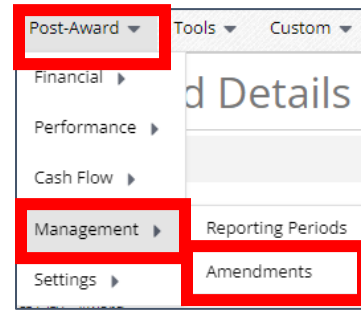


How to Submit a Budget Line-Item Amendment

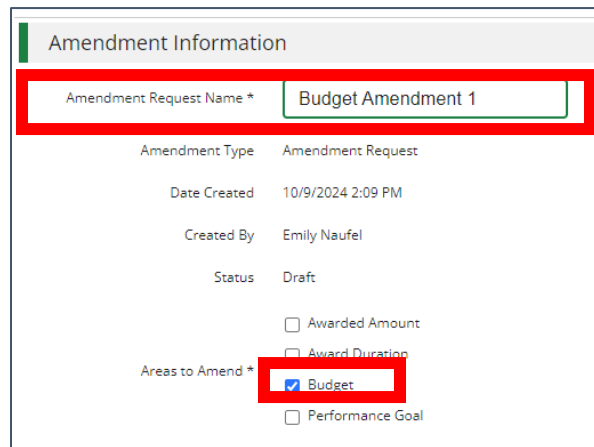
1. Starting from **Grant Details** (Grant Management>All Grants>Click on applicable Grant Name)
2. Click on Post-Award>Management>Amendments



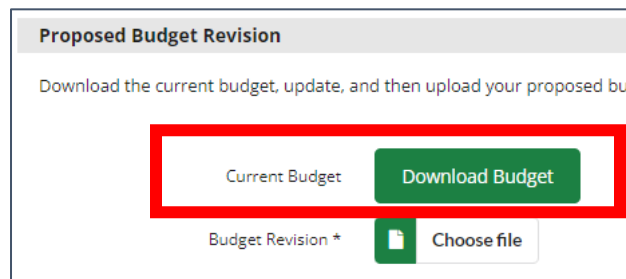
3. Click on the plus icon in the upper right-hand corner



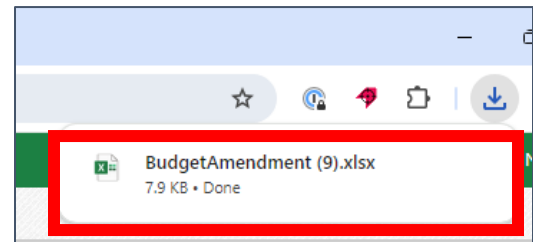
4. Enter Amendment Request Name and check Budget under Areas to Amend



5. Click Download Budget



6. Open the excel file (if using Chrome will display in the upper right-hand corner of your browser to open)



7. Adjust the excel file leveraging the bulleted instructions below

Category*	Line Item*	Line Item Type*	Benefit Type*	Grant Bud	Grant Act	Cash Match Value*	In-Kind Match Value*	Other Funding Value*	Cash Match Actuals	In-Kind Match Actuals	Other Funding Actuals	Total Budgeted (Direct Cost)*
Construction	Construction	Non-Personnel		50000.00	1175.00	0.00	0.00	0.00	25.00	0.00	0.00	50000.00
Equipment	Equipment Purchases	Non-Personnel		15000.00	2100.00	25000.00	0.00	0.00	500.00	0.00	0.00	40000.00
Personnel	Staff Salary	Non-Personnel		25000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00
Travel	Staff Travel	Non-Personnel		10000.00	2500.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00

- To **add a line item** include a Category, Line Item name, Line Item Type and Total Budgeted (Direct Cost) at a minimum (include match or other more granular budget details as required)

How to Submit a Budget Line-Item Amendment

- To **remove a line item** delete the line item from the file
- To **change total budgeted** for a line item update the Total Budgeted (Direct Cost)
- To **add, remove or change match** update the Match Value columns

Important File Reminders:

- Do not change the column headers text
- Do not delete the columns identified with a *
- Actuals columns are for reference only and changing in the spreadsheet will not result in any changes in AmpliFund
- Grant Budgeted column is for reference only and changing in the spreadsheet will not result in any changes in AmpliFund

8. Save the File

9. Upload saved version of the file

Current Budget

Download Budget

Budget Revision *

 BudgetAmendment (8).xlsx

Summary of Changes Narrative*

Added travel for training on 11/8, equipment purchase change is due to less computer purchases required.

10. Add Summary of Changes
Narrative

11. Review the Summary of Proposed Changes

If you need to make further edits, go back to the saved excel file, adjust as needed and re-upload excel file to the amendment.

Summary of Proposed Changes						
Category	Line Item	Current Direct Cost	New Direct Cost	Net Change	Match	Grant-Funded
Construction	Construction	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Equipment	Equipment Purchases	\$40,000.00	\$35,000.00	(\$5,000.00)	\$0.00	(\$5,000.00)
Personnel	Staff Salary	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00
Travel	Staff Travel	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
Travel	New Training Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
Total Changes				(\$4,000.00)	\$0.00	(\$4,000.00)

12. Add Justification or Upload File(s) as/if required by your Funder

13. Click Save to return and finish later or Submit to submit your finalized amendment to your funder

Save

✓ Submit

Cancel

Justification

Upload File(s)  Choose file(s)