UOVC ~ How to Submit a Grant Amendment

UOVC instructions for submitting grant amendments.
Click on the 'Grants' tab to find your current grants.
Find the grant and click on the corresponding 'Eye' icon.
Find the 'Activated' Award and click on the corresponding 'Eye' icon.

---

<table>
<thead>
<tr>
<th>Index</th>
<th>ID</th>
<th>Title</th>
<th>Grantor Organization</th>
<th>Budget Period</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AD-APR11-01</td>
<td>Reg 04 10 App: 2</td>
<td>UOVC</td>
<td>4/30/2018–4/30/2020</td>
<td>$44,858.24</td>
<td>Amended</td>
</tr>
<tr>
<td>2</td>
<td>AD-APR11-BP01-01</td>
<td>Reg 04 10 App: 2</td>
<td>UOVC</td>
<td>4/30/2018–4/30/2020</td>
<td>$44,858.24</td>
<td>Activated</td>
</tr>
</tbody>
</table>
Click on ‘Requests’

Step 5 of 23
Click ‘New’ to create a new amendment request.

Step 6 of 23
Add the Purpose of the amendment. Click 'Next' to continue.

Purpose

Impact
Add the Impact of the amendment. Click 'Next' to continue.

*Purpose

*Impact
### Amendment Request

**Reg 04 10 App : 2**

<table>
<thead>
<tr>
<th>Type</th>
<th>Award</th>
<th>Status</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Amendments</td>
<td>AD-APR11-BP01-01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overview**

**General Changes**

- **Key Contact Change**: Paul Thompson
- **Other Change Description**: ab test

**Budget and Time Changes**

- **No Cost Extension**: 4/30/2018–4/30/2020
- **Cost Change Only**: New Budget Period End Date
- **Cost and Budget Period Change**: Justification

### Notes

- Click on 'Edit' step 11 of 23
Select if this is a Key Contact change or Other. Assign the new Key Contact, if applicable. Include a justification. Select Next to continue.
Identify any time or budget changes. When complete click 'Next' to continue. Options include: Key Contact, Cost Change, Cost and Budget Period Change. Include a justification and any other descriptions.

**Budget and Time Changes**

- **No Cost Extension**
- **Cost Change Only**
- **Cost and Budget Period Change**

**Budget Period**

4/30/2018–4/30/2020

**New Budget Period End Date**

MM/DD/YYYY

**Justification (Can drag lower corner of textbox to expand)**

**Proposed Uses of Total Funds**

<table>
<thead>
<tr>
<th>#</th>
<th>Category Name</th>
<th>Awarded Amount</th>
<th>New Federal Amount</th>
<th>Awarded Amount Difference</th>
<th>InKind Match</th>
<th>New InKind Match</th>
<th>Cash</th>
<th>New Cash</th>
<th>Match Amount</th>
<th>Total Amount</th>
<th>Actions</th>
</tr>
</thead>
</table>

**Need Help? Open the UtahGrants Help Center**
If you're requesting a cost change, input the New Budget here. When complete, click 'Next' to continue. Use the 'Expand' icons in the right column to open and edit budget categories. Add new Federal, In Kind, and Cash amounts.

**Proposed Uses of Total Funds**

<table>
<thead>
<tr>
<th>#</th>
<th>Category Name</th>
<th>Awarded Amount</th>
<th>New Federal Amount</th>
<th>Awarded Amount Difference</th>
<th>InKind Match</th>
<th>New InKind Match</th>
<th>Cash Match</th>
<th>New Cash Match</th>
<th>Match Amount Difference</th>
<th>Total Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personnel</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$6,235.00</td>
<td>$6,235.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$66,235.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fringe Benefits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6,235.00</td>
<td>$6,235.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Contracted Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Training</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

*Need Help? Open the UtahGrants Help Center*
## Categories and Awarded Amounts

<table>
<thead>
<tr>
<th>Category Name</th>
<th>Awarded Amount</th>
<th>New Federal Amount</th>
<th>Awarded Amount Difference</th>
<th>InKind Match</th>
<th>New InKind Match</th>
<th>Cash Match</th>
<th>New Cash Match</th>
<th>Match Amount Difference</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Personnel</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$6,235.00</td>
<td>$6,235.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$66,235.00</td>
</tr>
<tr>
<td>2 Fringe Benefits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3 Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 Contracted Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7 Training</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8 Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9 Indirect Costs</td>
<td>$7,200.00</td>
<td>$7,200.00</td>
<td>$0.00</td>
<td>$6,235.00</td>
<td>$6,235.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,200.00</td>
</tr>
</tbody>
</table>

**Total**

- Awarded Amount: $67,200.00
- New Federal Amount: $67,200.00
- Awarded Amount Difference: $0.00
- InKind Match: $6,235.00
- New InKind Match: $6,235.00
- Cash Match: $0.00
- New Cash Match: $0.00
- Match Amount Difference: $0.00
- Total Amount: $66,235.00

Total records: 9

Click on ‘Save’
Click ‘Add’ to upload any supporting documents.
Select Type of document.

Type: Change Request Document

*File: Choose File, No file chosen

*Description

Save
Choose a File to Upload.

File: No file chosen

Description:

Step 19 of 23
Add a Description. To continue, click 'Next'.
step 20 of 23
Once saved, click on the 'X' to close the window.

Step 22 of 23
Click on 'Submit For Approval' to send this request to the Grantor.
Your Amendment Request has been submitted to the Grantor for Approval.