

Electronic Signatures for NIH Other Support

Effective January 25, 2022, all Key Personnel must electronically sign their respective Other Support form as a PDF prior to submission (NIH [NOT-21-073](#)). More information about this requirement can be found at [NIH's Other Support FAQ](#).

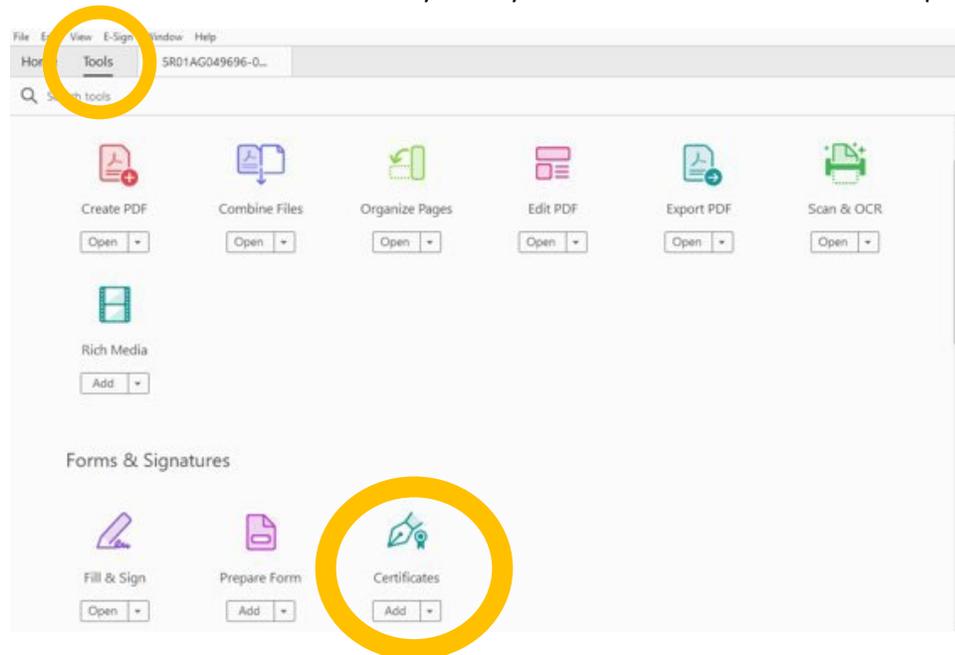
Below are instructions on how investigators can complete this requirement using Adobe. For more information about downloading Adobe software, please refer to UTHSC Knowledge Base: <https://uthsc.teamdynamix.com/TDClient/2280/Portal/KB/ArticleDet?ID=133459> or contact IT support at 901-448-2222.

Current NIH format can be found here: <https://grants.nih.gov/grants/forms/othersupport.htm>.

Once Other Support has been finalized, including all required contracts included within the file, investigators must sign to certify: "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."

Step 1:

After finalizing and saving your Other Support as a PDF, open the file in Adobe, click the "Tools" tab and then select the "Certificates" tool- you may need to select "Add" and then "Open".



Step 2:

Select "Digitally Sign" from the toolbar at the top of the screen. A pop up will appear with instructions on how to place your signature within the PDF.



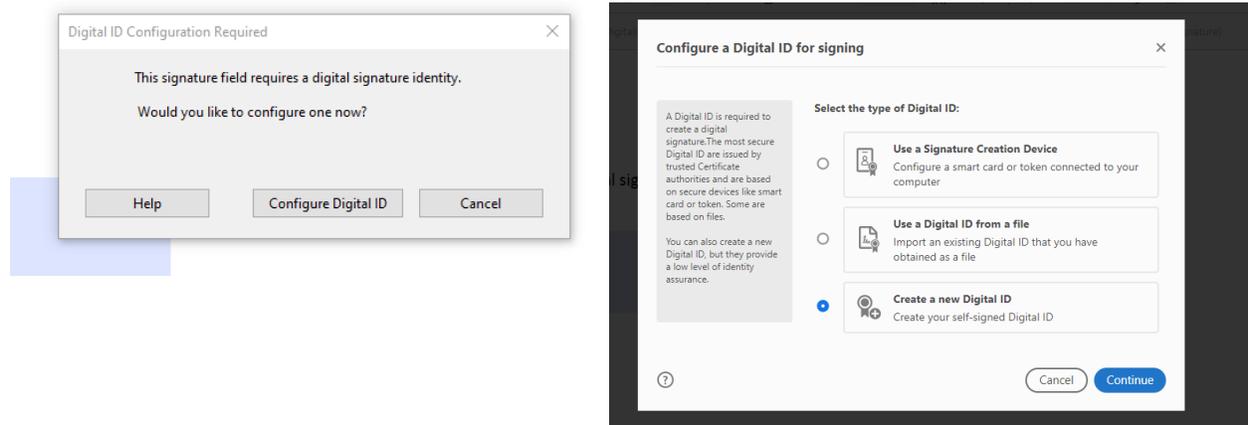
Step 3:

