

# How to sign a grant agreement

- 1) Go to [https://odot.smartsimple.com/s\\_Login.jsp](https://odot.smartsimple.com/s_Login.jsp) and log in.
- 2) Once you have completed applying for an ODOT grant, an ODOT staff person may reach out to request edits to your grant depending on grant funding requirements. You can check the status of your grant on your home page:
  - a. "IN PROGRESS" tab shows grants you have drafted but not yet submitted.
  - b. "SUBMITTED" tab shows grants you have submitted for review and lists their current status.
  - c. "ACTIVE GRANTS" tab shows grants that have been signed and are in progress.
  - d. "HISTORICAL GRANTS" tab shows grants from previous years that are closed.

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### Grant Activities

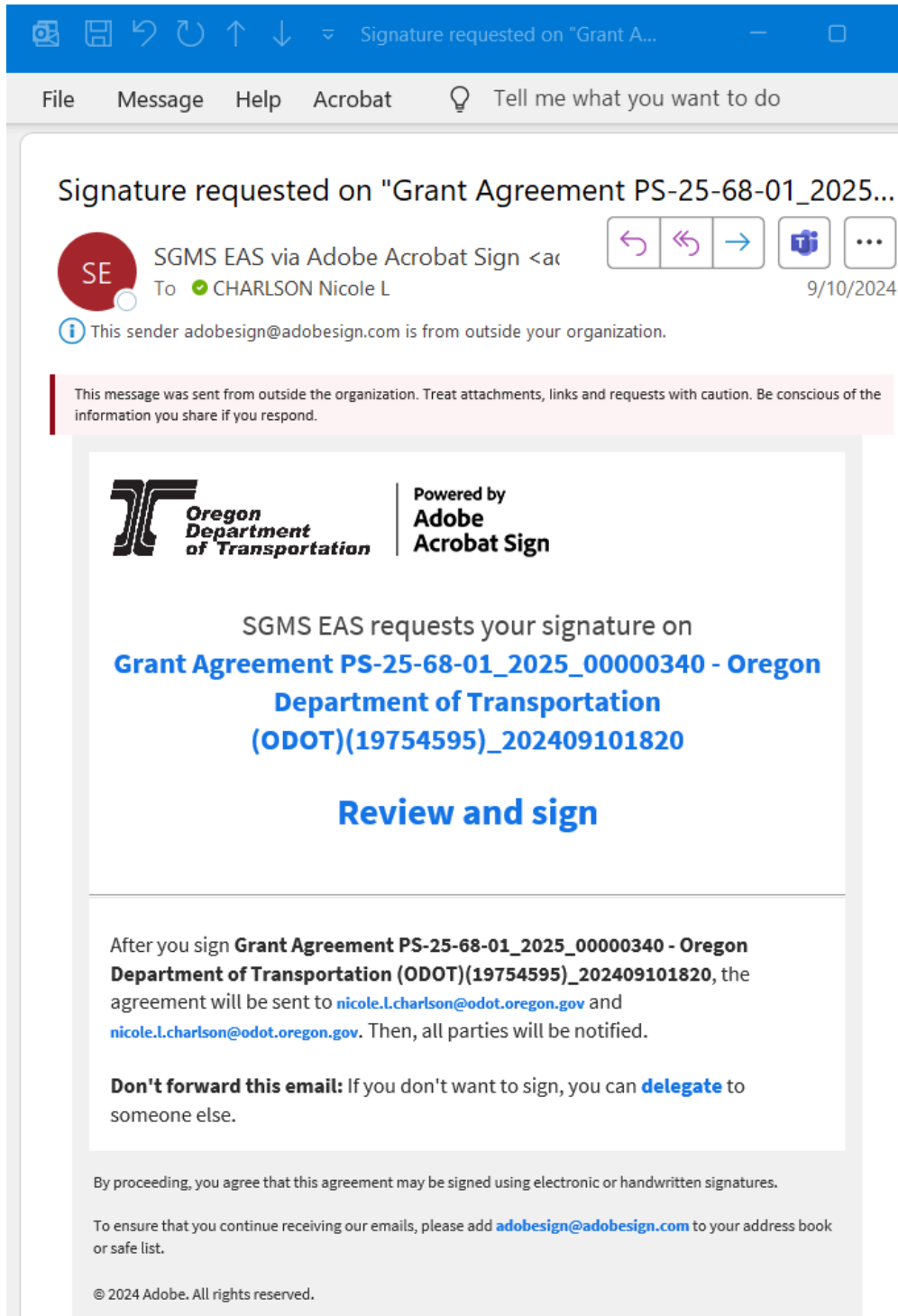
6 Grant Activities | 1 Payments | 1 Residual Value Agreement Form

### My Applications

IN PROGRESS (0) | SUBMITTED (1) | ACTIVE GRANTS (1) | HISTORICAL GRANTS (0)

#	Project Title	Project Tracking ID	Application Type	Organization	Program Manager	Awarded Amount	Status	Grant Year	Modified Date
1	New safety project	PS-25-68-01_2025_00000392	Applications	TEST			Submitted	2025	11/06/2024 05:35PM

- 3) When the status of your grant has changed to "Signing" you are ready to sign and complete your project agreement. You will receive an email from "SGMS EAS via Adobe Acrobat Sign <adobesign@adobesign.com>" asking to "Review and sign" your project agreement. Click on "Review and sign" link to go to Adobe Sign and virtually sign the agreement.



The screenshot shows an email client interface. At the top, there's a blue header bar with navigation icons and the text "Signature requested on 'Grant A...". Below that is a menu bar with "File", "Message", "Help", "Acrobat", and a search icon with the text "Tell me what you want to do". The main content area displays the email subject "Signature requested on 'Grant Agreement PS-25-68-01\_2025...". The sender is identified as "SGMS EAS via Adobe Acrobat Sign <adobesign@adobesign.com>" with a red circular profile picture containing "SE". The recipient is "To: CHARLSON Nicole L" with a green checkmark icon. The date is "9/10/2024". A warning icon and text state: "This sender adobesign@adobesign.com is from outside your organization." Below this is a red warning banner: "This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond." The main body of the email features the Oregon Department of Transportation logo on the left and "Powered by Adobe Acrobat Sign" on the right. The central text reads: "SGMS EAS requests your signature on **Grant Agreement PS-25-68-01\_2025\_00000340 - Oregon Department of Transportation (ODOT)(19754595)\_202409101820**". A large blue button labeled "Review and sign" is centered below. A text block explains: "After you sign **Grant Agreement PS-25-68-01\_2025\_00000340 - Oregon Department of Transportation (ODOT)(19754595)\_202409101820**, the agreement will be sent to [nicole.l.charlson@odot.oregon.gov](mailto:nicole.l.charlson@odot.oregon.gov) and [nicole.l.charlson@odot.oregon.gov](mailto:nicole.l.charlson@odot.oregon.gov). Then, all parties will be notified." A bolded note states: "Don't forward this email: If you don't want to sign, you can **delegate** to someone else." At the bottom, there are two lines of fine print: "By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures." and "To ensure that you continue receiving our emails, please add [adobesign@adobesign.com](mailto:adobesign@adobesign.com) to your address book or safe list." The footer contains "© 2024 Adobe. All rights reserved."

- 4) That's it! You have completed and signed project agreement. Once everyone else has signed the agreement, your project status will move to "Approved" and you will see the project listed under the "ACTIVE GRANTS" tab on your homepage.