

Dear Colleagues:

As you know, beginning on January 25, 2022, the NIH is requiring investigators to electronically sign their Other Support submissions. **The University will be utilizing DocuSign to meet this requirement.** The process for securing electronic signatures for Other Support disclosures will be:

1. A “sender” DocuSign account will automatically be created for you. You will soon receive an email from DocuSign notifying you of your account with a link to access the system. If you do not receive an email, please contact us at othersupport@jh.edu to request an account.
2. Once your assigned Grants Associate in ORA has reviewed and an investigator has confirmed for you that their Other Support disclosure is complete and final, please upload the document, along with all required supporting documentation, to DocuSign and send to the investigator for electronic signature.
3. **For Applications**, upon receiving notice that the investigator has signed their disclosure through DocuSign, upload the Other Support disclosure and all supporting documentation as a flattened PDF to Assist and send copies to your assigned Grants Associate in ORA. The DocuSign Certificate of Completion should be included in the email to ORA.
4. **For Just-in-Time**, after the investigator has electronically signed their Other Support, send the Other Support disclosure and all supporting documentation as a flattened PDF to your Grants Associate in ORA via email for submission through eRA Commons. The DocuSign Certificate of Completion should be included in the email to ORA as well.
5. Your ORA Grants Associate will submit the relevant information to NIH.
6. Flattened PDF files will be retained by JHU; DocuSign signature data will be stored in DocuSign and will be accessible to ORA and University leadership as necessary.

The University requires that investigators sign their own Other Support disclosures; **faculty cannot assign this task to an administrator, department staff, or other member of their lab.**

Instructions on using DocuSign for obtaining electronic signatures is available [here](#). In addition, ORA is holding a series of Q & A’s to provide information on the new DocuSign process for NIH Other Support submissions. Upcoming Q & A dates:

- January 7 – 10:00 AM – 11:00 AM
- January 14 – 2:00 PM – 3:00 PM
- January 19 – 10:00 AM – 11:00 AM

Please consult our website for the Q & A Zoom link and additional training resources:

<https://ora.jhmi.edu/training-resources/ora-training-materials/>

Detailed information regarding the NIH disclosure requirements can be found here:

<https://jhura.jhu.edu/current-and-pending-or-other-support/>

Thank you in advance for your cooperation in meeting this new federal obligation. If you have any logistical questions as you acclimate to this new process, please contact othersupport@jh.edu.

Sincerely,

Thomas F. Burns, JD, MBA
Assistant Dean for Research Affairs

January 5, 2022