

ICCB JotForm BUDGET MODIFICATION REQUEST GUIDE

The Illinois Community College Board is transitioning our process for submitting budget modification requests from email to an online form and upload functionality. The budget modification form and rules will remain the same.

Demonstration Video: Use [this link](#) to view a video walkthrough of the JotForm Budget Modification Request Submission process.

This process is only for grants that are not administered through the AmpliFund Grant Management System. If your grant is administered through AmpliFund, you will continue to use that process.

SECTION 1: SUBMITTING A BUDGET MODIFICATION REQUEST FORM

1. Prepare your Budget Modification Request Form, as usual.
 - a. [GATA-exempt form \(Most grantees in this system will be GATA-exempt\)](#)
 - b. [GATA form](#)
2. Once your completed Budget Modification Request Form is signed and ready to be submitted, visit <https://www.iccb.org/budgetmods/> to submit your request.
3. Fill out the online form and upload your Budget Modification Request Form and any supplemental documentation.
 - a. **Grantee Organization Name:** The name of your college or institution.
 - b. **Grant Program:** The name of the grant you are filing a budget modification request for. This is not the unique name for your program, but the name of the grant under which the program is operating. Please note that depending on the grant program you select, options d. and/or e. below will appear. If they do not appear, then your grant program does not use these mechanisms for differentiation. ***If your grant program is not listed, you should be filing your Budget Modification request in AmpliFund.***

The screenshot shows a web form for submitting a budget modification request. It includes the following fields and sections:

- Grantee Organization Name ***: A text input field.
- Grant Program ***: A dropdown menu with "Please Select" as the placeholder.
- Fiscal Year Awarded**: A dropdown menu with "Please Select" as the placeholder. A note below it says: "(You can find your fiscal year noted in the last two digits of your grant agreement number.) *"
- ICCB Grant Agreement Number ***: A text input field.
- Contact Name ***: A text input field.
- Contact Email ***: A text input field with a placeholder "example@example.com".
- Other Email Addresses to Include in Communications**: A text input field.
- File Upload ***: A section with a dashed border containing a "Browse Files" button and the text "Drag and drop files here".
- Notes/Comments**: A large text area for additional information.
- Submit**: A green button at the bottom right.

- c. **Fiscal Year Awarded:** This is the fiscal year in which the original grant agreement was signed, not the present fiscal year at the time of the budget modification request. (You can find your fiscal year noted in the last two digits of your grant agreement number.)
 - d. **Grant Round (*only for select grants*):** Select which round of funding you are submitting a budget modification request for.
 - e. **Objective (*only for select grants*):** Select which objective you had for the round in which you are submitted a budget modification request for.
 - f. **ICCB Grant Agreement Number:** Enter the Grant Agreement Number for the grant that you are submitting a budget modification request for. Please note that this is your **ICCB-provided Grant Agreement number**, not an internal/institutional grant agreement number.
 - g. **Contact Name:** Enter the name of the primary contact for the budget modification request.
 - h. **Contact Email:** Enter the email of the primary contact for the budget modification request.
 - i. **Other Email Addresses to Include in Communications (Optional):** With the email-based submission system, grantees often carbon copy multiple people from their institution. In order to maintain that functionality in the new JotForm system, we are asking that you enter any additional emails that you want included in communications, such as revision requests or approval/denial emails.
 - j. **File Upload:** Upload your budget modification form and any supplemental documents needed via this box.
 - i. You can either drag and drop the file into the box or click the box to bring up your file explorer and select the file.
 - ii. You can upload more than one document into this box, so any additional materials such as a revised full budget sheet or supplemental documentation, can be added in the same way.
 - k. **Notes/Comments (Optional):** Use this field to add any notes or comments related to your request. (Examples: Noting that the submission is in response to a revision or highlighting something that might not really fit in the narrative of the form, but is relevant to the request.)
4. Upon submission, you will be redirected to a page that acknowledges your submission, provides you with some additional information, and a link to edit your submission. You will also receive a submission acknowledgement email with the same information.
- a. The submission acknowledgement email will come from noreply@jotform.com.
5. Once received, your submission will be routed to the appropriate ICCB staff for programmatic and fiscal review.

