

Adobe Graduate Assistantship Contracts Guide

Visit the [Graduate School's Hiring Resources page](#) for contract links and additional information.

TABLE OF CONTENTS

Creating an Adobe Account	Page 2
Adobe Form Roles & Tips	Page 2
Instructions for Creating a Contract	Pages 3-9
Additional duties/responsibilities upload	Page 3
Assigning approvers (participants)	Page 4
Form Filler Confirmation	Pages 5-6
Signers Process	Pages 6-7
Additional Signer Options (Decline to Sign & Delegate)	Pages 7-8
Confirmation of completed Adobe Form	Page 9
Graduate School Contract Submission Process	Page 10
Summer Appointment Contracts	Page 10
Academic Year and Per Semester Contracts	Page 10

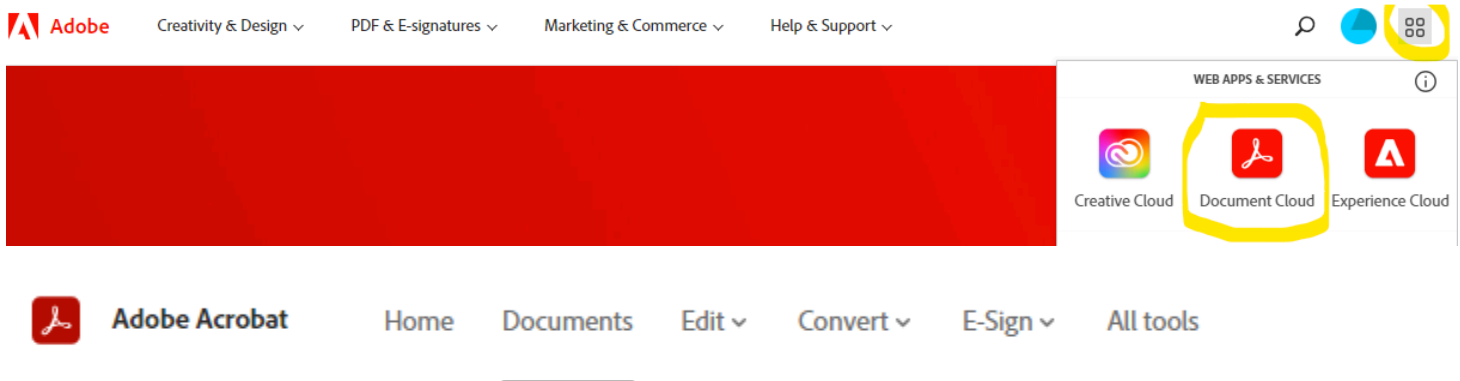
Creating an Adobe Acrobat Account

For Faculty/Staff:

Access to the Adobe Creative Cloud platform is provided for all URI community members via the [Myapps SSO \(single sign on\) portal](#). Please login into your URI Office 365 account using your SSO (Single Sign On password). The link above should bring you directly to your 'Apps Dashboard'. Find 'Adobe Creative Cloud' among the list and click the icon to enter the platform.



Once signed in, click on the apps icon at the top right corner, then click on the 'Document Cloud' icon. See screenshot below. You will be able to view submitted, in progress, and documents waiting for your signature (if applicable) by clicking on the Documents tab located in the top menu bar.



Adobe Form Roles & Tips

There are three roles for the contract letters:

1. Form filler role - Person who completes the initial fields and sets the signature workflow, no signature required
2. Dean/ Department Head/ PI/Supervisor role - Signature is required
3. Student role - Signature is required

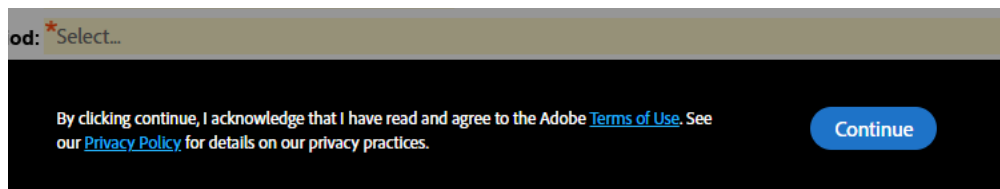
Tips:

- There is a yellow tab to the left that can guide you through the sections or you can use the tab key on your keyboard.
- All red asterisks are required fields.
- [Click here](#) to view the assistantship letter field-by-field instructions.
- These instructions also apply to the Summer Appointment Letters.
- It is recommended to create an Adobe account (It's free!) as there is a dashboard that allows you to track the progress of forms that you are included in.

