



How do I know if my recommendation is complete?

The Online Grant Application requires a recommendation from your building principal or direct supervisor.

Once you enter their information on the “Principal Recommendation and Signature” page, your building principal/direct supervisor will receive an email with a link to your online grant application recommendation form. Once they complete the recommendation they will not be able to access your application again. The recommendation must be complete before you may submit your application. Monitor closely the progress of your recommendation. **It is your responsibility to ensure your recommendation completes the form.** The status of your recommendation will be displayed on the “Principal Recommendation and Signature” page next to their email address.

A screenshot of a web form showing a recommendation status. The form has three columns: "First Name", "Last Name", and "Email Address". The "First Name" field contains "Traci", the "Last Name" field contains "Skalberg", and the "Email Address" field contains "tskalberg@whoops.org". The "Email Address" field is highlighted in red and has the word "FAILED" in red text next to it. A black arrow points to the "FAILED" text. Below the form, there is a grey bar with the text "Please continue to check the status of your recommendation." and a yellow bar with the text "You will not be able to submit your application until the recommendation has been completed."

(Notified) - Indicates the recommendation has been sent a form link by email.

(Failed) - Indicates the recommendation email is incorrect and bounced.
You must correct the email address.

Once the email address has been corrected and the page saved, a new email will be sent to the updated email address.

(Completed) - Indicates the recommendation has completed the form and submitted it as complete.

Questions? If you have questions about the status of your recommendation you can contact the System Administrator at cwiemers@gips.org.