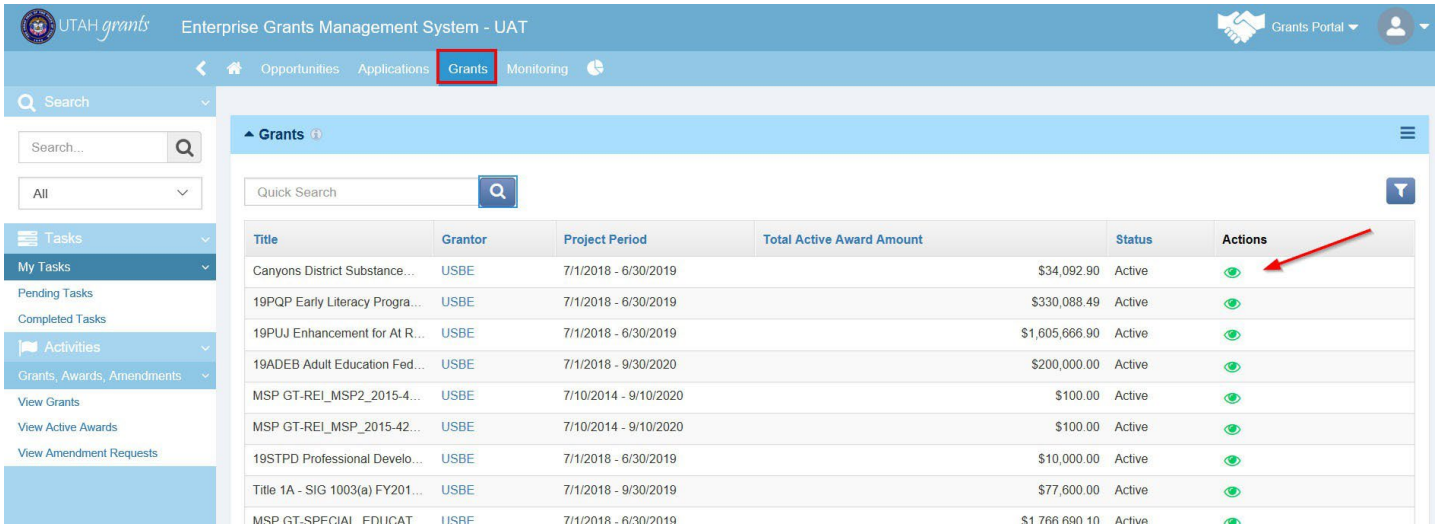
Budget Revision – Requesting a Competitive Award Amount Change

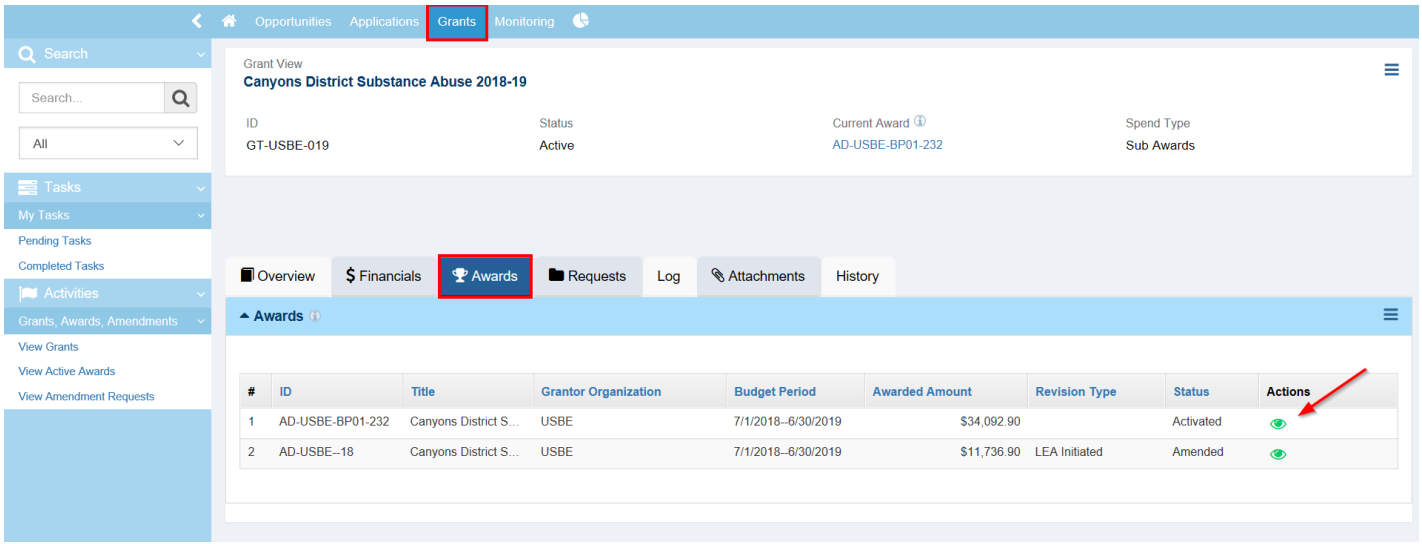
Requests for Change in Award Amount are initiated by the subrecipient on competitive awards. Grant Manager *may* approve additional funding, contingent on available funds and programmatic requirements.

