

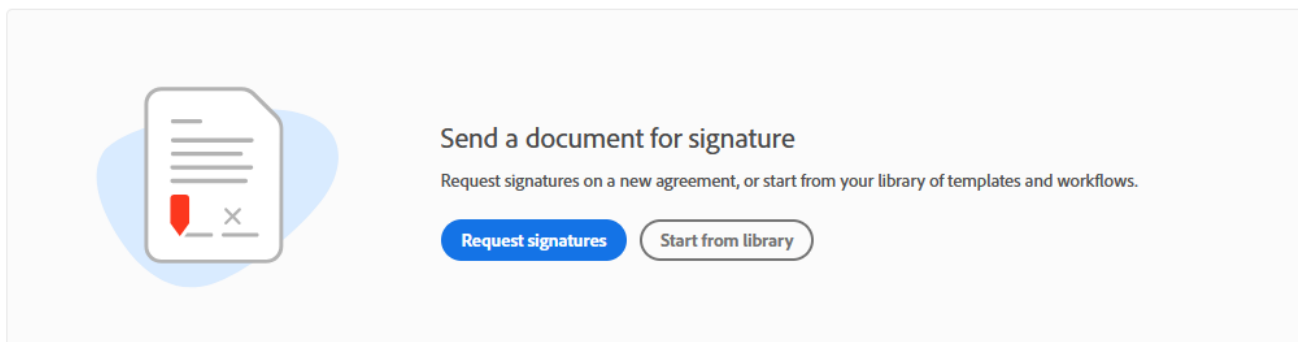
## Signing/Certifying NIH Other Support Pages via Adobe Sign

As set out in NIH [NOT-OD-21-073](#), all individuals designated as senior/key personnel must certify that the information provided in an Other Support page is true, complete and accurate to the best of the individual's knowledge.

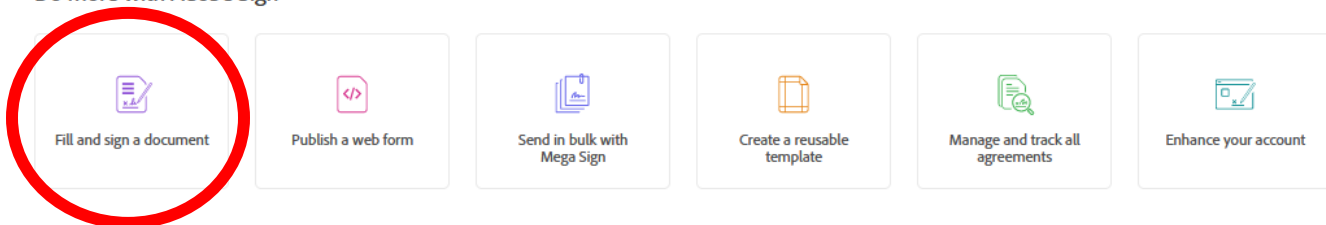
An [NIH format page](#) for Other Support is provided by NIH and this format page originates as a Microsoft Word document. The drafting, review and editing performed by the senior/key personnel and his/her administrator should be completed in Microsoft Word before transferring it to Adobe Sign.

After finalizing the Other Support document in Microsoft Word, the senior/key personnel for whom the Other Support page has been prepared must sign and certify the document via [Adobe Sign](#). Log in to [Adobe Sign](#) using the senior/key personnel's UAB campus email address (e.g., [johndoe@uab.edu](#))<sup>1</sup> and select the "Company or School Account" option. The signing of the Other Support document may not be delegated. The Other Support document must be signed by the senior/key personnel for whom the Other Support page has been prepared. The DUO Two-Factor Authentication procedure will ensure the senior/key personnel is completing the signature.

After logging in to [Adobe Sign](#), the senior/key personnel will select the "Fill and sign a document" option circled in red below.



### Do more with Adobe Sign



<sup>1</sup> UAB's medical center email address, e.g., ([johndoe@uabmc.edu](#)), cannot be used due to verification issues.

Next, the senior/key personnel should see the following screen. Take note of the items circled in red below. The senior/key personnel must see these items to ensure he/she is correctly performing the signature process. The senior/key personnel will add the finalized Other Support page to the “Files” box as designated by the green comment box below.

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM | POWERED BY Adobe Sign

Home Send Manage Reports Fill & Sign

Upload or choose files to sign and fill out yourself.  
After signing, you will be able to save, download or send them to others.

