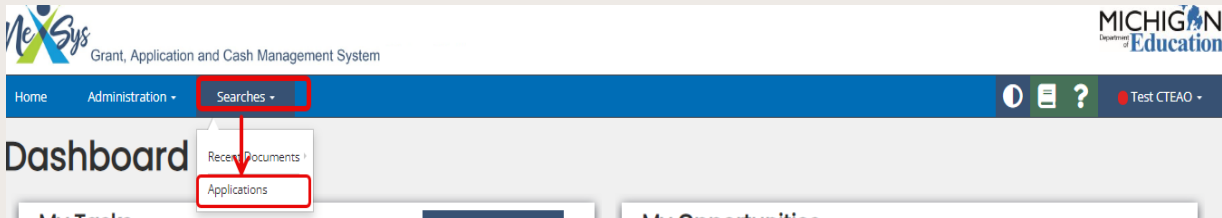


Michigan Department of Education

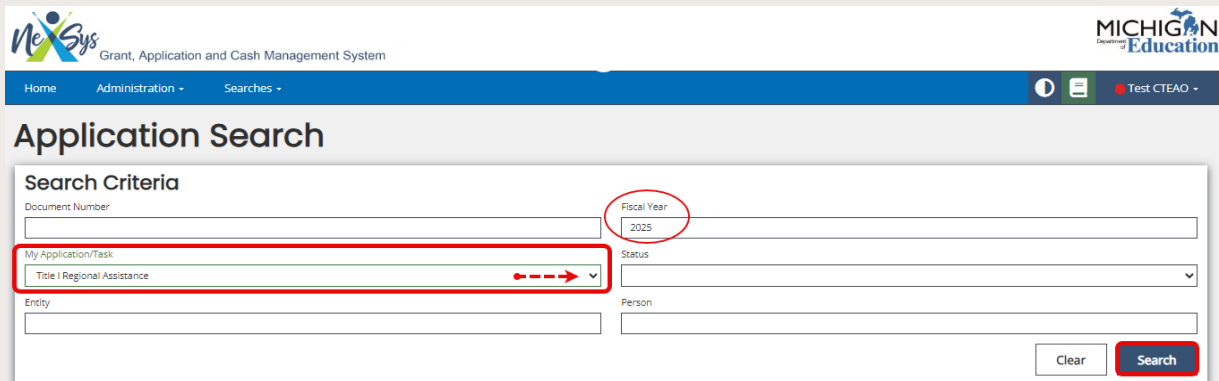
Office of Educational Supports

Amending an Application in NexSys

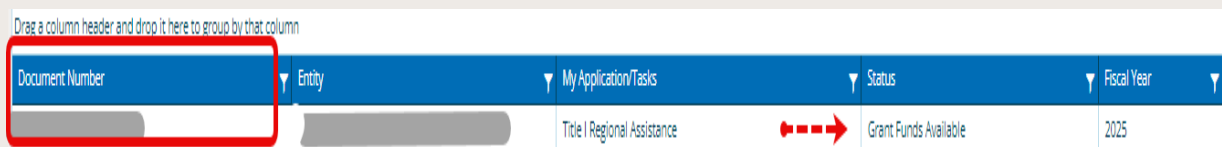
Title I Regional Assistance Grant applications can be amended in NexSys. Submitting an amendment will begin with the entity's Dashboard. The application requires a Level 5 Authorization to submit an amendment. Click the Search tab at the top of the Dashboard page and select Applications.



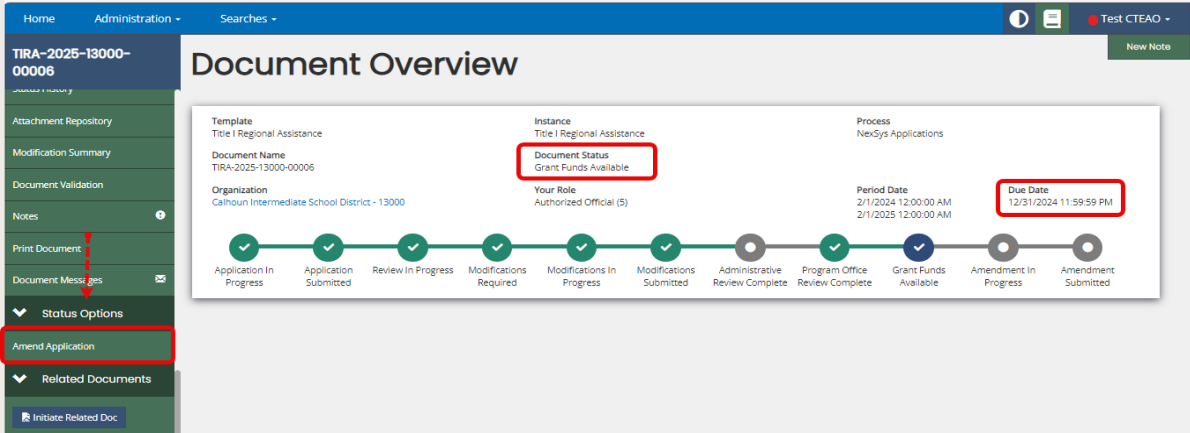
Use the dropdown menu to choose the Title I Regional Assistance application. Enter the fiscal year of the application and click the Search button.



