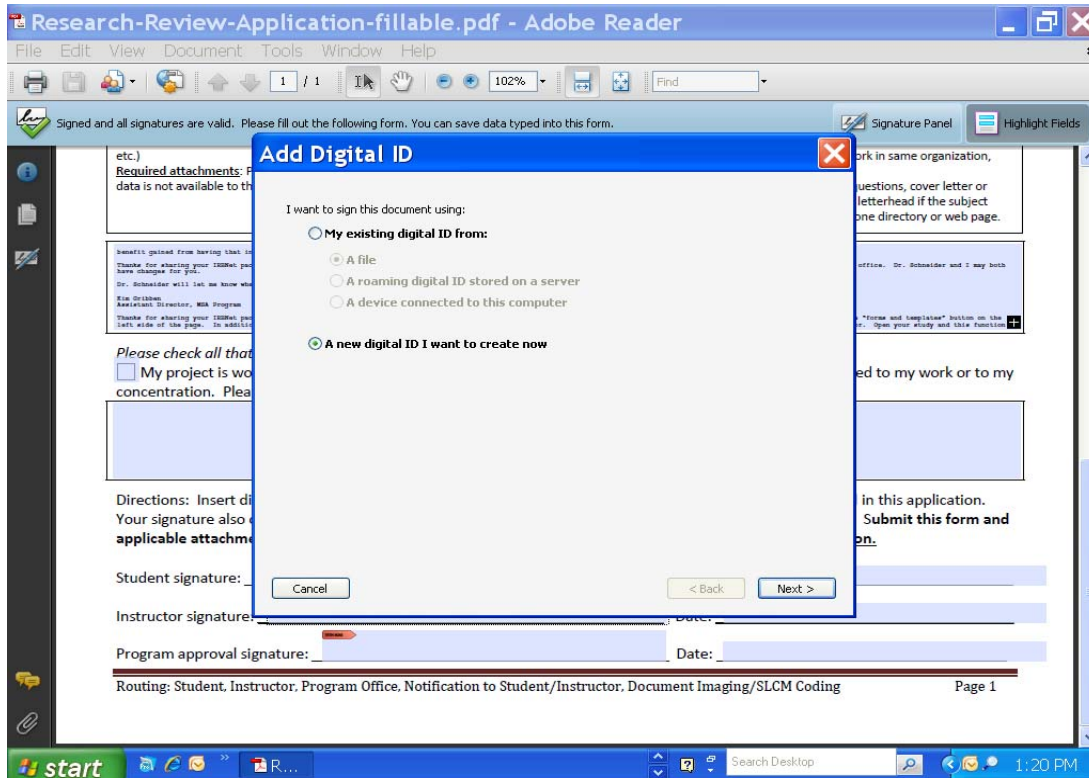
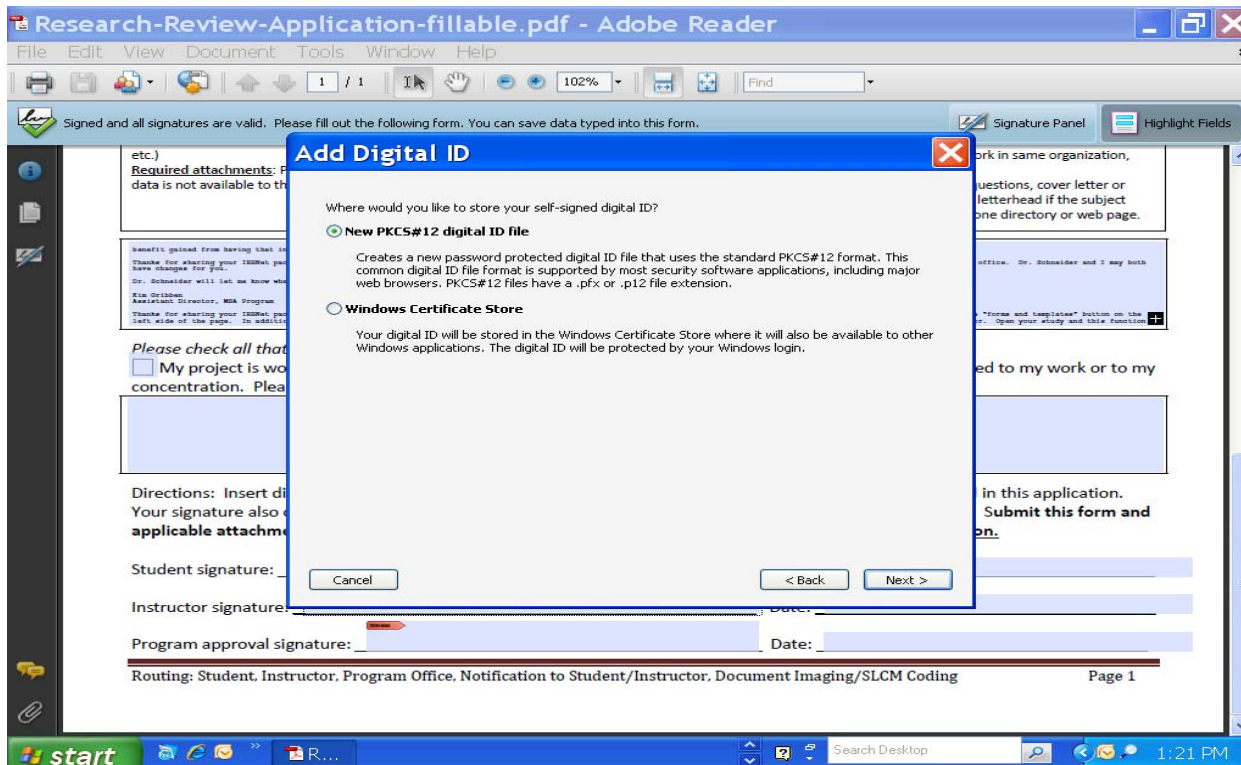


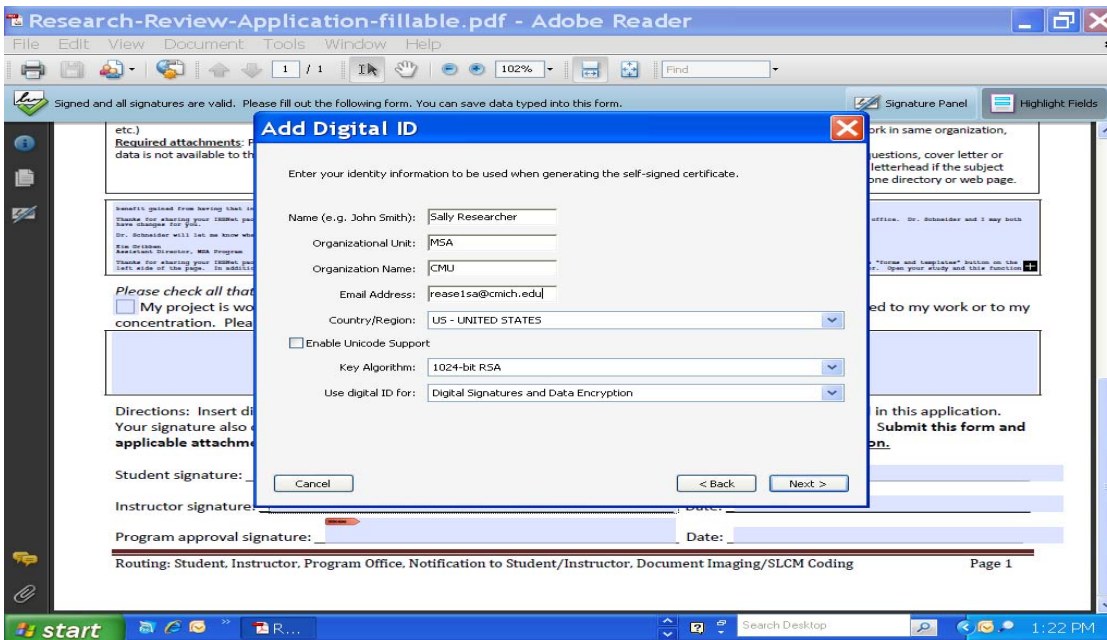
Here are the steps to create a digital signature on the Research Review Application form. First, click on the signature field and select “a new digital ID I want to create now.”



