

Title IV Part A Application Form

The Title IV-A data forms have been programmed into Utah Grants. The application owner completes and submits the application package for approval, including the form.

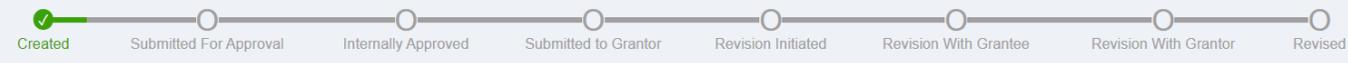
Application Owner

1. Within the Title IV Part A application, click the **Attachments** tab. Under the **Data Forms** section, click on the **Blue Pencil** for the form titled USBETitleIVaForm.

Waive Application Submit for Approval Edit ☰

Applicant Organization	ID	Status	Days Left
Box Elder Co School District	AP-400-3545	Created	212

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed... [view more](#)



Validate

Overview

Budget

Attachments

History

▲ Data Forms

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBETitleIVaForm	TitleIVa-01	✓	0.00%	

2. Click on the **Blue Pencil** next to each line to enter budget by activity.

▲ Title IV-A Budget Activities Save

Budget Category	Funding Requested Well Rounded	Funding Requested Safe and Healthy Students	Funding Requested Effective Use of Technology	Funding Requested Other	Total	Actions
Salaries (100)	<input type="text" value="5500"/>	<input type="text" value="3500"/>	<input type="text" value="1000"/>	*****	\$10000	
Employee Benefits (200)	\$2,900	\$1,750	\$350	*****	\$5000	
Purchased Professional & Te...	\$4,000	\$567.56	\$0	*****	\$4567.55	
Purchased Property Service...	\$0	\$0	\$0	*****	\$0	
Other Purchased Services (5...	\$0	\$0	\$0	*****	\$0	
Travel (580)	\$0	\$0	\$0	*****	\$0	

3. Click Save in blue sub-header section

NOTE: Please be sure you have saved the information entered into the Budget Activities Section by clicking Save in the blue heading. Any unsaved changes to this sub-form will be lost.

▲ Title IV-A Budget Activities						Save
Budget Category	Funding Requested Well Rounded	Funding Requested Safe and Healthy Students	Funding Requested Effective Use of Technology	Funding Requested Other	Total	Actions
Salaries (100)	5500	3500	1000	*****	\$10000	↻
Employee Benefits (200)	\$2,900	\$1,750	\$350	*****	\$5000	✎
Purchased Professional & Te...	\$4,000	\$567.56	\$0	*****	\$4567.55	✎
Purchased Property Service...	\$0	\$0	\$0	*****	\$0	✎

4. Ensure no more than 20% of Total Allocation is allocated to Effective Use of Technology

▲ Title IV-A Budget Activities						Save	☰
Total Funding Requested Effective Use of Technology cannot exceed 20% of the Total Allocated Amount ✕							

5. Ensure the Total Amount on the Title IV-A Form Budget Activities matches what was entered in the overall Budget/Proposed Use of Funds for each budget category. For example, if you included \$10,000 for Salary on the Budget, be sure your Total for Salary on the IV-A Budget Activities form equals \$10,000.

