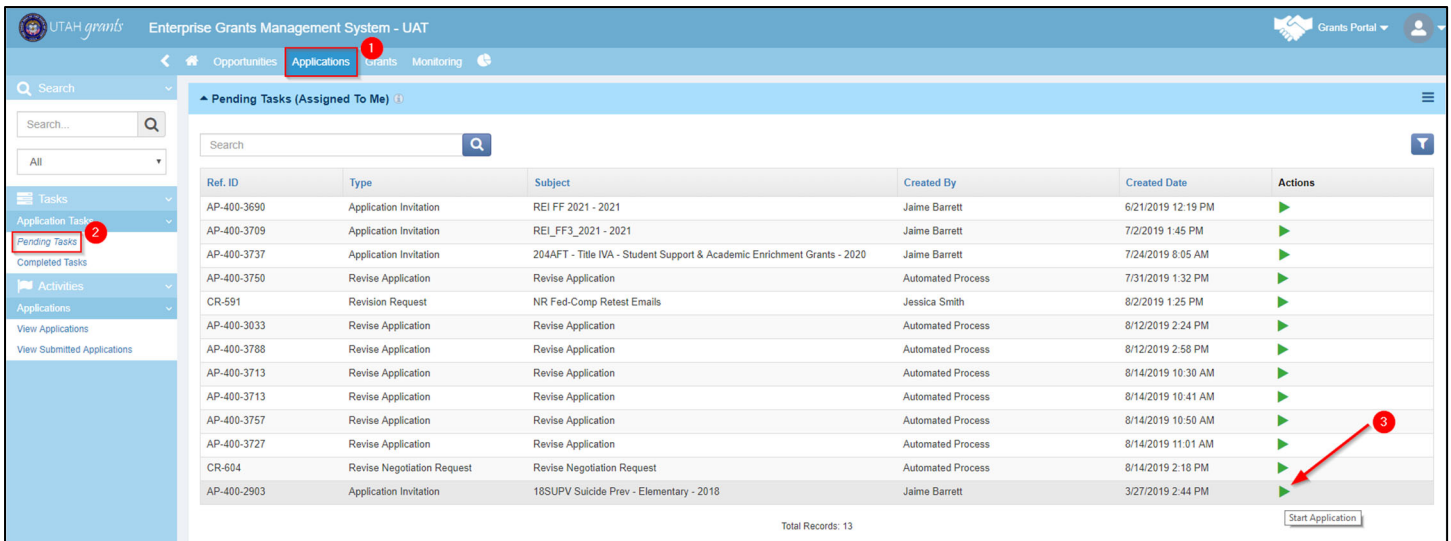


Application Revision Process in Utah Grants

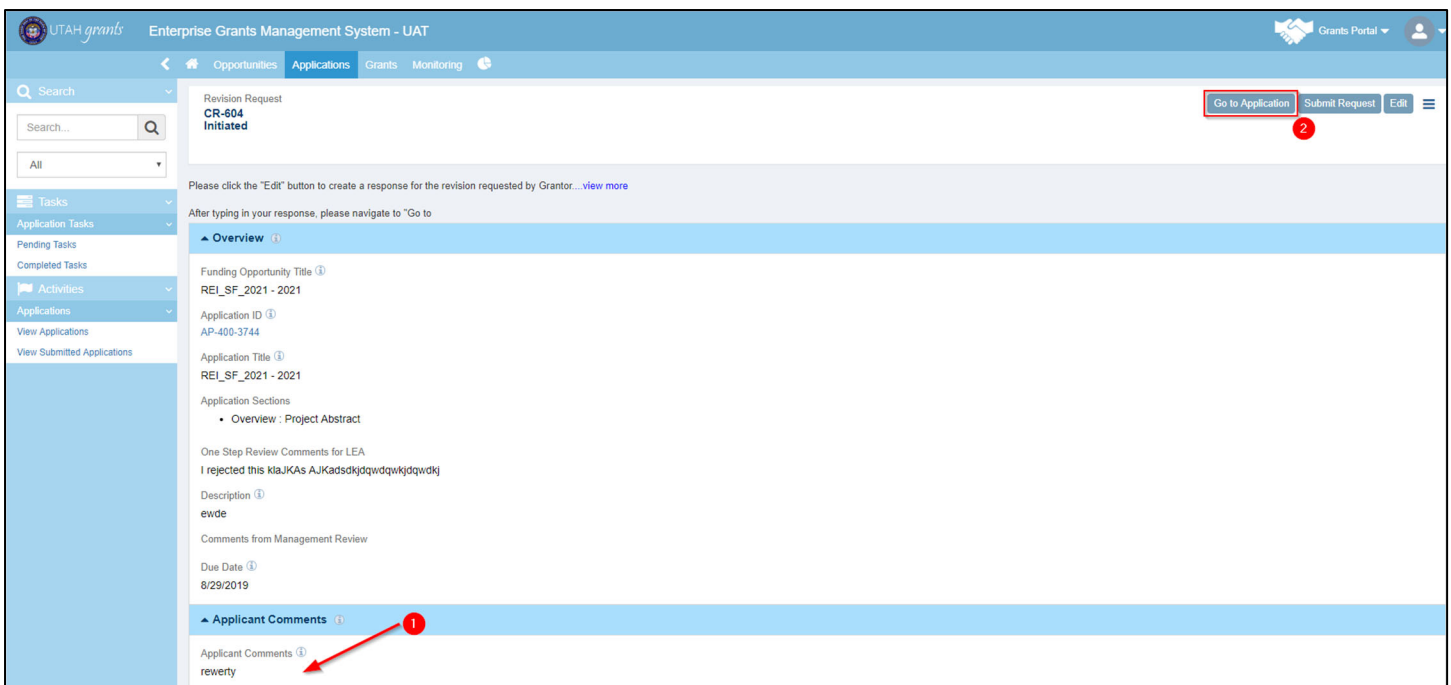
Application Creator

1. Application Creator receives email with instructions on how to access the revision request. The Application Creator goes to **Applications** (tab at the top) > **Pending Tasks** (left side bar) > select the **Green Play** button for the application that needs revision.



Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-3690	Application Invitation	REI FF 2021 - 2021	Jaime Barrett	6/21/2019 12:19 PM	▶
AP-400-3709	Application Invitation	REI_FF3_2021 - 2021	Jaime Barrett	7/2/2019 1:45 PM	▶
AP-400-3737	Application Invitation	204AFT - Title IVA - Student Support & Academic Enrichment Grants - 2020	Jaime Barrett	7/24/2019 8:05 AM	▶
AP-400-3750	Revise Application	Revise Application	Automated Process	7/31/2019 1:32 PM	▶
CR-591	Revision Request	NR Fed-Comp Retest Emails	Jessica Smith	8/2/2019 1:25 PM	▶
AP-400-3033	Revise Application	Revise Application	Automated Process	8/12/2019 2:24 PM	▶
AP-400-3788	Revise Application	Revise Application	Automated Process	8/12/2019 2:58 PM	▶
AP-400-3713	Revise Application	Revise Application	Automated Process	8/14/2019 10:30 AM	▶
AP-400-3713	Revise Application	Revise Application	Automated Process	8/14/2019 10:41 AM	▶
AP-400-3757	Revise Application	Revise Application	Automated Process	8/14/2019 10:50 AM	▶
AP-400-3727	Revise Application	Revise Application	Automated Process	8/14/2019 11:01 AM	▶
CR-604	Revise Negotiation Request	Revise Negotiation Request	Automated Process	8/14/2019 2:18 PM	▶
AP-400-2903	Application Invitation	18SUPV Suicide Prev - Elementary - 2018	Jaime Barrett	3/27/2019 2:44 PM	▶

2. Review comments from Reviewer and Grant Manager. Click **Go to Application**



Revision Request
CR-604
Initiated

Please click the "Edit" button to create a response for the revision requested by Grantor...[view more](#)