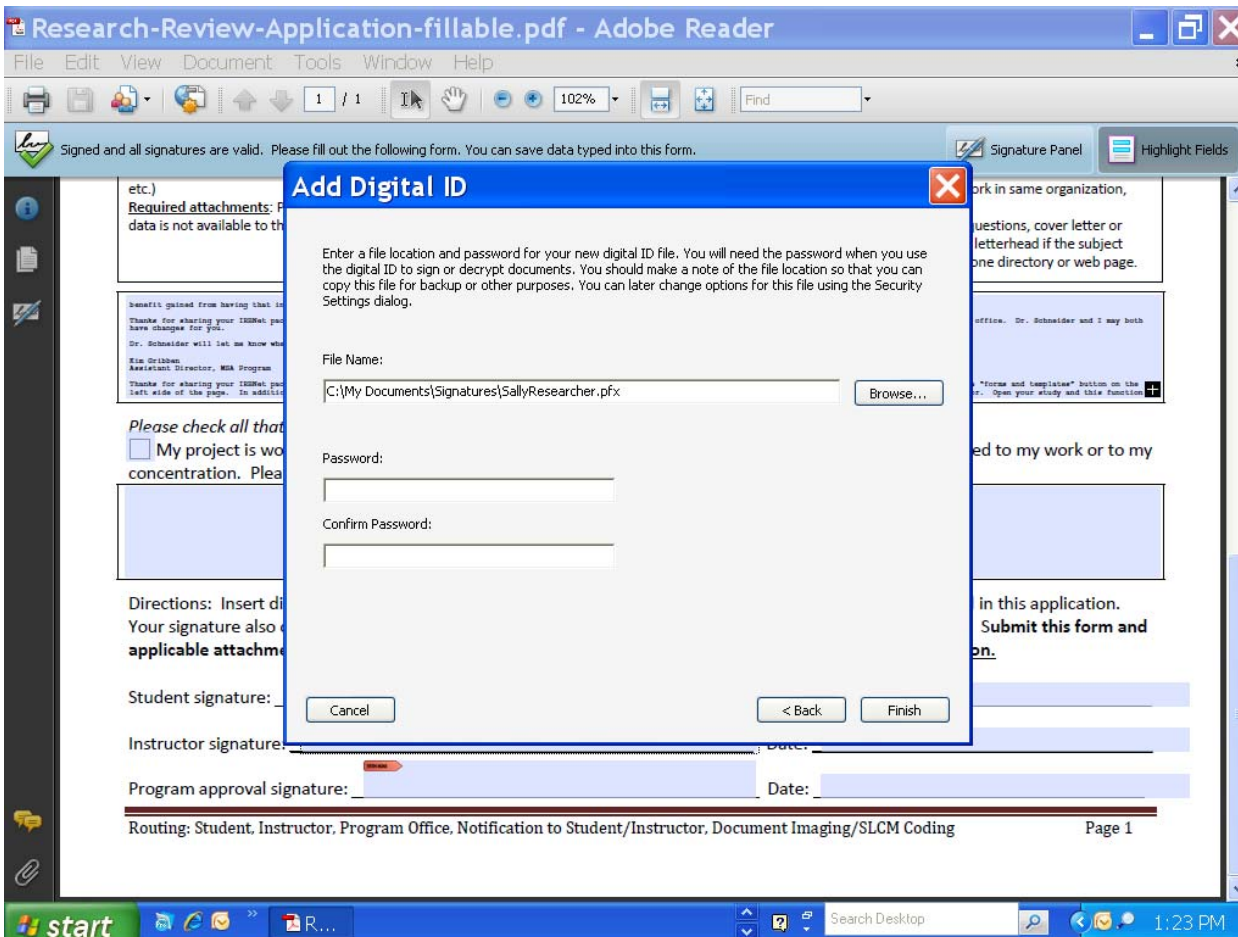
Then, select “new PKCS#12 digital ID file.”



