

To complete the revisions:

Log into the system

Click the "Applications" tab

Click "Pending Tasks"

Click the Play button next to the application you need to amend.

The screenshot shows the 'Enterprise Grants Management System' interface. The 'Applications' tab is selected in the top navigation bar. On the left sidebar, 'Pending Tasks' is highlighted. The main content area displays a table of pending tasks assigned to the user. A yellow play button is visible in the 'Actions' column for the last row of the table.

Ref. ID	Type	Subject	Created By	Due Date	Actions
Primary education	Negotiation Request	Primary education	David PM	06/09/2017	▶
FOA for Education for Drug Prev...	Negotiation Request	Application-FOA for Education for Drug Prevention and Awareness Program...	Emily PM	05/31/2018	▶
REF_Advanced Technological E...	Negotiation Request	REF_Advanced Technological Education	David PM	06/30/2017	▶
FOA 04 JULY	Negotiation Request	FOA 04 JULY	David PM	04/18/2018	▶
FOA for APEP	Negotiation Request	Application- FOA for APEP	David PM	07/19/2017	▶
Education 001	Negotiation Request	Education 001	David PM	07/26/2017	▶

Click the Budget tab

Expand the Budget fields using the "+"

The screenshot shows the 'Budget' tab selected in the top navigation bar. The 'Revised Budget' section shows a final negotiated amount of \$60560.62. The 'Application Budget' section contains a table of budget details. A '+' sign is circled in the 'Support Year' column of the first row. Below it, a section titled 'Proposed Uses of Total Funds Application Budget(9)' contains a table with columns for #, Category Name, Grant, In-Kind match, Cash Match, Total, and Actions.

Support Year	Budget Period	Start Date	End Date	Actions
BP-01	Fiscal Year(2018-2019)	07/01/2018	06/30/2019	Edit

#	Category Name	Grant	In-Kind match	Cash Match	Total	Actions
1	Personnel	\$61,175.24	\$3,494.40	\$0.00	\$64,669.64	▶

Click the Pen Icon to edit each budget category. (Be sure to "Save" after you edit each section).

The screenshot displays the 'Enterprise Grants Management System' interface. The main content area shows details for application 'AP-734-011' under the 'Applications' tab. A progress bar indicates the application status: 'Created' (green), 'Internally Reviewed' (yellow), and 'Submitted to Grantor' (grey). Below this, the 'Application Budget' section is expanded, showing a table with columns for #, Service Area, Budget Category, Narration, Grantor Share, Grantee Share, Total, and Grantee Share %. A green arrow points to the pen icon in the 'Actions' column of the first row.

Support Year	Budget Period	Start Date	End Date	Actions
BP-01	Fiscal Year(2017-2018)	08/23/2017	11/30/2018	Edit

#	Service Area	Budget Category	Narration	Grantor Share	Grantee Share	Total	Grantee Share %	Actions
1	Adult Education Delivery	Indirect Cost Rate		\$0.00	\$0.00	\$0.00	0%	[Pen Icon]
2		Land Acquisition		\$0.00.00	\$0.00	\$0.00.00	0%	[Pen Icon]
3		Maintenance And Repair Costs		\$0.00	\$0.00	\$0.00	0%	[Pen Icon]
4	SubTotal			\$ 9,000.00	\$ 0.00	\$ 9,000.00		
5	Application Project Area	Indirect Cost Rate		\$0.00	\$0.00	\$0.00	0%	[Pen Icon]
6		Land Acquisition		\$0.00	\$0.00	\$0.00	0%	[Pen Icon]
7		Maintenance And Repair Costs		\$0.00	\$0.00	\$0.00	0%	[Pen Icon]
8	SubTotal			\$ 0.00	\$ 0.00	\$ 0.00		
				9,000.00	0.00	9,000.00		Total

Once you're finished with your Budget edits, click on the "Attachments" tab, make any changes to your attachments if needed, then click the "Validate" button at the top (be sure you are done with all of your edits before you Validate, it won't let you make any further changes after validating).

Enterprise Grants Management System

As Grantor

Planning Announcements Applications Grants Monitoring Closeout

Overview Budget Revisions **Attachments** History

Business Forms

Validate

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	UOVC Program Plan And Evaluation	PPE-01		100.00%	
2	UOVC Cover Sheet form	VCS-01		100.00%	

Attachments From Grantor

Attachment Name	Classification	Attachment URL
18_19 VOCA Required Questions.xlsx	Forms	View Attachment
Budget Justification.docx	Forms	View Attachment
2018 VOCA Instructions Migration Grant.pdf	RFA	View Attachment

Attachments

Name	Type	Description	Date Attached	Attached By	Actions
Budget Justification 2018-2019.docx	Other	Budget Justification 2018-2019	09/10/2018 7:25PM	Heidi Nestel	

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Once you've edited and validated your attachments, click on the "Revisions" tab and the Green Eye icon

Enterprise Grants Management System

As Grantor

Planning Announcements Applications Grants Monitoring Closeout

ID AP--115 Applicant Organization Utah Attorney Generals Office Status Revision Initiated Days Left 0

