

## Uploading Revised Grant Budgets to Epicenter

After a final Grant budget has been uploaded to Epicenter, complete the steps below to upload a Revision.

## **Uploading Budget Revisions**

1. Locate the final budget in Epicenter. The fastest way to complete this is by locating the Documents widget on the home page and entering in the name of the final budget. See example below.

0	COLORADO CHARTER SCHOOL INSTITUTE		
• •	Overview Schools Boar	ds	Documents
	<b>92</b> New	<b>2</b> Due	Final Budget X   Education Stability Grant (ESG) Final Budget Revision Deadline (School)   ESSA Title IA Final Budget - Revision (School)   ESSA Title IA Final Budget (School)   ESSA Title IA-McKinney Vento Final Budget - Revision (School)   ESSA Title IA-McKinney Vento Final Budget (School)   ESSA Title IA-McKinney Vento Final Budget (School)   ESSA Title IA-Parent Engagement Final Budget - Revision (School)   ESSA Title IA-Parent Engagement Final Budget - Revision (School)
	<b>159</b> Total	2 Past Due	
X			Loor the of their engagement and bugget (conool)

- 2. Select the [[Grant Name]] **Final Budget** (make sure you are selecting the final budget type)
- 3. From the search results page, locate and select the final budget you are revising. It should be the first one at the top of the list.
- After selecting the final budget, on the Submission Detail page, scroll down and select the <u>Add revision...</u> link.
- 5. Upload your revised grant budget.

For questions on this process, please contact <u>finance@csi.state.co.us</u>.