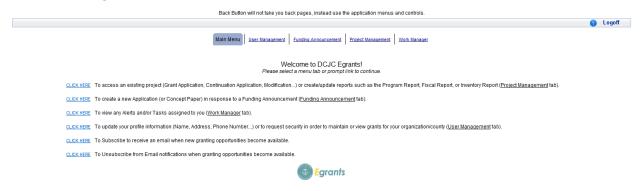
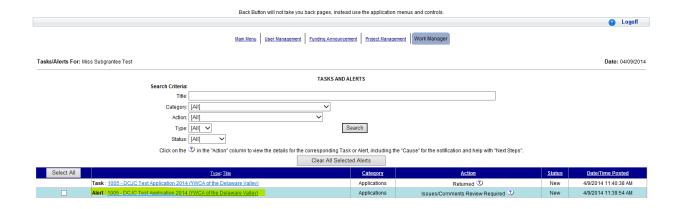




The Sub-grantee Process when Returned



The sub-grantee will be notified regarding a problem with the application through Work Manager. The primary contact entered on the application by the sub-grantee will receive all of the tasks/alerts from Work Manager.



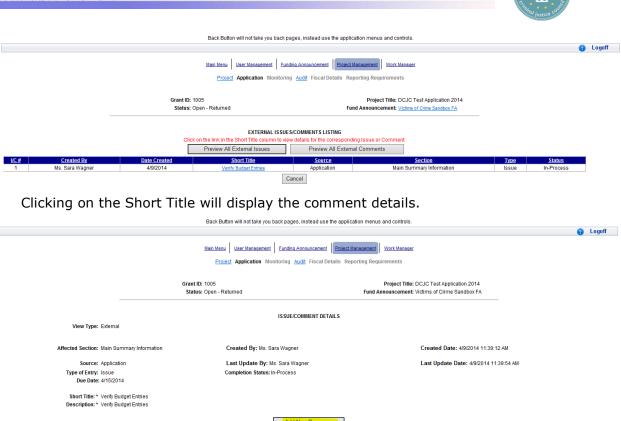
Work Manager will allow the Sub-grantee to see the task about the application being returned and an alert about the issue/comment created.

The sub-grantee will click on the alert to view the reviewer's comments on why the application has been returned.

The sub-grantee will click on the task to enter the application to correct it.

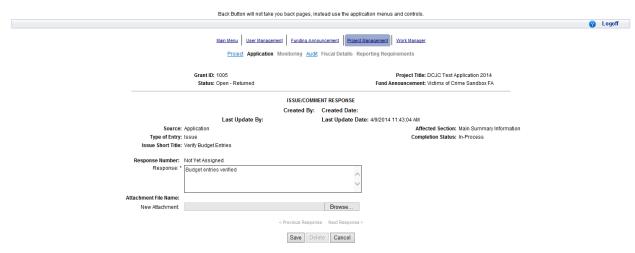






Now the full issue content appears and a response can be entered by the sub-grantee, if allowed when the issue was created.

Cancel Print Preview Issue/Comment

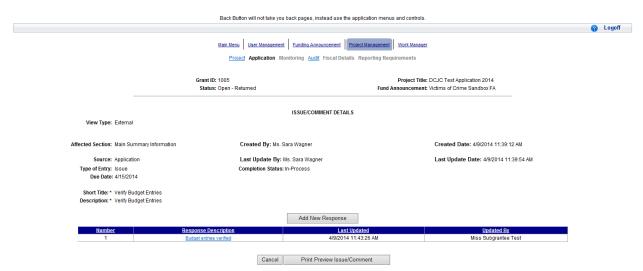


Click Save.









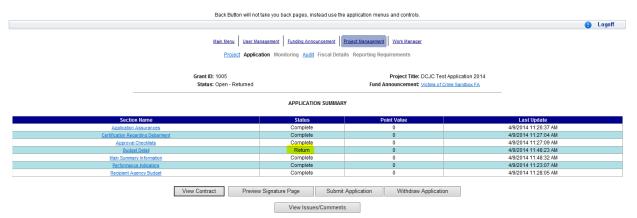
The response entered by the Sub-grantee now appears in the issue.



The sub-grantee can now navigate to the application summary to review and change the section in question.



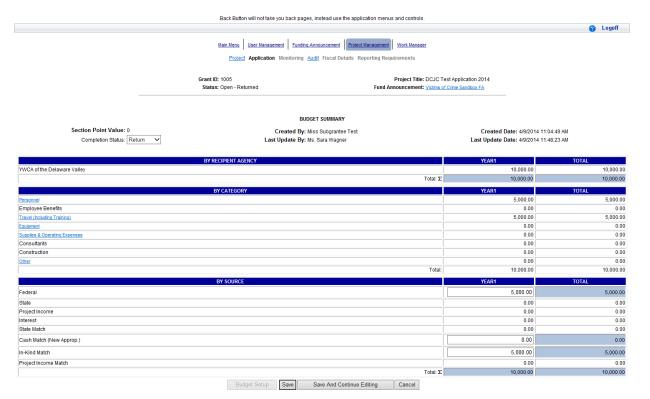




Note that only the Budget Detail has a section status of "Return".

This is the only section available to be changed by the sub-grantee.

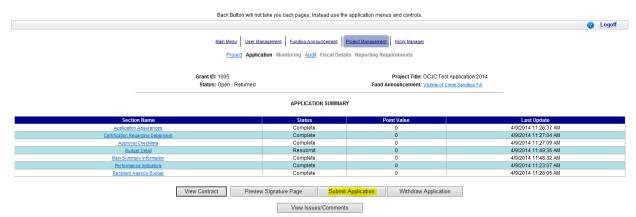
NO other sections are available for update.



Once the Budget Detail content has been corrected, the sub-grantee will change the section Completion Status to "Resubmit". Click Save.







The sub-grantee can now resubmit the application by clicking the "Submit Application" button.

Status flow for Updating Returned Egrants Applications:

Sub-grantee:

- After entering the Application, the sections requiring update will have a status of "Return".
- The sub-grantee needs to read and address the items requiring update in the Issues/Comments. Once this has been completed for the section in question, the sub-grantee needs to change Section Status to "Resubmit".
- Once all sections in "Return" status have been updated to "Resubmit", they can click on the "Submit Application" button to return the corrected Application to DCJC.

