

Submitting a Revision

- On the “**Sections**” page of the Funding Application, click on the hyperlink that changes the status to “**Revision Started**”.
- When you click “**Confirm**” you will return to the “**Sections**” page where the Application Status says “**Revision Started**”.
- When you have completed all the revisions (e.g., midyear narrative or any budget changes), change the status at the top of the “**Sections**” page to “**Revision Completed**”.
- The next step is “**LEA Business Manager Approved**”. This could be the CTE Administrator or other designee. Your district must designate someone as LEA Business Manager for the CTE Grants. It does not require the person to be the business manager; however, the person must have that designation. **Note: Check the Address Book for your District on the left of the Sections page to see who is designated at what level.**
- The next and final level at the district is “**LEA Authorized Representative Approved**”. This can be the CTE Administrator or other district designee. Once this level is approved, the revision is submitted to ADE for the CTE Grants Program Specialist review.
- There are two levels at ADE/CTE for approval: GPS (Grants Program Specialist) assigned to your district and CTE DAS (Deputy Associate Superintendent).
- Other key points:
- If you select “**Revision Completed**” but still have more changes needed, the status will need to change to “**LEA Business Manager Not Approved**” in order for you to continue revisions.
- If you are having problems accessing the system, contact CPUGROUP@azed.gov.
- Perkins Revisions due July 1, 2014.