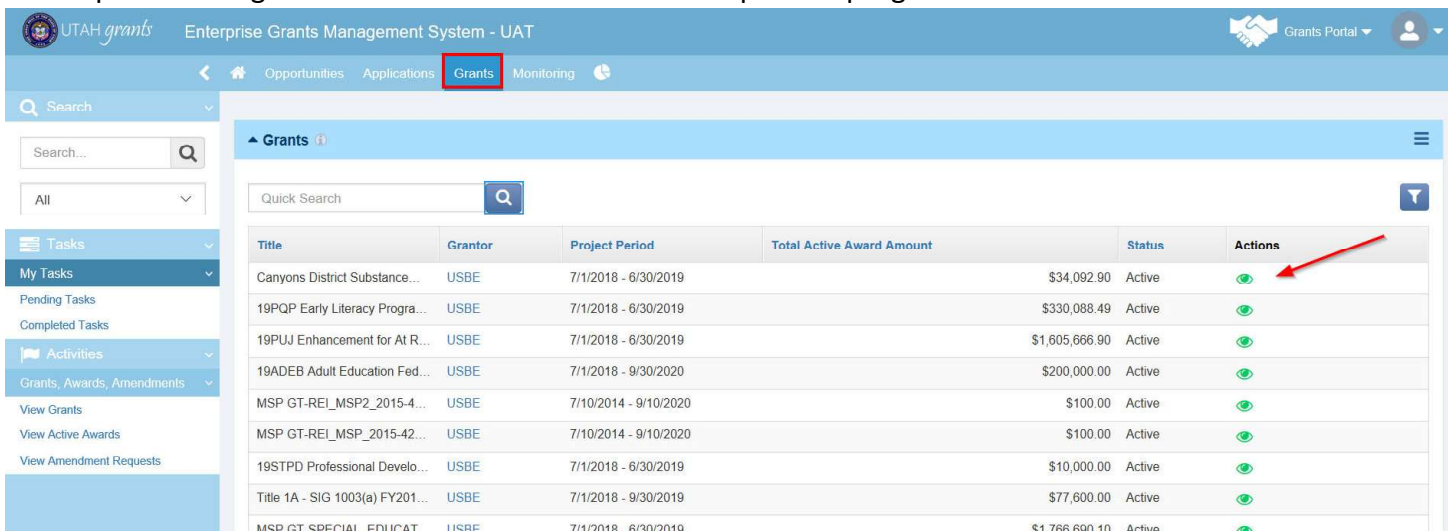


Grant Budget Revision – Requesting Competitive Award Amount Change in Utah Grants

Requests for Change in Award Amount is initiated by the subrecipient on competitive awards. Grant Manager *may* approve additional funding, contingent on available funds and programmatic requirements.

