

# Agricultural Education Incentive Funding Grant

## Specific program information and instructions

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## **BACKGROUND**

In 1986, the Illinois General Assembly passed Public Act 84-1452 to revitalize agricultural education in Illinois. To support the Act, an appropriation of funds for the improvement of education in and about agriculture, K-adult, was incorporated into the Illinois State Board of Education's (ISBE) annual budget. The College and Career Readiness Division of ISBE administers the funds with advisement from the Illinois Committee for Agricultural Education (ICAE) which is appointed by the Governor. The funds are allocated to meet the objectives of the Illinois Plan for Agricultural Education and Illinois First Through Quality Agricultural Education: A Strategic Plan for Illinois Agricultural Education. The allocation supports local program improvement, curriculum development, teacher inservice, field support services, program coordination, pilot projects, and other important initiatives. All local education agencies (LEAs) offering approvable programs in agricultural education at the secondary level are eligible to apply for incentive grants. (An approvable program must be sequential, offering at least one foundational and one skill-level courses in a pathway with all courses offered in that specific pathway adding to a minimum of two credits.) FCAE Program Advisors can provide technical assistance around state approved program sequencing. Approved courses are assigned to each district through the appropriate Education for Employment (EFE) System Director.

Contingent on the availability of funds, an amount will be allocated for incentive grants to fund local agricultural education program improvement efforts. These funds will flow from the State to local LEAs through the electronic Grants Management System in IWAS according to an electronic application process. The application is designed to allow districts to assess their agricultural education program offerings as they relate to the quality indicators outlined in the Illinois First Through Quality Agricultural Education document. These funds were appropriated strictly as supplemental funds and are not to supplant resources currently used from local, regional, state or federal sources.

The application is a measure of programmatic components currently in place. It is recommended that supplemental funds be used to update and improve the agricultural education program, not to maintain the status quo. Of particular concern to ISBE and ICAE is the need to expand and improve the content areas of agriscience and agribusiness. Production agriculture continues to be important, but should not be the extent of the agricultural education program.

It is important to note that it is not the intent of anyone to suggest that high-quality components and programs do not exist. The intent is to assist local programs in assessing their strengths and to provide additional resources to enhance total program quality. Because each district will qualify for varying amounts based upon their quality indicators, there is potential for some districts to receive less and other districts to receive more.

If you need additional information regarding the Agricultural Education Incentive Funding Grant, please contact Harley Hepner, Principal Consultant, at 217/524-4832.

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## APPLICATION INFORMATION

The application for this grant is found on [www.ilaged.org](http://www.ilaged.org) . Use this link to view a [sample application](#) . To apply for an Incentive Funding Grant, the application must be completed by the agricultural education teacher(s). All system-wide grant assurances apply to this grant as well as an additional assurance specific to this grant. All assurances are contained in the online budget application and must be agreed to prior to submission of the application. All quality indicators claimed in the application must have been completed during the time period of July 1 – June 30 each year.

The application is based on the document “Illinois First through Quality Agricultural Education: Strategic Plan for Illinois Agricultural Education” which was developed by the Illinois State Board of Education, adopted by the Illinois Committee for Agricultural Education, and endorsed by the Illinois Leadership Council for Agricultural Education. The document identifies program standards for a high-quality secondary agricultural education program. The application lists quality indicators used to measure those program standards. Incentive funding will be granted to local districts based upon their successful implementation of these quality indicators.

Documentation for all quality indicators checked on the application must be on file within the district and available for programmatic review and fiscal audit. Up to ten percent (10%) of districts receiving incentive funds will be selected for on-site programmatic review and/or fiscal audit each year.

Each quality indicator has been weighted or prioritized through an x-value system. A dollar value will be assigned to the x-multiplier after all grant applications have been tabulated. (The dollar value is determined by dividing the appropriation by the total number of quality indicators claimed. The allocation is determined by multiplying the number of quality indicators claimed and verified times the x-value.) In order to qualify for funding in each of the components (A-H), the district must meet or exceed (have achieved) the **MINIMUM STANDARDS**. If the district has achieved the minimum standards, it qualifies for claiming the remaining quality indicators. Complete the application by checking those quality indicators which the district currently meets or exceeds and for which it can provide verification. Some of the fields have been pre-populated from the Agricultural Education Database and can only be changed by clicking on the red question mark (?) icon at the end of the indicator to trigger an email to the source of the data. Carefully review the quality indicators by referring to the instructions for clarification which are also available by clicking on the red ? icon. Upon completion of the check-off process, the application will tabulate the quality indicators claimed within each component, as well as the total for all components A-H. Teachers should click the Finalize and Submit button prior to printing a copy of the application for their file.

All applications must be finalized online by June 30 each year. Except for new programs, no printed copies will need to be submitted. A printed copy of the application or electronic file should be maintained in each agriculture department.

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## INCENTIVE FUNDING GRANT BUDGET INFORMATION

The budget for the Agricultural Education Incentive grant is accessed and approved through the ISBE Web Application Security ([IWAS](#)) system. If the instructor does not already have an account in IWAS, an account will need to be created. The instructor will need to request access to the 'Agricultural Education Incentive' grant in IWAS. Once the request is electronically approved by the district superintendent and the grant is live, the instructor will be able to access the budget. If the instructor changes schools, then a new request for access to the newly employed school will need to occur. Access to the previously employed school will be terminated.

Funds will be used for the agricultural education program and will not be used to supplant existing funding levels. Funds will be spent per the last approved budget. A Performance Report must be filed reporting on the use of the funds and will be used as the final report. Funds will be utilized in compliance with ISBE guidelines to improve agricultural education programs. In the event of closure of the agriculture department, instructional materials, tools and equipment purchased with these funds will be relocated to other agriculture departments in the Education for Employment (EFE) System.

Anticipated costs included within this budget must relate exclusively to the Agricultural Education Incentive Funding initiative. Based on local assessment, identify the area(s) of greatest need for improving the agricultural program(s). Determine the appropriate function and object code and list the service(s) and/or items(s) along with approximate number and cost of each on the lines provided. By clicking on the link (***Ag Ed IFG specific program instructions, information, examples, and allowable costs***), a more detailed description will appear. All budget lines must be approved by ISBE prior to expenditure.

Receipts, vouchers and records of expenditures must be maintained by the local education agency documenting the payment of additional salaries and/or purchase of additional services, equipment, materials and supplies, or other appropriate expenditures. These records will be reviewed at the time of the programmatic review and/or fiscal audit. Should an agricultural education program close at a district, then items purchased with the grant funds will be relocated to other agricultural education programs within the EFE System.

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# INSTRUCTIONS FOR APPLICANT INFORMATION PAGE

## Quick Steps

1. Complete the contact information on this page. The starred areas are required.
2. Select the area affected by this project. (i.e. district)
3. If you have information you wish to relay to the grant administrator, then this can be inserted in the textbox at the bottom of this page.
4. Save the page.

