

## Guidance: Brown University BioMed Cost Sharing Commitment

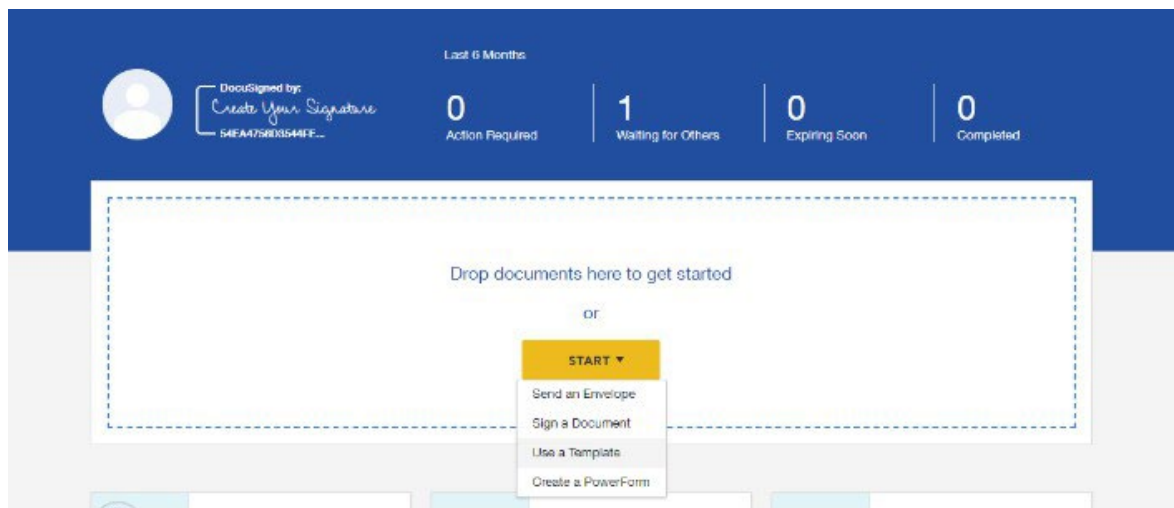
- DocuSign is the new system being used to route the Biomed Cost Share form.
- Individuals who will be initiating the Biomed Cost Share Form need to get “sending” permission added to their account by taking a short Workday Course, “An Introduction to DocuSign at Brown.”
- Before taking the course in Workday sign into DocuSign.
  1. Go to the [DocuSign login page](#).
  2. Input your Brown email address and click **Continue**.
  3. On the next page, click on **Use Company Login**.
  4. Sign in through shibboleth.
- Once you complete the course, Brown IT will elevate your permissions so you can send documents.

### Helpful DocuSign Resources:

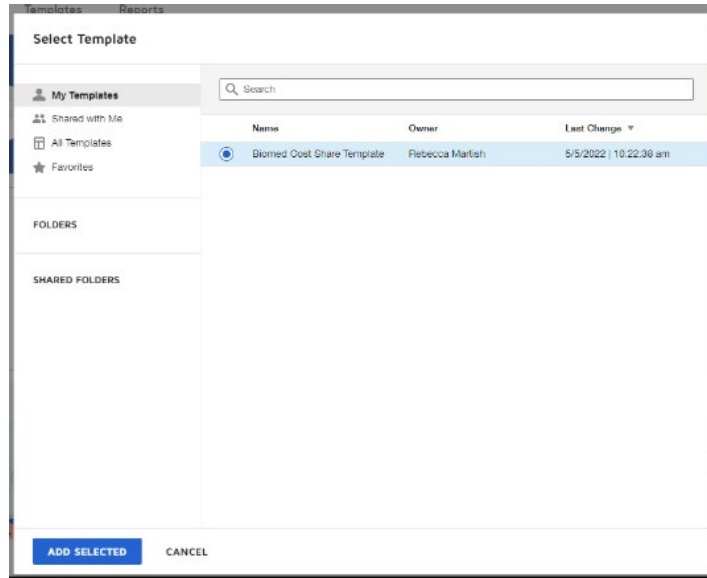
- Using DocuSign at Brown: <https://ithelp.brown.edu/kb/articles/using-docusign-at-brown>
- DocuSign FAQ(s): <https://ithelp.brown.edu/kb/articles/docusign-faq>

