

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

Audience: Program Office

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 <u>Full</u> Supplement Amount in the *Recommended* Column

Final Budget Totals

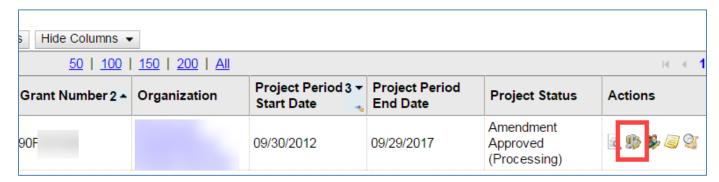
- Enter the Offset amount in the Unobligated Funds Offset row
- Verify the Total This Action row equals to the Total amount minus the Offset Amount
- Save and Verify



- 1. Login to the GrantSolutions GMM (www.grantsolutions.gov).
- 2. The "Grants List" screen appears. Search for the desired grant using the Simple or Advanced search.



3. The screen refreshes and results matching the search criteria appear in a table below the search fields. From the *Actions* column, click the **Manage Amendments** icon.



4. The "Manage Amendments" screen appears. From the *Action* column, select the **Budget Worksheet** link.



Note: The Budget Worksheet may also be accessed from the "Funding Memo" screen.

5. 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.
 - o Recommended Column: Contains Recommended Federal and Non-Federal amounts
 - Total Column: Contains the <u>total budget</u>, 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)
- 6. 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.



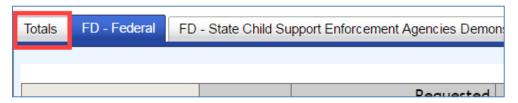


7. The supplement amounts entered on the SF-424A automatically populate in the *Recommended* column. These amounts are editable and may be modified. If a SF-424A is not electronically submitted for an amendment action, enter the **supplement amounts** in the tab's *Recommended* column.

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	0.00	0.00
Trainee Tuition and Fees	0.00	0.00	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	0.00	100,000.00	0.00
Indirect ^②	0.00	0.00	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	0.00	100,000.00	0.00

8. 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*.



9. In the *Final Budget Totals* section, enter the **offset amount** in the *Unobligated Funds Offset* row (\$10,000.00 is entered in this example).

Final Budget Totals					
Total Budget ^②	100,000.00				
Non-Federal (May Include Program Income) 2	0.00				
Federal ^②	100,000.00				
Unobligated Funds - Reprogram	0.00				
Unobligated Funds Offset	10000				
In Kind Contribution ^②	0.00				
Program Income ^②	0.00				
Previous Award (Doesn't Include Non-Federal)	0.00				
Total This Action ^②	90,000.00				



10. The *Total this Action* row equals the Total Supplement Amount minus the Offset Amount (in this example, \$90,000.00).

Final Budget Totals					
Total Budget ^②	100,000.00				
Non-Federal (May Include Program Income) ⁽²⁾	0.00				
Federal ^②	100,000.00				
Unobligated Funds - Reprogram	0.00				
Unobligated Funds Offset	10000				
In Kind Contribution ^②	0.00				
Program Income ^②	0.00				
Previous Award (Doesn't Include Non-Federal) ②	0.00				
Total This Action ^②	90,000.00				

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



12. The "Manage Amendments" screen appears.