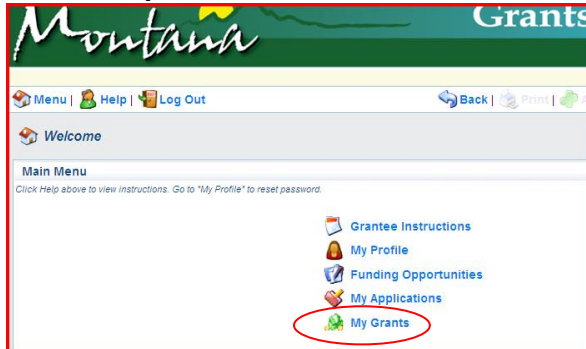


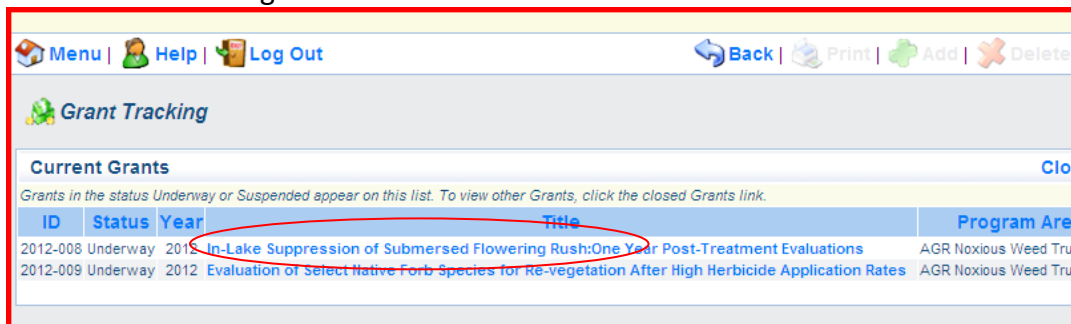
# Grantee Instructions - Budget Revision for a Development, Education or Research Grant

Log into WebGrants at [www.funding.mt.gov](http://www.funding.mt.gov)

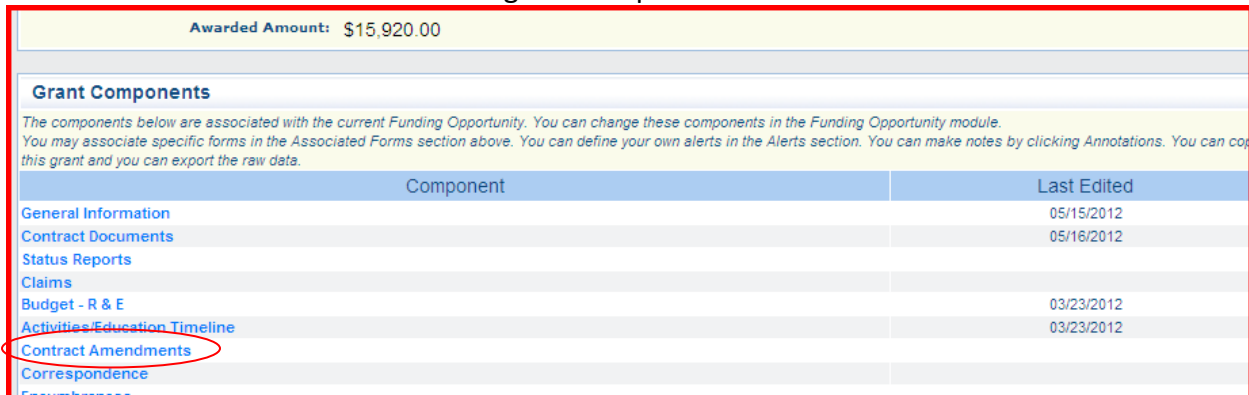
Click on **My Grants**



Click on the **title** of grant



Click on **Contract Amendments** in the grant components.