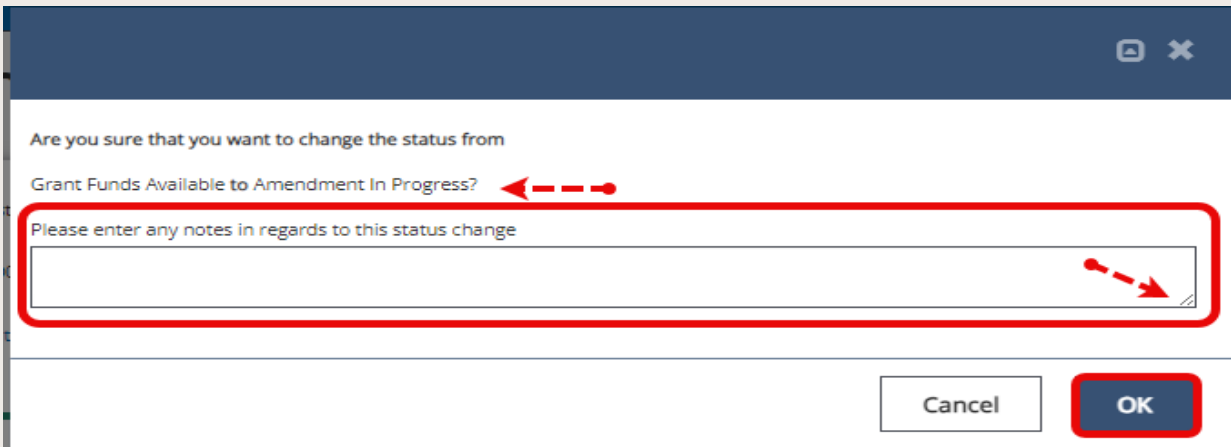
When the search results appear, click on the link under the Document Number column to open the application. The application must be in Grant Funds Available status to initiate an amendment.



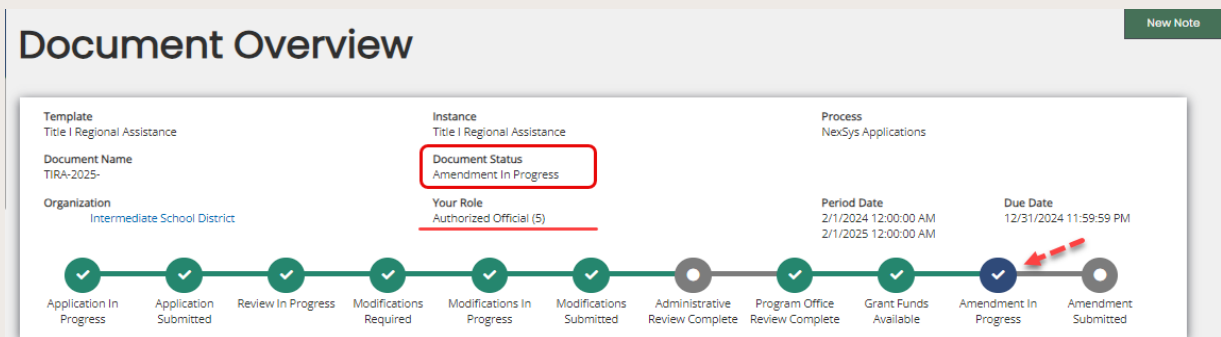
Using the left side toolbar, scroll down to “Status Options” and select Amend Application. The application must be in Grant Funds Available status to amend an application. The amendment must be submitted before the Due Date for submitting amendments.



A message screen appears asking if you are sure you want to change the application status from Grant Funds Available to Amendment in Progress. You can enter notes or comments regarding the status change in the message box, which can expand when you slide the bottom right corner. Any messages entered in the message box to change the application status are recorded and saved under Notes in the green side menu. Select OK to proceed.

