

Annual Statement of Reasonableness: How to Access and Apply DocuSign Templates

April 1, 2025

How to access DocuSign Templates

To access DocuSign, log into GT eSignature

<https://esignature.gatech.edu/>

The screenshot shows the Georgia Tech eSignature website. The header includes the Georgia Tech logo and the text "eSignature". Navigation links include LOGIN, Get Started, Campus Forms, FAQ, and Support. The main content area features a large banner with a pen writing on a document and a building with "TECH" signage. Below the banner are five navigation cards: SIGNATURE AUTHORITY, ESIGNATURE BASICS, DOCUSIGN CONTACTS, SUPPORT, and LOGIN. The LOGIN card is highlighted with a red border and contains a "Login" button with a right-pointing arrow icon. Below the cards are descriptive text blocks for each category.

Document Security
Understand Protected Data
Follow These Steps to Send Protected Data!

DocuSign & Protected Data

GT eSignature MS Teams
Access Training Videos
Collaborate
Get Updates
Click Here to Join!

SIGNATURE AUTHORITY
Understand Georgia Tech and USG signature policies

ESIGNATURE BASICS
Review eSignature Basics in our Support Section

DOCUSIGN CONTACTS
Use the DocuSign Address Book to find GT recipient emails

SUPPORT
Need help? Learn how to get support

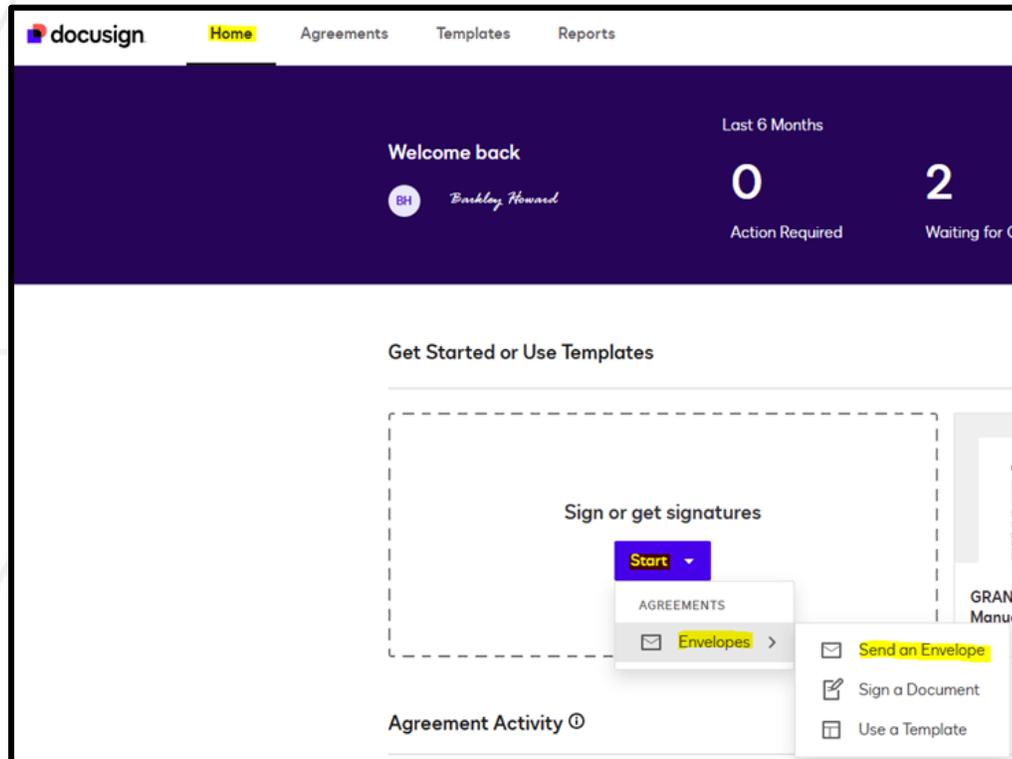
LOGIN
Login using your GT Account and password

