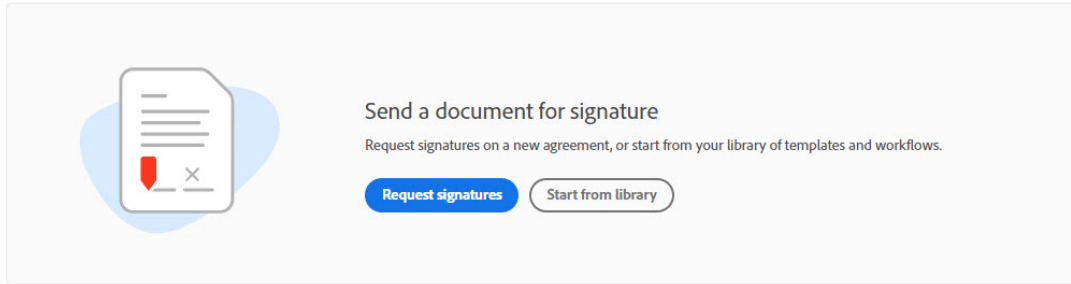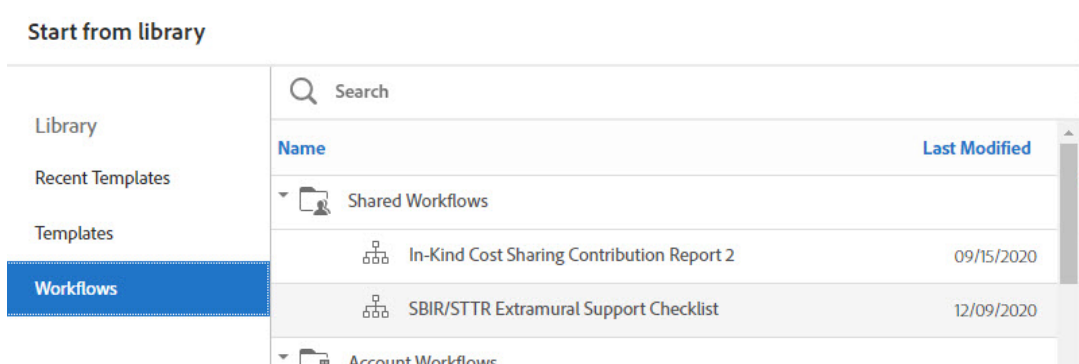# SBIR/STTR Extramural Support Checklist Adobe Sign Guide

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 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 of the page, then it will begin the processing of the checklist.

Files

Document ★   T≣   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

UAB

1	UAB PD/PI (Provide the following information regarding the PI of the UAB Subaward.)		
Last Name: ★		BlazerID: ★	
First Name: ★		Phone: ★	
MI:		Email: ★	

Start

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 _____ _____

Department Chair of Primary Faculty Appointment of PD/PI   Date

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.

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.

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

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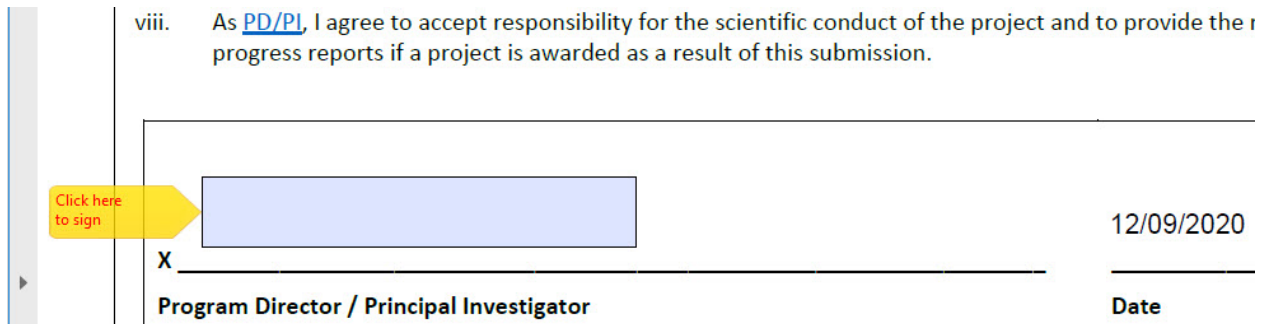
They will need to download the document in order to sign it.

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.

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.

Click here to sign →

12/09/2020

X _____   _____

Program Director / Principal Investigator   **Date**

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.

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.

Adobe Acrobat   ✕

⚠ Do you want to save changes to 'SBIR_STTR Extramural Support Checklist (2).pdf'
before closing?

[Yes]   [No]   [Cancel]

lick here
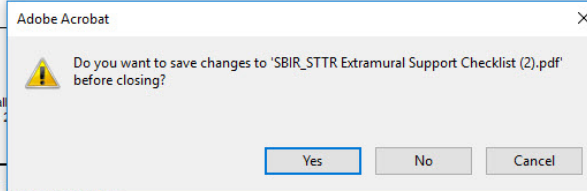sign   Timothy Parker   Digitall
Date: 2/09/2020

X _____

Program Director / Principal Investigator   **Date**

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

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.