2015

SAGE Manual for Perkins

Office of Career and Technical Education

July 1, 2014 – June 30, 2015

New Jersey Office of Career and Technical Education
Revised: June 6, 2014

Table of Contents

1. Overview – Perkins Process 2014-2015 (July 1, 2014 – June 30, 2015)

Steps to follow for completing your 2015 Perkins Application:

1) Go to the OCTE Perkins Information Page: http://www.nj.gov/education/cte/perkins/.
   a) Review the new 2015 Perkins Guidelines (July 1, 2014 – June 30, 2015).
   b) Retrieve your district's Perkins Performance Report from the http://homeroom.state.nj.us. Instructions are found in Part 2.
2) Prepare/Review documents prior to completing application:
   a) Review the Perkins Performance Report data to plan your activities and budget.
   b) Prepare the Board Resolution to be approved by your organization's Board of Education or Board of Trustees.
   c) Review your district/institution's Five-Year/Multi-Year Plan to ensure it is current. **NOTE: Revisions can be made at any time throughout the year. If you have any questions regarding this, please contact your** Perkins Program Officer at NJDOE.
3) Fill out and submit the Perkins Grant application in SAGE. Forms include:
   a) Organizational Information Review Page
   b) Five-Year Plan
   c) Assurances/Board Approval
   d) Budget Summary
   e) Uploads
      i) Program Budget Narrative
      ii) Equipment Budget Detail
4) Call your Perkins Program Officer if you have any questions or problems.

2. Retrieving Perkins Performance Report from NJ Homeroom

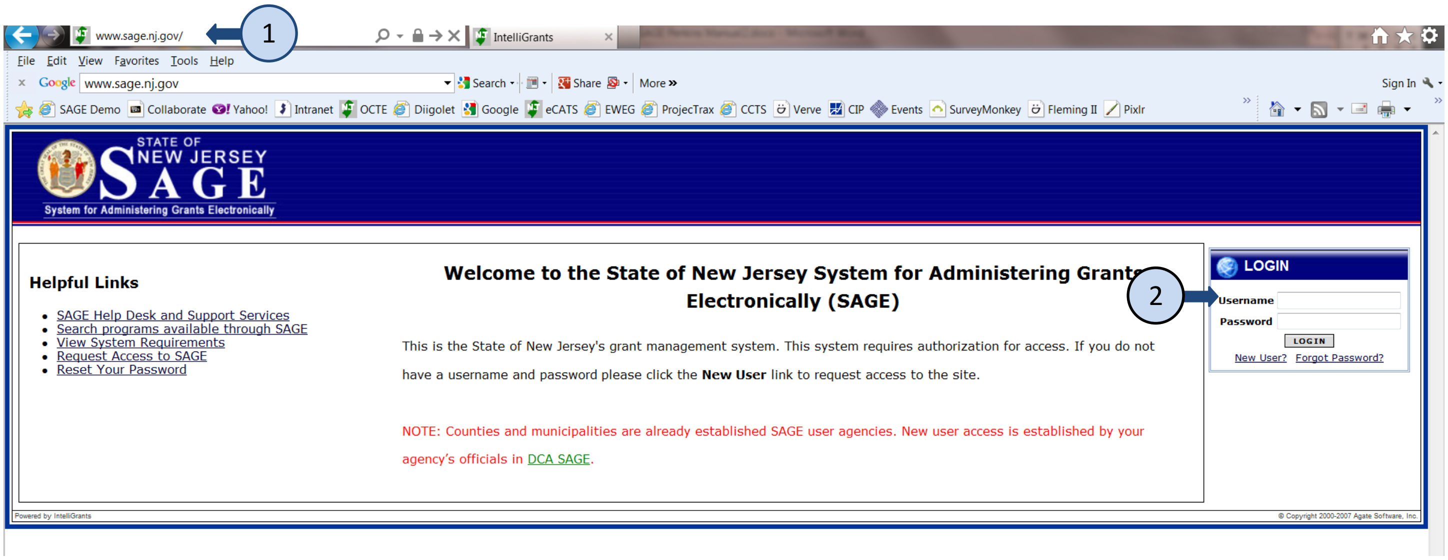
NOTE: As a priority, Perkins funds are to be used to implement strategies/activities to improve those programs that have NOT MET the performance standards.

1) Type in http://homeroom.state.nj.us/ in your browser address bar.
2) Scroll down to find and click on **Perkins Secondary Performance Report** (secondary) or **Perkins Post Secondary Performance Report** (post secondary).
3) Login using your username and password (this can be obtained from your district/institution's Web User Administrator).
4) Click on the link to download the file. The file names are:
   Secondary: "PerkSecPerfReport_2015.pdf"
   Post Secondary: "PerkPostSecPerfReport_2015.pdf"
5) You will also find a copy of this SAGE Manual for Perkins in the NJ Homeroom folder.

3. Login to SAGE

1) Type **www.sage.nj.gov** into the address bar of your web browser and hit “Enter”.
2) Go to the Login section and type your username and password.

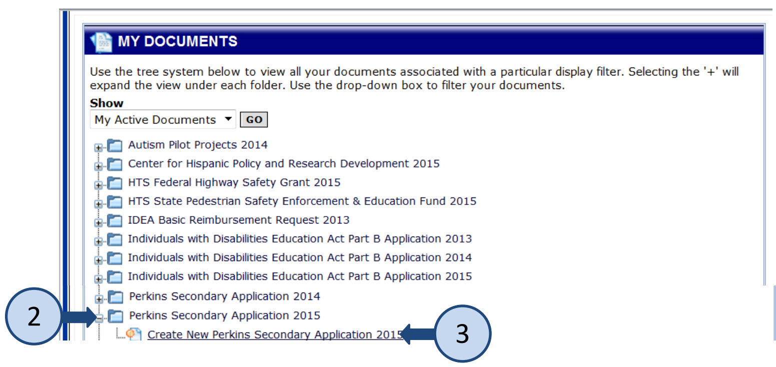
For more information regarding usernames and passwords, please contact your district’s “Web User Administrator”. If you need additional assistance, please refer to the SAGE Help Desk. https://enterprisegrantapps.state.nj.us/NJSAGE/documentation/NJSAGE/SAGEHelp.html

