

Congratulations! Your concept paper has been accepted. Now what?



STAGE 1 CONCEPT PAPER IS ACCEPTED

Review the [Subgrant Training Resources](#) available on the [FDOT Safety Subgrants Website](#).



STAGE 2 DRAFT APPLICATION REVIEW

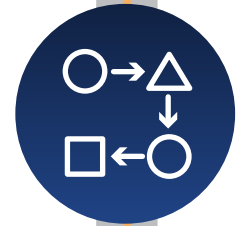
FDOT Program Manager may communicate changes and/or edits with the listed Project Activity Contact.

FDOT Program Manager and the agency representative agree on final application language.



STAGE 3 UPDATE DRAFT APPLICATION INTO INTELLIGRANTS

FDOT Program Manager will update Draft Subgrant Application into the Intelligrants system.



STAGE 4 DRAFT APPLICATION RELEASED TO SUBRECIPIENT

Subrecipient System Administrators and Editors will be notified that their Concept Paper was selected. **Administrators and/or Editors must:**

*Open "My Tasks" and select subgrant document number. In the "Subgrant Application" section, open and complete the **General Administrative Information** form. Users must save each form and accept the terms and conditions on the **Performance Indicator Form**.*

Change the status to "Subgrant for FDOT Review" at the top-left of the page after completing the forms.



STAGE 5 FINAL SUBGRANT APPLICATION REVIEW

FDOT Program Manager reviews Subgrant Application and submits to FDOT Finance for review.



STAGE 6 FDOT FINANCIAL REVIEW

FDOT Finance reviews budget and language and coordinates with FDOT Program Manager if edits are required.

If no edits are required, funds are encumbered, and a FDOT Contract Number is assigned.



STAGE 7 FDOT ADMINISTRATOR REVIEW

FDOT Administrator reviews and, if edits are required, returns Concept Paper to Stage 5.

If approved, Subgrant language is finalized and released to subrecipients for signatures.

(Note: additional edits after this point will require restarting the review process at Stage 2)



STAGE 8 SIGNATURES REQUESTED

Subrecipient System Administrators and Editors will be notified that signatures are required.

Administrators and Editors must:

*Log into **Intelligrants**, open the document, and select "Subgrant Agreement Signatures & Amendments."*

Select "Generate the Subgrant Agreement," print the ENTIRE document, and obtain signatures on both lines.

Upload the ENTIRE document as a single PDF and select "Save."

Change status to "Subgrant Signatures Received" at the top-left of the page.



STAGE 9 FDOT LEGAL REVIEW AND FINANCIAL PROCESSING

FDOT will perform legal review and obtain signatures before final execution.

FDOT Finance will upload the fully executed subgrant agreement and Subgrant Administrators and Editors will be notified the Subgrant was awarded.

A copy of the award should be downloaded and saved for future reference.



STAGE 10 FULLY EXECUTED AWARD

Activity and purchases CANNOT begin before the start date listed at the top of page 1 of the Award. Email or call your FDOT Program Manager if you have any questions.



STAGE 11 PROJECT BEGINS

Purchase all expense and equipment items in your award budget as early as possible to be used for the project and familiarize yourself with FDOT Reimbursement Guidelines provided on the [FDOT Forms Website](#).

Be sure to stay in regular communications with your FDOT Program Manager.



STAGE 12 PROJECT ENDS SEPTEMBER 30TH

No activity nor purchase can be made AFTER September 30th.

Your final claim and required final narrative must be submitted by October 31st.