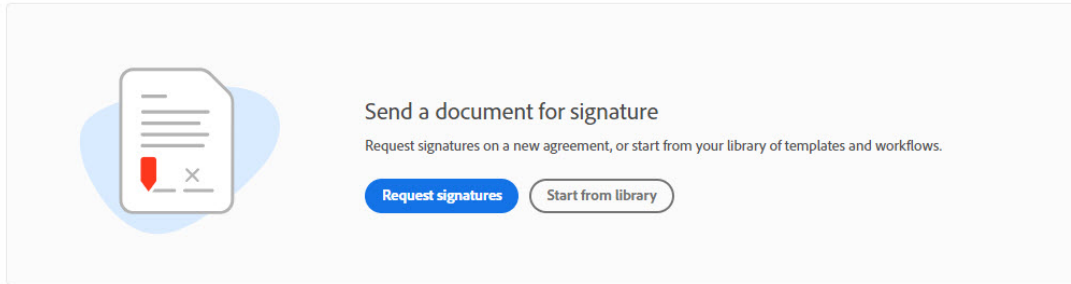
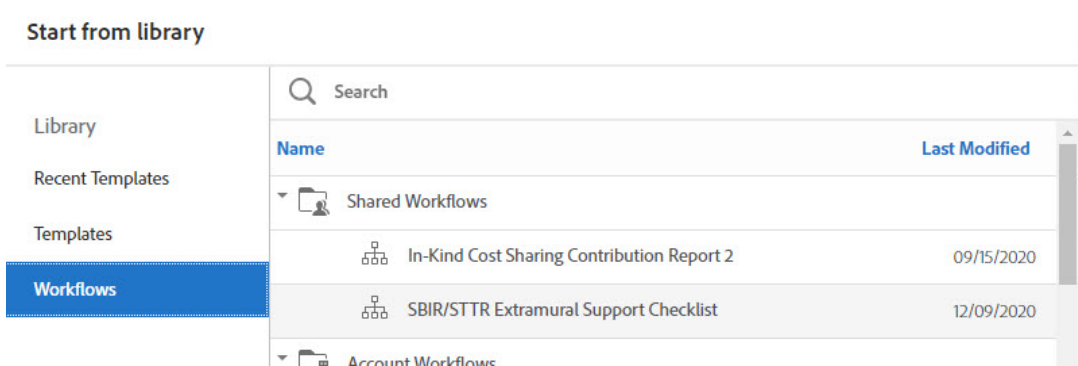


SBIR/STTR Extramural Support Checklist Adobe Sign Guide

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) and the Department Chair will be required. If the signature field is blank, then the signature will be neither required nor able to be added later. The emails will need to be BlazerID@uab.edu in order to have the correct signatures.

SBIR/STTR Extramural Support Checklist

How
Complete
proposal

Department Personnel :

Program Director/Principal Investigator :

Department Chair of Primary Faculty Appointment of PD/PI :

Document Name: New Workflow

Message: Please Sign.


Documents

Documents SBIR AND STTR Checklist

Send

When you select Send at the bottom of the page, then it will begin the processing of the checklist.

Files


Document *  Extramural Checklist 120120

Send

When you see the following page and start, most areas are required. Some selections may appear or disappear based on your selection.

SBIR/STTR Extramural Support Checklist

University of Alabama at Birmingham
Office of Research
Research Business Operations



1 UAB PD/PI (Provide the following information regarding the PI of the UAB Subaward.)

Start →

Last Name: *		BlazerID: *	
First Name: *		Phone: *	
MI:		Email: *	
Street Address (Note: If Lab, include Lab Room#.)			
*			
Submitting Unit (Note: The submitting unit is normally the primary appointment of the PD/PI, not a Center.)			
School: *			
Department: *			

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

By signing below on this SBIR/STTR Extramural Support Checklist, the supervising administrator (chair, dean, vice president, or provost as appropriate) assures that the named UAB principal investigator or the student with the named mentor's oversight will have access to the adequate facilities as well as provide the scientific, technical, administrative, and financial leadership required for the proper conduct of the project or program including submission of all required reports.

X _____ Date _____
Department Chair of Primary Faculty Appointment of PD/PI

Click to Attach File Attachment 1

As you proceed, you will see, in the upper right hand corner, the number of required fields to complete. This number may increase based on your selections.


50

SBIR/STTR Extramural Support Checklist

Next required field

SBIR/STTR Extramural Support Checklist


University of Alabama at Birmingham
Office of Research
Research Business Operations



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

SBIR/STTR Extramural Support Checklist

University of Alabama at Birmingham
Office of Research
Research Business Operations



1 UAB PD/PI (Provide the following information regarding the PI of the UAB Subaward.)

Last Name:	t	BlazerID:	t
First Name:	t	Phone:	tt
MI:		Email:	t

Street Address (Note: If Lab, include Lab Room#.)

t

Submitting Unit (Note: The submitting unit is normally the primary appointment of the PD/PI, not a Center.)

School:	t
Department:	t
Division:	

2 Graduate Student / Post-Doctoral Student

Will there be a Graduate Student or Post-Doctoral Student budgeted on the subaward? Yes No

Last Name:		BlazerID:	
------------	--	-----------	--

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

Submit and Proceed to Sign

The Signatory will receive an email asking them to review and sign.