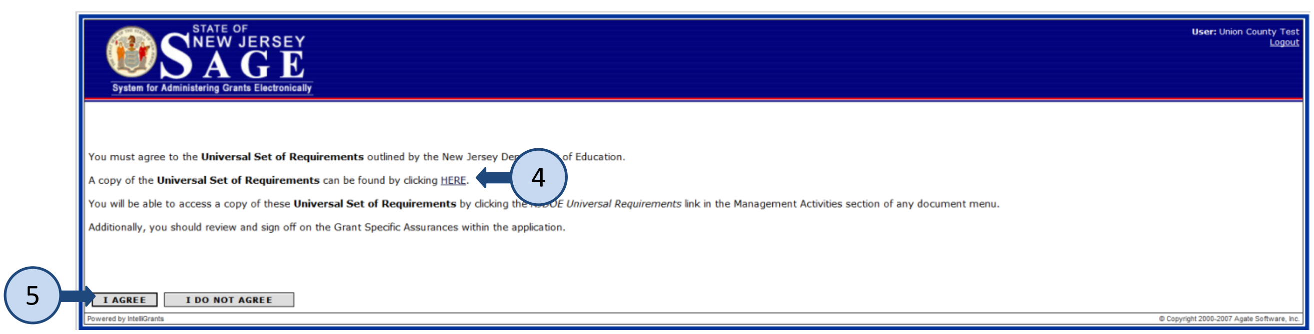


4. Creating a New Perkins Application/Perkins Forms

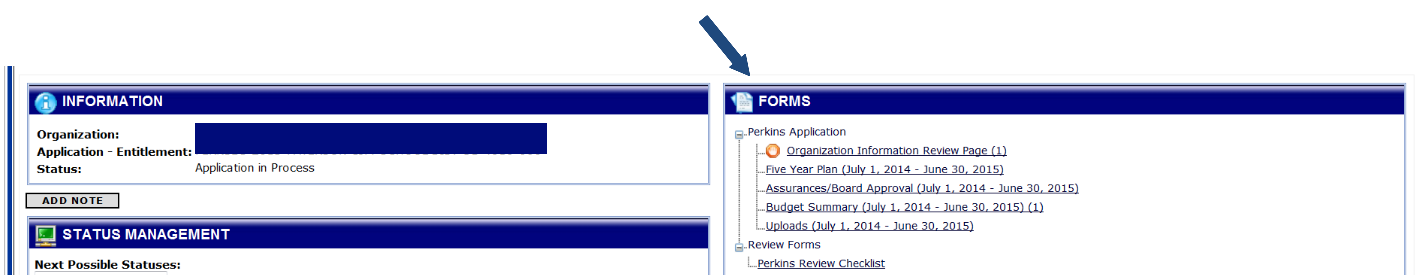
The "Authorized Official" and "Agency Administrator" are the two applicant security roles who may initiate applications. After the application is initiated, the work may be turned over to "Agency Staff" at the discretion of each applicant. In order to create an application, please follow these steps:

1) From the Main Menu, look at the "My Documents" section. This section will show you all of the applications you have existing with state agencies and other grant opportunities that may be available to your institution.
2) Click on **Perkins Secondary (or Post Secondary) Application 2015** folder.
3) Click **Create New Perkins Secondary (or Post Secondary) Application 2015.**
4) On the next page, read the Universal Set of Requirements.
5) Complete the initiation of the application by clicking "I agree".





The Perkins 2015 SAGE application contains 4 forms: Organizational Information, Five-Year Plan, Assurances/Board Approval, and Budget Summary as well as the two required upload forms on the Upload Page (Program/Budget Narrative and Equipment Budget Detail). All forms must be complete and have no errors in order to submit the application. Follow the instructions below to complete the forms.

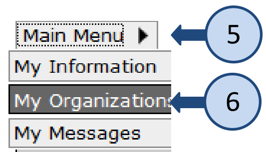


a. Organization Information Review Page

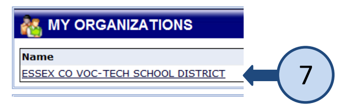
This page contains the organization's information. If this information on this page is complete and current, you must save this page. If the information is not complete and current, it will need to be updated in a different location. Instructions are included below for both.

1) From the Perkins Application Form Menu, click on **Organizational Information Review Page.**
2) Review the information on this page for accuracy. **If this page is blank, incomplete, or not current, please skip to instructions #5-10 below to update the information on a different page.**
3) Check the box at the bottom to indicate the information has been reviewed and current to the best of your knowledge.
4) Click **SAVE.**

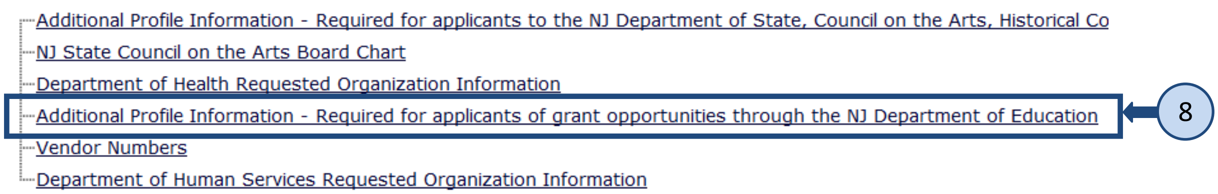
If the information on this page was not correct, follow these instructions:



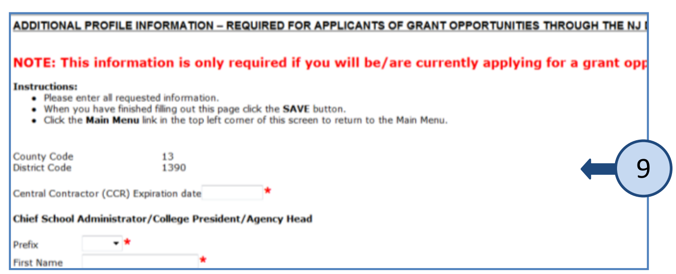
5) Go back to the **Main Menu.**
6) Click on **My Organizations.**
7) On the My Organization section, click on your district/institution name link.



