### PROJECT PROPOSAL SIGNATURE PAGE INSTRUCTIONS

### FOR ALL PROJECTS:

**Proposal Form Signature Page** - The signature page of the completed Project Proposal should be signed by the person who will be authorized to sign all documents by your governing board (Authorized Representative) in the Resolution. Although Resolutions are not due until Step 3 of the process (see Appendix D), we will need the person who will be named in this future Resolution to sign this signature page.

To print the Project Proposal Signature Page from SOAR:

* + Log into SOAR and go into the active Project Proposal Form.
  + Ensure all Project Proposal page information is complete and accurate.
  + On the General Information tab, scroll to the bottom of the page and select the “**Preview/Submit”** button (NOTE: Clicking this button will not submit your Project Proposal).
  + On the Project Proposal Preview page, select the **“Print Application”** button at the bottom. You will then see the signature block in red letters at the bottom of the first page.
  + Select Ctrl+P, **or** file, print, **or** right click to prompt the print screen on your computer and select print. Choose the correct page range for just the signature page. Click Print or save as an Adobe PDF and obtain either a physical or electronic signature. Upload the signed signature page in SOAR under the Attachments tab, Pre-Submission section.