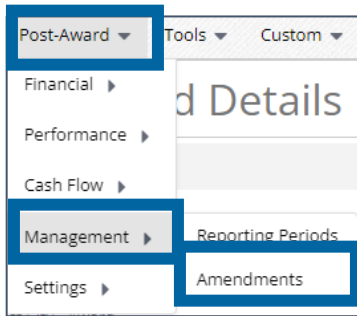


How to Submit a Budget Line-Item Amendment

1. Starting from **Grant Details** (Grant Management>All Grants>Click on applicable Grant Name)
2. Click Post-Award>Management>Amendments



3. Click the plus icon in the upper right-hand corner



4. Enter Amendment Request Name and check Budget under Areas to Amend

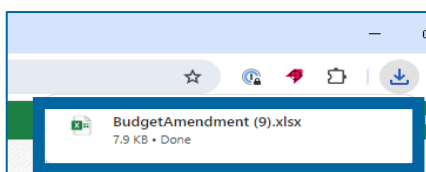
A screenshot of the 'Amendment Information' form. The 'Amendment Request Name' field is filled with 'Budget Amendment 1'. Below this, there are fields for 'Amendment Type' (Amendment Request), 'Date Created' (10/9/2024 2:09 PM), 'Created By' (Emily Naufel), and 'Status' (Draft). Under the 'Areas to Amend' section, the 'Budget' checkbox is checked, while 'Awarded Amount', 'Award Duration', and 'Performance Goal' are unchecked. A red box highlights the 'Budget' checkbox.

5. Click Download Budget

This is an AmpliFund generated budget spreadsheet. It pulls the current AmpliFund budget into a spreadsheet and all changes that you intend to make must be made on this spreadsheet. The updated spreadsheet is then uploaded to AmpliFund in step 9 below to make the Summary of Proposed Changes correctly display for step 11.

A screenshot of the 'Proposed Budget Revision' section. It contains a text prompt: 'Download the current budget, update, and then upload your proposed budget'. Below this, there are two buttons: 'Current Budget' and 'Download Budget'. The 'Download Budget' button is highlighted with a red box. Below these buttons, there is a 'Budget Revision' field and a 'Choose file' button.

6. Open the excel file (it will display in the upper right-hand corner of your browser to open)



How to Submit a Budget Line-Item Amendment

7. Adjust the AmpliFund generated budget Excel file using the instructions below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Category*	Line Item*	Line Item Type*	Benefit Type*	Grant Bud	Grant Act	Cash Match Value*	In-Kind Match Value*	Other Funding Value*	Cash Match Actuals	In-Kind Match Actuals	Other Funding Actuals	Total Budgeted (Direct Cost)*	Total
Construction	Construction	Non-Personnel		50000.00	1175.00	0.00	0.00	0.00	25.00	0.00	0.00	50000.00	50000.00
Equipment	Equipment Purchases	Non-Personnel		15000.00	2100.00	25000.00	0.00	0.00	500.00	0.00	0.00	40000.00	40000.00
Personnel	Staff Salary	Non-Personnel		25000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	25000.00
Travel	Staff Travel	Non-Personnel		10000.00	2500.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	10000.00

For Illinois Community College Board Grants:

Use the following instructions to make changes to existing budget category lines. Remember, expenditures must be entered at the total budget category level, consistent with the Section A tab of the Uniform Budget Spreadsheet.

- For changes to Personnel, Fringe Benefits, and Consultant:**

Enter the new proposed amount in the Salary, Grant Budgeted, and Total Budgeted (Direct Cost) columns. This must be the total you intend the entire category to be after the modification. Do not change any other columns.

- For changes to Training and Education, Other or Miscellaneous Costs, Travel, Equipment, Supplies, and Contractual Services:**

Enter the new proposed amount in the Cost Rate, Grant Budgeted, and Total Budgeted (Direct Cost) columns. This must be the total you intend the entire category to be after the modification. Do not change any other columns.

- For changes to Indirect Cost:**

Enter the new proposed amount in the Base, Grant Budgeted, and Total Budgeted (Direct Cost) columns. This must be the total you intend the entire category to be after the modification. Do not change any other columns.

Use the following instructions to add new budget category lines. Remember, expenditures must be entered at the total budget category level, consistent with the Section A tab of the Uniform Budget Spreadsheet.

Enter the required information listed in the table below in the first blank under the existing lines. The first blank line should have a drop down to select items in the Line Item Type and Calculation Type columns. To add additional lines, you will need to insert a line to ensure you get the drop down in the Line Item Type and Calculation Type columns, or you can use the small green square in the Line Item and Line Item Type Column to drag the information down into new lines

	A	B	C	D	P
1	Category*	Line Item*	Line Item Type*	Calculation Type*	
2	7. Consultant Services and Ex	Consultant Services and Expe	Non-Personnel	Quantity x Rate	
3					
4					

The table below provides the specific details that you will need to enter for expenditure categories. **Enter the Category name exactly as listed next to Category (including the number, period, and space) to ensure the line item properly aligns to the AmpliFund budget.**