8) At the bottom, click on **Additional Profile Information – Required for applicants of grant opportunities through the NJ Department of Education.**



9) Complete the entire **Additional Profile Information Page.**
10) Click **SAVE.**
11) Go back to the Main Menu by clicking on **Main Menu** at the top.
12) Click on the **Perkins Secondary (or Post Secondary) Application 2015** folder.

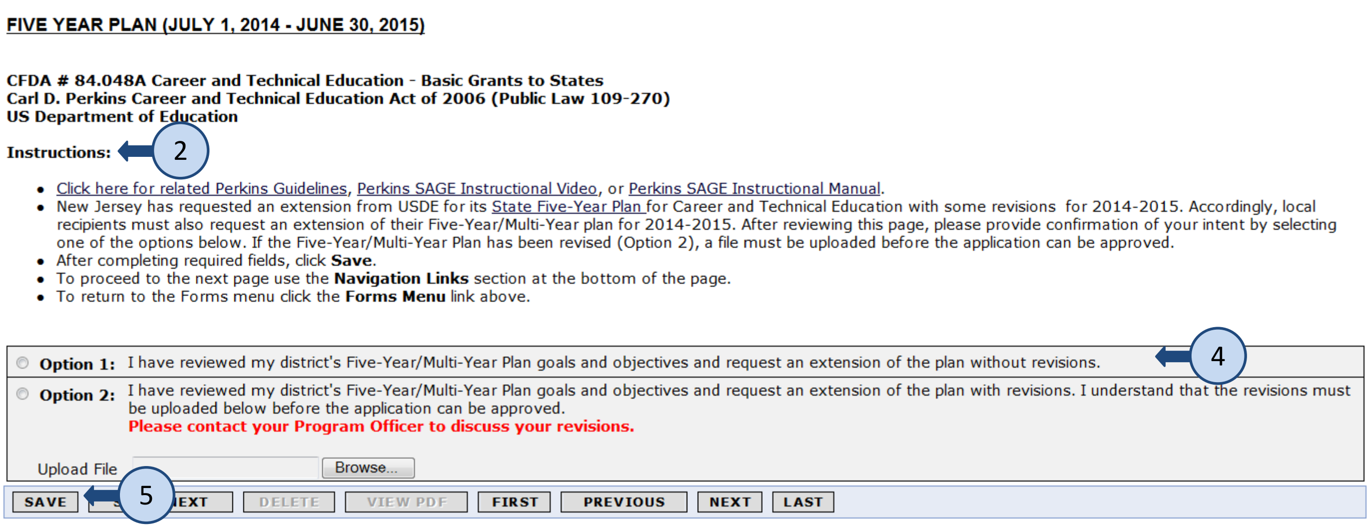


13) Click on the Application in progress link to open it.
14) In the Forms Menu, click on **Organizational Information Review Page**.
15) Review the information on this page to ensure it has been updated.
16) Check the box at the bottom to indicate the information has been reviewed and current to the best of your knowledge.
17) Click **Save**.
18) To go to the next page, click on the link at the bottom to **Five-Year Plan (July 1, 2014 – June 30, 2015).**

b. Five-Year Plan (July 1, 2014 – June 30, 2015)

New Jersey has requested an extension from USDE for its State Five-Year Plan for Career and Technical Education with some revisions for 2014-2015. Accordingly, local recipients must also request an extension of their Five-Year/Multi-Year plan for 2014-2015 by agreeing to one of the statements on the Five-Year Plan page.

1) From the Perkins Application Form Menu, click on **Five-Year Plan.** (Or from a previous Perkins form page, click save and then click link at the bottom to the **Five-Year Plan** page).
2) Read the instructions at the top of the page.
3) Review your district's Five-Year Plan.
4) Select the option most appropriate for your district.
   a) **OPTION 1:** I have reviewed my district's Five-Year/Multi-Year plan goals and objectives and request an extension of the plan WITHOUT revisions.
   b) **OPTION 2:** I have reviewed my district's Five-Year/Multi-Year plan goals and objectives and request an extension of the plan WITH revisions.
   NOTE: Please contact your program officer to discuss revisions. Revisions must be approved by NJDOE before the application can receive approval. A revised Five-Year/Multi-Year Plan must be uploaded in the Upload File area.
5) Click **Save.**
6) To go to the next page, click on the link at the bottom to **Assurances/Board Approval.**



FIVE YEAR PLAN (JULY 1, 2014 - JUNE 30, 2015)

CFDA # 84.048A Career and Technical Education - Basic Grants to States
Carl D. Perkins Career and Technical Education Act of 2006 (Public Law 109-270)
US Department of Education

Instructions: 2

- Click here for related Perkins Guidelines, Perkins SAGE Instructional Video, or Perkins SAGE Instructional Manual.
- New Jersey has requested an extension from USDE for its State Five-Year Plan for Career and Technical Education with some revisions for 2014-2015. Accordingly, local recipients must also request an extension of their Five-Year/Multi-Year plan for 2014-2015. After reviewing this page, please provide confirmation of your intent by selecting one of the options below. If the Five-Year/Multi-Year Plan has been revised (Option 2), a file must be uploaded before the application can be approved.
- After completing required fields, click **Save**.
- To proceed to the next page use the **Navigation Links** section at the bottom of the page.
- To return to the Forms menu click the **Forms Menu** link above.

Option 1: I have reviewed my district's Five-Year/Multi-Year Plan goals and objectives and request an extension of the plan without revisions. 4

Option 2: I have reviewed my district's Five-Year/Multi-Year Plan goals and objectives and request an extension of the plan with revisions. I understand that the revisions must be uploaded below before the application can be approved.
Please contact your Program Officer to discuss your revisions.

Upload File Browse...