## Detailed Information

### **Navigation**

Information regarding how to navigate in this program to avoid data loss or re-entry problems.

- There is an instructions link at the top right-hand side of each page that will provide you with more information and/or with an explanation of what needs to be completed on that page.
- Use the tab key rather than the enter key to navigate through fields on this page and throughout the application.
- Use the mouse to check a check box or click in a radio button.
- Validations have been added to the phone number, fax number, and zip code to ensure they are numeric and the appropriate number of characters. You will receive an error message if your entry is not valid. Please note that, due to new postal requirements, the “+4” portion of the zip code is a required field.
- Save the data on each page before clicking the tab for another page. Be sure to save before the session timeout clock (top right and lower left of screen) reaches zero.
- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages. Use the page tabs to change pages.

### **Applicant Information/Contact Person**

- Complete the requested information for the contact person for the Agricultural Education Instructor. This budget must be completed by the Agricultural Education instructor for the Agriculture Department.
- The Contact Person should be the one who oversees the Agricultural Education program, is knowledgeable about the application and has access to the application to make any necessary corrections.
- Required fields are marked with an asterisk and must be completed in order to successfully save the page.
- If a different person should be contacted for questions pertaining to the Budget Detail page, click in the Yes radio button and provide necessary contact information. This would only be marked yes if there is a person (i.e. business manager or CTE director) that works with the teacher in completing the budget or approves expenditures prior to the Superintendent signing off.
- Select the area impacted by this specific grant. For most of you, this is likely to be your school district as it impacts the Ag Ed program at your district.

### **Program End Date**

- This is pre-populated (cannot edit) and must contain the end date of the grant in this format (month/day/year – i.e. 06/30/15)
- The program normally ends at the end of the fiscal year on June 30.
- If an extension is required, contact the program consultant for information and approval. Extensions are not automatically changed or approved– an amendment must be submitted by the amendment deadline. (no later than 30 days prior to the end of the grant)

(Cont.)

### District Comments

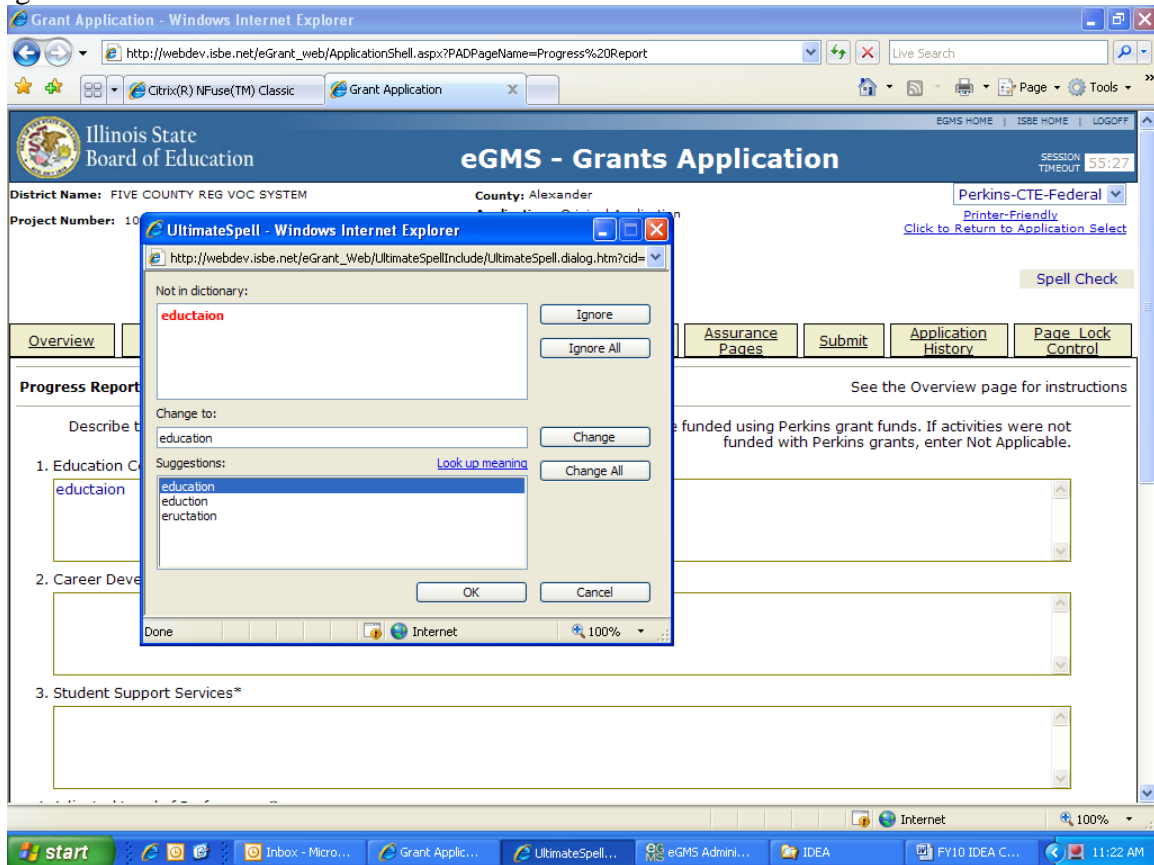
Use this text area to provide any additional information that will ensure prompt approval upon review. In the case of an amendment, list the date of the amendment and then any changes that you wish to make noting specific pages or budget lines.

\*\*\*Be sure to save this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.\*\*\*

### Spell Check

Click on the Spell Check button at the upper right of each page to find suspected spelling errors in any text fields on the page. Each questioned spelling will be brought up in order of appearance on the page on a pop-up screen. Please note that any pop-up blocking programs should be set to accept these pop-ups. It is a two-step process to make changes.

Step 1: As each word is brought up, select the appropriate button to change the spelling or ignore the word.



Step 2: Once all the questioned words have been addressed and the “Spell check complete” message displays, you must click on OK to apply the changes. Failure to select OK will result in cancellation of any changes made in the first step.

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# INSTRUCTIONS FOR AMENDMENTS PAGE

## Quick Steps

1. Indicate whether this application being completed is the original application or an amended application.
2. If this application is an original application, then skip to the last step.
3. If this submission is an amended application, then:
  - a. Insert the number of the amendment (i.e. 1 for first amendment, 2 for second amendment, etc.)
  - b. In the textbox under Grant Changes, indicate the specific changes you wish to make and why.
4. Save the page.

