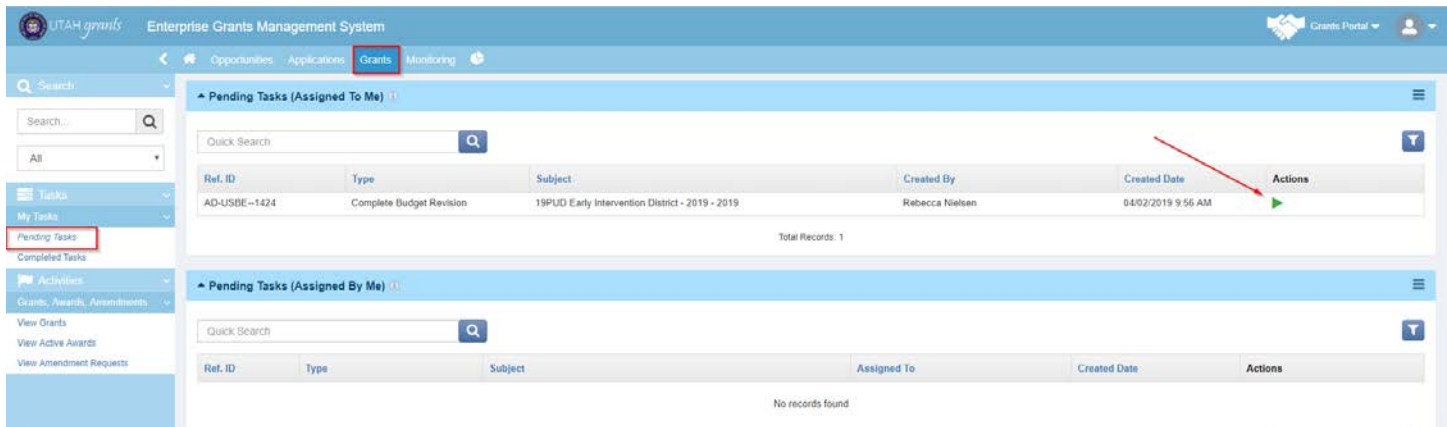


New Allocation Budget Revisions in Utah Grants

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.

