DISTRICT APPROVE FINAL REPORT

Access the grant with the pencil to the left of the grant, not through the name of the grant.

District Signers review the final report, including the Financial Report, to be sure it is ready to approve.

First district signer presses District: Sign Final Report if it is ready to be signed. There is also an option to reject the report if it is not ready to be signed.

Press the Sign Grant button on the Grant Signatures pop-up.

The second grant signer reviews the final report and, if it is complete, repeats the signing procedure.

The last district signer to sign presses the Approve Final Report button.

The status bar changes to Final Report Approved. When the grant is ready to be closed, press the Close Project button.