Montana
Office of Public Instruction
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E-GRANTS USER GUIDE

CREATING AMENDMENTS TO APPROVED APPLICATIONS

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When districts need to make modifications to a "Final Approved" application in E-Grants, an amendment must be created. Some common changes that require an amendment to an E-Grants application are:

1. *Log into* the E-Grants System using your Username (e-mail address) and Password.
   - New Users: *click* **New User** on the E-Grants logon page to request an E-Grants account.
   - Existing Users: if you don't remember your password, *click* **Forgot Password** to receive a temporary password via email.
2. *Click* **EGrants Access/Select** from the E-Grants **Menu List**.
3. *Select* the appropriate fiscal year from the **Select Fiscal Year** drop-down.
4. Select the *most current* Original Application or Amendment in the **Revision** drop-down.

Click the **AMEND** button beside the correct grant to create a new amendment.

5. *Select* **Page Lock Control** (blue tab on the right side).
6. *Click the* "Expand All" check box (left side).
7. C*lick* the check box to the right of the page(s) needing modification.
   - "Open Page for Editing" unlocks the Web pages that need modification (i.e., Contact Information, Program Detail page and Objectives, Budget Pages, etc.).
   - *Save the page.*
   - Make the necessary changes.
   - *Save the page!!*

   Budget Detail Tab (Page)

   The "Allocation Remaining" figure at the bottom of the **Budget Detail** page will display the carryover or reallocated funds to be budgeted for that program.
   - *Distribute* funds under the appropriate object codes and purpose categories.
   - Districts have the option to budget up to the "Maximum Indirect Cost" (Line E). If desired, *enter* the Indirect Cost amount in Line G.
8. *Click* the **Amendment Description** tab.
   - If the page is locked, unlock it on the **Page Lock Control** page.
9. *Click* the check box of the application section(s) where the district made changes on the amendment.
   - *Enter* a short description of the changes in the text box.
   - *Save the page!!*
10. *Click* the **Submit** tab.
    - *Run* the consistency check.
    - *Correct* any errors that display.
      - If the consistency check identifies changes on pages that have not been unlocked, go to the **Page Lock Control** page and unlock them.

When all edits have passed the consistency check, a message to the Authorized Representative stating, "Click Submit to OPI button to make final submission of the application for OPI review and approval," will appear.

11. (AR only) C*lick* the **SUBMIT TO THE OPI** button to *submit* the application.

Once the amendment has been submitted, the **E-Grants Access Select** page status will be "Submitted to OPI."

Note: If district staff with the LEA data entry role are running the consistency check, the button text is, "Submit to Authorized Rep." The application is not submitted to the OPI at this point. The AR must make final submission to the OPI.