Office of Post-Award Grants
Instructions for Time and Effort Activity Report using Adobe Fill & Sign

The following information is a basic example of adding recipients and signatures via Adobe Acrobat DC for submitting Time & Effort Reports with signatures.

 *Adobe is available for faculty and staff for free via their Office365 account.
     Click this link for more information. https://ccsu.makekb.com/entry/117/

Each quarter will require its own Time & Effort PDF with signatures. Please do not combine multiple quarters in an Adobe binder or single document. Also, please do not password protect any documents.

1. **Open** the Time & Effort Activity Report in Excel and **complete** the form. Required fields are explained in the Excel document on the tab labeled "Time and Effort Procedures".
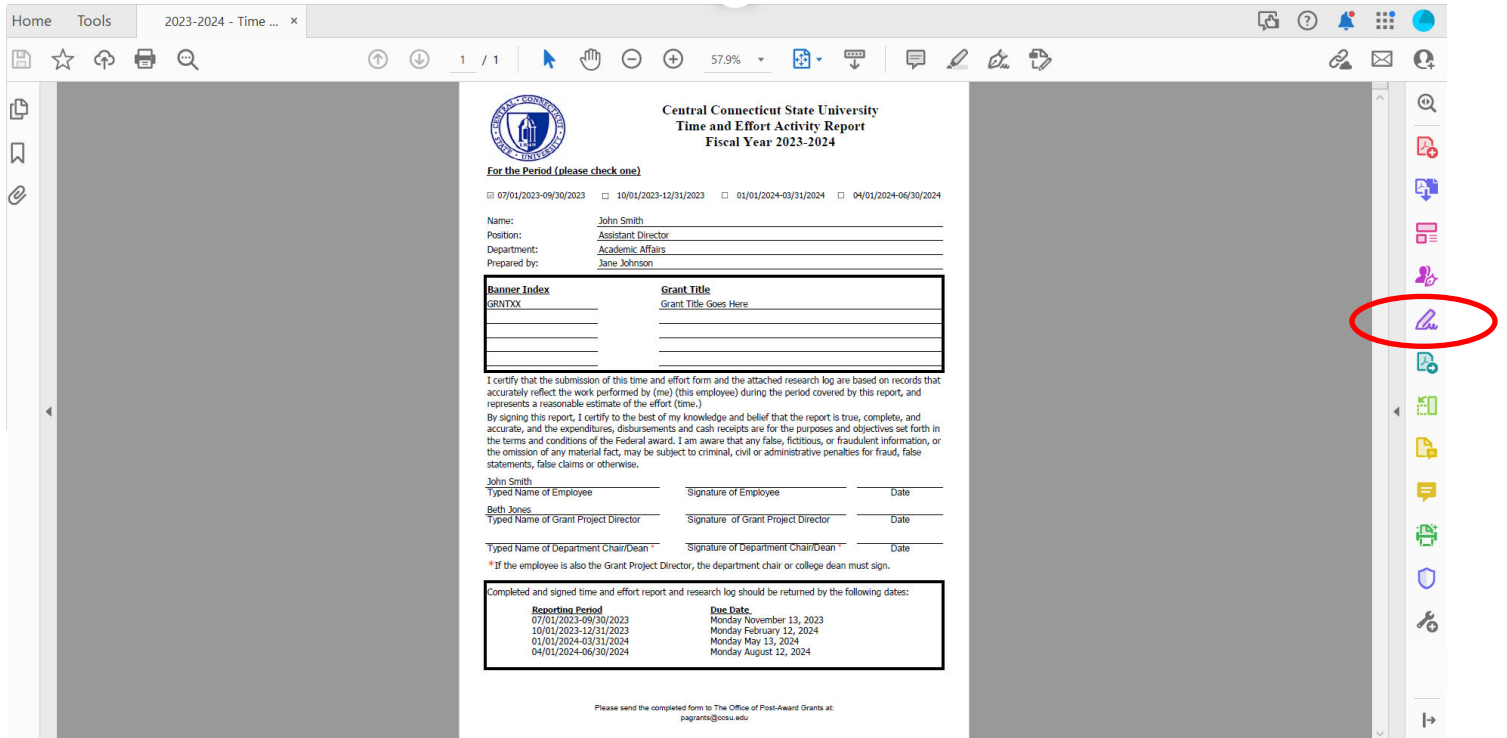

