



## **How to Sign a Biographical Sketch or Current and Pending (Other) Support Form**

### **How to Retrieve and Complete the Forms**

- 1) Go to <https://www.nasa.gov/grants-policy-and-compliance-team/#Regulations> and download the appropriate forms and disclosure table under “Grant Forms.”
- 2) Fill out the forms in MS Word. Save them in both MS Word and PDF format.
- 3) If providing the MS Word format to be added to a document for submission, make sure that you add your name and the date on which you signed the document (see below, make sure you know what form[s] of signature are accepted) before sending to the PI for concatenation into a combined document.

Note: Concatenating PDF files or adding new pages to existing PDF file will require Adobe Acrobat Standard or Pro or use of an equivalent PDF editing tool.

### **How to Sign the Forms**

Note: Some programs may accept only certain types of signatures. Check requirements and constraints in the NOFO.

#### **How to Sign a Document (Electronic, Adobe Acrobat Reader or Standard or Pro)**

- 1) Open the document in Adobe Acrobat
- 2) Click on “Fill & Sign” under Tools or “Signature Panel” button on top ribbon.
- 3) Click Sign Yourself, Add Signature, and then construct the signature graphic with your mouse, keyboard, or stylus on your screen and apply your signature.
- 4) Click the appropriate spot to apply the signature. Ensure the date is also on the form.
- 5) Save the file.

#### **How to Sign a Document (Electronic, MS Word)**

- 1) Open the document in MS Word.
- 2) Place the cursor at the location where you wish to insert a signature.
- 3) Click Insert at the ribbon on the top and then click Picture.
- 6) Select the Image containing your signature to insert it into the file. Ensure the date is also on the form.
- 4) Save the file.

#### **How to Sign a Document (Handwritten, Requires Adobe Acrobat Standard or Pro)**

- 1) Print out the document.
- 2) Sign and date the document by hand with a dark-colored pen.
- 3) Scan the document and send the scan to the PI of the proposal for records retention.
- 4) If providing a PDF version of the document to be added to a document for submission, make sure that you first open the document in Adobe Acrobat Pro and click Tools, and then, under Create and Edit, select Scan & OCR (or Scan & OCR under All Tools if using New Acrobat view). Select Recognize Text, In This File, and click the “Recognize

Text button. This will identify and make searchable all of the typed text on the page. Then save the file and provide it to the PI for concatenation into a combined document.

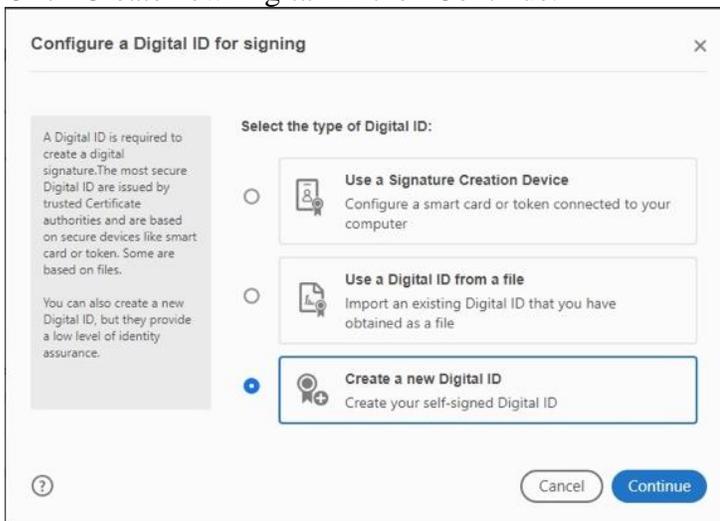
Note: Text outside of the signature itself is required to be searchable as per the requirements of the NOFO.