## Detailed Information

### **Application**

Indicate if the current application is the original application or an amended application. If the original application is returned for changes, then one is still working on the original application. It is only after the original application is approved that one can or should submit an amendment. If one is amending the application, then in the textbox listed under Grant Changes, list the specific changes one wishes to make. For example, if you wish to revise the expenditures in the performance report, you would indicate the page, the specific change in expenditure, and the reason for the change. If one was making a change in the budget detail, then one would indicate the function object code, the insertion, deletion, or combination thereof, and the reason for the change. (Note: the changes will also need to be made on the pages you seek to revise; not just on the amendment page.)

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# INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

## PERFORMANCE REPORT NARRATIVE PAGE

### Quick Steps

1. Indicate whether or not this school received funding in the prior school year. If funding was received, then complete the remaining steps below. If not, then mark accordingly, save, and go to the next page.
2. Select all activities in Section A that were completed in the prior school year.
3. Select all accomplishments in Section B that were completed in the prior school year.
4. Provide any additional information in Section C that is pertinent to the prior year program.
5. Save the page before moving on to the next page.

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## EXPENDITURE SUBCATEGORIES PAGE

### Quick Steps

1. Find a copy of all the items you purchased on the previous school year's budget – a copy of the last approved budget should also help.
2. List each item purchased in the appropriate budget category. Listed should be the quantity of the item(s) purchased, the name of the item, and the per unit cost of each item(s).
3. Insert the total for each budget line used in the total column. The total of items purchased at the bottom right of the page should equal the total allocation received.
4. IF the total of items purchased does NOT equal the total allocation (funds remaining), then the different will show as unspent funds in the box at the bottom right of the page and should match what the district has reported to ISBE.
5. Click on the save button at the bottom of the page.

### Detailed Information

#### **Prior Year Program**

The Yes/No radio buttons on this page are automatically pre-populated based on the information provided on the Performance Report Narrative page and can only be changed by returning to the Performance Report Narrative page, making the change and then saving that page. If you answered yes, then read on and complete the rest of the page. If you answered no, then you may move to the next page.

#### **Allowable Costs**

- This link is available if a more in depth explanation of the subcategories is needed. There is nothing to complete in this link.

#### **Expenditure Amounts and Descriptions**

- Based on the expenditures from this grant in the **prior** school year, complete each category as appropriate to reflect the actual expenditure of funds in the prior grant year. This requires you to list your purchases in the appropriate subcategory (see Allowable Costs link for category descriptions). A total amount in the far right column and description of the purchases must be provided for each category used.



- The description should include the name of the item, the number of items purchased (if purchasing more than 1) and the per unit cost of each.
- At the bottom of the page, indicate if there were any funds from the prior year that remained unexpended and unobligated at the end of the year (grant end date usually June 30). These would be funds not spent and reported as such to ISBE which require funds to be returned. If there were funds unspent, enter in the total amount unspent. If prompted, you will also need to respond via email regarding the reason.
  - The grand total (spent funds plus unspent funds) must total the previous year's IFG allocation for the district.
  - It is recommended to communicate with your district administrative or business office to be sure your records match what the district has reported in the quarterly electronic expenditure reports.

Your district is required to keep documentation/proof of expenditures in this grant. All items listed in this report must have supporting documentation available if requested.

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# BUDGET PAGES

## Budget Detail Page Instructions

**Be sure to SAVE this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.**

### Quick Steps:

1. Choose the appropriate function and object code from the drop down menu. (see examples to ensure correct codes are used)
2. Type in the description of items to be purchased for each budget line (each different set of function/object codes used). The description should include the quantity of items (if more than 1), the name of the item(s), and the per unit cost of each item to be purchased.
3. Fill in the total dollar amount budgeted for each line (each different set of function/object codes used).
4. Be sure the entire allocation is budgeted. You can check by clicking on calculate before you save.
5. Save the page by clicking the save button at the bottom of the page.

### Detailed Information

At the bottom left of the screen is the **Total Allotment** for the grant you have chosen. This amount should be referenced when completing the budget and is a read-only cell. This is the total amount of funds that can be spent. The total allotment must be budgeted. All funds must be spent by the end of the grant in accordance with the last approved budget. Expenditures must be approved prior to purchase.

A hyperlink, “**Description of Function Codes and Object Codes;**” provides descriptions of all function and object codes recognized within the Illinois Program Accounting Manual for all grant programs in Illinois and is not specific to the Agricultural Education Incentive Funding Grant. **For specific function and object codes for the Agricultural Education Incentive Funding Grant, please refer to the link (Link to Ag Ed IFG specific program instructions, information, examples, and allowable costs.) in the upper right hand corner of each page and go to the appropriate bookmark(s).**

**Function Codes and Object Codes** are the first two columns on the left. To access the codes, **click** on the drop down arrow and select the appropriate code for the expenditure.

Tab or Click into the **Expenditure Description and Itemization** textbox. Enter the appropriate level of detailed information for each function/object code selected. Providing adequate description will facilitate the approval process. Examples of appropriate level of detail are:

1000/300      contracted services for expenses related to classroom instruction such as software license, subscriptions, or other related purchased services.

- 1000/400 Software, consumable supplies, resource books housed in classroom for student instruction (Indicate the amount of each type of expenditure.)
- 1000/500 Equipment > \$500/unit, housed in classroom for student instruction (Describe the equipment to be purchased and cost per unit.)
- 1000/700 Capitalization threshold for equipment different than \$500. When using this 700 code, please include in the description the capitalization threshold adopted by the district board of education and the date of adoption.
- 2210/100 Substitute costs for teacher trainings, stipends for professional development activities, planning or extended time for staff (curriculum development and/or program improvement). Include the pay rate and number of days of each staff paid by grant funds.
- 2210/200 Amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare, for substitutes and stipends. *Each benefit and dollar amount should be entered separately in the budget detail textbox.*
- 2210/300 Workshop and conference registration fees, mileage for SAE visits (\$0.50 per mile), consultants for staff development activities, computer services/licenses.

Tab or Click into the text field for grant **Funds**. Enter the total amount requested for each function/object code. Expenditure amounts should be in whole dollar amounts only, no decimal points or commas.

At the end of each line is a **Delete Row** check box. If you have entered a line of detail and need to remove it, click on the check box in the far right column. Next click on the **Save Page** button.

If you need additional lines of budget detail, click on the **Create Additional Entries** button located at the bottom of the page. Each time you click this button it will add 5 additional rows of budget detail cells.

If your district plans to claim indirect cost, then you can insert a dollar amount up to the **Maximum Indirect Cost** in the **Indirect Cost** cell at the bottom right of the page. Generally speaking all expenditures in this grant are related to the program or direct costs. These types of costs should appear in the budget detail with associated function, object codes, descriptions, and fund totals. In some cases, a district may have costs incurred that are not directly related to the program or indirect costs. If indirect costs are taken, the funds to cover this will originate from the district's allocation. No additional funds will be received. Regardless of the choice to take or not take indirect costs, you will need to navigate to the indirect cost page and record your choice.

