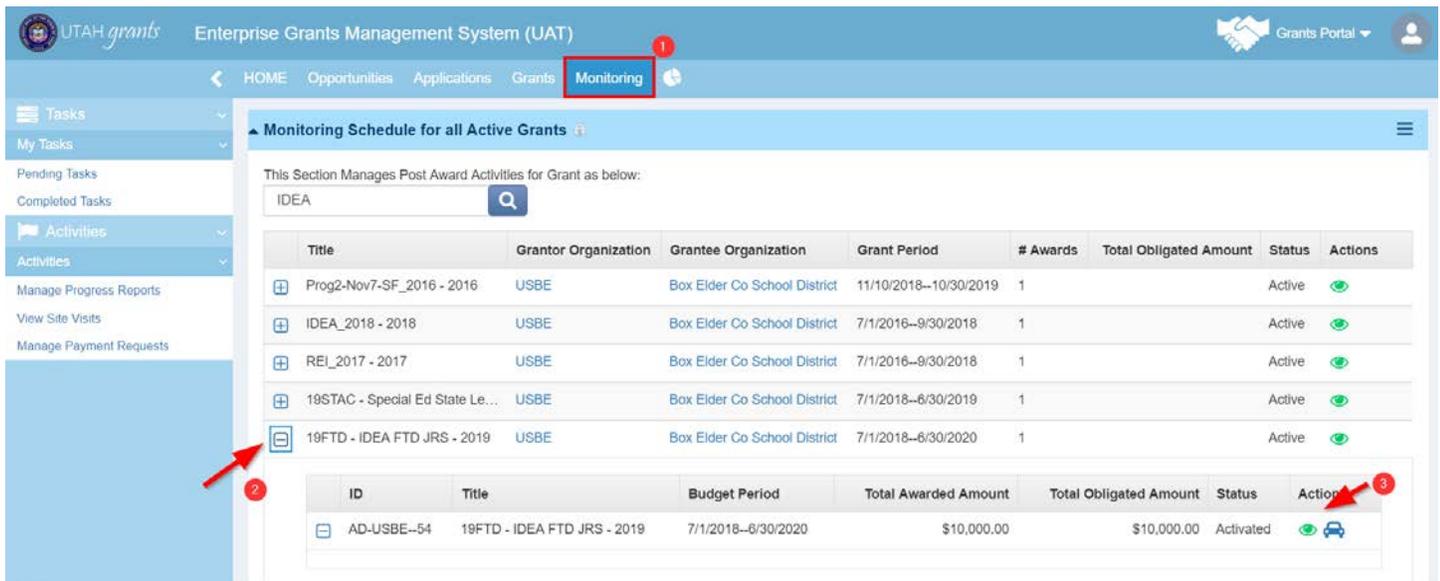


# Budget Revisions in Utah Grants

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**.



Enterprise Grants Management System (UAT)

HOME Opportunities Applications Grants **Monitoring**

Monitoring Schedule for all Active Grants

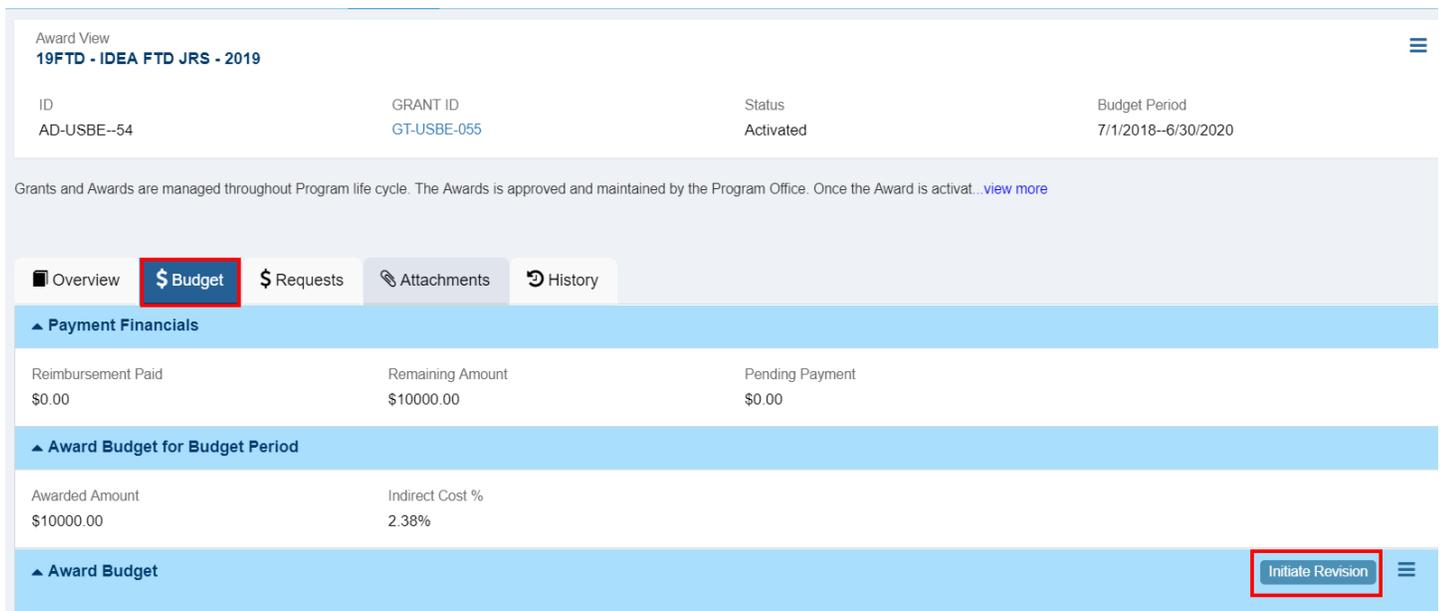
This Section Manages Post Award Activities for Grant as below:

