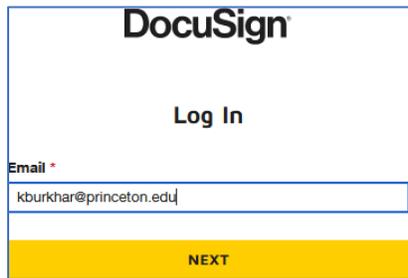


Researchers: How to DocuSign and Flatten the NIH Other Support Document Prepared by the Researcher

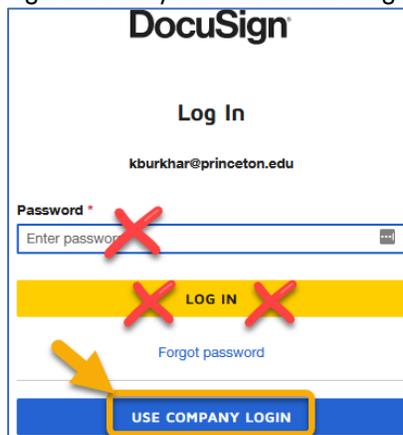
Last Updated: January 21, 2022

As of January 25, 2022, the NIH Other Support (OS) document must be electronically signed by PD/PIs and Senior/Key personnel through DocuSign, the only Princeton University approved solution for electronic signatures. The University is not licensed for Adobe Sign or other electronic signature products. The DocuSigned file can be flattened (via "print to PDF") for upload to the NIH K application, JIT, or RPPR.

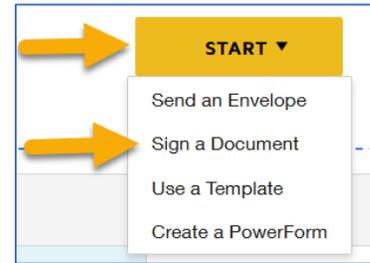
1. [Request and activate your Princeton DocuSign account](#) if you do not have a Princeton DocuSign account.
2. Navigate to <https://app.docusign.com>.
3. Enter your Princeton email address and click on Next.



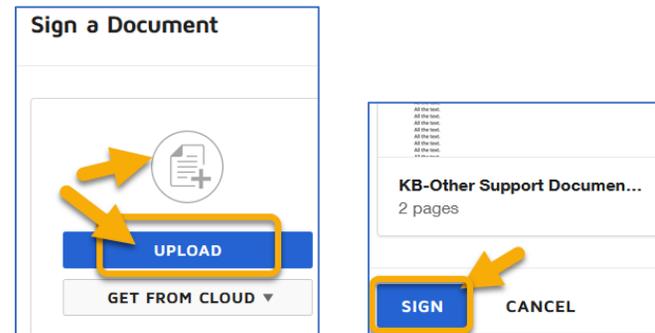
4. Do not enter a password; instead click on "Use Company Login" and sign on with your Princeton Single Sign On.



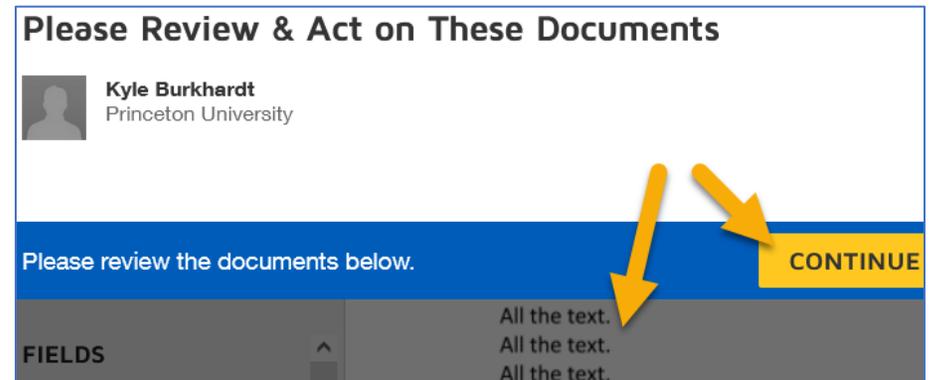
5. Click the Start button and select "Sign a Document"