After typing in your response, please navigate to "Go to

Overview

Funding Opportunity Title
REI_SF_2021 - 2021

Application ID
AP-400-3744

Application Title
REI_SF_2021 - 2021

Application Sections

- Overview : Project Abstract

One Step Review Comments for LEA
I rejected this kIaJKAs AJKadskdqdwqkjdqwdkj

Description
ewde

Comments from Management Review

Due Date
8/29/2019

Applicant Comments

Applicant Comments
rewerty

3. For Project Abstract changes:

- a. On the **Overview** tab, click **Edit** and make necessary changes
- b. **Save**

The screenshot shows the 'Overview' tab of the application. The 'Edit' button is highlighted in a red box. The application status is 'Revision With Grantee' and 'Days Left' is 2. The progress bar shows the following steps: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Overview' tab is selected, and the 'Project Abstract' section is visible at the bottom.

4. For Budget changes:

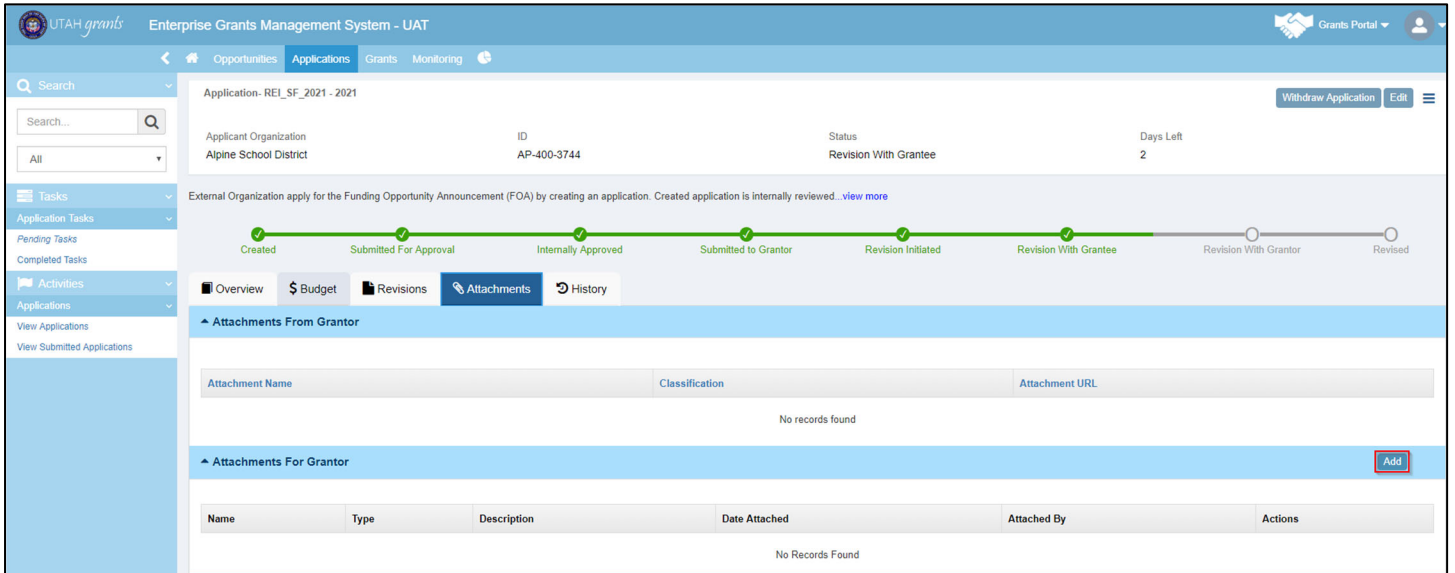
- a. On the **Budget** tab, click **Edit** and make necessary changes
- b. **Save**

The screenshot shows the 'Budget' tab of the application. The 'Edit' button is highlighted in a red box. The application status is 'Revision With Grantee' and 'Days Left' is 2. The progress bar shows the following steps: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Budget' tab is selected, and the 'Proposed Uses of Total Funds' section is visible at the bottom.

