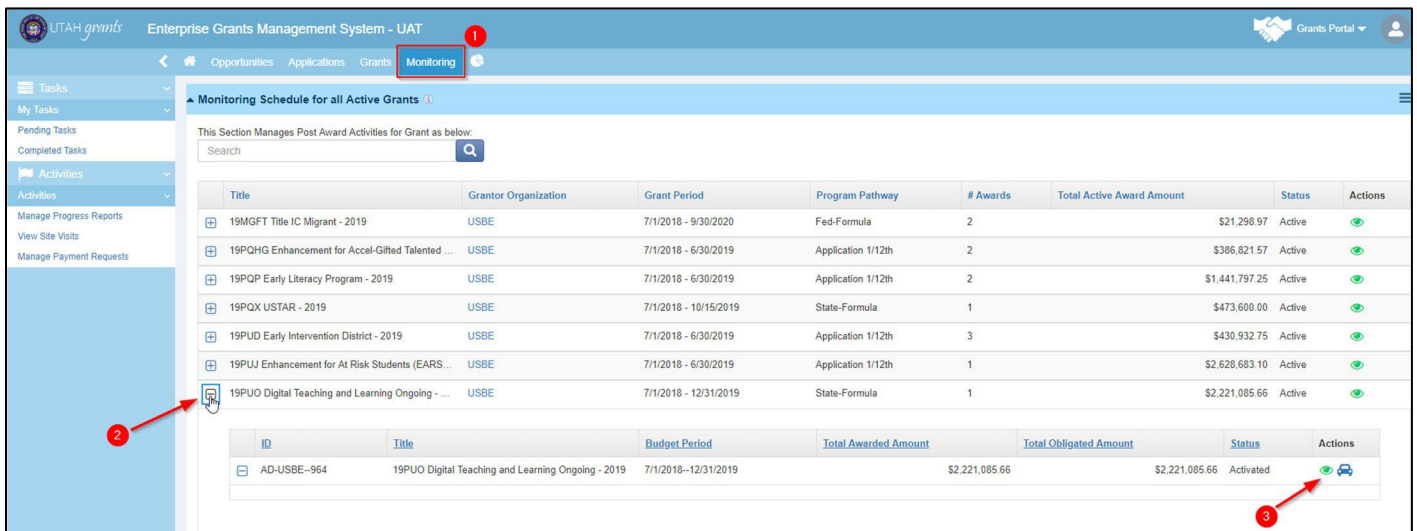


Budget Revision Request

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) Locate the program for which the budget is being revised. Click the **Monitoring** tab (top Menu) and locate the program. Expand the + (plus sign) to view line details. Click the **green eye icon**.



Enterprise Grants Management System - UAT

Monitoring

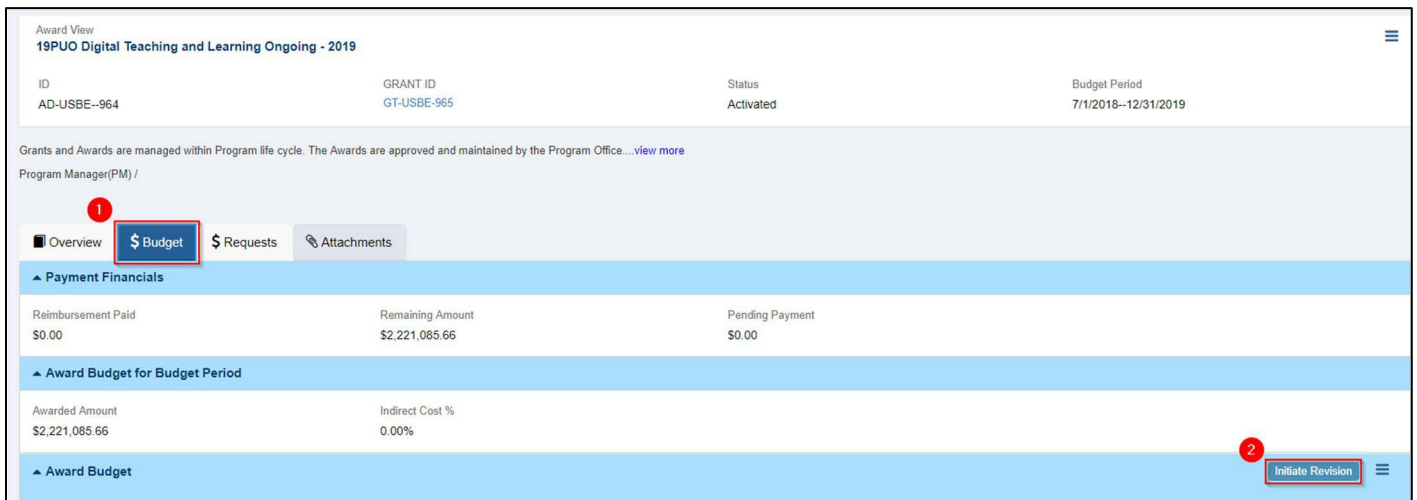
Monitoring Schedule for all Active Grants

This Section Manages Post Award Activities for Grant as below.

