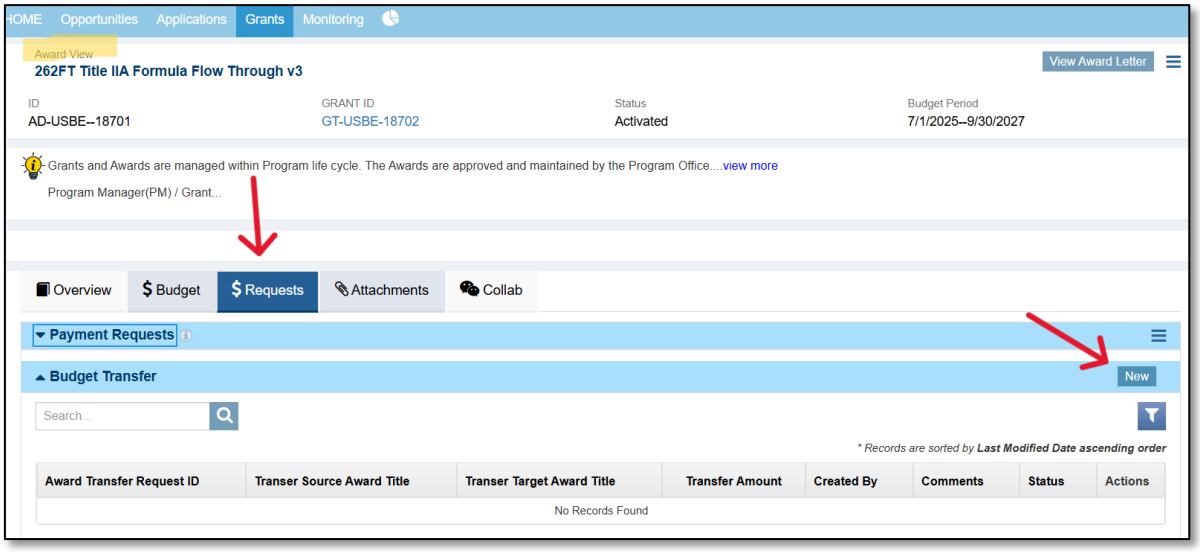
Budget Transfers Post-Award
Consolidated Programs

If a grantee did not complete a budget transfer during the consolidated pre-application process, they may complete a budget transfer for eligible awarded funds. A grantee may complete a budget transfer after submitting the pre-application and full applications for the consolidated award. The grantee must be awarded the funds to complete a budget transfer. You may only transfer between eligible programs.

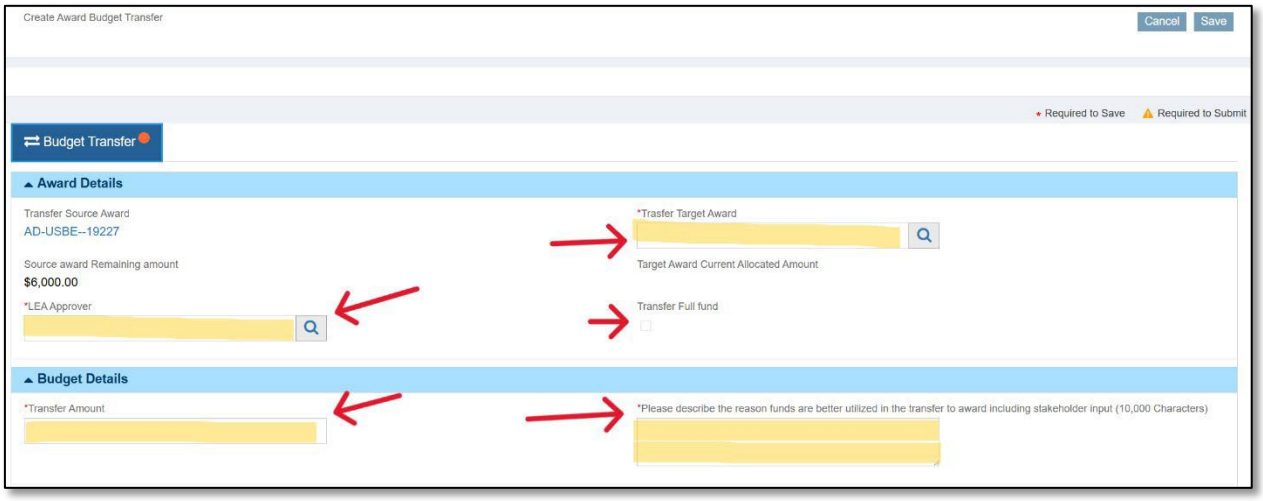
Please use these instructions for completing post-award budget transfers for the consolidated programs.

