

# FY27

## Budget Amendment Request Guidance

### Criteria

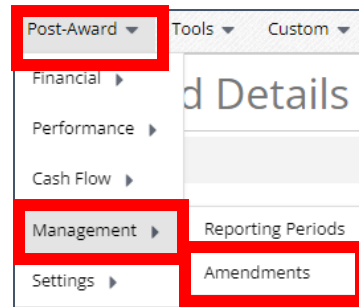
- Request must be an approved line item from Grantee's budget of record
- Must be for the current quarter
- No requests accepted after June 30, 2027**

**Discuss the amendment request with your Grant Monitor prior to submission**

### Submitting an Amendment Request in Euna

Starting from **Grant Details** (Grant Management>All Grants>Click on applicable Grant Name)

- Click on Post-Award>Management>Amendments



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



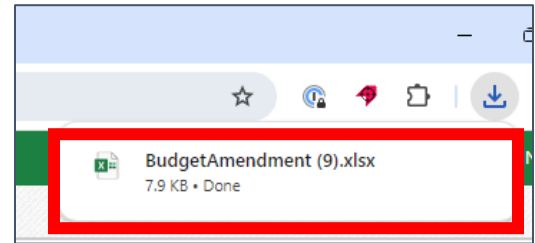
- Enter Amendment Request Name and check Budget under Areas to Amend

A screenshot of the 'Amendment Information' form. The 'Amendment Request Name' field is highlighted with a red box and contains the text 'Budget Amendment 1'. Below this, the 'Areas to Amend' section has a checkbox for 'Budget' which is checked and highlighted with a red box. Other options like 'Awarded Amount', 'Award Duration', and 'Performance Goal' are unchecked.

- Click Download Budget

A screenshot of the 'Proposed Budget Revision' form. The 'Download Budget' button is highlighted with a red box. Below it, there is a 'Budget Revision' field and a 'Choose file' button.

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

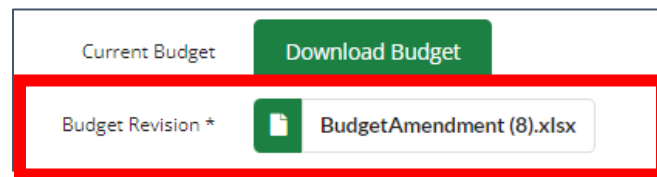


6. Choose the item(s) to be amended from "Category" column in downloaded budget – **do not add additional categories**
7. Enter total proposed amended amount(s) in "Total Budgeted (Direct Cost)" column **Important**

**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 Euna
- Grant Budgeted column is for reference only and changing in the spreadsheet will not result in any changes Euna

8. Save the File
9. Upload saved version of the file



10. Add Summary of Changes Narrative

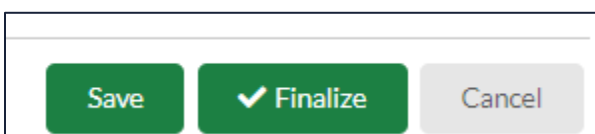
Add explanation of proposed changes within this field

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.*

12. Add Justification or Upload File(s) as needed

13. Click Save to return and finish later or Finalize to update the grant budget



|                |                                                                                                      |
|----------------|------------------------------------------------------------------------------------------------------|
| Justification  |                                                                                                      |
| Upload File(s) |  Choose file(s) |

14. Grantee will be notified the status of the amendment request via Euna