

# Non-Exclusive Distribution License, ECU

[NEDL Form](#)

**Read these directions before initiating the DocuSign process for this NEDL form. This routing process for you and your mentor's signatures is created and signed via DocuSign (link above) through embedded PowerForms.**

## Before You Begin

- *Check with your mentor/faculty graduate committee advisor:* Check with your mentor/chair of your graduate advisory committee about the embargo and access options (Part A & B) embedded within this form. You must both agree and sign.
- *Tell Committee Members to Expect Emails:* Also, keep in mind that the emails that are generated through DocuSign look like any other email. Let your committee members know shortly before you initiate the electronic pre-thesis form, so they will be aware that this very important PDF will be emailed to them soon.
- *Be aware that this form also enables the ECU libraries to retain the ability to adapt your thesis or dissertation to other digital/nondigital future formats.* ECU and the ECU Libraries ever ask or take your copyright, you retain that as long as you do not sign your copyright away to any others.
- *You will upload the completed, signed form into Vireo.* Once the form is signed and completed, you will receive a copy to upload as one of the three required documents with thesis or dissertation submission into Vireo. Feel free to contact Marquerite Bond ([bassm@ecu.edu](mailto:bassm@ecu.edu)) in the Graduate School with any questions or concerns.

## Complete the DocuSign Powerform

The link above accesses the DocuSign PowerForm Signer Information pages, which have been set up specifically for graduate students to initiate signing the East Carolina University Non-Exclusive Distribution License. A copy of this license is available on the Graduate School website. It will be routed to your mentor/advisor for their acknowledgement and signing.

1. Next, fill in your name and official ECU student email address.
  - a. Next, type in the name and official ECU faculty email address for your mentor/chair of your graduate advisory committee plus all committee members
2. Next, fill in the name and ECU email address of your unit Graduate Program Director.
3. Finally, click on the button on the bottom of the form to "Begin Signing" which brings up the electronic signature page form with the information of the NEDL.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

**Individual Submitting Thesis (Student's name and email address)**

**Your Name: \***

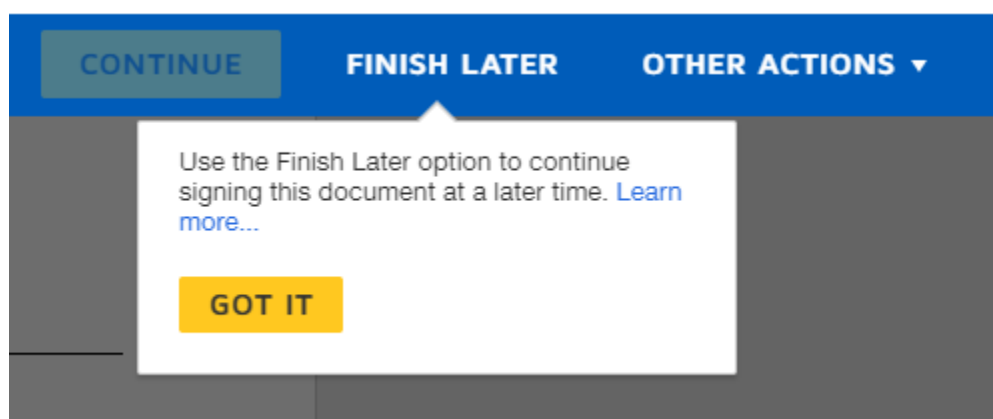
**Your Email: \***

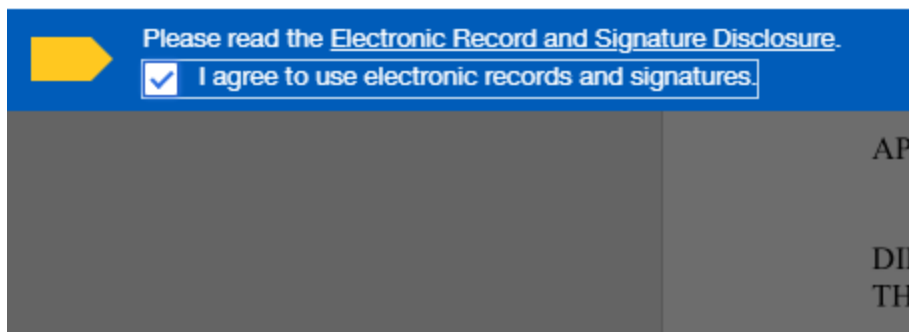
Please provide information for any other signers needed for this document.

## Create a Signature Page PDF

After you click on the “Begin Signing” button, a new page will appear. The signature page PDF form is shaded out. Click in the “Got it” button on the right side of the screen to get started.



Then, on the left side of the screen, there is a gold arrow and a link to the “Non-Exclusive Distribution License” document. You can review the document before you click on the white box to the left of the statement “I agree to use electronic records and signatures.”



Then click on the gold “Continue” button and the signature page PDF will be unshaded and you can fill in the information. Notice the “Other Actions” box to the right of the gold “Continue” button. You can click here to find the “Finish Later” option. If you click on “Finish Later,” an email is sent to you with a link to pull up the form and fill in more information.

This is the information to be added to the ECU NEDL form:

- First, fill in the date, your name, Banner ID, phone, email, and Working Title of your Thesis Research.
- Next, fill in the name of your mentor/advisor and committee members, checking the box if they are Graduate or Associate Graduate Faculty/External Member/Graduate Teaching Faculty. They will sign and enter their Banner IDs.
- Hovering over any of the boxes will show you what information is needed there.

Once you have filled in all the information, click the “Finish” button to activate the emails.

## **Emails Go Out to Committee Members and then to Unit Director/Department Chair for Final Signature**

Emails with the NEDL attached are sent to your mentor/director of our thesis and to you. The subject line will be: Please DocuSign: Non-Exclusive Distribution License Form.

After you receive the completed and signed form, upload the document along with your thesis or dissertation, and with your (DocuSign) signature page.