# Grantee Instructions - Budget Revision for a Development, Education or Research Grant

Select **Add** on the right side of your screen

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Add' button is circled in red. Below the navigation bar, the 'Grant Tracking' section displays details for a grant: 'Grant: 2012-008 - In-Lake Suppression of Submersed Flowering Rush:One Year Post-Treatment Evaluations - 2012'. Below this, it shows 'Status: Underway', 'Program Area: AGR Noxious Weed Trust Fund', 'Grantee Organization: University of Montana', 'Program Officer: Kim Johnson', and 'Awarded Amount: \$15,920.00'. At the bottom, there is a table for 'Contract Amendments' with columns 'ID', 'Type', 'Status', and 'Submitted Date'. The table contains one row with ID '2012-008 - 01', Type 'Contract Approval', Status 'Approved', and Submitted Date '04/02/2012'. The 'Add' button is circled in red.

Enter the grant **title** and number. Select **Budget Revision** from the drop down. Click **Save**.

The screenshot shows the 'General Information' form in the 'Grant Tracking' system. The 'Title' field is circled in red. Below it, the 'Contract Amendment Type' dropdown menu is set to 'Budget Revision' and is also circled in red. The 'Save' button in the top right corner is circled in red. The form also includes a note: '(limited to 250 characters)\*'.

Click **Return to Componentets**.

The screenshot shows the 'General Information' section of the 'Grant Tracking' system. It displays the following information: 'ID: 88889', 'Title: Test Budget Revision', 'Amendment Type: Budget Revision', and 'Status: Editing'. The 'Return to Components' button in the top right corner is circled in red. At the bottom right, it says 'Last Edited By: Jasmine Test, 09/10/2019'.

Click **Budget**. Click **Edit**.

The screenshot shows the 'Components' section of the 'Grant Tracking' system. It includes a table with columns 'Name', 'Complete?', and 'Last Edited'. The table has two rows: 'General Information' and 'Budget'. The 'Budget' row has a checkmark in the 'Complete?' column and the date '01/22/2013' in the 'Last Edited' column. The 'Budget' button in the top left corner is circled in red. Above the table, there is a note: 'Please enter the title of the contract amendment you are requesting and select a contract amendment type from the drop down box. Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your contract amendment request.' At the top right of the table, there are links for 'Preview' and 'Submit'.

# Grantee Instructions - Budget Revision for a Development, Education or Research Grant

Complete the form noting the reasons for the change and entering the requested revised budget.

### Budget

Enter the budget information for your project (narrative character max is 350), complete the In-kind Contributions text box below the budget then click on "Save" when done with form. Click "Edit" (at top) to open the form and make any updates needed and then save the form.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	Revised Grant Funds	Revised Match Funds
Salaries	\$10,000.00		\$2,000.00		\$0.00	\$0.00
Benefits	\$50,000.00		\$1,000.00		\$0.00	\$0.00
Contracted Services	\$0.00		\$0.00		\$0.00	\$0.00
Supplies & Materials	\$2,000.00		\$0.00		\$0.00	\$0.00
Communications	\$0.00		\$0.00		\$0.00	\$0.00
Travel	\$6,000.00		\$0.00		\$0.00	\$0.00
Other Expenses	\$0.00		\$0.00		\$0.00	\$0.00

### Reasons

Enter the specific reasons there is a need to revise the current budget.

Specific reasons for revised budget:\*

### Total In-Kind Contributions

Total In-Kind Contributions:\*

None

Click **Save**, **Mark as Complete**, and **Submit**.

A popup appears. Read and click OK. A confirmation will be shown letting you know that your budget revision request has successfully been submitted.

Department staff will review your request and if approved, will update the project budget.

For assistance, please contact Greta Dige [greta.dige@mt.gov](mailto:greta.dige@mt.gov) / 444-7882 or Jasmine Reimer [jreimer@mt.gov](mailto:jreimer@mt.gov) / 444-3140.

Thank you