How to fill out a DocuSign template for the Research, Scholarly, Creative Works Award

1. Log into your DocuSign account through Life University at app.docusign.com.
2. Select “Templates” from the header.
3. Locate from All Templates the one entitled “Research, Scholarly, Creative Works Award” and select “Use” on the right-hand side next to this option.
4. Use the screen that pops up to fill out your information (as the Primary Author); here you will identify any and all co-authors by entering their names and email addresses in the text boxes set out. Delete any co-author fields you do not need by selecting the “X” to the right of each unwanted field.
5. Once all applicable names are entered, select “Send” at the bottom of the page.
6. Select “Sign Now.”
7. Fill out all required fields. If you do have co-authors, add their contribution and percent of effort to “Authorship Form.”
8. Remember to add the requested materials as attachments to the bottom of the application under “Appendices.” You will be able to add multiple attachments via the same attachment icon.
9. Select the “Finish” button in the upper right of the screen.
10. You are all set! Your template will now be sent to the next person on the recipient list, starting with Co-Author 1 (if you had one) and working its way down. The co-author will be contacted by email to sign the “Authorship Form” in the appropriate spot.
11. Refer to this video from DocuSign as needed.