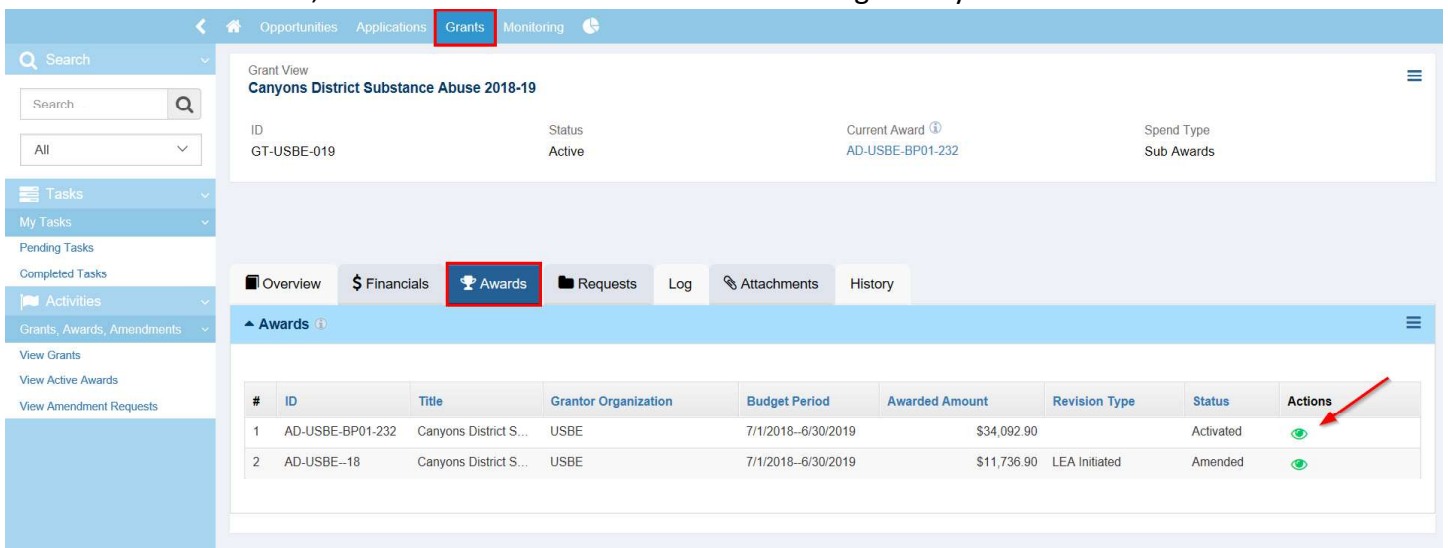
Grantee Revision Creator

1. Click the **Grants** tab (top Menu) and locate the applicable program. Click the green eye icon. Note: LEA can request a change in allocation amount **ONLY** on competitive programs.



Title	Grantor	Project Period	Total Active Award Amount	Status	Actions
Canyons District Substance Abuse 2018-19	USBE	7/1/2018 - 6/30/2019	\$34,092.90	Active	
19PQP Early Literacy Program	USBE	7/1/2018 - 6/30/2019	\$330,088.49	Active	
19PUJ Enhancement for At Risk	USBE	7/1/2018 - 6/30/2019	\$1,605,666.90	Active	
19ADEB Adult Education Federal	USBE	7/1/2018 - 9/30/2020	\$200,000.00	Active	
MSP GT-REL_MSP2_2015-42	USBE	7/10/2014 - 9/10/2020	\$100.00	Active	
MSP GT-REL_MSP_2015-42	USBE	7/10/2014 - 9/10/2020	\$100.00	Active	
19STPD Professional Development	USBE	7/1/2018 - 6/30/2019	\$10,000.00	Active	
Title 1A - SIG 1003(a) FY2019	USBE	7/1/2018 - 9/30/2019	\$77,600.00	Active	
MSP GT-SPECIAL EDUCATION	USBE	7/1/2018 - 6/30/2019	\$1,766,690.10	Active	

2. Click on the Awards tab, locate the Activated award and click the green eye icon.



#	ID	Title	Grantor Organization	Budget Period	Awarded Amount	Revision Type	Status	Actions
1	AD-USBE-BP01-232	Canyons District Substance Abuse 2018-19	USBE	7/1/2018-6/30/2019	\$34,092.90		Activated	
2	AD-USBE-18	Canyons District Substance Abuse 2018-19	USBE	7/1/2018-6/30/2019	\$11,736.90	LEA Initiated	Amended	

- In Award View, click on the **Budget Tab** and select the **Budget Amendment** button.

Enterprise Grants Management System - UAT

Grants Portal

Opportunities Applications Grants Monitoring

Award View
Canyons District Substance Abuse 2018-19

ID	GRANT ID	Status	Budget Period
AD-USBE-18	GT-USBE-019	Activated	7/1/2018-6/30/2019

Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office...[view more](#)

Program Manager(PM) /

Overview **Budget** Requests Attachments History

Payment Financials

Reimbursement Paid	Remaining Amount	Pending Payment
\$0	\$11,736.9	\$0

Award Budget for Budget Period

Awarded Amount	Indirect Cost %
\$11,736.9	11.78%

Award Budget

[Budget Amendment](#) [Initiate Revision](#)

- Any payment requests which have not been approved will be automatically cancelled. Click **Yes** to proceed.

Confirm

Initiating a budget amendment 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 amendment is in progress. Furthermore, submitting a budget amendment will always require Grantor approval(s). Are you sure you want to initiate a budget amendment?

No Yes

- Click **Edit Internal Approver**

Enterprise Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Award View
Canyons District Substance Abuse 2018-19

ID	GRANT ID	Status	Budget Period
AD-USBE-18	GT-USBE-019	Activated	7/1/2018-6/30/2019

Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office...[view more](#)

Program Manager(PM) / Grant

Overview **Budget** Requests Attachments

Payment Financials

Reimbursement Paid	Remaining Amount	Pending Payment
\$8093.72	\$3643.18	\$0.00

Award Budget for Budget Period

Awarded Amount	Indirect Cost %	Remaining Amount For Revision
\$11736.90	11.78%	\$0.00

Award Budget

[Cancel](#) [Edit Budget Narrative](#) **[Edit Internal Approver](#)** [Submit For Internal Approval](#)

6. Select appropriate approver for budget allocation change request.

Edit Internal Approver ✕

Internal Approver ⓘ

Leon Wilcox

7. Click **Edit Budget Narrative**

UTAH grants Enterprise Grants Management System Grants Portal

Search

Search...

