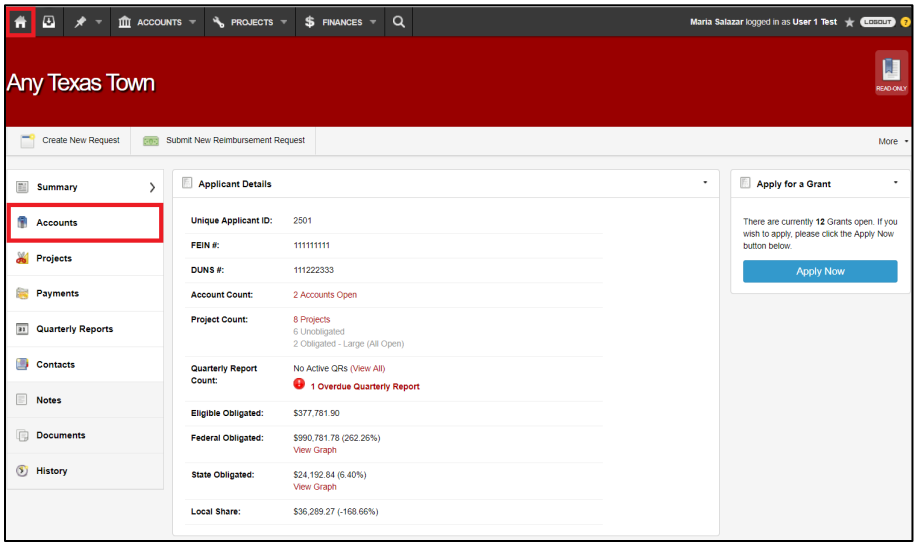
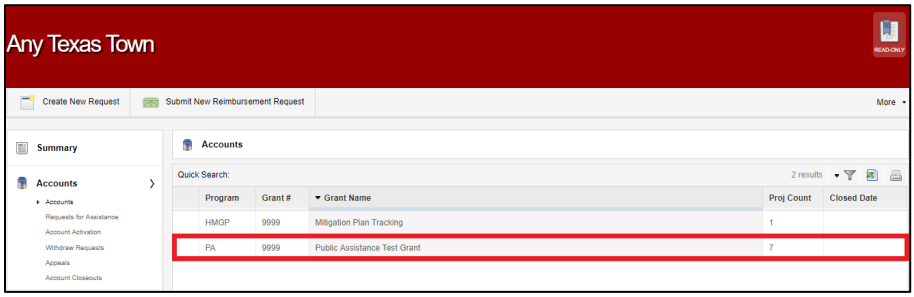
Create Project Appeal

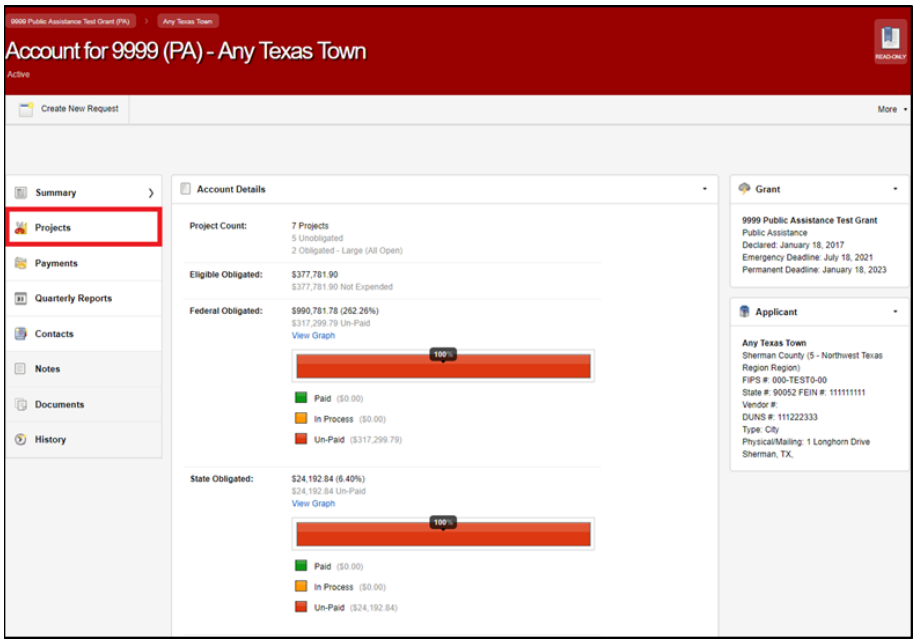
1. From the **Home** screen, select the ***"Accounts"*** tab from the left side menu. If you represent more than one organization, select the Applicant first.