### Using the DocuSign Biomed Cost Share Form Template:

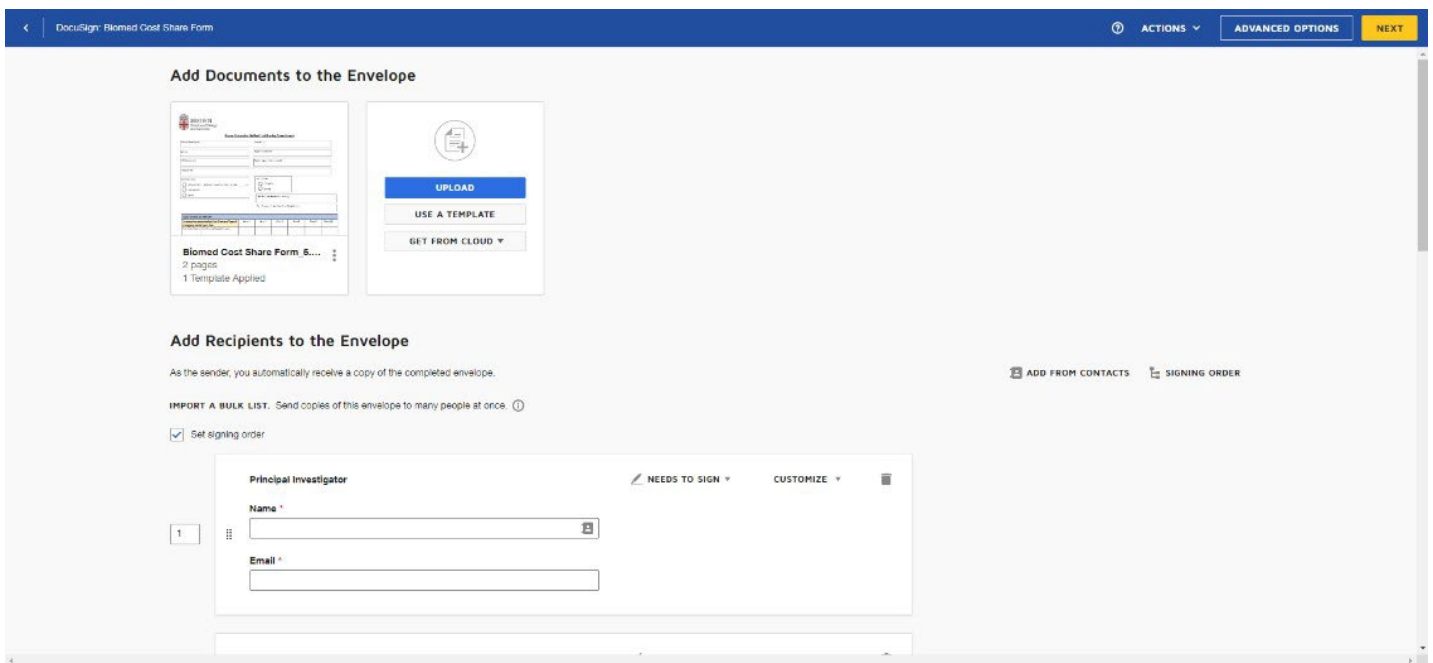
- On the DocuSign Home screen click start and select use a Template from the drop-down menu.



- Select Biomed Cost Share Template and click Add Selected



- You will see the template in the Documents section with the Option to Upload an additional Document. This is where you will **add the Coeus Cost Share Budget**. Select upload and add to the Envelope.



- Next, you will be adding the recipients. There are areas to add the PI, Chair, Senior Associate Dean for the Program in Biology, and the Executive Dean for Administration. These roles need to sign the form. In addition, you can add individuals to the CC role in which they just receive a copy. If no one is receiving a copy then you can delete lines as you will not be able to progress without adding a name and email.

- Once you have input the necessary emails, select next. You will be brought to the form to prefill the information. If you try to send before the mandatory information has been prefilled you will receive an error.
- To prefill the necessary fields, select the file and input the text in the add text field on the right of the screen. For those with a radio button select the radio button values in the menu to the right to select an option.

- Once you have completed the prefill fields you can send and the form will be routed to individuals for their signature.