



**Tier III Application for FY' 22 Workflow  
for  
Completion and Submission**

\*None of the screenshots impacted the workflow or submission of any applications.

**Step 1:** The building principal opens the School Improvement Grant (SIG) in Grants4ME, goes to the **Sections page** and clicks on **Draft Started** in the **Application Status** section (as shown below).

**Sections**  
Airline Community School - SIG (1038-1039-SIG) Community School District - FY 2022 - School Improvement Grant - Rev 0

**Application Status:** **Not Started**

**Change Status To:** Draft Started ←

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

**Step 2:** Once the Application has been completed by the building principal and Leadership Team, the building principal goes to the **Sections page** and clicks on **Draft Completed** in the **Change Status To section** (as shown below). This forwards the completed Application to the District Business/Fiscal Manager.

**Sections**  
Alexander Elementary - SIG (4-5-SIG) Municipal School Unit - FY 2022 - School Improvement Grant - Rev 0

**Application Status:** **Draft Started**

**Change Status To:** Draft Completed ←

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

**Step 3:** The District Business/Fiscal Manager logs into Grants4ME, reviews the application, and goes to the **Sections page** and clicks on one of the following options in the **Change Status To** section:

- LEA Fiscal Representative Approved
- LEA Fiscal Representative Returned Not Approved

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**Sections**  
Bay Ridge Elementary - SIG (1411-997-SIG) Municipal School Unit - FY 2022 - School Improvement Grant - Rev 0

**Application Status:** **Draft Completed**

**Change Status To:** LEA Fiscal Representative Approved  
or  
LEA Fiscal Representative Returned Not Approved

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

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**Step 4:** If the Fiscal Representative APPROVED the Application, it then goes on to the Superintendent (LEA Authorized Representative), who can then log into Grants4ME and go to the **Sections page** and click on one of the following options in the **Change Status To** section:

- LEA Authorized Representative Approved
- LEA Authorized Representative Returned Not Approved

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**Sections**  
Brooksville Elementary School - SIG (92-93-SIG) Municipal School Unit - FY 2022 - School Improvement Grant - Rev 0

**Application Status:** **LEA Fiscal Representative Approved**

**Change Status To:** LEA Authorized Representative Approved  
or  
LEA Authorized Representative Returned Not Approved

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

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- Only after the **LEA Authorized Representative Approved** status is selected does it **come to the DOE** for our review for **Approval** or **Return not Approved** as shown below.

## Sections

Dresden Elementary School - SIG (1445-153-SIG) Regional School Unit - FY 2022 - School Improvement Grant - Rev 0

**Application Status:** LEA Authorized Representative Approved

**Change Status To:** [MDOE School Improvement Grant Consultant Approved](#)  
or  
[MDOE School Improvement Grant Consultant Returned Not Approved](#)

**Alternate Step 3 or 4:** If either the district business manager (LEA Fiscal Representative) or the superintendent (LEA Authorized Representative) clicks on the **Change Status To LEA...Returned Not Approved**, the Application automatically gets kicked back to the building principal showing **...Returned Not Approved**.



The screenshot shows the Maine Department of Education logo at the top left. Below it is a navigation menu with items: Grants4ME Home, Administer, Search, Reports, Inbox, Funding, Invoices, Project Summary, and SAU Document Library. The main content area is titled "Sections" and shows details for "Captain Albert W. Stevens School - SIG (1733-742-SIG) Regional School Unit - FY 2022 - School Improvement Grant - Rev 0". The application status is "LEA Fiscal Representative Approved". The "Change Status To" options are "[LEA Authorized Representative Approved](#)" or "[LEA Authorized Representative Returned Not Approved](#)". A large blue arrow points from the right towards the "Returned Not Approved" link. Below the change options are links for "View MDOE History Log" and "View Change Log".

## Halting the Process

\*If at any time during this **PROCESS**, the principal wants to **HALT** the forward movement of the Application for any reason, simply ask the district Fiscal Manager or Superintendent (whose queue the application is in) to **RETURN NOT APPROVED**. The Application will then be automatically reopened for the principal to make edits.