Once you have completed the detailed budget information, click on the **Calculate Totals** button at the bottom of the page. (Clicking on Calculate Totals does not save the information) Please verify that all data you have entered is correct and that you have utilized the appropriate funds for each line of expenditure. All funds must be accounted for and budgeted.

The next section on the right of the screen is a calculation of the **Maximum Indirect Cost**. Indirect cost is not applicable to this program. An amount cannot be entered in the **Indirect Cost** field.

The last section of the screen displays allotment information; **Total Allotment, Grand Total** of the budget and **Allotment Remaining**. These are calculated fields and can only be changed when detail information is changed and saved. All funds must be budgeted.

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## **ALLOWABLE EXPENDITURES**

**(as noted in 23 IL Adm Code 75.250(c)(1) and (2))**

Allowable expenditures include, but are not limited to, activities that support the improvement of instruction or program improvements in the Agricultural Education program such as:

- Curriculum development
- Classroom or laboratory equipment or software
- Professional development
- Support services
- Program coordination
- Mileage only for travel associated with supervised agricultural experience visits

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## **NON-ALLOWABLE BUDGET EXPENDITURES**

Listed below are expenditures not approvable in the Agricultural Education Incentive Funding grant.

- Professional organization/union dues.
- Mileage, food, and lodging (except mileage for SAE visits).
- College tuition.
- Purchase of animals, feed, seed, fertilizer and field implements or repair costs for implements and machines for school laboratories (operation or maintenance costs).
- Heating and cooling costs for facilities or monthly telephone line charges (utilities).
- Instructional materials, services, tools, and/or equipment specifically for the instruction of courses not related to the agricultural education program sequence.
- Classroom furniture (i.e., desks, chairs, bookshelves and other ordinary [non-specialized] classroom costs)
- No more than 50% of the district allocation may be used for extending teacher contracts (salaries) or teacher stipends. Grant funds must not be used to supplant funds already used for contract extensions. This includes any related benefits.
- Gift cards or other similar types of cards (iTunes, Lowes, Menards, etc.) that can maintain a credit balance which could be spent beyond the grant end date.
- State funds cannot be used for promotional items. (i.e. give-aways, items with entity's name printed, clothing or other items for this purpose, etc.)
- **No more than 10% of the district allocation may be used for consumable supplies.**

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## FUNCTION CODES

Two broad function codes are used to classify all expenditures associated with the Agricultural Education Incentive Funding Grant.

**1000 "Instruction"** - Instruction provided to develop the knowledge, skills, and attitudes needed for employment in an occupational area.

**2210 "Improvement of Instruction Services"** - Activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the instructional process. To maintain consistency in coding of professional development, "function code 2210 shall be used to record and report all professional development expenses. In the event a substitute teacher is needed while the regular teacher attends a professional development activity, a substitute teacher shall be charged to function 2210.

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## OBJECT AND SUB-OBJECT CODES

Object codes have been provided below and on the budget pages.

**100 "Salaries"** - Amounts paid to permanent, temporary or substitute employees on the payroll of the LEA.

**120 "Temporary Salaries"** - full-time, part-time and prorated portions of the costs for work performed by employees of the LEA who are hired on a temporary or substitute basis to perform work in temporary positions.

**130 "Overtime Salary"** - the total amount of money paid or stipulated to be paid the agriculture teacher for a given period of time beyond that specified in the teacher's contract. (No more than 50% of the district allocation may be used for extending teacher contracts or teacher stipends.)

**200 "Employee Benefits"** – Benefits associated with extended time, substitute pay, or applicable contractual pay. Each benefit and dollar amount should be entered separately in the budget detail textbox.

Note: Applicable TRS contributions should be included in your grant budget detail. If it is not, it is assumed the district will be covering the cost or can be noted in the related salary description. To determine if TRS contributions are applicable, please see the [TRS Employer Guide](#). If you have questions concerning the applicability of including TRS contributions to a salary or stipend you are funding through the grant or its activities, please contact TRS at 1-888-877-0890. Please note there is a different [TRS contribution](#) amount for federally funded grants.

**300 "Purchased Services"** - Amounts paid for personal services rendered by personnel who generally are not on the payroll of the LEA and other services that the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided to assist in obtaining the desired results.

- 314 "Professional Services - Instruction"** - contractual services to enhance the teaching or instructional process (i.e., curriculum development, computer application assistance). Services rendered by persons not employed by the LEA.
- 316 "Computer Services"** - computer network services, software licenses, or online subscriptions which enhance the instructional program in agricultural education (i.e., DTN – Farm Dayta, Ag Ed Network, CEV).
- 332 "Travel"** - reimbursement of expenses (mileage at \$0.50/mile) associated with visitations of students' Supervised Agricultural Experience Programs (SAEP) by the agriculture teacher(s).
- 390 "Registration Fees"** - payment of registration fees to allow participation by the agriculture teacher in agriculture/education and related professional meetings.
- 400 "Supplies and Materials"** - Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Equipment with an acquisition cost less than \$500 is recorded here.
- 414 "Curriculum/Supplemental Instruction Materials"** - (no tools or equipment): Purchase of supplies and materials to complement/supplement the curriculum (i.e. reference materials, videos, supplies (consumables), no tools or equipment, SAE record books).
- 415 "Agricultural Mechanics Tools and Equipment"** - purchase of tools and equipment for the agricultural mechanics laboratory costing less than \$500 per unit.
- 416 "Computer/Audiovisual Equipment"** - purchase of computer or audiovisual equipment for the agriculture department costing less than \$500 per unit (i.e. printer, digital camera, etc).
- 417 "Horticulture Tools and Equipment"** - purchase of tools and equipment for horticulture costing less than \$500 per unit.
- 418 "Agricultural Science Tools and Equipment"** - purchase of tools and equipment for the agricultural science laboratory costing less than \$500 per unit (i.e. BSAA equipment, PSAA equipment, etc.).
- 470 "Computer Software"** - purchase of computer software for use in the agriculture department.
- 500 "Capital Outlay"** - Expenditures for the acquisition of fixed assets or additions to fixed assets. Included are expenditures for initial equipment, additional equipment, and replacement of equipment with an acquisition code of \$500 or more.
- 520 "Laboratory Facilities Improvements"** (no tools or equipment) - expenditures for acquiring, establishing and/or upgrading laboratory facilities related to new program initiatives (greenhouses, aquaculture, etc.).
- 541 "Agricultural Mechanics Tools and Equipment"** - purchase of tools and equipment for the agricultural mechanics laboratory costing more than \$500 per unit.

(Cont.)

**542 "Computer/Audiovisual Equipment"** - purchase of computer/audiovisual equipment for the agriculture department costing more than \$500 per unit (i.e. computer systems, computer projectors, etc.).