How to Submit a Budget Line-Item Amendment

Personnel (Salaries and Wages)	Fringe Benefits	Travel
Category: 1. Personnel (Salaries and Wages) Line Item: Personnel Line Item Type: Direct Cost Calculation Base: Enter the total of your Personnel category Calculation Type: Select "Quantity x Rate" Rate: 1% Cost Rate: Enter the total for your Personnel category Quantity: 1 Salary: Enter the total for your Personnel category Grant Budgeted: Enter the total for your Personnel category	Category: 2. Fringe Benefits Line Item: Fringe Benefits Line Item Type: Direct Cost Calculation Base: Enter the total of your Fringe Benefits category Calculation Type: Select "Quantity x Rate" Rate: 1% Cost Rate: Enter the total for your Fringe Benefits category Quantity: 1 Salary: Enter the total for your Fringe Benefits category Grant Budgeted: Enter the total for your Fringe Benefits category	Category: 3. Travel Line Item: Travel Line Item Type: Direct Cost Calculation Calculation Type: Select "Quantity x Rate" Rate: 1% Cost Rate: Enter the total for your Travel category Quantity: 1 Grant Budgeted: Enter the total for your Travel category
Equipment	Supplies	Contractual Services & Subawards
Category: 4. Equipment Line Item: Equipment Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Rate: 1% Cost Rate: Enter the total for your Equipment category Quantity: 1 Grant Budgeted: Enter the total for your Equipment category	Category: 5. Supplies Line Item: Supplies Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Rate: 1% Cost Rate: Enter the total for your Supplies category Quantity: 1 Grant Budgeted: Enter the total for your Supplies category	Category: 6. Contractual Services & Subawards Line Item: Contractual Services Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Rate: 1% Cost Rate: Enter the total for your Contractual Services category Quantity: 1 Grant Budgeted: Enter the total for your Contractual Services category
Consultant Services and Expenses	Training and Education	Other or Miscellaneous Costs
Category: 7. Consultant Services and Expenses Line Item: Consultant Services and Expenses Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Base: Enter the total for your Consultant Services category Rate: 1% Cost Rate: Enter the total for your Consultant Services category Quantity: 1 Salary: Enter the total of your Consultant Services category Grant Budgeted: Enter the total for your Consultant Services category	Category: 12. Training and Education Line Item: Training and Education Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Rate: 1% Cost Rate: Enter the total for your Training and Education category Quantity: 1 Grant Budgeted: Enter the total for your Training and Education category	Category: 14. Other or Miscellaneous Costs Line Item: Other or Miscellaneous Costs Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Rate: 1% Cost Rate: Enter the total for your Other or Miscellaneous Costs category Quantity: 1 Grant Budgeted: Enter the total for your Other or Miscellaneous Costs category
Indirect Cost	Grant Exclusive (Student Supports)	
Category: Indirect Cost Line Item: Indirect Cost Line Item Type: Indirect Cost Calculation Type: Quantity x Rate Rate: 1% Cost Rate: Enter the total for your Consultant Services category Quantity: 1 Grant Budgeted: Enter the total for your Consultant Services category	Category: 15. Grant Exclusive Line Items Line Item: Grant Exclusive Line Item Type: Direct Cost Calculation Calculation Type: Quantity x Rate Base: Enter the total of your Grant Exclusive category Rate: 1% Cost Rate: Enter the total for your Other or Miscellaneous Costs category Quantity: 1	

How to Submit a Budget Line-Item Amendment

Important File Reminders:

- Do not change the column headers text
- Do not delete the columns identified with an *
- Actuals columns are for reference only and changing in the spreadsheet will not result in any changes in AmpliFund

8. Save the File

9. Upload saved version of the AmpliFund generated budget. Remember, if the revised AmpliFund generated budget is not uploaded here or if the document is completed incorrectly, the Summary of Proposed Changes section will be incorrect.

Current Budget	Download Budget
Budget Revision *	 BudgetAmendment (8).xlsx

10. Add Summary of Changes Narrative. This should be a brief summary of changes, as a full and detailed justification of the changes is required in step 12 below.

Summary of Changes Narrative*	Added travel for training on 11/8, equipment purchase change is due to less computer purchases required.
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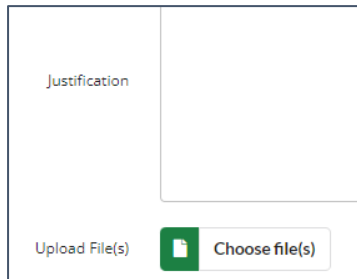
11. Review the Summary of Proposed Changes. The new direct cost column should reflect what you intend your budget to be after the modification. If you need to make further edits, go back to the saved excel file, adjust as needed and re-upload excel file to the amendment.

Summary of Proposed Changes						
Category	Line Item	Current Direct Cost	New Direct Cost	Net Change	Match	Grant-Funded
1. Personnel (Salaries and Wages)	Personnel	\$2,000.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)
12. Training and Education	Training and Education	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00
2. Fringe Benefits	Fringe Benefits	\$3,000.00	\$4,000.00	\$1,000.00	\$0.00	\$1,000.00
3. Travel	Travel	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
4. Equipment	Equipment	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
Supplies	New supplies	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
Total Changes				\$0.00	\$0.00	\$0.00

12. Add a Justification and Upload File(s) required by your ICCB grant program. Multiple files may be uploaded. If you are unsure what or if any documents are required, please ask your ICCB program contact. For Perkins grants, the entire revised uniform budget is required. The

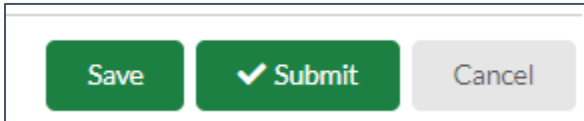
How to Submit a Budget Line-Item Amendment

justification must fully detail the new activity. A justification may be detailed in a separate file and uploaded instead of typing it into the box if you choose.



A form element for providing justification. It consists of a large, empty rectangular text area. Below the text area, on the left, is the label "Upload File(s)". To the right of this label is a green square button containing a white document icon, followed by the text "Choose file(s)".

13. Click Save to return and finish later or Submit to submit your finalized amendment to ICCB.



A row of three buttons. The first button is green with the text "Save". The second button is green with a white checkmark icon followed by the text "Submit". The third button is light gray with the text "Cancel".