New York State Council on the Arts

How to Sign Your Contract in the Grants Gateway

Step 1. Log in to the Grants Gateway

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

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: Change the Status and Certify the Agreement

   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. This will change the contract status to “Contract Package Validation”.
      Note: If you select I DO NOT AGREE, your contract will not be signed and submitted back to NYSCA.