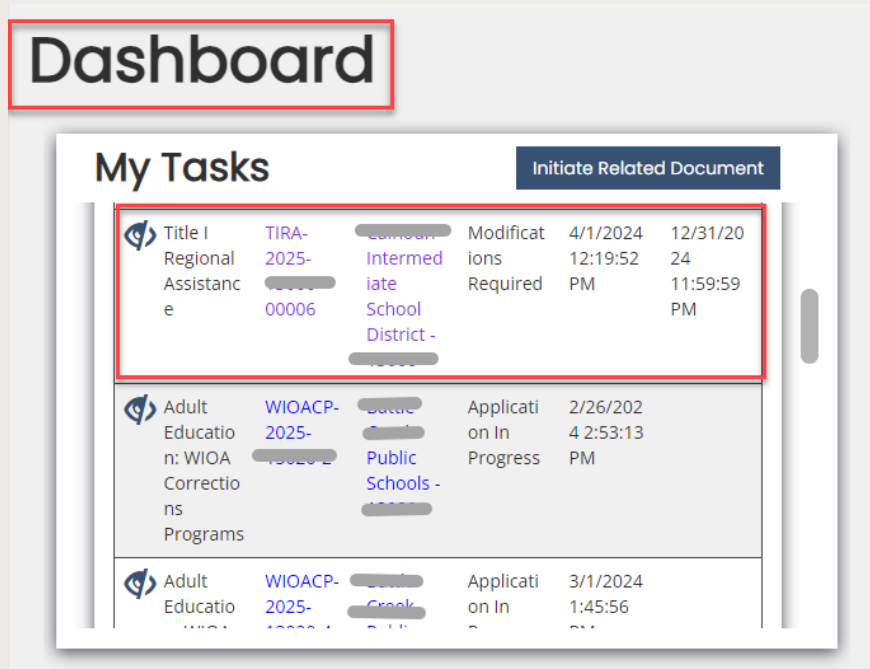
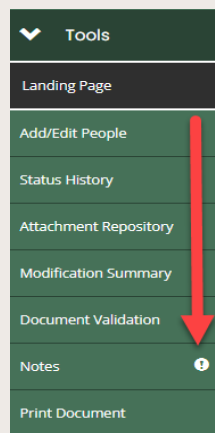


Michigan Department of Education Office of Educational Supports Modifications Required in NexSys

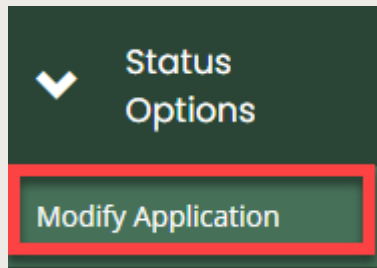
When an application is returned for **modifications required**, you will see a **Modifications Required Task** in the **My Tasks** section of your NexSys dashboard. Select the application by clicking on the TIRA grant application number.



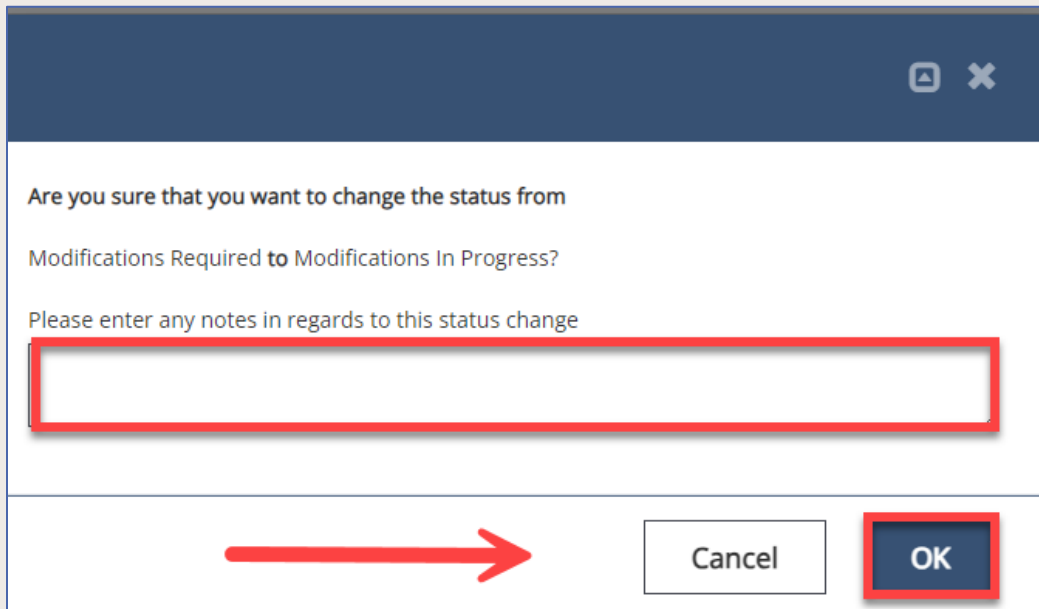
Scroll to **Notes** in the **Tools** Section on the green side menu tab on the left side of the screen to see the modification instructions provided by the MDE Consultant. The exclamation mark indicates that there are new notes in the application to review.