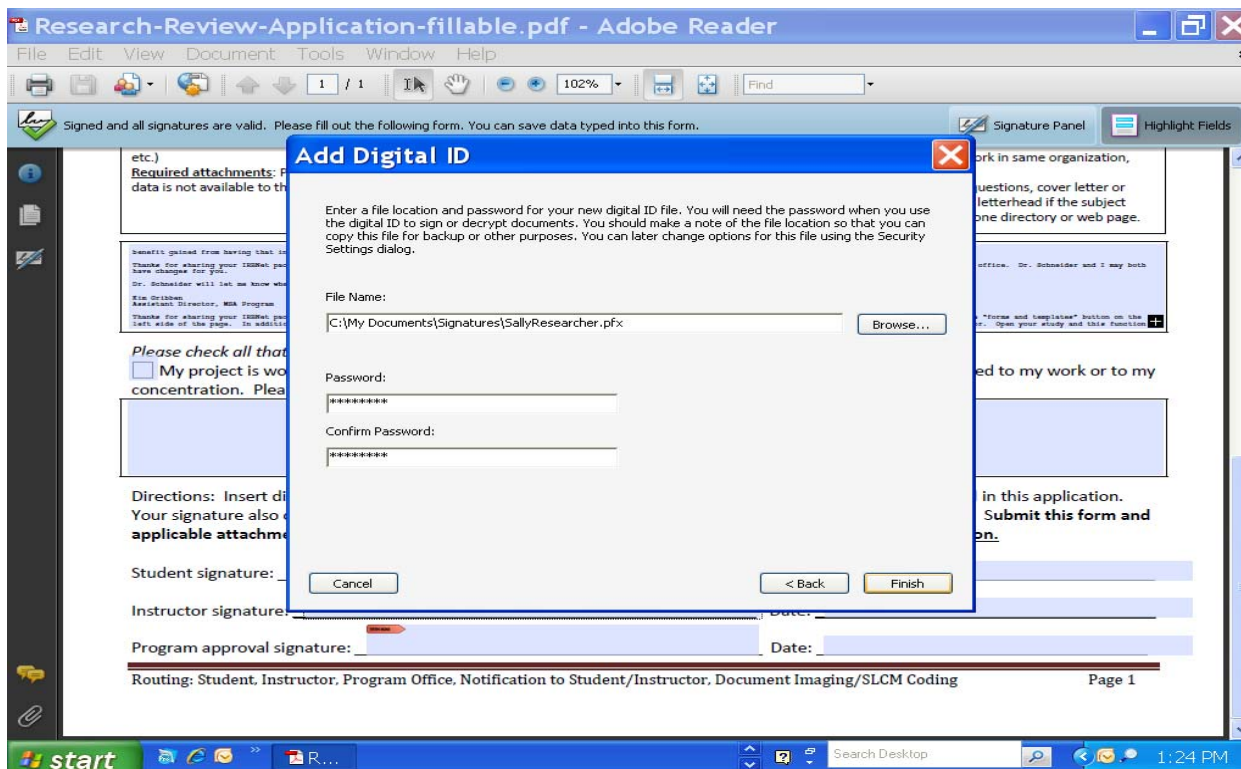
Type in your information and click “next.”



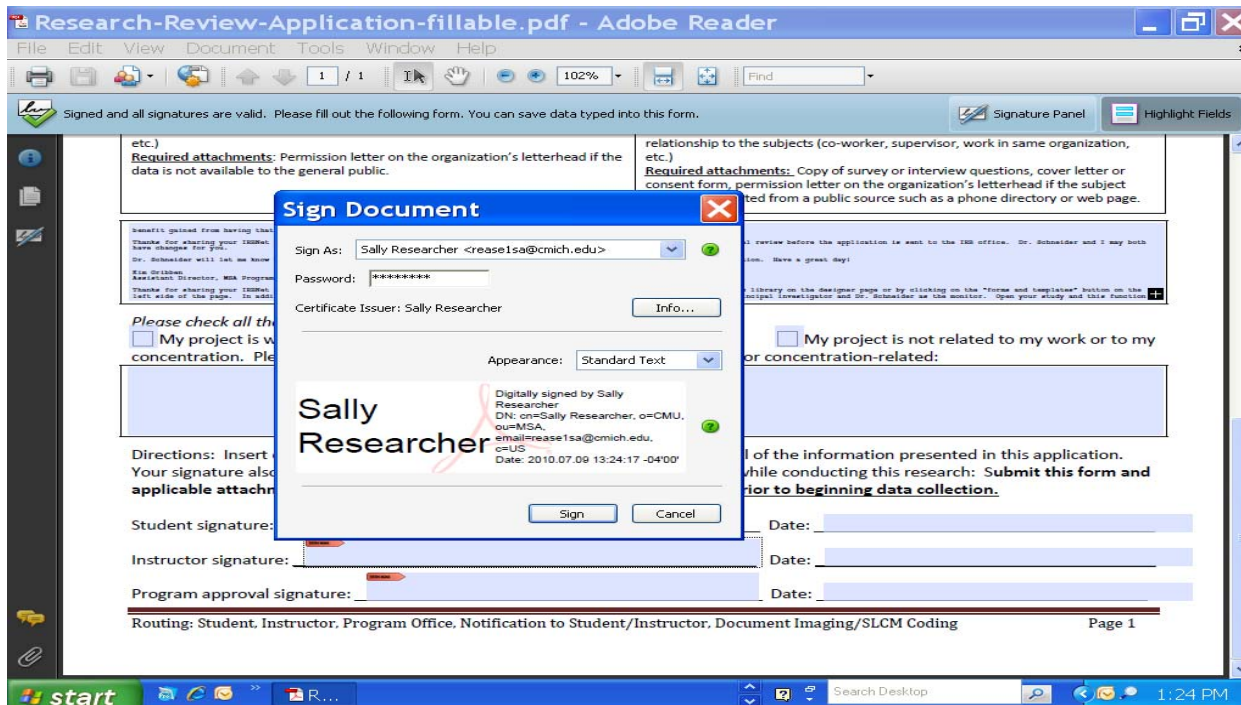
Use the default location for the signature file or browse for a selection on your computer.



