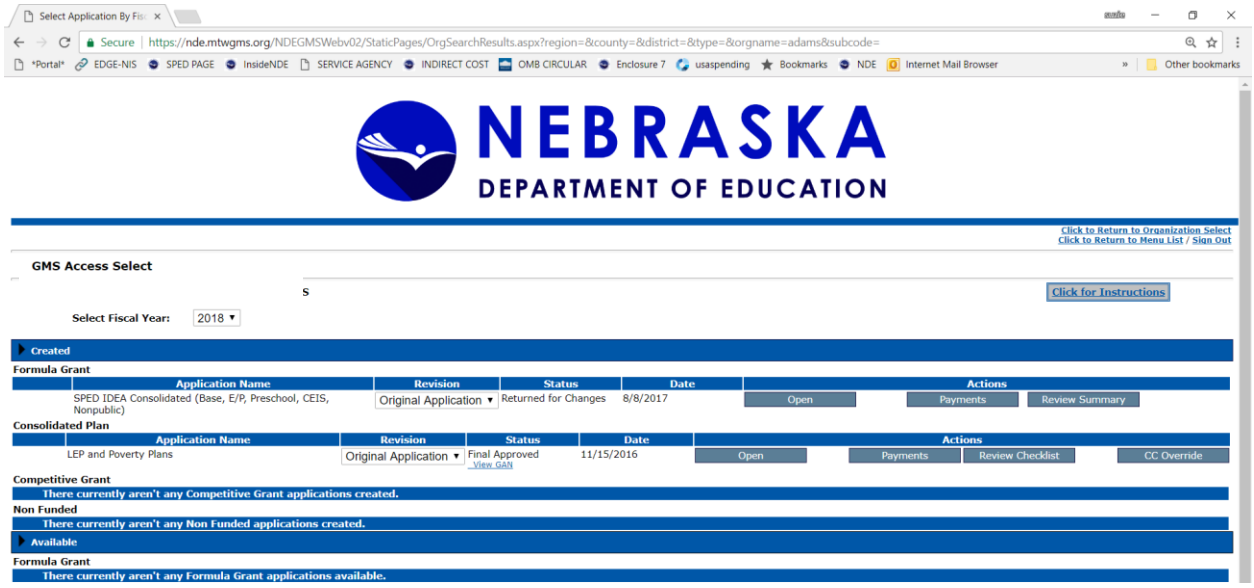
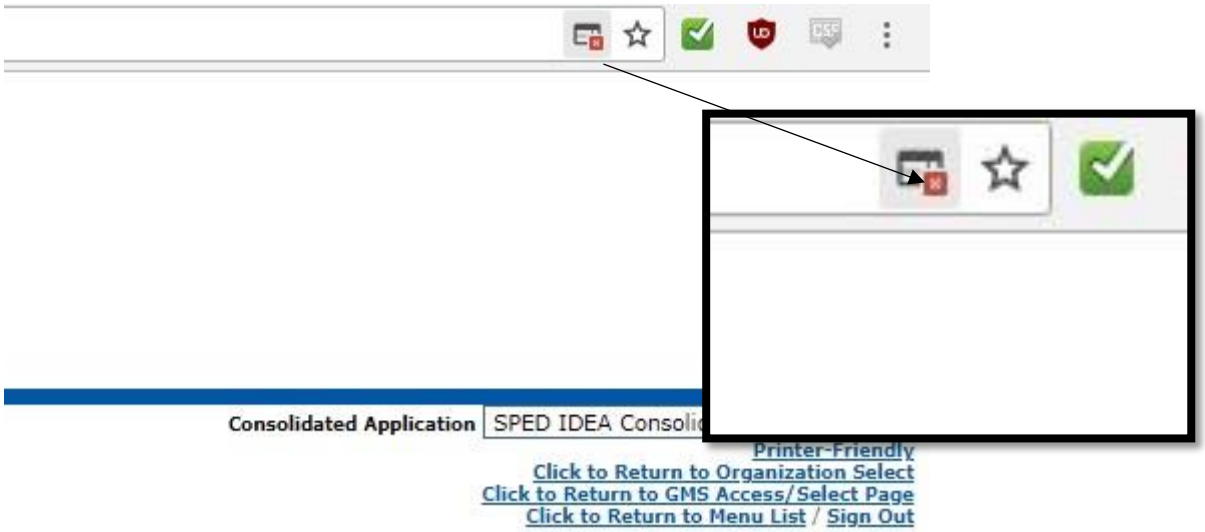
What to do if your GMS SPED IDEA Consolidated application is returned…