Grantee Revision Creator

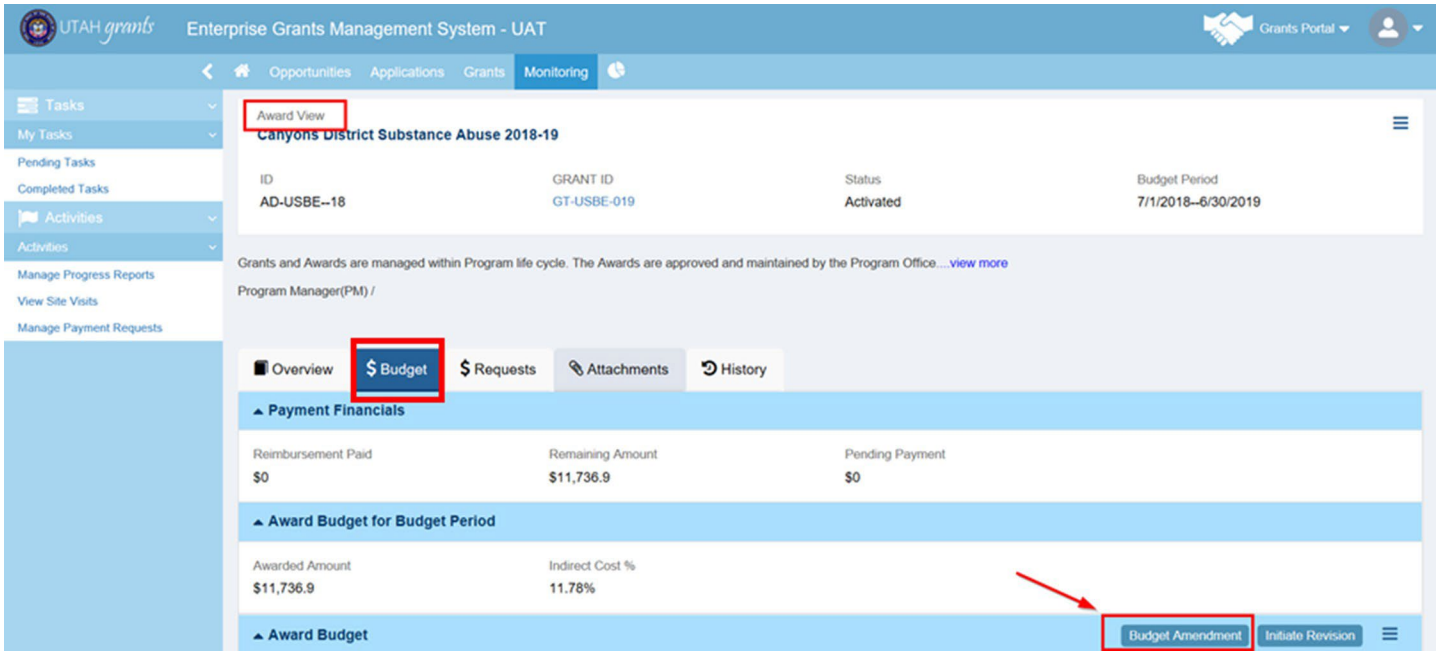
1. Click the Grants tab (top Menu) and locate the applicable program. Click the green eye icon. Note: LEA can request a change in allocation amount ONLY on competitive programs.