**543 "Horticulture Tools and Equipment"** - purchase of tools and equipment for horticulture costing more than \$500 per unit. Greenhouses, greenhouse benches, etc. should be budgeted under 520 Laboratory Facilities Improvement

**700 "Non-Capitalized Equipment"** - Items that would be classified as capital assets except that they cost less than the capitalization threshold adopted by the school board but more than the \$500 minimum value established by the State. When using this 700 code, please include in the description the capitalization threshold adopted by the district board of education and the date of adoption.

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## EXAMPLES

The following are common examples of the function and object code combinations used in this grant. When the budget is completed, the description should include the specific purchases that wish to be made along with the number and per unit cost.

<b>Function Code</b>	<b>Object Code</b>	<b>Description of Appropriate Expenditures</b>
1000	300	<ul style="list-style-type: none"> <li>• Instructional software license, subscriptions, or similar online resources which pay for access in a specific time period. (i.e CEV, Ag Ed Network, DTN – Farm Dayta, newspaper/magazine subscriptions)</li> <li>• Travel mileage for SAE student visits (specify total miles at the appropriate mileage rate – cents per mile)</li> </ul>
1000	400	<ul style="list-style-type: none"> <li>• Curriculum and Instructional Materials/Resources</li> <li>• Agricultural Supplies and Materials (tools and equipment) <b>under \$500 per unit</b></li> <li>• Computer &amp; Audiovisual Supplies and Materials (tools and equipment) <b>under \$500 per unit</b></li> <li>• Software (Landscape, Apps, Microsoft Office Suite, etc.)</li> <li>• Consumables</li> </ul>
1000	500	<ul style="list-style-type: none"> <li>• Laboratory Facilities and/or Improvements (greenhouse, laboratory structures, aquaculture system, etc.)</li> <li>• Agricultural Tools and Equipment <b>over \$500 per unit</b></li> <li>• Computer &amp; Audiovisual Equipment <b>over \$500 per unit</b></li> </ul>
1000	700	<ul style="list-style-type: none"> <li>• This is not commonly used. <b>Use this ONLY IF</b> your school board has adopted a capitalization threshold above the \$500 per unit cost. <b>When using this object code, please include in the description the capitalization threshold adopted by the district board of education and the date of adoption.</b></li> </ul>
2210	100	<ul style="list-style-type: none"> <li>• Payment for time beyond the teachers contract (indicate # of days &amp; total payment)</li> <li>• Substitute teacher cost for instructor’s absence for ag related absence. (professional development, conference, convention, etc.)</li> </ul>
2210	200	<ul style="list-style-type: none"> <li>• Benefits associated with the extended time, substitute pay, or applicable contractual pay.</li> </ul>
2210	300	<ul style="list-style-type: none"> <li>• Purchased / Contracted Services (to support classroom instructor)</li> <li>• Registration fees (teacher only) for agriculture/education and related professional meetings (IAVAT Conf, professional development, other ag conferences and conventions)</li> </ul>

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# INSTRUCTIONS FOR INDIRECT COST RATE PAGE

## Quick Steps

1. Click on the appropriate choice. (Yes or No with regard to the district taking indirect costs)
2. If the district chooses NO, then save the page and move on to the next page in the application.
3. If the district chooses YES, then the remaining steps need to be completed.
4. Break down the indirect cost to show how the funds will be expended based on the object codes on the page. A description is required in the textbox as well as a total cost in the cost cell.
5. Save the page.

## Detailed Information

### **Indirect Cost**

Completion of this page is required. Each grantee will need to indicate whether or not there is a choice to request (or not request) indirect cost. If no indirect costs are requested, then simply click No, save the page and move on. If indirect costs are requested, then the grantee will need to specifically list how those indirect costs will be spent. The cost must be recorded in the appropriate object code cost cell towards the bottom of the page. A specific description must also be recorded in the textbox. The indirect cost amount recorded at the bottom of the budget detail page, will transfer over to the Indirect Cost Budgeted cell toward the top of the Indirect Cost Rate page. The costs entered on the Indirect Cost Rate page must match the total cost recorded on the budget detail page. The difference at the bottom of the indirect cost rate page must equal 0.

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# INSTRUCTIONS FOR PAYMENT SCHEDULE PAGE

## Quick Steps

1. On this page, the instructor will enter the total dollar amount of funds requested each month that match anticipated expenditures. Use the month(s) in which it is anticipated the items on the budget will be purchased. The payment schedule month cannot be prior to the grant start date which is the month of the budget's first approval.

For example, if the LEA was allocated \$1000 for the grant and the budget was approved, and you plan to purchase all the items on your budget in September, then you would fill the box next to September with 1000. If you plan to purchase half the items in September and half the items in January, then you would insert 500 next to September and January. If you were paid for extra hrs, then you would need to complete that amount in the month in which you were paid for the extra hours.

2. All allocated funds must be scheduled for payment. You can check this by clicking on the calculate totals button at the bottom of the page.
3. Save the page by clicking on the save button at the bottom of the page.

*(Note: Chicago Public Schools do not complete the payment schedule page in this grant due to the flow of funds for CPS.)*

## Detailed Information

In accordance with Federal regulations, payments should be requested to meet **actual monthly cash needs** of the project. All payment requests should be based on the projected date of expenditure.

To enter payment requests, **“click”** into the first full month of anticipated expenditure and enter the dollar amount requested. In this grant, it is possible that the majority (if not all) expenditures will be in one initial month as the nature of the items purchased with these grants funds are for classroom instructional use. Otherwise, use the **“tab”** key to enter amounts in the remaining cells through the last full month of the project. Payments should not be requested and expenditures must not be incurred before the project begins or after the project ends. The project begins once the budget has been approved by ISBE. **Amounts should be entered in whole dollars only and should not contain decimal points or commas.** Complete the payment schedule to reflect actual cash needs in order to avoid cash on hand and frozen payments.

**Note:** Salaries must be budgeted in the months the funds will be expended. Equipment, supplies, contracted services and inservice activities should have the payment requested in the month for which the expenditure is anticipated.

When the payment schedule is complete, move to the bottom of the page and **“click”** on the **“Calculate Total”** button. Review the calculation and verify that payments have been calculated correctly based on the allotment available. The **Amount Remaining** field should be zero indicating that the Payment Schedule request equals the Budget.

Be sure to **SAVE** this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.

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# **INSTRUCTIONS FOR PROGRAM RISK ASSESSMENT PAGE**

## Quick Steps

1. The district should complete the information and answer the questions in each subtab/page according to each individual district's situation.
2. Save each page.

## Detailed Information

See the directions contained on each page of the Program Risk Assessment within the grant application. This is an assessment of risk based on the policies and procedures in place for each grantee. The answers for each grantee may be different depending upon several factors.