Title	Grantor Organization	Grant Period	Program Pathway	# Awards	Total Active Award Amount	Status	Actions
19MGFT Title IC Migrant - 2019	USBE	7/1/2018 - 9/30/2020	Fed-Formula	2	\$21,298.97	Active	
19PQHG Enhancement for Accel-Gifted Talented ...	USBE	7/1/2018 - 6/30/2019	Application 1/12th	2	\$386,821.57	Active	
19PQP Early Literacy Program - 2019	USBE	7/1/2018 - 6/30/2019	Application 1/12th	2	\$1,441,797.25	Active	
19PQX USTAR - 2019	USBE	7/1/2018 - 10/15/2019	State-Formula	1	\$473,600.00	Active	
19PUD Early Intervention District - 2019	USBE	7/1/2018 - 6/30/2019	Application 1/12th	3	\$430,932.75	Active	
19PUJ Enhancement for At Risk Students (EARS...	USBE	7/1/2018 - 6/30/2019	Application 1/12th	1	\$2,628,683.10	Active	
19PUO Digital Teaching and Learning Ongoing - ...	USBE	7/1/2018 - 12/31/2019	State-Formula	1	\$2,221,085.66	Active	

ID	Title	Budget Period	Total Awarded Amount	Total Obligated Amount	Status	Actions
AD-USBE--964	19PUO Digital Teaching and Learning Ongoing - 2019	7/1/2018--12/31/2019	\$2,221,085.66	\$2,221,085.66	Activated	

- 2) Create a Budget Revision by selecting the **\$ Budget** subtab, then selecting **Initiate Revision** in the Award Budget section.
Please note: If there is an amount under Pending Payment, making a budget revision will cancel any pending payments.



Award View

19PUO Digital Teaching and Learning Ongoing - 2019

ID: AD-USBE--964 GRANT ID: GT-USBE-965 Status: Activated Budget Period: 7/1/2018--12/31/2019

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

Payment Financials

Reimbursement Paid	Remaining Amount	Pending Payment
\$0.00	\$2,221,085.66	\$0.00

Award Budget for Budget Period

Awarded Amount	Indirect Cost %
\$2,221,085.66	0.00%

Award Budget

Initiate Revision

- 3) Note that budget revisions will cancel any pending reimbursement request.

Confirm

Initiating a revision 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 revision is in process. Are you sure you want to initiate a Budget Revision?

No

Yes

- 4) Edit the proposed budget by clicking on the **blue pen** on the budget category line. Enter a new amount in the **Proposed Budget** field. Click **Save** (indirect costs and totals will calculate upon Save).

▲ Award Budget for Budget Period

Awarded Amount

\$2,221,085.66

Indirect Cost %

0.00%

Remaining Amount For Revision

\$0.00

▲ Award Budget

Edit Internal Approver

Cancel

Submit For Internal Approval

Edit Budget Narrative

Save

Search

Q

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$754,222.98	\$754,222.98	754222.98	0%	\$754,222.98	
2	Employee Benefits (200)	\$356,398.40	\$356,398.40	\$356,398.40	0%	\$356,398.40	
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)	\$1,110,464.28	\$1,110,464.28	\$1,110,464.28	0%	\$1,110,464.28	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$0.00	\$0.00	\$0.00	0%	\$0.00	

- 5) For Property Including Equipment budget edits, click the **blue arrow exiting the box icon**.

▲ Award Budget

Edit Internal Approver

Cancel

Submit For Internal Approval

Edit Budget Narrative

Save

Search

Q

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$754,222.98	\$754,222.98	754222.98	0%	\$754,222.98	
2	Employee Benefits (200)	\$356,398.40	\$356,398.40	\$356,398.40	0%	\$356,398.40	
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)	\$1,110,464.28	\$1,110,464.28	\$1,110,464.28	0%	\$1,110,464.28	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$0.00	\$0.00	\$0.00	0%	\$0.00	

6) To edit the Quantity on Property Including Equipment, click on the **Blue pen**.

Add Line Items

For this budget revision, describe all property and equipemnt purchases below. Complete all entries for each line item. Each property or equipment purchase must be listed on a separate line.