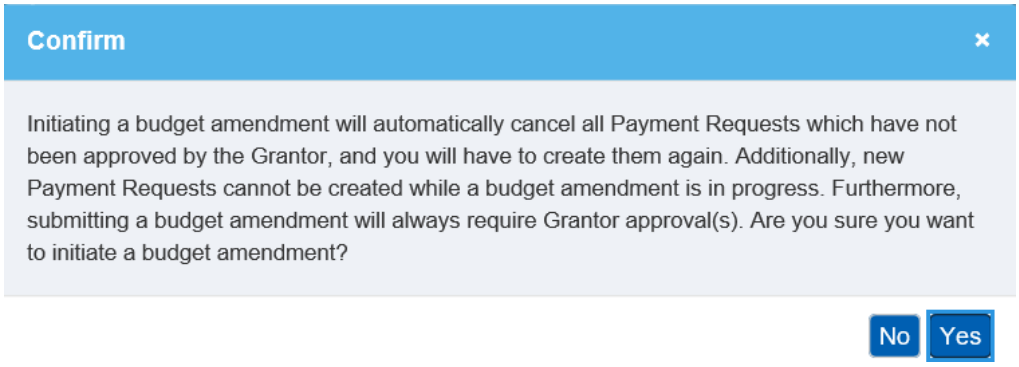
2. Click on the Awards tab, locate the Activated award, and click the green eye icon.



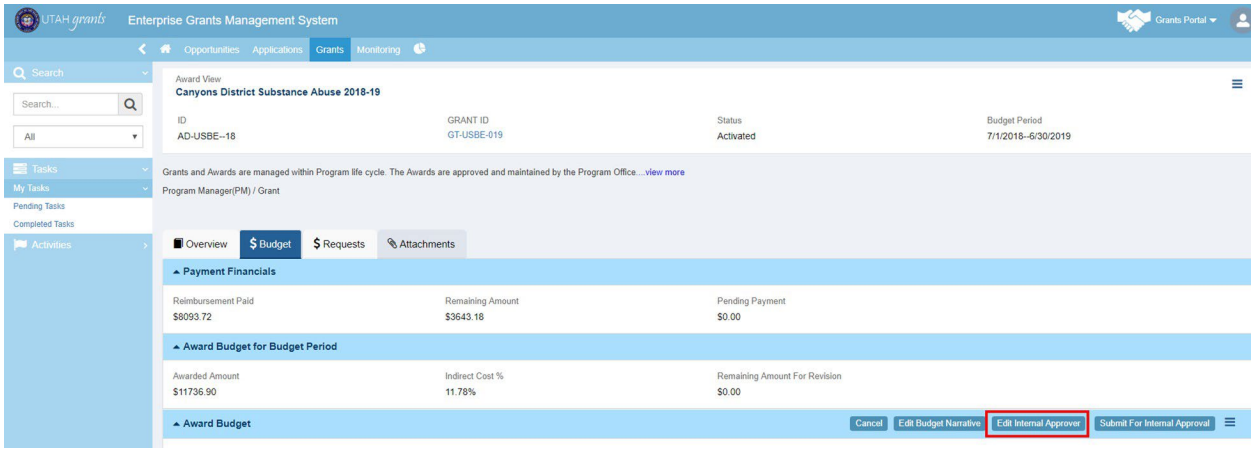
3. In Award View, click on the Budget Tab and select the Budget Amendment button.