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# INSTRUCTIONS FOR GATA PAGES

## NOTICE OF STATE AWARD (NOSA) PAGE

### Quick Steps

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. Additionally, in:
  - a. Part One: 1.1 the grantee must check the type of entity the grantee is doing business as.
2. Save each page.  
*(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)*

### Detailed Information

For more information, see the directions and/or verbiage contained on each page within the grant application. It is important to read each page so as to understand the terms and conditions to which the grantee is agreeing.

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## UNIFORM GRANT AGREEMENT (UGA) PAGE

### Quick Steps

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. *(Note: If there is no checkbox, then read the page and move on to the next page.)*
2. Save each page.  
*(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)*

### Detailed Information

For more information, see the directions and/or verbiage contained on each page within the grant application. It is important to read each page so as to understand the terms and conditions to which the grantee is agreeing.

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# INSTRUCTIONS FOR SUBMIT PAGE

## Quick Steps

1. Run the consistency check by clicking on the button until no errors are detected. (Note: If errors are identified, those must be corrected before running the consistency check again.)
2. Finally, click the submit button and your application has been submitted to the next level of approval.

## Detailed Information

### Consistency Check Button

**Once you have completed your entire application you must run a “Consistency Check”.**

**CAUTION:** *This check may take a few minutes to run.* Your application can not be submitted until this has been successfully run. You must “click” on the “Consistency Check” button to start the process. Once the check has been completed, a message will be displayed indicating that it completed successfully (no errors were found) or providing a list of errors encountered. After you have corrected any errors, you must run the check again until no errors are detected. If no errors are found, the appropriate button will be displayed so that you can submit the application to the next level. You may need to scroll down the page to see the button(s).

### Lock Application Button/Unlock Application Button

It is not recommended to lock the application. However, anyone with data entry authority within the district has the ability to freeze the entire application so that no more changes can be made to it prior to submitting or amending an application. In order to lock the application “click” on the “Lock Application” button. This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that was undesired at the district level. Therefore, by locking the application no one can make changes to it. Only the person who locked the application or a person with district administrative access (e.g. district superintendent) can unlock it by “clicking” the “Unlock Application” button. **If the locked application is returned for revisions, the application will need to be unlocked (typically by District Admin) in order to revise the pages and save changes.**

### Approval Groups

A list of approval groups appears at the bottom of the submit page.

- Assurances were agreed to on (mm/dd/yyyy) the date will be displayed after the District Superintendent or Board Authorized Representative has agreed to all assurances and saved them.
- Consistency Check was run on (mm/dd/yyyy) date will be displayed after the “Consistency Check” has been run successfully. If the “Consistency Check” DID encounter errors, the error message will prompt you as to what needs to be corrected. After you have corrected any errors, you must run the check again until no errors are detected. If the “Consistency Check” DID NOT encounter any errors, the application will then be locked until the District Entry person is ready to submit it to the Business Manager or District Superintendent (refer to Lock Application/Unlock Application buttons).

- District Data Entry submitted the application on (mm/dd/yyyy). One button will appear after the “Consistency Check” has been run successfully. When the Data Entry person is ready to forward the application to the Business Manager or the District Superintendent, they will click “Submit for Review”. The application will then be forwarded to the next appropriate level of approval and the date that it is submitted will then appear.
- Business Manager approved the application on (mm/dd/yyyy). This approval level is only valid if the District Superintendent has established the level in the IWAS system for approval. Once the Data Entry person has submitted for review, it will be forwarded to the Business Manager to approve and they will need to click on “Approve” or “Disapprove”. If the application has been “Approved” it will then be forwarded to the District Administrator. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.
- District Administrator submitted the application on (mm/dd/yyyy). The District Superintendent or Board Authorized personnel are the only two people who can submit the application to ISBE. Click on “Submit to ISBE” or “Disapprove”. Once the application has been submitted to ISBE, the application will be locked and no changes can be made. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.
- ISBE Program Administrator approved the application on (mm/dd/yyyy). After the application has been submitted, the ISBE Program Administrator will “Approve” or “Disapprove”.

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# INSTRUCTIONS FOR THE ASSURANCE PAGES

**This is completed ONLY by the District Superintendent or authorized LEA official.** Four pages are included in the Assurances tab: Program Assurances, State Assurances, GATA Assurance, and Assurances.

1. Near the top of the first three assurance pages there is a check box that must be checked to agree to the assurances on that page.
2. Place your mouse over the check box and click in it to signify that you agree to the detailed assurance.
3. Once you have agreed, go to the bottom of the page and click on the “**Save Page**” button.
4. After you have agreed to the assurances on the first three assurance pages, complete the last tab, “Assurances.”
5. The three assurance checkboxes on the last page will automatically populate with a check signifying you have agreed to all assurances because you have checked and saved your agreement for each of the other assurance pages.
6. At the bottom of the Assurances page, **if you are the organization administrator**, click on the first button to automatically insert your name for agreement. If you have board-certified delegated authority for the organization administrator, click on the second button and type your name in the text box next to the second button to agree to all assurances.

**NOTE:** The Assurances can **only be completed by the organization administrator or a person with board-certified delegated authority for the administrator**. The assurances must be completed prior to submitting the application.

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## APPLICATION HISTORY PAGE

The Application History page is a read only page that lists all of the steps that occur in the submission and approval of an application or amendment. In the initial stage of entering the application information, this page will display a statement that the application has not been submitted. This page is useful in tracking the application throughout the submission and approval process. Districts may use this page at any point in time to determine the approval status of their application.

The **Status Change** column lists the status of the application from most recent to oldest. Some typical status entries are:

- Submitted to ISBE
- Returned for Changes
- 1st Program Review Complete
- Final Approval

The **UserId** column displays the ID of the person who was responsible for the change in status, e.g., the ISBE reviewer who approved the application. The **Action Date** column displays the date of the change in status.

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# INSTRUCTIONS FOR PAGE LOCK CONTROL

## Quick Steps

1. Click the 'Expand All' checkbox.
2. Click the checkbox labeled 'Open Page for editing' next to the page(s) you wish to revise.
3. Click on the save button at the bottom of the page and continue to the page(s) you need to revise.

(Note: In some cases and only if you cannot unlock the application from 'Page Lock Control', you should go to the 'Submit' page and try unlocking the application by clicking on the "Unlock Application" button.)

## Detailed Information

If a budget is returned for revision or if an amendment is created, the instructor will need to unlock the page(s) he/she wishes to revise otherwise the save button will not appear to save any revisions. **If the save button does not appear at the bottom of the page you wish to revise, then it is not unlocked and changes will not be saved.**

### **Goal of Page Locking Process**

The goal of the page locking process is to expedite the review of applications and amendments by identifying which pages have been changed by a grant applicant. Reviewers will only need to review those pages that have been unlocked since the previous review.