Timothy Parker requests your signature on
SBIR/STTR Extramural Support Checklist

Review and sign

The Signatures will require a Digital Signature using blazer names and passwords. Click on Start to begin the process.

SBIR/STTR Extramural Support Checklist

University of Alabama at Birmingham
Office of Research
Research Business Operations




1	UAB PD/PI (Provide the following information regarding the PI of the UAB Subaward.)			
Last Name:	<input type="text"/>	BlazerID:	<input type="text"/>	
First Name:	<input type="text"/>	Phone:	<input type="text"/>	
MI:	<input type="text"/>	Email:	<input type="text"/>	
Street Address (Note: If Lab, include Lab Room#.)				
<input type="text"/>				
Submitting Unit (Note: The submitting unit is normally the primary appointment of the PD/PI, not a Center.)				
School:	<input type="text"/>			
Department:	<input type="text"/>			
Division:	<input type="text"/>			
2	Graduate Student / Post-Doctoral Student			

Start

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

SBIR/STTR Extramural Support Checklist

University of Alabama at Birmingham
Office of Research
Research Business Operations



1	UAB PD/PI (Provide the following information regarding the PI of the UAB Subaward.)			
Last Name:	<input type="text"/>	BlazerID:	<input type="text"/>	
First Name:	<input type="text"/>	Phone:	<input type="text"/>	
MI:	<input type="text"/>	Email:	<input type="text"/>	
Street Address (Note: If Lab, include Lab Room#.)				
<input type="text"/>				
Submitting Unit (Note: The submitting unit is normally the primary appointment of the PD/PI, not a Center.)				
School:	<input type="text"/>			
Department:	<input type="text"/>			
Division:	<input type="text"/>			
2	Graduate Student / Post-Doctoral Student			
Will there be a Graduate Student or Post-Doctoral Student budgeted on the subaward?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Last Name:	<input type="text"/>	BlazerID:	<input type="text"/>	

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

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.

viii. As [PD/PI](#), I agree to accept responsibility for the scientific conduct of the project and to provide the progress reports if a project is awarded as a result of this submission.

	<input type="text"/>	12/09/2020
X	_____	_____
	Program Director / Principal Investigator	Date

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

[View Certificate Details](#)

Review document content that may affect signing

al Investigator _____ Date _____

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

When asked to save the changes, please do so.

vi. I have not been debarred, am not aware of any investigation that could lead to my disbarment and h consent to a background check;

vii. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, c administrative penalties; and

viii. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the r progress reports if a project is awarded as a result of this submission.

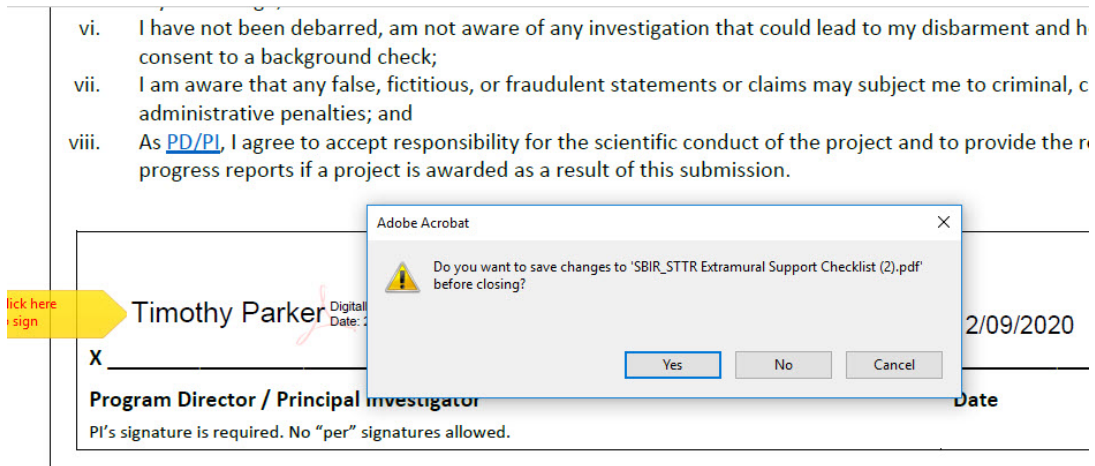
lick here
sign

Timothy Parker Digital
Date: 2/09/2020

X

Program Director / Principal Investigator Date

PI's signature is required. No "per" signatures allowed.



The image shows a screenshot of a PDF form. At the top, there are three numbered items (vi, vii, viii) with text regarding background checks, false statements, and project responsibility. Below this is a signature field for Timothy Parker, with a yellow arrow pointing to the signature line and the text 'lick here sign'. To the right of the signature is a date field containing '2/09/2020'. Below the signature field is the title 'Program Director / Principal Investigator' and a 'Date' label. At the bottom of the signature field, there is a note: 'PI's signature is required. No "per" signatures allowed.' Overlaid on the signature field is an Adobe Acrobat dialog box with a warning icon and the text: 'Do you want to save changes to 'SBIR_STTR Extramural Support Checklist (2).pdf' before closing?'. The dialog box has 'Yes', 'No', and 'Cancel' buttons.

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