

# Obtaining Signed/Certified 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. 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.

PI Delegates may use the guide below to send the OS document to the PI for signature if the PI does not have Adobe.

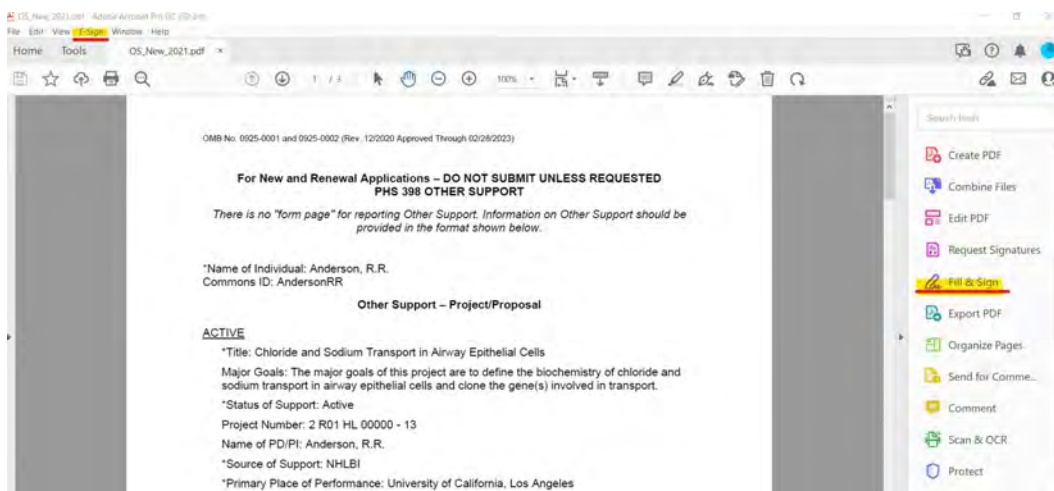
**Please contact IS for Adobe related queries.**

**Additional Adobe Sign tutorials are available at the following link and video tutorial: [Signing a document](#).**

## [Instructions to create a saved digital signature or certificate](#)

### OPEN PDF AND SELECT "FILL & SIGN"

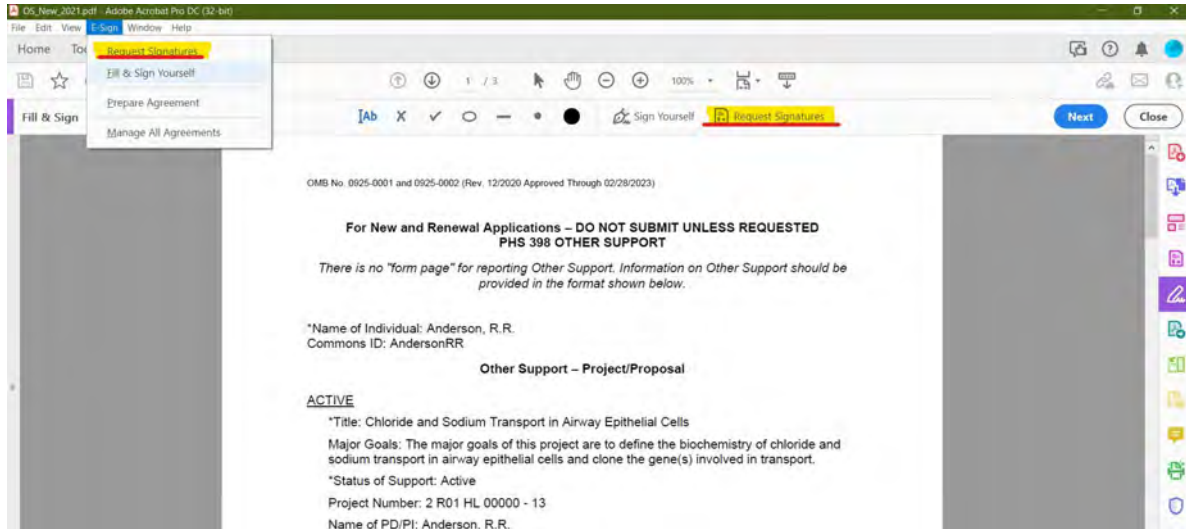
After logging in to Adobe Sign, the PID will open the Other Support Document and select the Fill & Sign Tool from the right-hand column, **OR** via the E- Sign tab on the top bar.



