GrantsPost

Funding Approver Guide

Use this guide if you are authorized to approve the grant amount and funding source.

BEFORE YOU BEGIN

Confirm that the application decision is final and that enough funding capacity is available.

HOW TO USE THIS GUIDE

Complete the tasks in order. Each task tells you where to begin, what to select, how to know you are finished, and what happens next.

Understand the two timelines

A Grant Cycle can close while its awarded projects and reports continue.

Grant Cycle	One application opportunity, including its application dates, review, and award decisions.
Project Period	The dates when an awarded project is expected to begin and end. It may continue after the Grant Cycle closes.
Reporting Schedule	The progress and final reports required for an awarded project, with their due dates.
Project closeout	The final checks that formally complete an awarded project after its required reports are accepted.

Tasks at a glance

1. Sign in 2. Open the funding queue	3. Approve funding

Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

TASK 1 OF 3

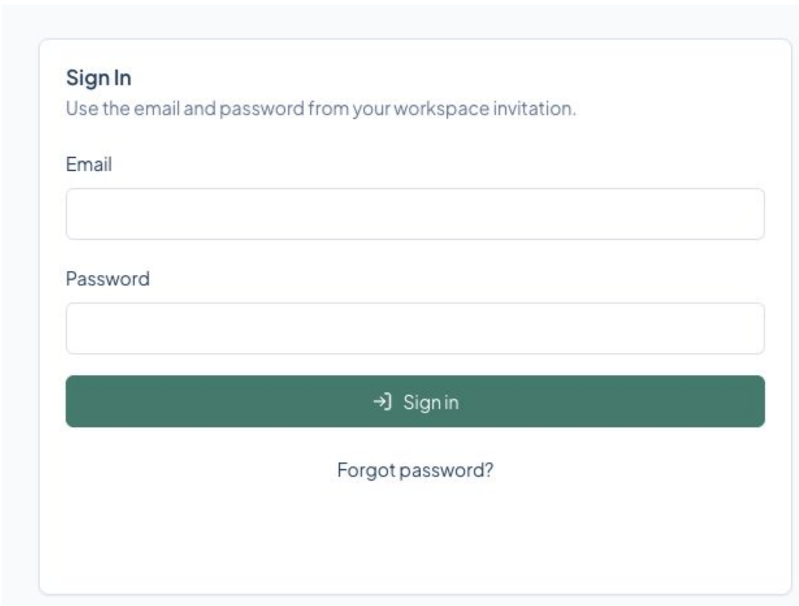
Sign in

WHERE TO BEGIN	Start on the GrantsPost sign-in page.

1 Enter the email address from your invitation.

2 Enter your password.

3 Select Sign in. If you cannot remember your password, select Forgot password?



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN	**WHAT HAPPENS NEXT**
You arrive at the home page for your assigned role.	GrantsPost opens the home page for your assigned role.

IF SOMETHING IS NOT WORKING	Check that you used the email address from the invitation. Use Forgot password? before asking an administrator to resend access.

