Section 3: Required Documents (green)

1. The green section of the form is dedicated to tracking required documents.
2. Next to **each** Invoice line, there is a corresponding space to record the page number for each of the required documents. The Items/Service line items require **BOTH**:
   a. **Invoice/Proof of Puchase**
   b. **Proof of Payment**
3. Input the corresponding page numbers for your **Master Document**. As the applicant records page numbers into the green section, the document will automatically update the **Document Tracker Section**.
4. As the **Master Document** may grow or change throughout the application process, it is best to record page numbers at the very **end** of the application process.
5. Once Section 3 is complete, the applicant may navigate to the Workbook &

Document Tracker: Applicant Review & Final Verification

After the applicant completes Sections 3 of the **Additional Invoice Workbook**, it is now time for a final review. Think of this step in the application process as a mini-internal audit. The applicant will confirm:

1. Section 3 - each of the applicant's invoice numbers (i.e., Invoice #1) have the required documents (green section) **and** each of the required document page numbers accurately align with the corresponding page number of the institution's **Master Document**.

Document Tracker: NYSED Verification

It is critical that the NPSE application is complete. Before the content review of a Y10 NPSE Application, the review team will perform a completion check. One element of the completion check is to match each application line with the corresponding Master Document page number.

If, in this initial screening, the page numbers are not present or do not align with the Master Documents, the application is deemed incomplete. The reviewer will stop the application review process. The applicant will be notified and will need to resolve any upload/page number discrepancies. NPSE correspondence will have a response deadline. If the response deadline is not met, the school may need to re-apply (with rollover funding) for the following grant cycle (year).

Portal Uploads

Upload: Additional Invoice Workbook

1. Open the portal application.
2. Click **Section 3: Item/Service Expenditures**
3. Use the **Line #10 Proof of Purchase** button to upload your completed **Additional Invoice Workbook.**
4. Use **Line #10 Proof of Payment** button to upload your **Master Document**.
5. As a reminder the Master Document includes all proof of purchase and proof of payment documentation for any items/services that were tracked in the Portal Application Workbook. Item/Service Expenditures listed in Lines #1-9 in the portal should **NOT** be included in the uploaded **Master Document**.