## Instructions for Using the Electronic Signature Process for the Grant Routing and Authorization Form

- Email all grant application documents and completed Grant Routing and Authorization Form to the GSRD Office. GSRD will review it for grammar and to ensure compliance with sponsor guidelines.
- 2. GSRD will the set-up the e-signature approval tree in Adobe Sign. The e-signature process begins with the PI. Then the document will be forwarded automatically to the Chair, Dean, GSRD, VP-Finance, and Provost for approval.
- 3. The e-sign process is initiated with the email below requesting the PI's e-signature on the Grant Routing Form. Review the form before signing to ensure accuracy and completeness.







To ensure that you continue receiving our emails, please add <a href="mailto:echosign@echosign.com">echosign@echosign.com</a> to your address book or safe list.

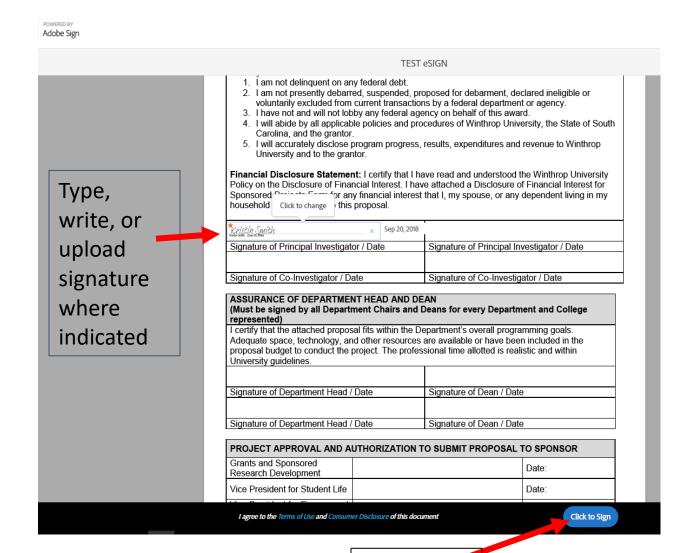
## Office of Grants and Sponsored Research Development GSRD Has Sent You TEST eSIGN to Sign

Office of Grants and Sponsored Research Development GSRD (Winthrop University) says: "Please review and complete TEST eSIGN."

Click here to review and sign TEST eSIGN.

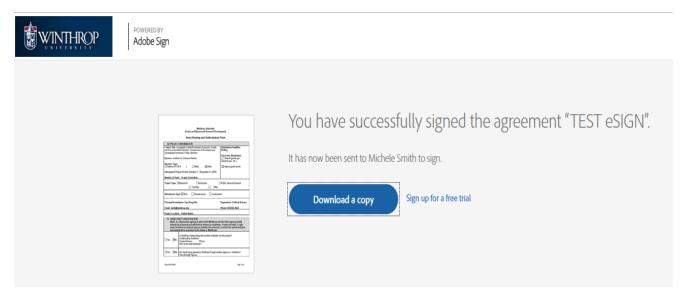
After you sign TEST eSIGN, the agreement will be sent to Michele Smith. Then, all parties will be notified via email.

- 4. Sign document where indicated. The e-signature can be typed in, manually written with a mouse, or uploaded from a pdf document.
- 5. Click on the blue button "Click to Sign" when finished signing.



Click here when signature is complete

6. The email below will be sent to each individual who is assigned to e-sign the document. This email indicates successful completion of the e-signature process and that the document has been sent to the next person on the approval tree.



7. GSRD will inform the PI that the application has been approved for submission when all approvers have signed the Grant Routing Form and will send the approved document to the PI for her/his records. The PI will submit the application to non-federal sponsors. GSRD will submit the application to federal sponsors.