

How to submit your proposal in DocuSign.

1. Save your faculty scholarship proposal and documentation (any documentation required for the type of proposal you are submitting. Refer to the faculty scholarship page) to your desktop as a pdf.
2. Login to My VSU
3. Go to DocuSign portal (may have to look in View All) if not listed in your main list.
4. Drag and drop your proposal into Docusign and click start. You should come to the "add recipients" page. Under "Add recipients" check the box "set signing order".
5. Set your signing order as:
 - Yourself (if you signed your proposal prior to loading, start at the next level)
 - Department Head Name & Email Address
 - Dean Name & Email Address
 - Faculty Scholarship Coordinator (Anita Bosch - abbosch@valdosta.edu) – when entering the faculty scholarship coordinator email address look to the right of the name and click on the "needs to sign drop down arrow" and choose "receives a copy".
6. Click Next
7. Drag the "Signature" field to each line on the proposal that needs to be signed
8. Drag the "Date Signed" field to each line on the proposal that needs to be signed.
9. Click Send.