

Electronic Signature Authorization

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

*must match the name in PRISM

Does your organization require a wet (ink) signature?

- Yes—Please fill out the table above and upload this form to PRISM. No further information is needed.

- No—Please fill out this form in its entirety and upload to PRISM.

Definitions of Roles

Approver (if relevant): This person reviews and approves the electronic document but does not sign it. The approver contacts RCO if corrections are needed. There may be multiple approvers.

Signer (required): This person must be the same person identified as the authorized signer in the Applicant Resolution/Authorization. The signer will enter data such as title, date, agency, and name, and is required to sign the document officially with an electronic signature. There typically is only one signer but if more are needed, please indicate that in the comment box below.

List the name and role of each person involved in the routing of the agreement and any amendments in the table below. Each person should be listed in the order of that person’s role in the routing process. If there are changes to your Approver(s) or Signer, please submit an updated form.

Routing Order	Role	Email Address	Agreement, Amendment or Both
1			
2			
3			
4			

Please list any special requests for electronic routing, such as a PDF needs to be emailed to your organization ahead of time for internal approval.