Grantee Creator

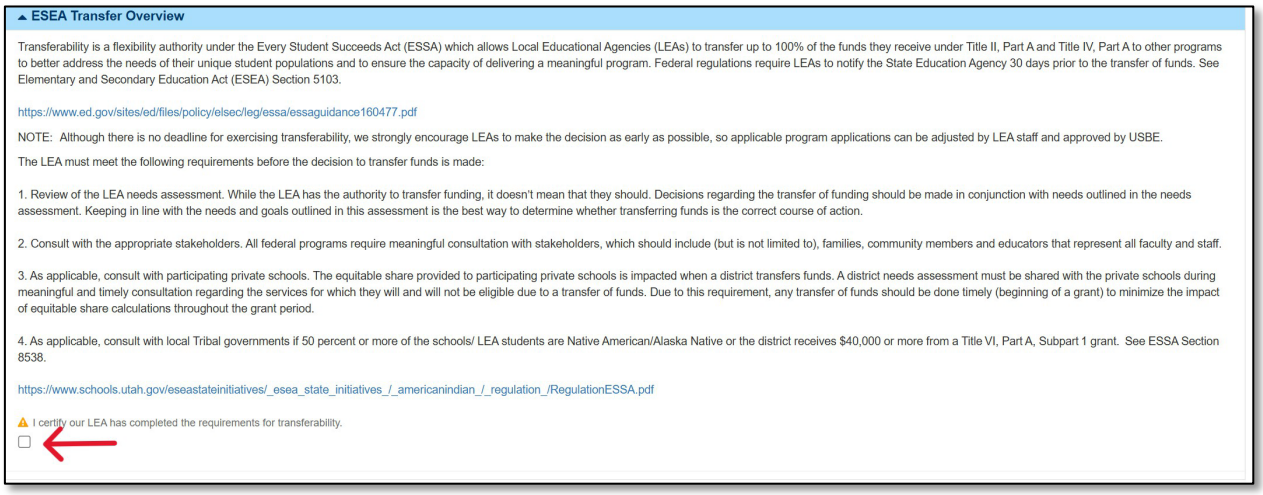
1) From the Grant tab, navigate to the program Award view.
2) Select the Requests tab and scroll to the Budget Transfer section.
3) Then select New.



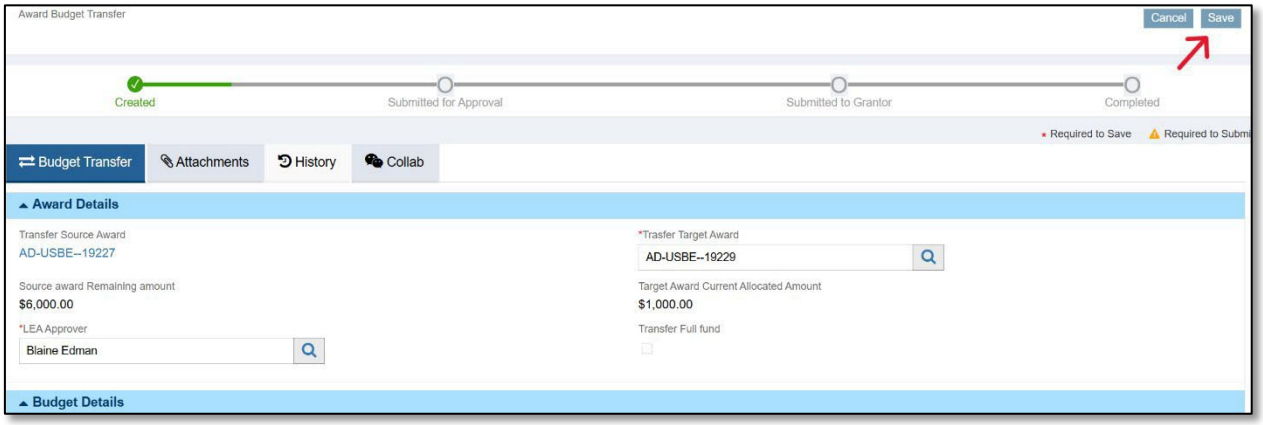
4) This will open a new window for the Budget Transfer page.
5) Complete the following fields:
    a. LEA Approver
    b. Transfer Target Award
    c. If you wish to transfer the full award, you may select the Transfer Full Award box
    d. Transfer Amount
    e. Describe the details of why you wish to transfer the funds to and how the funding will be best utilized in that program.



6) Scroll down to the ESEA Transferability Section.
   a. Once you have read the terms and conditions, select the check box.

