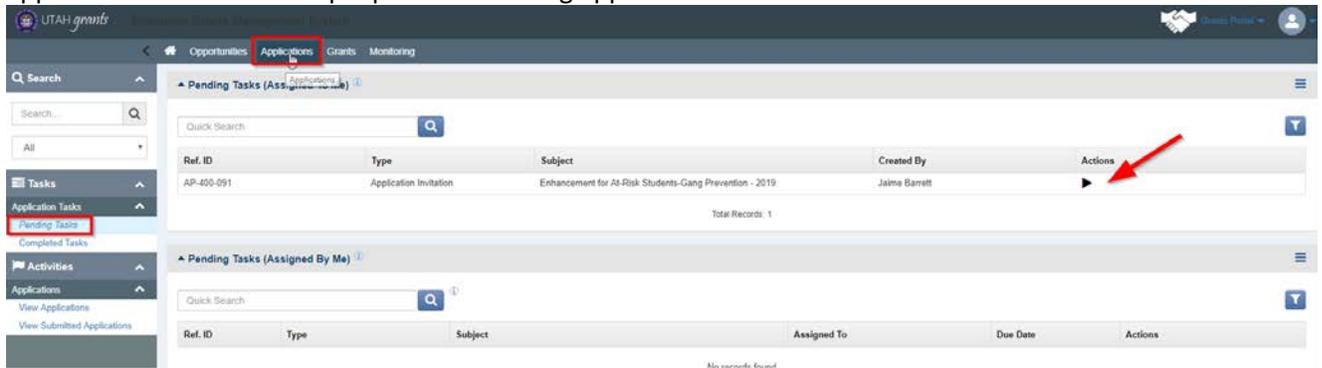


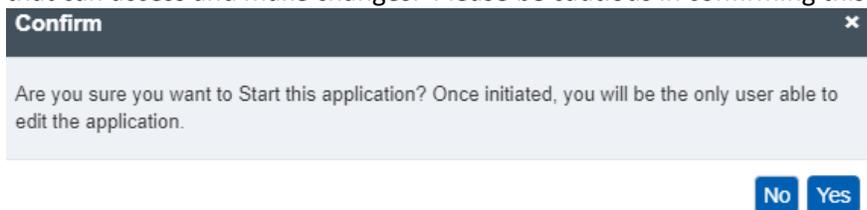
# Waiving Applications in UtahGrants

Formula Grants are grants provided to LEAs and/or organizations based on previously-established criteria. If eligible, the organization will receive a recommended allocation, and will receive an invitation to apply for funding. The organization has the option to waive the funding or complete the application. Formula Grants can be either State or Federally funded.

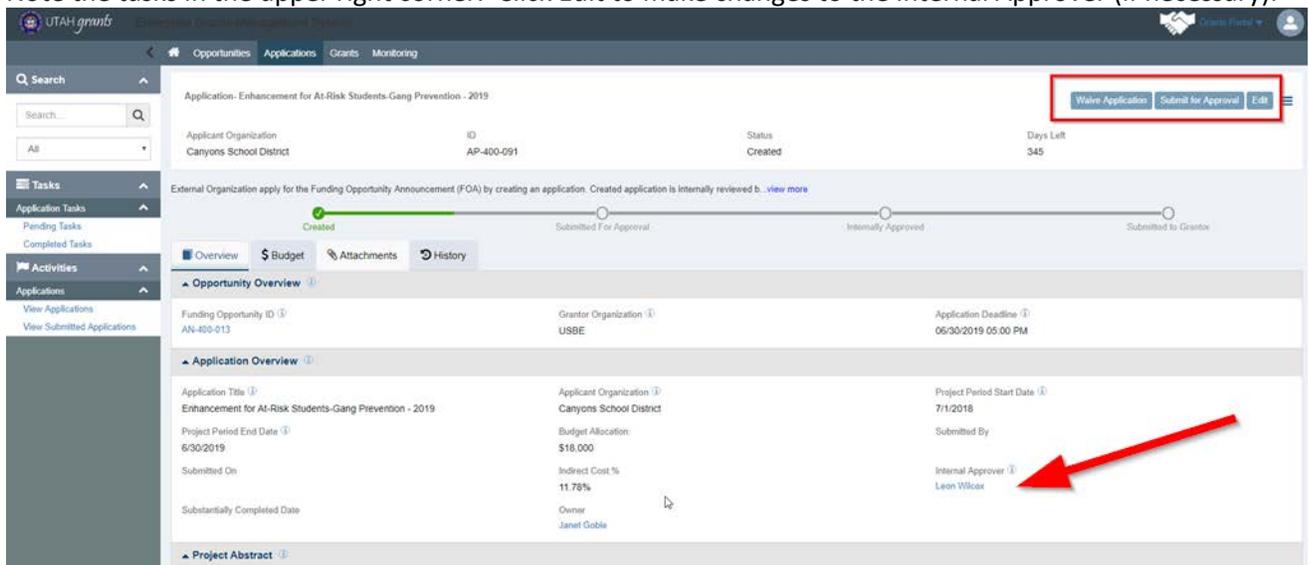
1. Click on Applications (tab at top), pending tasks (left panel). Locate the application and select arrow to start application. \*Note: see step 2 prior to initiating application.



