

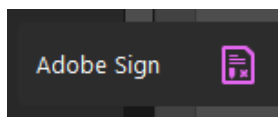
University of Maryland, College Park Maryland Agricultural Experiment Station Resource Request Forms – Instruction Sheet

Purpose of Forms: To provide multi-level awareness of MAES resources needed by PIs to complete field and animal research. There is a form to be completed for field research at MAES Research and Education Centers (Resource Request Form, RRF) as well as a form to be completed for research involving animal subjects to be completed at MAES Research and Education Centers (Animal Use Request Form, ARRF). PIs completing an ARRF do not have to complete an additional RRF for the same study.

Who completes the forms: Principal Investigators (UMCP faculty, post-docs, graduate students, or other researchers affiliated with UMCP) should complete the forms as they are in the planning stages of field and animal research. A separate RRF should be completed for each unique research project, including projects embedded within existing projects (i.e. insect study embedded in corn variety trials). Requests may be denied at any level. Department chairs, facility managers, and center directors are expected to sign RRFs and AURFs in a timely manner as to allow PIs to move forward with research planning.

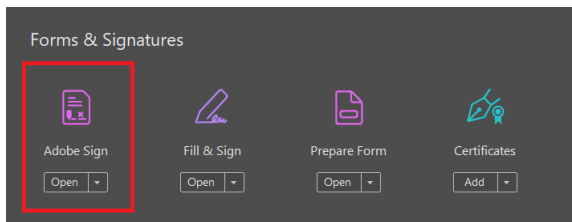
When are forms completed: PIs should complete RRFs and ARRFs while they are in the planning stages of field and animal research, as these forms serve as a request to facility managers and center directors for space and resources needed for research. PIs should plan to communicate more detailed research plans with facility managers after completion of RRFs and before commencement of research. Facility managers and center directors may restrict commencement of research if forms are not complete.

Instructions for completing forms: Users will need to download the latest version of Adobe Suite/Creative Cloud to have access to Adobe Sign features to gather administrator signatures. A free version is available for Faculty and Staff at <https://terpware.umd.edu/Windows>. Both forms are available in fillable PDF documents, including dropdown menu choices for specific questions. After downloading the PDF, complete each question with as much detail as possible. Ensure you save each RRF as a unique document (with descriptive title). After completion of the form, click the icon for “Adobe Sign”, on the right side toolbar. Take care to select “Adobe Sign” not “Fill and Sign”.



Adobe Sign icon image on right-side toolbar.

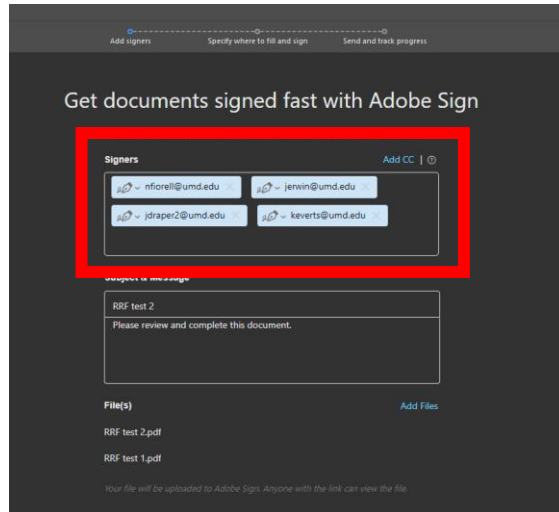
Alternatively, after completion of all RRFs saved as individual documents, PIs can select Adobe Sign from the Adobe home screen to send forms for signatures.