#	Expense Type (Expense Code)	Proposed Budget Amount	Actions
1	Salaries (100)	\$100.00	Edit
2	Employee Benefits (200)	\$0.00	Edit
3	Purchased Professional & Tech Services (300)	\$0.00	Edit
4	Purchased Property Services (400)	\$0.00	Edit

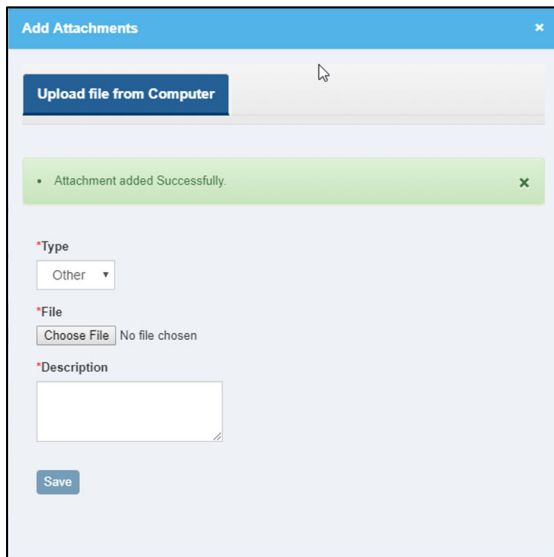
5. For items that need to be Attached:

- a. On the **Attachments** tab, click the **Add** button on the **Attachments For Grantor** section.



b. Add Attachments:

- i. Type: select from drop down box
- ii. File: add file
- iii. Description
- iv. Save



6. Go to the **Revisions** tab, under the **Revision Requests** section heading, click on the top **Green Eye**.

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The 'Applications' tab is active, displaying details for 'Application- REI_SF_2021 - 2021'. The status is 'Revision With Grantee' and 'Days Left' is 2. A progress bar shows the application's lifecycle: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Revisions' tab is selected, showing a table of revision requests. A red box highlights the 'Revisions' tab, and another red box highlights the 'Revision Requests' section heading. A red arrow points to the 'Green Eye' icon in the 'Actions' column of the first row in the table.

ID	Status	Description	Created By	Created Date	Due Date	Actions
CR-604	Revision With Grantee	ewde	Cathy Jensen	8/14/2019 2:03 PM	8/29/2019	
CR-603	Revision With Grantor	aaa	Cathy Jensen	8/14/2019 1:56 PM	8/29/2019	
CR-602	Revision With Grantor	wqddq	Cathy Jensen	8/14/2019 12:02 PM	8/29/2019	
CR-600	Revision With Grantor	Modify your salaries	Brian Olmstead	8/13/2019 8:58 AM	8/13/2019	

7. Click **Edit**

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The 'Revisions' tab is active, displaying details for 'Revision Request CR-604 Initiated'. The 'Edit' button is highlighted with a red box. The interface shows the 'Overview' section with details for the funding opportunity title, application ID, application title, and application sections. The 'One Step Review Comments for LEA' section contains the text 'I rejected this klaJKAs AJKadsdkjdwqkjdqwdkj'.

8. Enter comments for grant manager, then click **Save**.

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The 'Applicant Comments' section is active, displaying a text input field with the text 'I made the adjustments you requested'. The 'Save' button is highlighted with a red box.

9. Click **Submit Request**. Application routes to application Internal Approver.

The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is active. On the left, there is a search bar and a sidebar with navigation options like 'Tasks', 'Application Tasks', 'Pending Tasks', 'Completed Tasks', 'Activities', and 'Applications'. The main content area displays details for a 'Revision Request' for application 'CR-604', which is 'Initiated'. A red box highlights the 'Submit Request' button in the top right corner. Below the header, there is a message: 'Please click the "Edit" button to create a response for the revision requested by Grantor... view more'. The 'Overview' section shows details for 'Funding Opportunity Title' (REI_SF_2021 - 2021), 'Application ID' (AP-400-3744), and 'Application Title' (REI_SF_2021 - 2021). It also lists 'Application Sections' (Overview: Project Abstract) and 'One Step Review Comments for LEA' (I rejected this kIaJKAs AJKadsdkjgdqwdqkjdqwdkj). The 'Description' is 'ewde' and the 'Due Date' is '8/29/2019'. The 'Applicant Comments' section shows a comment: 'I made the adjustments you requested'.

