NIH Just-In-Time (JIT) Other Support Signature
Grant Coordinator Meeting
February 2023

NIH has been providing updated guidance on the content of **Other Support (OS) documents** over the past 18 months. This includes guidance or clarification as to the inclusion of **signatures on these documents**. FAQ Guidance has clarified that a typed name is not permitted, and a "wet" signature (scanned after signed) is also not acceptable.

Therefore, we want to advise proposers required to submit these OS documents (Senior/Key personnel), that **an electronic signature should be used**. NIH has stated that applicants may use the electronic signature software of their choice. Iowa State University does not have a policy on which software should be used. OSPA regularly uses Adobe to add signatures to documents. We are happy to share more info with Grant Coordinators, or other staff assisting NIH proposers, as to how to set these signatures up.

Also, we want you to be aware that OSPA staff are being asked to certify that project personnel are following signature guidelines. Therefore, we need to review the signatures used before submitting the OS as a part of a Just-In-Time submission. We ask for ample time to do this, as we need to create our own certification documentation to include with the JIT.

Additional info can be found here: https://grants.nih.gov/grants/forms/othersupport.htm

Sample Signed Certification:

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Andrea Rich
2023.02.15
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*Signature: _____

Date: 02/15/2023 _____

Please Note- NIH guidance does not specify if a date stamp is required