### **What Happens When a Page Is Locked?**

When a page is locked during the application review process, the save button is no longer available to the applicant, and a message indicates the page has been locked by the agency review. The applicant must go to the Page Lock Control tab, unlock any pages needing revision, and then save the Page Lock Control page. This will cause save buttons to appear on all of the pages the applicant has unlocked.

### **When Will Applicants Need to Unlock Pages?**

When an applicant creates a *new application* each year, all of the pages will be unlocked because all of the pages will need to be completed. If that initial application is *returned for changes* by an ISBE reviewer, some or all of the pages may be locked. The applicant should read the comments on the review checklist and unlock only those pages that need to be changed.

When an *amendment* is created, all pages will be locked. The applicant should use the Page Lock Control tab to unlock only those pages that need to be revised.

Because pages will be locked on all amendments as well as original applications that have been returned for changes, applicants should make it a habit to make sure a save button is available before completing or revising a page. Unlocking pages that will not be modified circumvents the purpose of page locking and slows the review process.

### **Expand All and List of Application Pages**

Click the Expand All checkbox to see the list of application pages (first column under the Expand All checkbox) that may be locked or unlocked. Any application page with data that users enter or revise will appear in the list. Some application pages will not appear on the list. The overview page and the budget summary page are read-only pages and do not contain data; they will not appear in the list. Other pages, such as the Submit page and the Page Lock Control page, will never be locked because users need access to functions on these pages throughout the application process. These pages will not appear in the list.

(Cont.)

The list of application pages will have two or more indented levels. The first item on the list is the name of the grant program. The first indent under the grant program is the list of pages that appear on the main tab strip. The second indent contains pages that appear in a subtab strip. For example, Assurance Pages is on the main tab strip and is in the group indented at the first level. The various assurance pages (Program Assurances, State Assurances, etc.) are indented under Assurance Pages.

### **Page Status Column**

For *applicants*, this column displays the current status of the various pages in the application/amendment. For *ISBE reviewers*, this column reflects the status of the page when the applicant submitted it.

Terms included in this column are:

*Open Page* is unlocked and can be modified and saved by the applicant.

*Locked* The page is locked and cannot be modified by the applicant until it is unlocked. There will not be a save button on the page, and a message will appear indicating the page has been locked by the agency review.

*Final* The page has been locked and should not be unlocked by the applicant. Only ISBE staff can unlock a page designated “final.”

*Unlock Section* Opens a section for modification. A section can be an entire program or all of the subtabs under a main tab. Unlocking pages that will not be changed circumvents the purpose of page locking and slows the review process.

### **Open Page for Editing Column** (*Applicant column only*)

The applicant should check the appropriate box in this column to unlock a page that requires modification. The Page Lock Control page must be saved after check boxes have been selected.

### **Review Status of Page Columns** (*ISBE columns only*)

ISBE reviewers will use these columns to unlock pages that require modification or to mark pages final locked. After selecting the appropriate radio buttons, the reviewer must save the page.

The three columns/radio buttons are:

*OK* This is the default radio button unless the page was final locked in a previous round. OK indicates that modifications are not required for this page.

*Needs Updates* Select this radio button to unlock a page for the applicant and to indicate that modifications are needed for this page. The reviewer will use the review checklist to explain the required modification.

*Mark Final* Pages marked final cannot be unlocked by the applicant. Final is only appropriate for pages like assurances that should not be changed after completion. Only ISBE staff can unlock a page marked final.

### **Unlocking a Page Marked Final**

When an applicant determines that a page marked Final must be modified, the applicant must contact ISBE helpdesk and explain why the page requires modification. Only ISBE staff can unlock a final locked page. The applicant then places the application in “consulting” status using the appropriate button on the Submit page. ISBE staff unlocks the page by checking the “Open Page for editing” checkbox on the Page Lock Control page and saves the Page Lock Control page.

*Note: If the consistency check has been run, but the application has not been sent to ISBE, then there may be cases where the application can be unlocked on the Submit page.*

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## APPLICATION PRINT PAGE

Grant applications support an application “print all” printing option through the Application Print Page. You may now selectively print pages on the Application Print tab by selecting one or more pages of the grant application to print.

To print individual pages, select the checkbox next to the page or pages that you wish to print. Next, press the “Request Print” button to generate printing of the pages. The pages will be generated in a PDF format and will be available on the Application Print page anywhere from several hours to a day after the request, depending on the current demand for PDFs. Generally if you return to this grant tab the day following you request to print, the pdf will be available for use.

*(Note: It is recommended to use the printer friendly link in the top right hand corner of each page along with the print command in your browser to quickly print individual pages of the grant directly to your computer.)*

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# RESPONDING TO A RETURNED BUDGET/AMENDMENT

## Quick Steps

1. Click the radial button next to the created or last approved budget application listed in the menu in the appropriate fiscal year. (the returned application)
2. Click on the 'Review Checklist' button across the top menu bar. *(Note: Remember to turn off the pop-up blocker.)*
3. Read the comments in the Review Checklist – especially the comments to the questions answered/labeled 'No.'
4. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page. *(Note: If you are having difficulty unlocking see 'detailed information' below.)*
5. Make the needed revisions remembering to save each revised page. *(Note: If there is no save button at the bottom of the page, then the page is locked and your changes will not be saved.)*
6. Complete the process on the 'Submit' page.

## Detailed Information

If a budget or amendment was submitted and some type of error was identified, then the budget or amendment will be returned for correction. You will be able to access the budget or amendment in question without having to create a new one. It may be necessary to go to the Page Lock page in the grant and unlock the pages you wish to change. If you are working on a page and are unable to save the page (no save button), then it is likely the page has not been unlocked **If the Page Lock Control does not unlock the grant page you wish to revise**, then sometimes administrator access prevents you from doing so. In this case, if a grant was sent to the administrator for review or if the administrator opened the grant on their own, **it is possible to unlock the grant via the Submit tab by clicking on the "Unlock Application" button**. This must be done at the Superintendent access level. All corrections must be completed at the district level as ISBE cannot make corrections on a district budget. Once the budget or amendment is returned, then the instructor will need to access the budget and make the necessary changes and re-submit the budget or amendment for final approval.

There is a Review Checklist which will provide comments on the budget or amendment that was reviewed. These comments are the items the instructor needs to address before re-submitting especially where the question has been answered "No". The Review Checklist can be accessed on the application selection screen prior to entering into the grant itself. By clicking on the Review Checklist button, you will open both the budget and the checklist in two separate windows. If the pop-up blocker is on, it will need to be set so that pop-ups are allowed for this site.

