



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

DTAH grants Ent	terprise Grants Manage	ment System				Grants Portal 🗢	
		sications Grants Monitoring 🕑					
Q Sund	▲ Pending Tasks (As	ssigned To Me)					Ξ
Search Q							
All *	Quick Search	Q.					
	Ref. ID	Туре	Subject	Created By	Created Date	Actions	
My Taska	AD-USBE1424	Complete Budget Revision	19PUD Early Intervention District - 2019 - 2019	Rebecca Nielsen	04/02/2019 9:56 AM	1 × 1	
Pending Tasks			Total R	ecords. 1			
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View Grants View Active Awards	Quick Search	٩					
View Amendment Requests	Ref. ID	Type S	ubject	Assigned To	Created Date	Actions	
				rds found			

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

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	Opportunities Applications Grants Mo						
All ·	Award View 19PUD Early Intervention District - 2019 ID AD-US8E1424	GRANT ID GT-USBE-1425		Status Activated		Budget Period 7/1/2018-6/30/2019	
Tasks v Yīgsks ndīng Tasks	Grants and Awards are managed within Program life of Program Manager(PM) / Grant	ycle. The Awards are approved and maintain	ed by the Program Office view more				
nglefed Tasks I. Austrolien	Overview Sudget Requests Payment Financials	Nattachments DiHistory					
w Active Awards w Amendment Requests	Reimbursement Paid \$29150.89	Remaining Amount \$20822.06		Pending Payment \$0.00			
	+ Award Budget for Budget Period						
	Awarded Amount \$49972.95	Allocated Amount \$30000.00		Indirect Cost % 4.24%		Remaining Amount For Revision \$-19972.95	
	← Award Budget				Cancel Edit Budget Narrative	Edit Internal Approver Submit For Inter	nal Approval
	Quick Search	۹					
	# Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
	1 Salaries (100)	\$44,258.68	\$44,258.68	\$44,258,68	0%	\$44,258.68	1
	2 Employee Benefits (200)	\$3,681.60	\$3,681.60	\$3,681,60	0%	\$3,681.60	1
	3 Purchased Professional & Tech Servi	\$0.00	\$0.00	\$0.00	0%	\$0.00	1
	4 Purchased Property Services (400)	\$0.00	\$0.00	\$0.00	0%	\$0.00	

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.

😰 UTAH grants 🛛 Enter		irants Management System						
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Search e	B o	verview \$Budget \$Requests	Attachments DHistory					
earchQ	▲ Pa	syment Financials						
		bursement Paid 50.89	Remaining Amount \$20822.06		Pending Payment \$0.00			
ada v sis	- A1	ward Budget for Budget Period						
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ctivities 🛛 👻	. Av	ward Budget				Cancel Edit Budget Nar	rative Edit Internal Approver Submit For Inter	mal Approv
	Qu	ick Search	٩					
ctive Asivards	Q0	ick Search Category Name	Q Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
ctive Asivards				Last USBE Approved Total \$44,258.68	Proposed Budget \$44,258.68		Remaining Budget \$44,258.68	
ctive Asivards		Category Name	Current Approved Budget	Construction of the second second second		0%		1
dive Awards	# 1	Category Name Salaries (100)	Current Approved Budget \$44,258.68	\$44,258.68	\$44,258.68	0% 0%	\$44,258.68	1
ctive Asivards	# 1 2	Category Name Salaries (100) Employee Benefits (200)	Current Approved Budget \$44,258.68 \$3,681.60	\$44,258,68 \$3,681.60	\$44,250.68 \$3,681.60	0% 0% 0%	\$44,256.68 \$3,681.60	1 1
ctive Asivards	# 1 2 3	Category Name Salaries (100) Employee Benefits (200) Purchased Professional & Tech Servi.	Current Approved Budget \$44,258,68 \$3,681,60 \$0,00	\$44,258.68 \$3,681.60 \$0.00	\$44,258.68 \$3,681.60 \$0.00	0% 0% 0%	\$44,256,66 \$3,681,60 \$0,00	1 1 1 1
ctive Asivards	# 1 2 3 4	Category Name Salaries (100) Employee Benefits (200) Purchased Professional & Tech Servi Purchased Property Services (400)	Current Approved Budget \$44,250.68 \$3,681.60 \$0.00 \$0.00	\$44,258.68 \$3.681.60 \$0.00 \$0.00	\$44,256.68 \$3,681.60 \$0.00 \$0.00	0% 0% 0% 0% 0%	\$44,256,86 \$3,681.60 \$0.00 \$0.00	11111
ctive Asivards	# 1 2 3 4 5	Category Name Salaries (100) Employee Benefits (200) Purchased Professional & Tech Servi Purchased Property Services (400) Other Purchased Services (500)	Current Approved Budget \$44,250.60 \$3,661.60 \$0.00 \$0.00 \$0.00 \$0.00	\$44,250.68 \$3,681.60 \$0.00 \$0.00 \$0.00	\$44,258.68 \$3,681.60 \$0.00 \$0.00 \$0.00 \$0.00	0% 0% 0% 0% 0% 0%	\$44,250,08 \$3,681,60 \$0,00 \$0,00 \$0,00 \$0,00	11111
ictive Awards	# 1 2 3 4 5 6	Category Name Salaries (100) Employee Benefits (200) Purchased Professional & Tech Servi Purchased Property Services (400) Other Purchased Services (500) Travel (580)	Current Approved Budget \$44,258.68 \$3,681.60 \$0.00 \$0.00 \$0.00 \$0.00	\$44,250.68 \$3,681.60 \$0.00 \$0.00 \$0.00 \$0.00	\$44,258,68 \$3,661,60 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00	0% 0% 0% 0% 0% 0% 0%	\$44,258,68 \$3,681,60 \$8,00 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00	111111
Orants Active Aniands Amendment Requests	# 1 2 3 4 5 6 7	Category Name Salaries (100) Employee Benefits (200) Purchased Professional & Tech Servi Purchased Property Services (400) Other Purchased Services (500) Travel (580) Supplies and Materials (600)	Current Approved Budget \$44,268,60 \$3,681,60 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$44,250,68 \$3,681,60 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$44,256,66 \$3,661.60 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00	0% 0% 0% 0% 0% 0% 0%	\$44,258,68 \$3,681,60 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00	1 1 1 1 1 1 3

