



## Submit (Approval) Instructions

### Consistency Check Button

After completing the entire application, run a "Consistency Check." **Caution: This check may take a few minutes to complete.** The application cannot be submitted until this has been successfully completed. Press the "Consistency Check" button to start the process. After the check has been completed, a message will display indicating that the Consistency Check was completed successfully (no errors were found) or a list of errors encountered will display. After correcting any errors, complete the check again until no errors are detected. If no errors are found, the appropriate button will display, so that the application can be submitted to the next level. It may be necessary to scroll down the page to see the button(s).

1. Non-authorized representative users submit to the LEA Authorized Representative.
  - a. The button says "Submit to Auth Rep"
2. Cooperative members (IDEA Consolidated) submit to the Administrative Agent
  - a. The button says "Submit to Admin Agent"
3. Authorized representatives submit to the Office of Public Instruction
  - a. The buttons says, "Submit to OPI"

### Lock Application Button/Unlock Application Button

Anyone with data entry authority within the district has the ability to lock an application. Locking an application prevents changes being made to the application. This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that is undesired at the district level. Therefore, by locking the application no one can make changes to it. Only the person who locked the application or a person with district administrative access (e.g., Authorized Representative) can unlock it.

Successful completion of the Consistency Check locks the application.

To lock the application, press the "Lock Application" button. To unlock the application, press the "Unlock Application" button (twice).

**Note:** Locking the application on the submit page or upon completion of the consistency check locks the entire application. Individual pages cannot be unlocked via the Page\_Lock Control tab. Check the red "locked" messages at the top of the page to determine if you need to unlock the application on the Submit page or unlock individual pages via Page\_Lock Control.

## Approval Dates

A list of approval dates appears at the bottom of the Submit page. The information in this section is view only. Dates are provided as the action is completed on other pages throughout the E-Grants.

- **Assurances were agreed to on (mm/dd/yyyy):** The date displays as soon as the Authorized Representative agrees to all assurances and presses the **LEA Agrees** button on the Final Assurances page.
- **Consistency Check was run on (mm/dd/yyyy):** Displays the most recent date the “Consistency Check” ran successfully. Successive Consistency Check completions overwrite previous dates.
- **LEA Data Entry (mm/dd/yyyy):** Displays the date that a non-authorized representative user submitted the current version of the application (original application or amendment) to the Authorized Representative for final submission.
- **LEA Auth Rep submitted the application to OPI on (mm/dd/yyyy):** Displays the date the Authorized Representative submitted the current version of the application (original application or amendment) to the OPI.
- **Final review completed on (mm/dd/yyyy):** Displays the date the current version (original application or amendment) was approved by OPI program staff.
- **Certifications completed on (mm/dd/yyyy):** Displays the date the Gifted and Talented Intent to Apply certification statement was completed.