

# Instructions for using Electronic Signatures

Many sponsors, including NIH, require documents to be electronically signed. This means that “Wet” or “Typed” signatures are not allowed and a separate platform such as Adobe or DocuSign would need to be used.

MU Guidance for Using DocuSign:

<https://techsquad.mu.edu/support/solutions/articles/21001138101>

## Tips for Using Adobe:

If you are unfamiliar with the process of Creating and Applying a Digital Signature Certificate within Adobe, you may find this [YouTube Video](#) a helpful starting point.

Do not check the box “Lock document after signing”, when applying your Digital Signature Certificate. If you do “Lock document after signing”, ORSP will NOT be able to combine your signed document with any other related documents as needed.

Below are some examples, specifically referencing NIH’s Other Support:

*John Smith*

DocuSigned by:  
*John Smith*  
1E3ED7E0E38A417...



John  
Smith

Digitally signed by  
John Smith  
Date: 2022.04.20  
14:19:19 -04'00'

↑  
The top example considered a "Typed" signature the lower example is a "Wet" signature. The NIH has been returning Other Support pages that include a "Typed" or "Wet" signatures.

↑  
The two examples above (DocuSigned and Adobe) are allowable as the electronic signature on an NIH Other Support document.

The [NIH Other Support instructions](#) states that each PD/PI or other senior key personnel must electronically sign their respective Other Support form prior to submission. This signature certifies that the statements are true, complete and accurate.

The NIH has published clarifying information within the General Info section of the Frequently Asked Questions (FAQs) for Other Support, such as:

[Can Other Support be signed with a wet signature or a typed name?](#)

No, wet and typed names will not be accepted as signatures. Electronic signatures are required, see related question below.

[NIH does not allow electronic signatures on attachments in electronic applications. Will electronic signatures be accepted on Other Support submissions?](#)

Other Support submissions must be submitted as a flattened PDF, after all signatures are obtained. Recipients and applicants may use the electronic signature software of their choice, and in alignment with their institutional practices. A typed name is not an electronic signature and is not acceptable.

Applicants and recipients must maintain supporting documentation to reasonably authenticate that the appropriate individual signed the form. Recipients must and make the documentation available upon request in accordance with 45 CFR Part 75.364.