Instructions for Creating a Contract

Contracts are available on the [Graduate School Hiring Department Resources page](#).

1. Click on the acknowledgement statement that appears on the bottom of the screen to start completing the form. Form filler (initiator) fills out the sections highlighted in yellow.



od: *Select...

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

2. Fill in the highlighted sections by using the tab key on your keyboard, clicking the yellow tab to the left to guide you through the sections or clicking on the fields. Red asterisks indicate a required field.



Please fill: GAA Contract Letter 2023-2024

Next

THE UNIVERSITY OF RHODE ISLAND

GRADUATE ADMINISTRATIVE ASSISTANTSHIP 2023-2024

Name of Hiring Department: *

Name/Phone Dept. Contact: *

Student's URI ID: *

Term: *Select...

*

*

*

*

3. At the end of the form, there is an option to add an attachment if additional duties/responsibilities are needed. The attachment will appear as additional page(s) when submitted.

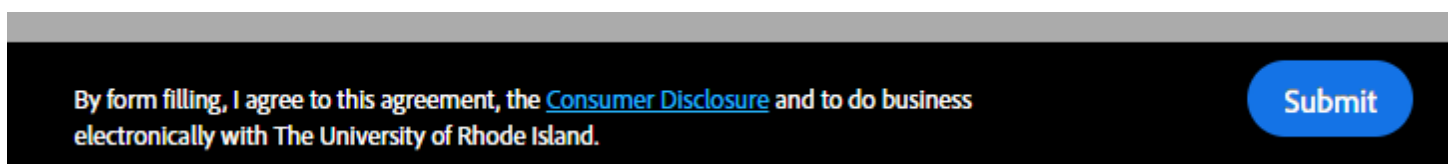
I accept this offer and the terms stated:

Student Signature _____

Date _____

[Click to Attach Additional Duties/Respon...](#)

4. Once all required fields are complete, a submit button will appear at the bottom of the screen. Click submit.



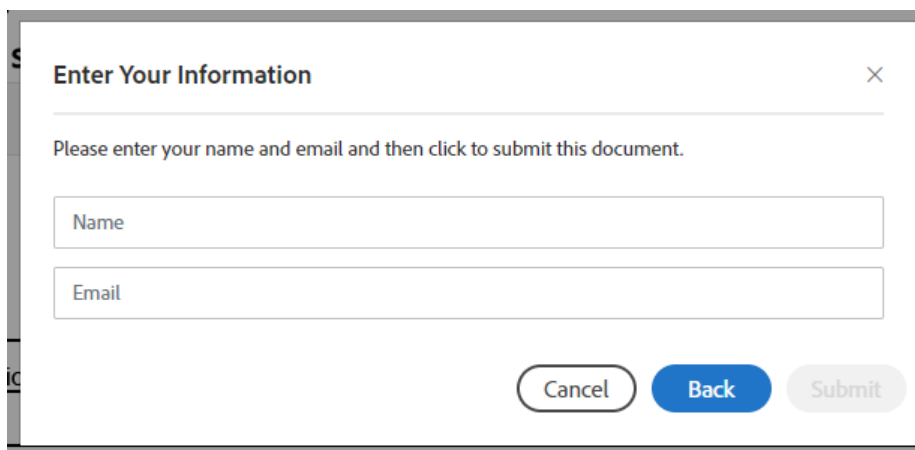
By form filling, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with The University of Rhode Island.