SAVE 5 NEXT DELETE VIEW PDF FIRST PREVIOUS NEXT LAST

c. Assurances/Board Approval (July 1, 2014 – June 30, 2015)

1) From the Perkins Application Form Menu, click on **Assurances/Board Approval.** (Or from a previous Perkins form page, click save and then click link at the bottom to the **Assurances/Board Approval** page).
2) Read the Statement of Assurances.
3) Enter the name of the Chief School Administrator/Superintendent/College President and select the date this individual has agreed to the assurances.

4) Select the date the Board has authorized the submission of the Perkins Secondary or Post Secondary application.
5) Board Resolution/Approval Date:
   a) If the Board Resolution/Board Approval date is BEFORE the application is submitted, the grantee does not have to upload any documents.
   b) <u>If the date of the Board Resolution/Approval is AFTER the date of submission of this application</u>**,** <u>the grantee is required to upload the Board Resolution or a copy of the Board meeting minutes</u>. The application can be submitted without the documentation, however, the grantee MUST go back in the application after board documentation is received and upload it. The application cannot receive final approval until the documentation is uploaded.
6) Enter the name and title for the individual certifying.
7) Click Save.

<u>ASSURANCES/BOARD APPROVAL (JULY 1, 2014 - JUNE 30, 2015)</u>

Instructions:
- Click here for related Perkins Guidelines, Perkins SAGE Instructional Video, or Perkins SAGE Instructional Manual.
- After completing required fields, click **Save**.
- To proceed to the next page use the **Navigation Links** section at the bottom of the page.
- To return to the Forms menu click the **Forms Menu** link above.

Perkins Secondary Funding Application Statement of Assurances
July 1, 2014 - June 30, 2015

The school district/charter school/agency hereby assures the Commissioner of Education of the State of New Jersey that:
A. All courses/programs/projects are conducted in accordance with the appropriate N.J.A.C. 6A: 19 and N.J.A.C. 9A: 1 et seq.
B. Where the Multi-Year Perkins Plan and One-Year Perkins Funding Application are based on the objective(s) to deliver services, provide supplies or purchase equipment for student use, the students will receive the proposed benefits. All funds awarded for a given fiscal year will be expended in accordance with the approved purposes and budget;
C. **The Perkins funds will be used to support approved CTE programs only;**
D. **I have reviewed the performance data provided in the 2015 Perkins Performance Report for the approved CTE programs and as a priority Perkins funds will be used to implement strategies/activities to improve those programs that have NOT MET the performance standards;**
E. The funds awarded will be used to supplement, and in no case supplant, state or local funds budgeted for programs or services of the same type. Support from any other funding will not duplicate funding from P.L. 109-270;
F. Records which document the compliance with program requirements, relate to fiscal control, and/or the accounting of project funds, including those required under the record retention provisions of the General Education Provisions Act (GEPA Section 437), will be maintained for three years after the submission of all required reports, in accordance with EDGAR, Part C, 80.42;
G. In accordance with P.L. 109-270, Sec. 135(b), the eligible recipient assures through its local One-Year Perkins Funding Application that the funds will be used to support programs that:
   (1) strengthen the academic and technical skills of students through integration of academic and technical programs that have a coherent sequence of courses;
   (2) link secondary career and technical education and postsecondary career and technical education through at least one career and technical program of study;
   (3) provide students with strong experience in and understanding of all aspects of an industry;
   (4) develop, improve, and expand the use of technology in career and technical education;
   (5) provide professional development for teachers, faculty, administrators, career guidance and academic counselors, including in-service and pre-service training on effective integration of academic and technical skills, research and effective practices to involve parents and the community; insuring that teachers stay current with industry standards; providing internship programs for relevant business experience; and the effective use and application of technology to improve instruction;
   (6) develop and implement evaluations of career and technical education programs, including the needs of special population;
   (7) initiate, improve, expand and modernize quality career and technical education programs, including relevant technology;
   (8) provide services of sufficient size, scope, and quality to be effective; and
   (9) provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.
H. This Perkins One-Year Funding Application has been developed in consultation with interested parties (P.L. 109-270 Sec. 134(b)(5) and the appropriate Workforce Investment Board (s) and a copy of the completed spending plan has been forwarded to the appropriate WIB(s) for review and comment;
I. The eligible recipient agrees to use local funds to ensure that the identified strategies and activities identified in the Performance Levels are implemented within the time line described in the Perkins One-Year Funding Application.
J. The applicant, as well as its principals (Board of Education/College Board of Trustees, Superintendent/College President, Business Administrator) and subcontractors, for all contracts in excess of $25,000, is not presently debarred, proposed for debarment, declared ineligible, suspended or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689; and
K. The applicant will submit all required reports (including the prior year final report) related to the Perkins grant in accordance with the Perkins Guidelines and directives issued by the NJDOE, to enable the SEA to meet its responsibilities under the program and will maintain such records, provide such information and afford access to records as the NDOE may find necessary to carry out its duties.

The organization has agreed to the assurances on this date :
Name: Date: 3
Chief School Administrator

Board Approval

Enter the date the board approved the submission of this application.

The organization on * 4 orizes the submission of the Perkins Secondary Consolidated application for Fiscal Year 2015 (July 1, 2014- June 30, 2015), and accepts the grant award of the funds upon subseq approval of the FY 2015 Perkins Secondary Consolidated application.

If the date of the board approval for this application is after the application submission date, a copy of the Board Resolution or a certified copy of the board minutes showing approval action must be uploaded below. The application cannot receive final approval until the board approval documentation has been received.

Original Board Resolution Browse... 5b
Amendment 1 Resolution Browse...
Amendment 2 Resolution Browse...
Individual Certifying
Name: Title: 6

SAVE 7 EXT DELETE VIEW PDF FIRST PREVIOUS NEXT LAST

d. Budget Summary (July 1, 2014 – June 30, 2015)

From the Perkins Application Form Menu, click on **Budget Summary.** (Or from a previous Perkins form page, click save and then click link at the bottom to the **Budget Summary** page).

