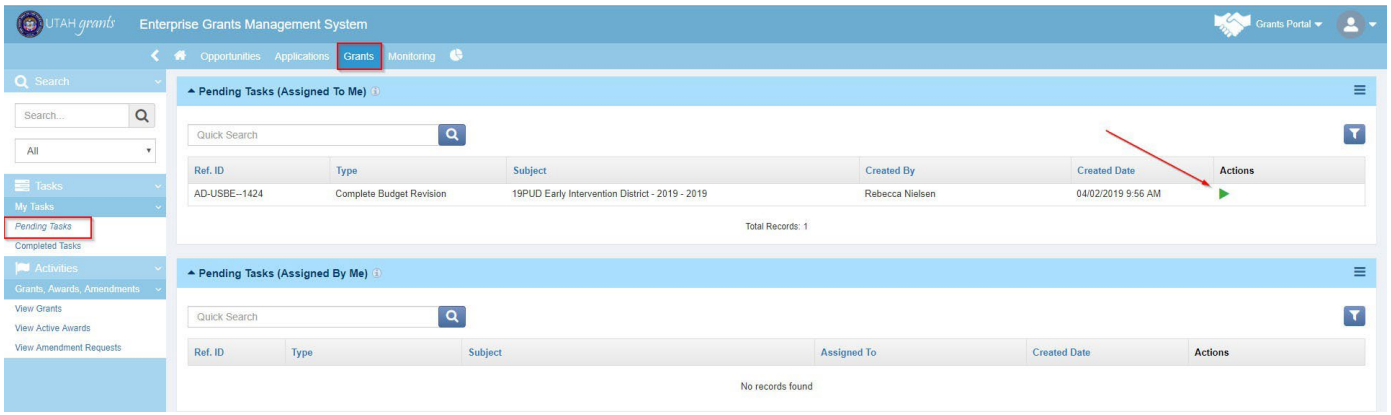
Budget Revision – Revised Allocation from USBE

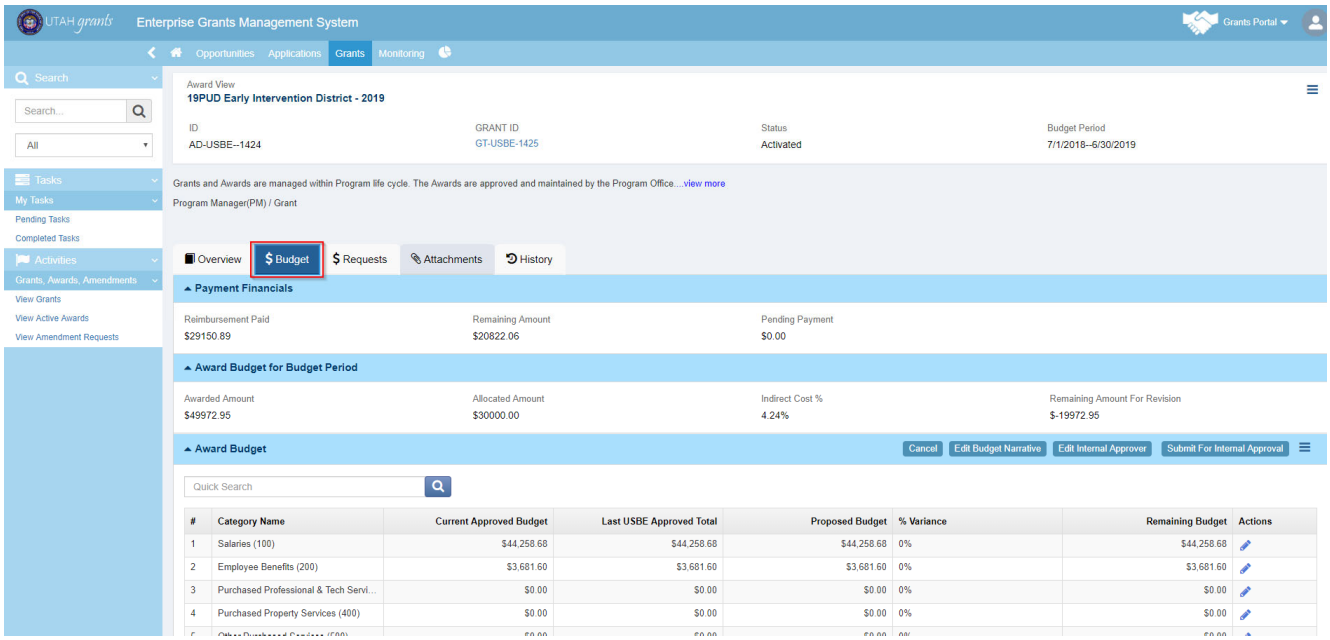
Activities that occur after the award is issued are considered post-award activities. These are managed in the Monitoring section of Utah Grants.