Submit

5. A pop up will appear to input the signer's information. Reference the notes section under the Participant Header to determine which signer information to input. This step will initiate the workflow for obtaining signatures. Participant 2 is the person within the department that is signing the letter, typically a supervisor, Dean, PI, or Department Head. Participant 3 is the student. The first and last names entered will populate for the signer's signature. Signers can modify their signature if needed. Asterisks are required signatures. Click the next button.

- a. A private message can be sent to individual signers if needed. Only the participant you send the message to will see it. The message will automatically display once the form is opened by the person and there is also an icon located at the top right of the form.

6. After you click submit, a pop up will appear requesting the Form Filler's information. Click submit. **The Form Filler must verify their identity before the form is successfully submitted (Adobe requirement).**

A screenshot of a web-based pop-up dialog box titled "Enter Your Information" with a close button (X) in the top right corner. Below the title is a horizontal line, followed by the instruction "Please enter your name and email and then click to submit this document." There are two input fields: "Name" and "Email". At the bottom right, there are three buttons: "Cancel" (outlined), "Back" (solid blue), and "Submit" (solid light gray).

7. An email from Adobe will be sent to the Form Filler's email with a link to verify identity.

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your input on "GAA Contract Letter 2023-2024" until you've confirmed.

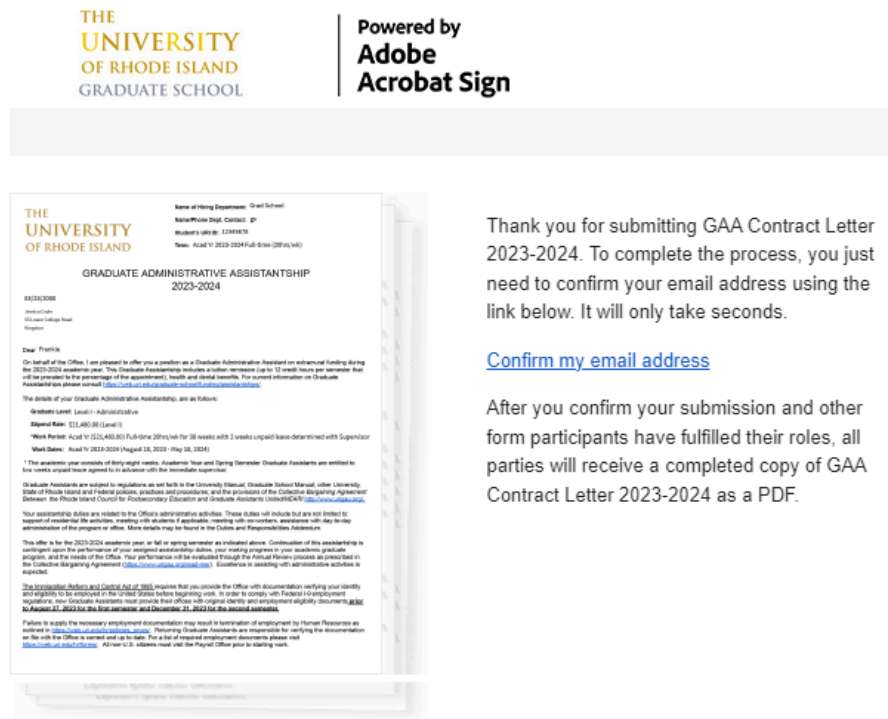
8. Click on the *confirm my email address* link sent within the Adobe email to confirm identity and officially submit the form.

Example email notification to Form Filler:

Adobe Sign 2

Please confirm your submission of GAA Contract Letter 2023-2024 — T

Example of email to Form Filler:



Once you click on the link, you will receive a confirmation like the image below:

Your submission of GAA Contract Letter 2023-2024 has been verified. It has now been emailed to the additional signer(s) for their signature.