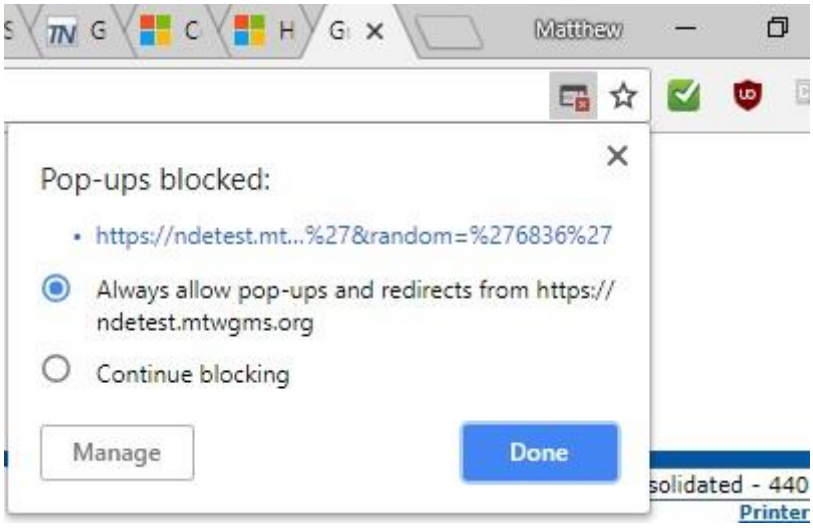


Click on "Review Summary" Tab on the right side of the screen.

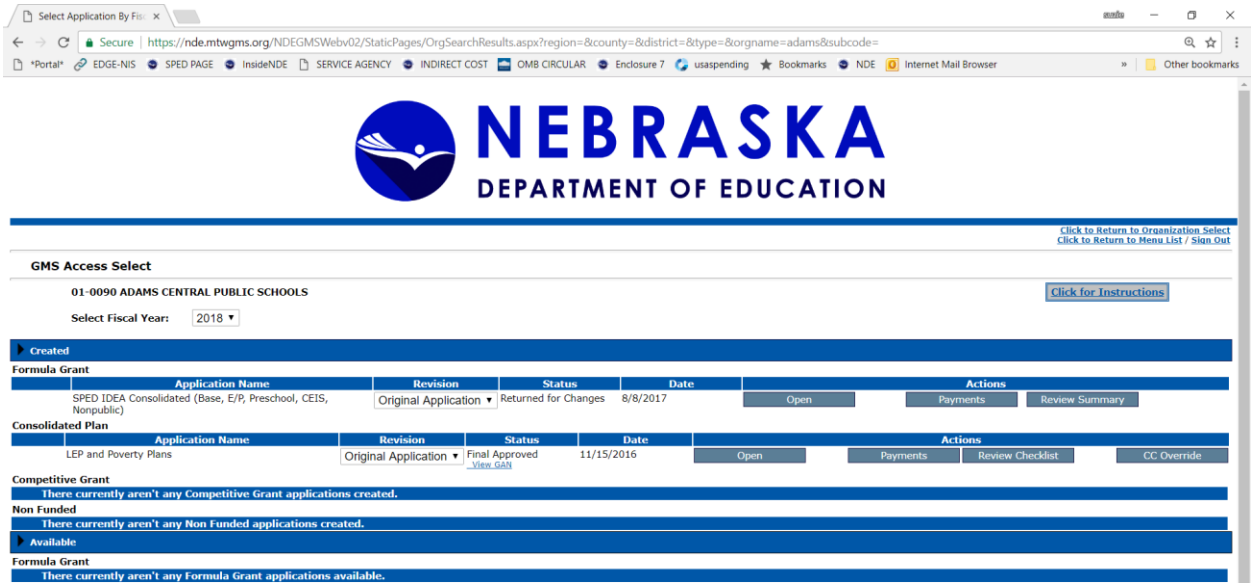
If you do not see the review checklist open in a new screen check the upper right hand corner of your screen to see if Chrome has blocked the page from opening up. If you see the following image, your Chrome has blocked the review checklist.