1) Complete all applicable fields in the Budget Summary.
2) Click **Save** to update calculations and save information.

NOTE: The "Difference between allocation and total budget" must equal zero or the application cannot be submitted.

BUDGET SUMMARY (JULY 1, 2014 - JUNE 30, 2015)

- **Perkins funds are to be used to implement strategies/activities to improve those programs that have NOT MET the performance standards as a priority. Grantees can review their Perkins Performance Reports by going to NJ Homeroom and selecting Perkins Secondary Performance Report**
- Click here for related Perkins Guidelines
- Perkins SAGE Instructional Video
- Perkins SAGE Instructional Manual
- **Please enter budget information and click Save.**
- To proceed to the next page use the **Navigation Links** section at the bottom of the page.
- To return to the Forms menu click the **Forms Menu** link above.

Allocation

Federal [redacted]

Federal Reserve

		Federal			Federal Reserve		
A. Function/ Object	**B. Expenditure Category**	**C. Program Costs**	**D. Admin Costs**	**E. Total Federal**	**F. Program Costs**	**G. Admin Costs**	**H. Total Reserve**
100	**Instruction**						
100-100	**Instructional - Salaries**	100		100			0
100-300	**Instruction Purchased Services**	100		100			0
100-500	**Other Purchased Services**	103		103			0
100-600	**Instructional Supplies**	100		100			0
100-800	**Instruction Other Objects**	100		100			0
	Total Instructional	503	0	503	0	0	0
200	**Support Services**						
200-100	**Non-Instructional - Salaries**			0			0
200-200	**Employee Benefits**			0			0
200-300	**Professional and Technical Services**			0			0
200-300	**Professional and Technical Services**			0			0
200-400	**Purchased Property Services**			0			0
200-500	**Other Purchased Services**			0			0
200-580	**Travel**			0			0
200-600	**Non-Instructional Supplies**			0			0
200-800	**Other Objects**			0			0
200-860	**Indirect Cost**			0			0
	Total Support Services	0	0	0	0	0	0
400	**Facilities Acquisition and Construction Services**						
400-720	**Building/Renovation**			0			0
400-731	**Instructional Equipment**			0			0
400-732	**Non-Instructional Equipment**			0			0
	Total Facilities Acquisition and Construction Services	0	0	0	0	0	0
Total Budgeted							
	Total Project Budgeted	503	0	503	0	0	0
	Allocation			[redacted]			0
	Difference between allocation and total budget			[redacted]			0

RELATED PAGES

- Organization Information Review Page
- Five Year Plan (July 1, 2014 - June 30, 2015)
- Assurances/Board Approval (July 1, 2014 - June 30, 2015)
- Budget Summary (July 1, 2014 - June 30, 2015)(1)
- Uploads (July 1, 2014 - June 30, 2015)

SAVE | SAVE/NEXT | DELETE | VIEW PDF | ADD NOTE | FIRST | PREVIOUS | NEXT | LAST

e. Upload Page

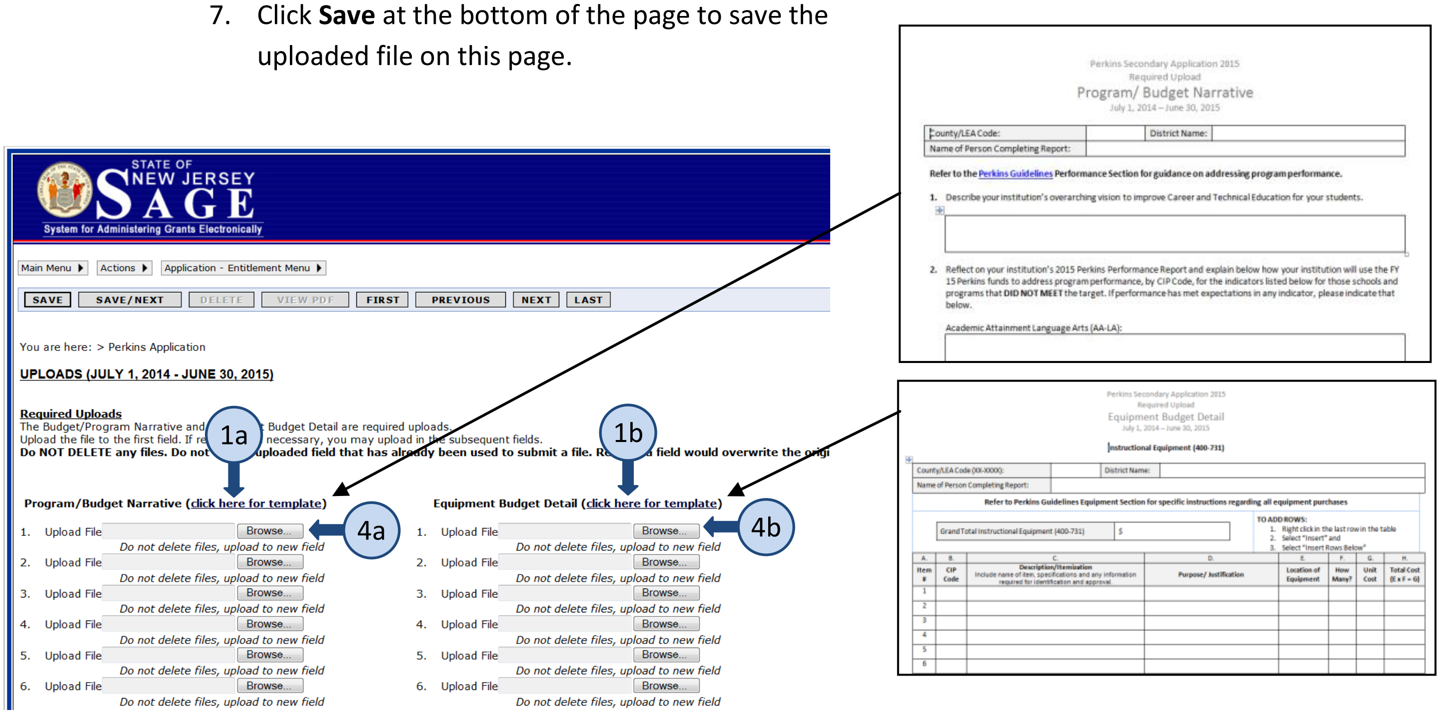
There are two required uploads to complete this application. They are “Program/Budget Narrative” and “Equipment Budget Detail”.