Application Internal Approver

10. Internal approver receives email to navigate to approve the revision. You can go there by clicking **Applications > Pending Tasks > click the Green Play button**.

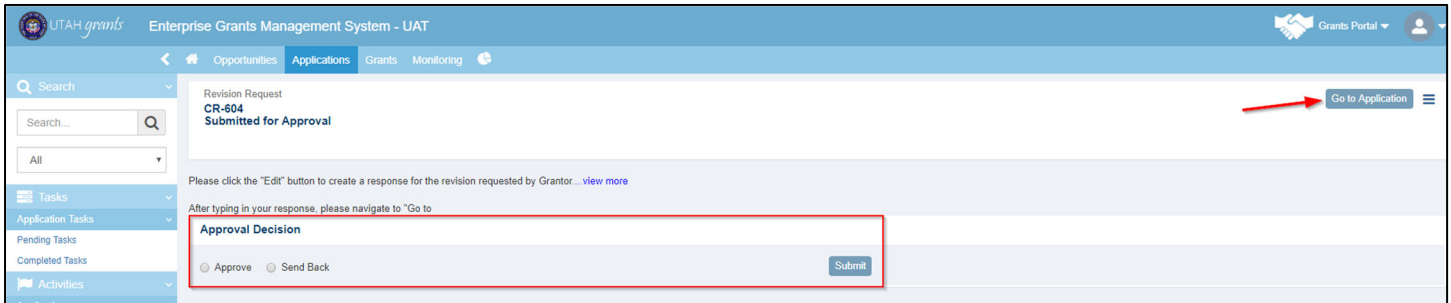
The screenshot shows the 'Enterprise Grants Management System - UAT' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is active. On the left, there is a search bar and a sidebar with navigation options like 'Tasks', 'Application Tasks', 'Pending Tasks', 'Completed Tasks', 'Activities', and 'Applications'. The main content area displays a list of 'Pending Tasks (Assigned To Me)'. A red box highlights the 'Applications' menu item (1). A red box highlights the 'Pending Tasks' menu item (2). A red box highlights a green play button in the 'Actions' column (3) with an arrow pointing to it. The table below shows the following data:

Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-3690	Application Invitation	REI FF 2021 - 2021	Jaime Barrett	6/21/2019 12:19 PM	▶
AP-400-3709	Application Invitation	REI_FF3_2021 - 2021	Jaime Barrett	7/2/2019 1:45 PM	▶
AP-400-3737	Application Invitation	204AFT - Title IVA - Student Support & Academic Enrichment Grants - 2020	Jaime Barrett	7/24/2019 8:05 AM	▶
CR-599	Revision Request	REI_SF2_2021 - 2021	Brian Olmstead	8/13/2019 8:52 AM	▶
CR-604	Review Negotiation Request	REI_SF_2021 - 2021	Chip Koop	8/15/2019 3:32 PM	▶
AP-400-2903	Application Invitation	18SUPV Suicide Prev - Elementary - 2018	Jaime Barrett	3/27/2019 2:44 PM	▶

Total Records: 6

11. Internal approver **Approves** or **Sends Back** and **Submits** the application. It will now be sent to the Grant Manager for their review and approval.

- a. The Internal Approver can also review the application. Click on **Go to Application** to review application details.



- b. Note: **IF** approver clicked on “Go to Application” (previous screen shot), the pending task can be located again by clicking the **Revisions** tab, and the **Green Eye** icon under the **Revision Requests** section.