Grantee Revision Creator

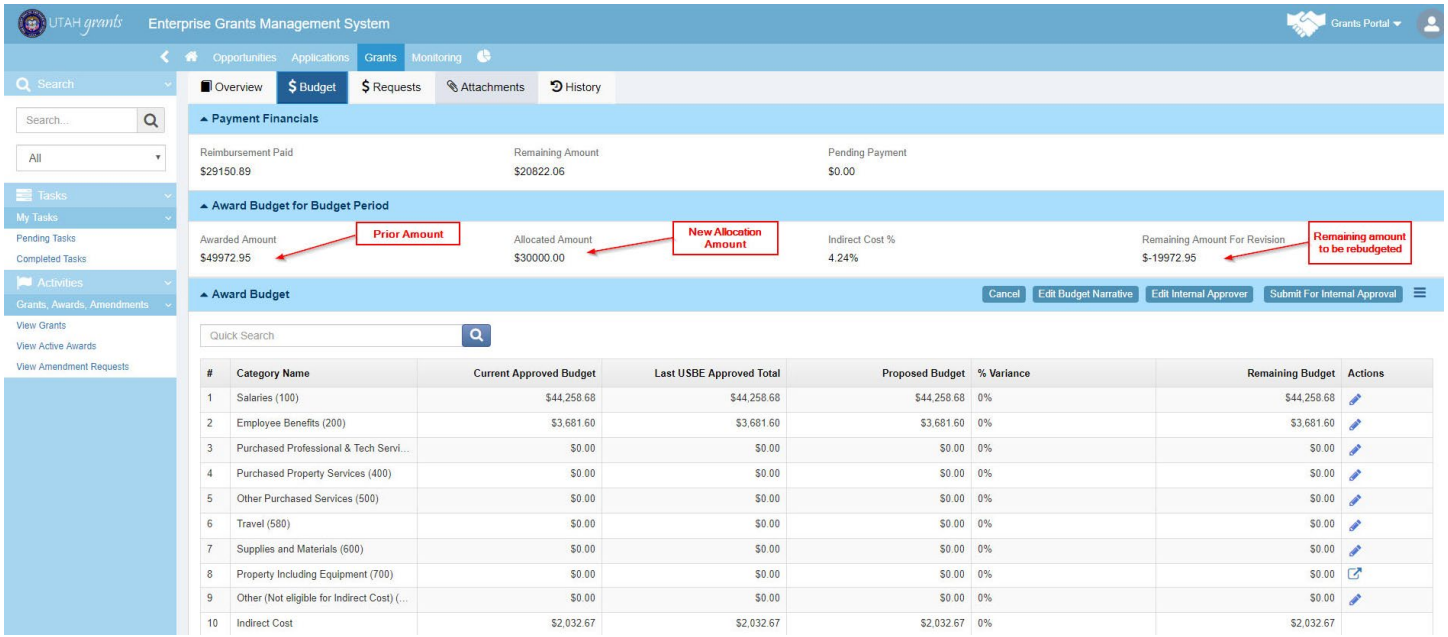
1. Click the Grants tab (top Menu) and locate the pending task associated with the program. Click the green start button action.



