



In response to NIH Notice [NOT-OD-21-110](#), which is required for all applications due on or after January 25, 2022, the WSU Office of Research has developed a signature page generator found [here](#) to certify the accuracy of the Other Support information submitted by each senior/key personnel on a JIT and/or RPPR. By generating this signature page, each personnel is providing their signature electronically in compliance with WSU policies and procedures, including Washington State University Business Policies and Procedures Manual section [85.37](#). The personnel expressly agree that their electronic signature is valid as an original signature and is effective to bind them to this certification.

Additional background and FAQs on this new requirement can be found on NIH's website [here](#).

### **PDF Signature Generator Instructions:**

To ensure that your digital signature is accepted, the PDFs must be 'flattened', meaning that the PDF must be rendered in a way that it cannot be easily edited. To save your signature PDF as a flattened file, click the print button in MyResearch and then follow the individualized instructions below:

**Windows:** Select 'Save as a PDF' and then save the file to the desired location.

Note-If you do not have Adobe installed or do not see this option 'Microsoft Print to PDF' can also work as an alternative.

**Mac:** Open the file in Preview (bottom left corner there is a drop-down menu then select 'Open in Preview'). When the preview window loads, click on file in the navigation ribbon and then hold down option to get 'save as' to appear. Click 'save as' and then select check the box for 'create a linearized PDF'.

If you encounter additional difficulties printing to PDF, please work with your department's IT support staff for additional assistance.