



Signing a the PHS Other Support Document Using DocuSign

To complete the process, you will need:

- A copy of your PHS Other Support without the accompanying signature block
- Your eRA Commons ID

- 1) Go to the NIH Other Support page on the Research and Sponsored Programs website:

<https://orsp.rutgers.edu/disclosure-other-support-information-nih>

Locate and click the **(DocuSign): PHS Other Support** link in the sidebar to initiate the process (*or click the link above*)



2) Review the guidance provided. To begin the signing process, you will need to provide:

- Your name
- Your email address

1) Enter your name

2) Enter your email

3) Click Begin Signing

Once the process is complete, you will be able to download a copy of the document as a single file. You will also receive the files in an email, but they will be separate files and unable to be combined.

Please enter your name and email to begin the signing process.

PD/PI or Senior Key Personnel

Your Name: *

Your Email: *

BEGIN SIGNING

3) Click **BEGIN SIGNING**

4) Enter your eRA Commons User ID.

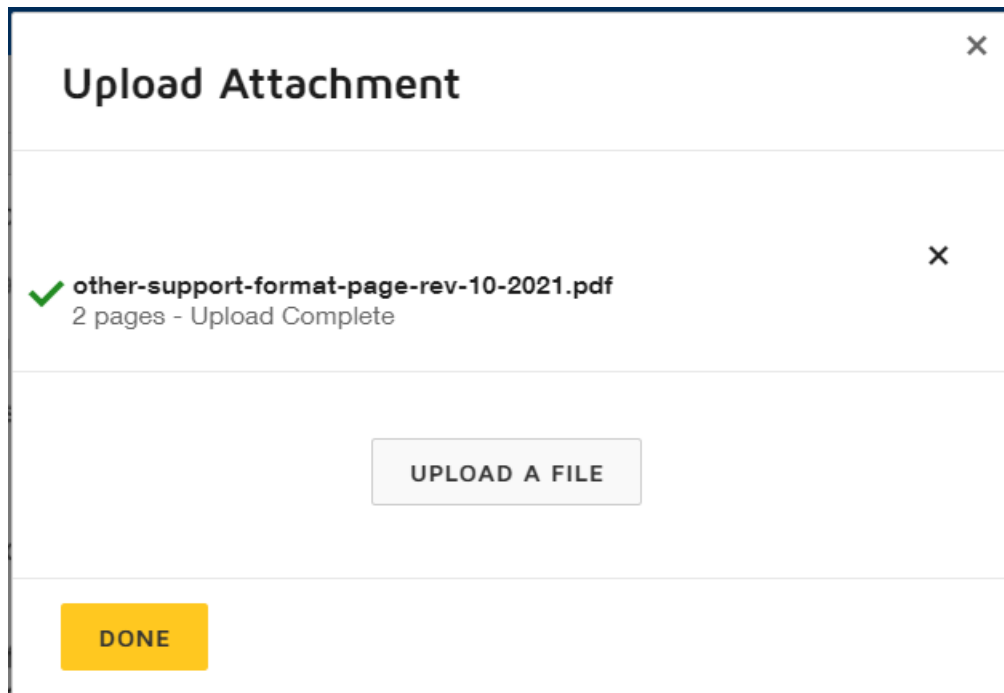
Name of Individual: Christopher Stastny

Commons ID: STASTNCM


5) Click the Paper Clip to attach a copy of your PHS Other Support Document.



6) Upload the Other Support File and click Done.




7) Apply your signature to the Document.

*Signature:  _____

Date: 12-10-2021

8) The signature will look something like this once done.