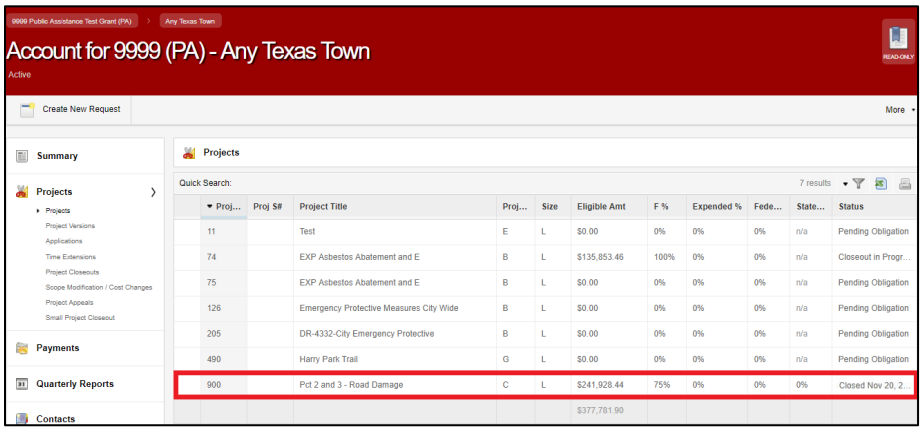
2. Select the ***"Account"*** that contains the **Project** that needs the **Appeal**. The system will navigate to that account *(lines are hyperlinked)*.



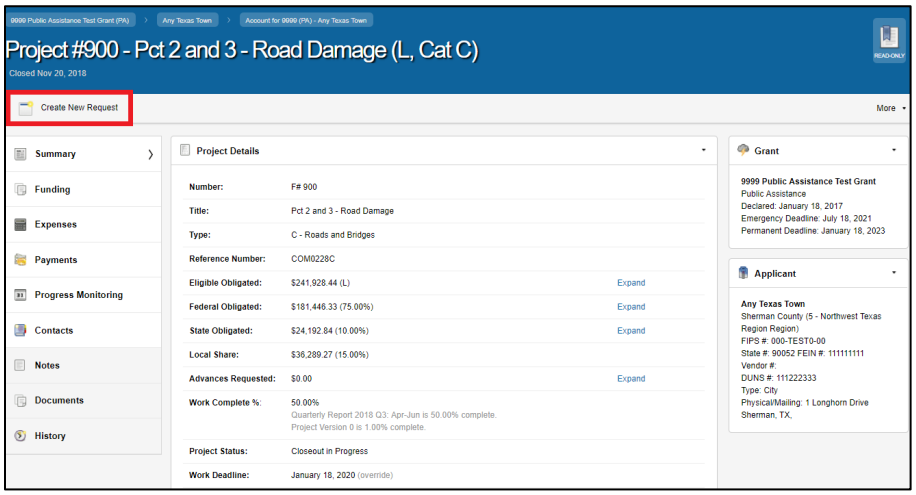
3. Select the ***"Projects"*** tab to the left of the **Account Details** screen to bring up a list of projects for this grant.



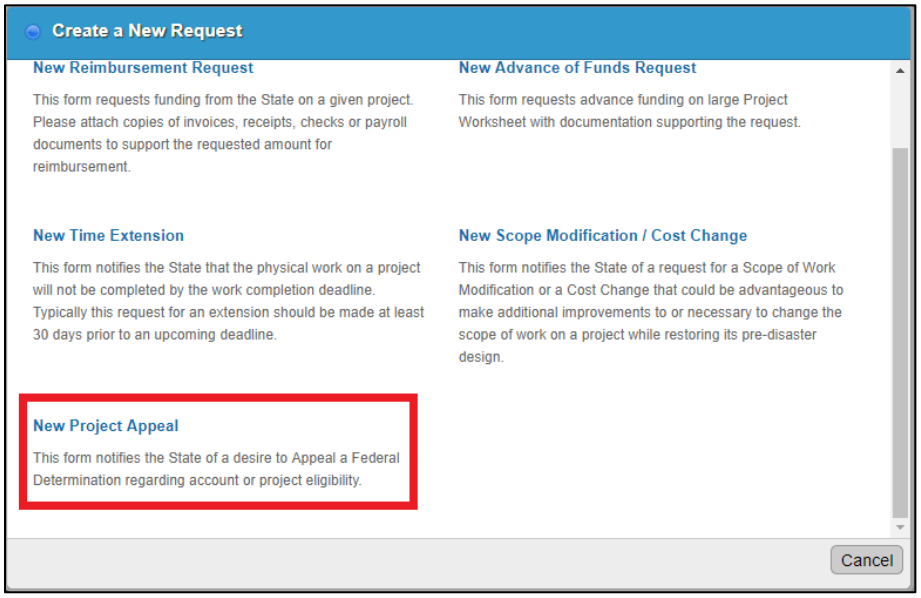
4. A list of Projects will display. Select the ***"Project"*** to be **Appealed**.