Download Program/Budget Narrative and Equipment Budget Detail

1. Download the template by clicking on the “click here” link in each title.
    a. Program/Budget Narrative (**click here** for template) and
    b. Equipment Budget Detail (**click here** for template)
2. Save the template on your computer.

Upload the Program/Budget Narrative and Equipment Budget Detail

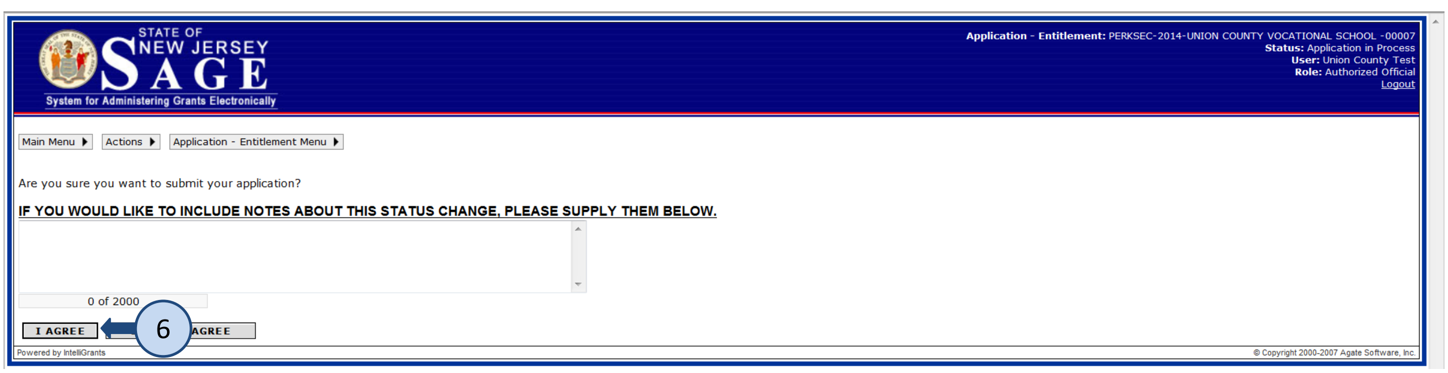
1. Once each form is complete, the Program/Budget Narrative and Equipment Budget Detail can be uploaded.
2. Open the SAGE application for your organization.
3. Go to the **Upload Page.**
4. Click the **browse** button.
    a. *Program/Budget Narrative:* click the **browse** button under the Program/Budget Narrative section on the left side of the page.
    b. *Equipment Budget Detail:* click the **browse** button under the Equipment Budget Detail section on the right side of the page.
5. Navigate to the location your files are saved and click on the file to select it.
6. Click **Open.**
7. Click **Save** at the bottom of the page to save the uploaded file on this page.



5. Submitting the Application

The Authorized Official and Agency Administrator security roles are the only roles authorized to submit your Application. When the application is believed to be complete and no more changes are required, the Authorized Official or Agency Administrator can choose to submit. To submit the application, follow the instructions below.

1) Go to the Main Menu by clicking on **Main Menu** at the top.
2) Go into the Perkins Secondary Application 2015 folder (or Post Secondary folder).
3) Select the application that is ready for submission.
4) In the Perkins Forms Menu, go to the **Status Management** section. Under the wording “Next Possible Statuses” the drop down should already show “Application Submitted”. Verify that this information is correct.
5) Click **Change Status** and your application will be submitted.
    a) If an error page appears, read the message(s) carefully, and click on link(s) to resolve any errors. Please repeat instructions 4-6 to resubmit.
6) On the next screen, click **I AGREE** to submit the application. You can include notes if you choose.



6. Creating and Submitting an Amendment

After a grant application has been approved, it may be necessary to submit an amendment. All budget amendments must be submitted electronically through the SAGE system for approval. Refer to the Amendment Section of the Perkins One Year Grant Application Guidelines July 1, 2014 – June 30, 2015.

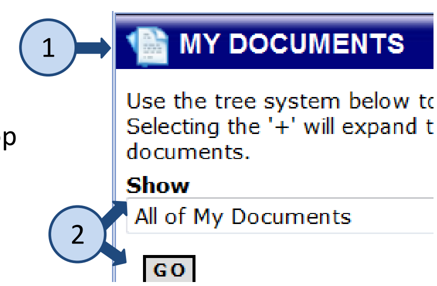
1) Go to the Main Menu by clicking on **Main Menu** at the top.
2) Go into the Perkins Secondary Application 2015 folder (or Post Secondary folder).
3) Click on the application file name that has already been created and submitted (it should say "Grant Final Approved" in parenthesis at the end of the file name).
4) Under **Status Management** section, the text under "Next Possible Status should say "Amendment in Process". If it does, click the **Change Status** button to create the Amendment.

    *The application will not be in "Amendment" status until the **Change Status** button is clicked. Do not confuse the "Next Possible Status" as the current status of the application. Please make sure you click the **Change Status** button.*

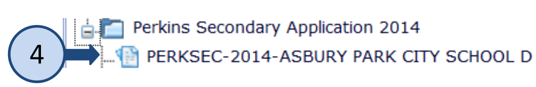
5) Click **I Agree** on the next screen. You have the option to include notes about the amendment on this page.
6) Go through each page of the application and make any changes which are necessary.
7) Save all pages when revisions are complete.
8) Go back to the Perkins Entitlement Main Menu
9) Go to the **Status Management** area and click **Change Status** under "Amendment in Review" text.

