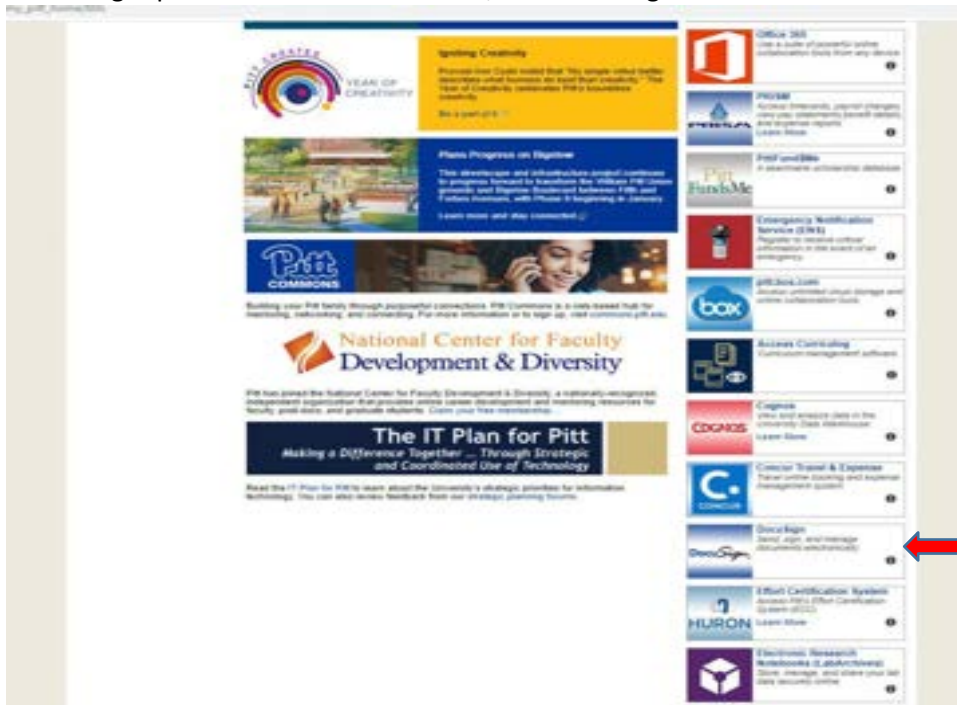


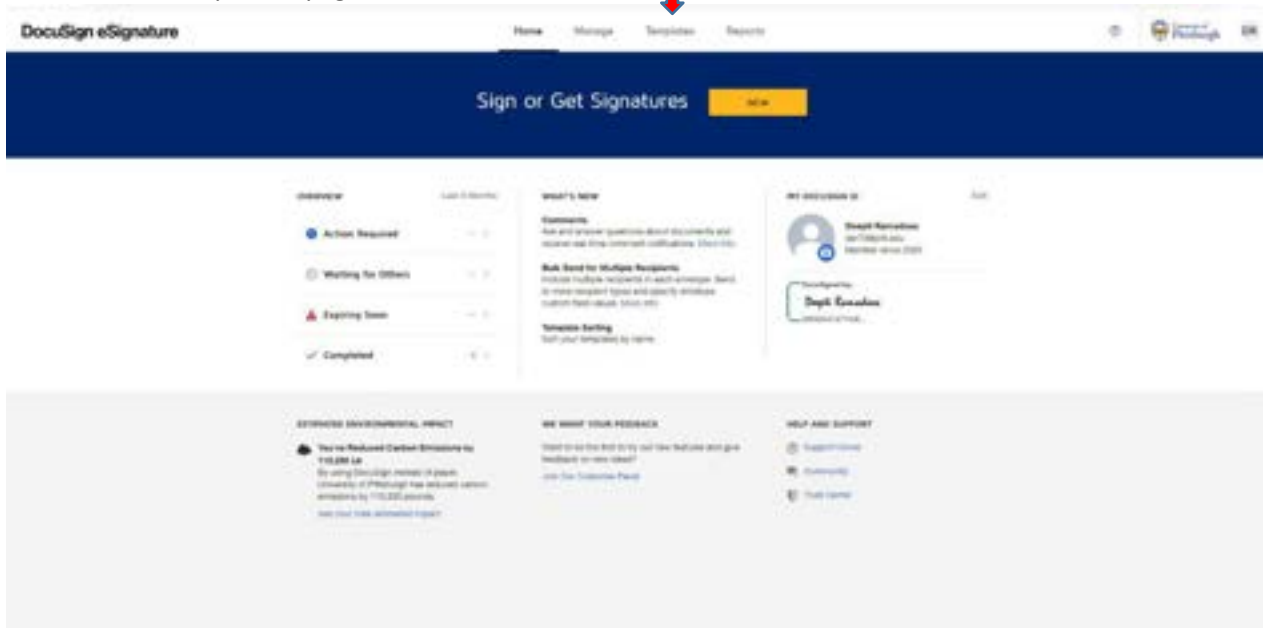


Instructions for Signatures for Graduate Faculty Nomination Forms:

- 1. Graduate Program Coordinators are given access to the templates. If Program Directors would like access, please contact Deepti Ramadoss (deepti.ramadoss@pitt.edu).
2. Graduate Programs (i.e. Coordinators/Directors) are in charge of setting up the Graduate Faculty Nomination Forms for their program for School of Medicine Faculty members. If a Faculty member's primary appointment is in a different School, they will have to get their Graduate Faculty Appointment through the School where their primary appointment is.
3. If a School of Medicine faculty member wishes to join your program as graduate faculty, please ask them for the following pieces of information:
a. Full Name
b. Degrees
c. Title
d. School of Medicine Department of Primary Appointment
e. Names + email addresses of 6 graduate faculty members to sign the nomination form. Please remember to check to ensure all 6 faculty are members of the University Graduate Faculty.
4. Log in to my.pitt.edu
5. On the right panel of available resources, find "DocuSign" - click on it.



6. Click on the “Templates” page



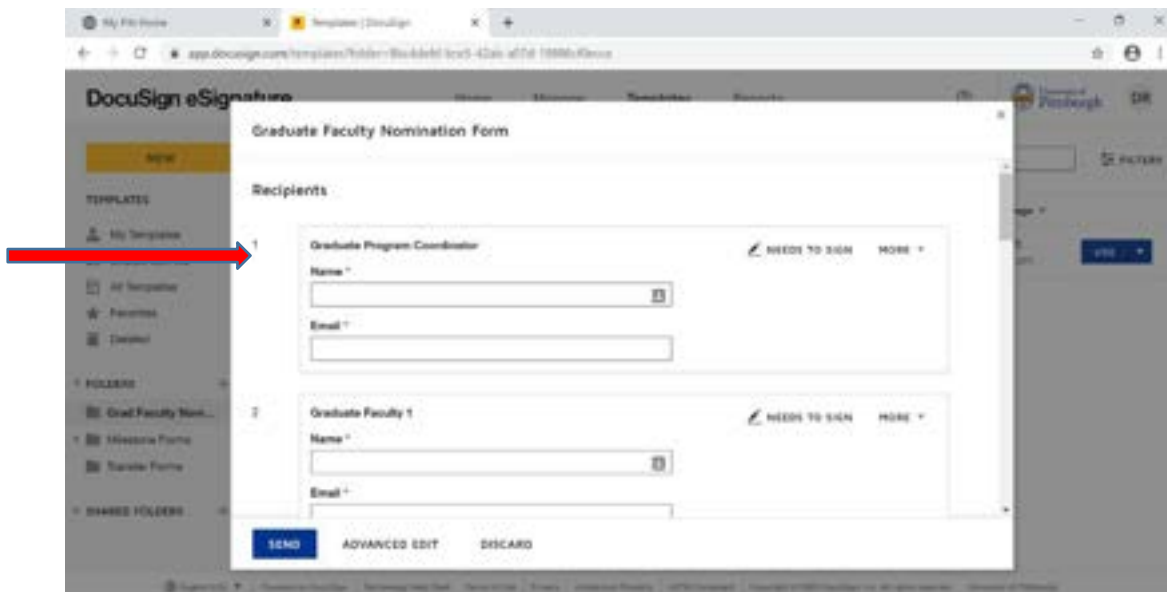
7. Click on the arrow next to “Shared Folders” on the left menu tab, to expand the folder. Click on the “Grad Faculty Nomination Form”.



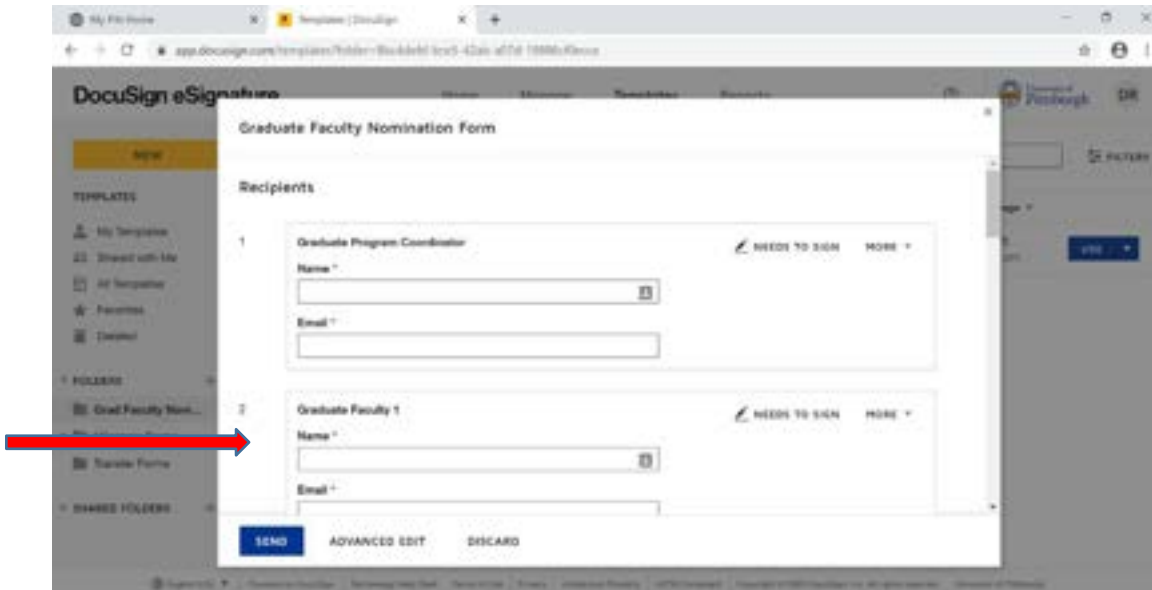
8. You should see “Graduate Faculty Nomination Form”. **Click on “Use”**



