

## 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.**

### PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:  
**Student**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Research Mentor**

Name:

Email:

Role:  
**Undergraduate Vice-Chair**

Name:

Email:

Role:  
**Program Coordinator**

Name:

Email:

[Begin Signing](#)

**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:



Amy Meerovich sent you a document to review and sign.

**REVIEW DOCUMENTS**

**Amy Meerovich**  
[ameero@rutgers.edu](mailto:ameero@rutgers.edu)

Hello,

Please review and sign the Genetics Research Approval Form for the undergraduate student working in your lab so they may receive credit for their research.

Please note that the last page of the document contains the uploaded approach summary.

Thank you.

### 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.

#### Please Review & Act on These Documents



**Amy Meerovich**  
Rutgers, The State University of New Jersey

Hello,

Please review and sign the Genetics Research Approval Form for the undergraduate student working in your lab so they may receive credit for their research.

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

**CONTINUE**

**OTHER ACTIONS** ▾

DocuSign Envelope ID: 76B3FAD8-6A12-43EF-B107-8AA76029A867

#### RESEARCH REGISTRATION FOR THE MAJOR IN GENETICS

<b>Last Name:</b> Name	<b>First Name:</b> Student	
<b>RUID:</b> 00 00 0000	<b>Email:</b> amymeerovich@gmail.com	<b>Class:</b> 2020
<b>Overall GPA:</b> 3.5	<b>Semester (Spring or Fall):</b> Spring	<b>Year:</b> 2020

#### CHECK THE APPROPRIATE COURSE:

<u>FALL</u>	<u>SPRING</u>	<u>SUMMER</u>
447-406 (Research in Genetics)	X 447-407 (Research in Genetics)	447-406 (Research in Genetics)
447-408 (Honors in Genetics)	447-409 (Honors in Genetics)	
447-410 (Res. Gen. Writing Intens.)	447-410 (Res. Gen. Writing Intens.)	
447-489 (Adv. Ind. Study Gen.)	447-490 (Adv. Ind. Study Gen.)	

**NUMBER OF CREDITS:** *Minimum requirement per semester is 3. Students wishing to do more than 3 credits must obtain the permission of the department Vice Chair.*

**RESEARCH MENTOR INFORMATION:** **Mentor Name:** Mentor Name  
**Address:** 604 Allison Rd.  
**Phone:** 848-445-1146 **Email:** amy.meerovich@rutgers.edu

**PROJECT INFORMATION:**

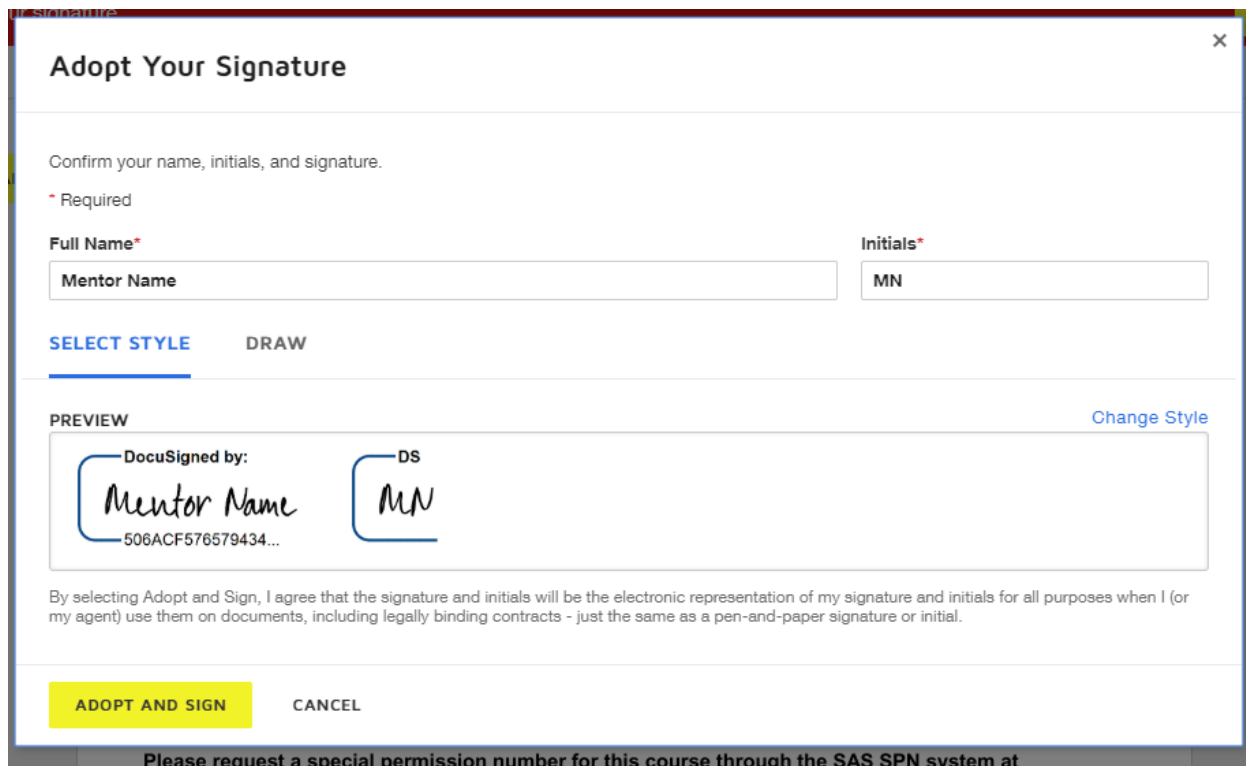
### 4. If everything looks good and you are ready to sign, click on the yellow box to apply your signature.

I understand the requirements, responsibilities, and due dates associated with registration for this research course as described in the Genetic Major Student Handbook: (<http://genetics.rutgers.edu/students-academics/undergraduate/student-forms>).

DocuSigned by:  
Student's Signature: Amy Meerovich Date: 01/31/2020  
D1DFC0DEF78048B...

Research Mentor's Signature:  Date: 01/31/2020

Here you can change your name or the style of the signature.



**Adopt Your Signature**



Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

**SELECT STYLE** DRAW

PREVIEW [Change Style](#)

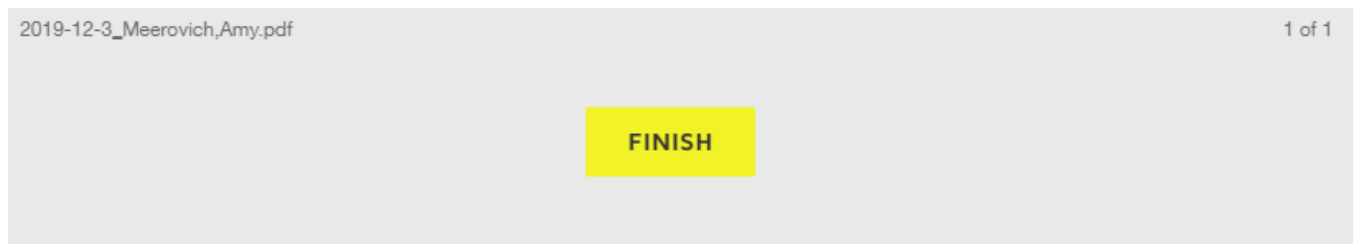
DocuSigned by:  DS   
506ACF576579434...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

Please request a special permission number for this course through the SAS SPN system at

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



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**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**

**OTHER ACTIONS ▾**

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