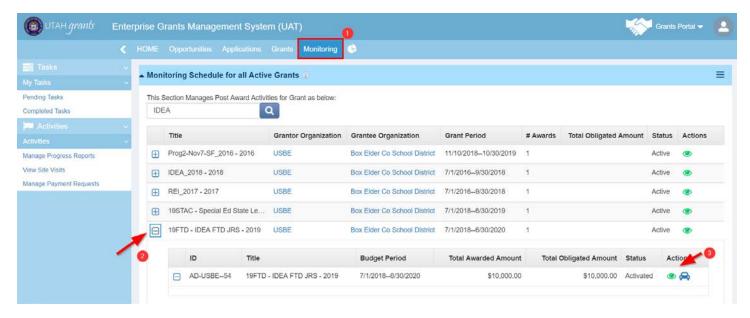# Budget Revisions in Utah Grants
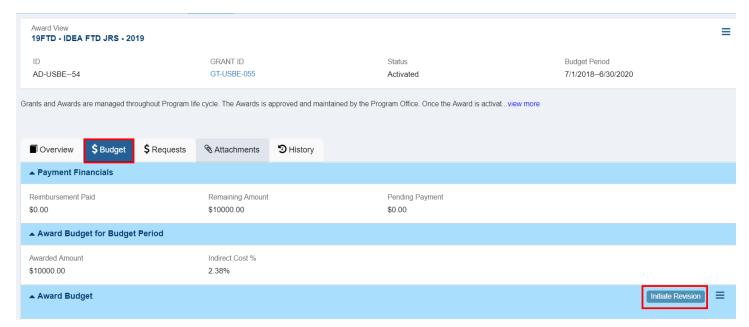
Activities that occur after the award is issued are considered post-award activities. These are managed in the Monitoring section of Utah Grants.
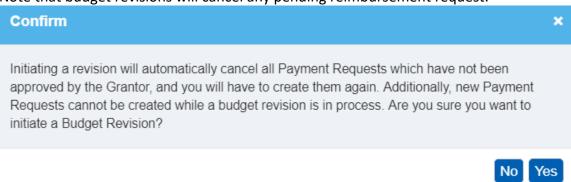
Grantee Revision Creator

1. Locate program for which budget is being revised. Click the Monitoring tab (top Menu) and locate the program. Expand the + (plus sign) to view line details, click green eye icon.
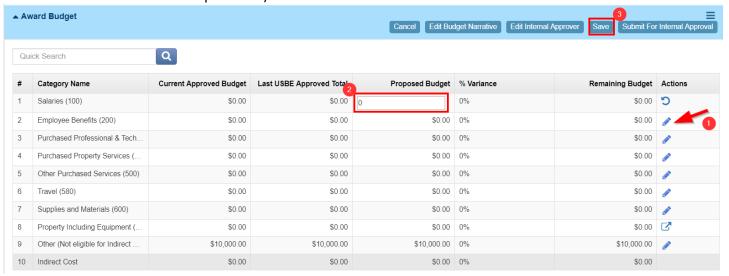

2. Create Budget Revision by selecting the $ Budget subtab, then selecting Initiate Revision in the Award Budget section.
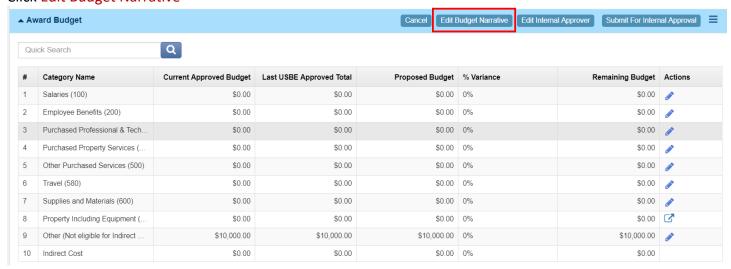
ADA compliant 12-10-2018

3. Note that budget revisions will cancel any pending reimbursement request.

Confirm ✕

Initiating a revision will automatically cancel all Payment Requests which have not been approved by the Grantor, and you will have to create them again. Additionally, new Payment Requests cannot be created while a budget revision is in process. Are you sure you want to initiate a Budget Revision?
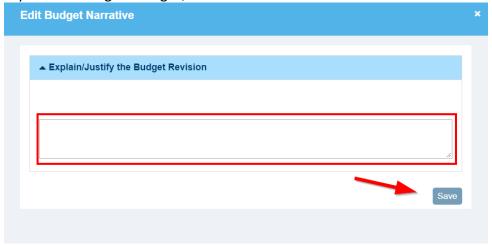
No   Yes

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).

