





RAS Operations

Administering Office: RAS Operations

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Version Information: Version 9, 24 August 2020 by Amanda Riley and Julie Anderson

RAS EMAIL SIGNATURE TEMPLATES (STANDARD AND MOBILE)

Standard Template (Arial size 10 font)	Name Title Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ Intent to Submit Survey Link (if applicable) Faculty Feedback Form [RAS Unit Logo]
Mobile Template (All) (Arial size 10 font)	Name Title Research Administration Services Unit Name Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ *Sent from mobile device. Please forgive brevity and typos.
RAS Pre-Award Administrator Template	Jane Doe Pre-Award Administrator III Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ Intent to Submit Form Faculty Feedback Form  EMORY UNIVERSITY Research Administration Services  RAS Anesthesiology, Brain Health, Orthopaedics, Surgical Services <small>Expertise. Collaboration. Service.</small>
RAS Post-Award Administrator Template	Jane Doe Post-Award Administrator III Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ Intent to Submit Form Faculty Feedback Form  EMORY UNIVERSITY Research Administration Services  RAS Basic Sciences <small>Expertise. Collaboration. Service.</small>

RAS Pre-Award Manager Template	<p>Jane Doe Pre-Award Manager Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ Intent to Submit Form Faculty Feedback Form</p>  EMORY UNIVERSITY Research Administration Services  RAS Colleges and Professional Schools <i>Expertise. Collaboration. Service.</i>
RAS Post-Award Manager Template	<p>Jane Doe Post-Award Manager Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ Intent to Submit Form Faculty Feedback Form</p>  EMORY UNIVERSITY Research Administration Services  RAS Cancer and Imaging <i>Expertise. Collaboration. Service.</i>
RAS Director Template	<p>Jane Doe Director Telephone: 999-999-9999 Email: jane.doe@emory.edu Website: http://ras.emory.edu/ Intent to Submit Form Faculty Feedback Form</p>  EMORY UNIVERSITY Research Administration Services  RAS Hospital and Specialty Services <i>Expertise. Collaboration. Service.</i>

Note: At a minimum, the information above should be included in your email signature. Please feel free to include additional information (e.g., cell number, fax number, building address, and office/cubicle number).

RAS Email Signatures Logos

Each RAS unit has its own email signature logo. The logos can be found on RASnet as outlined below.

RAS Branding > Select RAS Unit > Templates > Email Signature (jpg file)