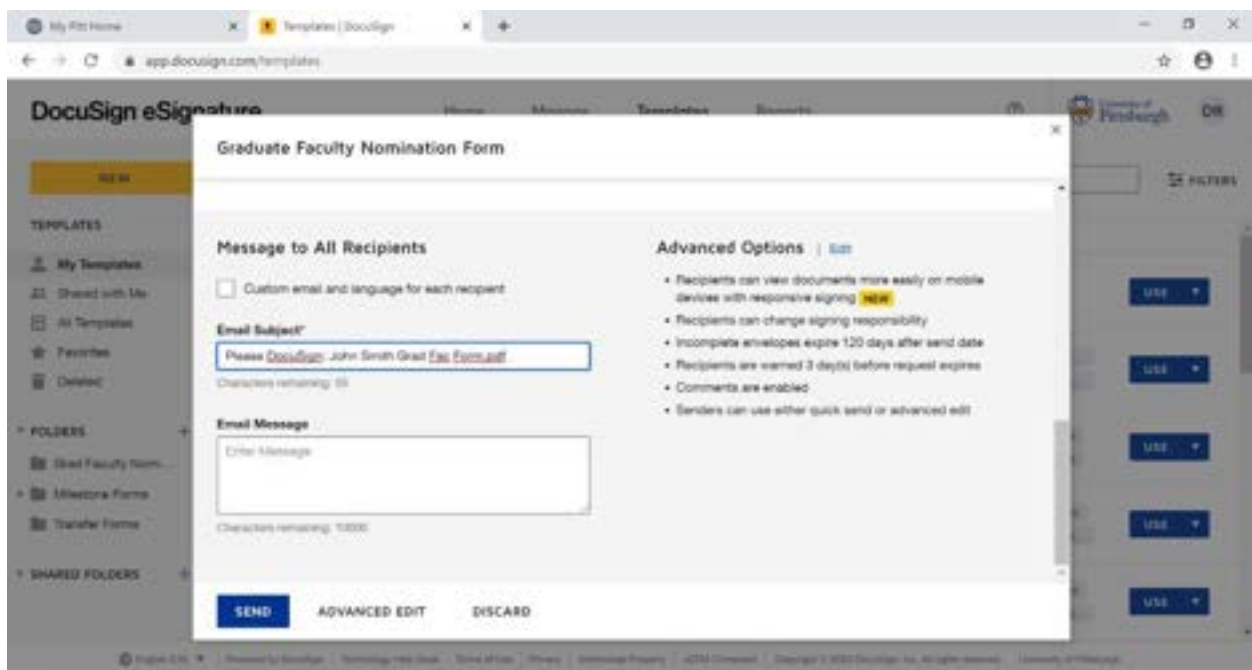
9. Enter Recipients. Although the Graduate Program Coordinator doesn’t “Need to sign”, do not change this setting, since you will need to fill the form out, and this setting lets you do that action. *If you are the Grad Program Director setting the form up, you will fill this out as though you are the Grad Program Coordinator AND enter your credentials in the Grad Program Director’s recipient information.*