Switch to Fill & Sign

Select Group **Default Group**

**Add Files**

Files

Drag & Drop Files Here

Options

Password Protect

Agreement name

Enter agreement name

Preview & Add Signature Fields

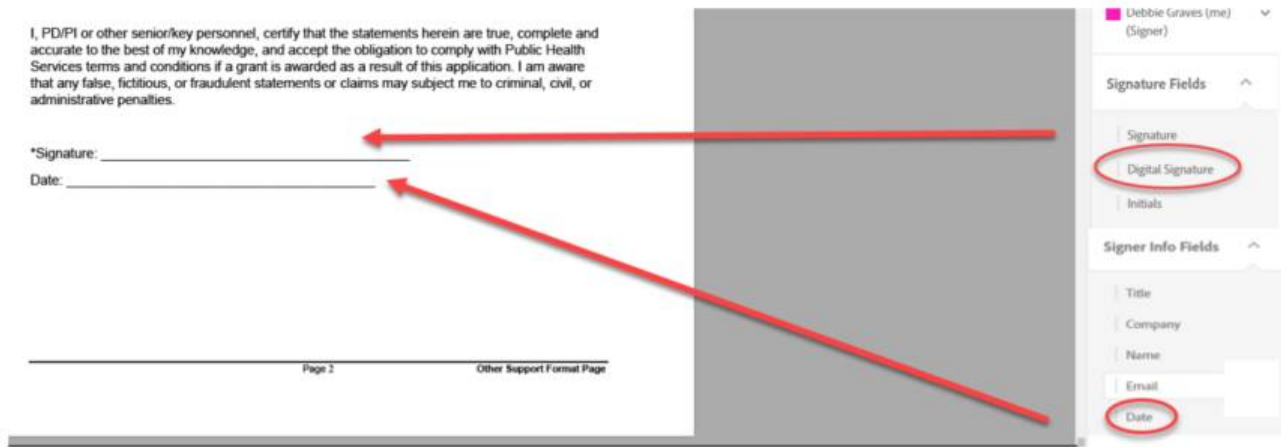
**Next**

Either:  
Drag OS document and Supporting Documents (for foreign appointments, employment, etc.) in Files area

Or:  
Browse/upload in "Add Files" area

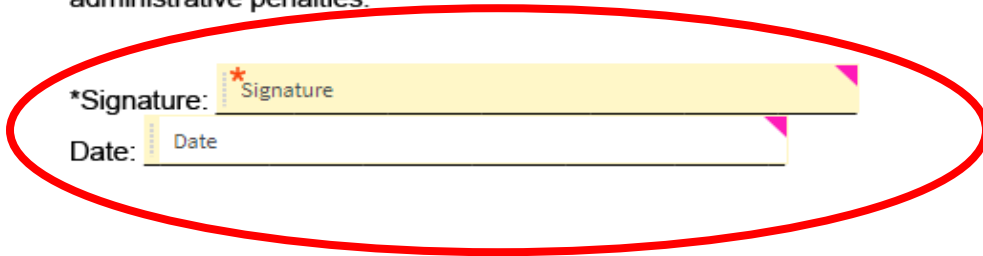
Select the blue “Next” button and the document will begin processing.

The finalized Other Support document will appear. Scroll down to the attestation block and add a digital signature field by dragging “Digital Signature” circled in red below to the document’s signature line. Similarly, use the drop-down menu under “Signer Info Fields” to drag “Date” to the document’s date line.



After dragging the digital signature and the date to their designated lines, use those fields to complete the signature and the date.

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.



Once the signature and date fields are inserted and completed, select the blue “Sign” button at the bottom right of the screen.





After selecting the “Sign” button, the senior/key personnel has successfully signed and dated the document. An email will be automatically sent to the signer.

After successfully signing the document, the senior/key personnel should select “Download a Copy” to save an original copy to his/her files. The senior/key personnel and/or his/her administrator must save the Adobe Signed original copy for their files.



You have successfully completed the agreement "Blank\_other-support-format-page-rev-12-2020"

Next steps for this agreement:

-  Send a Copy
-  Download a Copy
-  Manage This Agreement
-  Sign Another Agreement

Per NIH guidelines, the signed Other Support page must be “flattened” before being submitted to NIH. To do so, select “Download a Copy” and select the printer icon in the top right of the screen. In the printer drop-down menu, select the “Microsoft Print to PDF” option to properly “flatten” the signed Other Support page. After doing so, the signer should retain a copy of the original Adobe Sign document and a copy of the “flattened” version of the signed Other Support document.

**NOTE:** Only the senior/key personnel member for whom an Other Support page is prepared may sign and certify the Other Support page. No “per” signatures are allowed. Once the document is signed and dated, no changes can be made to the document. Please ensure accuracy before initiating the signing process in Adobe Sign.

Additional Adobe Sign tutorials are available at the following links:

- [UAB’s eSignature page](#); and
- [Signing a document](#).