Draw a signature box in the way you would add a text box in Office. Click where you want to add your signature and drag to create the signature box. You may need to leave a space when creating your Other Support to ensure your signature box fits.

(If you have already created a digital signature in Adobe, you will be given the option to select that signature and can skip the next steps)

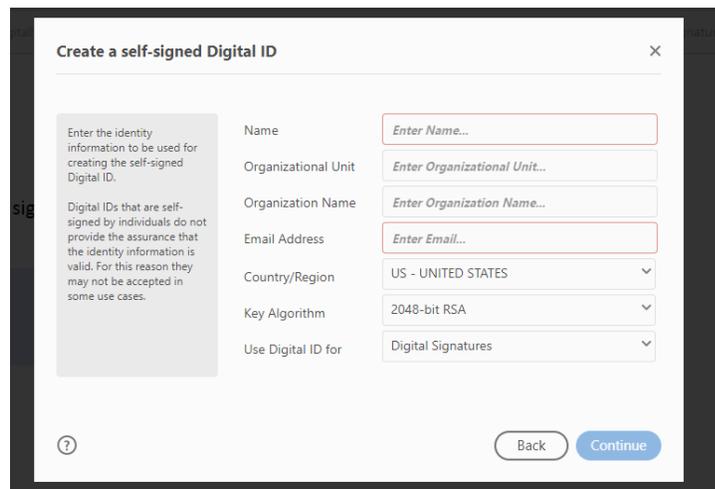
Step 4:

If you do not already have a digital signature in Adobe, you will be prompted to create you now.

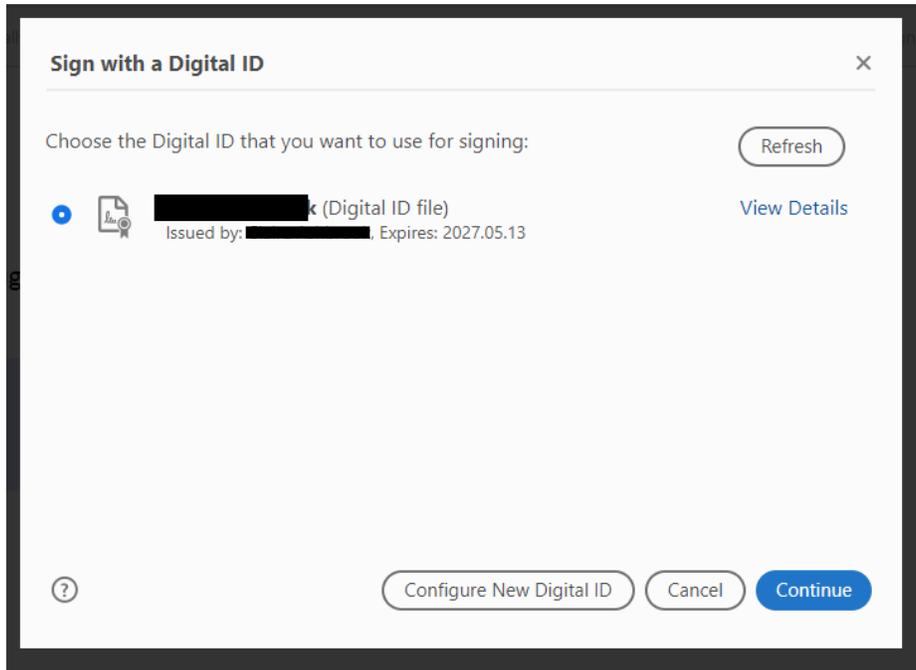


Step 5:

