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 on UAB Extramural Support Checklist Instructions and Glossary and Required Documents.

1. **PD/PI**
   - Last Name: *
   - First Name: *
   - Middle: *
   - DOB: *
   - PI Email: *
   - PI Phone: *

2. **Submitting Unit**
   - School: *
   - Department: *
   - Division: *

3. **Funding Source/Sponsor**
   - [ ] N/A

4. **Submission Type**
   - [ ] Original/New *
   - [ ] Fee for Service *
   - [ ] Transfer In *

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

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Once all the required areas are completed, a Submit button will appear. It will begin to route for signature once the Submit button pushed.

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The Dean approves submissions of the project including new programs, space, and renovation and assures that:
- New programs requiring approval of Provost, the President or the Chancellor have been submitted for appropriate review and approval;
- New space requirements have received approval of the Provost; and
- Agreement between or among the appropriate desks has been reached if collaboration among schools requiring sharing or indirect cost reimbursement is involved.
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 Sign With Acrobat

Program Director/Principal Investigator

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

* 

Printed Name

X

Program Director/Principal Investigator

Date

11/24/2020

Date
Once the signatory completes any required field, they will see the Submit and Proceed to Sign button.

Program Director/Principal Investigator
Date

Tim Parker
Printed Name

X
Program Director/Principal Investigator
Date

For NIH projects with Multiple PD/PIs, NIH requires signature from all individuals serving in this role (PD/PI). This is not required of Co-Investigators.

X
Program Director/Principal Investigator
Date

If required by Department.

X
Division Director
Date

I agree to the Terms and Consumer Disclosure of this document
Submit and Proceed to Sign

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.

Download Document

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

vii. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and all activities associated with this submission.

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

X
Program Director/Principal Investigator
Date

Tim Parker
Printed Name

Click here to sign

11/24/2020
The signature has been changed from an Adobe Sign Electronic signature to a Digital Signature to allow an easier signature process. As a result the Department will need to print out and save the audit report to authenticate the signatures.

When asked to save the changes, please do so.

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