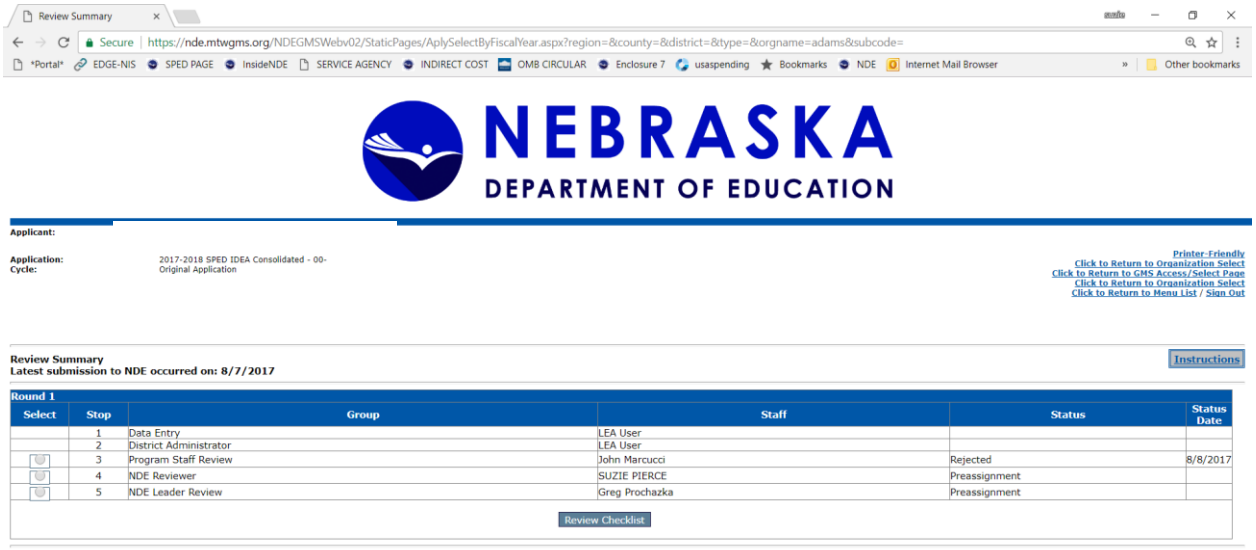
Click on the image and then check the radial button next to "Always allow pop-ups ……



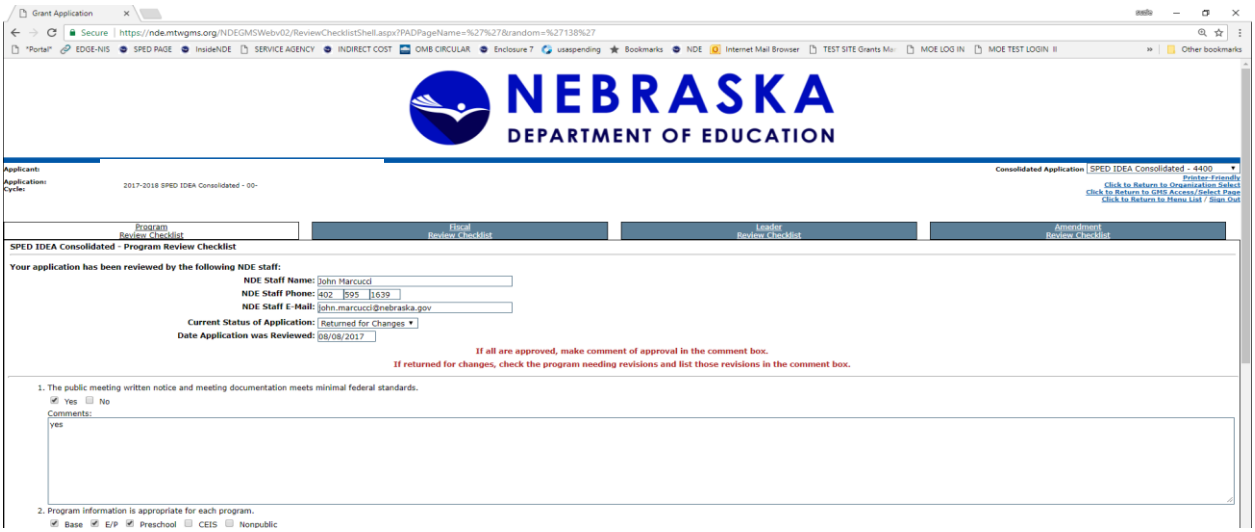
Click on the radio button on the left hand side of the screen by the reviewer that returned the application. Then click on the "Review Checklist" button.