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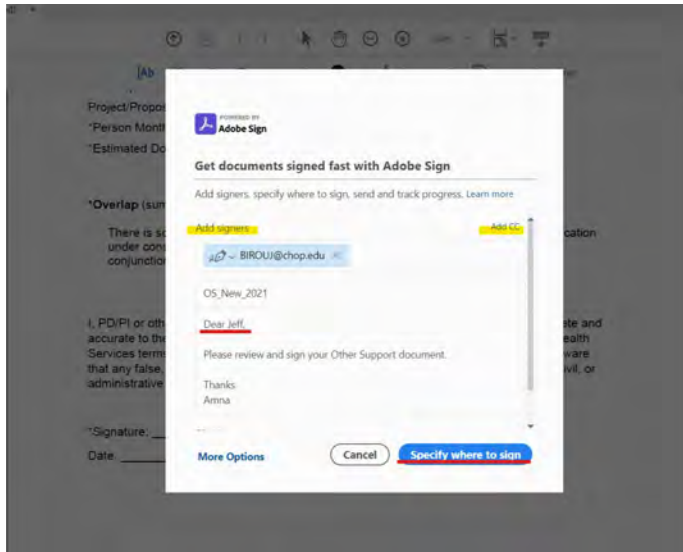
## REQUEST SIGNATURES

Select the option to request signatures from the drop down menu **OR** the top toolbar



## ADD SIGNORS AND SPECIFY WHERE TO SIGN

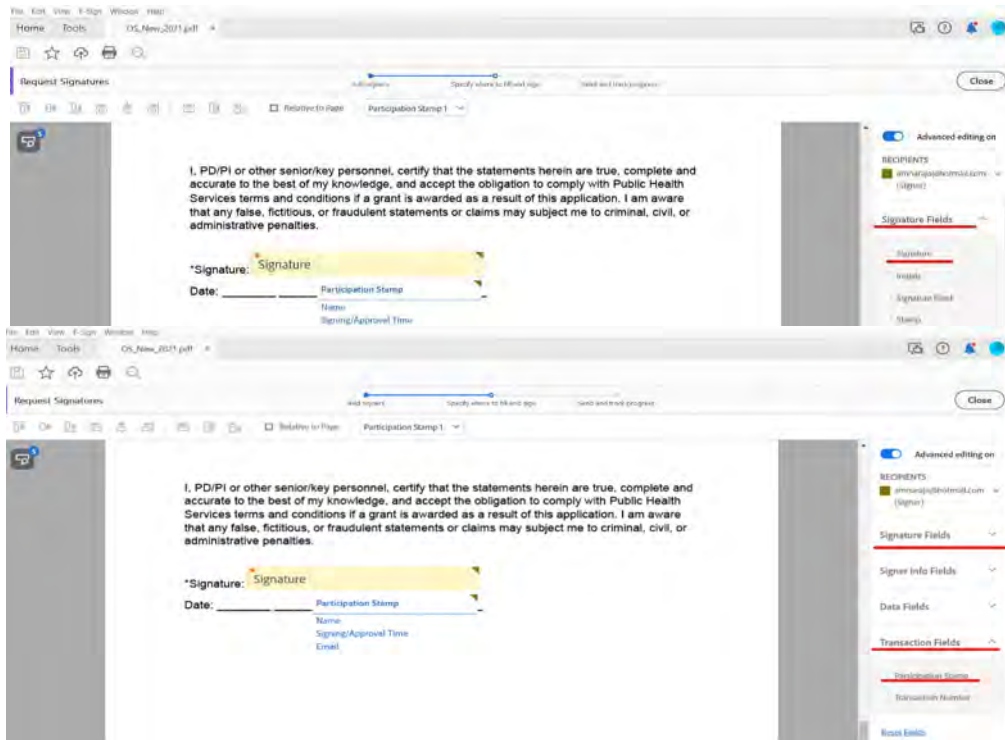
Enter the PI's email. You may also choose to cc their PI delegate and add a message. If you are signed into Adobe via CHOP.edu, the email id tab will auto populate with the PI email. Once done, select the tab to **“Specify where”**



