

PROJECT PROPOSAL SIGNATURE PAGE INSTRUCTIONS

FOR ALL PROJECTS:

1. **Proposal Form Signature Page** - The signature page of the completed Project Proposal Form should be printed and signed by the same Authorized Representative to be identified in the resolution and then scanned and uploaded to SOAR as an attachment. Note, resolutions are not due until Step 2.

To print the Project Proposal Form from SOAR:

- Log into SOAR and go into the active EEM Program Project Proposal Form.
- Ensure all Project Proposal page information is complete and accurate.
- On the General Information tab, scroll to the bottom of the page and select the Preview/Submit button (NOTE: Clicking this button will not submit the Project Proposal).
- On the Project Proposal Preview page, select the "Print Project Proposal" button on the top
- Select Ctrl+P (for Microsoft/PC) or Command P (for Mac/Apple), to print the Project Proposal. Choose the correct page range for just the signature page. Click Print.