# Online Grant Application—Principal Instructions

*This website works best with Google Chrome.  If other browsers are used, it will affect*

*speed and format.* Go to Https://fbefgrants.fortbendisd.com


- Use district credentials for username and password.

Click the **FBISD Employees** box.  Register or Login with Username and Password.

Click on **Applications** in top menu bar.  Choose **Search.**

### Search Criteria

Fill in Campus, Click **Search**

- Below Search Criteria a spreadsheet will appear of applicants from your campus.

Click on **AppID** to view a Grant Application.

At the dropdown box, Awaiting Principal Approval, choose one of the following:

➢ If you *approve*, click **Awaiting FBEF Acceptance**

➢ If you *deny*, the application process STOPS.

➢ If you *want your teacher/staff to edit something*, choose **Not Submitted** and an email notification will be sent letting them know the status has been changed.  You may want to follow up with a personal email directly to them.


**Printing**

- ***You may only print in if the reading mode is (on).***  *To print the grant application, you must click the* ***Print*** *button rather than Control P (due to the different browsers, all pages will ONLY print using the* ***Print*** *button).  Reading mode is located at the top of the page*


*Please note:*

- *Guidelines are available within the online application for you to print and review for teacher/team and school-site grants.*