Extramural Support Checklist Adobe Sign Guide

In Adobe Sign choose Start from library.

Select Workflows and search for the Extramural Support Checklist. Once highlighted select start at the lower right hand of the page.

Enter all the names that need to sign. The Department Personnel completing the checklist will go in the first spot. The Principal Investigator (PI) will be required. Enter other PIs, Division Director, Department Chair, Facilities & Planning, Dean as required. If the signature field is blank, then the signature will be neither required nor able be added later. The emails will need to be BlazerID@uab.edu in order to have the correct signatures.
When you select Send at the bottom it will begin the processing of the checklist.
When you see the following page and start, most areas are required. Some selections may appear or disappear based on your selection.

UAB EXTRAMURAL SUPPORT CHECKLIST

Complete all applicable fields based on your submission type (e.g., proposal or contract).

All submissions must be submitted electronically in accordance with the Proposal Submission Requirements.

For additional information, please see references at UAB Extramural Support Checklist Instructions and Glossary and Required Documents.

Start

<table>
<thead>
<tr>
<th>N/A</th>
<th>Sponsor Portal: *</th>
<th>Sponsor Portal Application #: *</th>
</tr>
</thead>
</table>

1. PU/PW

Last Name: *  First Name: *  MI: *

Unit:  Street Address: *

School:  Dept:  Div:  Unit:

The submitting unit should normally be the primary assignment of the Principal Investigator, not a Center.

Graduate Student Fellowship?  Yes  No  VA IPA Assignee?  Yes  No

Trainee / Assignee:  BLZ:  Phone:  Email:  MI:  First Name: |

Funding Source/Sponsor:  * |

I/A  If pass through award, indicate Originating Sponsor: |

2. CRDA #: (if applicable): *  Will this project utilize Simple Bill:  Yes  No |

3. Submission Type:  *

- Original/New *
- Fee for Service *
- Transfer In *

Note: If a project involves a center grant, a separate RP is required for each subproject. The RP should include any specific project costs.

4. The Responsible Personnel List (RPL) is required for all new applications (submission types of Original/New; Competing Continuation/Removal; Transfer In; Change in PI; Resubmission; or Fee for Service) and (2) at any time there is a change in responsible personnel on a sponsored project.

At the end of the document, you will be able to add any other attachments that you need for internal review.

This section below is applicable if the project involves any of the following (please check all that apply):

- Cost Sharing (attach the cost sharing commitment form)  - CME / CPE
- New Faculty Positions  - Additional Space  - Transfer In / Out

Dean:  Date:

Printed Name:

Click to Attach File Attachment 1

Once all the required areas are completed, a Submit button will appear. It will begin to route for signature once the Submit button pushed.
The Signatory will receive an email asking them to review and sign.

Extramural Support Checklist

Review and sign

Please review and sign the Extramural Support Checklist.

It will require a Digital Signature using blazer names and passwords. The Signatory if required to add their name if required to do so before they can sign.

NOTE: Projects involving Centers must have the signature of the Department Chair and Dean.

The submitting unit, in accordance with number 1 on page 1, should normally be the primary:

X ____________________________ 11/24/2020
Program Director/Principal Investigator

PI’s signature is required. No “per” signatures allowed.

______________________________
Printed Name

X ____________________________ _______
Program Director/Principal Investigator

Date
Once the signatory completes any required field, they will see the Submit and Proceed to Sign button. They will need to download the document in order to sign it.

Just a few more steps

To finish signing, you'll need to download the agreement, open it in Adobe Acrobat or Acrobat Reader, and provide a digital certificate.

Once downloaded they will click the space to sign.

vi. I have not been debarred, am not aware of any investigation that could lead to my debarment.

vii. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal charges.

viii. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and a result of this submission.

NOTE: Projects involving Centers must have the signature of the Department Chair and DMD. The submitting unit, in accordance with number 1 on page 1, should normally be the principal investigator.

X

Program Director/Principal Investigator
PI's signature is required. No "per" signatures allowed.

Tim Parker

Printed Name
They will add the blazer password in order to sign the document.

When asked to save the changes, please do so.

The parties will receive the attachment in an email. Please now email the Extramural Checklist and other required document to osp@uab.edu.