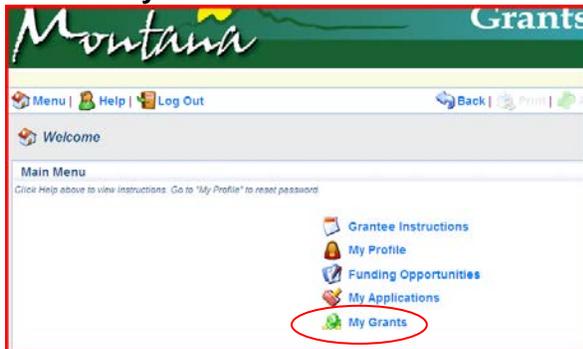
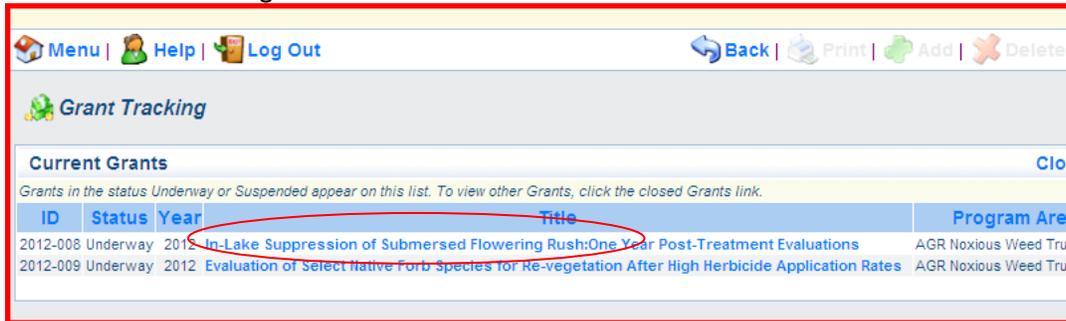


Grantee Instructions - Budget Revision for a Research or Education Grant

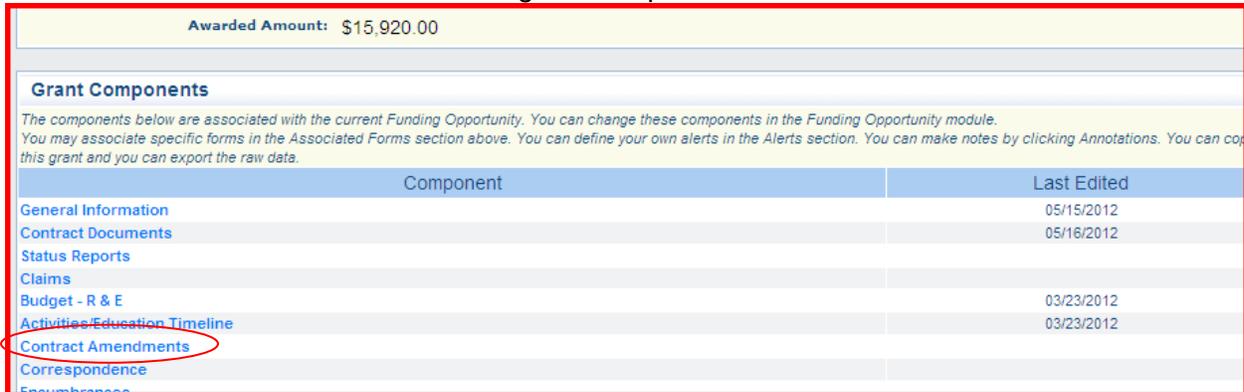
Log into WebGrants at www.fundingmt.org
Click on **My Grants**



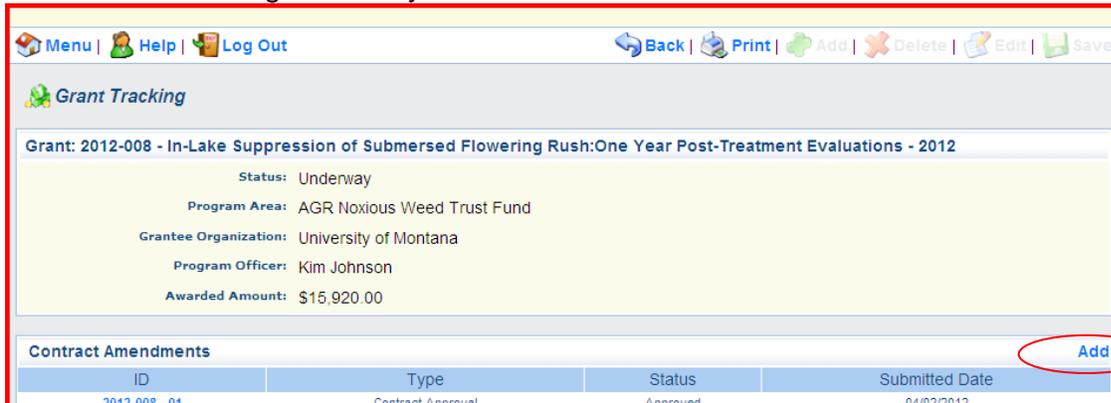
Click on the **title** of grant



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



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



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

This will return you to the screen shown below. Click on the contract amendment that you just created.

ID	Type	Status	Submitted Date
test 05369 - 01	Budget Revision	Editing	
test 05369 - 02	Budget Revision	Editing	

Click **Edit** at the top of the screen.

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

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.

Components	Name	Complete?	Last Edited
General Information		✓	01/22/2013
Budget			01/22/2013

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

Submitted Date:

Reasons

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

Specific reasons for revised budget:*

Budget

Enter your budget information for your project here (narrative character limit is 255), then click on "Save" when done with form. Click on "Go" (at top) to make any changes.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	Revised Grant Funds	Revised Match Funds
Salaries	\$0.00		\$0.00		\$0.00	\$0.00
Benefits	\$0.00		\$0.00		\$0.00	\$0.00
Contracted Services - Other	\$0.00		\$0.00		\$0.00	\$0.00

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.

If the request is approved, you will receive an email alert directing you to Login to WebGrants at <https://fundingmt.org> so that you can update the grant budget form to reflect the approved changes.

Click on **My Grants**, then on the **title** of the grant.

Click on the **Budget – R & E** form. Next, click on **Correcting Version.**



Click on **Edit** (at top) and make the approved updated changes to the budget form, then click **Save.**

When done making the changes, click **Submit Component** to finish the negotiation.



A popup appears. Read and click OK. A confirmation will be shown letting you know that you have successfully submitted... – You are done.