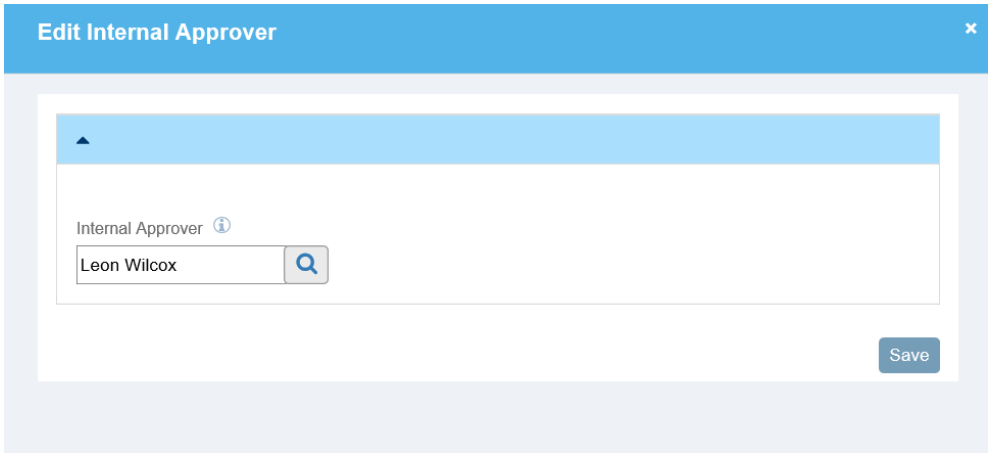
4. Any payment requests which have not been approved will be automatically canceled. Click Yes to proceed.



