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Overview

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](#).

The PI must include the following certification with their electronic signature: “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.” A sample of the proper format of NIH Other Support Forms can be found here: <https://grants.nih.gov/sites/default/files/other-support-sample-7-20-2021.docx>

Types of Signatures

“Wet” or “Typed” signatures are not allowed. NIH will return documents signed this way. Documents must be signed with an electronic signature (ex. DocuSign, Adobe).

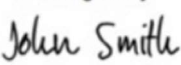
Unallowable signature samples:

John Smith



Allowable signature samples:

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

DocuSigned by:

1E3ED7E0E38A417...

Getting Help

Support: NU-RESHC@northeastern.edu

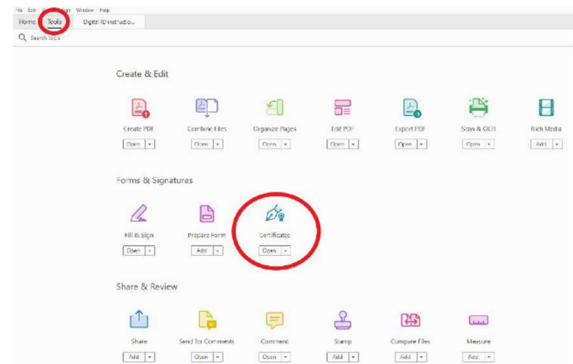
Grant Officer: <https://nu-res.research.northeastern.edu/contact/>

Last Updated: 10/16/2024

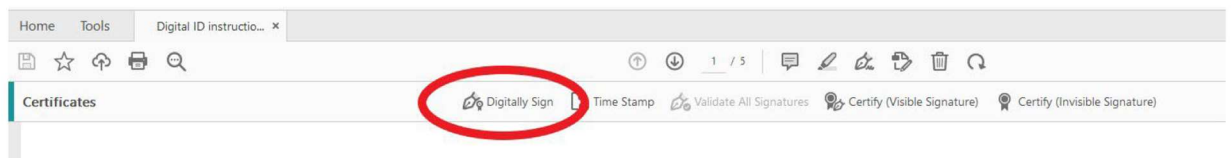


Creating and Applying a Digital Signature Certificate within Adobe

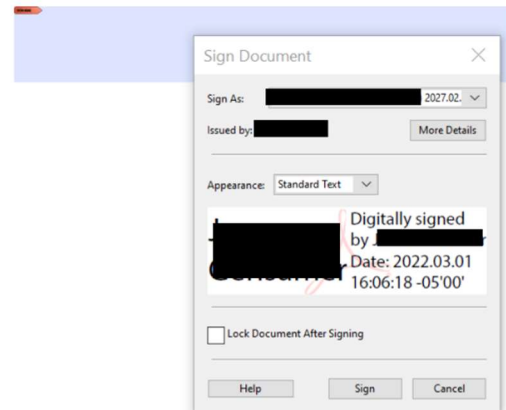
- 1) Open a PDF, click “Tools” tab and click on the “Certificates” tool.



- 2) Click “Digitally Sign” from toolbar. A window will open with instructions on where to place your signature.



- 3) Add a signature box to the PDF as you would with adding a text box. Click where you want to sign and drag down and out to create the signature box. Please note if you already have a digital signature in Adobe, it will immediately pop up and ask if you want to insert it.



