

## Quick Sheet: Using the Budget Worksheet – Supplement with Offset Amendment

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**Audience:** Grant Office

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### PURPOSE

This Quick Sheet provides step-by-step instructions for using the Budget Worksheet with a Supplement with Offset amendment in the GrantSolutions Grants Management Module (GMM).

**Note:** A Supplement with Offset amendment replaces a portion of the additional award amount (supplement) with funds from a previous budget period (offset).

### Budget Worksheet: Supplement with Offset Steps

#### Open Budget Worksheet

- Verify if using *Total Cost* or *Federal Only Budget*

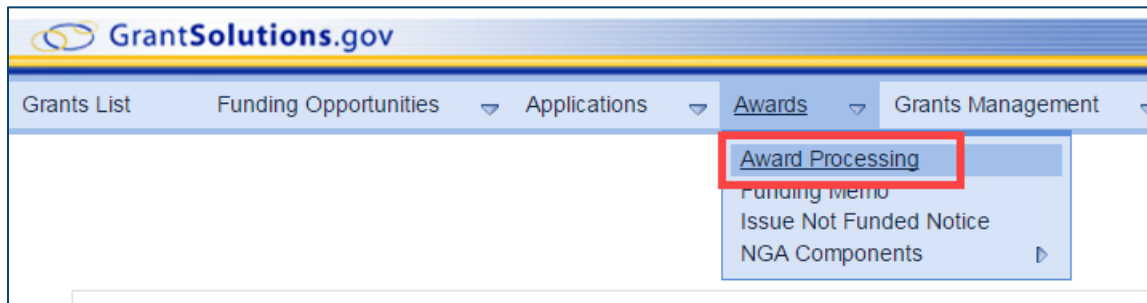
#### Direct Cost Section

- Select Activity tab(s) for Supplement
- View or Enter Full Supplement Amount in the *Recommended* Column

#### Final Budget Totals

- Enter the Offset amount in the Unobligated Funds Offset row
- Verify the Total This Action row equals to the Total amount minus the Offset Amount
- Save and Verify

1. Login to the GrantSolutions GMM (www.grantsolutions.gov).
2. From the menu bar, select **Awards - Award Processing**.






3. The "Award Processing" screen appears. Search for the draft award using either the Simple or Advanced search screen.

**Award Processing**




Application Number

Grant Number or FAIN

Organization

4. The draft award appears in the *Results Table*. From the *Actions* column, click the **Open Award Overview** icon (file folder).

Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
09/30/2015	09/29/2016	<a href="#">Drafted</a>	<a href="#">Next Workflow Actions</a>	  

5. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Budget Worksheet** link.

Application Number: FD16( )		Last Updated By/Date: - 09/16/2016	
<b>Award Preparation</b>		<b>Award Actions</b>	
<a href="#">Edit/Validate Organization</a> <a href="#">Select Org Address</a> <a href="#">Project Assignments</a> <a href="#">Budget Worksheet</a> <a href="#">Terms and Conditions</a> <a href="#">Manage Commitments</a> <a href="#">Manage Project Abstract</a> <a href="#">Application Notes</a> <a href="#">Edit Notice of Award</a>		<a href="#">Ready for Review</a> <a href="#">Delete Notice of Award</a>	
<b>Award Information</b>			
<a href="#">Application</a> <a href="#">Award Workflow History</a> <a href="#">Next Workflow Actions</a> <a href="#">Funding Memo</a> <a href="#">Grant History</a> <a href="#">View/Print Last Notice of Award</a> <a href="#">Award Summary</a> <a href="#">View/Print Notice Of Award</a>			

6. The Budget Worksheet appears.

### Important Information

The Budget Worksheet has two budget calculation options: *Total Cost* or *Federal Only*.

- When *Total Cost* is selected, Non-Federal amounts are entered by category in the Direct Cost section.
  - Recommended* Column: Contains Recommended Federal and Non-Federal amounts
  - Total* Column: Contains the total budget, including the Previous Budget and Recommended amounts
  - Non-Federal* Column: Contains Non-Federal amounts by category. When numbers are entered in this column, the totals in the *Federal Total* column decrease by the Non-Federal amount.
- When *Federal Only* is selected, only Federal amounts are entered in the *Direct Cost* section. New amounts are entered in the *Recommended* column, and the total Federal budget (Previous Budget plus Recommended) appears in the *Federal* column.

#### Calculate Budget as:

- ☒ Total Cost (Total Budget - Non-Federal - In Kind Contributions - Unobligated Reprogram - Unobligated Offset)  
☐ Federal Only (Total Budget - Unobligated Reprogram - Unobligated Offset)

7. Each Activity entered on the SF-424A appears as its own tab on the Budget Worksheet. When there is more than one tab, the first tab contains the combined Totals, and the *Direct Cost* section is read-only. Review the contents of each tab.

8. The supplement amounts entered on the SF-424A automatically populate the *Recommended* column. These amounts are editable and may be modified. If a SF-424A is not electronically submitted for an amendment action, enter the supplement amounts in the tabs *Recommended* column.

Ensure the amounts are correct and make any necessary changes. The full supplement amount should appear in the *Grand Totals* row.

Trainee Stipends	0.00	0.00	0.00	0.00	0.00	0.00
Trainee Tuition and Fees	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct	0.00	100,000.00	0.00	100,000.00	100,000.00	100,000.00
Indirect ⓘ	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals	0.00	100,000.00	0.00	100,000.00	100,000.00	100,000.00

9. Navigate to the *Final Budget Totals* section located towards the bottom of the page. When there is more than one tab, scroll to the bottom of the *Totals* tab to access the *Final Budget Totals*.

10. In the *Final Budget Totals* section, enter the **offset amount** in the *Unobligated Funds Offset* row (\$10,000 is entered in this example).

Final Budget Totals	
Total Budget ?	100,000.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	10000
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	0.00
Total This Action ?	90,000.00

11. The *Total this Action* row equals the total supplement amount minus the offset amount (in this example, \$90,000).

Final Budget Totals	
Total Budget ?	100,000.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	10000
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	0.00
Total This Action ?	90,000.00

12. Click the **Save and Verify** button. If there are no errors, click the **Close** button.

Save	Save and Verify	Close
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13. The "Award Overview" screen appears.