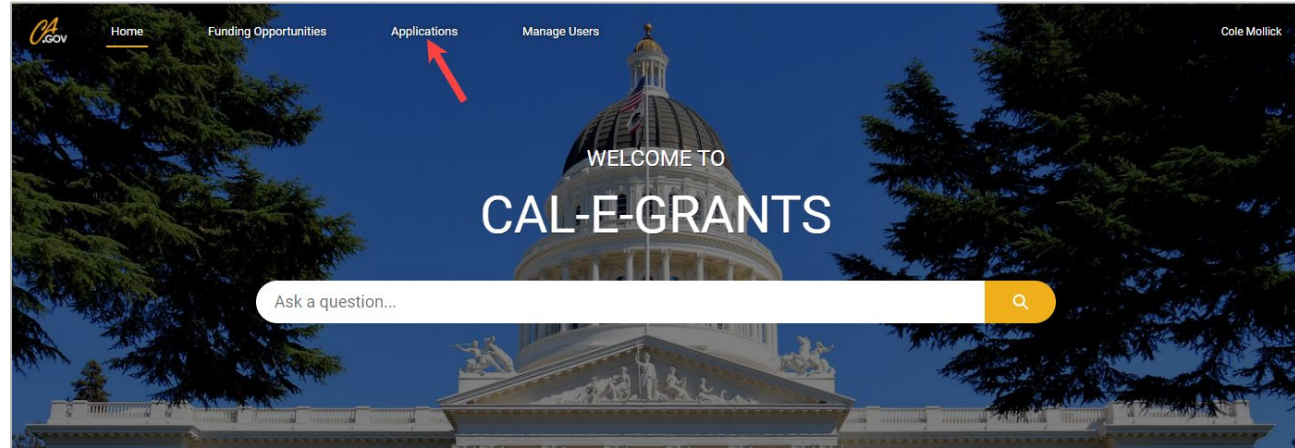


CAL-E-GRANTS REFERENCE GUIDE: EDIT APPLICATION

1. Click the **Applications** button on the menu bar



2. Click the **Project Name** of the application you'd like to edit

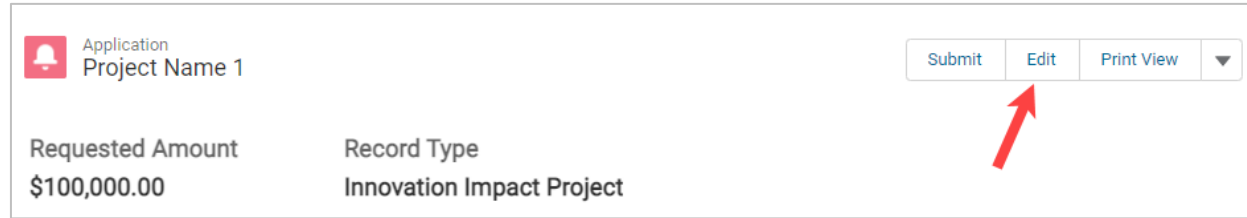
Note: Only applications in "Application In Progress" status can be edited

A screenshot of the 'Applications' page in the CAL-E-GRANTS system. The page shows a table of application records. The table has the following columns: 'Project Name', 'Status', 'Record Type', 'Requested Amount', and 'Created By'. The first row shows '1103 Project' with a status of 'Application Submitted'. The second row shows 'Project Name 1' with a status of 'Application In Progress', and a red arrow points to this link. The third row shows 'Project Name Test' with a status of 'Application Submitted'. Above the table, there is a search bar and a notification icon. The page also displays '3 items', 'Sorted by Project Name', and 'Filtered by All applications'.

	Project Name ↑	Status	Record Type	Requested Amount	Created By
1	1103 Project	Application Submitted	Technical Assistance	\$300,000.00	Cole Mollick
2	Project Name 1	Application In Progress	Innovation Impact Project	\$100,000.00	Cole Mollick
3	Project Name Test	Application Submitted	New Accelerator Project	\$100,000.00	Cole Mollick