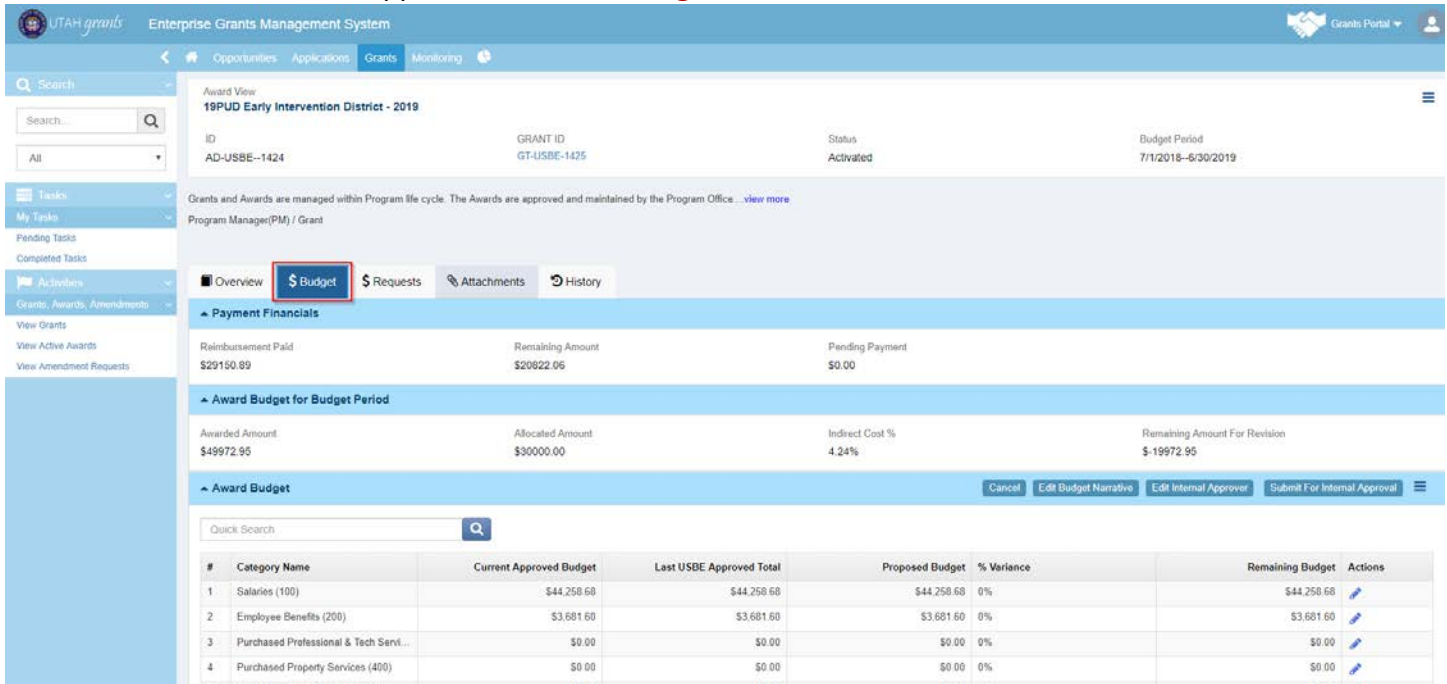


The screenshot shows the 'Enterprise Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Grants' tab is highlighted with a red box. On the left sidebar, 'My Tasks' is also highlighted with a red box. The main content area shows 'Pending Tasks (Assigned To Me)' with a table containing one record:

Ref. ID	Type	Subject	Created By	Created Date	Actions
AD-USBE--1424	Complete Budget Revision	19PUD Early Intervention District - 2019 - 2019	Rebecca Nielsen	04/02/2019 9:56 AM	[Green Play Button]

The 'Total Records: 1' is displayed below the table.

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



The screenshot shows the 'Award View' for '19PUD Early Intervention District - 2019'. The '\$ Budget' subtab is highlighted with a red box. The interface displays the following information:

- Award View:** 19PUD Early Intervention District - 2019
- ID:** AD-USBE--1424
- GRANT ID:** GT-USBE-1425
- Status:** Activated
- Budget Period:** 7/1/2018-6/30/2019

Below this, there are tabs for Overview, **\$ Budget**, \$ Requests, Attachments, and History. The '\$ Budget' subtab is active, showing:

- Payment Financials:** 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

At the bottom, there is a detailed 'Award Budget' table:

#	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	[Edit]
2	Employee Benefits (200)	\$3,681.60	\$3,681.60	\$3,681.60	0%	\$3,681.60	[Edit]
3	Purchased Professional & Tech Servi...	\$0.00	\$0.00	\$0.00	0%	\$0.00	[Edit]
4	Purchased Property Services (400)	\$0.00	\$0.00	\$0.00	0%	\$0.00	[Edit]

- The prior grant allocation, new grant allocation, and amount remaining to be reallocated will appear at top under Award Budget for Budget Period heading.

Enterprise Grants Management System

Payment Financials

Reimbursement Paid: \$29150.89 | Remaining Amount: \$20622.06 | Pending Payment: \$0.00

Award Budget for Budget Period

Awarded Amount: \$49972.95 (Prior Amount) | Allocated Amount: \$30000.00 (New Allocation Amount) | Indirect Cost %: 4.24% | Remaining Amount For Revision: \$-19972.95 (Remaining amount to be rebudgeted)

#	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	
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	
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	
9	Other (Not eligible for indirect cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$2,032.67	\$2,032.67	\$2,032.67	0%	\$2,032.67	

- 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

Buttons: 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)	\$44,258.68	\$44,258.68	\$44,258.68	0%	\$44,258.68	
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	
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	
9	Other (Not eligible for indirect cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$2,032.67	\$2,032.67	\$2,032.67	0%	\$2,032.67	

