JOB AID

Northwestern | RESEARCH
SPONSORED RESEARCH
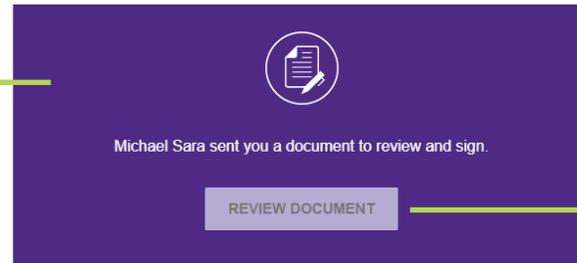
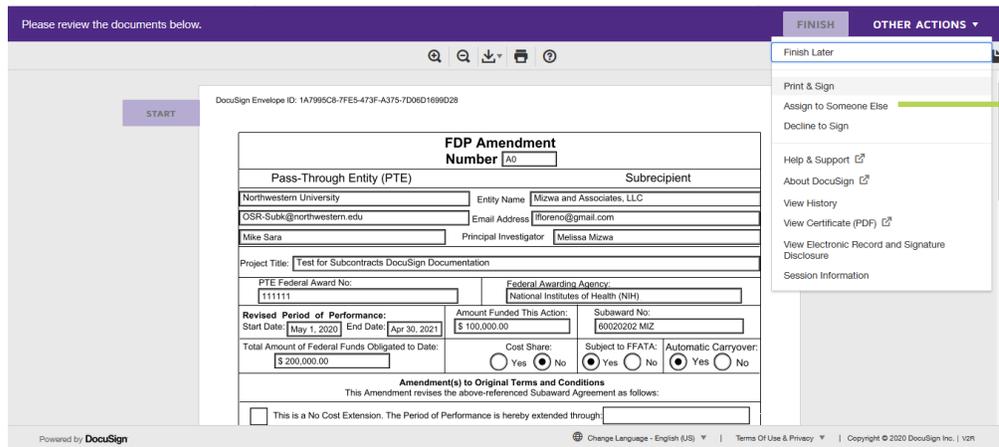## HOW TO REASSIGN A DOCUMENT IN DOCUSIGN

You may receive a document for signature in DocuSign that you do not have authority to sign. This job aid walks through the steps to reassign a document to somone else.

You'll receive an email notification when a document has been sent for your signature.

DocuSign

Michael Sara sent you a document to review and sign.

REVIEW DOCUMENT

To begin, click **Review Document**.

Please review the documents below.

FINISH   OTHER ACTIONS ▾

Finish Later

Print & Sign
Assign to Someone Else
Decline to Sign

Help & Support
About DocuSign
View History
View Certificate (PDF)
View Electronic Record and Signature Disclosure
Session Information

START

DocuSign Envelope ID: 1A7995C8-7FE5-473F-A375-7D06D1699D28

FDP Amendment
Number A0

Pass-Through Entity (PTE)	Subrecipient
Northwestern University	Entity Name Mizwa and Associates, LLC
OSR-Subk@northwestern.edu	Email Address lfloreno@gmail.com
Mike Sara	Principal Investigator Melissa Mizwa

Project Title: Test for Subcontracts DocuSign Documentation

PTE Federal Award No: 111111   Federal Awarding Agency: National Institutes of Health (NIH)

Revised Period of Performance: Start Date: May 1, 2020   End Date: Apr 30, 2021   Amount Funded This Action: $ 100,000.00   Subaward No: 60020202 MIZ

Total Amount of Federal Funds Obligated to Date: $ 200,000.00   Cost Share: ◯ Yes ◉ No   Subject to FFATA: ◉ Yes ◯ No   Automatic Carryover: ◉ Yes ◯ No

Amendment(s) to Original Terms and Conditions
This Amendment revises the above-referenced Subaward Agreement as follows:

☐ This is a No Cost Extension. The Period of Performance is hereby extended through:

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In the Other Actions menu, select **Assign to Someone Else.**

Assign to Someone Else   ✕

* Required

Email Address for the New Signer *

New Signer's Name *

Please provide a reason for changing signing responsibility

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE   CANCEL

Complete the information for the new signer, including an explanation for changing signing responsibility.

Once the appropriate fields are complete, click **Assign to Somone Else**.

Learn more: **osr.northwestern.edu/subcontracts**