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).

🔺 Av	Award Budget Cancel Edit Budget Narrative Edit Internal Approver Save Submit For Internal Approval								
Qui	Quick Search Q								
#	Category Name	Current Approved Budget	Last USBE Approved Total	2 Proposed Budget	% Variance	Remaining Budget	Actions		
1	Salaries (100)	\$44,258.68	\$44,258.68	44258.68	0%	\$44,258.68	່ງ 📌		
2	Employee Benefits (200)	\$3,681.60	\$3,681.60	\$3,681.60	0%	\$3,681.60			
3	Purchased Professional & Tech Servi	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
4	Purchased Property Services (400)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
5	Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
6	Travel (580)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø*		
7	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø*		
8	Property Including Equipment (700)	\$0.00	\$0.00	\$0.00	0%	\$0.00	C		
9	Other (Not eligible for Indirect Cost) (\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
10	Indirect Cost	\$2,032.67	\$2,032.67	\$2,032.67	0%	\$2,032.67			

5. Click Edit Budget Narrative

▲ Av	Award Budget Cancel Edit Budget Narrative Edit Internal Approver Submit For Internal Approval								
Qui	Quick Search Q								
#	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	ø		
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	C		
9	Other (Not eligible for Indirect Cost) (\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
10	Indirect Cost	\$2,032.67	\$2,032.67	\$1,220.26	-39.97%	\$2,032.67			

6. Explain the budget changes, and click **Save**.

Edit Budget Narrative	×
▲ Explain/Justify the Budget Revision	
	1
Sav	e

7. Click Edit Internal Approver

🔺 Av	vard Budget				Cancel Edit Budget Narrative	Edit Internal Approver Submit For Inter	nal Approval	
Qui	Q Q							
#	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	ø	
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	ø	
5	Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø	
6	Travel (580)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø	
7	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø	
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	ø	
10	Indirect Cost	\$2,032.67	\$2,032.67	\$1,220.26	-39.97%	\$2,032.67		

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

dit Internal Approver			
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Internal Approver 🗊			
Rodney Cook			
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		Sa	ve

9. Click Submit for Internal Approval.

🔺 Aw	ard Budget			Cancel Edit Budget Narrative	Edit Internal Approver Submit For Inter	nal Approval			
Qui	Quick Search Q								
#	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	<i>.</i>		
2	Employee Benefits (200)	\$3,681.60	\$3,681.60	\$1,500.00	-59.26%	\$3,681.60	<i>.</i>		
3	Purchased Professional & Tech Servi	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
4	Purchased Property Services (400)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
5	Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
6	Travel (580)	\$0.00	\$0.00	\$0.00	0%	\$0.00	ø		
7	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	<i>.</i>		
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	<i>.</i>		
10	Indirect Cost	\$2,032.67	\$2,032.67	\$1,220.26	-39.97%	\$2,032.67			

10. Click **Yes** to continue.

Confirm

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

	*	HOME Opportunities	Applications Grants	loring 🤤				
Q Search	2	▲ Pending Tasks	(Assigned To Me) 🕧					=
Search.	Q							
All	۷	Quick Search	٩					٦
	-	Ref. ID	Туре	Subject	Created By	Created Date	Actions	
		AD-USBE13	Complete Budget Revision	RN_FF_2018 - 2018 - 2018	Admin Utah	10/17/2018 9:23 PM	•	
Ny Taska Pending Tasks	- 1	AD-USBE20	Complete Budget Revision	PS1_FF_2019 - 2019 - 2019	Admin Utah	10/17/2018 9.23 PM	•	
Completed Tasks		AD-USBE21	Complete Budget Revision	PS1_FF_2018 - 2018 - 2018	Admin Utah	10/17/2018 9:23 PM	•	-
Advities		AD-USBE54	Budget Revision Internal Ap.	19FTD - IDEA FTD JRS - 2019 - 2019	Shirlene Larsen	11/13/2018 12:46 PM	🕨 🖊	3
Grants, Awards, Amon View Grants	dmonts - «			Total R	tecords: 4			
View Active Awards View Amendment Reque	sts	▲ Pending Tasks	(Assigned By Me) 👔					=
		Quick Search	٩					۲
		Ref. ID T	ype Sut	lject	Assigned To	Created Date	Actions	

- 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-USBE54	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 a2sr00000019dy	Internal Approver Rodney Cook		
Approval Decision				
Approve Send Back	Enter	Your Comments	2 Submit	
Created	Submitted for Internal Approval	Approved Internally	Submitted to Grantor	Active