

Instructions for Signing Your UA&M CongaSign Grant Contract

DO THIS FIRST! If you have not done so already, respond to your emailed award letter with your correct/updated organization information. If there are any fields in the email that are blank: phone number, EIN, etc., please send us that information. Once we have received your information we will send your contract electronically. Look for an email from “CongaSign”.

When You Get The Contract:

1) **REVIEW THE CONTRACT:** When you receive the CongaSign grant contract, review the “contact information” for your organization at the top of the contract. The highlighted field in the example below is the address where the grant check will be mailed. If the contact information is incorrect on the contract, contact our office ASAP so we can update the information and send a new contract.

Awesome Example Organization			LEGAL STATUS OF GRANTEE	
Name			<input type="checkbox"/>	Sole Proprietor
555 Awesome Street (this is where the check will be mailed)			<input checked="" type="checkbox"/>	Non-Profit Corporation
Address			<input type="checkbox"/>	For-Profit Corporation
Salt Lake City	UT	84111	<input type="checkbox"/>	Partnership
City	State	Zip	<input type="checkbox"/>	Government Agency
Contact Person: Jane Doe (this information is pulled from the grant application)				
Phone: 801-211-1111				
Email: awesomejanedoe@gmail.com				
Federal Tax ID#: 000000000				
Vendor #: VC000000 Commodity Code #99999				

2) **SIGN THE CONTRACT:** If you are the correct person to sign the contract, follow the steps outlined in the bulleted list below. If you **are not** the correct person to sign the contract **change the signer** (this can be your director, board chair, etc.). To change the signer, click on the small link (near the bottom of the CongaSign email) that says: *'To reassign the signer, click here'*. Clicking this will allow you to add a name and email address for whomever needs to sign the contract. The new signer will receive an email from CongaSign alerting them that they have been granted access to sign the contract. If you are a government agency/university, please see the note below on how to access a PDF of the contract for signature.

Example from CongaSign email:

Please click on the button below to start the signing process. To reassign the signer, [click here](#)

- **Please Note:** We prefer to have you re-assign the signer than to change the name on the contract. This is because the contract is “linked” to the grant applicant’s account and all future grant correspondence is sent to the applicant’s email. It is easy for someone else

to sign the contract. If the person who applied is no longer responsible for the grant, let us know so we can create a new account for the change in staff. We would then issue a new contract to that person. If the person who applied is **still** the person responsible for the grant but is not authorized to sign contracts, re-assign the signer as indicated in the instructions above.

- **For Government Agencies/Universities**: If you are not able to use the electronic signature feature you can download the contract as a PDF and then mail or scan and email the signed contract to our office. You will need to “Begin signing” in order to access the PDF feature. The image below shows where to find the PDF download button once you’ve opened the contract.



- **Where To Sign On The Contract:**

- First Page: Grantee Signature, Full name, Title

GRANTEE

Signature

11/25/2019

Grantee's signature

Date

Full Name and Title

Type or Print Name and Title

- Last Page:
 - You will need to add your initials or type “NA” into **EACH** of the **five boxes** (for nonprofits only). Government agencies will only have to add their signature.
 - Signature (for both nonprofit and government agencies)

more than \$25,000 but less than \$100,000	<input type="text" value="initial or NA"/>
more than \$100,000 but less than \$350,000	<input type="text" value="initial or NA"/>
more than \$350,000 but less than \$1,000,000	<input type="text" value="initial or NA"/>
more than \$1,000,000	<input type="text" value="initial or NA"/>

OR

I certify that **(UA&M) Utah Division** of Arts & Museums will not or does not expect to meet or exceed the \$25,000 threshold in combined revenues of federal pass-through, state or local money for fiscal year 2019.

- The “Complete Signing” button will appear blue when you have filled out all necessary fields (top right of page). If it is “grayed out” you have not completed all the fields.

<input type="button" value="Cancel Transaction"/>	<input type="button" value="Complete Signing"/>
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3) **CONTRACT SIGNED:** After the grantee signs the contract it is automatically sent to UA&Ms assistant director for approval and signature, and then to the State of Utah’s finance department for contract approval. Once all appropriate parties have signed the contract you will receive an executed copy of the contract as a PDF attachment via another CongaSign email.

4) **CONTRACT PAYMENT:** The UA&M grants office will begin processing your contract for payment once we receive the fully executed copy of the contract from CongaSign. Please allow anywhere from 4-6 weeks for your contract to be processed and your payment mailed to the address listed on the contract. If you have any questions please contact Racquel Cornali at 801-236-7541 or Laurel Cannon Alder at 801-236-7550.