1) Open your most recent completed Consolidated Application. If you completed a funding adjustment or amendment you will want to choose that project.

Then click on the subgrant you want to revise. The Consolidated and subgrant status must be “Completed” to do the Budget Revision.

**Budget revisions must be completed and approved before a Final Expenditure Report can be created.**
2) Click on Create Revision.
3) Click Create.
4) You will see your budget revision is now created and In Process.
5) As you click through the narratives and sections in the project you will see that it is all prefilled with information from your previous version of the project. An edit button is available in the budget sections to adjust the current expenditures.
6) As you review each section, click on Mark Section Complete.
7) Once your revision is complete (each section has blue check mark, click on the Complete Step button.
8) Once project is in Signoff and Submit step, click Submit. **No signoffs are necessary.**
9) You will notice a green bar at the top saying 'The grant application step was successfully submitted!' when your revision is submitted. Also, in the blue header you will see the Status of the revision is **Submitted** and the Workflow Step is **Revision Submitted** when your revision has been fully submitted to PDE.

10) **Email your Administrative Technician that the Budget Revision is Submitted.**