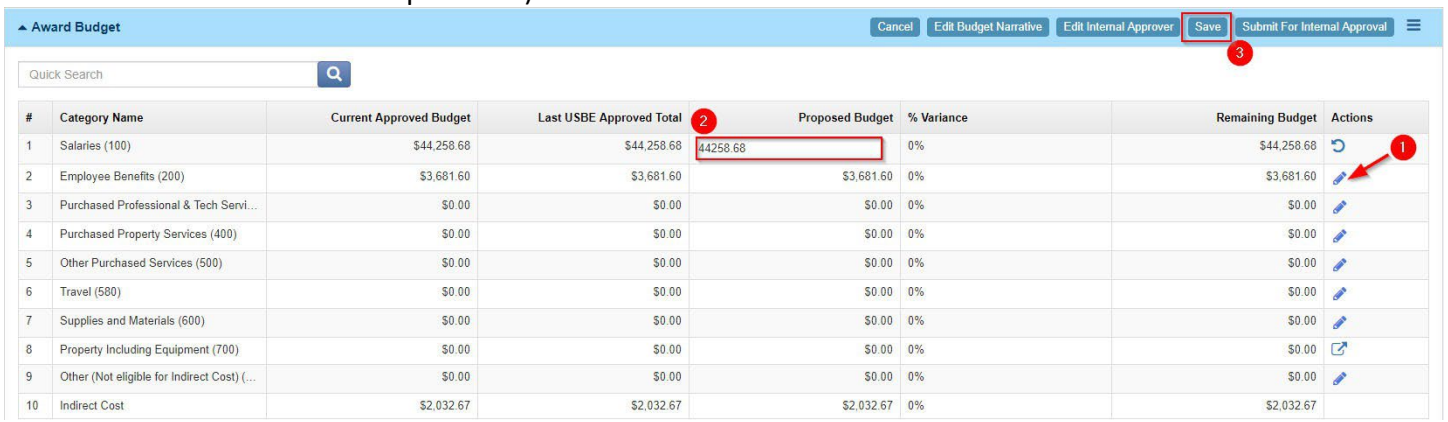
2. The Grants Award view will appear. Click the $ Budget subtab.



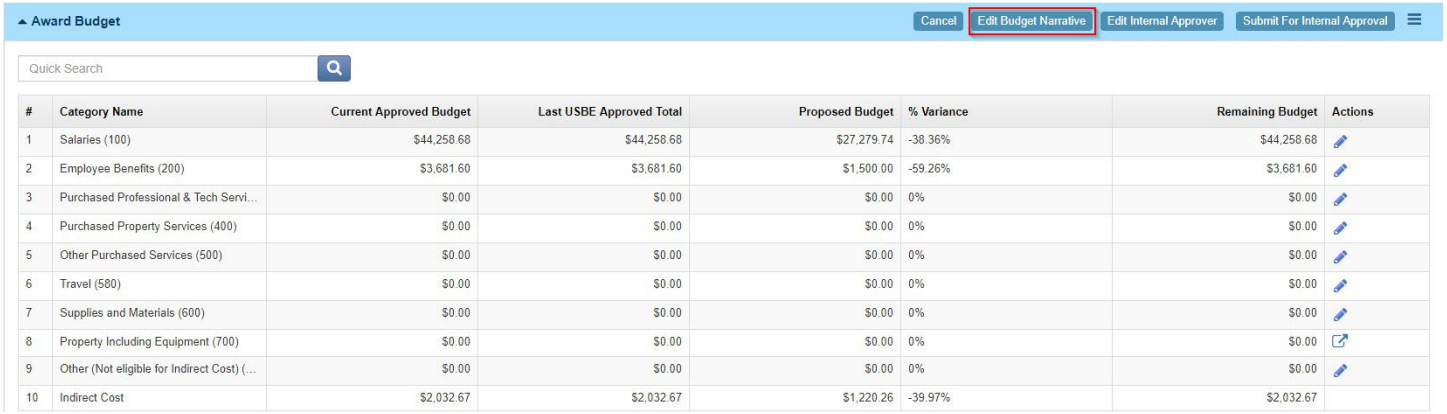
3. The prior grant allocation, new grant allocation, and amount remaining to be reallocated will appear at top under Award Budget for Budget Period heading.



