Submitting MSME Project/Thesis Proposal Via DocuSign
Submit your Project/Thesis Proposal Evaluation to your Committee members.

Submit your Proposal Title Cover sheet with your APPROVED Candidacy form, SIGNED proposal evaluation, and your proposal.
Log into one.sjsu.edu. Type “docusign” in the search bar. Click on the tile “DocuSign”
1) Click on Templates
2) Click on "All Templates"
3) Click on "Search All Templates"
4) Type MSME and click on Apply
5) Select MSME Project/Thesis proposal evaluation form and click on 'USE'

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>PowerForms</th>
<th>Created Date</th>
<th>Last Change</th>
<th>Folders</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSME Project/Thesis Proposal Evaluation Form-Revise</td>
<td>Lydie Rashel</td>
<td>10/18/2019 03:14:57 pm</td>
<td>2/10/2022 10:43:30 am</td>
<td>USE</td>
<td></td>
</tr>
<tr>
<td>MSME_Project_Consultation Records</td>
<td>Lydie Rashel</td>
<td>10/7/2020 12:05:18 pm</td>
<td>12/2/2020 12:28:00 pm</td>
<td>USE</td>
<td></td>
</tr>
</tbody>
</table>
Click on Advanced Edit
6) Enter the name/email of your committee members.
Note that when you scroll down, you have an option to send a custom message to each committee member.

1) Check the box for “Custom email and language for each recipient”

2) Create an unique Email Subject and Message for your committee members.

7) Click “Next” to move onto the document editing stage
8) Fill out all that is highlighted in your assigned color.

For this example, in this DocuSign, the student's color is yellow.

9) Attach your "Project/Thesis Proposal." To do so, you need to hit "Send." This will prompt DocuSign to activate the upload button.

10) Click “Send”. Your committee members will receive it simultaneously.
Once all your committee members have signed your proposal, you will receive a copy of the file.

Download and Save the File.

You are ready for the Phase 2.
PHASE 2

Submit your Proposal Title Cover sheet with your APPROVED Candidacy form, SIGNED proposal evaluation, and your proposal.
1) Submit your signed proposal for approval to your Committee Chair, the Graduate Advisor & the Department Chair

2) Follow the same DocuSign instructions and repeat the steps from Slide 4 to 6:

   Go to One.SJSU.edu → DocuSign → Select Templates → Select ALL Templates
   → Type "MSME" → Select "MSME Project/ Thesis Cover Sheet"
3) Click on Advanced Edit

4) Fill out your name, email and your committee chair’s name.
   - Dr. Agarwal's and Dr. Viswanathan's sections are prefilled.
   - Each member will receive your proposal, in the order of signature.
5) Enter your GPA.

6) Attach the following documents in the proper order:
   1. APPROVED Candidacy Form
   2. Signed Project/Thesis Proposal Evaluation Forms
   3. The Proposal

Note: To activate the attachment button you need to click on the "Send" button (Top right or left corner), this will prompt DocuSign to send you back the form. Click "Sign Now" and upload your forms. Once signed and approved by the ME Department office, your committee chair will issue you an add code for ME 295A/First Term ME 299
Any Questions?

Contact Lydie Rashel

Office: ENG310
lydie.rashel@sjsu.edu
408-924-3852