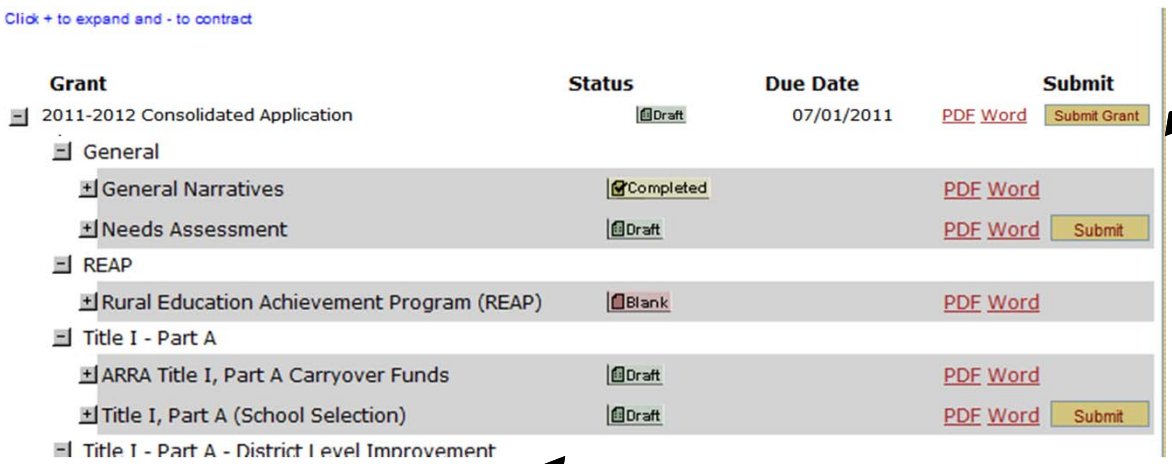
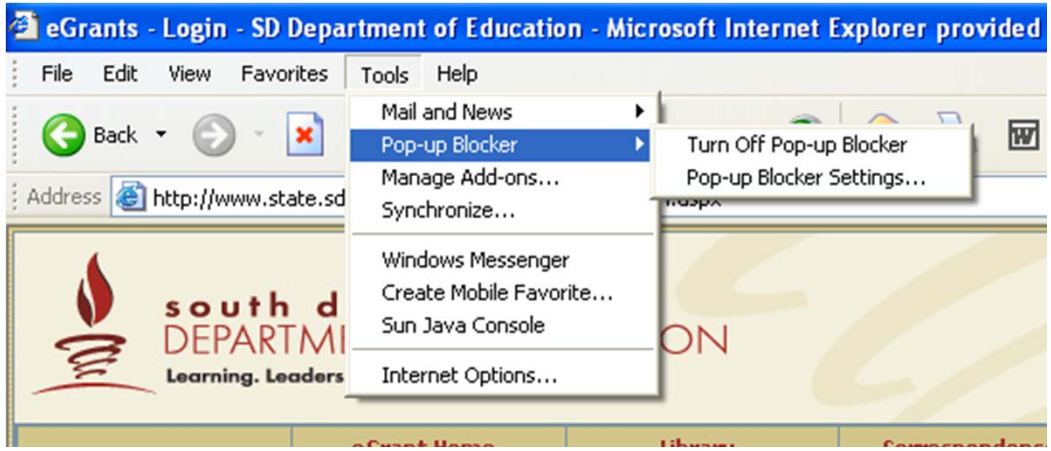
# Status and Submit Buttons




- **Draft** – means the application or section has been started
- **Blank** – means the section has not been started
- **Completed –** means the person authorized to submit that section has hit the submit button
  - This only means the section has been completed – let's the district know this section is done
  - DOE (state) cannot see this status (it still says draft on the state side)