2. When the Time & Effort Activity Report form is completed, save it as a PDF. Click **File.** Click **Save as. Click convert to PDF.**

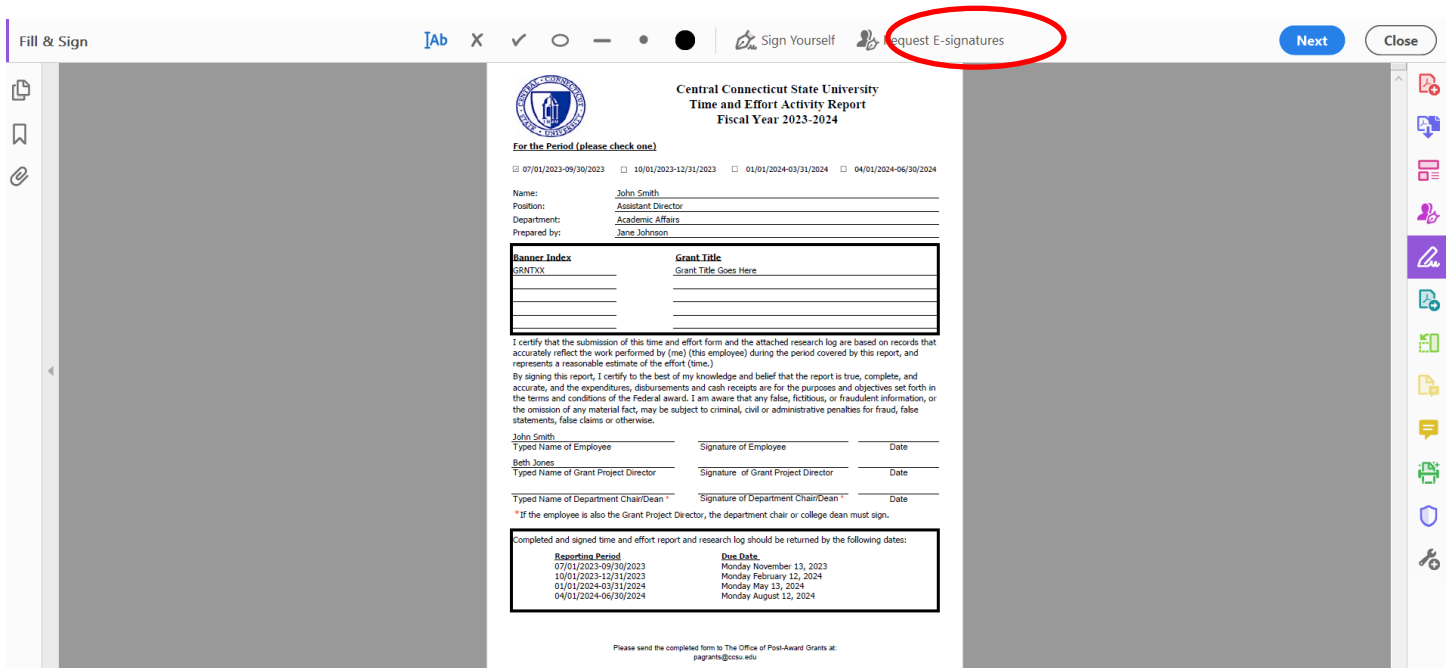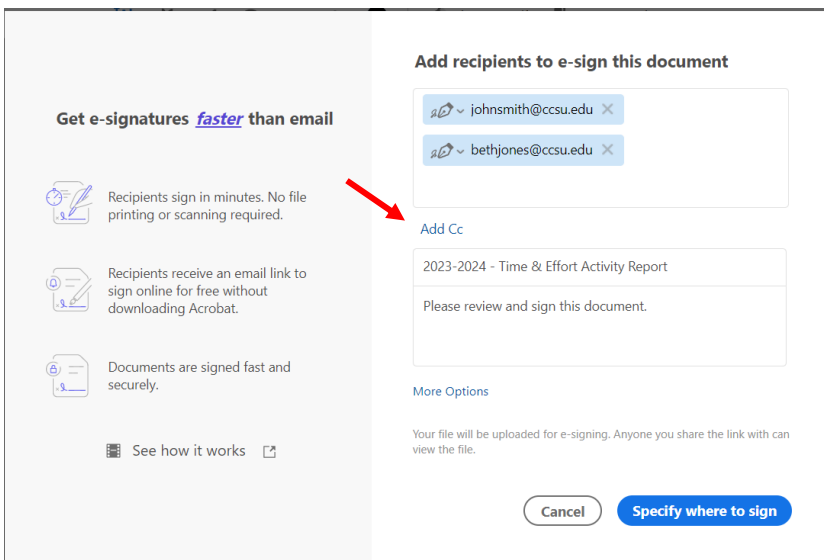Once the form is open in Adobe, click **Fill & Sign** from the right menu.
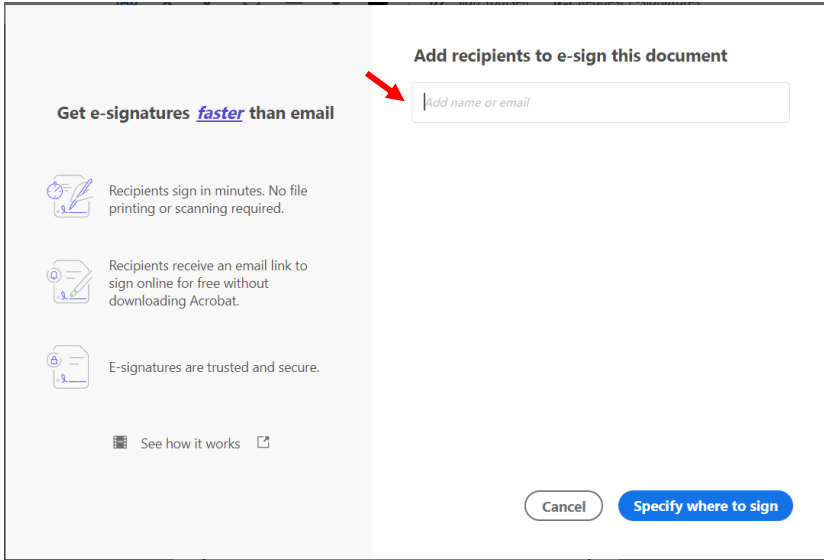
3. Click **Request E-signatures**