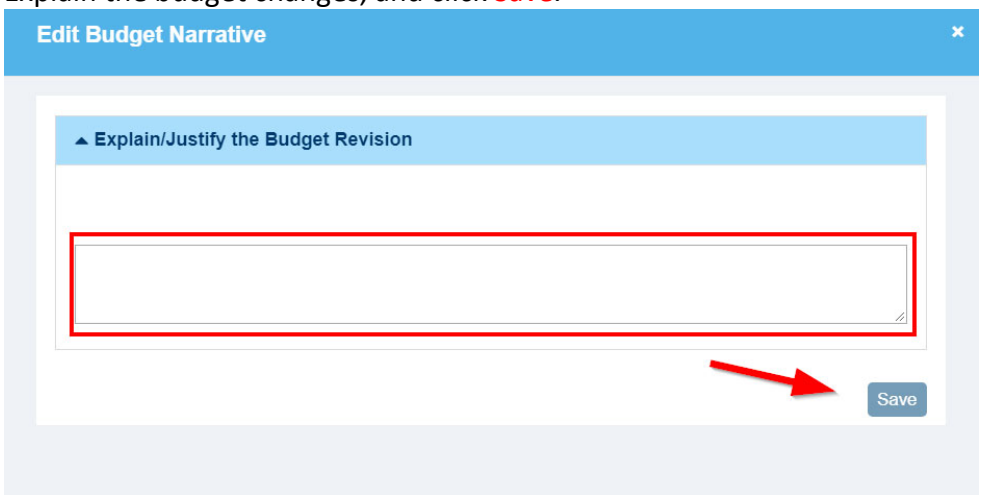
4. Edit the proposed budget by clicking on the blue pen next to the budget category. Click Save (indirect costs and totals will calculate upon Save).



