



GRANT AMENDMENTS

As a subgrantee for regional grants administered by NSERVE, we know things don't always go strictly according to the initial plan. If you ever need to adjust your approved CTEI or Perkins budget, we're here to help you navigate that process!

When Do You Need an Amendment?

You'll need to submit a budget amendment if your project's scope changes significantly, or if your budget shifts by more than **10% of the total project budget** (or **\$50,000**, whichever is less).

Friendly Reminder: Always get your amendment approved **before** making any new purchases ("Amend Before You Spend"). Also, make sure your amendment reflects the exact function and object code expenditures you plan to use.

Step-by-Step Amendment Guide

1. **Reach Out First:** Before doing anything in the system, give Amy at NSERVE a call or send her a quick email. Let her know what you'd like to adjust—including where you are reducing funds (and why) and specifically what the new funds will be used for. A quick heads-up helps us make sure everything looks good right away and avoids unnecessary revisions! Once cleared, NSERVE will set up the regional amendment in IWAS.
2. **Create Your Amendment in IWAS:**
 - Log in to **IWAS**.
 - Go to **System Listing**.
 - Choose the grant you'd like to amend (**CTEI** or **Perkins**).
 - On the "**Application Select**" screen, click your grant, then select "**Create Amendment.**"
 - Clearly outline the budget increases and decreases in the appropriate line items.
 - Double-check your function and object codes.
 - Confirm the correct grant year timeframe on the applicant page.
 - Run the consistency checks.
 - Have your superintendent approve and submit the amendment to NSERVE.
 - Send Amy a quick message to let her know it's submitted!
3. **NSERVE Review:** We will review your submission and either accept it or send it back if any quick tweaks are needed.
4. **State Submission:** Once approved on our end, NSERVE will submit the regional amendment to ISBE for final review.
5. **All Clear!** NSERVE will notify you as soon as ISBE approves it so you can officially start spending.

Thanks for all your hard work! Please don't hesitate to reach out if you have any questions along the way.

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