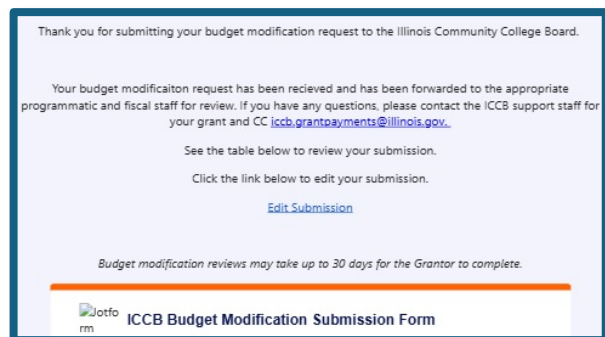
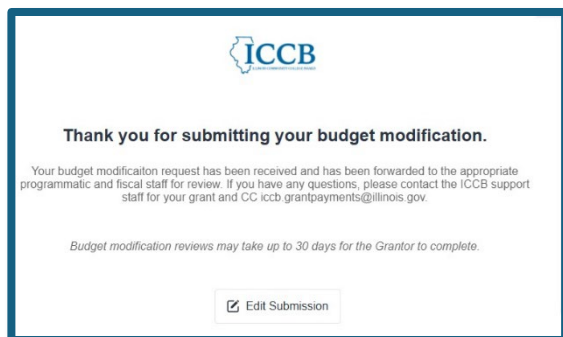
6. If a revision is required, you will receive an email detailing any additional information or changes that need to be made in order to approve your request.
 - a. See the Section 2 for details on revising your budget modification request.
 - b. This revision request email will come from noreply@jotform.com.
7. You will receive an email notifying you of the approval or denial of the request, along with a signed copy if approved.
 - a. This notification email will come from noreply@jotform.com.

ICCB has 30 days to approve your budget modification request.

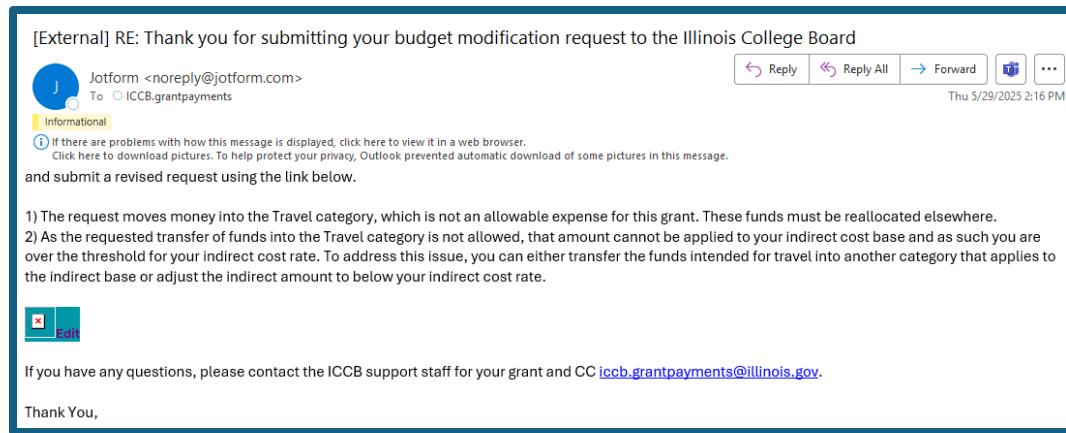
SECTION 2: REVISING A BUDGET MODIFICATION REQUEST

If you need to revise your submission, whether at the request of the ICCB or of your own volition, please **edit the existing form, rather than submitting a new request**.

1. If you realize you need to edit your submission before you have heard back from the ICCB, use the Edit Submission link in the original submission acknowledgement email received when the request was submitted.



2. If the ICCB needs to request more information or a revision in order to approve the request, you will receive an email requesting more information/revision.
 - a. The email will contain a link to edit your original submission.
 - b. This email will come from noreply@jotform.com.



3. If the revision requires updating the Budget Modification Request Form, complete those revisions.
4. Clicking the Edit Submission button will take you back to your originally submitted budget modification request form for edits.
5. When submitting your revised request, please replace the original submission files so that we are reviewing the most up to date submission.

If you would like to withdraw a budget modification, please notify your **Program Lead** and we will close the review.

SECTION 3: NOTICE OF APPROVAL/DENIAL

Once your budget modification request has been reviewed, you will be notified of the approval or denial of your request. If your request is approved, the email will have a copy of your Budget Modification Request Form with signed ICCB approval. If your request is denied, the email will discuss the reasonings and any suggested path forward.

- This email will come from noreply@jotform.com.