

Finalize a Call for Expression of Interest

Overview: Learn how to finalize a call for expression of interest after completing the assessment process.

Steps	Description	Action	Notes
1	Navigation	After logging in, click on ' <i>Partnership Opportunities</i> ' in the left navigation bar. Use the filters to find the CFEI to finalize. Click on ' <i>Finalize (1)</i> '	Only the user who created the CFEI or the focal point on that CFEI can finalize the CFEI.
2	Finalize	In the Finalize modal, select ' <i>Reason for completion (1)</i> ' and ' <i>Justification (2)</i> ' and click ' <i>Finalize</i> ' to complete the CFEI process	You can click Finalize to cancel a CFEI at any time after the CFEI is published You cannot click 'Finalize-partner accepted' if the partner has not accepted the partnership opportunity. Once the CFEI is finalized you cannot make further changes to that CFEI

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STEP 1

The screenshot displays a web application interface for managing Partnership Opportunities. On the left, a navigation menu includes 'Dashboard', 'Partnership Opportunities' (selected), 'Partners', 'Reports', and 'Resource Library'. The main content area features a header with 'OPEN SELECTION' and a breadcrumb trail: '< Lorem Ipsum is simply dummy text of the printing and typesetting industry.' Below this, there are tabs for 'OVERVIEW', 'REQUESTS FOR ADDITIONAL INFORMATION/CLARIFICATION', 'APPLICATIONS', 'SHORTLIST', and 'RESULTS'. The 'RESULTS' tab is active, showing two sections: 'Recommended Partner(s)' and 'Shortlisted Partner(s)'. The 'Recommended Partner(s)' section lists 'Youth Network for the Rehabilitation of Afghanistan' with a 'RETRACT SELECTION' link. The 'Shortlisted Partner(s)' section lists 'Afghan Women's Network' and 'Association for Afghan Development'. On the right side, there is a 'Review Summary' panel with a 'Comment' field containing Lorem Ipsum text and an 'Attachment' field. In the top right corner, a 'CLOSED/UNDER REVIEW' indicator and a 'FINALIZE' button with a notification icon (1) are visible. The 'FINALIZE' button is highlighted with an orange box.

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STEP 2

Are you sure you want to finalize this CFEI?
×

E-mail will be sent to participating partner.

Choose reason of completing this CFEI 1

- Finalized - Cancelled
- Finalized - No successful applicant
- Finalized - Partner accepted

Add justification for completing this CFEI 2

Enter comment...

CANCEL

FINALIZE 3