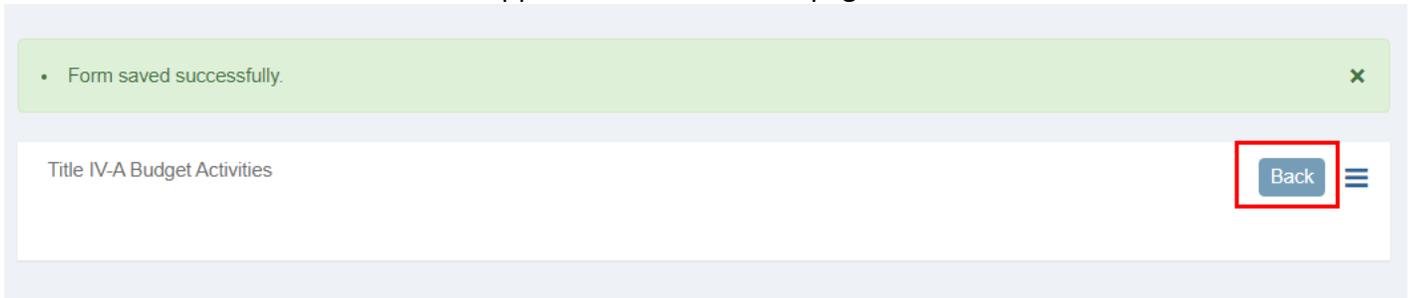
**Budget/
Proposed Use of Funds**

Title IV-A Form

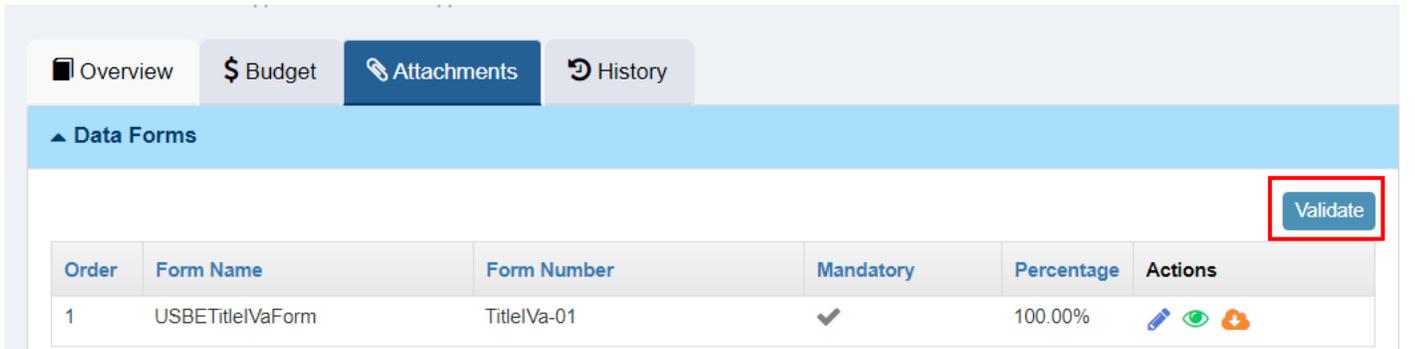
Overview \$ Budget Attachments History			
▼ Information			
▼ Budget Narrative			
▲ Proposed Uses of Total Funds			
Search <input type="text"/> <input type="submit" value="Q"/>			
#	Expense Type (Expense Code)	Proposed Budget Amount	Actions
1	Salaries (100)	\$10,000	✎
2	Employee Benefits (200)	\$5,000	✎
3	Purchased Professional & Tech Se...	\$4,567.56	✎
4	Purchased Property Services (400)	\$0	✎
5	Other Purchased Services (500)	\$0	✎
6	Travel (580)	\$0	✎
7	Supplies and Materials (600)	\$0	✎
8	Property Including Equipment (700)	\$0	🔗 👁
9	Other (Not eligible for Indirect Cost...)	\$0	✎
10	Indirect Cost	\$432.44	

▲ Title IV-A Budget Activities					
Budget Category	Funding Requested Well Rounded	Funding Requested Safe and Healthy Students	Funding Requested Effective Use of Technology	Funding Requested Other	Total
Salaries (100)	\$5,500	\$3,500	\$1,000	*****	\$10000
Employee Benefits (2...	\$2,900	\$1,750	\$350	*****	\$5000
Purchased Professio...	\$4,000	\$567.56	\$0	*****	\$4567.55
Purchased Property ...	\$0	\$0	\$0	*****	\$0

6. Use the Back button to return to the Application Attachments page



7. Click Validate



8. Proceed with completing the application as usual and submitting for internal approval.