Completion Reports: Carryover for Site-Based Funding Applications

LEAs/External Users

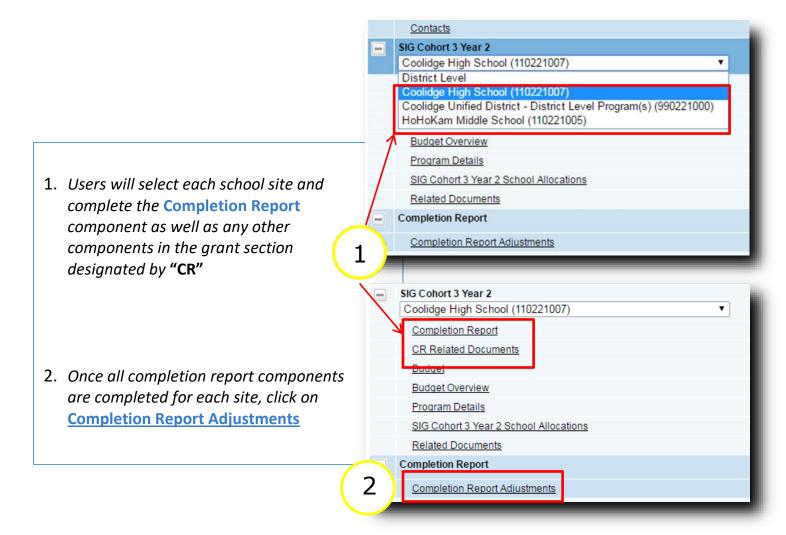
QUICK REFERENCE GUIDE





Completion Report Process for Site-Based Funding Applications

- The completion report process for all funding application types, including site-based applications (in which school sites have individual budgets within the application), is covered in detail in the user reference guides Completion Report Course Material
 - TIP: All user Quick Reference Guides and other reference information is found in the GME Document Library
- Completion Reports for site-based Funding Applications require the user to complete all completion report components in the grant section of the Sections page for each school site

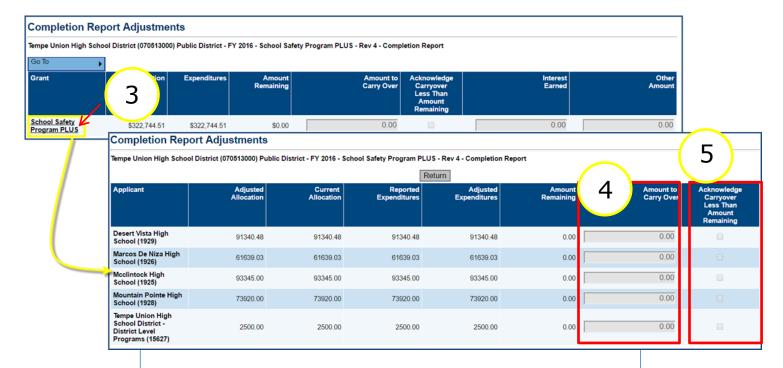


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Completion Report Adjustments Page and Carryover for Site-Based Funding Applications

- Completion Reports for applications which are site-based AND which allow unexpended funds to be carried over into the subsequent year's funding application require a process which differs from other completion reports
 - TIP: For grant-specific carryover information, please contact your program area specialist before completing the Completion Report Adjustments page



- On the Completion Report Adjustments page click on the grant name link to access the carryover detail screen
- 4. Enter carryover in the corresponding field for each site Amount To Carry Over column
- 5. If carryover is less than the amount remaining or is \$0.00, check the box in the far right column
- Once complete, user will return to the main Sections page and change status per normal process to submit completion report to ADE program area for review
 - TIP: Reminder see the GME Document Library the user reference guides
 Completion Reports in GME and Completion Report Quick Reference Guide

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Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov

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