Click on the radio button on the left hand side of the screen by the reviewer that returned the application. Then click on the “Review Checklist” button.

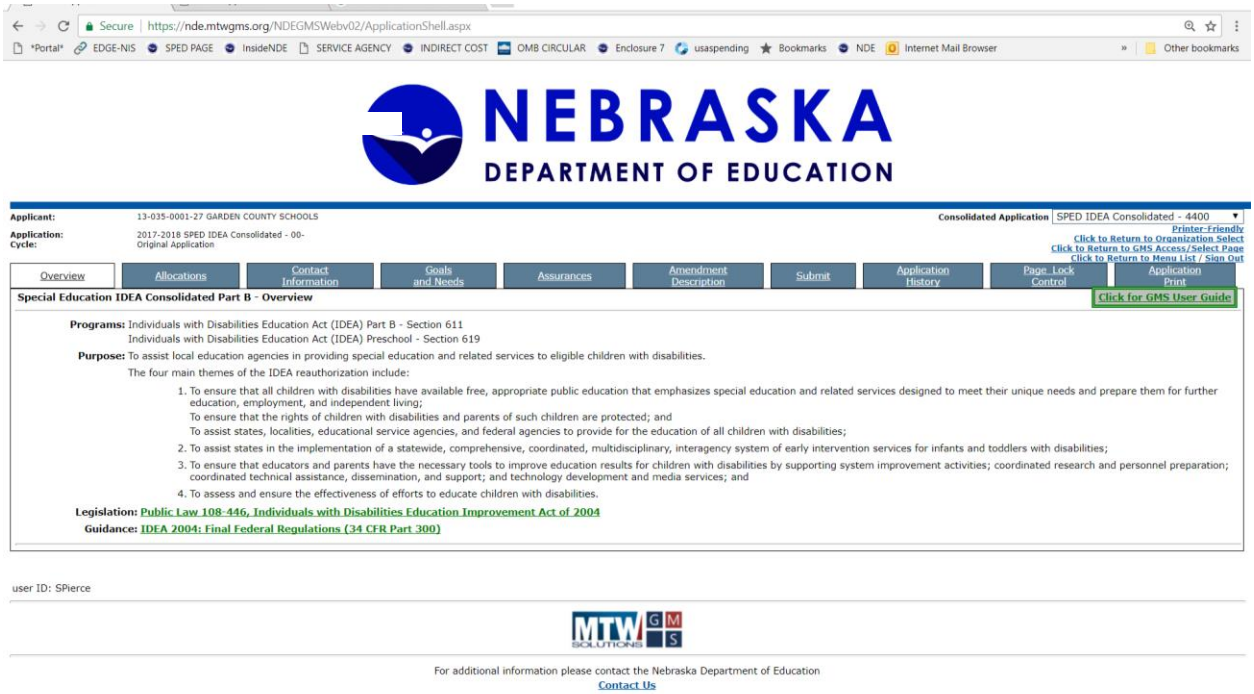


The checklist is a popup screen that should appear on your screen. (Again, make sure you do not have the popup blocker on.)