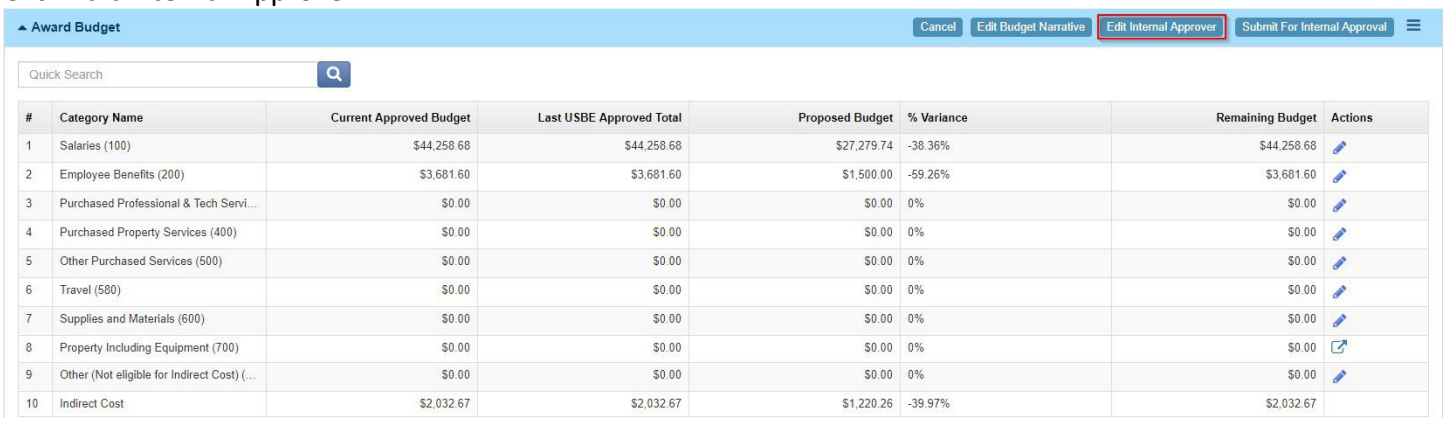
5. Click Edit Budget Narrative



6. Explain the budget changes, and click Save.

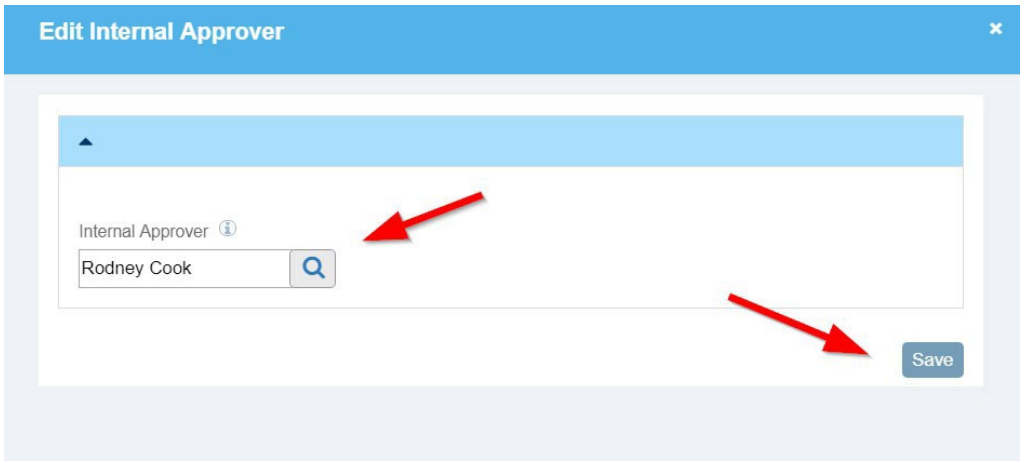


7. Click Edit Internal Approver

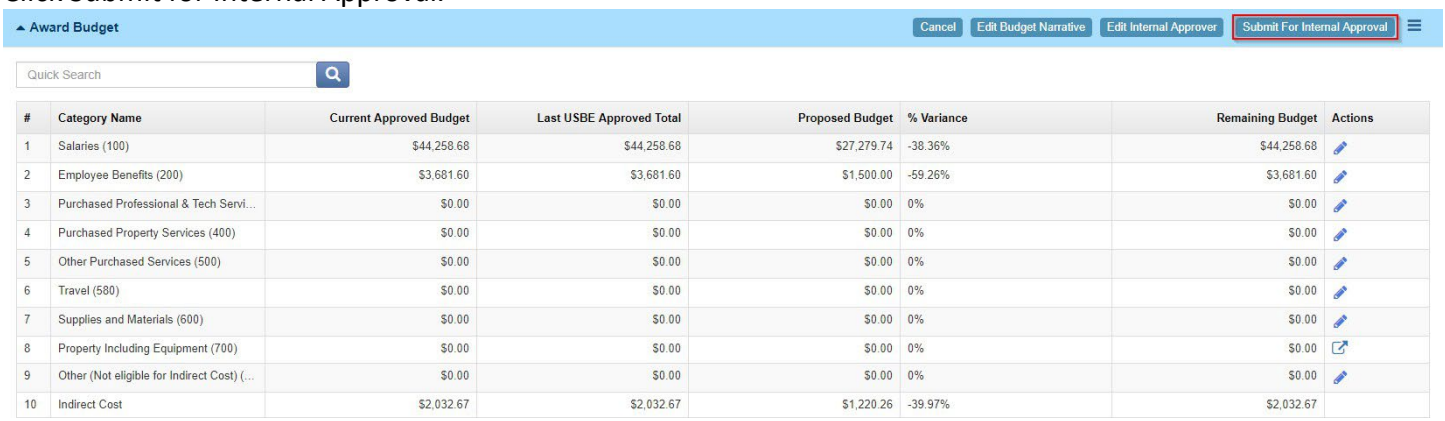


#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	$44,258.68	$44,258.68	$27,279.74	-38.36%	$44,258.68	
2	Employee Benefits (200)	$3,681.60	$3,681.60	$1,500.00	-59.26%	$3,681.60	
3	Purchased Professional & Tech Servi...	$0.00	$0.00	$0.00	0%	$0.00	
4	Purchased Property Services (400)	$0.00	$0.00	$0.00	0%	$0.00	
5	Other Purchased Services (500)	$0.00	$0.00	$0.00	0%	$0.00	
6	Travel (580)	$0.00	$0.00	$0.00	0%	$0.00	
7	Supplies and Materials (600)	$0.00	$0.00	$0.00	0%	$0.00	
8	Property Including Equipment (700)	$0.00	$0.00	$0.00	0%	$0.00	
9	Other (Not eligible for Indirect Cost) (...	$0.00	$0.00	$0.00	0%	$0.00	
10	Indirect Cost	$2,032.67	$2,032.67	$1,220.26	-39.97%	$2,032.67	