All

Tasks

My Tasks

Pending Tasks

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Overview

Payment Financials

Reimbursement Paid	Remaining Amount	Pending Payment
\$8093.72	\$3643.18	\$0.00

Award Budget for Budget Period

Awarded Amount	Indirect Cost %	Remaining Amount For Revision
\$11736.90	11.78%	\$0.00

Award Budget

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

Edit Budget Narrative ✕

▲ Explain/Justify the Budget Revision

9. 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).

Quick Search

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$0.00	\$0.00	20000	Budget Added	\$0.00	
2	Employee Benefits (200)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
3	Purchased Professional & Tec...	\$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 (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7	Supplies and Materials (600)	\$10,500.00	\$10,500.00	\$10,500.00	0%	\$10,500.00	
8	Property Including Equipment...	\$0.00	\$0.00	\$0.00	0%	\$0.00	
9	Other (Not eligible for Indirect...	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$1,236.90	\$1,236.90	\$3,592.90	190.48%	\$1,236.90	

Total Records: 10

InterProgramTransfer (IDT)

10. Click **Submit for Internal Approval**.

Enterprise Grants Management System - UAT

Award View
Canyons District Substance Abuse 2018-19

ID: AD-USBE--18 | GRANT ID: GT-USDC-019 | Status: Activated | Budget Period: 7/1/2018--6/30/2019

Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office...[view more](#)
Program Manager(PM) /

Overview | **Budget** | Requests | Attachments | History

Payment Financials

Reimbursement Paid	Remaining Amount	Pending Payment
\$0	\$11,736.9	\$0

Award Budget for Budget Period

Awarded Amount	Indirect Cost %	Remaining Amount For Revision	Revision Type
\$11,736.9	11.78%	\$-22,356	Budget Increase/Decrease

Award Budget | [Edit Internal Approver](#) | [Cancel](#) | **[Submit For Internal Approval](#)** | [Edit Budget Narrative](#)

11. 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

12. 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.

Enterprise Grants Management System - UAT

Grants Portal

Opportunities Applications **Grants** Monitoring

Search

Quick Search

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Activities

Grants, Awards, Amendments

View Grants

View Active Awards

View Amendment Requests

Ref. ID Type Subject Created By Created Date Actions

AD-USBE--1436	Complete Budget Revision	19PQP Early Literacy Program - 2019 - 2019	Jaime Barrett	04/04/2019 1:22 PM	▶
AD-USBE--957	Complete Budget Revision	19PUJ Enhancement for At Risk Students (EARS) - 2019 - 2...	Jaime Barrett	04/04/2019 1:26 PM	▶
AD-USBE--1436	Complete Budget Revision	19PQP Early Literacy Program - 2019 - 2019	Admin Utah	04/04/2019 3:42 PM	▶
AR-1900	Budget Amendment Interna...	Canyons District Substance Abuse 2018-19 - 2019	Karen Sterling	05/06/2019 3:39 PM	▶

Total Records: 4

Ref. ID Type Subject Assigned To Created Date Actions

No records found

GovGrants

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13. Internal Approver reviews information on all tabs and selects the necessary action. A comments box appears and is required. Click **Submit**

- Approve Sends application to USBE for approval and payment
- Send Back Sends the reimbursement request back to the creator for editing and resubmission

Enterprise Grants Management System - UAT

Grants Portal

Opportunities Applications **Grants** Monitoring

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Grants, Awards, Amendments

View Grants

View Active Awards

View Amendment Requests

Budget Revision Request

Canyons District Substance Abuse 2018-19

Award Number: AD-USBE--18

Program Name: 19SAPV Substance Abuse Prev

Program Fiscal Year: SFY-2019

Indirect Cost Percentage: 11.78%

Recipient Organization: Canyons School District

Program ID: PG-400-0109

Internal Approver: Leon Wilcox

Approval Decision

☒ Approve ☐ Send Back

Enter Your Comments

Submit

Created Submitted for Internal Approval Approved Internally Submitted to Grantor Active

Budget Table

Quick Search

#	Expense Type (Expense Code)	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Actions
1	Salaries (100)	\$0.00	\$0.00	\$20,000.00	Budget Added	