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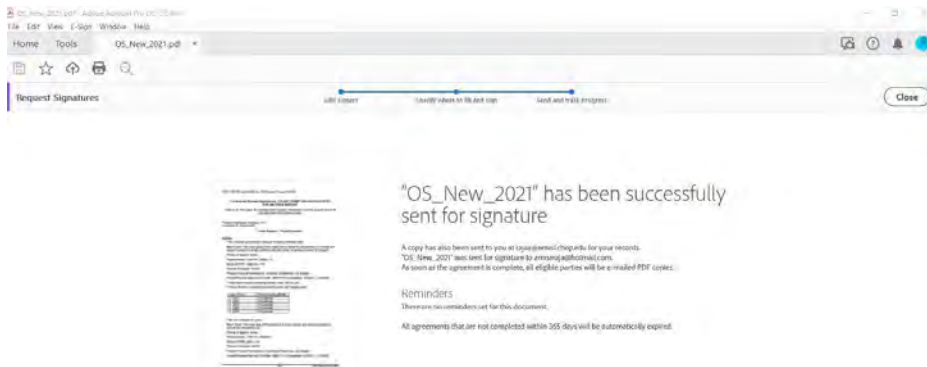
## ADD SIGNATURE BLOCK & PARTICIPATION STAMP

Scroll to the last page of the OS document and drag “Signature” from the Signature Field Dropdown & “Participation Stamp” block from Transaction Fields Dropdown. Select Send



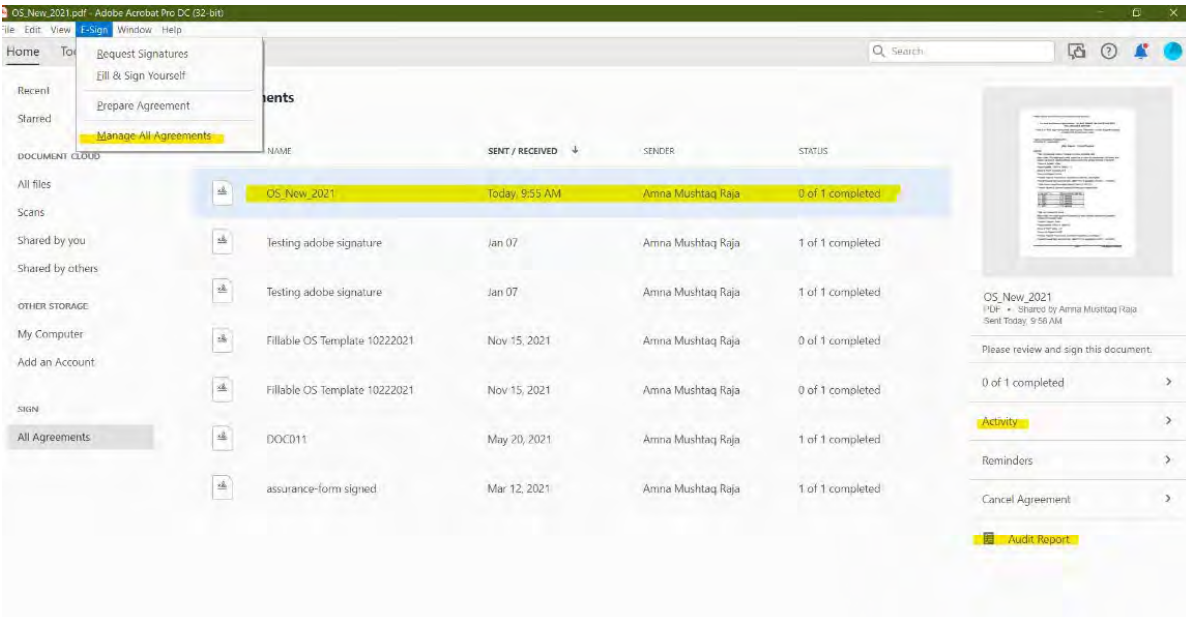
## SUBMIT & TRACK

You will see this window to show this was successfully submitted to the email selected:



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You can track your agreement by going to E-sign on the top toolbar and navigating to “Manage all Agreements”. You will be able to see if the PI has opened the email and/or signed the document along with the audit report to the OS:



## VIEW SIGNED OS

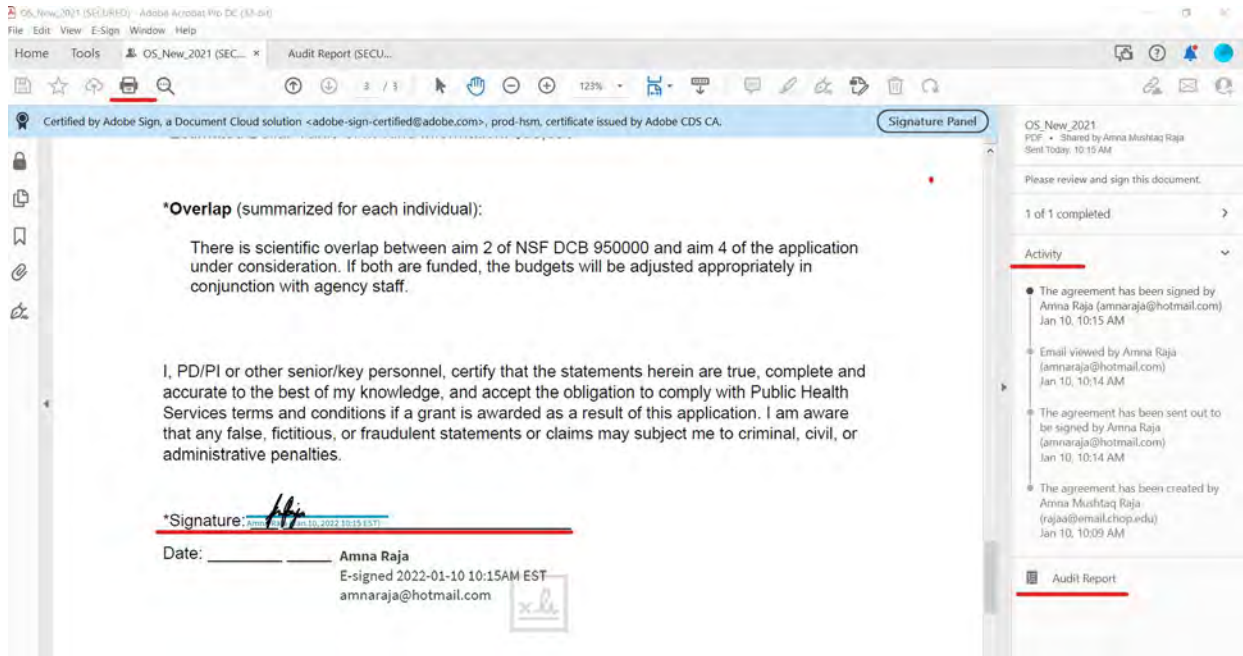
Once completed, you will receive an email from Adobe and view the signed/stamped document. The Other Support will stay in the Adobe cloud

The process of signing the Other Support electronically creates a certification "layer" that first must be flattened before it can be uploaded to NIH's systems (eRA Commons/ASSIST) and/or before it is combined with other PDFs before submission to NIH. While NIH requires that Investigators electronically sign their Other Support, NIH will only accept a flattened PDF as an attachment. And for JIT's and RPPR's which usually involve a single attachment for multiple Investigators: only a single, flattened PDF that combines all signed Other Supports is required.

The original, unflattened Other Support documents must be retained and kept internally; in case it is requested by NIH. The Investigator must retain sufficient supporting documentation to reasonably authenticate that the appropriate individual signed the form. SEE [NIH FAQ](#).