8. Update the Internal approver by clicking the magnifying glass, search and select appropriate individual and Save.

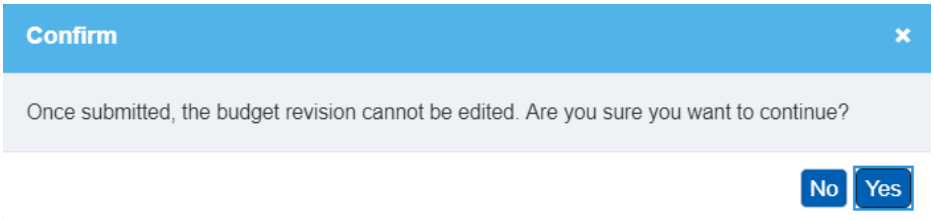


9. Click Submit for Internal Approval.



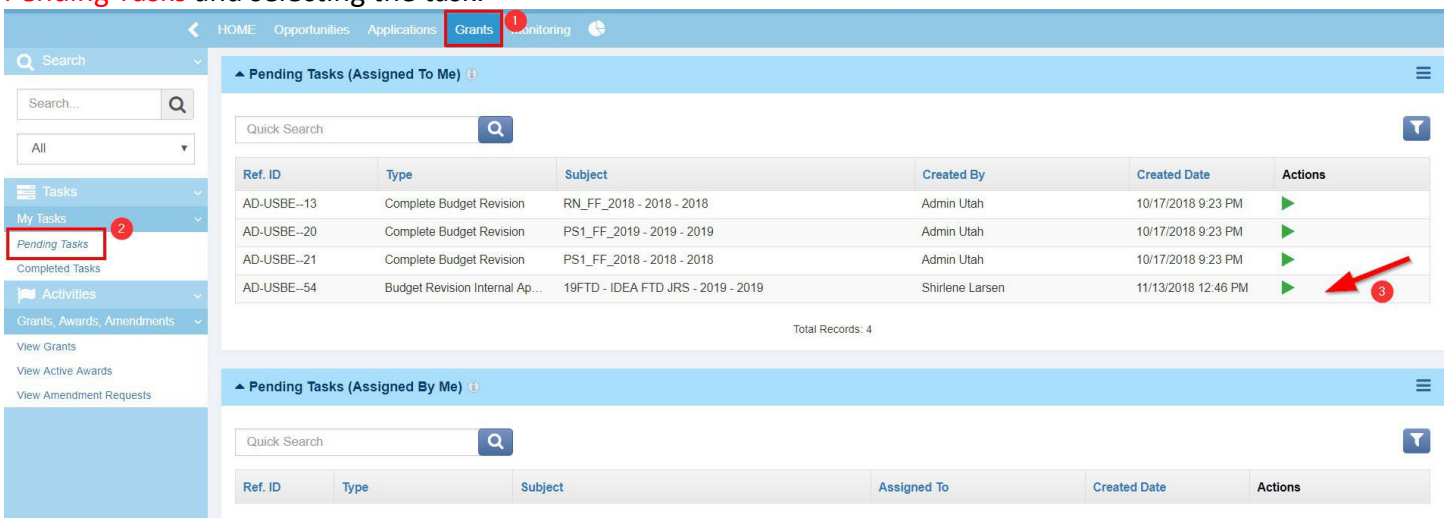
#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	$44,258.68	$44,258.68	$27,279.74	-38.36%	$44,258.68	
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3	Purchased Professional & Tech Servi...	$0.00	$0.00	$0.00	0%	$0.00	
4	Purchased Property Services (400)	$0.00	$0.00	$0.00	0%	$0.00	
5	Other Purchased Services (500)	$0.00	$0.00	$0.00	0%	$0.00	
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8	Property Including Equipment (700)	$0.00	$0.00	$0.00	0%	$0.00	
9	Other (Not eligible for Indirect Cost) (...	$0.00	$0.00	$0.00	0%	$0.00	
10	Indirect Cost	$2,032.67	$2,032.67	$1,220.26	-39.97%	$2,032.67	

10. Click Yes to continue.



Grantee Internal Approver

11. 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.



12. 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