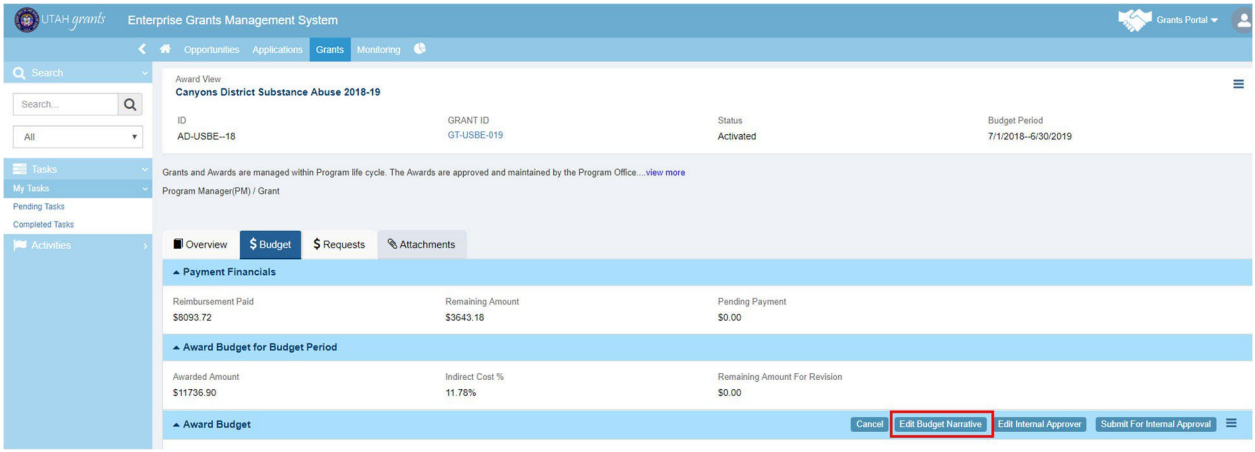
5. Click Edit Internal Approver



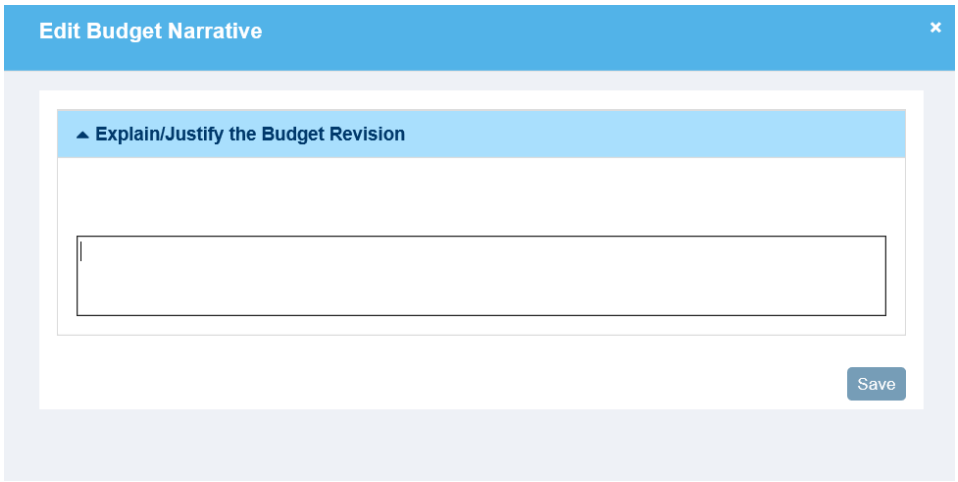
6. Select appropriate approver for budget allocation change request.