5. The **Project Details** Summary screen will display. Click the ***"Create New Request"*** button.



6. Scroll down, and select ***"New Project Appeal"*** to be navigated to the form.

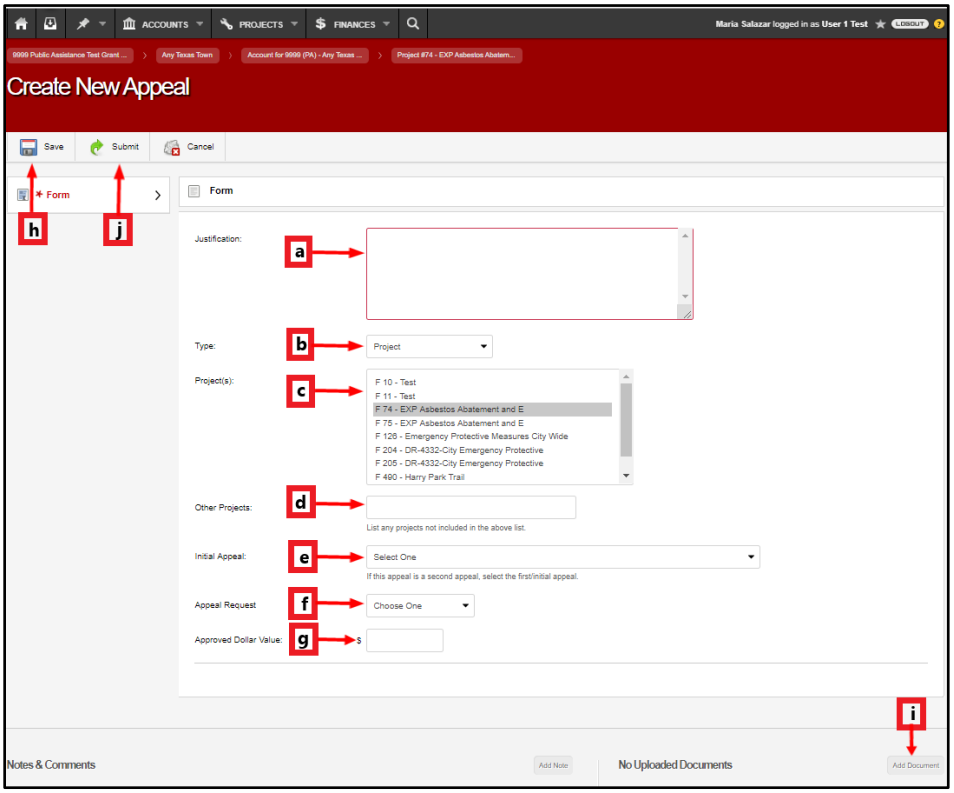


7. The form will display. Complete the form:
   a. Enter the ***"Justification"*** *(why project appeal is needed)*.
   b. Select ***"Type"*** of Appeal from the drop down menu *(Project in this case)*.
   c. Select ***"Project(s)."*** A list of projects will be displayed. The project navigated from will be highlighted. More than one project can be selected by holding

down the Ctrl key on your key board, and clicking on the other projects that you would like to appeal.

d. Enter ***"Other Projects"*** that are being appealed, but are not listed in the ***"Project(s)"*** field above.
e. If this appeal is a second appeal, select the first/initial appeal from the drop down menu under ***"Initial Appeal."***
f. Select ***"Appeal Request"*** from the drop down menu.
g. Enter ***"Approved Dollar Value."***
h. Click ***"Save"*** *(the form can be saved without submitting, and retrieved at a later time from your* ***"Drafts"*** *under the* ***Inbox*** *menu)*. The form must be saved before attaching any documents.
i. Click the ***"Add Document"*** button to upload required documentation.
j. Click the ***"Submit"*** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