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# SUBMITTING AN AMENDMENT

## Quick Steps

1. Click on the budget application listed in the menu prior to entering into the grant.
2. Click on the 'Create Amendment' button across the top menu bar.
3. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page.
4. Go to the Amendment page of the grant and click on 'Amended application'.
5. If applicable, insert the number of the amendment in the textbox. (i.e. insert '1' if it is the first amendment)
6. Go to the textbox at the bottom of the 'Amendment' page to specify the changes you would like to make in the application. Save the page.
7. Go to the other unlocked pages needing revision in the application to make the needed changes described on the amendment page remembering to save each revised page.
8. Complete the process on the 'Submit' page.

## Detailed Information

**Once the initial budget has final approval from ISBE, if changes are required following, an amendment must be formally submitted and approved by ISBE in IWAS.** After logging in and accessing the application selection screen, districts may make amendments by clicking on the Create Amendment button in the menu of buttons across the top. The instructor will need to go to the Page Lock Control and unlock the pages where revisions will occur. It is requested to indicate only the changes to the amendment on the Applicant Information page in the 'Applicant Comments' textbox. Make the necessary changes and remember to save each page as you make changes. If the save button does not appear, then the page needs to be unlocked. Finally, submit the amendment for approval.

The recommended **last date for submitting amendments is April 30**. It is recommended that budget amendments be submitted when there is a \$100 or greater change, a new item, or a complete change in the item to be purchased from the original budget approval. This level of specificity allows for accountability of funds.

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# SUMMARY OF QUICK STEPS FOR SUBMITTING A BUDGET

## *APPLICANT INFORMATION PAGE*

1. Complete the contact information on this page. The starred areas are required.
2. Select the area affected by this project. (i.e. district)
3. If you have information you wish to relay to the grant administrator, then this can be inserted in the textbox at the bottom of this page.
4. Save the page.

## *INSTRUCTIONS FOR AMENDMENTS PAGE*

1. Indicate whether this application being completed is the original application or an amended application.
2. If this application is an original application, then skip to the last step.
3. If this submission is an amended application, then:
  - a. Insert the number of the amendment (i.e. 1 for first amendment, 2 for second amendment, etc.)
  - b. In the textbox under Grant Changes, indicate the specific changes you wish to make and why.
4. Save the page.

## *PERFORMANCE REPORT PAGES*

### *Performance Report Narrative Page*

1. Indicate whether or not this school received funding in the prior school year. If funding was received, then follow the directions below. If not, then mark accordingly and go to the next page.
2. Select all activities in Section A that were completed in the prior school year.
3. Select all accomplishments in Section B that were completed in the prior school year.
4. Provide any additional information in Section C that is pertinent to the prior year program.
5. Save the page before moving on to the next page.

### *Expenditure Subcategories Page*

1. Find a copy of all the items you purchased on the previous school year's budget – a copy of the last approved budget should also help.
2. List each item purchased in the appropriate budget category. Listed should be the quantity of the item(s) purchased, the name of the item, and the per unit cost of each item(s).
3. Insert the total for each budget line used in the total column. The total of items purchased at the bottom right of the page should equal the total allocation received.
4. IF the total of items purchased does NOT equal the total allocation (funds remaining), then fill in that amount of funds unspent in the box at the bottom right of the page.
5. Click on the save button at the bottom of the page.

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(Cont.)

## *BUDGET PAGES*

### *Budget Detail Page*

1. Choose the appropriate function and object code from the drop down menu.
2. Type in the description of items to be purchased for each budget line (each different set of function/object codes used). The description should include the quantity of items (if more than 1), the name of the item(s), and the per unit cost of each item to be purchased.
3. Fill in the total dollar amount budgeted for each line (each different set of function/object codes used).
4. Be sure the entire allocation is budgeted. You can check by clicking on calculate before you save.
5. Save the page by clicking the save button at the bottom of the page.

### *Payment Schedule Page*

1. On this page, the instructor will enter the total dollar amount of funds requested each month that match anticipated expenditures. Use the month(s) in which it is anticipated the items on the budget will be purchased. The payment schedule month cannot be prior to the grant start date which is the month of the budget's first approval.
2. All allocated funds must be scheduled for payment. You can check this by clicking on the calculate totals button at the bottom of the page.
3. Save the page by clicking on the save button at the bottom of the page.

## *INSTRUCTIONS FOR PROGRAM RISK ASSESSMENT PAGE*

1. The district should complete the information and answer the questions in each subtab/page according to each individual district's situation.
2. Save each page.  
*(Note: For more information, see the directions contained on each page of the Program Risk Assessment within the grant application.)*

## *INSTRUCTIONS FOR GATA PAGES*

### *Notice of State Award Page*

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. Additionally, in:
  - a. Part One: 1.1 the grantee must check the type of entity the grantee is doing business as.
2. Save each page.  
*(Note: For more information, see the directions and/or verbiage contained on each page within the grant application.)*

### *Uniform Grant Agreement Page*

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. *(Note: If there is no checkbox, then read the page and move on to the next page.)*
2. Save each page.  
*(Note: For more information, see the directions and/or verbiage contained on each page within the grant application.)*

## *INSTRUCTIONS FOR ASSURANCE PAGES*

1. The district must certify that each page has been reviewed by checking the box toward the bottom of each page.
2. Save each page.  
*(Note: See the common agency instructions linked in the grant application in the upper right of these pages.)*

## *SUBMIT PAGE*

1. Run the consistency check by clicking on the button until no errors are detected.  
*(Note: If errors are identified, those must be corrected before running the consistency check again.)*
2. Finally, click the submit button and the budget application has been submitted to the next level of approval.

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# SUMMARY OF QUICK STEPS FOR RETURNS & AMENDMENTS

## *INSTRUCTIONS FOR RESPONDING TO A RETURNED APPLICATION/AMENDMENT*

1. Click the radial button next to the created or last approved budget application listed in the menu in the appropriate fiscal year. (the returned application)
2. Click on the 'Review Checklist' button across the top menu bar. *(Note: Remember to turn off the pop-up blocker.)*
3. Read the comments in the Review Checklist – especially the comments to the questions answered/labeled 'No.'
4. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page. *(Note: If you are having difficulty unlocking see 'detailed information' below.)*
5. Make the needed revisions remembering to save each revised page. *(Note: If there is no save button at the bottom of the page, then the page is locked and your changes will not be saved.)*
6. Complete the process on the 'Submit' page.

## *INSTRUCTIONS FOR SUBMITTING AN AMENDMENT*

1. Click on the budget application listed prior to entering into the grant.
2. Click on the 'Create Amendment' button across the top menu bar.
3. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page.
4. Go to the Amendment page of the grant and click on 'Amended application'.
5. If applicable, insert the number of the amendment in the textbox. (i.e. insert '1' if it is the first amendment)
6. Go to the textbox at the bottom of the 'Amendment' page to specify the changes you would like to make in the application. Save the page.
7. Go to the other unlocked pages needing revision in the application to make the needed changes described on the amendment page remembering to save each revised page.
8. Complete the process on the 'Submit' page.

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