Scroll to **Status Options** on the green side menu, and then to **Modify Application**, changing the application status to **Modifications in Progress**.



Enter a **comment** in the textbox provided to document the transaction as appropriate. Select **OK** in the message window to start modifying the application.



To review the modifications required for the ISD/ESA, scroll to **Flagged Budget Items** on the green side menu for specific modifications required for each budget line item. Under the Function Code column, you can select which budget line item you need to modify by clicking on the live link.

Instructions:

- Flagged Budget Items displays the budget items in detail
- If Flagged Budget Item has been used by the Program Office Reviewer, a flag for allowability of the individual budget item will be displayed in the flag field along with any comments
- Budget item detail can be accessed by clicking the function code link
- Availability to update flagged budget items is dependent on the flag for the individual budget item and application status:
 - Modifications Required:**
 - Recipients must first change the application status to a Modifications in Progress Status
 - Unallowable budget items must be deleted from the budget section
 - Modifications required budget items must be updated appropriately based on comments provided by the Reviewer
 - Approved budget items are locked and will not allow edits
 - Amendment in Progress:**

All budget items are available to update as allowable by program guidelines

Flagged Budget Items

Entity

Flag	Comment	Function Code	Description	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	Total
Modifications Requ	Please upload an agenda and website link.	221: Improvement of Instruction	LETRS training in Traverse City, MI, June 16-17, 2025 for 15	\$0	\$0	\$10650	\$0	\$0	\$0	\$0

This opens the **Budget Item** window, where you can follow the instructions to make modifications. Note the Save/Add/Delete buttons in the top right corner of the screen. Budget items that are in **Approved** status cannot be revised or deleted. The required application modifications must be made and resubmitted in NexSys for approval before a new line item can be amended.

Instructions:

- To add a Budget Item complete all fields on the page (fields will vary based on Program requirements)
- Once all budget item fields have been completed, click **Save**
 - If errors exist, an error message will be displayed
- To add another Budget Item, click **Add** in the upper right-hand corner of the Budget Item screen
 - Repeat this process until all budget items are added
- To update an existing Budget Item, navigate to the budget item through the Budget Items pop-out menu (on the side navigation menu), select Budget Item, update as appropriate, and click **Save**
- To delete a Budget Item, navigate to the appropriate budget item and click **Delete** in the upper right-hand corner of the Budget Item screen

Budget Item

Title I Regional Assistance

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
251570	2025	123.4	07/01/2024	09/30/2025	2025

Select the appropriate Function Code for this budget item:

221: Improvement of Instruction

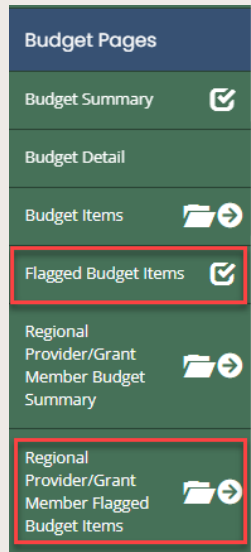
Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used

Make the necessary budget line-item modifications. Note the flag comment at the bottom of the **Budget Item** screen.

