



**Guide to Department Chair / Supervisor
Proposal Endorsement Form**

Each Principal Investigator (PI) is required to seek Department Chair / Unit Supervisor's approval for each proposal submission as part of the Office of Sponsored Programs proposal submission process. Each PI must attach a copy of the Department Chair/Supervisor Proposal Endorsement Form to the Proposal Submission Form.

This form requires Adobe Reader and a digital signature.

I hereby state that I have reviewed the proposal and/or discussed it with the author. I am satisfied that the project concept, objective(s), and budget are appropriate and support the department/unit's goals. I authorize the author to submit the proposal to the Vice President/Dean/Unit Head via Dynamic Form.

Office of Sponsored Programs

Department / Unit

Signature
Chair/Supervisor

Date

1. Enter the Department or Unit Information
2. Next, sign the form using your digital signature. **If you do not have, a digital signature go to step 2A.**

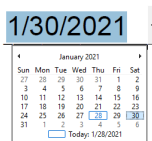
I hereby state that I have reviewed the proposal and/or discussed it with the author. I am satisfied that the project concept, objective(s), and budget are appropriate and support the department/unit's goals. I authorize the author to submit the proposal to the Vice President/Dean/Unit Head via Dynamic Form.

Office of Sponsored Programs

Department / Unit

Alfreda Hester
Digitally signed by Alfreda Hester
Date: 2021.01.28 16:47:25
-05'00'

Signature
Chair/Supervisor



3. Enter the date.
4. Next, select file

2A Create a digital signature.

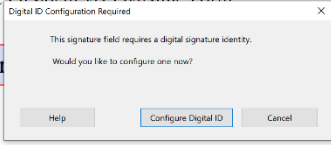
I hereby state that I have reviewed the proposal and/or discussed it with the author. I am satisfied that the project concept, objective(s), and budget are appropriate and support the department/unit's goals. I authorize the author to submit the proposal to the Dean/Director/Vice President via Dynamic Form.

Office of Sponsorship

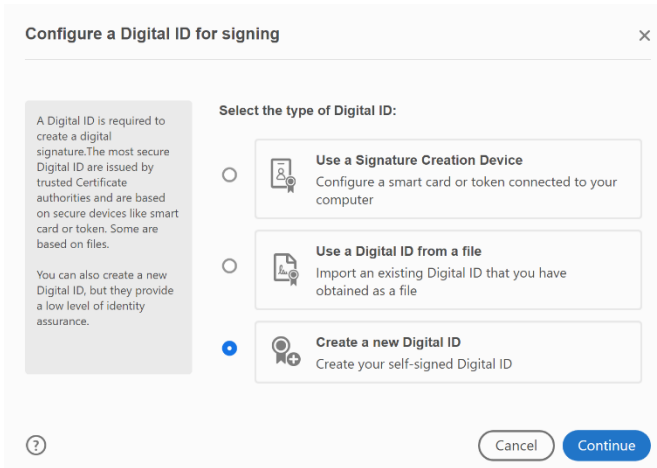
Department / Unit

Signature
Chair/Supervisor

Date

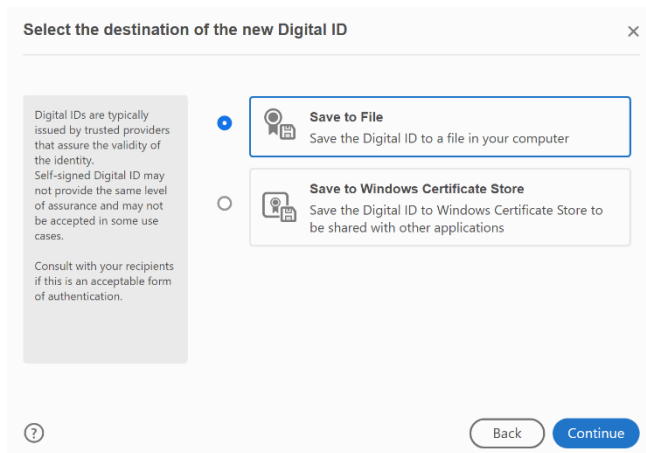


Click on signature box, select configure Digital ID.



Now, select create a new Digital ID

Next, click continue.



Now, select save to file. This will save the Digital ID to your computer for later use.

Next, click continue.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

Back Continue

Now, enter your identifying information

Next, click continue.

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

Save the Digital ID in the default location.

Enter a password, make it something that you will remember. It will be required to use or change your digital ID.

Click save

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

- Alfreda Hester (Digital ID file)** View Details
Issued by: Alfreda Hester, Expires: 2026.01.21

Configure New Digital ID Cancel Continue

Your Digital ID should look like the picture at the left.

Click continue.

Sign as "Alfreda Hester" ×

Appearance Standard Text ▼ Create

Alfreda Hester Digitally signed
by Alfreda Hester
Date: 2021.01.21
12:16:23 -05'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

Enter your password, select sign. Now your digital signature is complete.