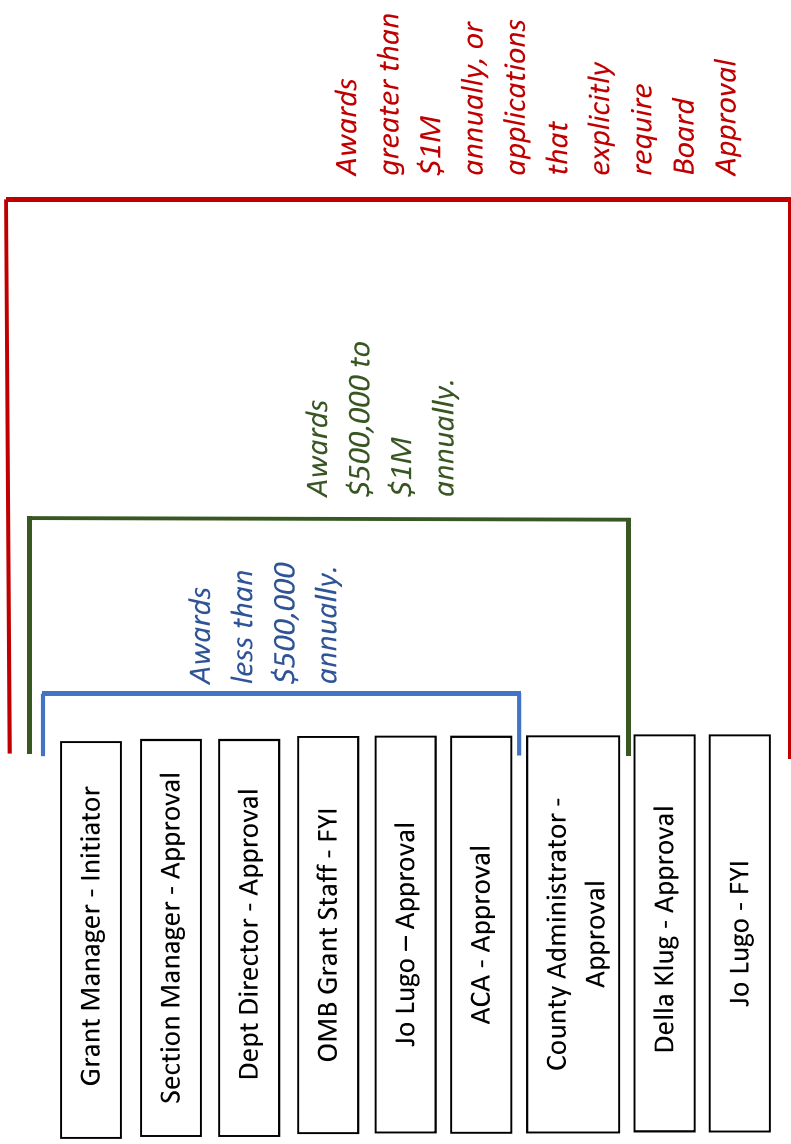


Pre-Award

Seeking Approval to Apply

- ❖ *Granicus items can take up to three weeks to route (est. 2 days per approver). Plan appropriately depending on the length of routing.*
- ❖ *When selecting item "Type" in Granicus, use "Delegated Item"*
- ❖ *Select the "Approval Tracking" tab. In the bottom left corner, there will be several editable options for routing templates.*
- ❖ *This routing can be (and will be) adjusted based on the needs of the department.*



NOTE: Please add "Jo Lugo" as an FYI at the end of every sequence, regardless of threshold.