Getting Help

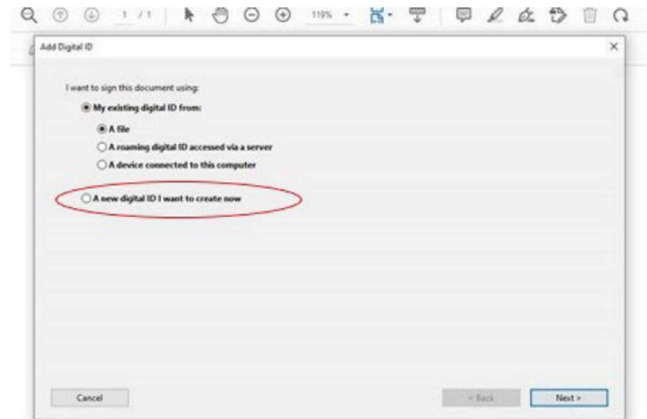
Support: NU-RESHC@northeastern.edu

Grant Officer: <https://nu-res.research.northeastern.edu/contact/>

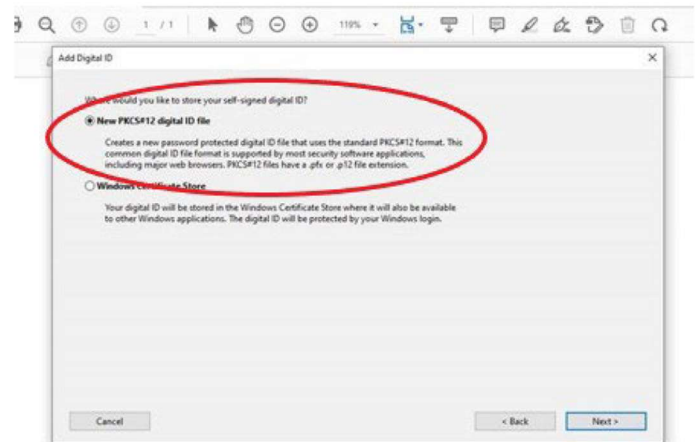
Last Updated: 10/16/2024



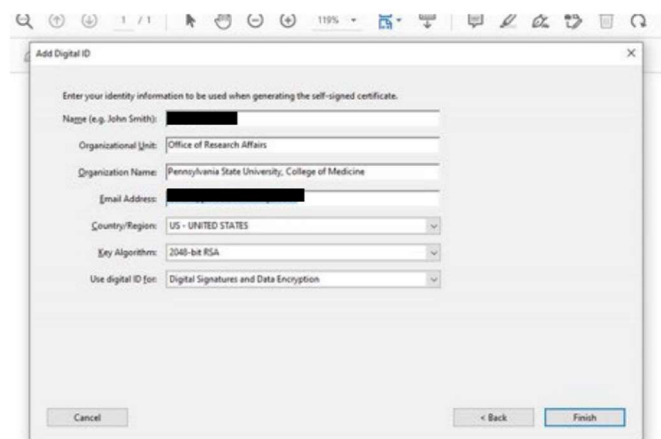
- 4) If you do not have a digital ID, you will be asked to create one. Select “A new digital ID I want to create now”. Click “Next.”



- 5) A box will appear to note where to store self-signed digital ID. Use first option. Click “Next.”



- 6) Fill out the information needed in the box that appears. Click “Next”



Getting Help

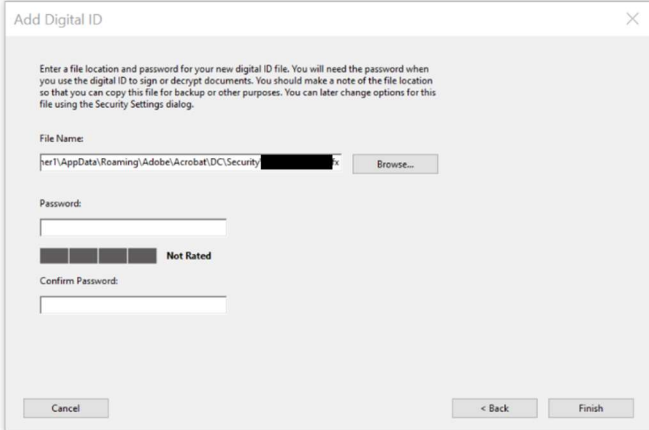
Support: NU-RESHC@northeastern.edu

Grant Officer: <https://nu-res.research.northeastern.edu/contact/>

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- 7) Create a password for your digital ID, leave file location as it appears, which is a Default setting. Click "Finish."



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:
C:\Users\user\AppData\Roaming\Adobe\Acrobat\DC\Security\ [redacted] x Browse...

Password:
[redacted] Not Rated

Confirm Password:
[redacted]

Cancel < Back Finish

- 8) Congratulations! You created your digital ID. You may now electronically sign PDF's.

Resources

YouTube Video on Creating and Applying a Digital Signature Certificate within Adobe
<https://www.youtube.com/watch?v=z8lSCq6TX7o>

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