

Accepted Signature Types

During contracting, organizations may submit thank-you letters, letters of agreement, and fiscal sponsor agreements as **PDF or Word documents** using the following signatures:

- Electronic signatures (e.g., DocuSign, Acrobat Sign)
- Typed signatures (your name typed in a signature field)
- Inserted image files (a scanned or digital image of your signature)
- “Wet” signatures (physically signed then scanned)

Exceptions: Organizations must use Signority to sign the Payee Data Record (STD204) and Grant Standard Agreement (STD213) forms as directed in the SmartSimple portal.

Where to Place Your Signature

Ensure that your signature is positioned correctly:

- Above the signature line:

Joseph Schmoseph

Joseph Schmoseph, Executive Director

- In a signature block:

Joseph Schmoseph
Executive Director