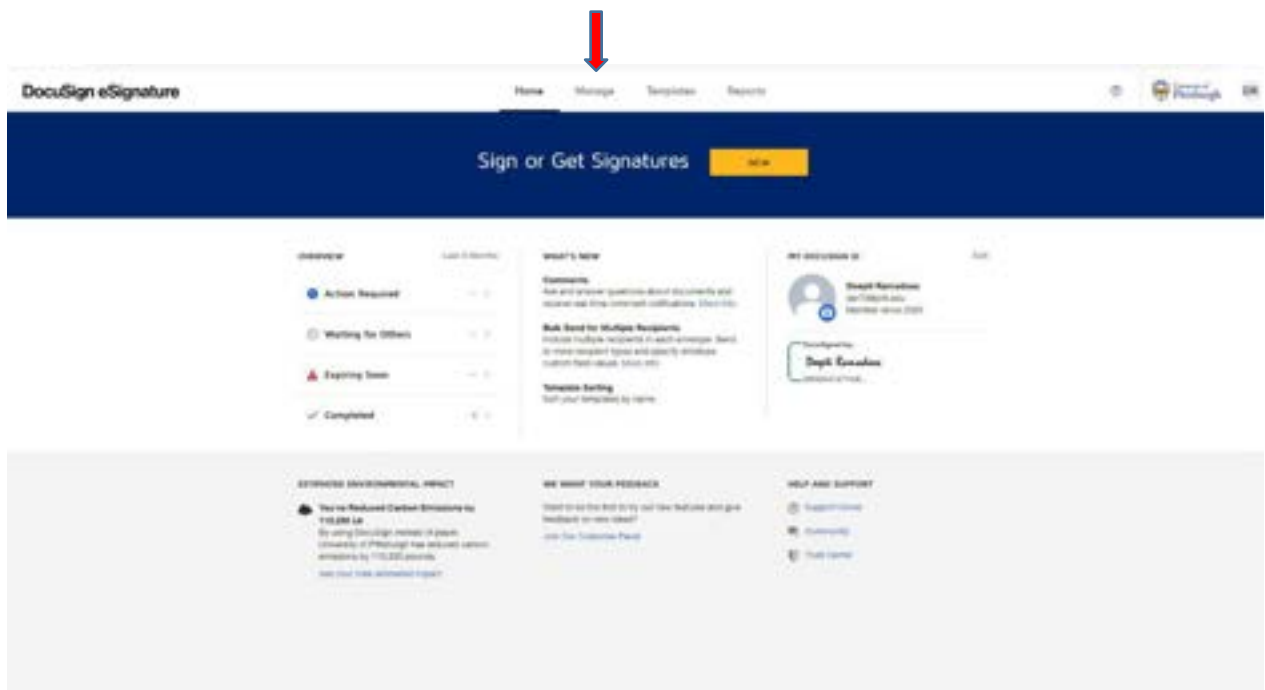
10. Enter Name and Email address of Graduate Faculty Members + Graduate Program Director making the nomination. Scroll to fill each one.



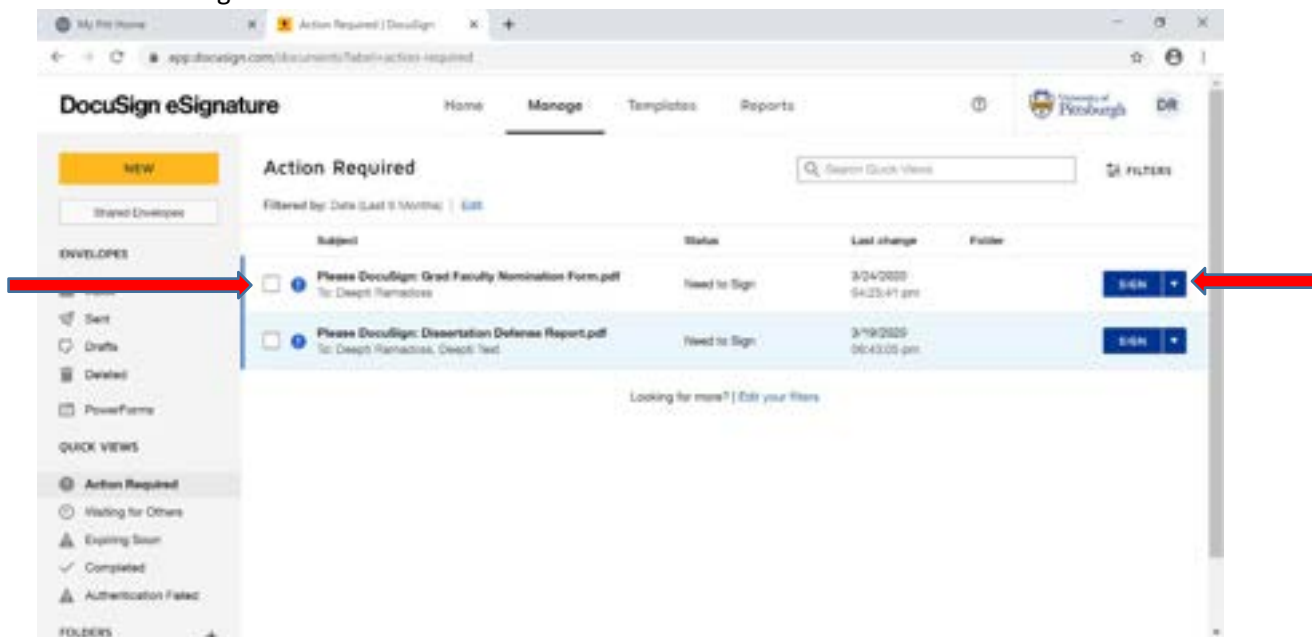
11. Scroll down to “Message to All Recipients”, and edit the email subject to “Please DocuSign: *faculty nominee’s name* Grad Fac Form” (and an email subject if you would like). **\*PLEASE CHANGE THE PORTION HIGHLIGHTED TO THE FACULTY NOMINEE’S NAME\***