### How to Sign a Document (Digital Signature [cryptographic], Requires Adobe Acrobat Standard or Pro)

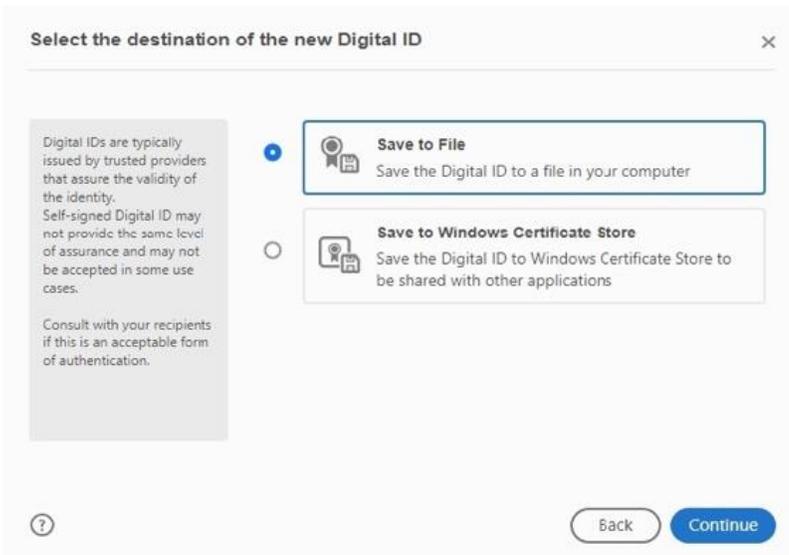
- 1) Open the document in Adobe Acrobat.
- 2) Click on Tools and then, under Forms and Signatures, select Certificates (for the New Acrobat view, click Use a Certificate under All Tools).
- 3) Click on Digitally Sign in the ribbon across the top.
- 4) Drag your mouse across the signature area to outline a box that will contain the signature.
- 5) If you have set up a Digital ID already, select the Digital ID you wish to use and click Continue. If not, proceed to “How to Generate a Digital ID” and return here once done.
- 6) Enter your password for the selected Digital ID and click Sign, saving the file with a different name. Do not click the box next to “Lock Document after Signing.”
- 7) If providing a PDF version of the document to be added to a document for submission, open the signed document in Adobe Acrobat Pro and click File, Print. Make sure the printer is set to Adobe PDF and click print (Note: Microsoft Print to PDF will also work. For MacOS, open the signed document in Preview and save it to a new version). Save this version with a different name. This will produce a version that has the content of the signature field (name and date), but lacks the cryptographic data associated with the signature. Provide this file to the PI for concatenation into a combined document.

### How to Generate a Digital ID (Requires Adobe Acrobat Standard or Pro; only if needed for generating a local certificate for signing; check with your IT department)

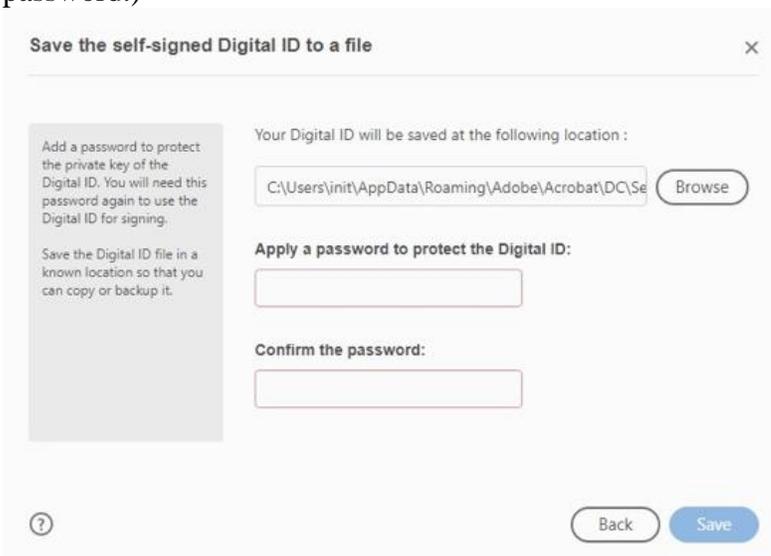
- 1) Click Configure New Digital ID
- 2) Click Create new Digital ID then Continue.



- 3) Select Save to file for portability (using on multiple computers), or Windows Certificate store (or Keychain for MacOS) if you will only use your office PC. Click Continue.



- 4) Fill in your name and other required information. Click Continue.
- 5) If saving to file, change the location to a place you can find the file later and create a password you will use when signing a document with the Digital ID. Click Save. (If saving to the Windows Certificate store you will not have to choose a location or create a password.)



- 6) Confirm Digital ID choice and click Continue.
- 7) Return to Step 6 of How to Sign a Document (Digital).