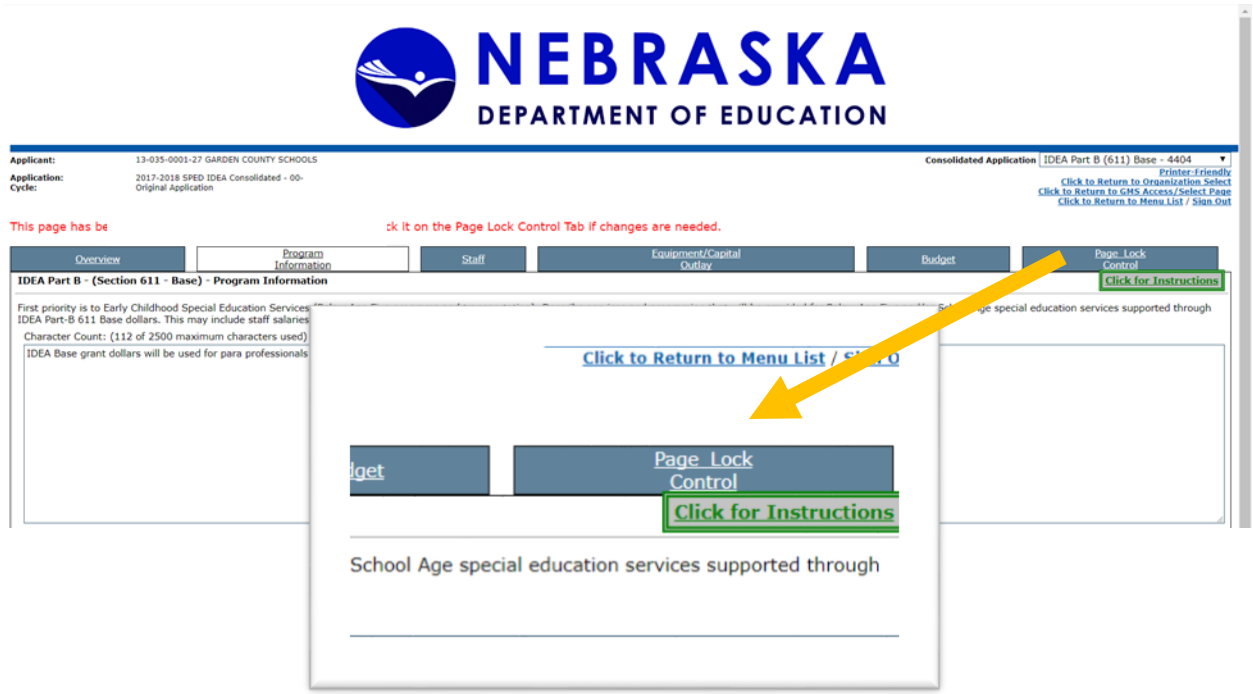


There are three review tabs. A Program review, Fiscal review, and Leader review checklist. The application must pass the program, fiscal and leader reviews to be approved. If one review has a status of “Approved”, click on another tab to check which review phase needs additional attention.

Once you locate the program that needs attention, ocate the screen that shows the original application in order to make the changes in the application.



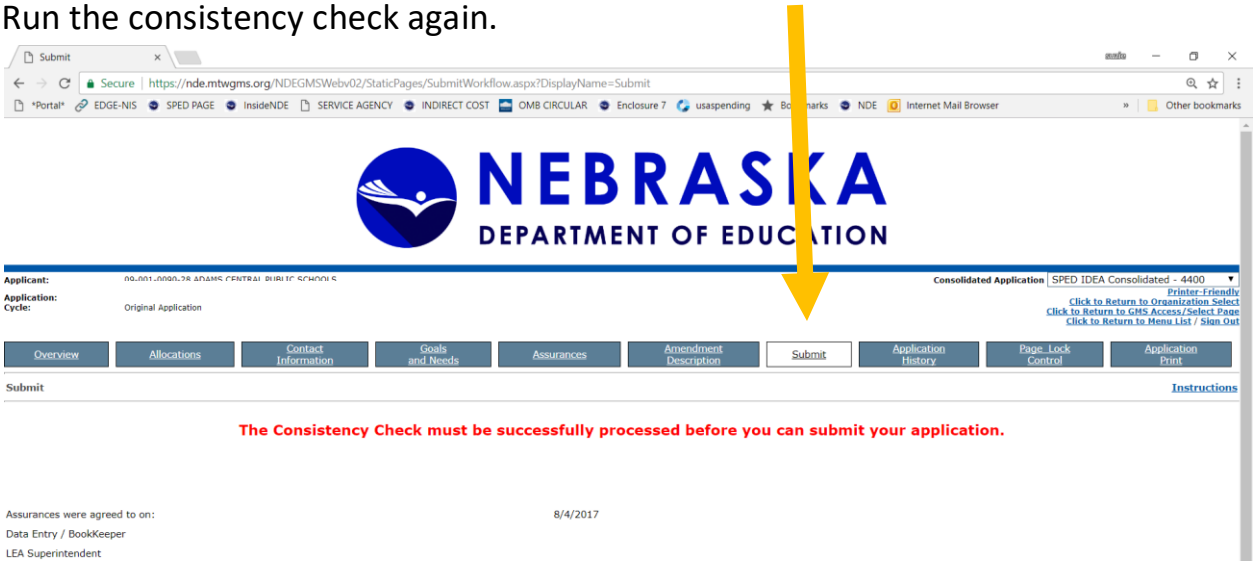
You will need to unlock the page in order to make the changes in the appropriate page.



Make the changes as indicated on the review checklist. Save the pages after changes are made. (if you don't see a "Save" button, you didn't get the page unlocked.)

Once all changes have been made, click on the "Submit" tab in the application.

Run the consistency check again.



Your application should be submitted for review again.