

Application (Narrative) Change Request Process

The following steps delineate the iGrants change request process designed to allow a user to update or make changes to the form package application pages. This formal request cannot take place until the form package has been issued a final approval by OSPI. Making changes prior to a final approval is nothing more than an attempt to get the form package to an approvable status. In addition, these steps do not refer to a budget revision which is an entirely different process designed specifically for revising a form package budget.

Step 1 (District User)

The district user presses the Blue Change Request icon on one of the form package pages generating an email format. **Note:** An email format will be generated for each page the district requests to have unlocked. However, there is no need to send multiple emails (one from each page). For example, after pressing the blue icon on one of the pages, simply mention in the body of the email something like... "Please unlock pages 1, 2, and 3" and then provide a brief explanation as to the reason for the request.

Email Format Sent To OSPI

Application Change Request Notification: (Sent To OSPI Program Office)

The organization listed in the From address of this email is requesting a form package application change request. Please unlock the following page(s) in order to make the necessary updates.

Note:

Please indicate in the body of this change request email, the page(s) to be unlocked by the OSPI program office and a brief rationale as to why the changes are necessary.

Step 2 (OSPI Manager)

After receiving the change request email from the district, the OSPI program manager unlocks each of the pages identified in the body of the email by pressing the Yellow Unlock Page icon. Unlocking the pages will redisplay the save button in order for the user to save the updated information. **Note:** An email format will be generated for each page that is unlocked. Each requested page must be unlocked. However, send only one email back to the district and press cancel on all email formats displayed for the remaining pages.

Email Format Sent Back To District

OSPI Acceptance of Application Change Request Notification:

(Forward To All Applicable Staff)

The OSPI program office has reviewed your form package application change request. All requested pages have been unlocked by the OSPI program office. The changes for each page(s) can now be saved.

Pressing the red icon labeled Request OSPI Review will generate an email format. The same red icon appears on each page for your convenience. YOU MUST press the red icon for each page. However, send only one email, not one email for each updated page by simply canceling the email format that appears on the screen for the remaining pages.

If you have any questions, please contact the OSPI program office responsible for this form package.

Step 3 (District User)

The district user makes all the necessary changes to the unlocked pages and then presses the Red Req. OSPI Review icon requesting OSPI to review the changes. **Note:** An email format will be generated each time the red icon is pressed. You must press the red icon for each page that was unlocked. However, send only one email back to OSPI and press cancel on all email formats displayed for the remaining pages. The district user then waits for the OSPI program manager to review and approve the changes.

Email Format Sent (below)

Request OSPI Review of Application Change Request Notification:

(Sent To OSPI Program Office)

The organization listed in the From address of this email is requesting OSPI program staff to review and approve form package pages recently updated.

We recognize the green approval icon will be redisplayed once page approval has been issued, allowing us to continue making further changes in the future as needed.

Step 4 (OSPI Manager)

The OSPI manager reviews each page and marks each page with a green icon. To finalize the entire process so that another change request can be processed, the OSPI manager must press the green approval icon for all pages requesting a review. The system will detect in this case when the last page has been approved, and will at that point, presents the final approval notification email to be sent back to the district. The save button on each page will be hidden once again until another change request has been sent back to OSPI starting the cycle over again.

Email Format Sent (below)

OSPI Application Change Request Approval Notification:

(Forward To All Interested Staff)

OSPI's program office has reviewed the form package page changes recently submitted.

A final approval has been issued for each page change, and a green approval icon should now be displayed.

If additional changes are necessary, follow the same steps by starting with the Change Request icon located on the form page.