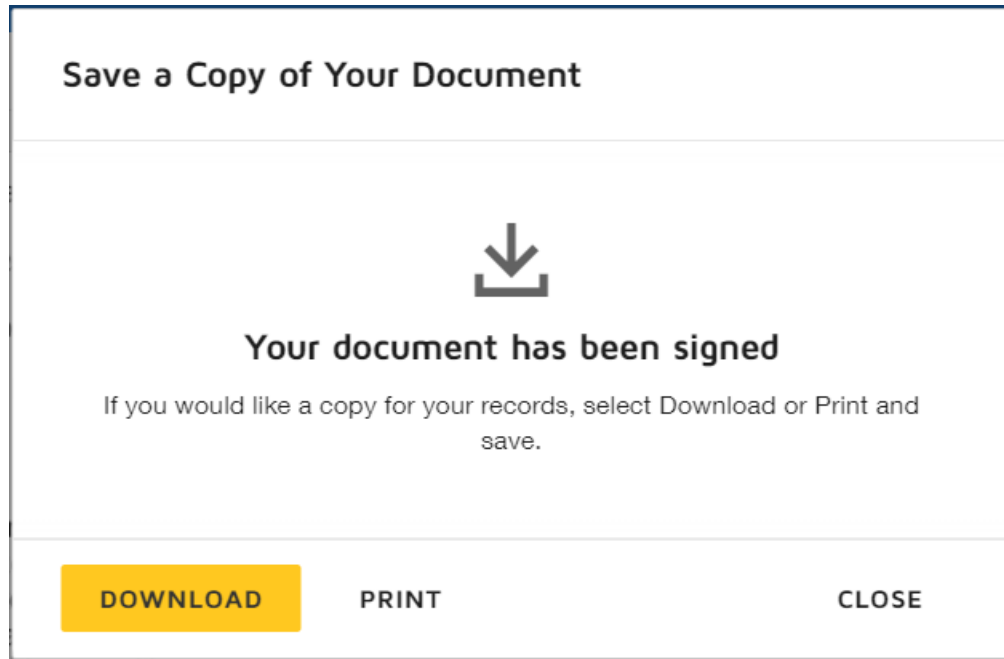
*Signature:  _____

Date: 12-10-2021

9) In the main workspace, click **FINISH** when you are done.

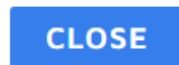


- 10) Click **DOWNLOAD** in the *Save a Copy of your Document* dialog to Save a copy of the competed, signed document.

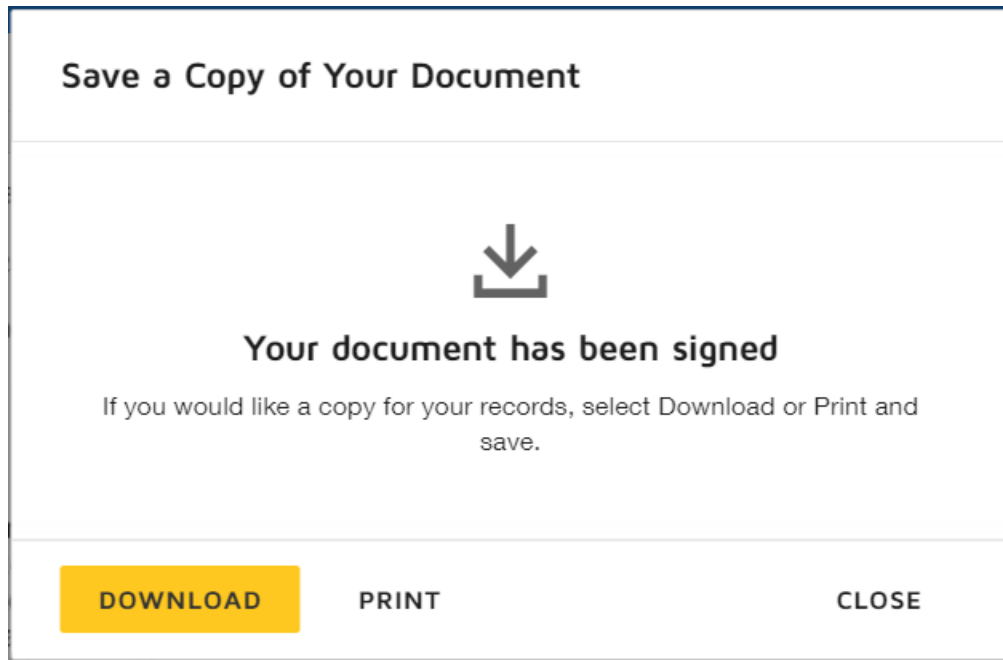


- 11) Once the PDF file has been downloaded click **CLOSE** in the dialog that appears.

Your PDF is being generated. If you have your browser set to save PDF files, you may close this window after the file has downloaded.



- 12) Click **CLOSE** on the *Save a Copy of Your Document* dialog.



13) You will be returned to the Main Screen.

14) Click **CLOSE** to exit the DocuSign process.

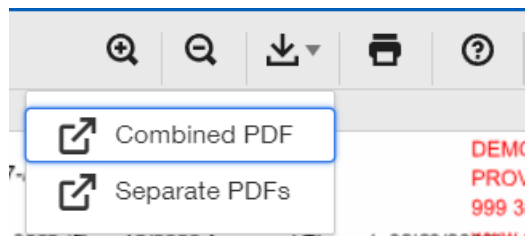


OPTIONAL

If you inadvertently clicked **CLOSE** in the *Save a Copy of Your Document* dialog before downloading it, you may download the file here by clicking the **DOWNLOAD** icon.



- 15) You have the option to download as **Combined PDF** or **Separate PDF's**. Choose **Combined PDF**.



- 16) Once the file is downloaded click **CLOSE** in the dialog.

Your PDF is being generated. If you have your browser set to save PDF files, you may close this window after the file has downloaded.

CLOSE

- 17) You will return to the main screen.

- 18) Click **CLOSE** to exit the DocuSign process.

