

IowaGrants.gov
School User Manual
GEAR UP Iowa Grants Budget Amendment



This is a step-by-step guide to assist you in submitting a Budget Amendment. Having a printed copy of your existing budget noted with the changes you wish to make is recommended.

- 1) Log into your grant. Find and click on “Contract Amendments” under “Components.”

The screenshot shows the IowaGrants.gov website. The header includes the Iowa logo and the URL. Below the header, there are navigation links for Menu, Help, and Log Out. The main content area is titled 'Grant Tracking' and displays information for a specific grant: 'Grant/Project: TEST GUI - TEST GUI - 2015'. The status is 'Underway', the program area is 'GEAR UP', the grantee organization is 'Iowa College Aid test', the program officer is 'Christina Sibouih', and the awarded amount is '\$7,500.00'. Below this information, there is an 'Instructions' section and a 'Grant/Project Components' section. The 'Grant/Project Components' section contains a table with columns for 'Component' and 'Last Edited'. The 'Contract Amendments' link is highlighted with a red box.

- 2) Click “Add.”

The screenshot shows the IowaGrants.gov website. The header includes the Iowa logo and the URL. Below the header, there are navigation links for Menu, Help, and Log Out. The main content area is titled 'Grant/Project Tracking' and displays information for a specific grant: 'Grant/Project: TEST GUI - TEST GUI - 2015'. The status is 'Underway', the program area is 'GEAR UP', the grantee organization is 'Iowa College Aid test', the program officer is 'Crystal R Woods', and the awarded amount is '\$7,500.00'. Below this information, there is a 'Contract Amendments' section with a table. The table has columns for 'ID', 'Type', 'Status', and 'Submitted Date'. The 'Add' button is highlighted with a red box.

- 3) Enter a descriptive title for your Budget Amendment. The “Contract Amendment Type” field defaults to “Budget Revision.” Do not change this field. Click “Save.”

The screenshot shows the IowaGrants.gov website. The header includes the Iowa logo and the URL. Below the header, there are navigation links for Menu, Help, and Log Out. The main content area is titled 'Grant Tracking' and displays information for a specific grant: 'Grant/Project: TEST GUI - TEST GUI - 2015'. The status is 'Underway', the program area is 'GEAR UP', the grantee organization is 'Iowa College Aid test', the program officer is 'Crystal R Woods', and the awarded amount is '\$7,500.00'. Below this information, there is a 'Contract Amendments' section with a table. The 'Save' button is highlighted with a red box. The 'Title' field is highlighted with a red box and contains the text 'Fourth Quarter 2015 Walk-Through Budget Amendment'. The 'Contract Amendment Type' field is highlighted with a red box and contains the text 'Budget Revision'.

- 4) The screen will update to the following form. You have now started a Budget Amendment. To begin entering amounts on your Budget Amendment, click “Return to Components.”

The screenshot shows the 'General Information' section of a Budget Amendment on the Iowa Grants website. The page includes a header with the Iowa logo and 'IowaGrants.gov'. Navigation links for Menu, Help, Log Out, Back, and Edit are visible. The main content area displays the following information:

- ID:** 114866
- Title:** Fourth Quarter 2015 Walk-Through Budget Amendment
- Amendment Type:** Budget Revision
- Status:** Editing

A red box highlights the 'Return to Components' link in the top right corner. The footer indicates 'Last Edited By: JulieTester Nlem, 03/26/2015'.

- 5) The screen will switch to the following. Click on “Budget Amendment.”

The screenshot shows the 'Contract Amendment' section of the Iowa Grants website. The page includes the same header and navigation as the previous screenshot. The main content area displays the following information:

- Contract Amendment:** 03
- Grant:** TEST GUI-TEST GUI
- Status:** Editing
- Program Area:** GEAR UP
- Grantee Organization:** Iowa College Aid test
- Program Manager:** Crystal R Woods
- Submitted Date:**

Below this information is a table titled 'Components' with columns for Name, Complete?, and Last Edited. A red box highlights the 'Budget Amendment' link in the 'Name' column. The table also includes 'Preview' and 'Submit' links.

- 6) Click “Add.” This will open the fields so that you may enter your Budget Line Item Adjustments.

