Docusign Instructions for Genetics Research Mentors

-The student in your lab will fill out a Research Approval Form through Docusign for you to sign electronically.

-The summary of their research will be attached to the document.

1. The student in your lab will enter their information and your information to route the document to you. The Program Coordinator and Vice-Chair will receive a copy of the completed, signed document.

2. Once the student completes the form you will receive an email from Amy Meerovich via DocuSign asking you to review and sign it.

The Subject will look like this:

DocuSign System <dse_na2@docusign.net>

Research Independent Study Application | Student Name | PLEASE SIGN

The body of the email will look like this:
3. Click Review Documents and you will be taken to the DocuSign website.

*Please note that you do not need a DocuSign account to sign a document. Clicking on the check box confirms that you are signing the document legally as yourself.

4. If everything looks good and you are ready to sign, click on the yellow box to apply your signature.
Here you can change your name or the style of the signature.

5. Click Adopt and Sign then scroll down and click Finish

If you have notes, or would like the student to make corrections, click Other Actions and Decline to Sign and contact the student directly to make changes. The student will need to resubmit the form to receive an SPN. You will be able to leave a comment as to the reason you declined.
Finish Later
Print & Sign
Assign to Someone Else
Decline to Sign
Help & Support
About DocuSign
View History
View Certificate (PDF)
View Electronic Record and Signature Disclosure
Session Information