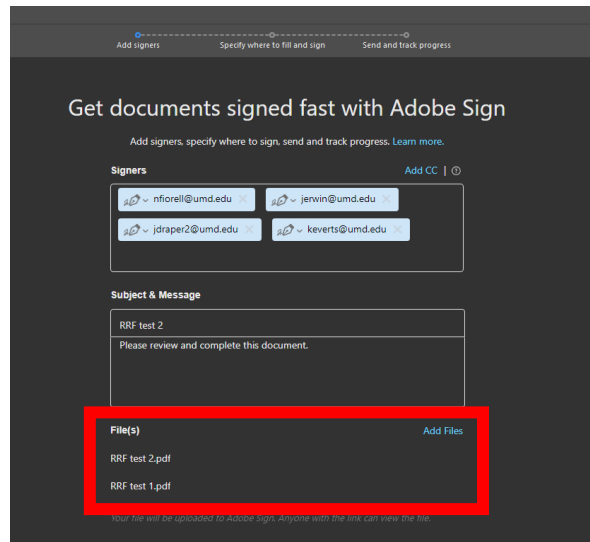
Adobe Sign icon on the Adobe home page.

On the next screen, PI should type in the email addresses of each person required to sign the RRF into the box labeled “Signers”. A directory of Facility Managers and Center Directors is located on the last page

of the RRF. PIs should include themselves so as to record their signature and to ensure they receive a copy of the document with all signatures included. The email addresses of the signers should be added in the order that the document will flow through for signature: PI, Department Chair, Facility Manager, Center Director. If email addresses are not entered in the correct order, user should click “More Options” at the bottom of the screen to re-order the addresses. Completed forms from CMREC, LESREC, WMREC should be CC’d to Sheila Oscar (soscar@umd.edu) and forms from Wye should be CC’d to Linda Dawkins (ldawkins@umd.edu).

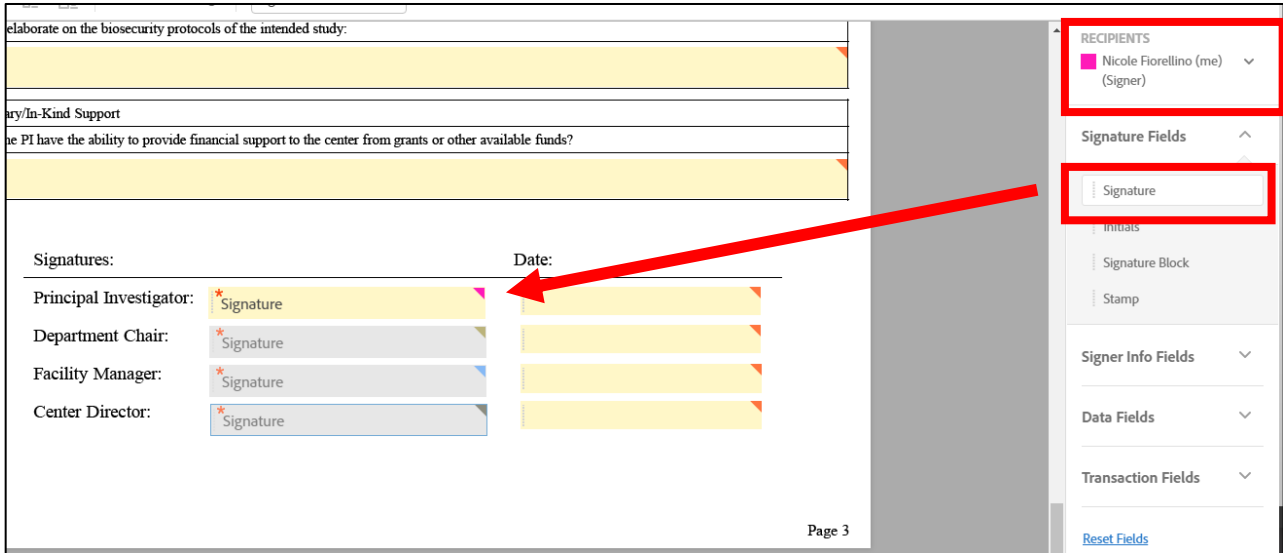


If multiple documents are being sent to the same signatories (i.e. multiple projects at the same REC location), they can be grouped together in one batch email, but adding additional files at the bottom of the page under “Add Files”.

