

How to Request a Budget Redirection Amendment within the Education Grants Management System (EGMS)

1. Begin on the Home tab. Click the Grants tab from the gold tool bar.

The screenshot shows the EGMS Home page. The top navigation bar has tabs for Opportunities, Applications, Grants, and Monitoring. The 'Grants' tab is selected. The left sidebar has a search bar and various task lists. The main content area displays two summary tables:

Task Summary By Phase	
Opportunities	0
Applications	10
Grants	0
Monitoring	7

Task Summary By Due Date	
Late	15
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	2

2. Click "subawards" from the left navigation panel.

The screenshot shows the EGMS Subawards page. The left sidebar has a 'Subawards' tab selected. The main content area displays a subaward summary for EGMS ID AD-359, which is 'Activated' with a budget period of 8/1/2023 - 9/30/2024. Below the summary is a workflow diagram showing stages: Created, Submitted for Approval, Approved, Activated, Amended, and Closed. The 'Amendment Requests' table is currently empty.

EGMS ID	Award ID	Created Award EGMS ID	Initiated By	Amendment Types	Status
No records found					



3. Click the green eye icon to open the record.

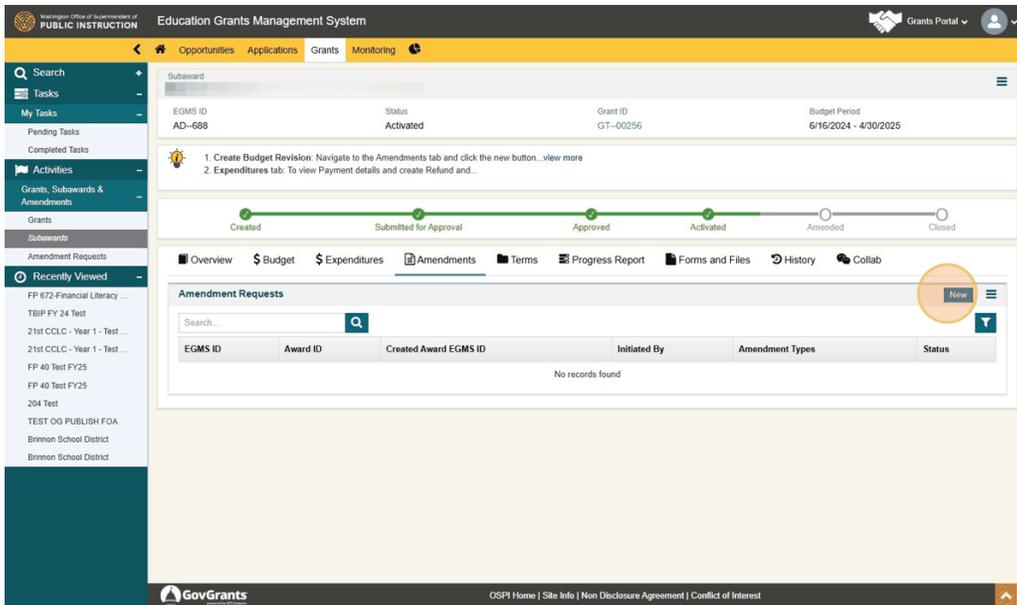
The screenshot shows the 'Subawards - All' view in the Education Grants Management System. The interface includes a search bar, a table of records, and a sidebar with navigation options. The table has columns for Title, School Name, Budget Period Dates, Total Budgeted Expenditures, Status, Version Number, and EGMS ID. Two records are shown, both with a status of 'Activated'. The second record, with EGMS ID AD-688, has a green eye icon in the Actions column, which is circled in orange. Below the table, it says 'Total Records: 2'.

Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS ID	Actions
		8/1/2023 - 9/30/2024		Activated	1	AD-359	
		6/16/2024 - 4/30/2025		Activated	1	AD-688	

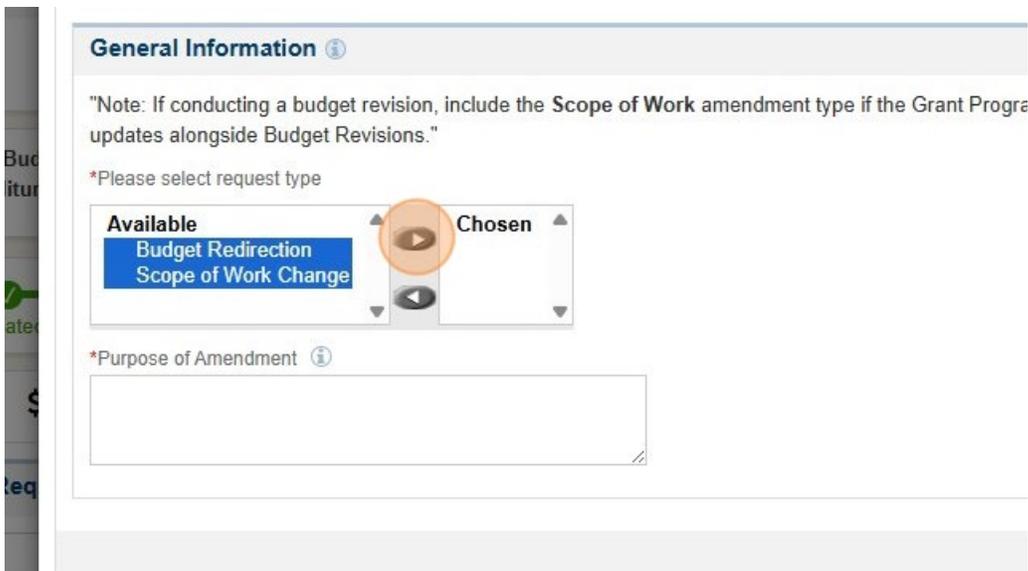
4. Click the "Amendments" tab.

