

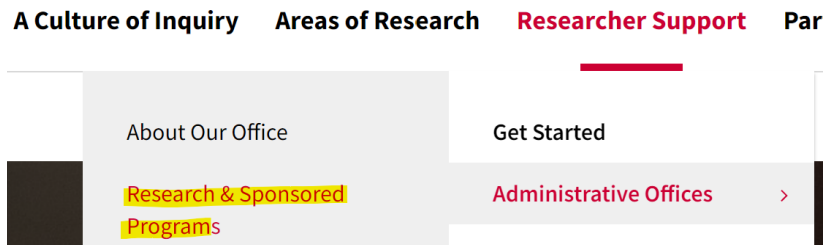
Signing the PHS Other Support Document Using DocuSign

To complete the process, you will need:

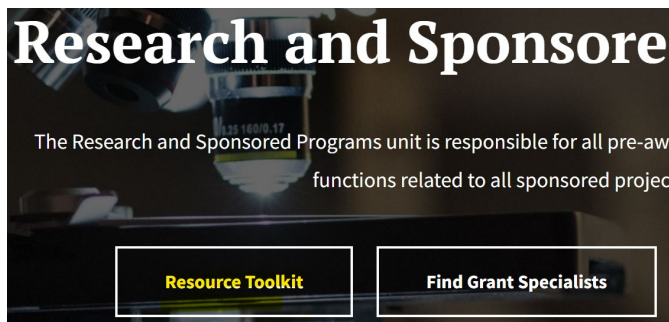
- A copy of your PHS Other Support without the accompanying signature block
- Your eRA Commons ID

1) Go to the Research and Sponsored Programs website:

<https://research.rutgers.edu/researcher-support/administrative-offices/research-sponsored-programs>



2) Click on [Resource Toolkit](#)



3) Under the section labelled forms, locate the [PHS Other Support – DocuSign Instructions](#) and review the guidance provided.

Resource Toolkit

Forms Policies & Memos Templates Checklists

Search and Sponsored Programs forms, policies, templates and more.

Letter of Intent - Rutgers is the Subrecipient	Cost Sharing Distribution and Signature Form	Request for Reduction or Waiver of Indirect Costs Associated with a Sponsored Program
Statement of Intent to Form Consortium	Subaward Modification Checklist	Subaward Project String Template
Subrecipient Risk Assessment Matrix	PHS Other Support - DocuSign	PHS Other Support - DocuSign Instructions

- 4) When ready to initiate the signature process, on the same webpage as the instructions, click the link for [PHS Other Support – DocuSign](#).

Resource Toolkit

Forms Policies & Memos Templates Checklists

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Statement of Intent to Form Consortium	Subaward Modification Checklist	Subaward Project String Template
Subrecipient Risk Assessment Matrix	PHS Other Support - DocuSign	PHS Other Support - DocuSign Instructions

5) 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

6) Once the information above has been entered, click **BEGIN SIGNING**

7) Enter your **eRA Commons User ID**.

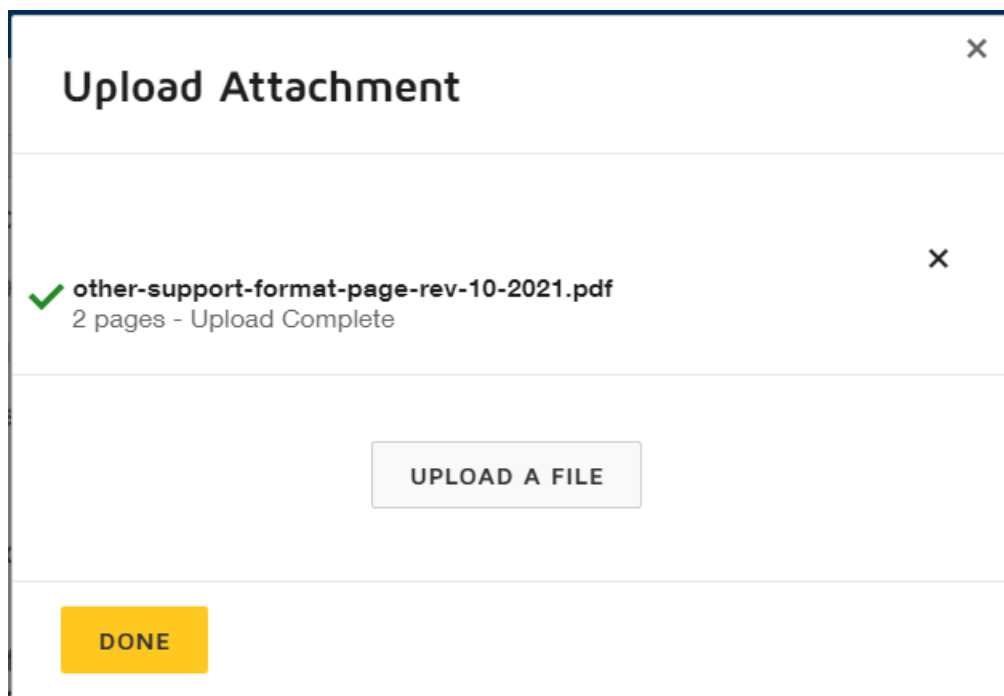
Name of Individual: Christopher Stastny

Commons ID: STASTNCM


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



9) Upload the Other Support File and click **Done**.

