

# How to Create a Budget Revision in GrantVantage

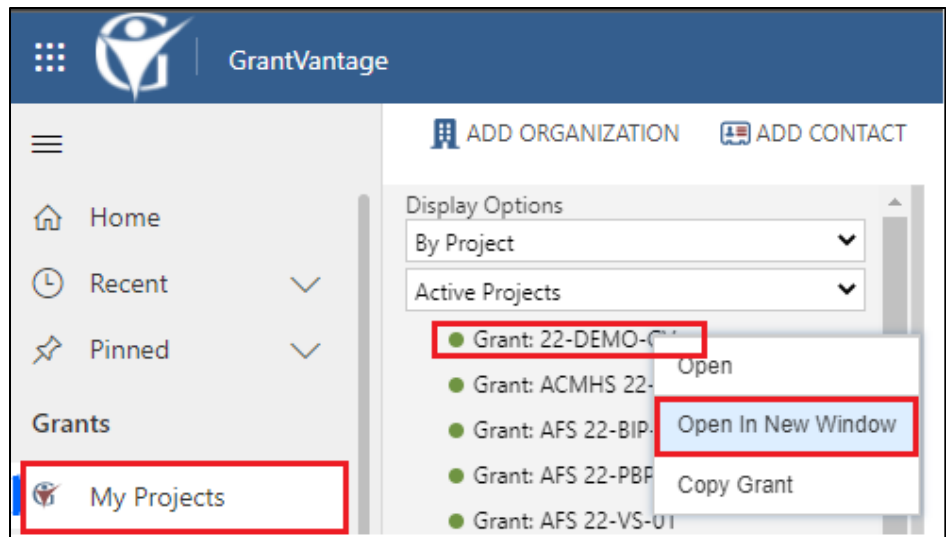
There are two types of changes you might wish to make to your CDVSA budget:

**1) Request a Budget Change** to move funds from one category approved for spending to another category that also has approved funds if you over or underestimated at the start of the year how much money was needed in each of those categories. For example, you may request a budget change to move funds from personnel because you had a vacant position for some months to facilities because utility costs were higher than expected.

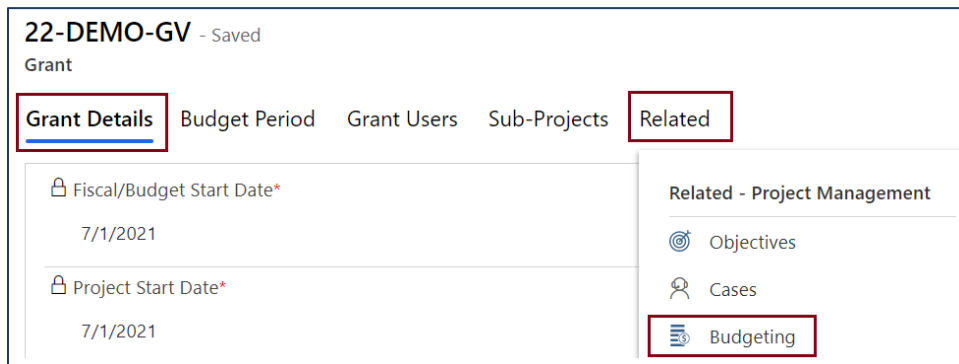
**2) Create a Budget Revision** if you want to move funds from a category approved for spending to a category with no approved funds. For example, you may not have had funds allocated to Equipment but, unexpectedly during the year, find it necessary to replace an expensive item of machinery. A budget revision is also done if there is a need to reduce the total amount of your award because your agency is unable to fully expend the original amount.

This document provides instructions for **Creating a Budget Revision**.

In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award). Right-click on a project you want to open and select **Open in New Window**.



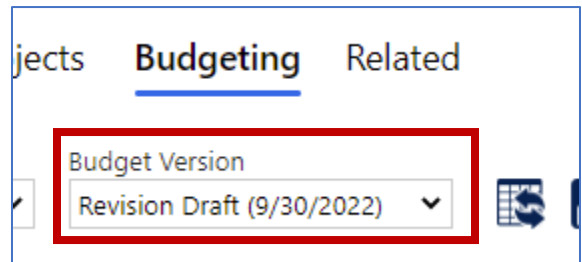
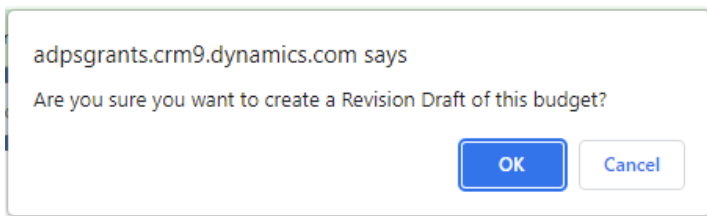
In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Budgeting** from the drop-down menu.