The screenshot shows the 'Subaward' detail view for EGMS ID AD-688. The 'Amendments' tab is selected and highlighted with an orange circle. The page displays a workflow diagram with steps: Created, Submitted for Approval, Approved, Activated, Amended, and Closed. Below the diagram are tabs for Overview, Budget, Expenditures, Amendments, Terms, Progress Report, Forms and Files, History, and Collab. The 'Amendments' section is expanded, showing subaward information (Subaward Title, Subaward Type: Initial, Version Number: 1), subrecipient information (Subrecipient Organization, UEI, EIN, Organization Code: 16046, Statewide Vendor ID: NULL), and a search for related federal/NGO programs. The search results show 'No records found'.

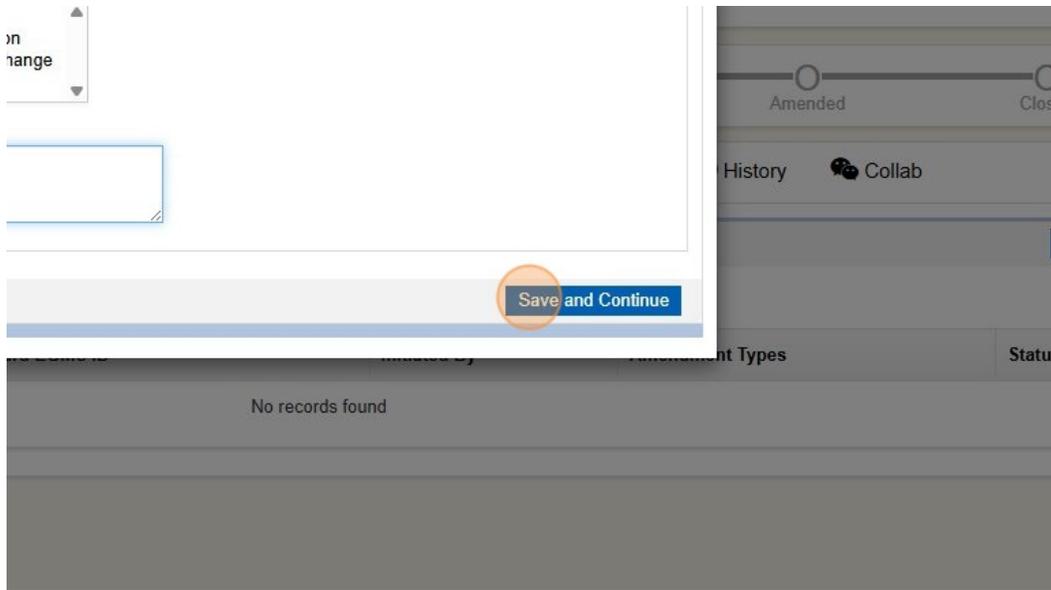
5. Click the blue "New" button.



- Click "Budget Redirection" and "Scope of Work Change" and then the right arrow to add them to the chosen list.



- Click "Save and Continue."



- Wait five minutes while the system takes a snapshot of the record, and then reload the page.

The screenshot displays the "Education Grants Management System" interface. A purple box highlights a notification: "Amendment has been successfully created, please wait for at least five (5) minutes, then reload the page." The interface includes a navigation menu on the left, a top navigation bar with "Opportunities", "Applications", "Grants", and "Monitoring", and a main content area with a progress bar and a table of budget information.

Allocation Amount	Revised Allocation	Indirect Rate	Maximum Indirect Allowed	Requested Indirect Amount	Indirect Expenditures Approved	Budgeted Direct Expenditures	Budgeted Indirect Expenditures	Total Budgeted Expenditures
\$3,500.00	\$3,500.00	6.00%	\$198.00	\$199.00	\$0.00	\$3,301.00	\$199.00	\$3,500.00

9. Click the "Edit" button on the top right.

The screenshot displays the Education Grants Management System interface. At the top, the navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Grants' section is active, showing an 'Amendment Request' for EGMS ID 'CR-AD-688-00'. The status is 'Created' and it was initiated by a 'Subrecipient'. A progress bar shows the stages: Created, Submitted to Grantor, Submitted for Approval, and Approved. The 'Edit' button is highlighted with an orange circle. Below the progress bar, there are tabs for 'Overview', 'Forms', 'Files', 'History', and 'Collab'. The 'Overview' section shows the subaward ID and amendment types: Budget Redirection and Scope of Work Change. The purpose of the amendment is 'Test reasoning'. The 'Budget Information' section includes a table with the following data:

Allocation Amount	Revised Allocation	Indirect Rate	Maximum Indirect Allowed	Requested Indirect Amount	Indirect Expenditures Approved	Budgeted Direct Expenditures	Budgeted Indirect Expenditures	Total Budgeted Expenditures	Actions
\$3,500.00	\$3,500.00	6.00%	\$198.00	\$199.00	\$0.00	\$3,301.00	\$199.00	\$3,500.00	

The table indicates 'Total Records: 1'. Below the table is the 'Explanation of Changes' section. The footer includes the 'GovGrants' logo and links for 'OSPI Home', 'Site Info', 'Non Disclosure Agreement', and 'Conflict of Interest'.