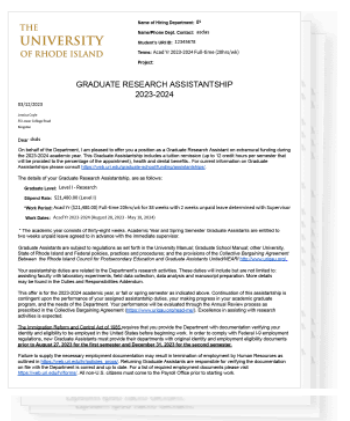
This step must be done every time a form is created (Adobe requirement). Additional signers will not need to verify identity, only Form Fillers. Once confirmed, the workflow of obtaining signatures begins.

9. The additional signer(s) will receive an email alerting them that their signature is requested. Click on the *Click here to view and sign {form title}* link. The link will open the form.

Example email notification to Signer:

Your signature is required on GRA Contract Letter 2023-2024 - Please sign GRA Contract Letter 2023-2024

Example email to Signer:



**Please sign GRA
Contract Letter 2023-
2024**

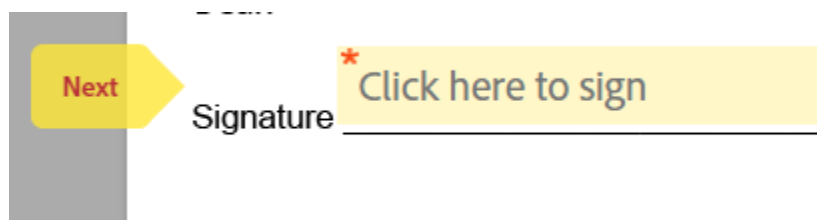
Jessica Coyle (jgmartinez@uri.edu) has completed GRA Contract Letter 2023-2024. Now it is your turn.

[Click here to review and sign GRA Contract Letter 2023-2024.](#)

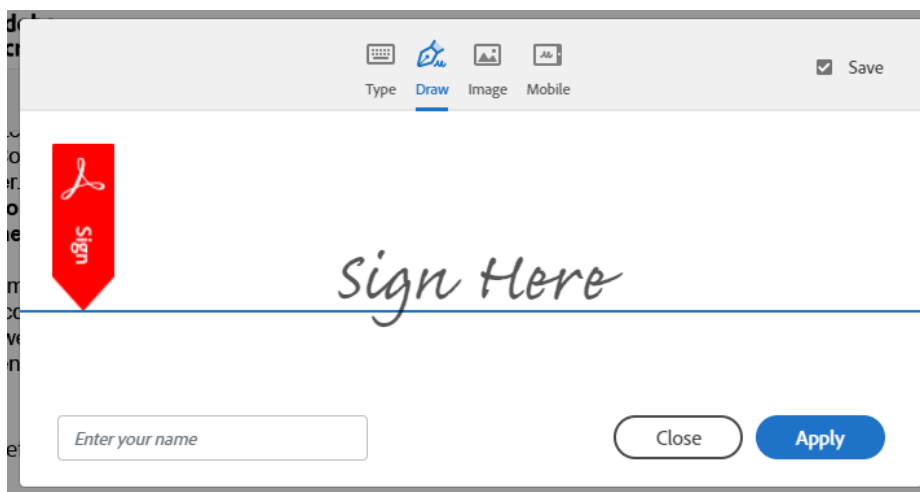
After you sign **GRA Contract Letter 2023-2024**, the agreement will be sent to Jessica Coyle. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email**. Instead, [click here](#) to delegate.

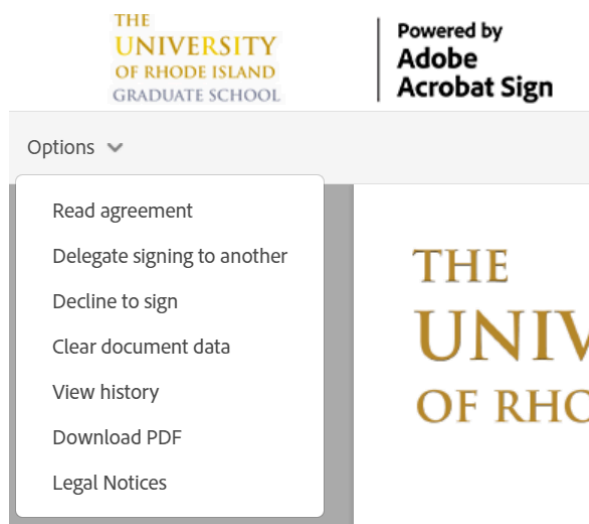
10. Signers will only be able to complete fields that are assigned to them. Typically this would be the signature field(s).



