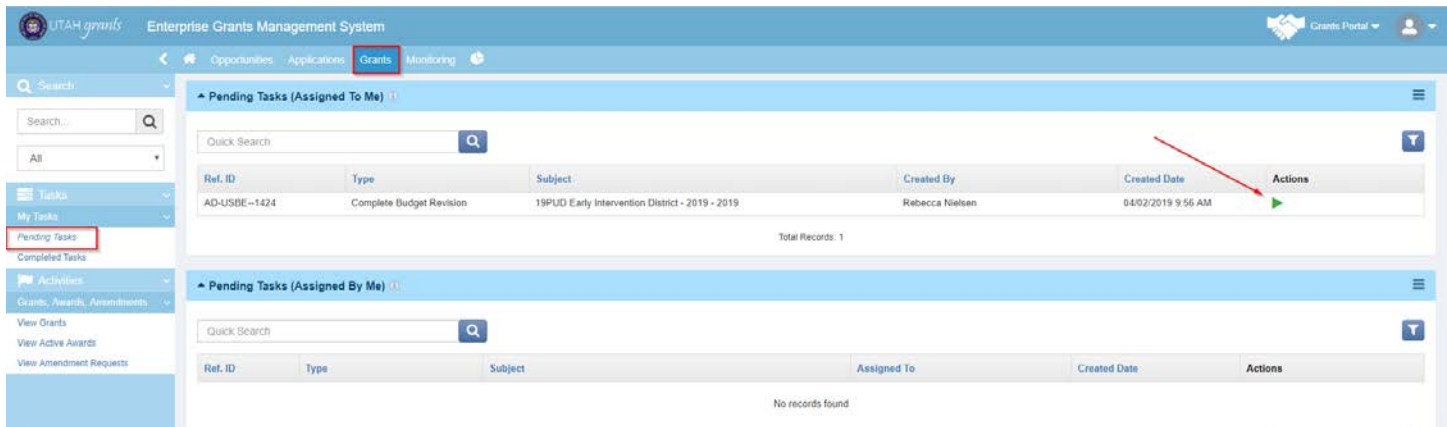# New Allocation Budget Revisions in Utah Grants

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.
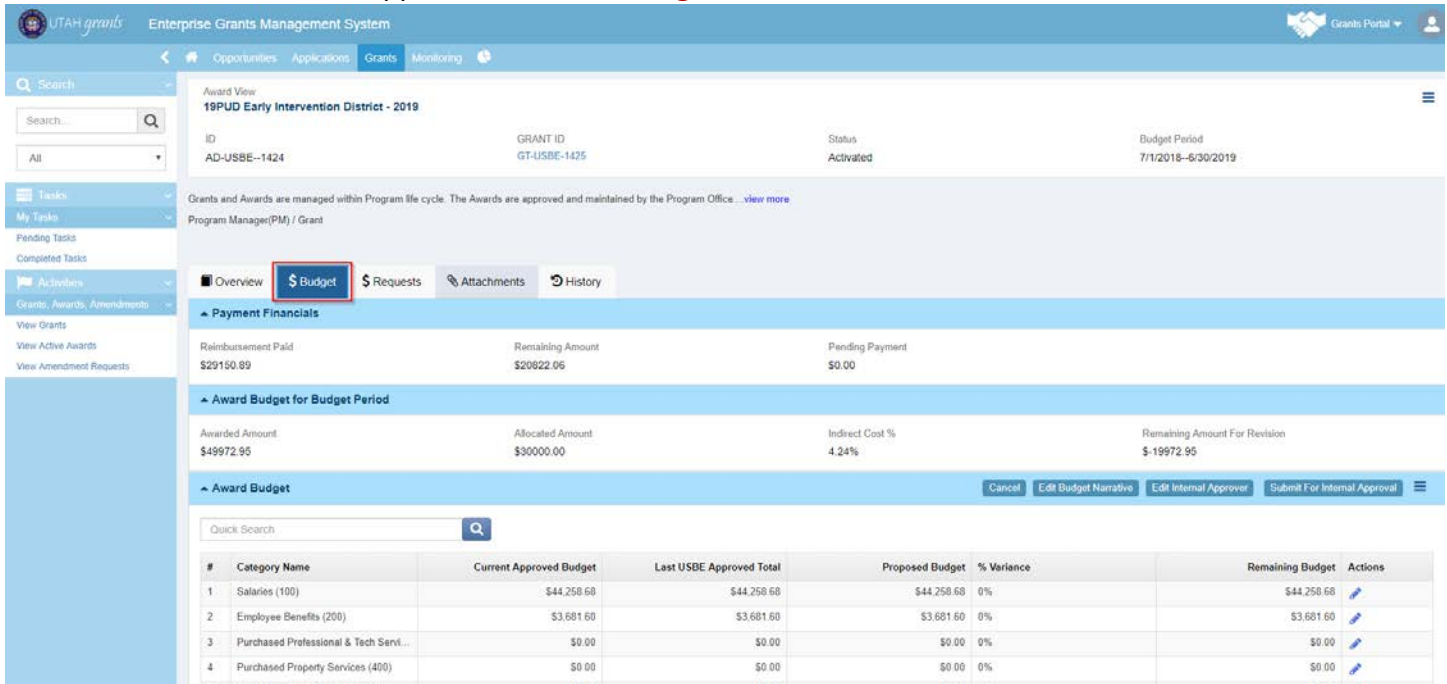


