

CTE Perkins Grant Application

Approvers Guidelines

Last Updated 9/15/2009

Approvals

Approvers will be automatically assigned to a proposal by the system, and an email will be sent out notifying them to review the proposal during the approval session. The approval session runs for a limited time determined by the CTE office, and approvers who miss the deadline will not be allowed to add their approval or comments to the proposal.

After logging in, Approvers will find any proposals waiting for an action in their Home bins. Open a new approval form by clicking on the green PLUS(+) button.

Approvals		
Projects	Approval Type	Actions
Audio Equipment	Department Chair or Director Review	 
		1 results

The approval form has a link in the upper-right hand corner to view the proposal. A similar link exists in the proposal listing to return to this form. After reviewing the proposal the approver should fill out the approval form. This form will assist the CTE Office in determining whether or not the proposal merits funding. In addition, the rating and public comments will be available to the project lead to assist them in their efforts to obtain funding. The confidential comments can only be viewed by the CTE Office, and will not be available to the project lead or other approvers.

read project

On a scale from 1-10 indicate your level of approval:
(no approval) 1 2 3 4 5 6 7 8 9 10 (full approval)

Describe how this project proposal is consistent with the needs and direction of the department:

Confidential Comments (These are viewable only seen by the CTE Staff, not the grant applicants):

Printed Name: **Matthew Hill** Date: 

submit feedback