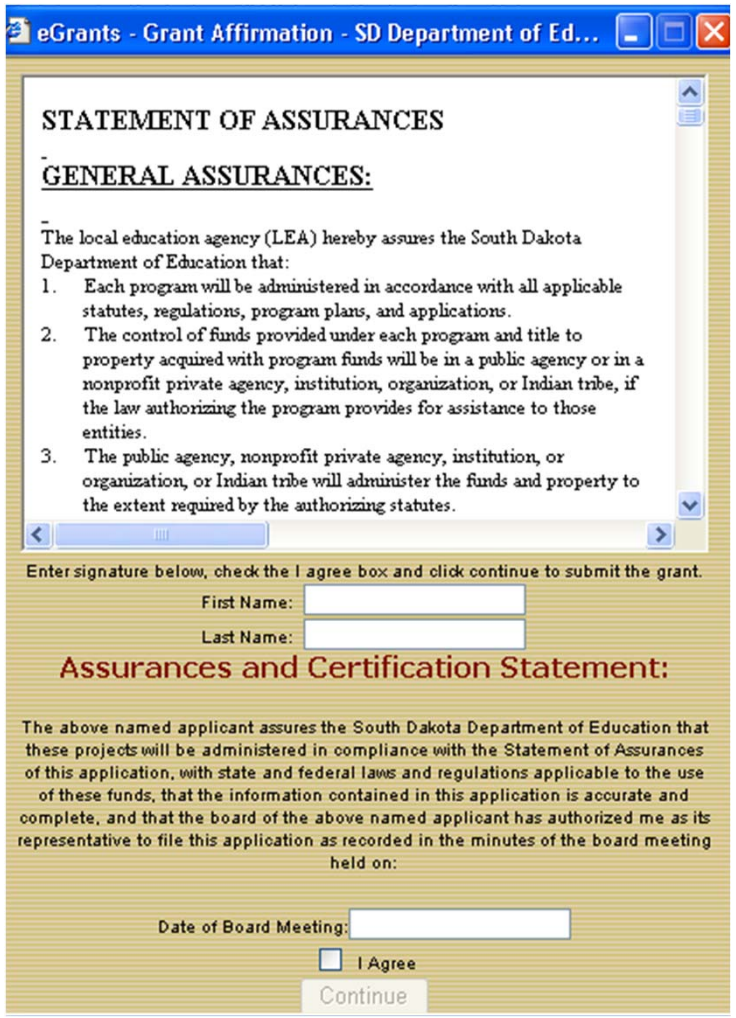
- **Submit Grant** button – only the authorized representative can click this button (a pop up window with the assurances should appear – if it doesn't you may have a pop up blocker enabled)
- **Submit** button – by each section can be clicked by either the authorized representative or anyone with the necessary permissions enabled
- **No submit button visible**
  - May not have the necessary permissions
  - May be a budget linked to the section in which the business manager or fiscal representative needs to approve those budgets first

# Submitting the Grant



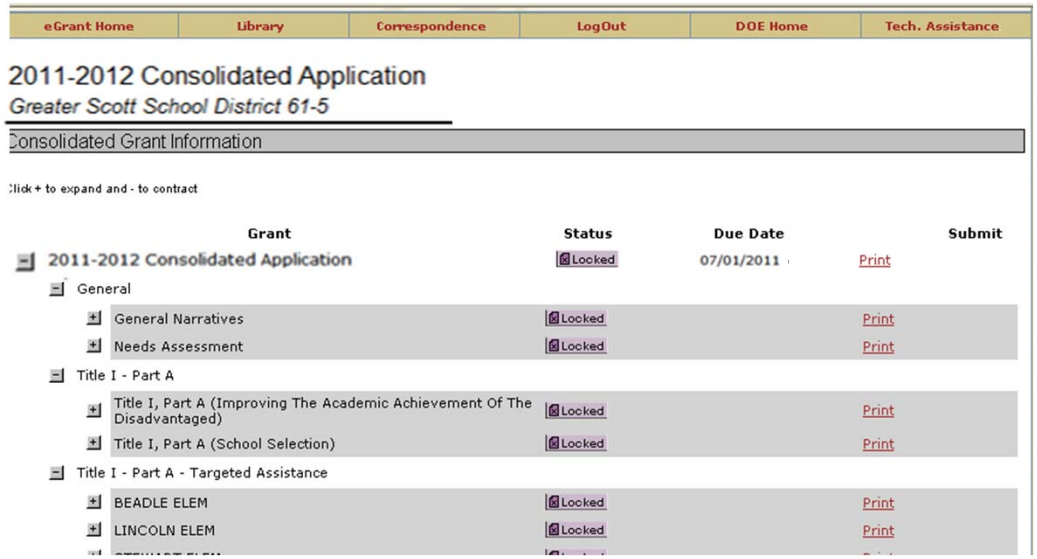

- For the authorized representative to submit the grant, the computer's pop up blocker must be disabled
- To disable the pop-up blocker
  - Click on tools in the very top toolbar
  - Slide down to pop-up blocker
  - Slide over to "Turn off pop-up blocker" and click

# Submitting the Grant




- Each section must be completed
- Authorized Representative must click the submit button
- The assurance page must come up
- The authorized representative must fill in First Name, Last Name and Date of Board meeting designative the person authorized to sign grants
- The authorized representative must check the ‘I agree’ box, then click the ‘continue’ button

# Submitting the Grant




- Each section will be locked
- A red notice will appear that indicates the date, time and person who has submitted the application.