Instructions for New Electronic Research Topic Approval Form(s)

Completing the Form Electronically:

- Complete all applicable student information fields on page 1 (including Sections I), page 2 (Section II) and page 3 (Section V).
- * Note: Complete the digital student signature last after all other student sections have been completed.
- Email the RTAF to your committee chairperson to be signed and dated digitally. The committee chairperson will email the form to the other committee members to be signed and dated digitally.
- Student's home department will distribute the form electronically to the graduate coordinator and the college dean for their digital signatures.
- Student's home department will email the completed, signed form to Brenda Boal in the the Thesis/Dissertation Office at the School of Graduate Studies and Research for processing.

Directions for Completing a Digital Signature:

The student, committee chairperson and committee members, graduate coordinator and college dean will sign the form digitally using Adobe Acrobat Pro using any IUP computer or a personal/home computer equipped with Adobe Acrobat Pro.

- Click on the red flag at the top left of the signature box
- Select option to create a new digital ID
- Select New PKCS#12 digital ID file
- Enter your identity information (name, department, email address)
- Create and enter a password
- Select sign and enter password
- Save form with a new document name (use student/faculty member/or administrator name in title; i.e. *Jane Smith's RTAF*)
- Electronic signature will appear

Completing the Form with Written Signatures:

- Student completes all applicable fields on page 1 (including Sections I), page 2 (Section II) and page 3 (Section V).
- Print the form out and distribute for all appropriate written signatures as a hard copy form.
- Student's home department will route the form to the graduate coordinator and the college dean for their written signatures.
- Student's home department will deliver, or interoffice the signed form to Brenda Boal in the Thesis/Dissertation Office at the School of Graduate Studies and Research for processing.