CAL-E-GRANTS REFERENCE GUIDE: EDIT APPLICATION

3. To edit the Cover Page, select the **Edit** button located in the top right of the Application

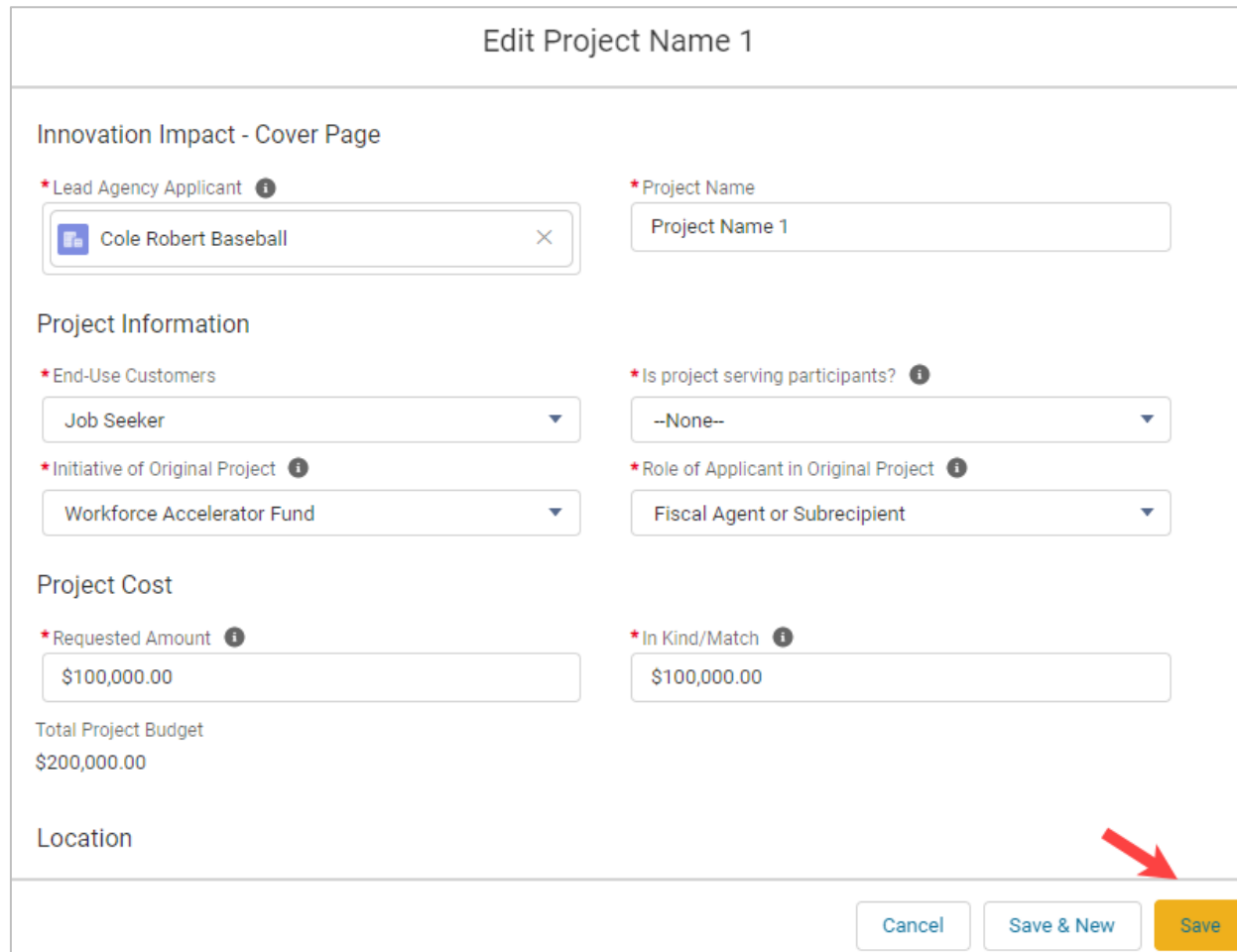


Application Project Name 1

Requested Amount: \$100,000.00 Record Type: Innovation Impact Project

Buttons: Submit, Edit, Print View

4. When finished editing information on the cover page, click the **Save** button



Edit Project Name 1

Innovation Impact - Cover Page

* Lead Agency Applicant: Cole Robert Baseball

* Project Name: Project Name 1

Project Information

* End-Use Customers: Job Seeker

* Is project serving participants?: --None--

* Initiative of Original Project: Workforce Accelerator Fund

* Role of Applicant in Original Project: Fiscal Agent or Subrecipient

Project Cost

* Requested Amount: \$100,000.00

* In Kind/Match: \$100,000.00

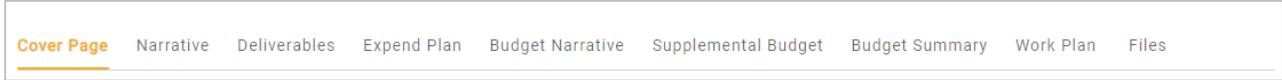
Total Project Budget: \$200,000.00

Location

Buttons: Cancel, Save & New, Save

CAL-E-GRANTS REFERENCE GUIDE: EDIT APPLICATION

5. To edit any other areas of the application, navigate through the Application Navigation tabs to get to the desired fields requiring editing



6. Be sure to click the **Save** button above each section throughout the Application