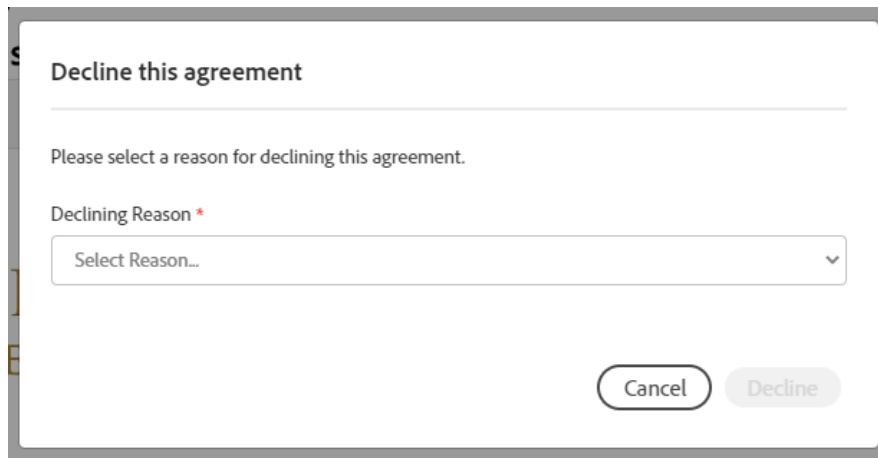
11. Once the *click here to sign* field is selected, a pop up will appear to sign the form with different signing options to choose from. Click the apply button to capture the signature.



12. There are additional options available to Signers. The options menu is located at the top left side. Signers will have the following options:



- a. If selecting the *Decline to sign* option, a reason must be indicated by selecting *Enter my own reason*. Enter the reason and then click the Decline button. All participants in the flow, including Form Filler and all signers, will receive notice/email that the form was declined and the reason will be displayed in the email.

A dialog box titled "Decline this agreement" with a close button (X) in the top right corner. Below the title is a horizontal line. The text "Please select a reason for declining this agreement." is displayed. Below this is a label "Declining Reason *" followed by a dropdown menu with the text "Select Reason...". At the bottom right are two buttons: "Cancel" and "Decline".

Decline this agreement

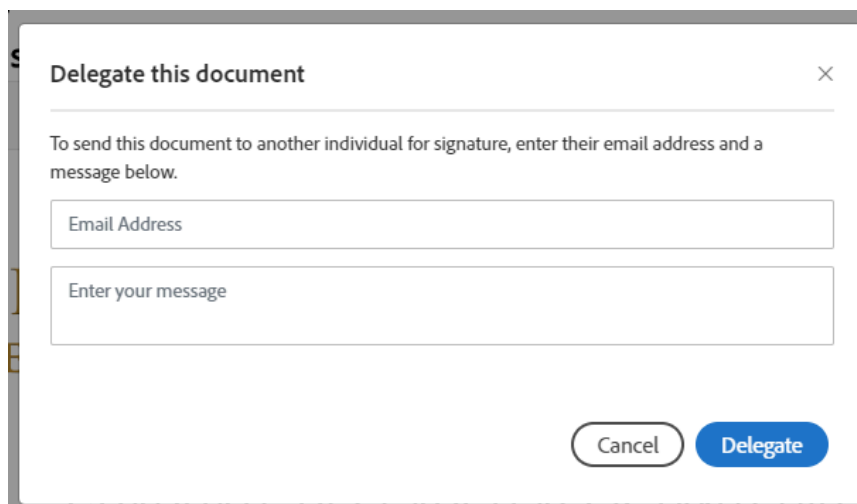
Please select a reason for declining this agreement.

