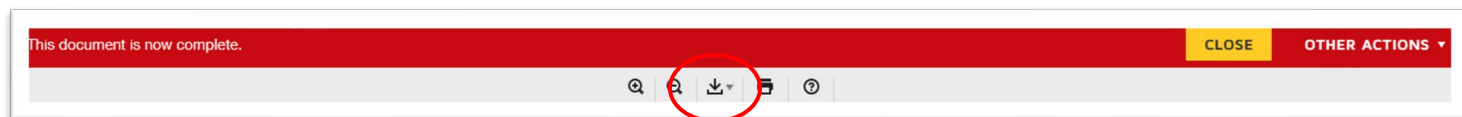


The administrator who requested your signature will also receive an email that the document has been completed.

The signed document will be maintained in the DocuSign system. If you wish to download and save a copy of the document, you may choose to do so.

4. Download a copy of the document.

Click on **VIEW COMPLETED DOCUMENT**. A new window or tab will open in your browser.



Use the Download button in the center of the icons to select Combined PDF. The document will open in Adobe Acrobat and can be saved in a location of your choosing.