Only the PI can complete this tab. It is his/her electronic signature.

All of the preceding tabs must be completed in order to finalize. If you do not see the checkmark, return to the appropriate tab and include.

On NIH multiple PI (MPI) grants after finalizing, all the PIs including the contact PI are added to the route. All the PIs must log on and approve.
**Finalize**

**Step 1 – Click on Build.**

This section allows you to assemble the final proposal. All of the necessary components should have been generated from the system into PDF documents or uploaded and converted (if necessary) into PDF documents.

The first step is to indicate which "sequence" you would like the components to be assembled in. A default order has been set, but you may choose a different sequence if you like.

You may also indicate which pages you would like numbers to appear on the bottom of, and what the starting point is for those numbers. If you do not want sections to be numbered, leave the box for that section blank. Page numbers are sequential within a given section.

**Step 2 – Click on the “Thumbs Up” icon.**

The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a 'thumbs up' on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrator has configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: Under Development

Components for Initial Application

<table>
<thead>
<tr>
<th>Form/Document Name</th>
<th>Edit</th>
<th>Status</th>
<th>Upload Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembled Doc</td>
<td></td>
<td>Completed</td>
<td>2</td>
</tr>
</tbody>
</table>

Add Institution Forms/Supporting Documents
Finalize

Step 3 – Click on “Accepted.”

Step 4 – PI’s Username and Password will appear. Click on Continue.

Step 5 – Click on Submit.

Do not click on “Add New Person to Review Path” unless you have received GCO and departmental approval to do so. Adding extra signatories unnecessarily delays your application.
Finalize – Successfully Submitted!

If you see the “Active Routing Progress” chart on your Finalize Tab, you have successfully routed your project to the associated department(s).

Continue to check this chart to make sure that departmental signatories have signed off.

The Route - Pictorial

1. PI approves ➤ 2. Submits to Dept(s) ➤ 3. Dept(s) Approves ➤ 4. Submit to GCO

National Institutes of Health (NIH) Multiple PI (MPI) grants have additional steps.
Finalize – Can’t Submit?

Top Problems and Solutions

1. Delegate rather than PI attempts to complete the finalize tab. Only the PI can finalize. **Delegates must never log in using their PI’s login info.**

2. PI attempts to finalize when delegate is still logged into the application. If the delegate sees from the project list that the application is “In Use,” he/she must log out properly.

3. Logging out improperly from any of the InfoEd tabs will lock your application. Please log out properly by clicking on “Done” in each of the tabs rather than the “X” at the top of your screen. When logging out improperly, it will appear that your application is “In Use” (see screenshot above) and it will take longer to go back in to sign off.
4. Can’t find the **Build** or **Submit Final Review** buttons? Make sure you are in “Edit” rather than “View” mode. Exit out of your proposal. Enter through “Edit” mode.

5. Still can’t find the “Thumbs Up?” Click on the “Submit For Internal Review” link.