Budget Revision - Indirect Cost Rate Override

Utah Grants automatically calculates indirect costs associated with program expenditures for eligible grantees. The rate types allowed vary by program and are unique to each grantee organization.

In Utah Grants, indirect cost calculations occur whenever budget information is utilized, including grant applications, budget revisions, and payment requests.

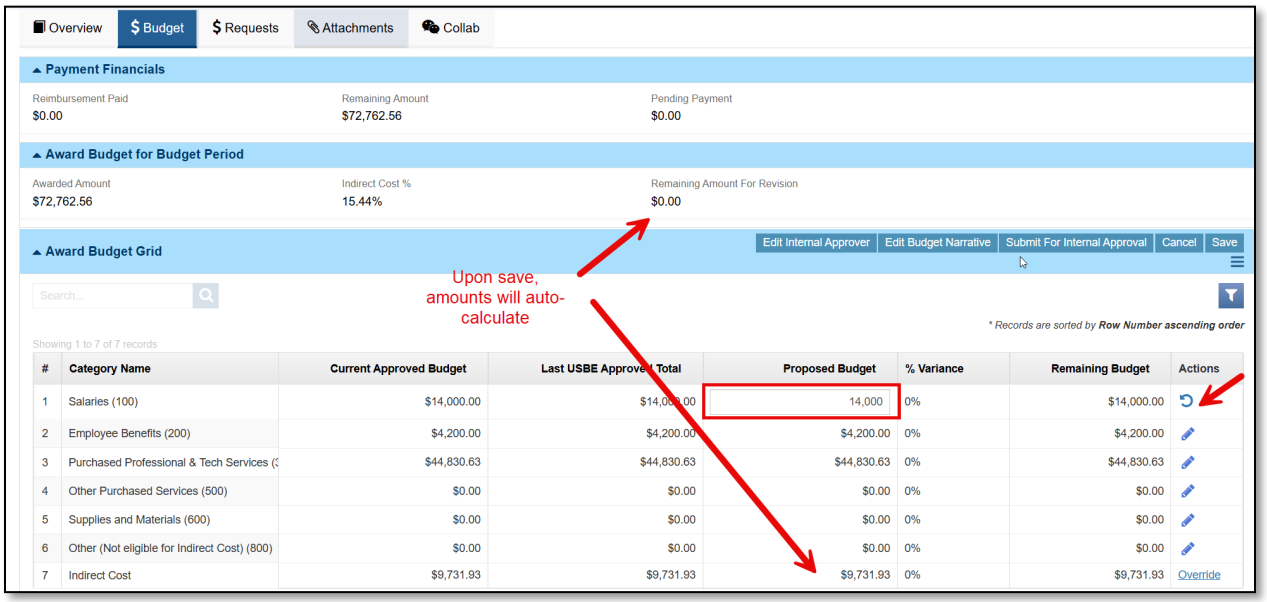
In limited circumstances, a grantee may need to override the automatic calculation of indirect costs when submitting a budget revision. This should occur on a very limited basis. Primary uses include balancing budgets due to rounding (calculated indirect costs may be over/short by a penny), or in the case of budgets crossing multiple fiscal years with a change in rate over the course of the program.

Please use these instructions for overriding the indirect costs automatic calculations for budget revisions.

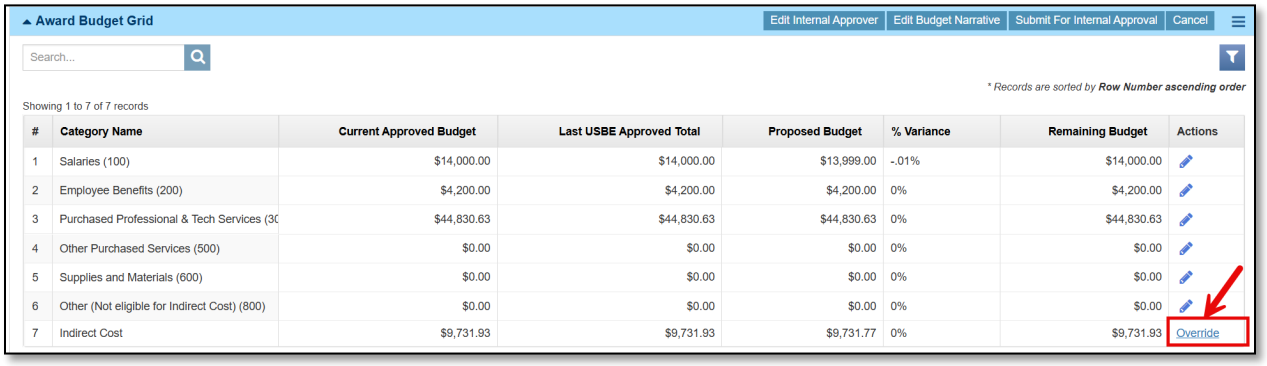
Grantee Revision Creator

New functionality works for all budget templates, LEA-initiated and allocation change budget revisions.