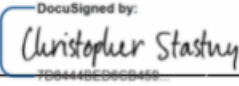


10) Apply your signature to the document.

*Signature:  _____

Date: 12-10-2021

11) The signature will look something like this once applied.

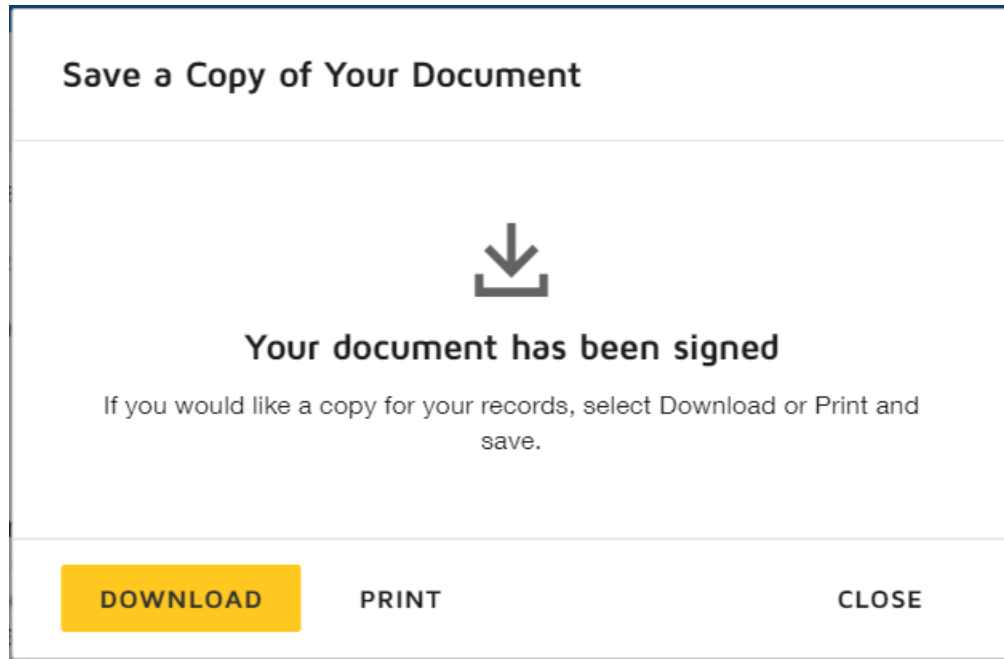
*Signature:  _____

Date: 12-10-2021

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



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

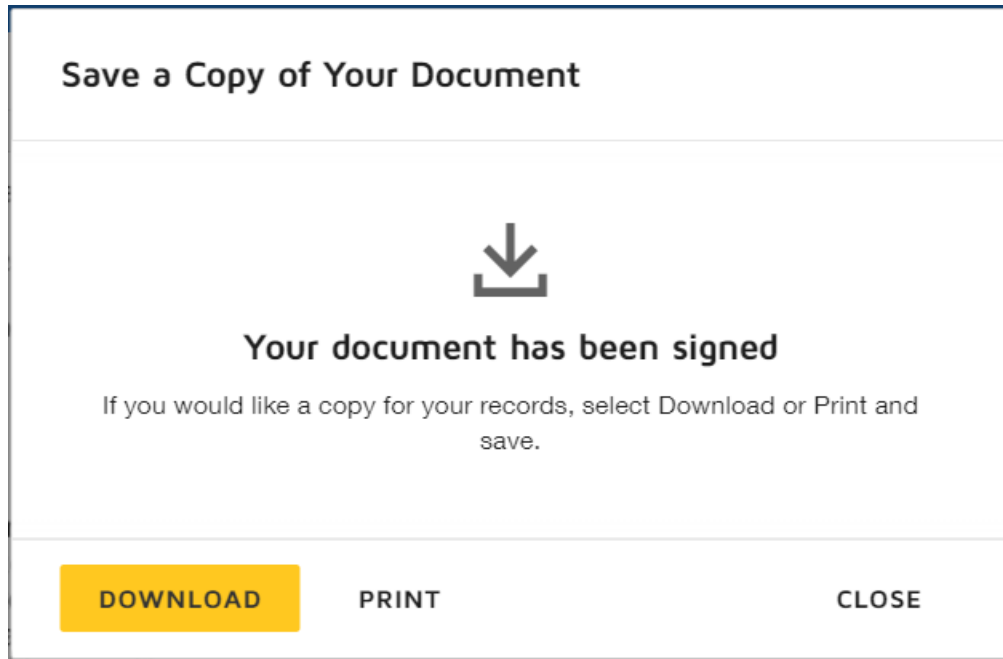


- 14) Once the PDF file has been downloaded click **CLOSE** in the dialog that appears.

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.

CLOSE

15) Click **CLOSE** on the **Save a Copy of Your Document** dialog and you will return to the main screen.



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

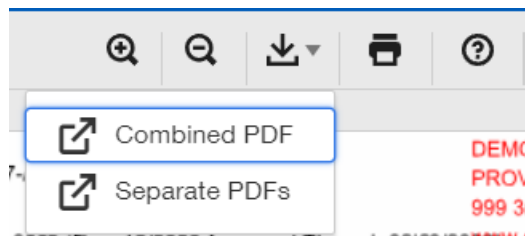


OPTIONAL

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.



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



- 18) Once the file is downloaded click **CLOSE** in the dialog and you will return to the main screen

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

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

CLOSE

OTHER ACTIONS ▾