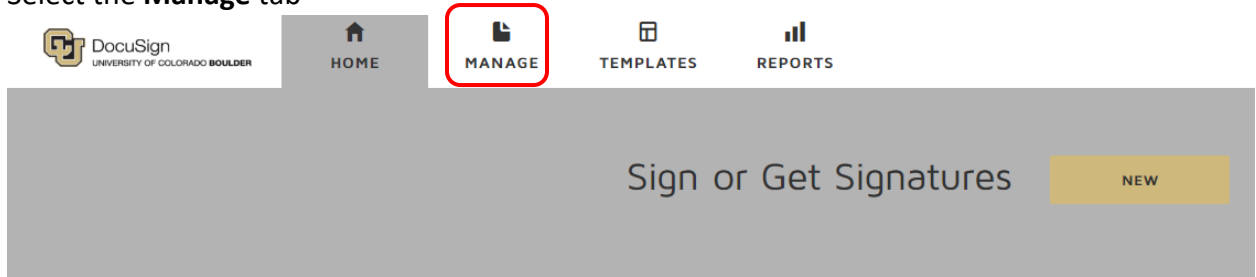


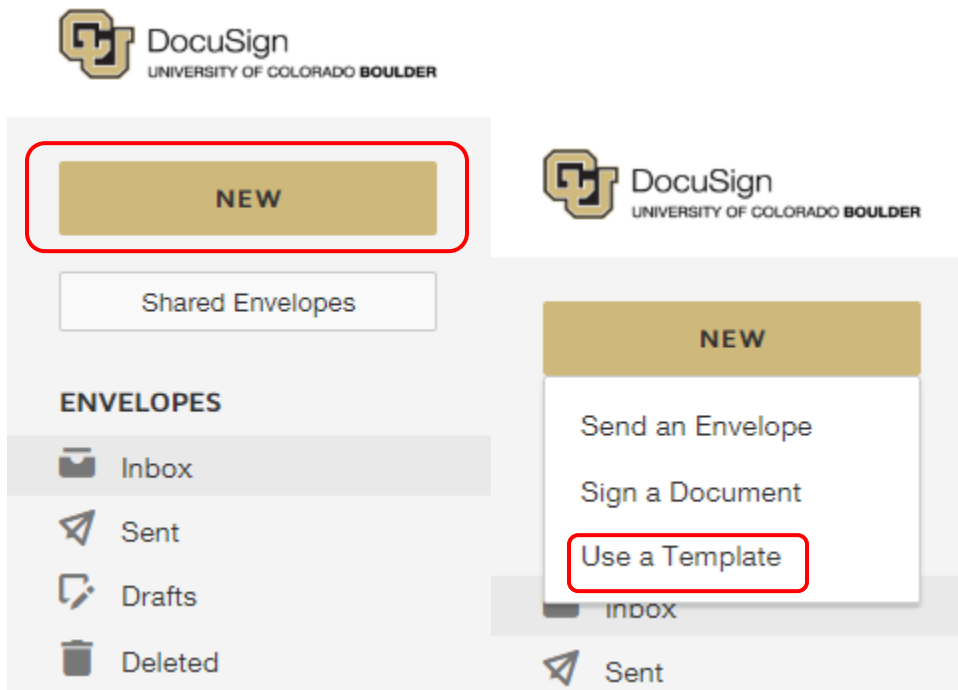
Step-by-step Instructions for using the ICR Split Request Form in DocuSign

1. Log in to DocuSign at [DocuSign login page](#)

2. Select the **Manage** tab



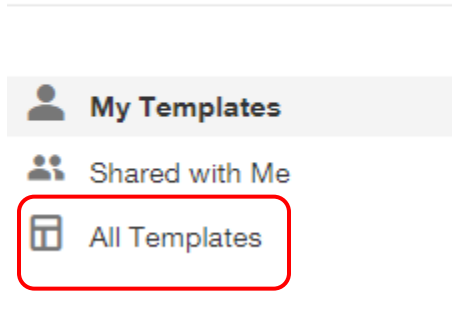
3. Select **New** then select **Use a Template**