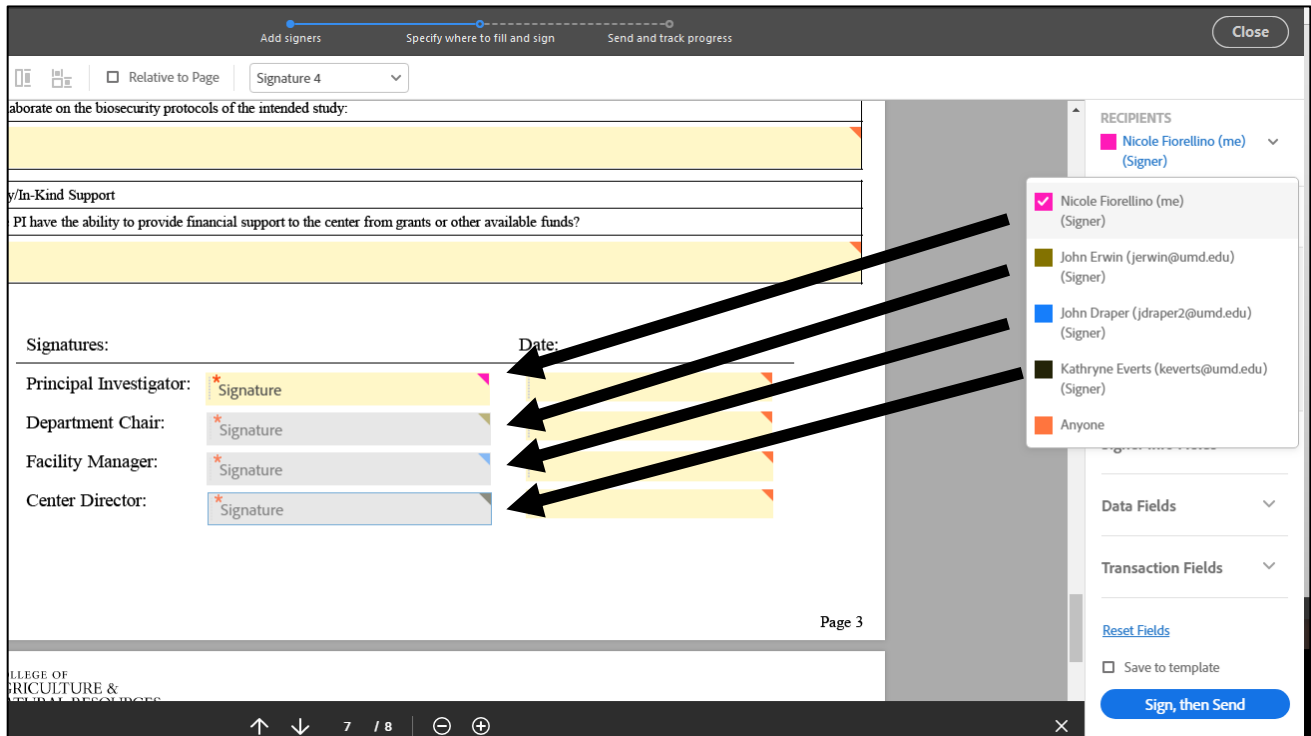


Once signatories and files are added, click “Specify where to sign” at the bottom of the page.

On the next page, the completed form will appear with a new menu on the right side of the screen. The top box will contain a dropdown menu with the signatories inputted. Each signatory has a different colored icon box. Select the appropriate signatory, then drag and drop the “Signature” box where you want that signatory to sign on the document.



Continue scrolling through the document to ensure signature boxes are added for each RRF form attached (if multiple forms were selected). After adding all signature boxes, ensure the correct order of signatures by comparing the colors on the corner of the signature boxes. Then click “Sign, then Send” to add your signature and send the form to the remaining signatories.



After all signatures have been completed, each signatory will receive a copy of the signed document for record keeping. For assistance with this process, email Dr. Nicole Fiorellino at nfiorell@umd.edu.