▲ Award Budget

Cancel   Edit Budget Narrative   Edit Internal Approver   Save   Submit For Internal Approval

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	$0.00	$0.00	0	0%	$0.00	↺
2	Employee Benefits (200)	$0.00	$0.00	$0.00	0%	$0.00	✏
3	Purchased Professional & Tech…	$0.00	$0.00	$0.00	0%	$0.00	✏
4	Purchased Property Services (…	$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 (…	$0.00	$0.00	$0.00	0%	$0.00	⤴
9	Other (Not eligible for Indirect …	$10,000.00	$10,000.00	$10,000.00	0%	$10,000.00	✏
10	Indirect Cost	$0.00	$0.00	$0.00	0%	$0.00	

5. Click Edit Budget Narrative

▲ Award Budget

Cancel   Edit Budget Narrative   Edit Internal Approver   Submit For Internal Approval

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	$0.00	$0.00	$0.00	0%	$0.00	✏
2	Employee Benefits (200)	$0.00	$0.00	$0.00	0%	$0.00	✏
3	Purchased Professional & Tech…	$0.00	$0.00	$0.00	0%	$0.00	✏
4	Purchased Property Services (…	$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 (…	$0.00	$0.00	$0.00	0%	$0.00	⤴
9	Other (Not eligible for Indirect …	$10,000.00	$10,000.00	$10,000.00	0%	$10,000.00	✏
10	Indirect Cost	$0.00	$0.00	$0.00	0%	$0.00	

6. Explain the budget changes, and click Save.

Edit Budget Narrative   ✕

▲ **Explain/Justify the Budget Revision**

[text area]

Save

7. Click Edit Internal Approver

▲ **Award Budget**   Cancel | Edit Budget Narrative | **Edit Internal Approver** | Submit For Internal Approval | ☰

Quick Search [🔍]

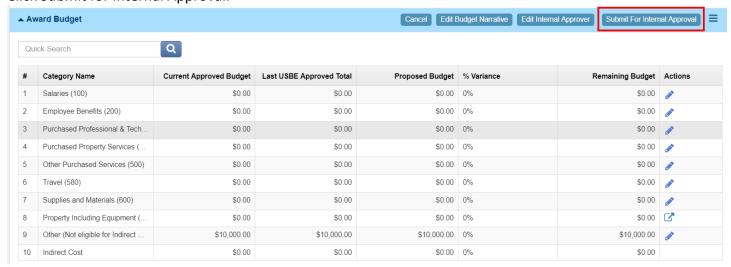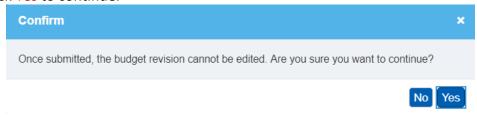| #	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	$0.00	$0.00	$0.00	0%	$0.00	✏
2	Employee Benefits (200)	$0.00	$0.00	$0.00	0%	$0.00	✏
3	Purchased Professional & Tech…	$0.00	$0.00	$0.00	0%	$0.00	✏
4	Purchased Property Services (…	$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 (…	$0.00	$0.00	$0.00	0%	$0.00	↗
9	Other (Not eligible for Indirect …	$10,000.00	$10,000.00	$10,000.00	0%	$10,000.00	✏
10	Indirect Cost	$0.00	$0.00	$0.00	0%	$0.00	

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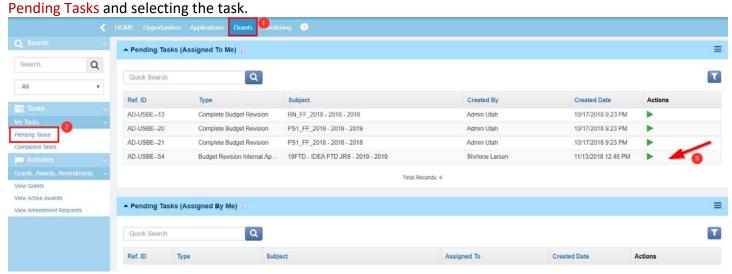
Edit Internal Approver   ✕

▲

Internal Approver ⓘ

Rodney Cook [🔍]

Save

9. Click Submit for Internal Approval.

| ▲ Award Budget | | | | | | Cancel | Edit Budget Narrative | Edit Internal Approver | Submit For Internal Approval | ☰ |

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	$0.00	$0.00	$0.00	0%	$0.00	✏
2	Employee Benefits (200)	$0.00	$0.00	$0.00	0%	$0.00	✏
3	Purchased Professional & Tech...	$0.00	$0.00	$0.00	0%	$0.00	✏
4	Purchased Property Services (...	$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 (...	$0.00	$0.00	$0.00	0%	$0.00	↗
9	Other (Not eligible for Indirect ...	$10,000.00	$10,000.00	$10,000.00	0%	$10,000.00	✏
10	Indirect Cost	$0.00	$0.00	$0.00	0%	$0.00	

10. Click Yes to continue.

Confirm ✕

Once submitted, the budget revision cannot be edited. Are you sure you want to continue?

No Yes

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