Carnegie Corporation Grant Agreement Signing Instructions

Last updated: August 2020

Signing a grant agreement from the Carnegie Corporation can be completed in a few easy steps, and you don’t need a DocuSign account.

These instructions will cover:

- How to review, electronically sign, and submit a grant agreement
- How to assign this task to someone else
- How to request revisions to the agreement before you sign
- How to print, sign and return a grant agreement (if you do not sign electronically)

**How to review, electronically sign, and submit a grant agreement**

As the Primary Signatory for the grant, you will receive an email notifying you that you have a document to review and sign.

Click “Review Document” in the email to be taken to the DocuSign site.
Click “Continue” to review the document.

Scroll through the document to review it. When you are ready, click “Start” to be taken to the signature page.

If this is the first time you have used DocuSign, you may need to adopt a signature. Confirm your full name and initials, check the preview, then click “Adopt and Sign”.
Click the “Sign” field to apply your signature, and type in your title.

Finally, select “Finish” to send the completed document.
How to assign the document to someone else

If you are not the Primary Signatory and need to assign the document to someone else, under the drop down list of “Other Actions”, choose “Assign to Someone Else”, fill in the email address, name, and reason, then click “Assign to Someone Else”.

![Image showing the DocuSign interface with the assign to someone else option highlighted.]
How to request revisions to the agreement before you sign

If after reviewing you require revisions before you sign, go to the drop-down list of “Other Actions” and click “Print & Sign”.

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.
Choose “Upload” and click Continue.

Download the agreement.

Once you have downloaded the agreement, click “Cancel”.
Under the drop-down list of “Other Actions”, click “Decline to Sign”.

Click “Continue”.

Caution

If you choose to continue, this document will be void and inaccessible to other signers. To request changes to this document, please select FINISH LATER and contact the sender directly with your request.

Note “Revisions requested” in the reason box and click “Decline to Sign”.

Decline to Sign

Please provide a reason for declining:

Revisions requested

480 characters remaining

DECLINE TO SIGN  CANCEL
Once you have declined to sign, email the grant agreement you just downloaded and your requested changes directly to the Corporation at grantsinfo@carnegie.org.

Once the Corporation receives the email, we will incorporate the changes and send you a revised agreement for review and signature.

**How to print, sign and return a grant agreement (if you do not sign electronically)**

If you prefer, you can print and sign the agreement. Under the drop-down list of “Other Actions”, click “Print & Sign”.

Choose “Upload” and click “Continue”.

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[Image of the Print & Sign interface showing “Print & Sign” selected and “Continue” button highlighted.]
Download the agreement. Print, sign and scan the document, then click “Return Document”.

Upload the signed grant agreement.

Finally, click “Finish”.