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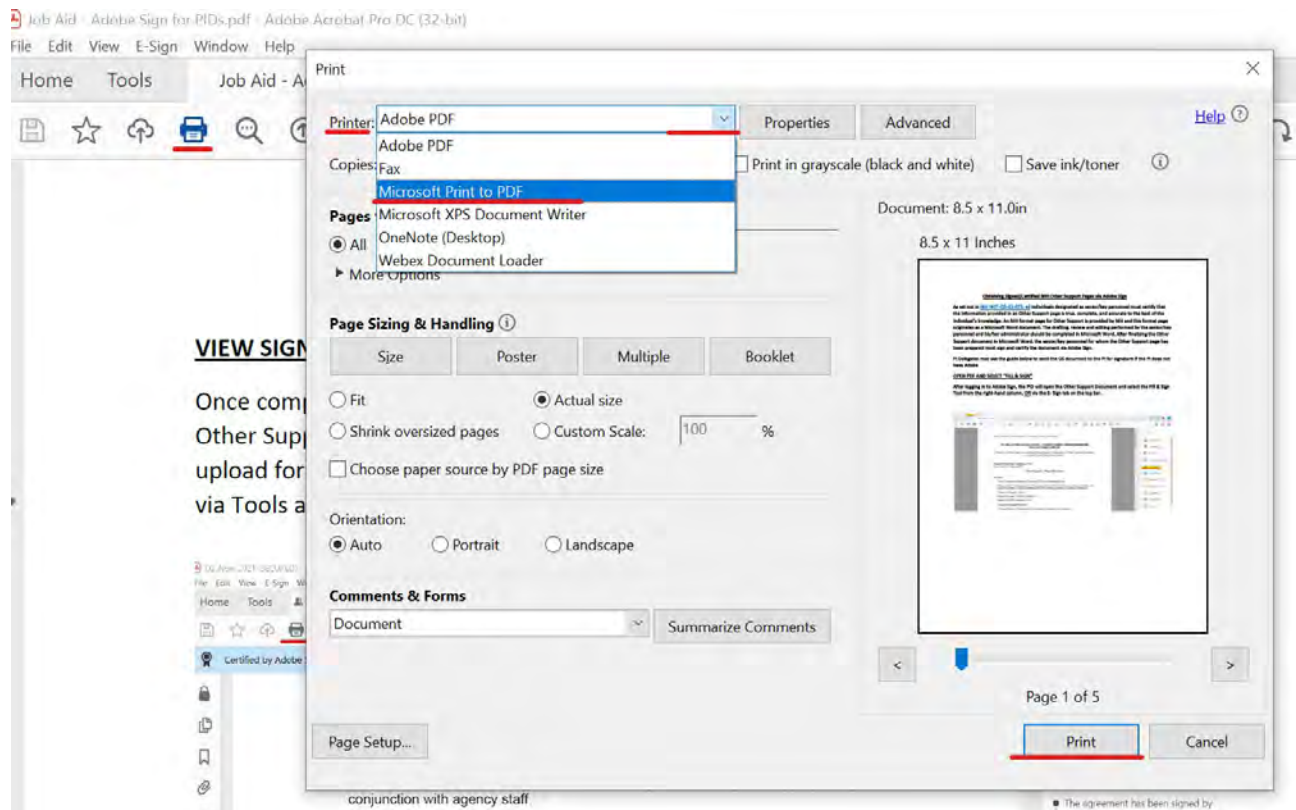
## FLATTENING THE PDF

For Microsoft PC Users:

You can create a flattened PDF with virtually any other software that allows you to view PDF documents.

1. Open your existing PDF document in your PDF reader of choice (Adobe Pro, Adobe Acrobat Reader, web browser, etc.)
2. Click File > Print or just the Print button.
3. As your printer: Choose 'Microsoft Print to PDF' as your printer.
  - a. An alternative for flattening documents is selecting "Adobe PDF" printer rather than Microsoft Print to PDF; however, this may not work if your document was signed through Adobe Sign; in that case, please use Microsoft Print to PDF.
4. Click Print.
5. Input a File name for the to-be created flattened PDF.
6. Click Save. This newly saved document should be a flattened PDF.