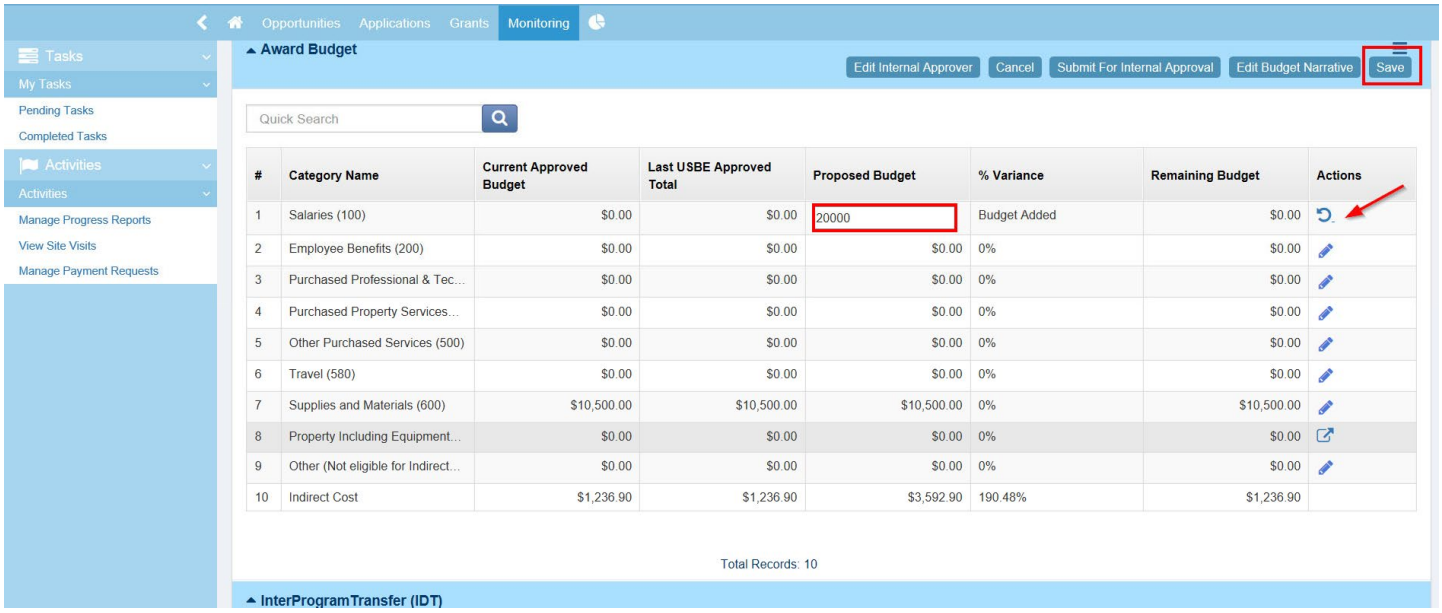
7. Click Edit Budget Narrative



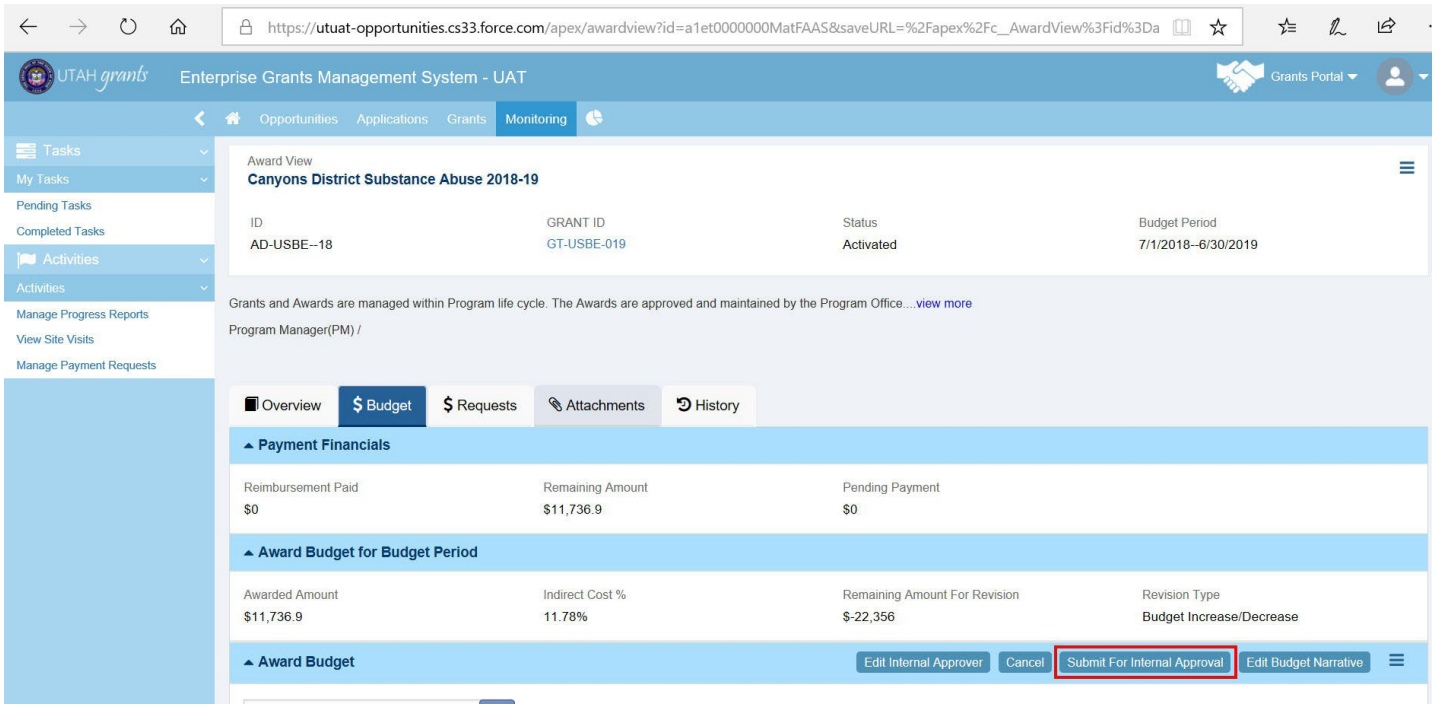
8. Explain the budget changes and click Save.



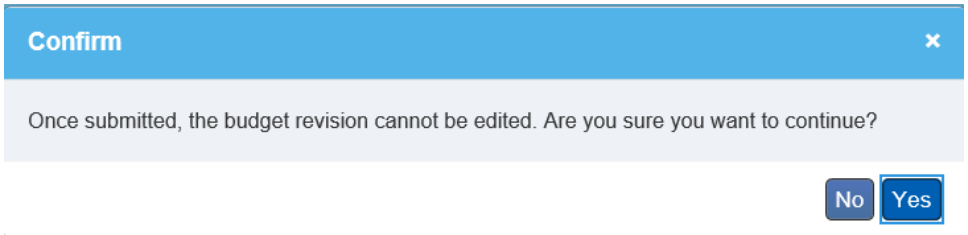
9. Edit the proposed budget by clicking on the blue pen next to the budget category. Click Save (indirect costs and totals will calculate upon Save).