4. Enter recipient email(s) in the **Add recipients to e-sign this document** field. <u>Emails should be entered in the order that the document will be routed for signature, including your own email if you are signing the document.</u>

5. Click **Add CC**.

6. Enter **pagrants@ccsu.edu** as a CC email recipient. This will ensure that the final signed copy is submitted to the Office of Post-Award Grants and meets audit requirements for proper signatures.
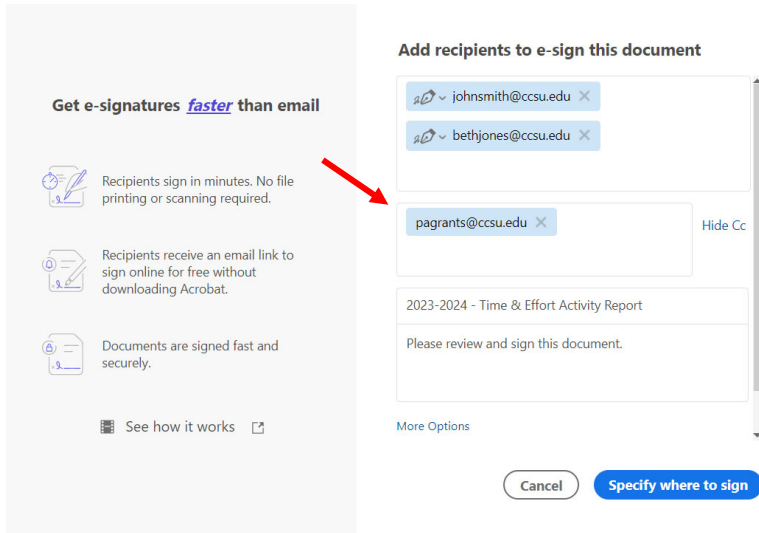