IDEA

Title	Grantor Organization	Grantee Organization	Grant Period	# Awards	Total Obligated Amount	Status	Actions
Prog2-Nov7-SF_2016 - 2016	USBE	Box Elder Co School District	11/10/2018--10/30/2019	1		Active	
IDEA_2018 - 2018	USBE	Box Elder Co School District	7/1/2016--9/30/2018	1		Active	
REI_2017 - 2017	USBE	Box Elder Co School District	7/1/2016--9/30/2018	1		Active	
19STAC - Special Ed State Le...	USBE	Box Elder Co School District	7/1/2018--6/30/2019	1		Active	
19FTD - IDEA FTD JRS - 2019	USBE	Box Elder Co School District	7/1/2018--6/30/2020	1		Active	

ID	Title	Budget Period	Total Awarded Amount	Total Obligated Amount	Status	Action
AD-USBE--54	19FTD - IDEA FTD JRS - 2019	7/1/2018--6/30/2020	\$10,000.00	\$10,000.00	Activated	

2. Create Budget Revision by selecting the **\$ Budget** subtab, then selecting **Initiate Revision** in the Award Budget section.



Award View

**19FTD - IDEA FTD JRS - 2019**

ID	GRANT ID	Status	Budget Period
AD-USBE--54	GT-USBE-055	Activated	7/1/2018--6/30/2020

Grants and Awards are managed throughout Program life cycle. The Awards is approved and maintained by the Program Office. Once the Award is activat... [view more](#)

Overview **\$ Budget** \$ Requests Attachments History

Payment Financials

Reimbursement Paid	Remaining Amount	Pending Payment
\$0.00	\$10000.00	\$0.00

Award Budget for Budget Period

Awarded Amount	Indirect Cost %
\$10000.00	2.38%

Award Budget **Initiate Revision**

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
☰

Q

#	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	<span style="color: red; font-weight: bold; font-size: 1.2em;">1</span>
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	