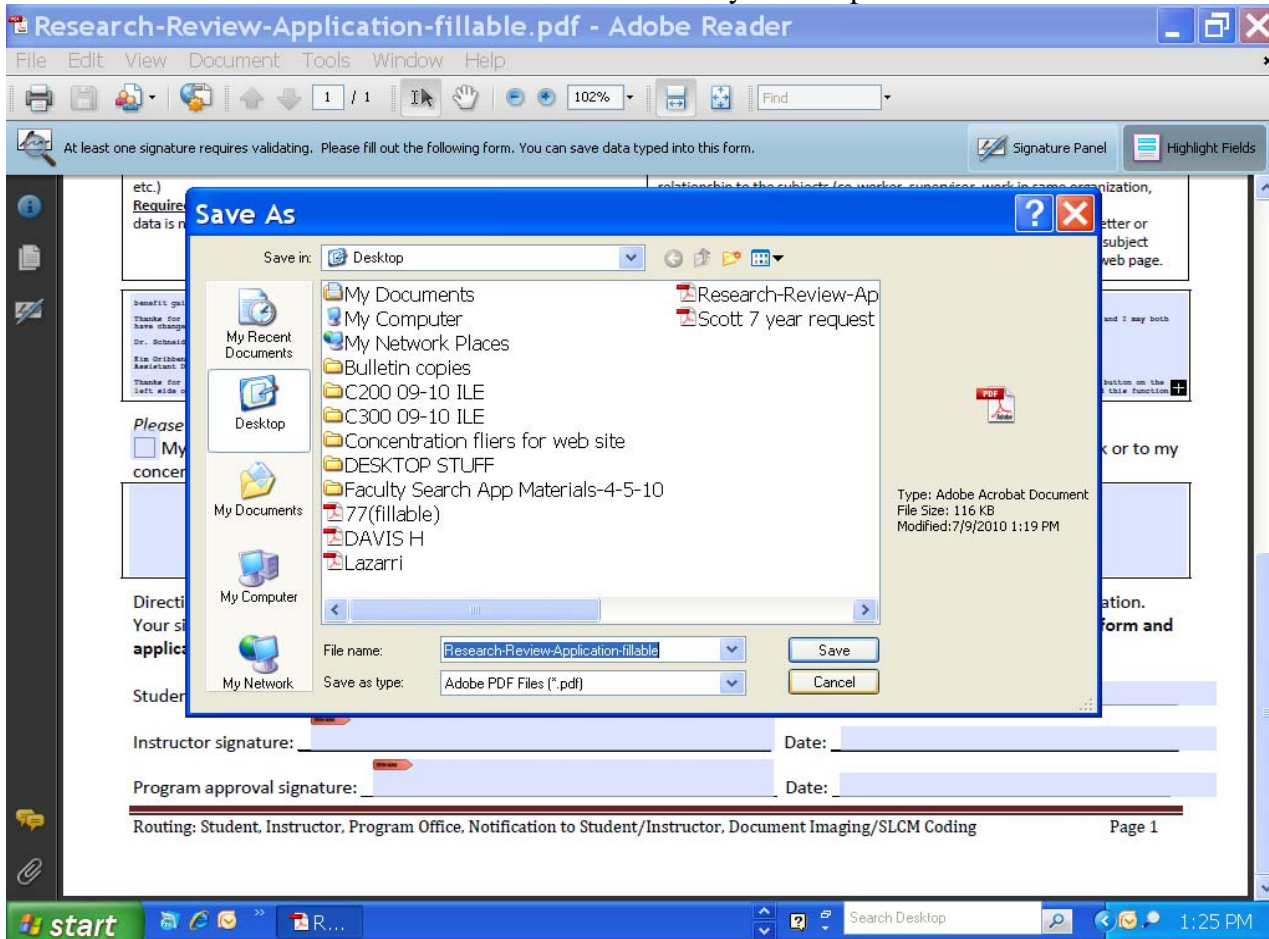
Enter a password and then type in again as confirmation. Click “finish.”



