



NYSCA FY2018 Application Checklist

Complete the tasks below by 4pm, March 21, 2017 to successfully submit a FY2018 NYSCA Funding application. Failure to complete any of these tasks will deem your application ineligible for funding.

Red Tasks are completed in the [NYSCA System](#)

Blue Task are completed in [Grants Gateway](#)

- Confirm your organization is Prequalified by 4pm, March 21, 2017
 - o **NOTE:** To confirm your status, log into Grants Gateway, click on the 'Organization(s)' link and click on 'Document Vault' link. Your Document Vaults status will display under 'Current Status.'

- Update and submit your Organization Info
 - o **TUTORIAL:** [NYSCA Registration Tutorial](#)

- Update and submit your Organization Budget
 - o **NOTE:** The Organization Budget will not appear until the Organization Info has been completed

- Complete and submit your Registration Form
 - o **NOTE:** The Registration Form will not appear until the Organization Info and Organization Budget have been completed

- Confirm your organization has no overdue or outstanding Final Reports

- Confirm your organization has a 'Grantee Contract Signatory' or 'Grantee System Administrator' account in Grants Gateway
 - o **NOTE:** In order to submit a Grants Gateway application, applicants must login to Grants Gateway with one of these two accounts

- If necessary, create a 'Grantee Contract Signatory' or 'Grantee System Administrator' account
 - o **NOTE:** Do not attempt to change an existing account to the 'Grantee Contract Signatory' or 'Grantee System Administrator'. A new account must be created.
 - o **TUTORIAL:** [How to Create a New User Account in Grants Gateway](#)

- Complete and submit the Grants Gateway application for your respective program
 - o **TUTORIAL:** [NYSCA FY2018 Grants Gateway Application Guide](#)