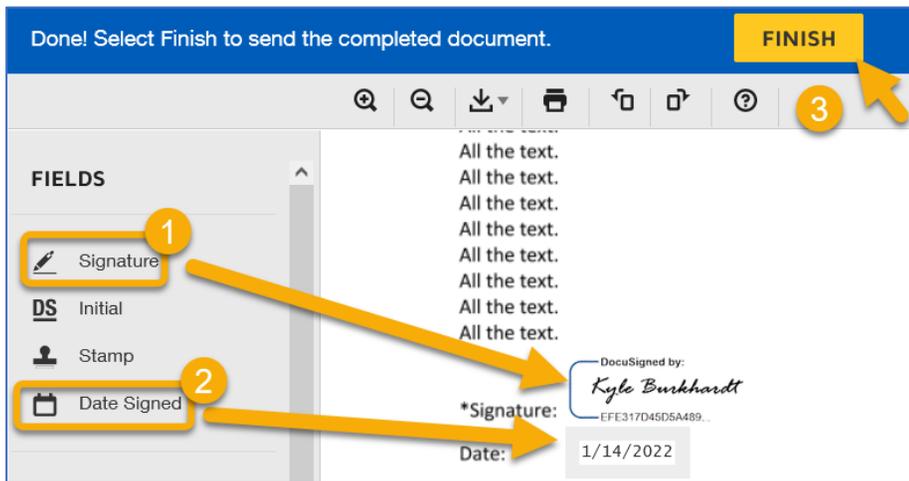
6. Drag and drop the file onto the document icon, or click Upload to find your final Other Support file + click on Open. Then click on Sign.



7. Click on the document or click on Continue; either way will take you to the next step.



- Verify the file is complete and accurate. Scroll to the bottom of the document. Drag the Signature field from the left bar next to the Signature field on the document. Drag the Date Signed field from the left bar to the Date field. Press Finish at the top.



- If you want the system to email the file to your research administrator, fill out the fields and click "Send and Close". Otherwise, click "No thanks".

Sign and Return

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

Full Name:* Email Address:*

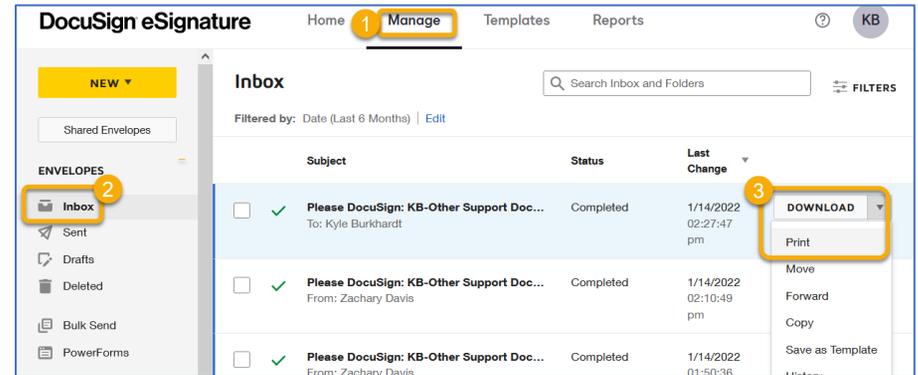
+ADD RECIPIENT

Subject:

Message:

250 characters remain

- If you are uploading the file to the NIH K application, JIT, or RPPR, the file has to be "flattened", which means "print to PDF". There are a few ways to do this; one way is to navigate to the Manage menu, find the document in your Inbox, then click the arrow next to Download and select Print.



- Select "Adobe PDF" as your printer or destination, then press the "Print" button to save the flattened file to your computer. The flattened file is now ready for upload to the NIH K application, JIT, or RPPR.