ICR Split Request Form

4. Select **All Templates** and then search “ICR Split in search box.

Select Template



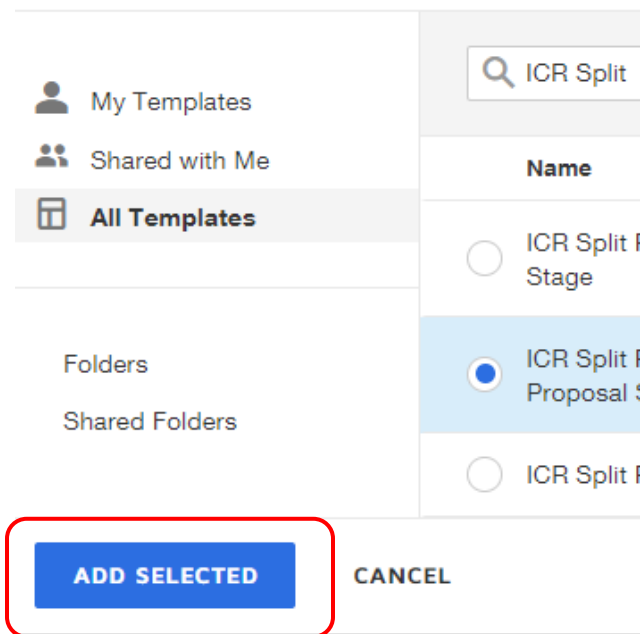
My Templates

Shared with Me

All Templates

5. Select either ICR Split Request Form at Award Stage or Proposal Stage, then select **Add Selected**

Select Template



My Templates

Shared with Me

All Templates

ICR Split

Name

ICR Split Request Form at Award Stage

ICR Split Request Form at Proposal Stage

ICR Split Request Form at Award Stage



ADD SELECTED CANCEL

ICR Split Request Form

6. From the ICR Split template window, select **Advanced Edit**.

ICR Split Request Form- Proposal Stage

Recipients

1	Required Signer (Chair, Director, or Dean) <div><input type="text" value="Name"/></div> <div><input type="text" value="Email"/></div>	 NEEDS TO SIGN MORE ▼
2	<div><input type="text" value="Name"/></div> <div><input type="text" value="Email"/></div>	 NEEDS TO SIGN MORE ▼
3	ICR Split Inbox <div><input type="text" value="ICR Split Inbox"/></div> <div><input type="text" value="icrsplit@colorado.edu"/></div>	CC RECEIVES A COPY MORE ▼

Message to All Recipients

☐ Custom email and language for each recipient

Please DocuSign: ICR_Split_Request_at Proposal.pdf

Advanced Options

- Recipients can change signing responsibility
- Incomplete envelopes expire 30 days after send date
- Recipients are warned 5 day(s) before request expires

SEND

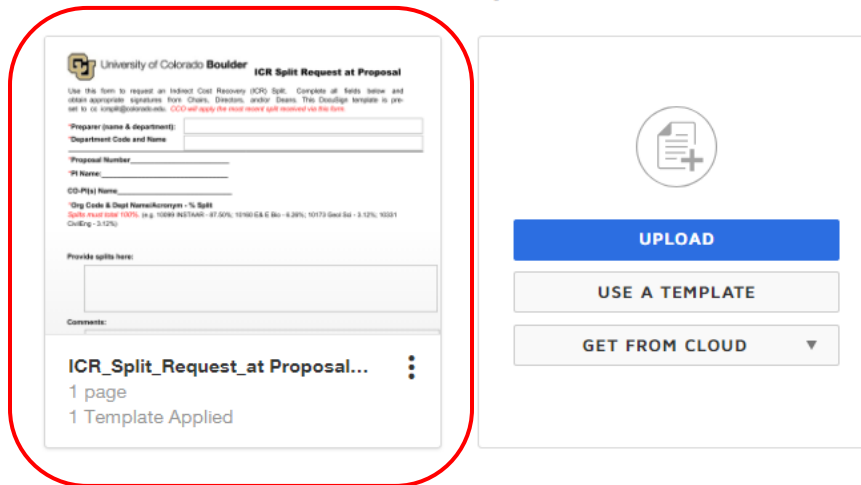
ADVANCED EDIT

DISCARD

ICR Split Request Form


7. The ICR Split Request Form has been added to the **envelope**.

Add Documents to the Envelope





Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list](#). Send copies of this envelope to many people at once. 

☒ Set signing order

1	<p>Required Signer (Chair, Director, or Dean)</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">⋮</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;"> <p>Name </p> <p>Email</p> </div> </div>	<p> NEEDS TO SIGN ▼ MORE ▼</p>
---	---	---

8. Under Add Recipients to the Envelope, designate each person to receive the envelope and choose the action needed by each recipient. You may also edit your envelope subject and message to recipients. When finished, select **Next** in the top right corner. *The ICR Split Inbox recipient, which will receive a copy is a locked field.*

ICR Split Request Form

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list.](#) Send copies of this envelope to many people at once. ⓘ

☒ Set signing order


1


Required Signer (Chair, Director, or Dean)

⋮

Name

Email



 **NEEDS TO SIGN** ▼


MORE ▼


2

⋮

Name

Email



 **NEEDS TO SIGN** ▼

MORE ▼


3

ICR Split Inbox

⋮


ICR Split Inbox

icrsplit@colorado.edu



CC RECEIVES A COPY ▼

MORE ▼

 **ADD RECIPIENT**

9. Populate or assign all required text and signature fields (highlighted in yellow). Click **Send**. After signature, a fully signed copy will be in your DocuSign completed documents and will be cc'd to icrsplit@colorado.edu.