TASK 2 OF 3

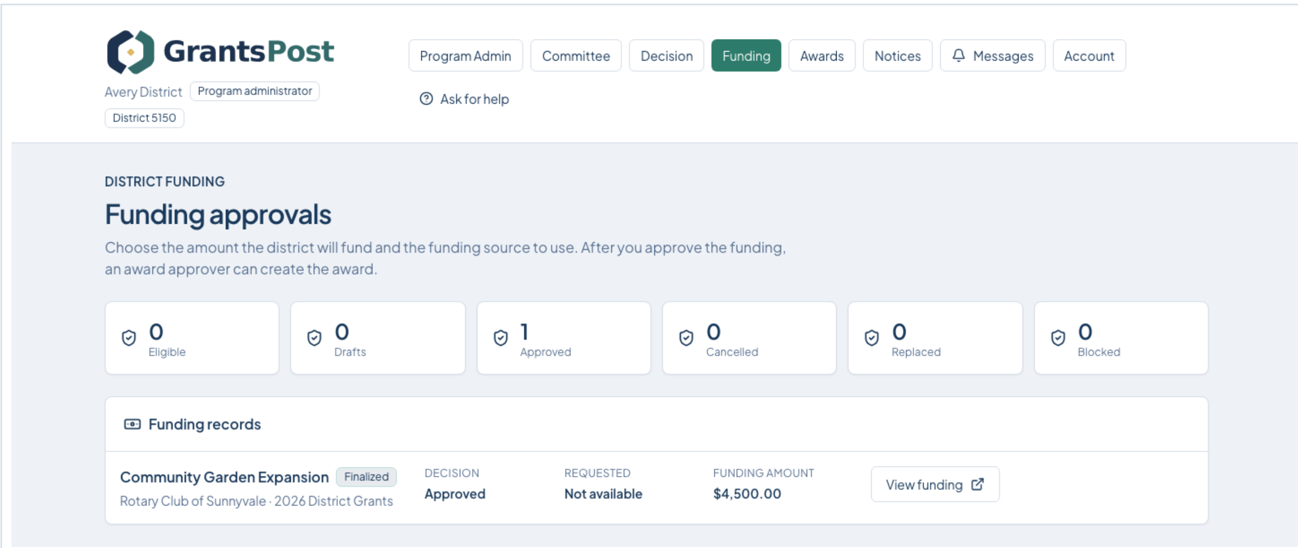
Open the funding queue

WHERE TO BEGIN	From the top menu, open Funding.

1 Find the application with a final approval and available funding capacity.

2 Choose a funding source, enter the amount and reason, then select Start funding approval.

3 Confirm that the draft amount does not exceed the request or a stricter approved amount.



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN	**WHAT HAPPENS NEXT**
A funding record is ready for final review.	Return to your role's home page and follow the next action shown by GrantsPost.

IF SOMETHING IS NOT WORKING	Use Help or Ask for help. Include the page name and what you were trying to do. Never send your password.

TASK 3 OF 3

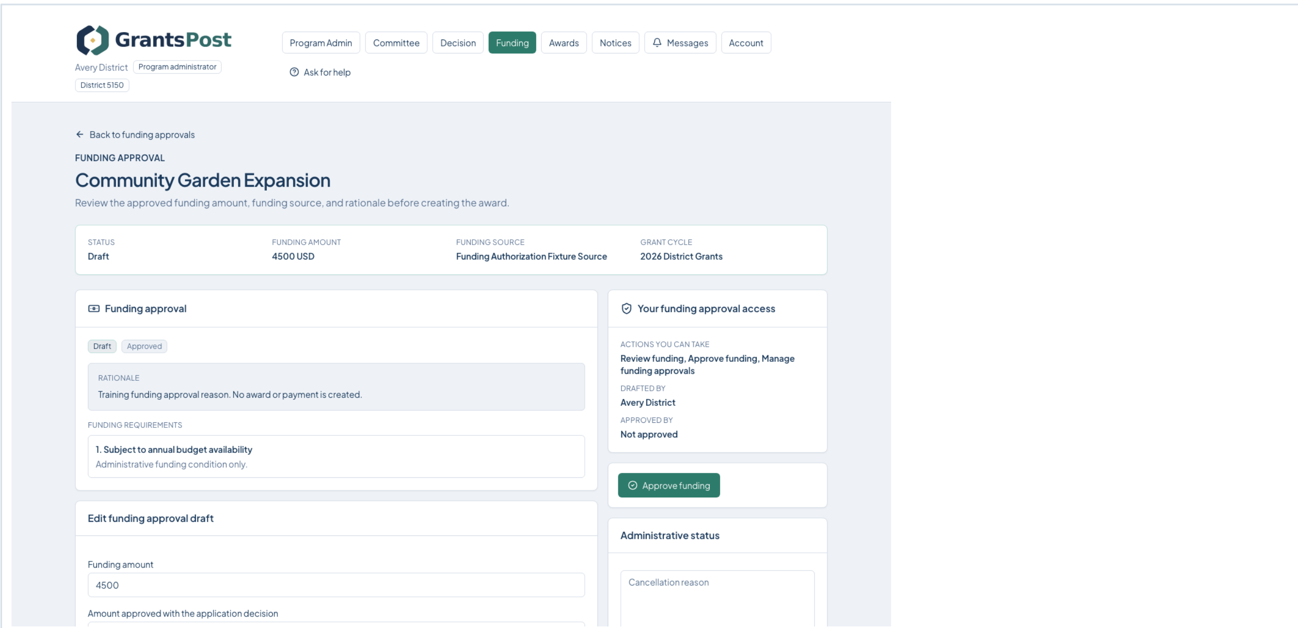
Approve funding

WHERE TO BEGIN	From Funding approvals, select Start funding approval or View funding.

1 Confirm the amount, funding source, your approval access, and the reason.

2 Select Save funding draft if you changed the record.

3 When everything is correct, select Approve funding. This does not create an award or payment.



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN	WHAT HAPPENS NEXT
The funding approval says Approved.	An award approver can create the award record.

IF SOMETHING IS NOT WORKING	If Approve funding is unavailable, check your approval access, available capacity, amount, and the final decision.