

NSERVE

Connecting Academics To The World of Work

1131 South Dee Road, Park Ridge, IL 60068
847.692.8024 • Fax - 847.696.3254 • www.NSERVE.info

GRANT AMENDMENTS

As a subgrantee of the regional grant(s) administered by NSERVE, there is a specific procedure necessary when you must deviate from your original CTEI or Perkins approved budget.

!!New in FY18!! An amendment is necessary when the scope of the project changes significantly or if the expenditure exceeds a variance of **10% or \$1,000**, whichever is greater (previously 20% or \$1,000). However, the variance applies to the **entire object code** rather than the individual function/object code.

Please note that amendments are to be approved PRIOR to spending (*Amend Before You Spend*), and; an amendment must be created to reflect the actual function and object code expenditures.

The following steps are listed for your clarification in making an amendment:

- Call or send an email to Martha at NSERVE regarding your proposed amendment, listing *details* of what is to be revised (both where the funding is *decreased*, and why, in addition to specifics on what the *increased* spending is for). A preview will hopefully avoid the need for a return. NSERVE will then develop a *regional* amendment in the IWAS system.
- **You** will then generate a new amendment in IWAS
 - ✓ Log in to IWAS system
 - ✓ Select System Listing
 - ✓ Select the grant you wish to amend (CTEI or Perkins)
 - ✓ From the “Application Select” screen, click the grant to amend
 - ✓ Click the “Create Amendment” box
 - ✓ Clearly describe the increase and decrease in budget revisions in the appropriate line item (see above)
 - ✓ Double check function and object codes
 - ✓ Confirm the grant year time frame on the applicant page
 - ✓ Run consistency checks
 - ✓ Have your superintendent approve and submit amendment to NSERVE
 - ✓ Notify Martha that you have submitted your amendment
- NSERVE will review the amendment and either accept or return.
- NSERVE must then submit the *regional* amendment to ISBE for approval.
- NSERVE will notify you upon ISBE approval so you may proceed to spend!

Contact information:

Martha Eldredge Stark
Executive Director
847.692.8023
meldredgestark@maine207.org

Mary Anne Brown
Executive Administrative Assistant
847.692.8024
mbrown@maine207.org

Evanston Township District 202, New Trier Township District 203, Maine Township District 207,
Niles Township District 219, Northfield Township District 225, Oakton Community College