

# Electronic Signature Authorization

General Project Information	
Project Number(s)	Project Name(s)
Sponsor Name:	

**Does your organization require a wet signature?**

- ☐ Yes – Please disregard the rest of this form.
- ☐ No – Please fill out this form in its entirety.

## Definitions of Roles

**Approver (only if relevant):** Individuals marked as approvers review and approve the electronic document. The approver contacts RCO if corrections are needed. They do not sign the document. There can be multiple approvers if necessary.

**Signer (required):** Individual marked as signers are required to officially sign the document with an electronic signature. They may be required to enter data such as title, date, agency name, etc. into fields. **There is typically only one signer.** If more than one is required, please indicate in the comment box below.

Please identify the specific individual(s) and their role for routing your agreement and any amendment(s). List the names in the appropriate order. **You must have a designated signer listed.** The name of the designated signer must be consistent with the authorized signer information provided in the "Applicant Resolution/Authorization".

Routing Order	Role	E-mail Address	Agreement/Amendment Or Both
1			
2			
3			
4			

Please indicate any special requests that are relevant to the electronic routing process, i.e. a pdf of the document needs to be provided ahead of time via email for internal approval.