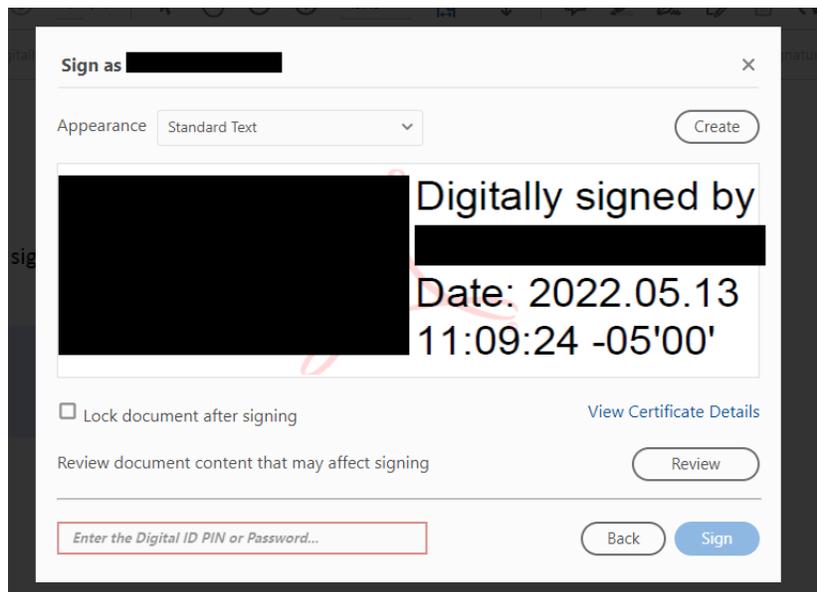
Complete the required information in the following popups, selecting a password to protect your digital signature



Step 6: Once created you will be able to select the signature you wish to use:



Step Seven: Confirm appearance of your signature and then enter the password you selected during set up. You will be prompted to select a location to save your signed document.



Step Eight: Your document should now be digitally signed. Ensure you retain a copy of your certified Other Support for this submission for use if NIH requires documentation of signature.

