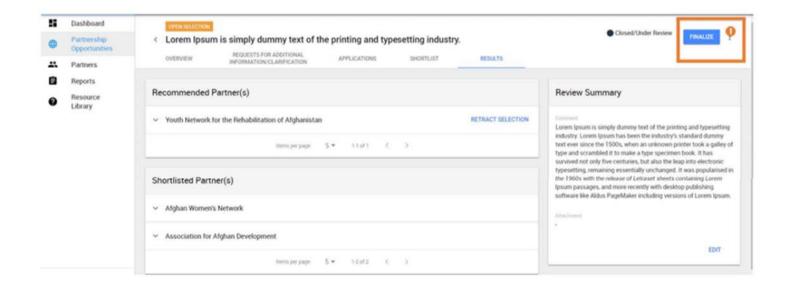
Finalize a Call for Expression of Interest

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	Only the PAM user who created the CFEI or the
		<i>'Partnership Opportunities'</i> in	focal point on that CFEI can finalize the CFEI.
		the left navigation bar.	
		Use the filters to find the CFEI	
		to finalize.	
		Click on 'Finalize (1)'	
2	Finalize	In the Finalize modal, select	You can click 'Finalize – cancelled' a CFEI at any time
		'Reason for completion (1)' and	after the CFEI is published
		'Justification (2)' and click	Important: You cannot click 'Finalize-partner
		'Finalize' to complete the CFEI	accepted' if the partner has not accepted the
		process	partnership opportunity. This option will remain
			greyed out until the partner clicks 'accept' in their
			view on the Portal.
			Once the CFEI is finalized you cannot make further
			changes to that CFEI.

	Description	Action	Notes
1	Navigation	After logging in, click on 'Partnership	Only the user who created the CFEI or
		Opportunities' in the left navigation	the focal point on that CFEI can finalize
		bar.	the CFEI.
		Use the filters to find the CFEI to	
		finalize.	
		Click on 'Finalize (1)'	

STEP 1



	Description	Action	Notes
2	Finalize	In the Finalize modal, select 'Reason for	You can click Finalize to cancel a CFEI at
		completion (1)' and 'Justification (2)' and	any time after the CFEI is published
		click 'Finalize' to complete the CFEI	You cannot click 'Finalize-partner
		process	accepted' if the partner has not
			accepted the partnership opportunity.
			Once the CFEI is finalized you cannot
			make further changes to that CFEI

STEP 2

Are y	×		
E-mail	will be sent to participating partner.		
Choose	eason of completing this CFEI		
0	Finalized - Cancelled		
0	Finalized - No successful applicant		
0	Finalized - Partner accepted		
Add just	fication for completing this CFEI		
Enter	comment		
			•
		CANCEL	FINALIZE