12. Select “Send”
13. The Program Coordinator will receive the form first – there are 2 ways to access the form.
  - a. They will receive an email notification, which will contain a link. This will take them directly to the form, so they can fill in the required information on the form.
  - b. They can also access it from DocuSign, from the “Manage Page”

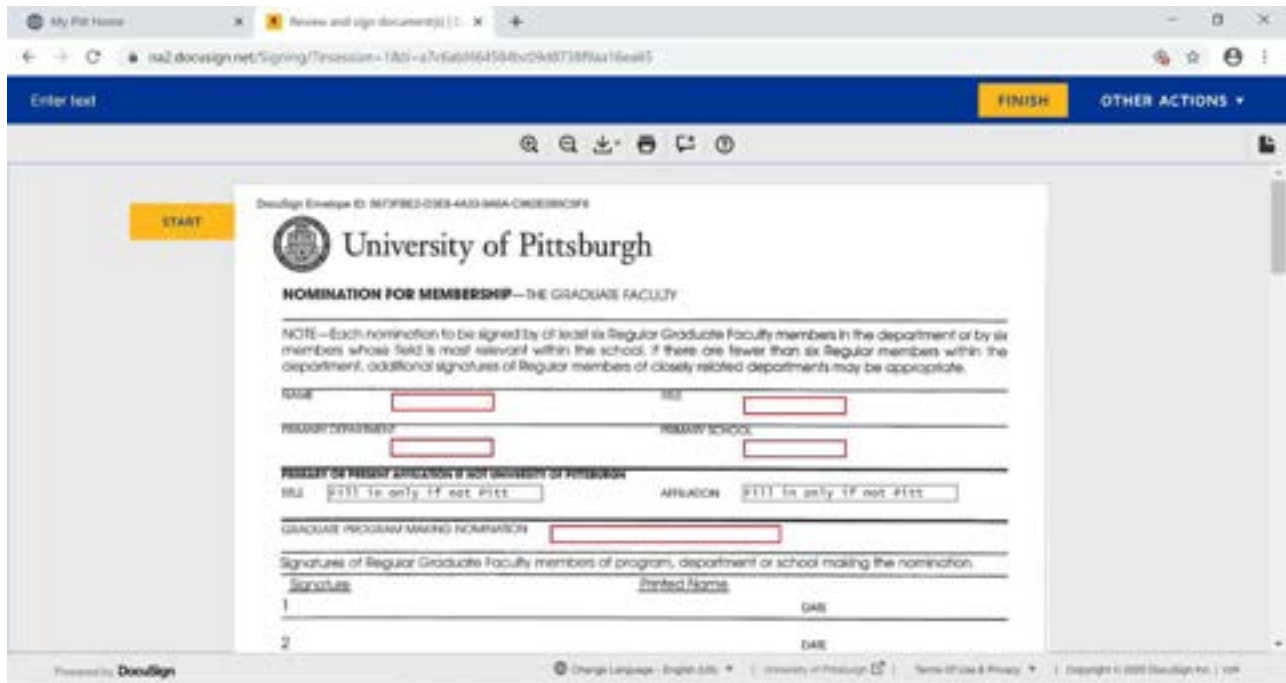


14. The Manage page will take you to your menu of pages. Find the Grad Faculty Nomination form you need to fill, and click on “Sign”



15. Fill in the fields that the form asks you to fill in. For the “Graduate Program Making Nomination”, please enter the FULL NAME of the program:

- |  |   |
|--|---|
| a. Biomedical Informatics                | h. Molecular Biophysics and Structural Biology  |
| b. Cell Biology and Molecular Physiology | i. Molecular Genetics and Developmental Biology |
| c. Cellular and Molecular Pathology      | j. Molecular Pharmacology                       |
| d. Clinical and Translational Science    | k. Neurobiology                                 |
| e. Computational Biology                 |   |
| f. Integrative Systems Biology           |   |
| g. Microbiology and Immunology           |   |