Declining Reason *

Select Reason...

Cancel Decline

- b. If selecting the *Delegate signing to another* option, a pop up will appear to indicate the new signer's email and message. Click the delegate button. An email will be sent.

A dialog box titled "Delegate this document" with a close button (X) in the top right corner. Below the title is a horizontal line. The text "To send this document to another individual for signature, enter their email address and a message below." is displayed. Below this are two input fields: "Email Address" and "Enter your message". At the bottom right are two buttons: "Cancel" and "Delegate".

Delegate this document

To send this document to another individual for signature, enter their email address and a message below.

Email Address

Enter your message


Cancel Delegate

13. Signers click on the *Click to Sign* button located at the bottom of the screen to submit their sections. The form will continue through the workflow until all signatures are obtained.

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Jessica Coyle.

Click to Sign

14. A confirmation screen will appear and indicate the next signer, if applicable. It is recommended to create an Adobe account (It's free!) as there is a dashboard that allows you to track the progress of forms that you are included in.



You're all set


You finished signing "GRA Contract Letter 2023-2024".

Next, Jessica Coyle will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis



[Create account](#)


Share your experience

Visit the [Graduate School Assistantship Webpage](#) for additional information.


15. All parties, including the Form Filler, will receive an email with the completed form as a link and attachment.

Example email notification to all parties:


Completed: "GRA Contract Letter 2023-2024" - Attached is the final agreement for your reference. All part...

 [GRA Contract L...](#)

Example email to all parties:



**Powered by
Adobe
Acrobat Sign**



All parties finished

GRA Contract Letter 2023-2024

[Open agreement](#)

Attached is the final agreement between:

- Jessica Coyle
- Gerladine
- Jessica Coyle

Read it with [Acrobat Reader](#). You can also [open it online](#) to review its activity history.

Contract is now complete! See submission process for next steps.

Graduate School Contract Submission Process

Summer Appointment Contracts

There is nothing further for the department to do. This form is set up to go through an internal approval workflow. Below is the Internal Approval Workflow.

1. Department initiates the contract workflow
 - a. The person (form filler role) initiating the contract will assign the Business Manager (if applicable), department, and the student signature workflow.
 - b. Budget table will be provided, if needed.
 - c. All parties in the workflow will receive the final PDF version of the contract.
2. Graduate School verifies eligibility
3. Human Resources will create the job record for all approved contracts.
 - a. All appointments will now be contract pay, not hourly pay
 - b. Changes after the job record is created require a contract change form. CC Kathy Kantor (kathykantor@uri.edu) when submitting the form.
 - c. NOTE: The department will receive a COMPLETED email once the job record is created.
4. Human Resources will create the initial budget table, if applicable.
 - a. Any edits to the budget table are handled by the department/college.
 - b. NOTE: Please read the bottom of the completed contract to know if the budget table was successfully added or if there was a budget table error. In the case of the budget table error, the department will need to create the budget table.

Academic Year and Per Semester Contracts

1. Department initiates the Contract workflow
 - a. The person (form filler role) initiating the contract will assign the department and the student signature workflow.
 - b. All parties in the workflow will receive the final PDF version of the contract.
2. Department uploads the final contract (with SGA if applicable) through the [GA Contract Submission Portal](#).
3. HR will create the job record in HR eCampus.
4. The Graduate School will verify the contract and share the assistantship information with Enrollment Services. Enrollment Services will post the tuition and fee waivers to the student's account.
 - a. Enrollment Services cannot post the waivers unless the student is enrolled in at least 6 credits.
 - b. A completed SGA-2G form must be uploaded for all grant/department funded assistantships.
 - c. If the department/college/unit received approval for higher stipend rate, the approved form must be uploaded to the submission portal.
 - d. NOTE: The submission portal for the following academic year opens July 1st.