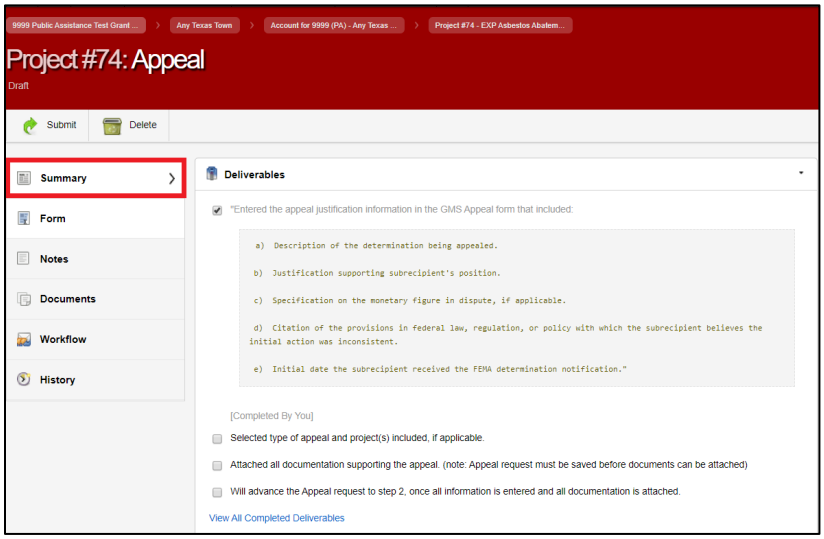
Appeal Form



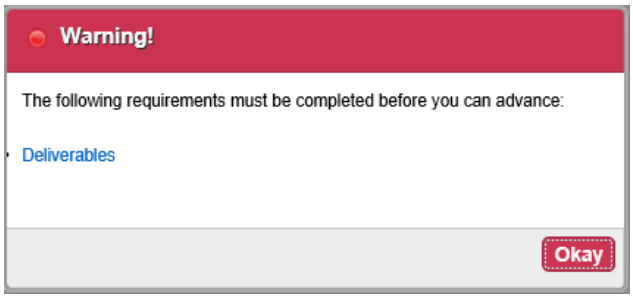
Note: *The appeal* *must* *contain documented justification supporting the appeal including monetary amount in dispute. It must also include a citation of the provisions in federal law, regulation, or policy with which you believe the initial action was inconsistent.*

8. After you have saved the form, click the ***"Summary"*** tab on the left side menu, to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

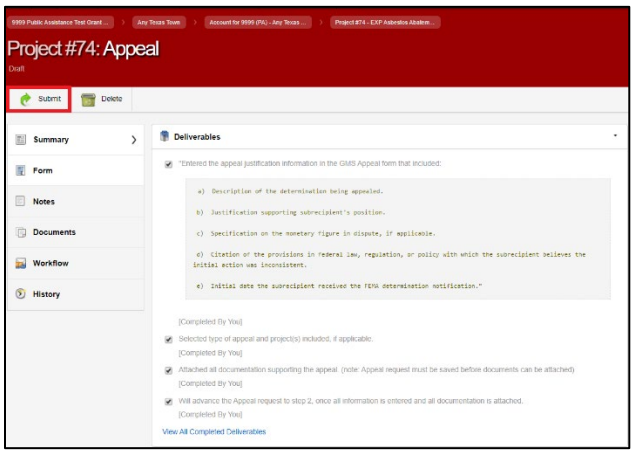
   Note: *Each* ***Deliverable*** *must be checked off/completed before the form can be submitted.*

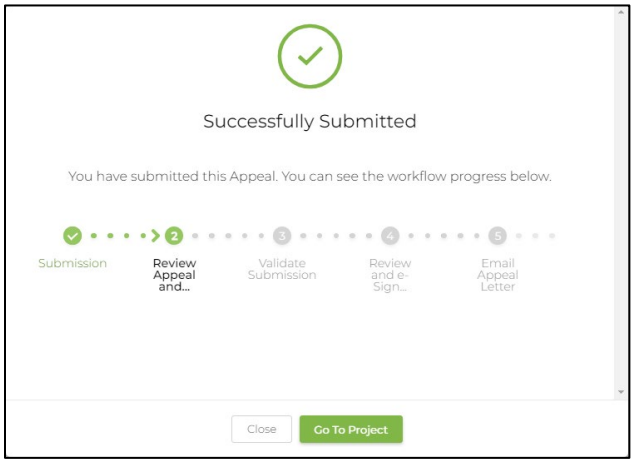


9. If you click the ***"Submit"*** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the ***"Okay"*** button to return to the **Deliverables**.



10. Click the ***"Submit"*** button when all of the **Deliverables** have been completed.



11. You may leave a note when this window is displayed. Click the ***"Submit"*** button.

12. A notification will display letting you know that the **Appeal** was successfully submitted. You may ***"Close"*** the window, or ***"Go to Project."***