



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.

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Tasks	~	AP-400-091	Application Invitation	Enhancement for At-Risk Students-Gang Prevention - 201	9 Jaime Barrett		· • 🦰	
oplication Tasks Dansizy Tasks	^			Total Records: 1				
Activities	^	+ Pending Tasks (Assig	ned By Me) 🖤					
pplications View Applications	^	Quick Search	۵ ۵					
View Submitted Appl	ications	Ref. ID Ty	pe Subject		Assigned To	Due Date	Actions	

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.

No Yes

Confirm	×
Are you sure you want to Start this application? Once initiated, you will be the only user able to edit the application.	

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

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	٤	H Opportunities Applications Grants	Aonitoring				
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All	ų ,	Applicant Organization Canyons School District	ID AP-400-091		Status Created	Days Left 345	
Tasks Application Tasks	^	External Organization apply for the Funding Opport	inity Announcement (FOA) by creating	ng an application. Created application is intern	illy reviewed b _view more	~	0
Pending Tasks Completed Tasks		Created Overview \$ Budget % Attachm	ents DHistory	Subinitied For Approval	. Industri	uðy Approved	Submitted to Grantee
Applications	^	Opportunity Overview					
View Applications View Submitted Apple	cations	Funding Opportunity ID ③ AN-400-013		Grantor Organization (3) USBE		Application Deadline (3) 06/30/2019 05:00 PM	
		Application Overview					
		Application Title () Enhancement for At-Risk Students-Gang Pre-	vention - 2019	Applicant Organization (3) Canyons School District		Project Period Start Date 🚯 7/1/2018	
		Project Period End Date 3 6/30/2019		Budget Allocation. \$18,000		Submitted By	
		Submitted On		Indirect Cost % 11.78%		Internal Approver ① Leon Wilcox	
		Substantially Completed Date		Owner De Janet Goble			
		- Project Abstract					

ADA Compliant 11-25-2019

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.

Users			×
Leon Wilcox	Q		
Searched items			
Full Name	Organization Name	Actions	
Leon Wilcox		Select	
	Total records: 1		

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).

 Opportunities 	Application	s Grants Monitori	ing						
Application-Er	hancement for	At-Risk Students-Gan	g Prevention - 2019						Vaiva Application Eutral for Approval Edit
Applicant Organ Canyons Scho	ol District			ID AP-400-091		Status Created		Days Left 345	
External Organizati	on apply for the i	Funding Opportunity An	nouncement (FOA) b	y creating an application. Crea	ted application is internally reviewed bv	sew more	0		0
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Overview	\$ Budget	Attachments	3 History						
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Funding Opportu AN-400-013	nity ID 🚯			_	Grantor Organization (1) USBE		Applic 06/30	ation Deadline ④ /2019 05:00 PM	
Application	Overview				Warning: Waivi	na funds is n	ermanent To	proceed and pe	rmanently
Application Title (5) Enhancement for AF-Risk Students-Gang Prevention - 2019 Project Period End Date (5)			,	waive this allocation, click Okay.				manentiy	
6/30/2019								ОК	Cancel

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.

	3	n Opportunities Applications Grants N	fonitoring				
Q Search	^	+ Pending Tasks (Assigned To Me)					E
Search	Q	Quick Search	٩			1	
All	•	Ref. ID	Type	Subject	Created By	Actions	
📰 Tasks	^	AP-400-090	Waive Application Approval Request	Enhancement for AI-Risk Students-Gang Prevention - 2019	Paula Hull	•	
Application Tasks Pending Tasks Completed Tasks	<u> </u>			Tate Records: 1			

- 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

Application-Enhancement for Al-Risk Students-Gang Prevention -	2019			=
Applicant Organization Cache Co School District	ID AP-400-090	Status Submitted For Approval	Days Left 345	
External Organization apply for the Funding Opportunity Announcement (FC	A) by creating an application. Created application is internally reviewed b., view mo	re	Da	
Approval Decision				
Send Back Reject Approve	Submit			
Created	Submitted For Approval	Laternaty Approved	O Submitted to Geanter	
Overview \$Budget %Attachments \$History				
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Application Overview				
Application Title 🚯 Enhancement for At-Risk Students-Gang Prevention - 2019	Applicant Organization (1) Cache Co School District	F 7	Project Period Start Date (1) /1/2018	
Project Period End Date ③ 6/30/2019	Budget Adocation: \$18,000	s	Submitted By	
Submitted On	Indirect Cost % 10.48%	ii C	nternal Approvitr (3) Dale Hansen	
Substantially Completed Date	Owner Paula Hull			
Project Abstract				
Project Description (3)				