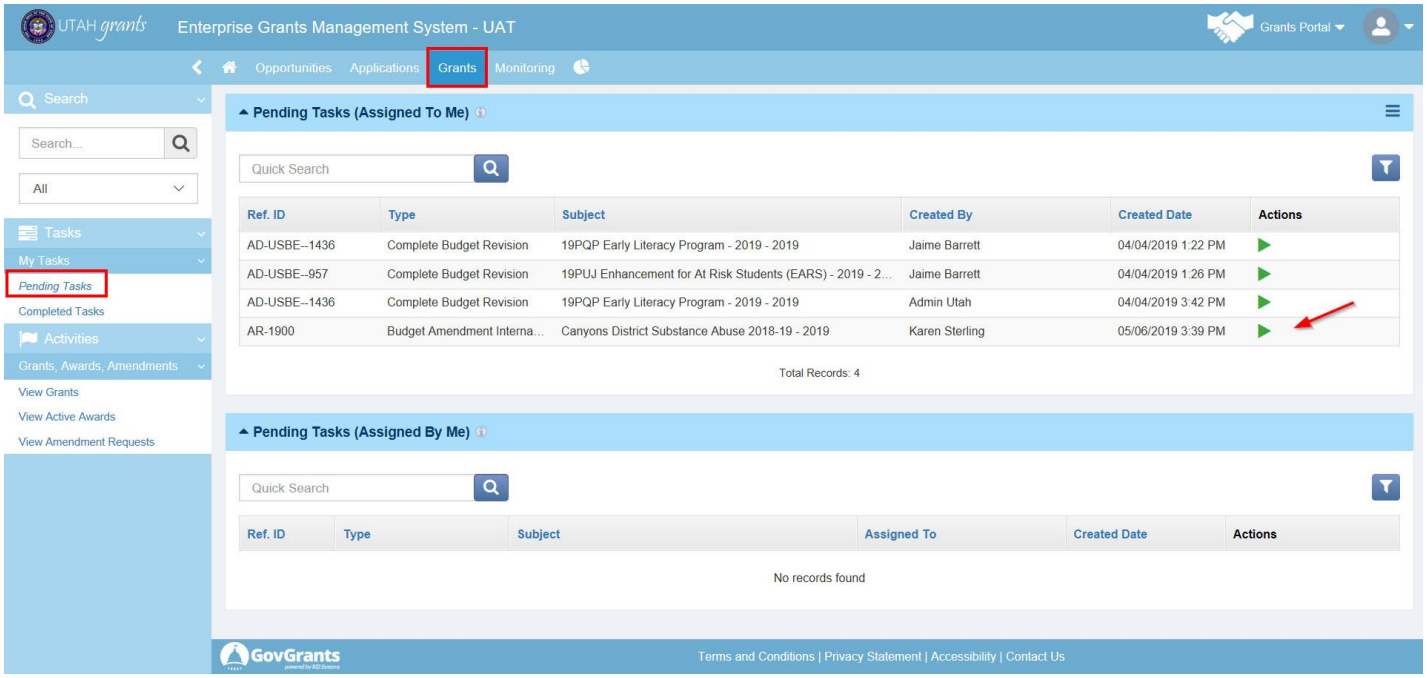
10. Click Submit for Internal Approval.



11. Click Yes to continue



12. Internal Approver will receive an email with a link to the budget revision.
    The Internal Approver can also locate the budget revision pending their approval by clicking on Grants, Pending Tasks, and selecting the task.



13. Internal Approver reviews information on all tabs and selects the necessary action. A comments box appears and is required. Click Submit
    a. Approve — Sends application to USBE for approval and payment
    b. Send Back — Sends the reimbursement request back to the creator for editing and resubmission