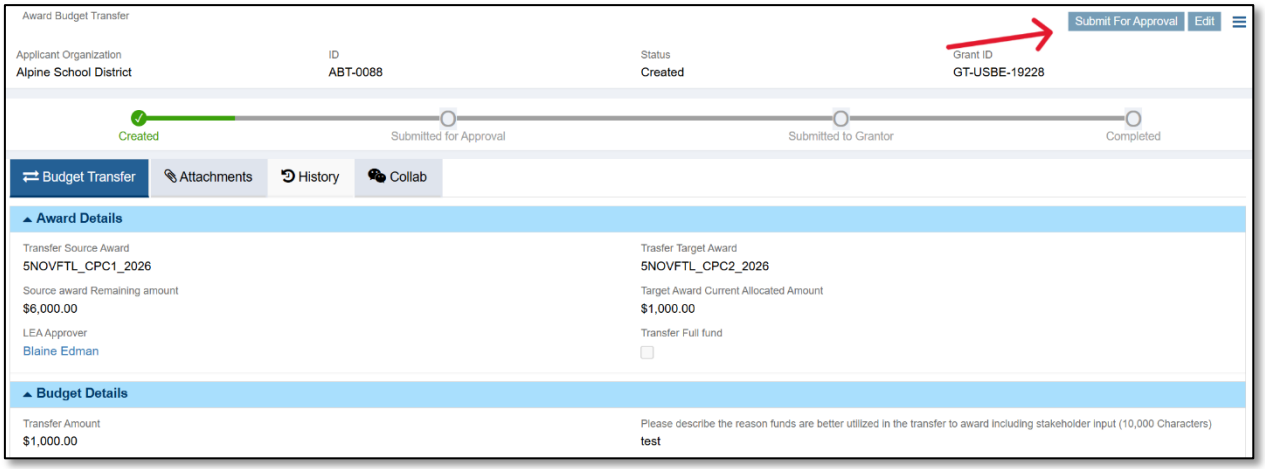


7) Click Save.



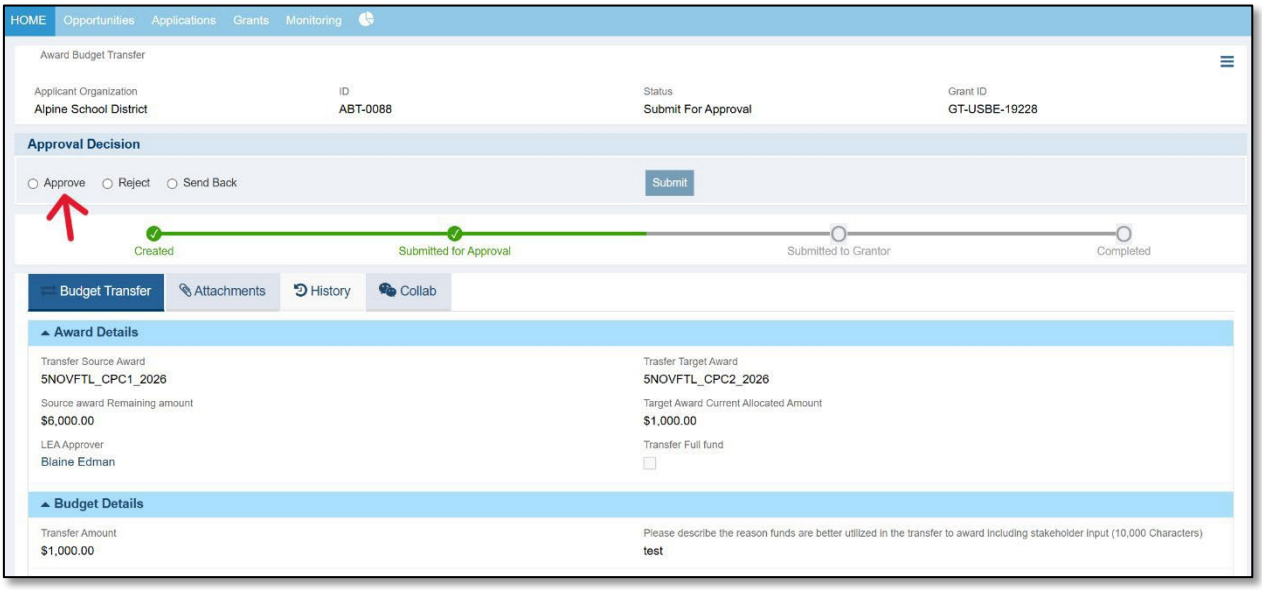
8) You can review the Budget Transfer data and may select Edit if you need to make changes.

9) Then select Submit for Approval to send it to the Approver.



Grantee Approver

1) The Approver should review the information about the transfer, including the reason for the transfer.
2) Select Approve, write a comment, and then Submit.



3) The Budget Transfer request will then be reviewed by the USBE Grant Manager. Once that is completed, the grantee will see the transferred funds.