7. Click **Specify where to sign**.

8. Verify that the **Advanced editing off** option is not selected. Click a recipient on the upper right in the **Select a recipient to assign field**. Then click in the appropriate signature box, click the <u>**set as signature icon**</u> to set as the signature field. Please be sure the signature text box is a reasonable size to allow room for a full signature.
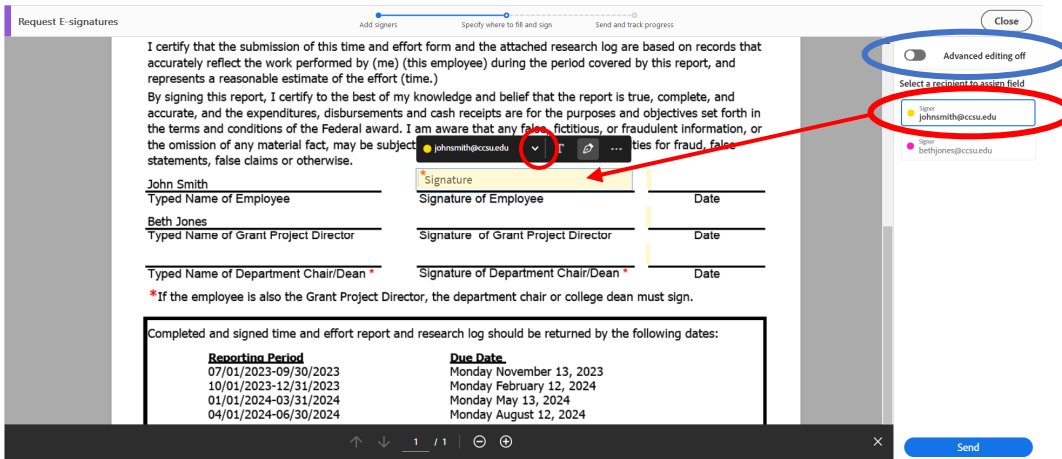
9. Click on the date field area and then click the three dots. Select **Set as Signature date field.**
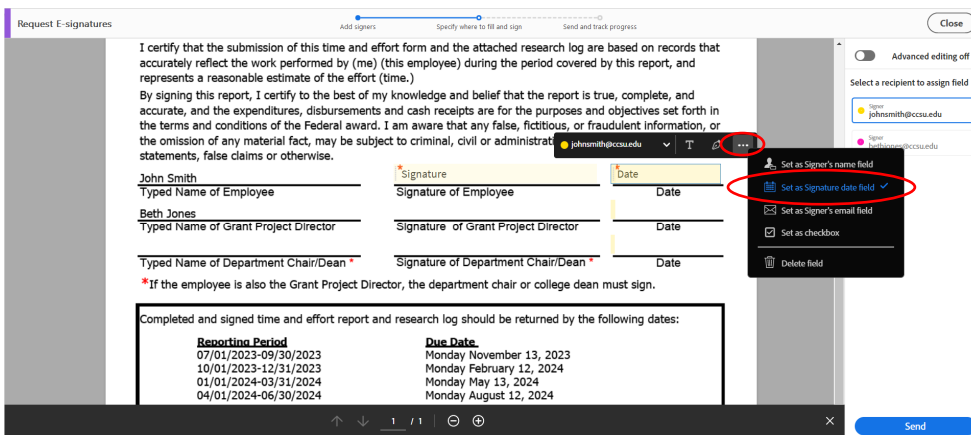
10. If more signatures are required, repeat steps 8 and 9 to assign the signature and date for the next person that is required to sign. (If you are signing as both the employee and grant project director, be sure to assign yourself to both signature lines and dates).

11. Click **Send** (or **Sign, then Send** if you are signing the document first). The original sender and each recipient, along with the CC (pagrants@ccsu.edu) will receive a final signed document in their email.