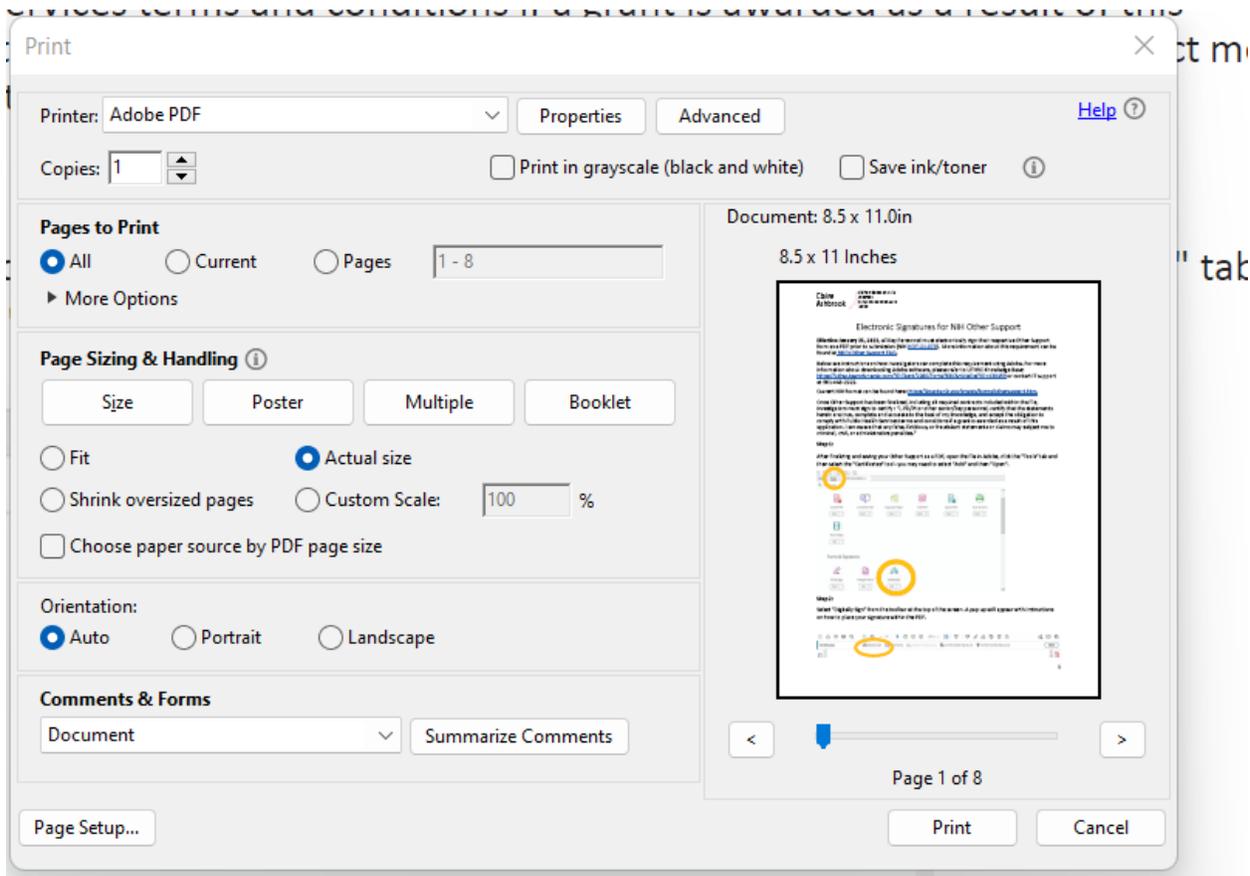


Note: If you are submitting multiple investigators' Other Support in one upload file in JIT, you may need to "flatten" the PDFs in order to combine. One way to do this is to "print" the signed Other Support PDF file to PDF, and to save the "printed" file for combination with others.

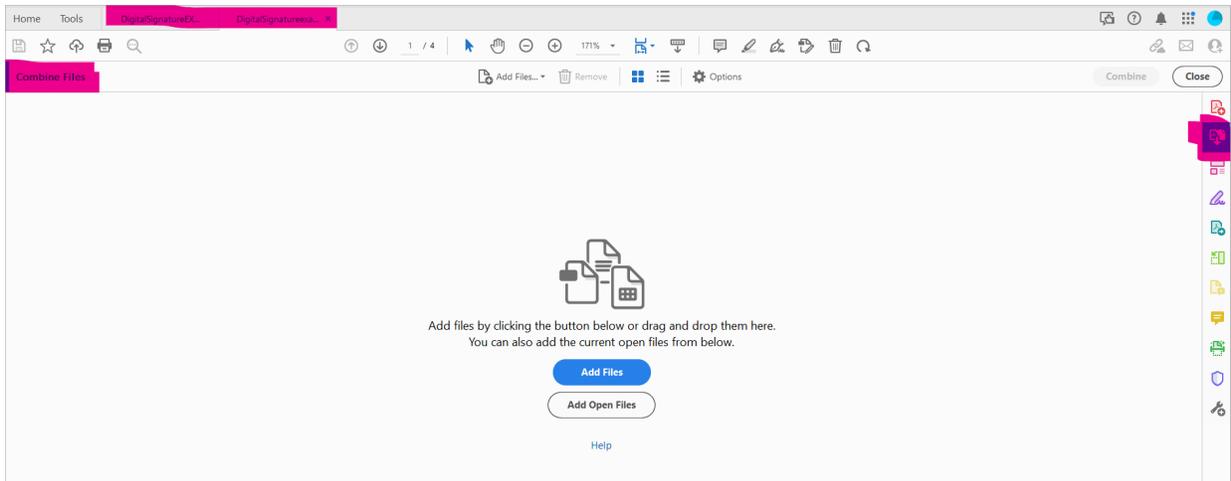
Creating a combined file of digitally signed Other Support from multiple investigators for upload into Era Commons.

Combining digitally signed Other Support from multiple investigators can result in the loss of the digital signatures. In order to be able to save a single PDF file of multiple Other Supports with the digital signatures retained, OSP recommends this process:

1. Once the Other Support is digitally signed using the process above, select File-> Print and select Adobe PDF as the Printer, then click print:



2. Once all investigators Other Support has been “printed” to a new flattened PDF file, if all the Other Supports are open within Adobe you can select “combine files” from the tool menu and then add open files.



3. Once combined Adobe will create a “Binder” which will contain all selected Other Supports with retained digital signatures. This file can then be uploaded in the era Commons Other Support upload section.

Note:

Adobe will recommend using the Portfolio option to combine multiple files with digital signatures. OSP have experienced difficulties with GMSs being able to access portfolio files submitted via era commons and OSP recommends the above method to provide a standard PDF file with signatures retained.