

# Draft Completed... Now What?

*\*All screenshots have been obtained from the TEST SITE and no production applications were impacted\**

- 1) Once the Application has the status changed to Draft Completed email(s) will be generated to all principals that need to sign off on their school project

**Sections**  
Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0  
**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

**Application Status:** Draft Started

**Change Status To:** [Draft Completed](#)

[View MDOE History Log](#)  
[View Change Log](#)

**Description** ([View Sections Only](#) [View All Pages](#))

- 2) When the principal receives the email that their school project needs to be certified they will need to log into the system and navigate down to their school project section and then to the Project Budget:

[Related Documents](#)

- Schoolwide - Acton Elementary School (3)**
  - Project Budget**
  - [Annual School Needs Assessment](#)
  - [Project Details](#)
  - [Related Documents](#)

- 3) Once in the Project Budget page, the principal certification is located at the top of the page and the principal, once they have reviewed the budget, needs assessment, and project details would click to certify project

**Project Budget - Schoolwide - Acton Elementary School (3)**  
Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Schoolwide  
**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

Go To ▶

**Principal Certification Status: Not Certified**

**Certify Project**

Funding Source	Schoolwide Participant	Grant Project Amount	1000 - Personal Services - Salaries	2000 - Employee Benefits
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- 4) There is a second level of the certification where the principal will need to check the box and once more select to certify the project

The screenshot shows a web interface for 'Project Budget - Schoolwide - Acton Elementary School (3)'. A modal dialog box titled 'Principal Certification' is open. It contains a checked checkbox and the text 'certify that this project and all data associated with it has been reviewed and approved.' Below the text are two buttons: 'Certify Project' and 'Cancel'. The 'Certify Project' button is highlighted with a red box. In the background, the main page shows 'Principal Certification Status: Not Certified' and a 'Certify Project' button.

- 5) Once certified the Project Budget page will show who certified the project and when they had done so

The screenshot shows the 'Project Budget - Schoolwide - Acton Elementary School (3)' page. The 'Principal Certification Status' is now 'Certified'. A red box highlights the certification details: a checked checkbox, the text 'I certify that this project and all data associated with it has been reviewed and approved.', and the name and timestamp 'Daniel Weeks - 7/15/2021 12:36PM'. Below this, a navigation bar shows 'Funding', 'Schoolwide', 'Grant', '1000 - Personal', '2000 - Employee', and '3'.

- 6) Once all principal certifications have been completed an email will be generated to the LEA Fiscal Representative where they will need to come into the Application and review project budgets and then change the application status to LEA Fiscal Representative Approved (or they can return it as not approved if budget edits need to occur)

The screenshot shows the 'Sections' page for 'Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0'. The 'Application Status' is 'Draft Completed'. The 'Change Status To:' dropdown menu is open, with 'LEA Fiscal Representative Approved' selected and highlighted by a red box. Other options include 'LEA Fiscal Representative Returned Not Approved'. Below the dropdown are links for 'View MDOE History Log' and 'View Change Log'. At the bottom, there is a 'Description' section with links for 'View Sections Only' and 'View All Pages'.

- 7) There is a second level of the certification where the LEA Fiscal Representative will need to check the box and once more select to certify the project

### Status Change Confirmation

Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0

**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

No validation errors were found, but one or more warnings exist.

By submitting this automated application, the local education agency is acknowledging that it understands and agrees to

You are about to change the status to LEA Fiscal Representative Approved. Check the box and Click Confirm to change the

- 8) Once the LEA Fiscal Representative has approved the application an email will be generated to the LEA Authorized Representative where they will need to come into the Application and do one final review and then change the application status to LEA Authorized Representative Approved (or they can return it as not approved if edits need to occur)

### Sections

Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0

**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

**Application Status:** LEA Fiscal Representative Approved

**Change Status To:**

or

[View MDOE History Log](#)

[View Change Log](#)

- 9) There is a second level of the certification where the LEA Authorized Representative will need to check the box and once more select to certify the project. Once done the FY22 Application will be fully submitted for review

### Status Change Confirmation

Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0

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You are about to change the status to LEA Authorized Representative Approved. Check the box and Click Confirm to chan