How to Sign Your NYSCA Contract in the Grants Gateway

Step 1. Log in to the Grants Gateway

a. Log in only with your **Grantee Contract Signatory or Grantee System Administrator** username and password.

Note: If you log in with any other user roles, you may be able to see your contract, but you will not be able to sign. For example, you will not see the correct buttons to change the contract status as required by Step 4 below.

Step 2: Access your Contract Main Page

b. Click the Contracts tab on the top of the Home Page.

c. On the Contracts search page, leave all search fields and dropdowns blank, and click Search. Your organization's contract(s) should appear at the bottom of the page.

d. Click on the Application Number of the Contract in the status "**Grantee Contract Signature Required**." You will now be on the Contract Main Page.

Step 3: Review the Unsigned Version of your Contract

e. Click on the Forms Menu tab at the top of the page.

f. Scroll down to the section titled Contract, and select Contract Versions.

g. Click on the File Link next to Unsigned Contract to review the contract.

Note: It is the grantee's responsibility to review the entire contract before signing it as it might have changed during the contract development process.

Step 4: Sign the Contract: Sign the Contract

h. Click on or hover over the Status Changes tab.

i. Apply the status of **"Grantee Contract Signature Complete."**

j. Please read the agreement closely and click **I AGREE** to sign the contract. If you have successfully signed your contract, the status will automatically change to "**Contract Package Validation."** Please DO NOT push the back button, or push the button again until the screen refreshes.

Note: If you select **I DO NOT AGREE**, your contract will not be signed and submitted back to NYSCA.