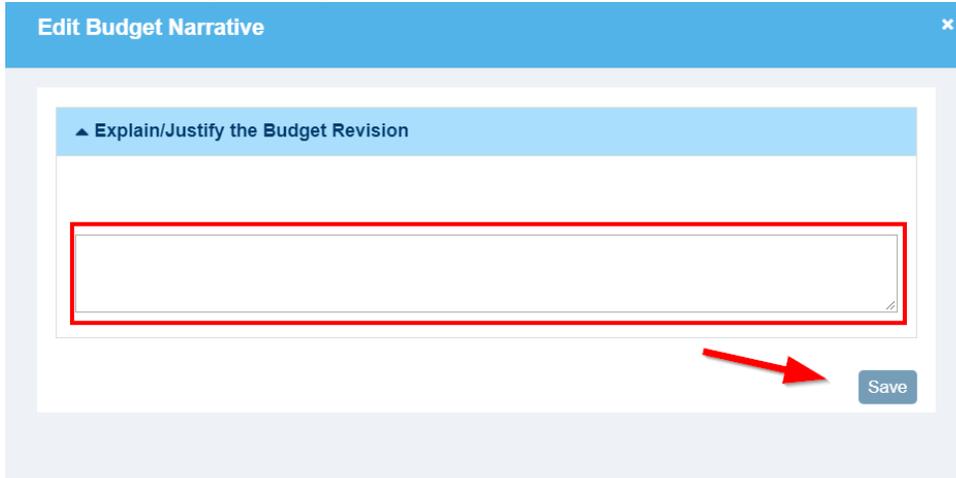
5. Click **Edit Budget Narrative**

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

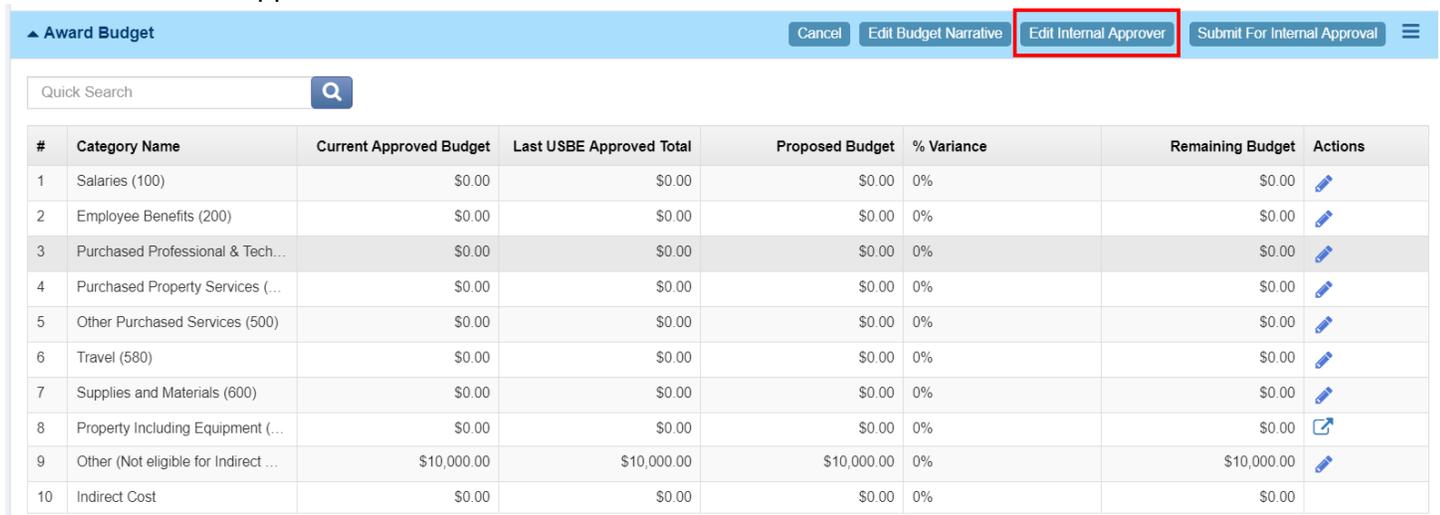
Q

#	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**.

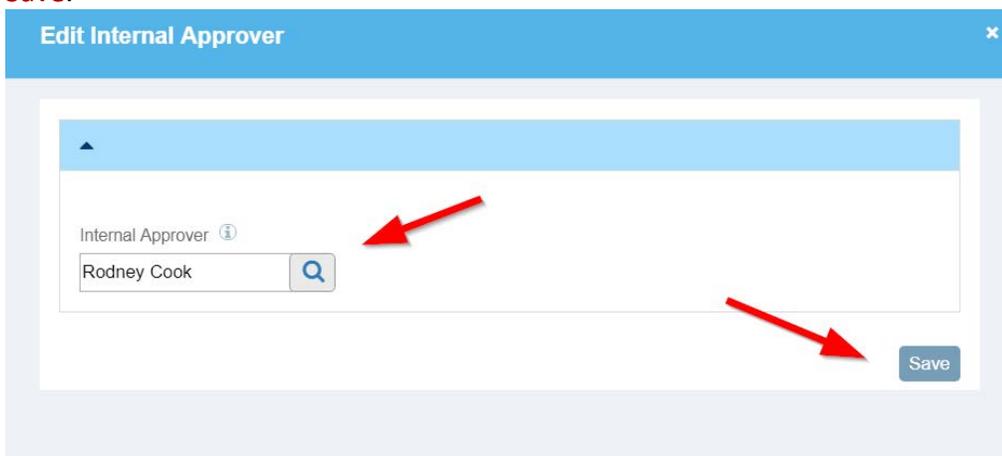


7. Click Edit Internal Approver



#	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**.



9. Click Submit for Internal Approval.

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

Quick Search  Q

#	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	
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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

# 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.

Ref. ID	Type	Subject	Created By	Created Date	Actions
AD-USBE-13	Complete Budget Revision	RN_FF_2018 - 2018 - 2018	Admin Utah	10/17/2018 9:23 PM	▶
AD-USBE-20	Complete Budget Revision	PS1_FF_2019 - 2019 - 2019	Admin Utah	10/17/2018 9:23 PM	▶
AD-USBE-21	Complete Budget Revision	PS1_FF_2018 - 2018 - 2018	Admin Utah	10/17/2018 9:23 PM	▶
AD-USBE-54	Budget Revision Internal Ap...	19FTD - IDEA FTD JRS - 2019 - 2019	Shirlene Larsen	11/13/2018 12:46 PM	▶

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

Budget Revision Request  
**19FTD - IDEA FTD JRS - 2019**

Award Number AD-USBE-54	Program Name 19FTD - IDEA FTD JRS	Program Fiscal Year SFY-2019	Indirect Cost Percentage 2.38%
Recipient Organization Box Elder Co School District	Program ID a2sr000000019dy	Internal Approver Rodney Cook	

**Approval Decision**

Approve  Send Back

Enter Your Comments

Progress: Created Submitted for Internal Approval Approved Internally Submitted to Grantor Active