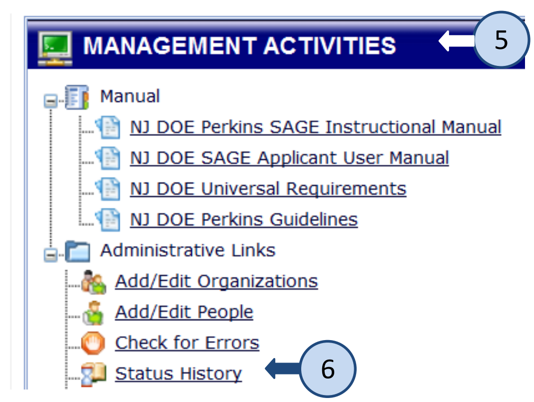
7. Checking the Status/History of Your Application

If you are unsure of the current status of your application, you can check at any time.



1) After you are logged into the SAGE system, go to the first drop down under the **My Documents** section.
2) Select **All of My Documents** then click **Go**
3) Find the Perkins Secondary (or Post Secondary) Application 2015 folder, click the plus sign next to it to expand the folder
4) Click on your application file to open the application (example: PERKSEC-2015-Elizabeth-39-1320-022)
5) Go to **Management Activities Section**
6) Click **Status History**





8. Submitting a Reimbursement Request

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any grant funds the grantee has expended are processed through the SAGE system. Reimbursement requests can only be submitted **after the grant has received final approval**. No more than one reimbursement request should be submitted at a time. Requests should be submitted by 15th of the month. Only one request will be approved per month.

After a grant application has been approved, grantees can request reimbursements monthly. All budget reimbursement requests must be submitted electronically through the SAGE system for approval. Refer to the Reimbursement Requests Section of the Perkins One Year Grant Application Guidelines July 1, 2014 – June 30, 2015.

IMPORTANT Information regarding reimbursements:

- If the System for Award Management (SAM) date has expired, a reimbursement request cannot be submitted until that date has been updated (instructions to update the SAM date are included below).
- Only one reimbursement request can be in process (submitted and pending approval) by the district at a time.

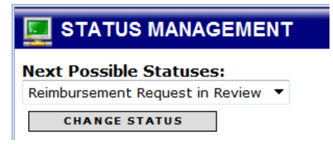
a. Creating and Editing a Reimbursement Request

1) Go to the Main Menu by clicking on **Main Menu** at the top.
2) Go into the Perkins Secondary Application 2015 folder (or Post Secondary folder).
3) Click on the application file name that says “Grant Final Approved”.
4) Scroll down and look on the left side for the **Related Items** section.
5) Click the plus sign to expand either the funding source you would like to request reimbursement for (Federal, Federal Reserve, State).

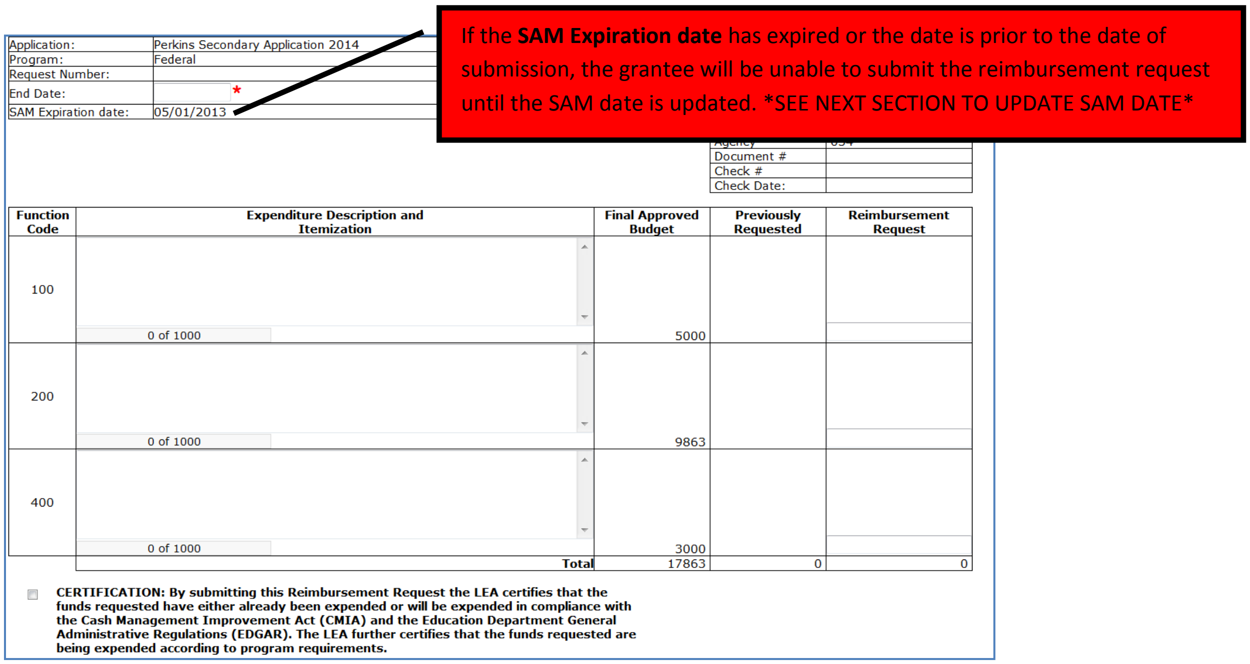
6) Click **Create New.**
7) Click **I agree** on the next screen if you would like to continue the reimbursement request.
8) On the next page complete the following:
   a) **End Date** – The last day of the time period for which the grantee is requesting reimbursement.
   b) **Expenditure Description and Itemization** – Enter a brief description of the expenditure. Example: *$8,750 is being requested in the 100 function code. The description could be “Salaries and Instructional Supplies.”*
   c) **Reimbursement Request** – Enter the funds requested for payment for each function code.
9) Verify information is correct and check the **Certification** box at the bottom.
10) Click **Save** at the bottom of the page.

b. Submitting a Reimbursement Request

1) Click on **NJDOE Reimbursement Request Menu** button at the top of the page.
2) Go to the **Status Management** section of the Main Menu and select **Reimbursement Request in Review** (it will be the only selection).
3) Click on the **Change Status** button and a new screen opens.
4) Click on the **I Agree** button.