(1) List the property (including equipment) purchased
(2) List the quantity
(3) List the unit price
(4) List the property (including equipment) cost

PLEASE LIST EACH PROPERTY AND EQUIPMENT ON SEPARATE LINES. ATTACH ESTIMATES, PRICING, OR OTHER SUPPORTING DOCUMENTATION TO THE 'ATTACHMENT' TAB OF YOUR APPLICATION.

New

Search

Item Description	Quantity	Unit Price	Equipment Cost	Actions
Touchscreen Chromebooks	4,842	\$229.34	\$1,110,464.28	 

7) To delete the Item, click the **Red Trash Can**

Add Line Items

For this budget revision, describe all property and equipemnt purchases below. Complete all entries for each line item. Each property or equipment purchase must be listed on a separate line.

(1) List the property (including equipment) purchased
(2) List the quantity
(3) List the unit price
(4) List the property (including equipment) cost

PLEASE LIST EACH PROPERTY AND EQUIPMENT ON SEPARATE LINES. ATTACH ESTIMATES, PRICING, OR OTHER SUPPORTING DOCUMENTATION TO THE 'ATTACHMENT' TAB OF YOUR APPLICATION.

New

Search

Item Description	Quantity	Unit Price	Equipment Cost	Actions
Touchscreen Chromebooks	4,842	\$229.34	\$1,110,464.28	 

8) To add a new Item, click the **New** button. Enter your **Item Description**, **Quantity**, and **Unit Price**. Click **Save**.

Add Line Items

(2) List the quantity

(3) List the unit price

(4) List the property (including equipment) cost

PLEASE LIST EACH PROPERTY AND EQUIPMENT ON SEPARATE LINES. ATTACH ESTIMATES, PRICING, OR OTHER SUPPORTING DOCUMENTATION TO THE 'ATTACHMENT' TAB OF YOUR APPLICATION.

SaveNew

31

Search

Q

Item Description	Quantity	Unit Price	Equipment Cost	Actions
				✕
Touchscreen Chromebooks	4,842	\$229.34	\$1,110,464.28	
Widgits	25	\$10.00	\$250.00	

9) Remaining Amount for Revision must be \$0.00.

Award Budget for Budget Period

Awarded Amount

\$2,221,085.66

Indirect Cost %

0.00%

Remaining Amount For Revision

\$0.00

Award Budget

Edit Internal Approver

Cancel

Submit For Internal Approval

Edit Budget Narrative

Search

Q

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$754,222.98	\$754,222.98	\$754,222.98	0%	\$754,222.98	
2	Employee Benefits (200)	\$356,398.40	\$356,398.40	\$355,648.40	-21%	\$356,398.40	
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)	\$1,110,464.28	\$1,110,464.28	\$1,111,214.28	.07%	\$1,110,464.28	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$0.00	\$0.00	\$0.00	0%	\$0.00	

10) Click **Edit Budget Narrative**. Please Note: This is a REQUIRED field.

Award Budget							
Edit Internal Approver Cancel Submit For Internal Approval Edit Budget Narrative							
Q							
#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$754,222.98	\$754,222.98	\$754,222.98	0%	\$754,222.98	
2	Employee Benefits (200)	\$356,398.40	\$356,398.40	\$355,648.40	-.21%	\$356,398.40	
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)	\$1,110,464.28	\$1,110,464.28	\$1,111,214.28	.07%	\$1,110,464.28	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$0.00	\$0.00	\$0.00	0%	\$0.00	

11) Explain the budget changes and click **Save**.

Edit Budget Narrative

Explain/Justify the Budget Revision

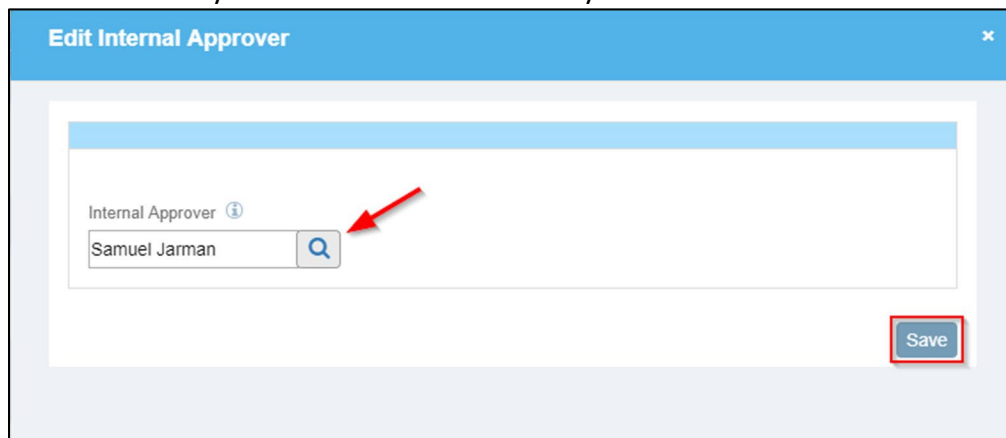
Here is the Budget Narrative

Save

12) Click on **Edit Internal Approver**.