The screenshot shows the 'Budget Line Item Adjustments' section of the Iowa Grants website. The page includes the same header and navigation. The main content area displays the following information:

- Contract Amendment:** 03
- Grant:** TEST GUI-TEST GUI
- Status:** Editing
- Program Area:** GEAR UP
- Grantee Organization:** Iowa College Aid test
- Program Manager:** Crystal R Woods
- Submitted Date:**

Below this information is an 'Instructions' section with the following text:

Enter information regarding the requested adjustment to the GEAR UP Grant budget.
 Complete the “Budget Line Item Adjustments” section by selecting the blue “Add” link for that section and following the related directions.
 To enter information for the “Justification” section, select “Edit” at the top of the screen. Once information is entered, select “Save.”
 Once all entries have been completed, select the “Mark as Complete” link within the Budget Line Item Adjustments bar.

Below the instructions is a table titled 'Budget Line Item Adjustments' with columns for Original Budget Line Item Description, Original Budget Amount to be adjusted, New Budget Amount Requested, and Total Amount of Adjustments. A red box highlights the 'Add' link in the top right corner. The table also includes 'Mark as Complete' and 'Return to Components' links.

Below the table is a 'Justification' section with the following text:

Justification for Requested This is where you would indicate why the Budget Amendment is needed. Be

- 7) From your original Budget, enter the Original Budget Line Item Description and the Original Budget Amount. Then enter the New Budget Amount Requested and click "Save."

Grant Tracking

Contract Amendment: 03

Grant: TEST GUI-TEST GUI
 Status: Editing
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Manager: Crystal R Woods
 Submitted Date:

Instructions
 Enter information regarding the requested adjustment to the GEAR UP Grant budget.
 Complete the "Budget Line Item Adjustments" section by selecting the blue "Add" link for that section and following the related directions.
 To enter information for the "Justification" section, select "Edit" at the top of the screen. Once information is entered, select "Save."
 Once all entries have been completed, select the "Mark as Complete" link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments

Original Budget Line Item Description*

Original Budget Amount to be adjusted*
Enter the current budget amount for the given line item.

New Budget Amount Requested*
Enter the requested budget amount for the given line item.

[Return to Top](#)

- 8) You will be returned to the prior screen. Repeat the above process as needed until all Budget Line Item Adjustments have been entered. Please review your entries for accuracy.

Remember: The new budget total cannot exceed your total awarded amount.

Contract Amendments

Contract Amendment: 03

Grant: TEST GUI-TEST GUI
 Status: Editing
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Manager: Crystal R Woods
 Submitted Date:

Instructions
 Enter information regarding the requested adjustment to the GEAR UP Grant budget.
 Complete the "Budget Line Item Adjustments" section by selecting the blue "Add" link for that section and following the related directions.
 To enter information for the "Justification" section, select "Edit" at the top of the screen. Once information is entered, select "Save."
 Once all entries have been completed, select the "Mark as Complete" link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments [Mark as Complete](#) | [Return to Components](#) | [Add](#)

Original Budget Line Item Description	Original Budget Amount to be adjusted	New Budget Amount Requested	Total Amount of Adjustments
	\$0.00	\$0.00	\$0.00

Justification
 Justification for Requested Amendment* This is where you would indicate why the Budget Amendment is needed. Be specific, yet brief.

- 9) After entering all the needed Budget Line Item Adjustments, click “Edit” to enter the reason for the Budget Amendment.”

Contract Amendment: 09

Grant: TEST GUI-TEST GUI
 Status: Editing
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Manager: Crystal R Woods
 Submitted Date:

Instructions
 Enter information regarding the requested adjustment to the GEAR UP Grant budget.
 Complete the “Budget Line Item Adjustments” section by selecting the blue “Add” link for that section and following the related directions.
 To enter information for the “Justification” section, select “Edit” at the top of the screen. Once information is entered, select “Save.”
 Once all entries have been completed, select the “Mark as Complete” link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments [Mark as Complete](#) | [Return to Components](#) | [Add](#)

Original Budget Line Item Description	Original Budget Amount to be adjusted	New Budget Amount Requested	Total Amount of Adjustments
Wages and Salary	\$250.00	\$500.00	\$500.00
	\$250.00	\$500.00	\$500.00

Justification
 Justification for Requested Amendment*
 Provide a brief rationale for the requested budget adjustment(s).
 Last Edited By: JulieTester Ntem, 04/21/2015

- 10) Under “Justification” enter a concise, yet descriptive, explanation that can be used by the reviewer to understand your request. When you are finished, click “Save.”