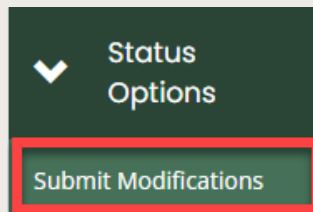
Flag	Comment	Previous Total	Change +/-
Modifications Required	Please upload an agenda and website link.	\$10650	\$0

You will need to check the flagged budget items for both the ISD and the District-level budget items. In the green side menu under Budget Pages:

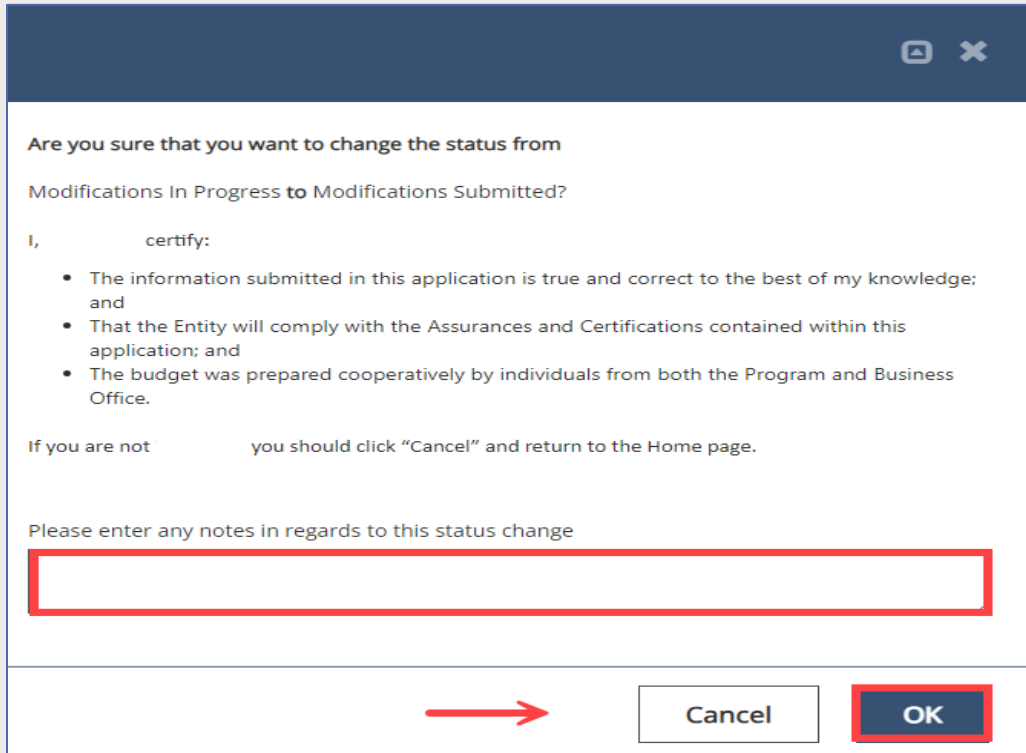
- 1) the **Flagged Budget Items** is the ISD/ESA budget, and
- 2) the **Regional Provider/Grant Member Flagged Budget Items** is the district-level budget(s).



Scroll to the **Status Options** on the green side menu, and then select **Submit Modifications** tab.



Enter a **comment** in the textbox provided to document the transaction as appropriate. Select **OK** in the message window to submit the modification.



A confirmation dialog box with a dark blue header bar containing a close button (X) and a refresh button. The main content area is white and contains the following text:

Are you sure that you want to change the status from
Modifications In Progress **to** Modifications Submitted?

I, _____, certify:

- The information submitted in this application is true and correct to the best of my knowledge; and
- That the Entity will comply with the Assurances and Certifications contained within this application; and
- The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not _____ you should click "Cancel" and return to the Home page.

Please enter any notes in regards to this status change

Below the text is a large, empty rectangular text input field with a red border.

At the bottom of the dialog, there are two buttons: "Cancel" (white with black text) and "OK" (dark blue with white text). A red arrow points to the "OK" button.

The OES consultant will receive an email notification that the modification has been submitted in the NexSys application. The modifications are reviewed by the OES consultant within 2-5 business days.