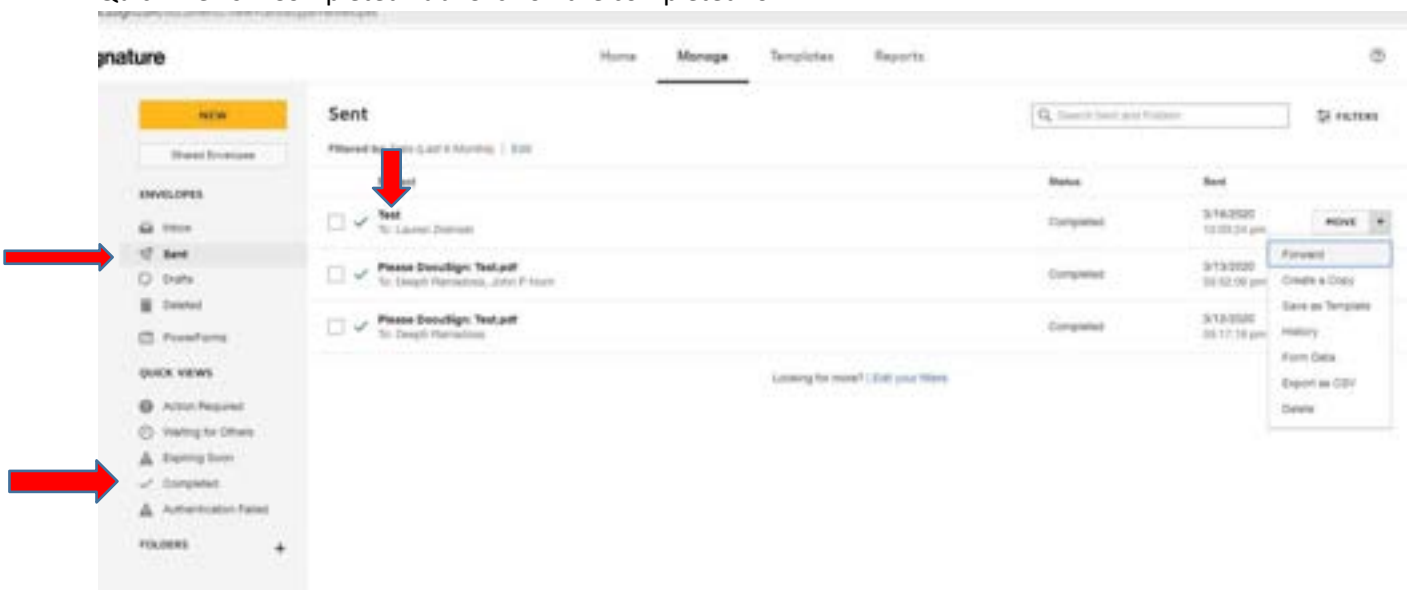


16. When completed, click on the “Finish” button.

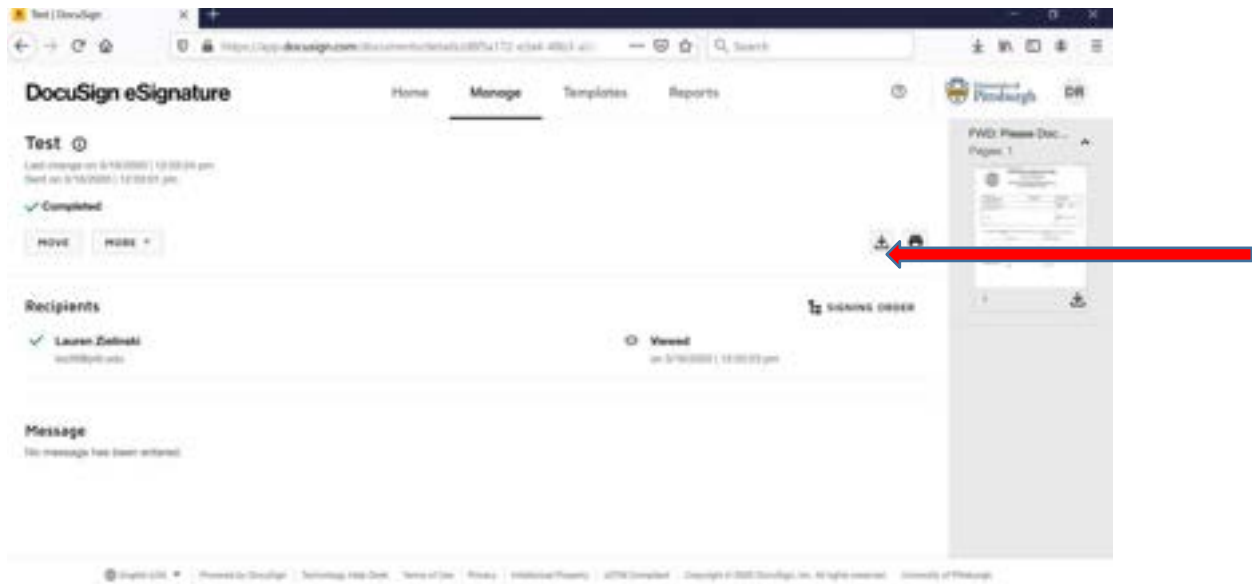
17. Once you complete this step, the form will automatically be sent to the six Graduate Faculty who need to sign the form to endorse the nomination of the faculty nominee.

18. You will receive an email when recipients have signed it, with the completed form as an attachment. *Please note, the DEFAULT settings on everyone’s DocuSign is that all people named in the document will receive emails when others sign the same documents and when it is complete. If anyone wants to change their settings, they can do so via DocuSign. Click on your name icon > My Preferences > Notifications, and adjust which notifications you want to receive.*

19. You can also access completed forms via the Manage page in DocuSign’s Manage > Sent tabs, OR Manage > Quick Views > Completed Tab. Click on the completed form.