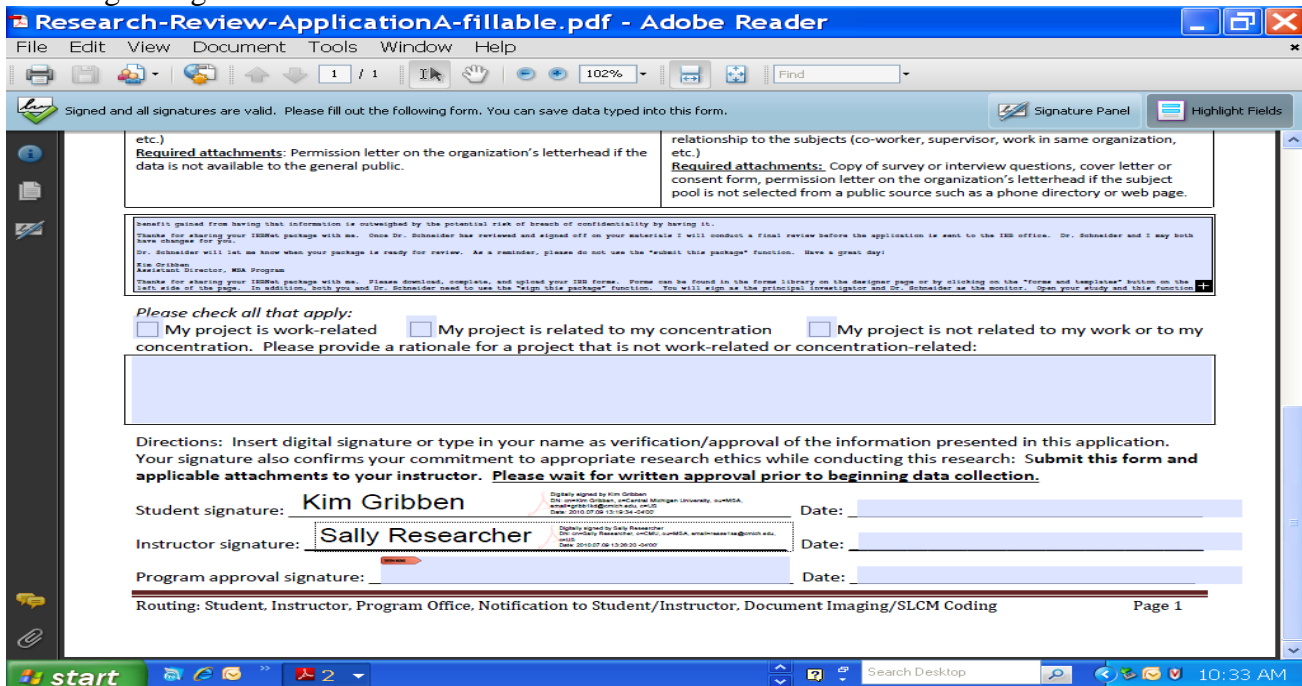
Enter your password again and click on “sign.”



You will be asked to save the form. Select a location on your computer and save the form under a unique name.



Your digital signature will be inserted.



If you make changes in your form, you will need to resave and replace your original document or save under a new name. The digital signature file is only saved on the computer where it was created. Once created, instructors can use the same digital signature on all Research Review Application forms.