Award Budget							
Edit Internal Approver Cancel Submit For Internal Approval Edit Budget Narrative							
Q							
#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$754,222.98	\$754,222.98	\$754,222.98	0%	\$754,222.98	
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10	Indirect Cost	\$0.00	\$0.00	\$0.00	0%	\$0.00	

- 13) Update the Internal approver by clicking the **magnifying glass**, search and select appropriate individual and **Save**. The system defaults this to the Key Point of Contact. It can be changed to any Approver.

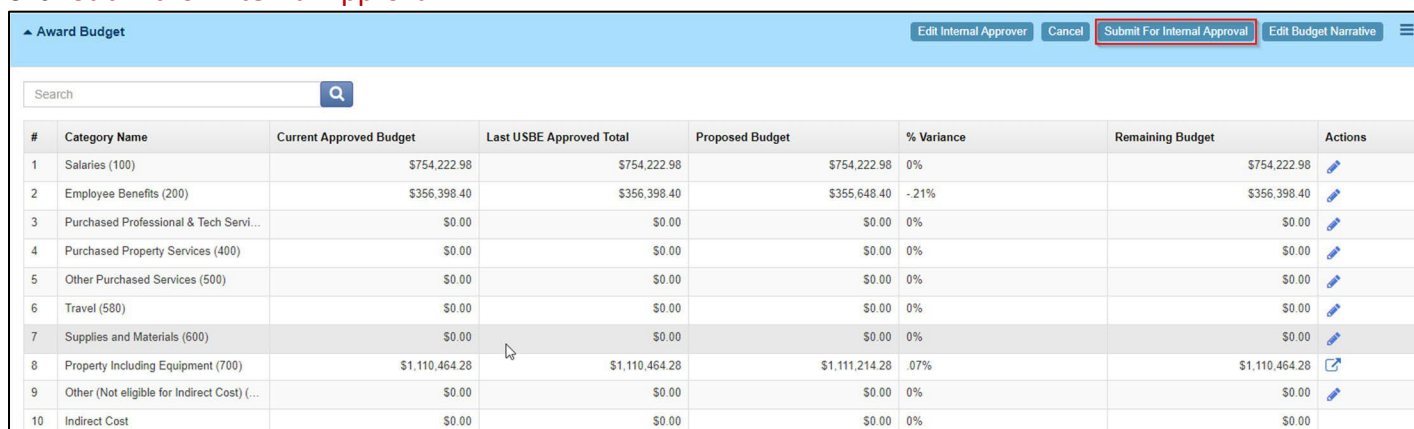


Internal Approver ⓘ

Samuel Jarman

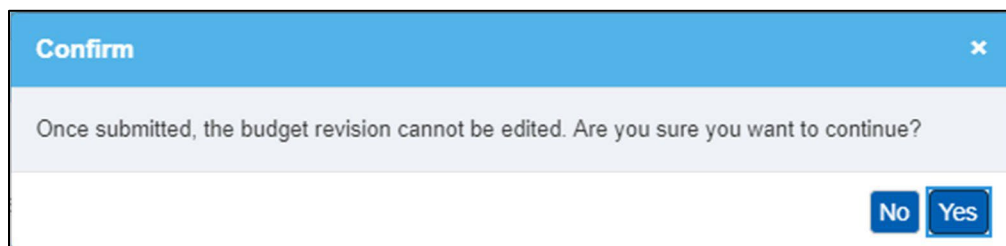
Save

- 14) Click **Submit for Internal Approval**.



#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
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7	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
8	Property Including Equipment (700)	\$1,110,464.28	\$1,110,464.28	\$1,111,214.28	.07%	\$1,110,464.28	
9	Other (Not eligible for Indirect Cost) (...)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10	Indirect Cost	\$0.00	\$0.00	\$0.00	0%	\$0.00	

- 15) Click **Yes** to continue.



Confirm

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

No Yes

What to look for/complete with a Budget Revision:

- Your Remaining Amount for Revision is Zero after you have adjusted the budget and saved.
- You have entered a Budget Narrative (explained why you are making a budget change).
- You have selected the right Internal Approver to approve the budget revision.

Grantee Internal Approver

- 16) Internal Approver will receive an email notifying them that there is a pending task for the budget revision. The Internal Approver will locate the budget revision pending their approval by clicking on **Grants**, **Pending Tasks**, and selecting the task **Play** button.

- 17) 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
- Send Back: sends the budget revision back to the Creator for editing and resubmission