Create a New Agreement Envelope

1. Navigate to the home screen.
2. Place an ASR file inside the dashed box labeled "Sign or get signatures."

Alternatively

3. Select Start → Envelopes → Send an Envelope

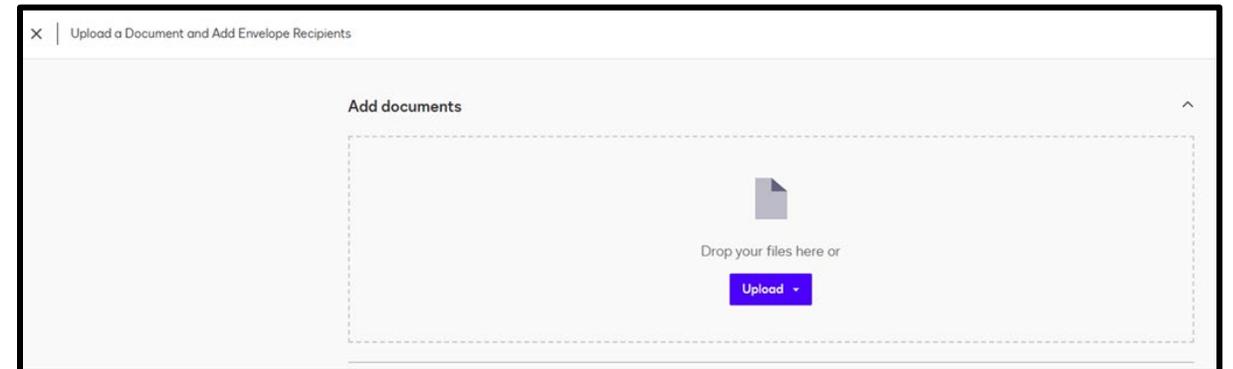


Continue to step four or five only if Step Three was chosen. Skip steps four and five if Step Two was completed.

4. Place an ASR file inside the dotted box labeled "Drop your files here or"

Alternatively

5. Select Upload



Apply Template

- ❖ DocuSign will prompt you to select a matching template.
- ❖ Choose the **Individual Employee** template if the employee is certifying, or the **First-Hand Confirmation** template if the PI or Supervisor is certifying.

Note: Ensure that only one box is selected.

Select Matching Templates ✕

Select the matching templates to apply to your uploaded documents.

Terminating Employee ASR (6) (1).pdf ^

<input type="checkbox"/>	GRANTS-Manual_ASR_First-Hand_Confirmation_Only_Cognos	Matching: 82%	Pages: 1-1
<input type="checkbox"/>	GRANTS-Manual_ASR_Individual_Employee_Only_Cognos	Matching: 82%	Pages: 1-1

APPLY CANCEL

Add Recipients

Add recipients

Some of the recipients are locked and cannot be changed
[Learn More...](#)

Set signing order [View](#)

1

First-Hand Confirmation Needs to Sign Customize

Name *

Email *

2

Sender Needs to Sign Customize

Name *

Email *

1. Recipient 1: Enter the name and email address of the certifying employee or the first-hand knowledge confirmer, depending on the selected template.

Note: If the covered employee is unable to complete the ASR, the certification may be signed by the employee’s supervisor, principal investigator (PI), or another organizational unit head. The signer must have firsthand knowledge of all the employee’s activities and use appropriate means of verification to confirm that the work was performed.

2. Recipient 2: Enter the name and email address of the Unit Financial Manager (UFM) certifying the ASR.

Note: UFM’s must ensure that the reported amounts on the ASR align with department payroll and commitment accounting records before signing. However, UFM’s are not required to know the exact effort of each employee.

3. Select Send Now.

Note: After all signatures are obtained, the completed ASR will automatically route to the G&C Cost Accounting team.