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed b... [view more](#)

Overview Budget **Revisions** Attachments History

Revision Requests

ID	Status	Description	Created By	Created Date	Due Date	Actions
CR-186	Initiated		Tallie Viteri	10/11/2018 8:53 AM	10/19/2018	

Application Revisions

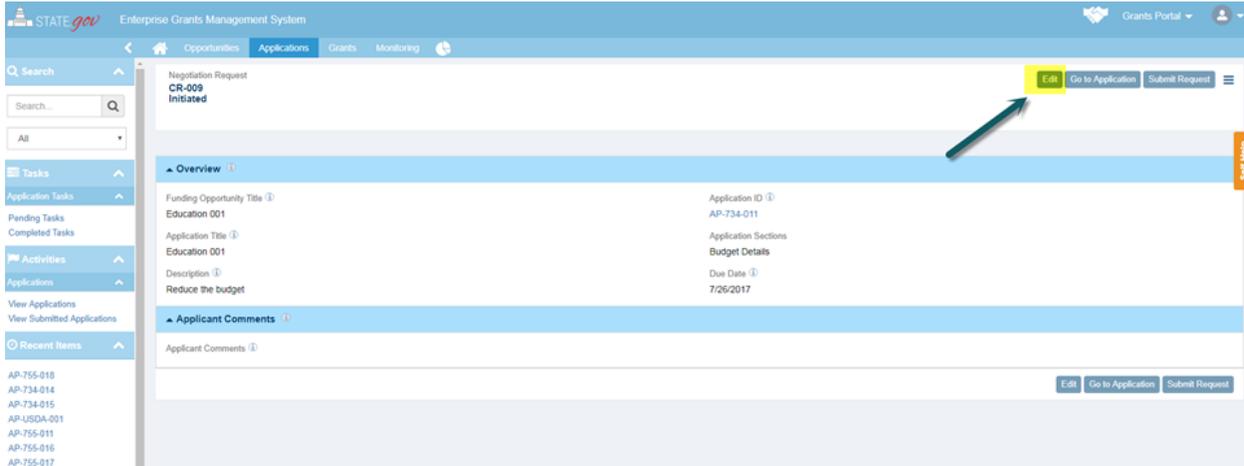
ID	Version	Created By	Created Date	Actions
AP--209	1	Tallie Viteri	10/11/2018 8:53 AM	

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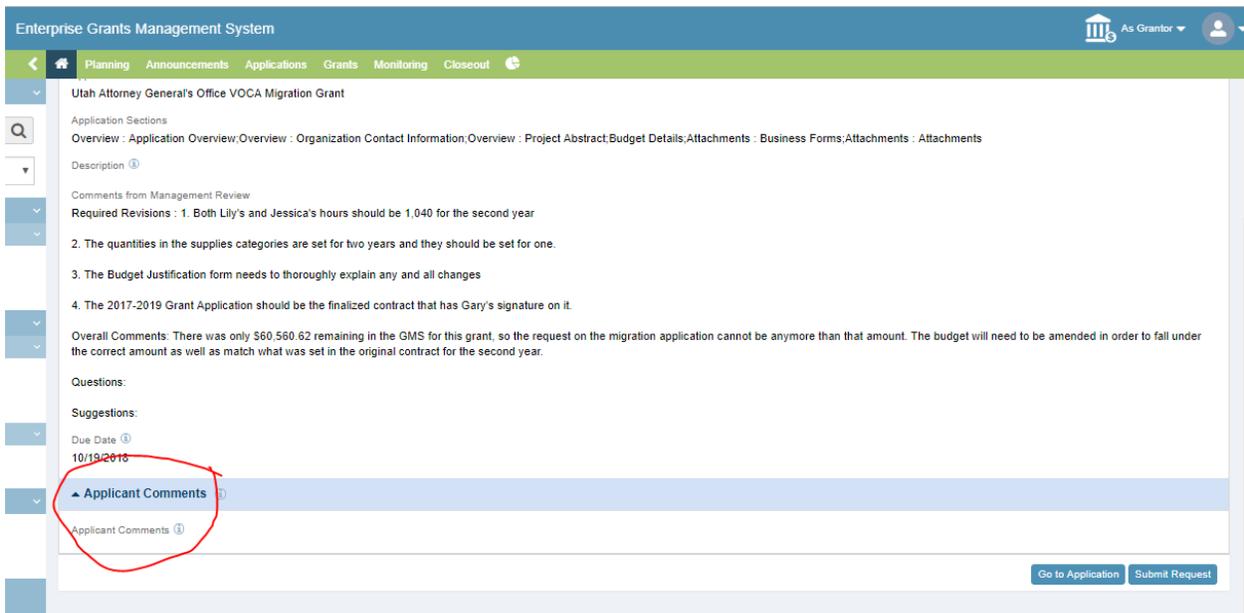
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Click the "Edit" button in the top right corner



Enter the Applicant Comments at the bottom of the page.



Then click Submit Request.

This should complete the revisions. They will then go back to our office for review and approval and activation of the award. Once that is complete, you'll be able to submit reports and reimbursement requests.