Contract Amendment: 03

Grant: TEST GUI-TEST GUI
 Status: Editing
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Manager: Crystal R Woods
 Submitted Date:

Instructions
 Enter information regarding the requested adjustment to the GEAR UP Grant budget.
 Complete the “Budget Line Item Adjustments” section by selecting the blue “Add” link for that section and following the related directions.
 To enter information for the “Justification” section, select “Edit” at the top of the screen. Once information is entered, select “Save.”
 Once all entries have been completed, select the “Mark as Complete” link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments

Original Budget Line Item Description	Original Budget Amount to be adjusted	New Budget Amount Requested
Counselor for GUI	\$500.00	\$1,000.00
iPads	\$1,000.00	\$500.00
ABC Consultants	\$500.00	\$0.00
	\$2,000.00	\$1,500.00

Justification
 Justification for Requested Amendment*
 This is where you would indicate why the Budget Amendment is needed. Be specific, yet brief.
 Provide a brief rationale for the requested budget adjustment(s).
 Return to Top

- 11) Now that the justification has been completed and all of the Budget Line Item Adjustments have been entered and verified, click “Mark as Complete.”

Contract Amendment: 09

Grant: **TEST GUI-TEST GUI**
 Status: Editing
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Manager: Crystal R Woods
 Submitted Date:

Instructions
 Enter information regarding the requested adjustment to the GEAR UP Grant budget.
 Complete the "Budget Line Item Adjustments" section by selecting the blue "Add" link for that section and following the related directions.
 To enter information for the "Justification" section, select "Edit" at the top of the screen. Once information is entered, select "Save."
 Once all entries have been completed, select the "Mark as Complete" link within the Budget Line Item Adjustments bar.

Budget Line Item Description	Original Budget Amount to be adjusted	New Budget Amount Requested	Total Amount of Adjustments
Wages and Salary	\$250.00	\$500.00	\$500.00
Benefits	\$50.00	\$100.00	\$100.00
	\$300.00	\$600.00	\$600.00

Justification
 Justification for Requested Amendment* Testing, 1, 2, 3...
 Provide a brief rationale for the requested budget adjustment(s).
 Last Edited By: JulieTester Ntem, 04/21/2015

- 12) You are returned to the Components screen. Double check that both sections have a checkmark showing they were “Complete.” You have the choice to preview the document or submit the amended budget you have entered. Click “Submit” if you are ready to proceed.

Contract Amendment: 03

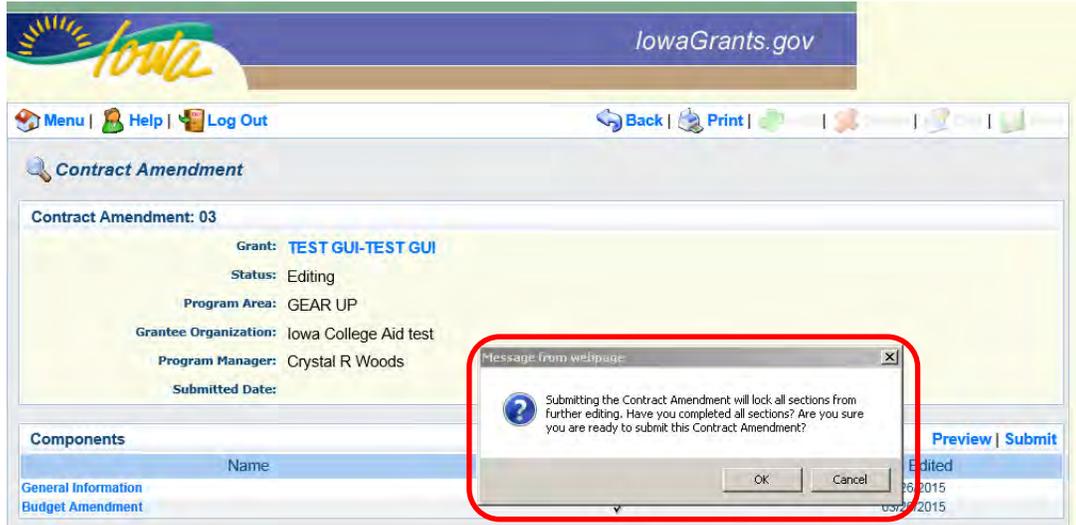
Grant: **TEST GUI-TEST GUI**
 Status: Editing
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Manager: Crystal R Woods
 Submitted Date:

Components	Name	Complete?	Last Edited
General Information		✓	03/26/2015
Budget Amendment		✓	03/26/2015

Preview Submit

Iowa.gov – The Official Website of the State of Iowa. Dulles Technology Partners Inc.