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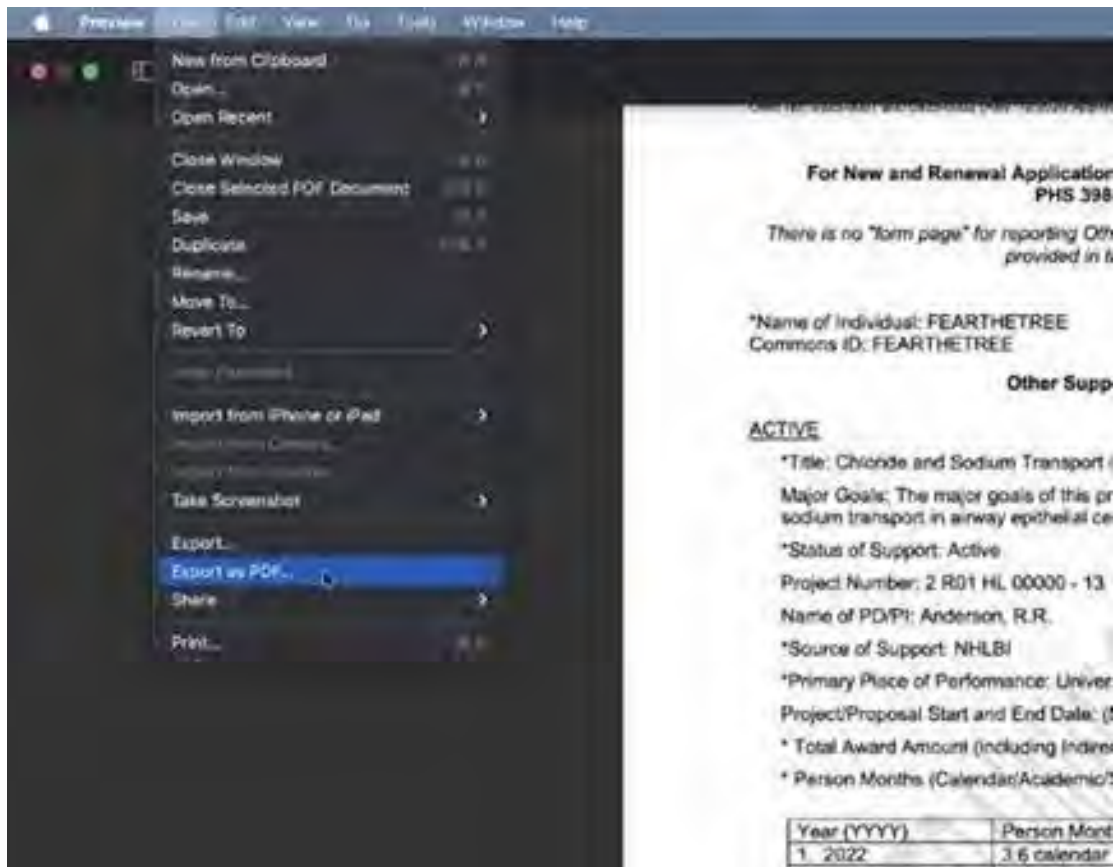
For Mac OS Users:

Option 1 (should work for most):

You can use the built-in/pre-installed Mac OS application called, "Preview" to flatten the PDF. Make sure the document you want to flatten are stored locally in your computer.

1. Launch the Preview application on your Mac computer. (You should be able to find this using Finder).
2. Using the Preview application, open the PDF.
3. At the top of the screen of the Preview application menu, click "File" > "Export as PDF." (Do NOT select "Export").
4. Input a File name for the to-be created flattened PDF.
5. Click Save. This newly saved document should be a flattened PDF.

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Option 2 (might not work from everyone and requires Adobe software):

Make sure the document(s) you want to flatten are stored locally in your computer.

1. Using a Finder window, locate the unflattened PDF in your hard drive.
2. Once located, right click on the PDF file. For Mac's, this is done by holding the control key and left- clicking/clicking on the file.
3. Select "Open With" > and select "Save as Adobe PDF." (This may not appear for everyone).
4. Input a File name for the to-be created flattened PDF.
5. Click Save. This newly saved document should be a flat

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