From the Budgeting page, click on the **gear icon (View Options)** and select **Create Revision Draft** from the dropdown menu.

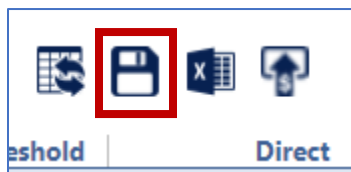


After confirming that you are sure you want to revise your budget (left image), note that the **Budget Version** field on the screen will indicate the date when you are revising (right image).



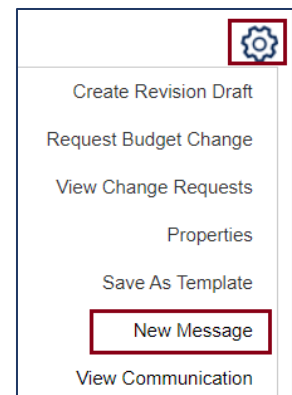
Now all fields in the **Direct** column of your award budget can be manipulated, including fields that did not have any budget previously. At right, you see that **70,000.00** is showing in green, because it has been reduced from the previously approved \$80,000.00 in this category. There is now **10,000.00** added to the Equipment line which formerly had no budget and is showing in red in this draft. The total budget with this change remains **\$100,000**, which is the total of the award.

Direct	Ca
100,000.00	
70,000.00	
3,100.00	
9,300.00	
3,200.00	
10,000.00	
4,400.00	
100,000.00	
0.00	



← Click on the icon for **Save Budget Data**.

After saving your budget data, click on the **gear icon (View Options)** and select **New Message** from the dropdown menu.



The **Messaging/Communication** window opens separately. This step will serve as the **signature, date, and time stamp** for your requested revision.

Fill in the required (\*) fields as indicated in red:

- Select the CDVSA Grants Administrator and your Program Coordinator in the **To** field
- Indicate the award number and type of request in the **Subject** field
- Click **For Approval/Review** as the message type
- Use the message box to describe the reason for requesting this revision
- Click **SEND**

A screenshot of a 'Messaging/Communication' form. The form has a light blue background. Fields are labeled with red asterisks to indicate they are required. The 'From' field contains 'You, the subgrantee'. The 'To' field contains 'Grants Administrator and Program Coordinator'. The 'Related To (Select One)' dropdown menu is set to 'Change Request'. The 'Subject' field contains '23-DEMO-GV Budget Revision Request'. The 'Message Type (Check One)' section has three radio buttons: 'Inquiry/Response', 'For Approval/Review' (which is selected), and 'Accept'. Below these are two more radio buttons: 'Decline' and 'FYI'. The 'Message' field is a large text area with the placeholder text 'Type in the explanation for requesting the revision to this budget.'. The 'Project' field contains '23-DEMO-GV'. At the bottom right, there is a 'SEND' button.

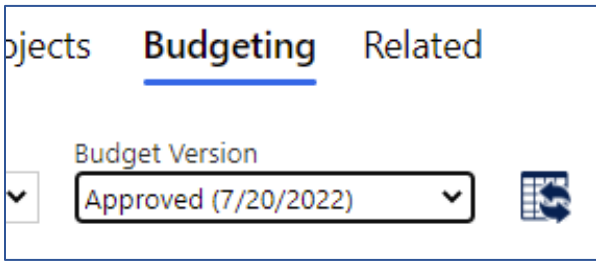
After you send the communication in GrantVantage, also notify the Grants Administrator via email from your work account (Outlook, Gmail, etc.). Please cc: your Program Coordinator.

- Email Subject: Agency Acronym - Award # - Budget Revision Request #X submitted in GV
- Body of Email: Justification for requested budget change.

Requests for budget revisions are reviewed and approved by the Grants Administrator and your Program Coordinator. Once approval happens, you will see the change in GrantVantage.

## How to Know if the Revision Has Been Approved or Denied

If the budget revision has been approved, when you open the budgeting page it will default to the last approved version and will show the date of that approval. Also, all numbers in the budget categories will appear in black; no longer showing as red or green as they were when the revision was in draft form. Likely you will also receive some communication from CDVSA staff letting you know the revision has been approved.



If the revision is being denied, you will be contacted by your Program Coordinator or the Grants Administrator to discuss why. In that case, the CDVSA staff person will delete the revision draft, and your numbers will remain as they were prior to making the request to revise.