2. The Grants Award view will appear. Click the **$ Budget** subtab.

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.



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).

| # | Category Name | Current Approved Budget | Last USBE Approved Total | Proposed Budget | % Variance | Remaining Budget | Actions |
|---|---|---|---|---|---|---|---|
| 1 | Salaries (100) | $44,258.68 | $44,258.68 | 44258.68 | 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 | |
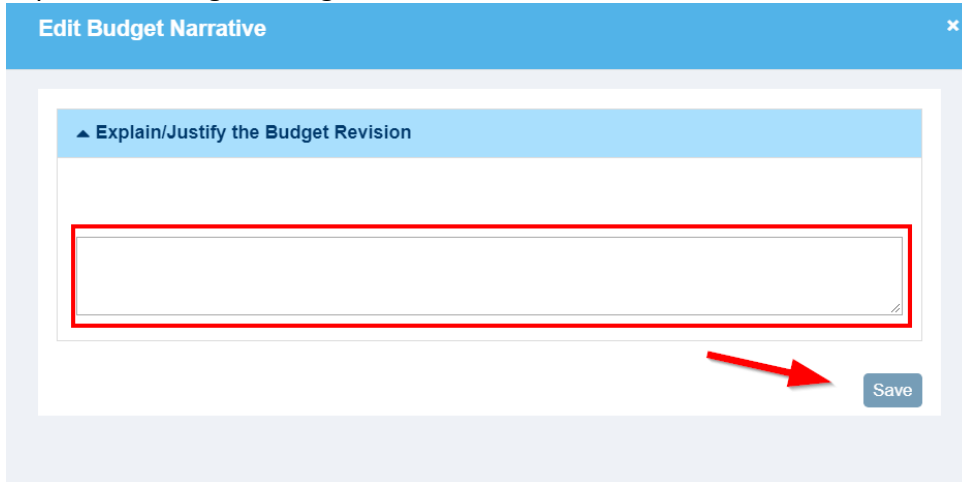
5. Click **Edit Budget Narrative**

| # | 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



8. Update Internal approver by clicking the **magnifying glass**, search and select appropriate individual and **Save**.
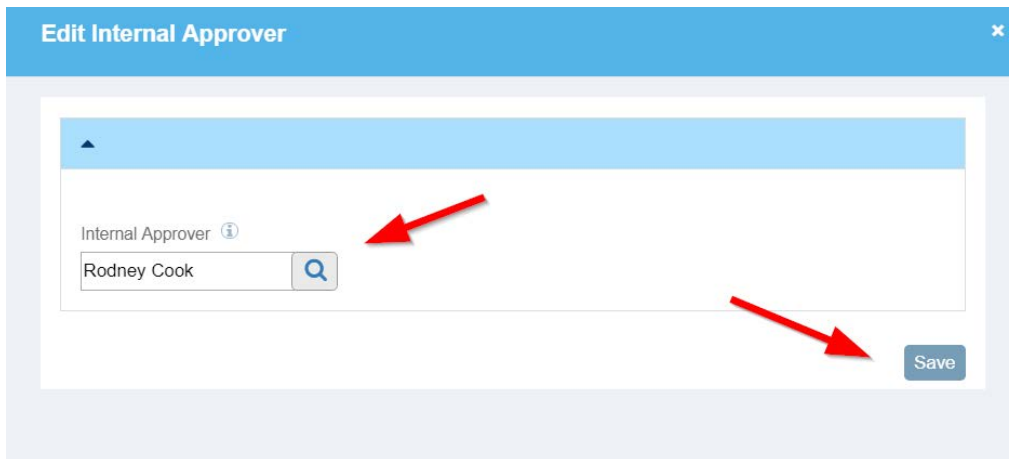
9. Click Submit for Internal Approval.



| # | 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 | |

10. Click **Yes** to continue.



**Confirm**

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

No    Yes

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.



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