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 '*Partnership Opportunities'* in the left navigation bar. Use the filters to find the CFEI to finalize. Click on '*Finalize (1)*'	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 '*Reason for completion (1)*' and '*Justification (2)*' and click '*Finalize*' 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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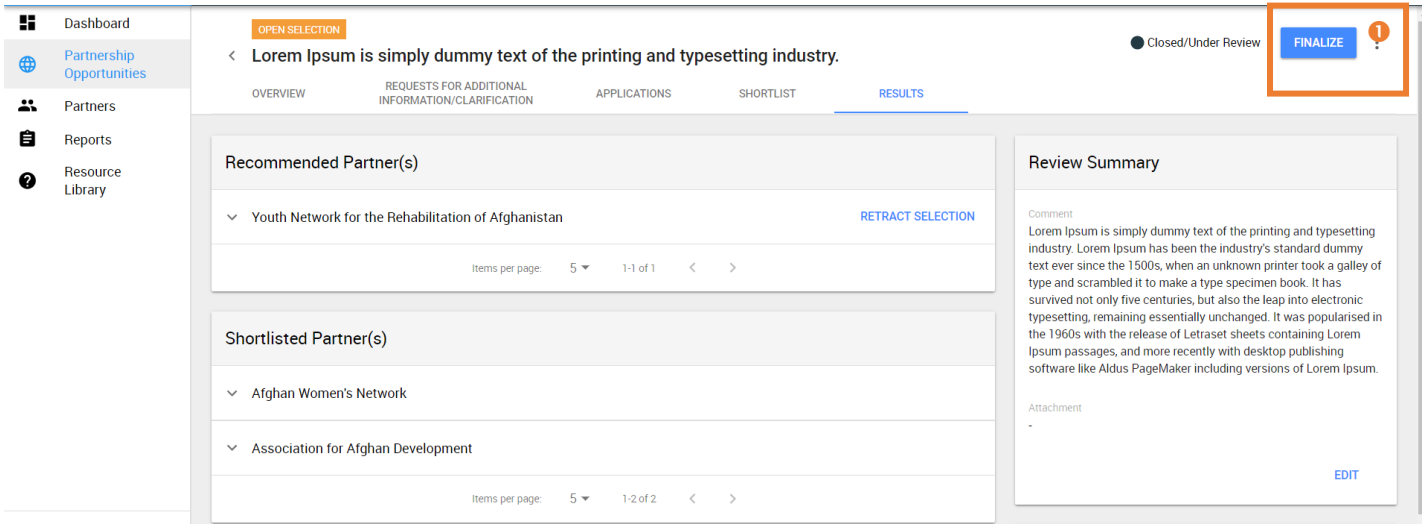
STEP 1



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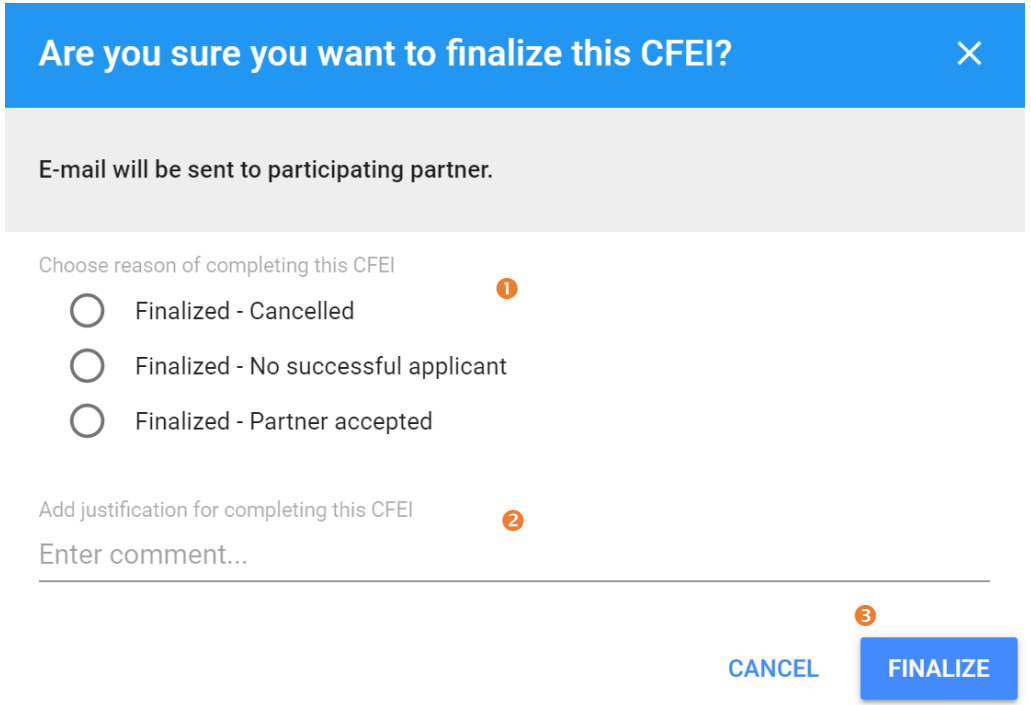
STEP 2