

Budget Revision Changes to Indirect Cost Calculation Handling in Utah Grants

Utah Grants automatically calculates indirect costs associated with program expenditures for eligible grantees. The rate types allowed vary by program and are unique to each grantee organization.

In Utah Grants, indirect cost calculations occur whenever budget information is utilized, including grant applications, budget revisions and payment requests.

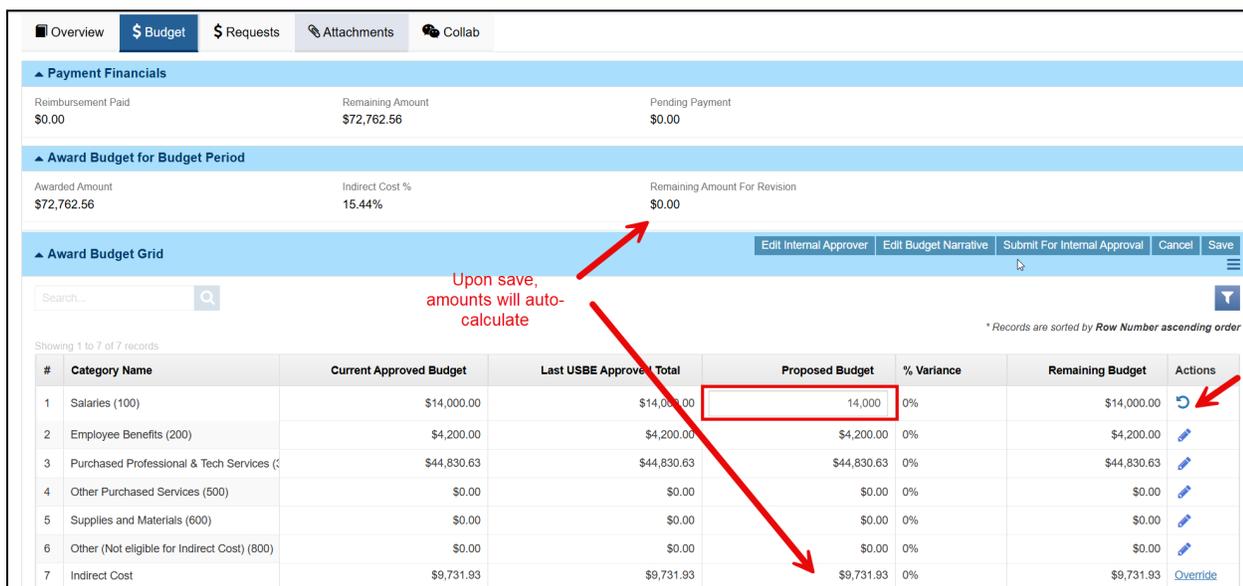
In limited circumstances, a grantee may need to override the automatic calculation of indirect costs when submitting a budget revision. This should occur on a very limited basis. Primary uses include balancing budgets due to rounding (calculated indirect costs may be over/short by a penny), or in the case budgets crossing multiple fiscal years with a change in rate over the course of the program.

Please use these instructions for overriding the indirect costs automatic calculations for budget revisions.

Grantee Revision Creator

New functionality works for all budget templates, LEA-initiated and allocation change budget revisions.

- 1) Create a budget revision through the normal process
 - a. See instructions for creating a budget revision with a change in allocation: [New Allocation Budget Revisions in Utah Grants](#)
 - b. See instructions for a grantee-initiated budget revision: [Budget Revisions in Utah Grants](#)
- 2) On the budget table, click the blue pen next to the budget category to be edited.
- 3) Make necessary changes to the Proposed Budget direct cost categories.
- 4) Click SAVE. Upon save, the indirect costs and Remaining Amount For Revision fields will automatically calculate.



Upon save, amounts will auto-calculate

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$14,000.00	\$14,000.00	14,000.00	0%	\$14,000.00	
2	Employee Benefits (200)	\$4,200.00	\$4,200.00	\$4,200.00	0%	\$4,200.00	
3	Purchased Professional & Tech Services (300)	\$44,830.63	\$44,830.63	\$44,830.63	0%	\$44,830.63	
4	Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
5	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
6	Other (Not eligible for Indirect Cost) (800)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7	Indirect Cost	\$9,731.93	\$9,731.93	\$9,731.93	0%	\$9,731.93	Override

5) If a change in the calculated Indirect Cost Proposed Budget is necessary, click the Override button

Award Budget Grid							
#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$14,000.00	\$14,000.00	\$13,999.00	-01%	\$14,000.00	
2	Employee Benefits (200)	\$4,200.00	\$4,200.00	\$4,200.00	0%	\$4,200.00	
3	Purchased Professional & Tech Services (300)	\$44,830.63	\$44,830.63	\$44,830.63	0%	\$44,830.63	
4	Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
5	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
6	Other (Not eligible for Indirect Cost) (800)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7	Indirect Cost	\$9,731.93	\$9,731.93	\$9,731.77	0%	\$9,731.93	Override

6) A popup window will appear wherein the new indirect cost amount should be entered. Enter new amount, Save.

Edit Indirect Cost

• Required to Save
 ▲ Required to Submit

Please include an explanation for overriding automatic indirect cost calculations within the budget narrative.

Edit Indirect Cost For the Budget Revision

Override Proposed Budget

Save

7) Upon save, you will be taken back to the Budget.

ID	GRANT ID	Status	Budget Period
AD-USBE-BP01-18984	GT-USBE-18701	Activated	7/1/2024--7/30/2025

Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office. [view more](#)
Program Manager(PM) / Grant...

The indirect cost amount included in the budget detail has been manually entered by the application creator. Automatic calculations were not utilized.

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Payment Financials

Award Budget for Budget Period

Awarded Amount	Indirect Cost %	Remaining Amount For Revision
\$72,762.56	15.44%	\$0.00

Award Budget Grid

#	Category Name	Current Approved Budget	Last USBE Approved Total	Proposed Budget	% Variance	Remaining Budget	Actions
1	Salaries (100)	\$14,000.00	\$14,000.00	\$13,999.00	-01%	\$14,000.00	
2	Employee Benefits (200)	\$4,200.00	\$4,200.00	\$4,200.00	0%	\$4,200.00	
3	Purchased Professional & Tech Services (300)	\$44,830.63	\$44,830.63	\$44,830.63	0%	\$44,830.63	
4	Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
5	Supplies and Materials (600)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
6	Other (Not eligible for Indirect Cost) (800)	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7	Indirect Cost	\$9,731.93	\$9,731.93	\$9,732.93	01%	\$9,731.93	Override

Notes:

The banner at the top of the payment request indicating “The indirect cost amount included in the budget detail has been manually entered by the application creator. Automatic calculations were not utilized.” This alerts the budget approvers of the overridden value.

The total proposed budget still must total the allocation amount, with \$0.00 shown in the Remaining Amount for Revision.

If subsequent changes are made to the direct cost proposed budgets, the indirect costs will revert to the calculated value. The override of the indirect costs should be the final change to the proposed budget.