*****REIMBURSEMENT REQUESTS WILL NOT BE SUBMITTED UNTIL INSTRUCTIONS #1-4 ARE COMPLETE**



Application:	Perkins Secondary Application 2014
Program:	Federal
Request Number:	
End Date:	*
SAM Expiration date:	05/01/2013

Document #	
Check #	
Check Date:	

Function Code	Expenditure Description and Itemization	Final Approved Budget	Previously Requested	Reimbursement Request
100	0 of 1000	5000		
200	0 of 1000	9863		
400	0 of 1000	3000		
	Total	17863	0	0

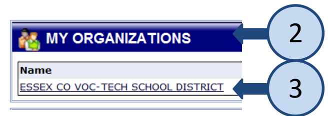
CERTIFICATION: By submitting this Reimbursement Request the LEA certifies that the funds requested have either already been expended or will be expended in compliance with the Cash Management Improvement Act (CMIA) and the Education Department General Administrative Regulations (EDGAR). The LEA further certifies that the funds requested are being expended according to program requirements.

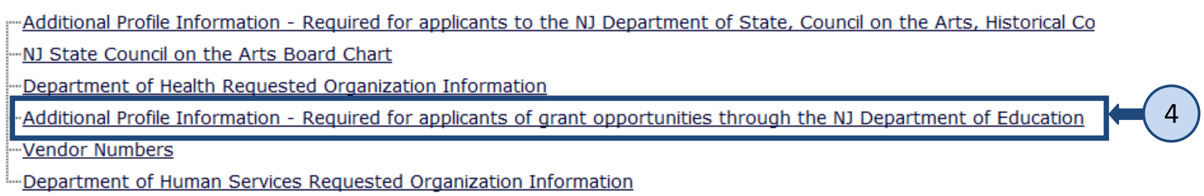
c. Update SAM Expiration Date

If your SAM date has expired, you will not be able to submit a reimbursement request. The red message below will appear on the page. To update the SAM date, follow the instructions below.

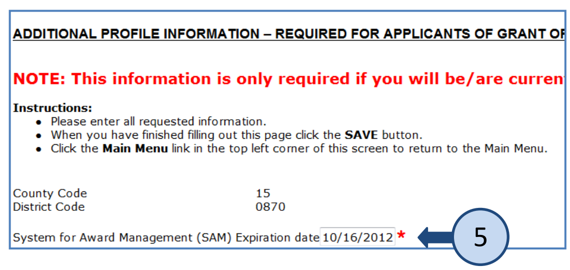
Your Reimbursement Request cannot be processed as your SAM has expired

1) Go back to the **Main Menu**
2) Click on **My Organizations**
3) On the My Organization section, click on your district/institution name link
4) At the bottom, click on **Additional Profile Information – Required for applicants of grant opportunities through the NJ Department of Education.**





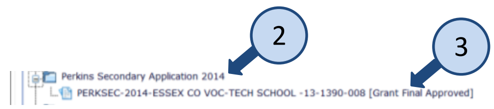
5) Type the updated SAM date in the box provided
6) Click **SAVE**



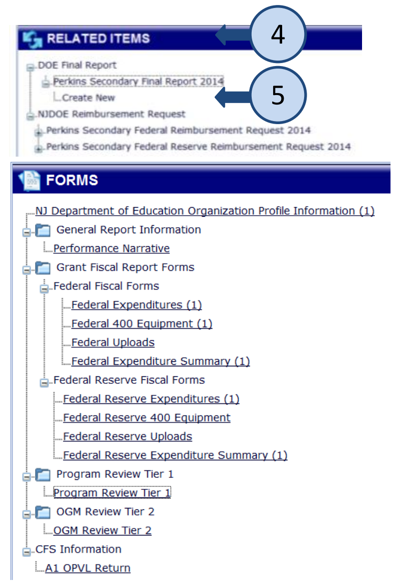
***If you have any additional questions regarding reimbursement requests, please contact your program officer.**

9. Creating, Editing, and Submitting a Final Report

a. Creating and Editing a Final Report



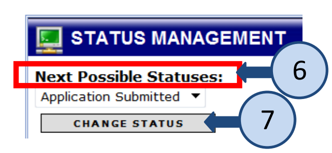
1) Login to the SAGE system.
2) Click on the **Perkins Secondary Application 2014** folder (or **Perkins Post Secondary 2014** folder for post secondary grantees).
3) Click on the **PERKSEC (or POS SEC) 2014** application. It will show "(Grant Final Approved)" next to the name.
4) Scroll to the bottom to the **Related Items** section and click **DOE Final Report** to expand the menu**.**
5) Under Perkins Secondary (or Post Secondary) Final Report 2014 folder, click **Create New.**
6) On the next screen, click **I Agree**.
7) Click on each form name to open the form. Complete each form and click **Save** at the bottom of each when complete.



*****If changes to budget forms are made, the budget summary will need to be saved again.**

b. Submitting a Final Report

1) From the main menu, Click on the **Perkins Secondary Final Report 2014** folder (or **Perkins Post Secondary Final Report 2014** folder for post secondary grantees).
2) Review all forms to ensure they are complete. Save any changes made to forms.
3) As noted in the section above, if changes are made to individual forms, the budget summary must be saved again.
4) Click on Proposal Menu to get back to the main menu of this Final Report.
5) Check the list of forms on the right to see that there are no small red stop signs which indicate errors on the page. If you see a red stop sign, go to that page to resolve the error. If all stop signs are clear, continue on to the next step.
6) **IMPORTANT:** In the Status Management section, the **NEXT POSSIBLE STATUS** will show "Application Submitted". This is not the current status, but the **next** possible status. This status will only be changed to this status if the change status button is clicked. Follow the next instruction to change the status.
7) In the Status Management section, click on the **Change Status** button.
8) Click on the **I Agree** button.



*****FINAL REPORTS WILL NOT BE SUBMITTED UNTIL INSTRUCTIONS #7-8 ARE COMPLETE**