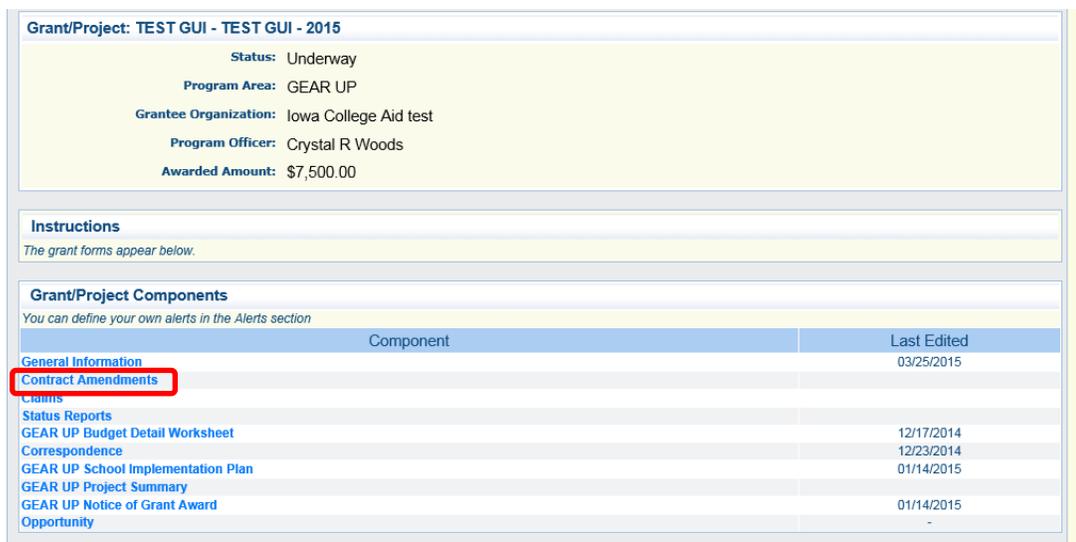
- 13) A pop-up appears that warns you submitting the Contract Amendment will lock it from further editing. Click "Cancel" to return to editing or "OK" to proceed with submitting the Contract Amendment.



- 14) The confirmation screen verifies your Contract Amendment has been submitted for review. Click on the hyperlinked "here" to return to the Grant forms page.



- 15) It is recommended that you keep a copy of the Contract Amendment in your records. To print your submitted Contract Amendment, click on the "Contract Amendments" hyperlink under "Grant/Project Components."



16) Click on the hyperlinked Contract Amendment you wish to print.

Grant/Project Tracking

Grant/Project: TEST GUI - TEST GUI - 2015

Status: Underway
 Program Area: GEAR UP
 Grantee Organization: Iowa College Aid test
 Program Officer: Crystal R Woods
 Awarded Amount: \$7,500.00

Contract Amendments

ID	Type	Status	Submitted Date
TEST GUI - 01	Budget Revision	Withdrawn	03/13/2015
TEST GUI - 02	Project Revision	Not Approved	03/13/2015
TEST GUI - 03	Budget Revision	Submitted	03/26/2015

Last Edited By:

17) The Contract Amendment will pop up in a separate tab on your web browser for printing.

Contract Amendment

TEST GUI-TEST GUI

GEAR UP

Contract Amendment ID: 03 Submitted By:
 Contract Amendment Type: Budget Revision Submitted Date: 03/26/2015
 Status: Submitted
 Organization: Iowa College Aid test

Budget Line Item Adjustments

Original Budget Line Item Description	Original Budget Amount to be adjusted	New Budget Amount Requested	Total Amount of Adjustments
Counselor for GUI	\$500.00	\$1,000.00	\$1,000.00
iPads	\$1,000.00	\$500.00	\$500.00
ABC Consultants	\$500.00	\$0.00	\$0.00
	\$2,000.00	\$1,500.00	\$1,500.00

Justification

Justification for Requested Amendment* This is where you would indicate why the Budget Amendment is needed. Be specific, yet brief.
 Provide a brief rationale for the requested budget adjustment(s)