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1. **Prepare Recipient Information:** Before clicking on the link to access the form, ensure you have gathered all the required information for the recipients. The recipients are individuals who need to sign or receive the document. This includes their full names, email addresses, and disciplines.
2. **Open the Form Link:** Click on the provided link [Thesis/Dissertation Research Project Approval Form](#) to access the DocuSign form.
3. **Enter Recipient Information:** You will be prompted to enter the recipient information before proceeding with the form. This includes the full names and email addresses of all individuals who need to sign or receive a copy of the document.
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5. **Fill Out the Form:** Once recipient information is entered, click “Begin Signing” to start working on the form. Take your time to ensure all fields are completed accurately.
6. **Review Before Submission:** Before submitting the form, carefully review all information entered. Ensure there are no errors or missing details.
7. **Submit:** Submit the completed form.
8. **Confirmation:** After submission, the form will be routed to your major professor for signature, following the order in which recipients were entered. Once all required signatures are obtained, the form will be **automatically** sent to the School of Graduate Studies and Research Office for processing. You should receive a copy of the signed form and a confirmation email indicating that the form has been successfully completed (*if you selected to have a copy sent to you*).

For questions regarding filling out the form, please contact your department/college/school. If you experience any of the following while completing the electronic form, please contact the ITS Operations Analysis Team at (850) 412-6539:

1. You are unable to open the link provided.
2. You did not receive an email from DocuSign after initiating the process.
3. It has been an extended period since you last received confirmation that your document has been received or processed. The ITS Operations Analysis Team can assist in identifying any issues with the process and be able to resend the form to the recipient where the document appears to be stuck.