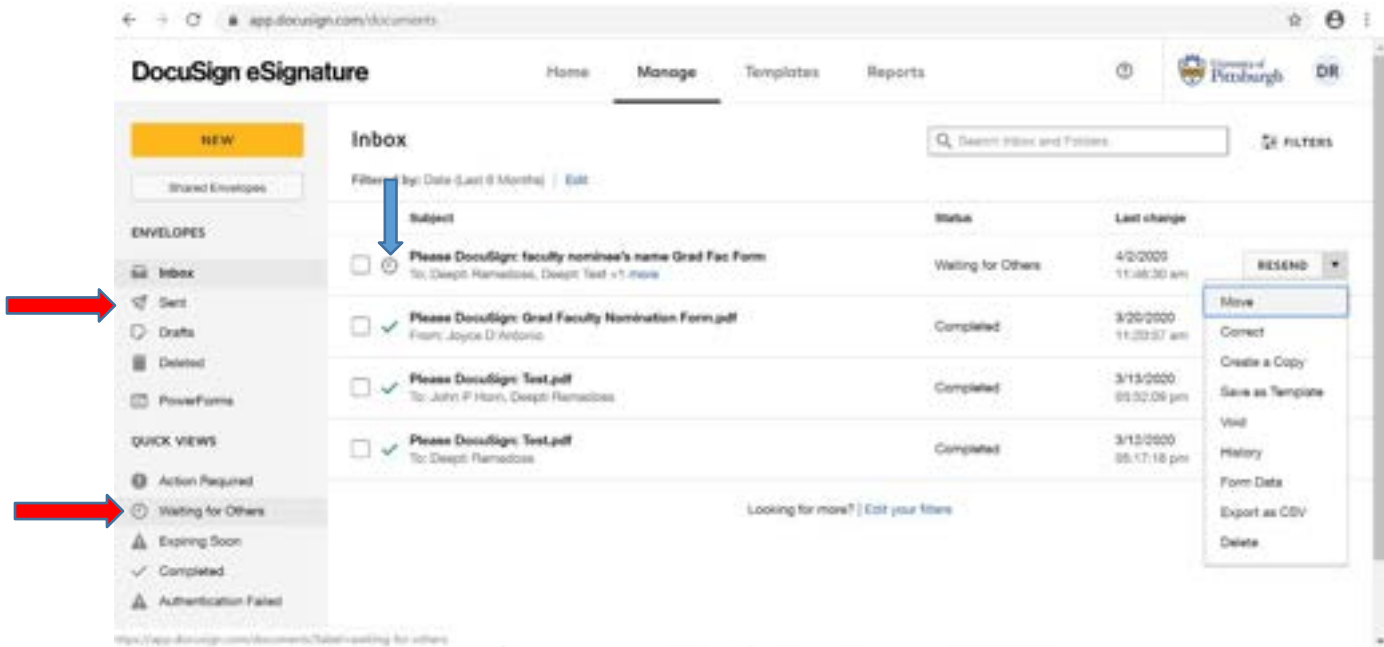


20. There will be a download icon on the form’s page. Please download the form, and keep it with your files.

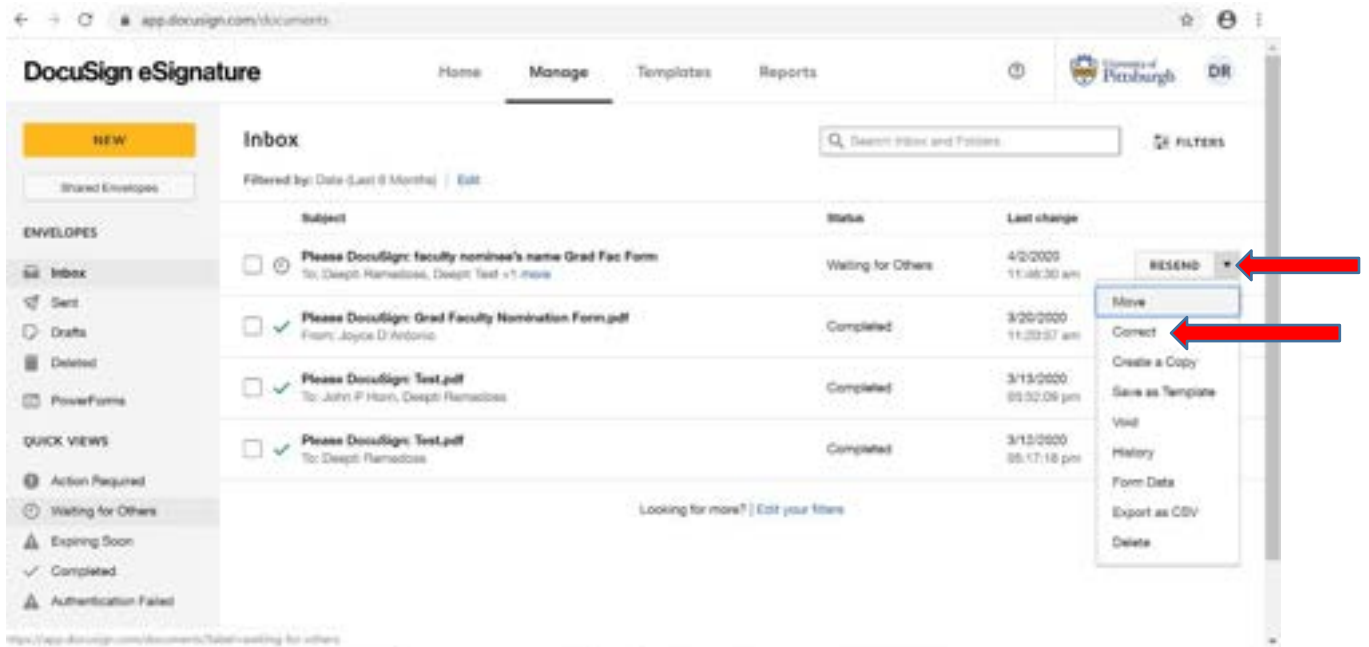


21. Once the form is signed, and all nomination paperwork is complete, please upload the complete packet to the OneDrive folder and shared with all program coordinators and directors and linked here below: [Graduate Faculty Application Submissions](#)

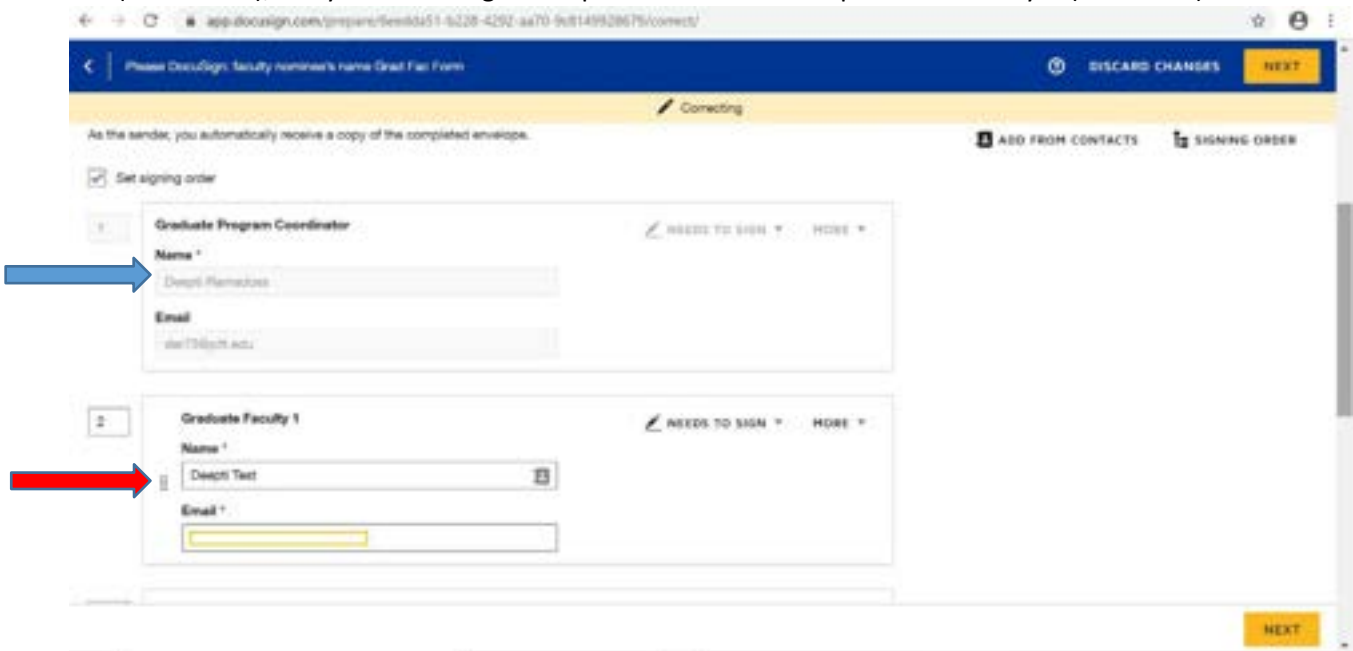
22. IF YOU NEED TO CHANGE ONCE OF THE RECIPIENTS AFTER YOU HAVE SENT OUT REQUESTS FOR SIGNATURES, you can edit the recipient list BEFORE the person that needs to be changed signs the form. Go to Manage > Sent OR Quick Views > Waiting for Others, and find the file you want to change recipients on.



23. To change a recipient who hasn't yet signed, click on the arrow on the button to the right to expand the drop down menu. Click on "Correct".



24. Scroll down to your list of recipients. You will notice that anyone who has completed their task will be greyed out (blue arrow), but you can change a recipient who hasn't completed the task yet (red arrow).



25. Select Next. You will be taken to a page where you will be able to view the form with the remaining signatures left to sign. Select "Correct". The request for a signature will be sent to the new person.

26. When the form is completed, as previously mentioned, you can download the pdf, and submit via OneDrive.