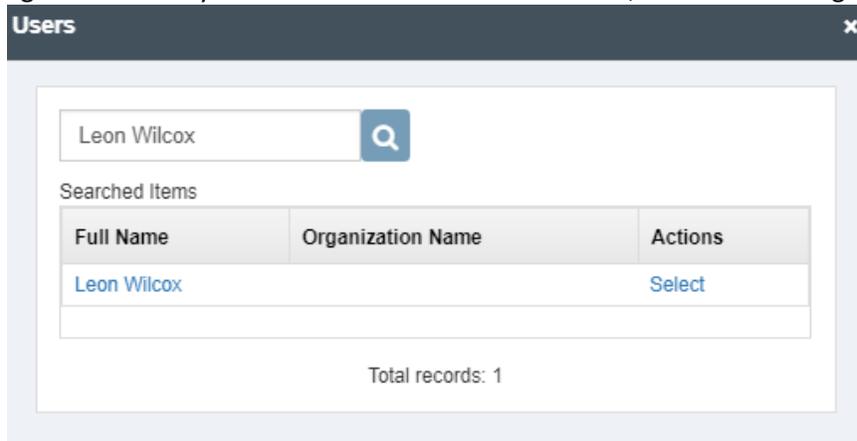
2. Only one individual can complete the application/waiver. Once you start the task, you will be the only individual that can access and make changes. Please be cautious in confirming this action.



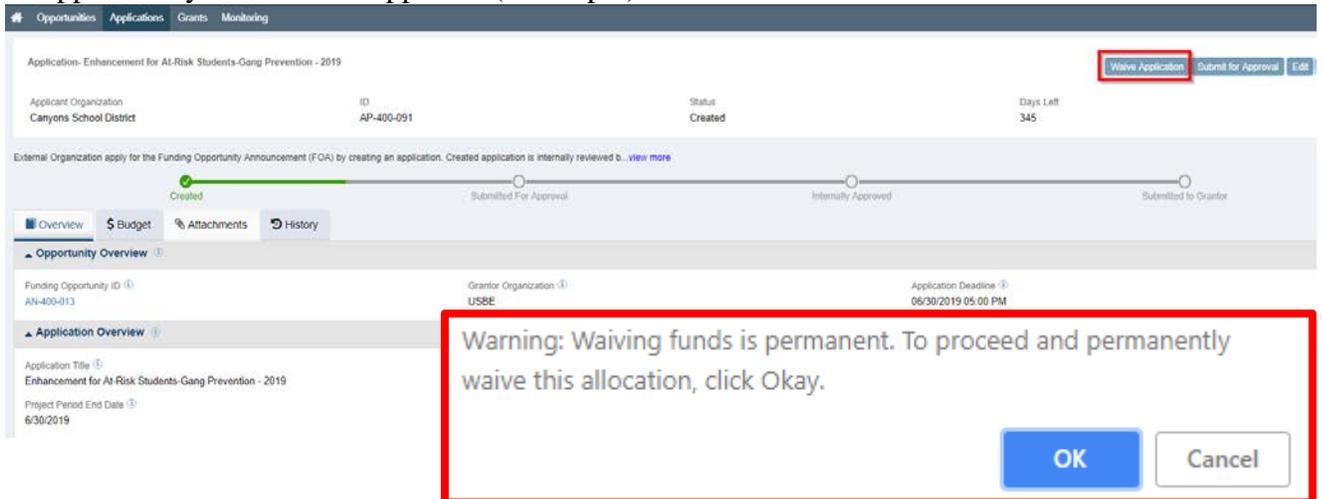
3. Note the tasks in the upper right corner. Click Edit to make changes to the Internal Approver (if necessary).



4. The Internal Approver is responsible for reviewing the waiver prior to submission to USBE. By clicking on the Magnifying Glass next to the Internal Approver, you will see a list of individuals in the Approver role who have the authority to approve applications. Please select the appropriate individual for your organization. The organization's Key Point of Contact is listed as default, but can be changed to an individual in the Approver role.



5. Waive Application – an organization can decline the invitation to apply for funding by clicking Waive Application. Please note the warning, as waiving funds cannot be reversed. Waived applications must be approved by the Internal Approver (see step 4).



6. Internal Approval – The internal approver will receive an email with a link to approve the waiver. The internal approver can also find the task in the Applications tab, pending tasks (left pane). Click on the Arrow to start the review.



7. Internal Approver reviews the application information submitted by the application creator and makes approval decision. If changes are needed, the Internal Approver must send the application back to the application creator to make edits and to resubmit. Internal Approver can:
  - a. Approve – submits the application to USBE
  - b. Send Back – send the application back to the creator to make changes
  - c. Reject – sends application back to the creator to start again