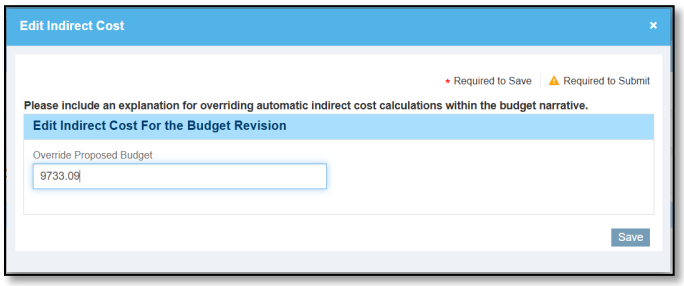
1) Create a budget revision through the normal process
    a. See instructions for creating a budget revision with a change in allocation: New Allocation Budget Revisions in Utah Grants
    b. See instructions for a grantee-initiated budget revision: Budget Revisions in Utah Grants
2) On the budget table, click the blue pen next to the budget category to be edited.
3) Make necessary changes to the Proposed Budget direct cost categories.
4) Click SAVE. Upon saving, the Indirect Costs and Remaining Amount for Revision fields will automatically calculate.



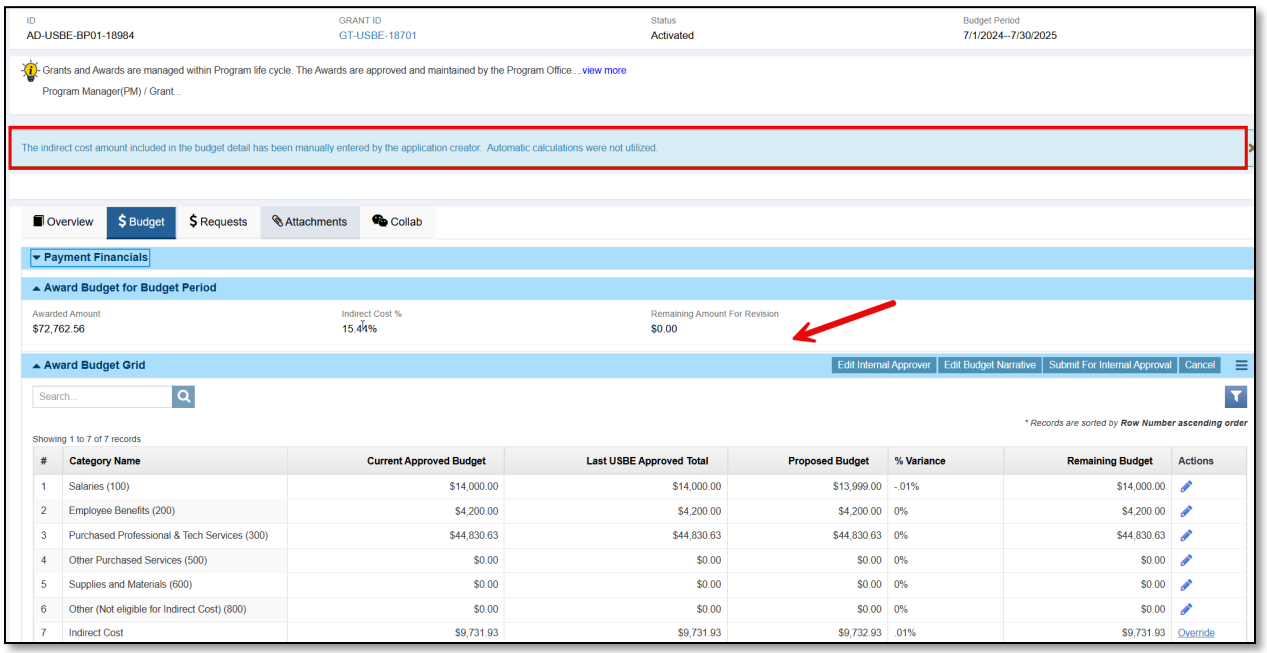
5) If a change in the calculated Indirect Cost Proposed Budget is necessary, click the Override button



6) A pop-up window will appear wherein the new indirect cost amount should be entered. Enter the new amount, then click Save.



7) Upon saving, you will be taken back to the Budget.



Notes:

The banner at the top of the payment request indicating “The indirect cost amount included in the budget detail has been manually entered by the application creator. Automatic calculations were not utilized.” This alerts the budget approvers of the overridden value.

The total proposed budget still must total the allocation amount, with $0.00 shown in the Remaining Amount for Revision.

If subsequent changes are made to the direct cost proposed budgets, the indirect costs will revert to the calculated value. The override of the indirect costs should be the final change to the proposed budget.