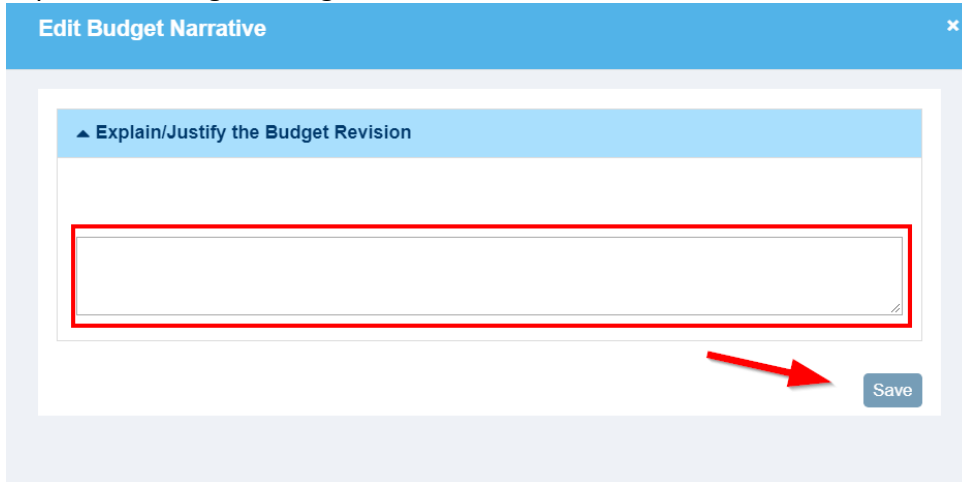
- Click **Edit Budget Narrative**

Award Budget

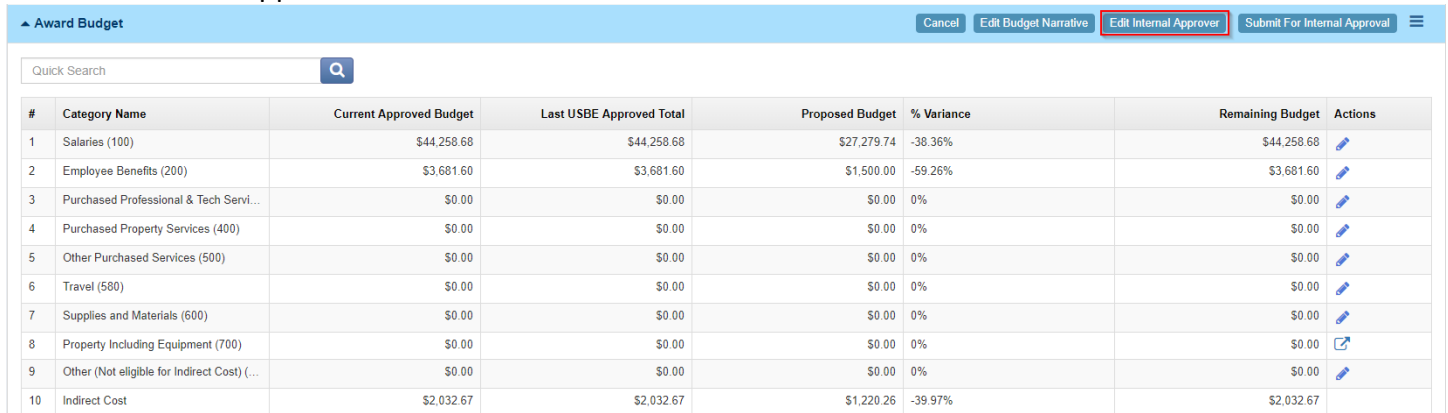
Buttons: Cancel, **Edit Budget Narrative**, Edit Internal Approver, Submit For Internal Approval

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$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	
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	
9	Other (Not eligible for indirect cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
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**.

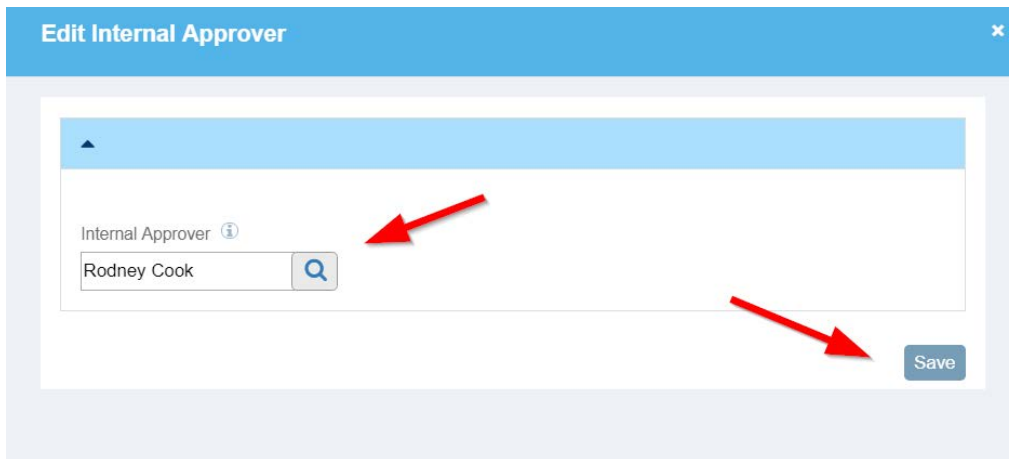


7. Click Edit Internal Approver



#	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	
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	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
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**.



9. Click Submit for Internal Approval.

← 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)	\$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	
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	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
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.

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