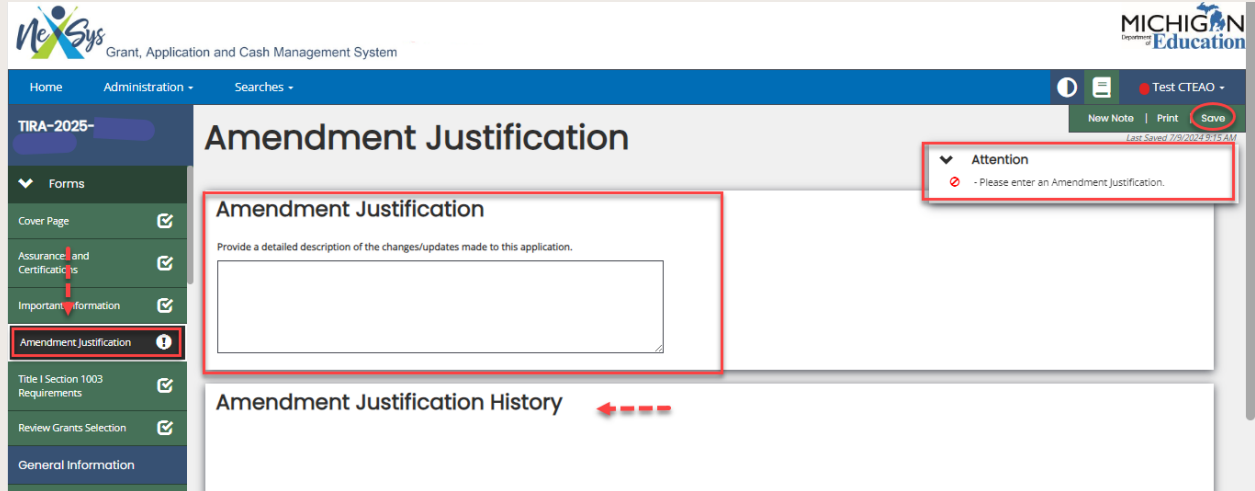


The application Document Status is now Amendment in Progress. The Role authorization level should be an Authorized Official (5) to submit the amendment. Note the tracking timeline at the bottom of the Document Overview page shows the application has moved to Amendment in Progress.

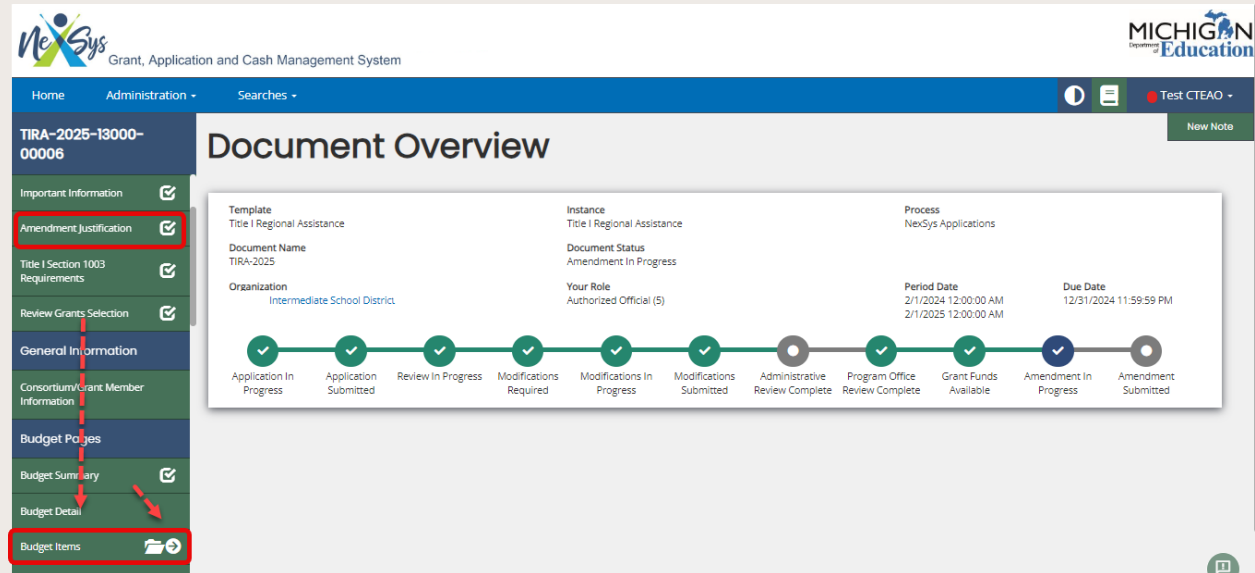


Go to the green side menu under Forms and scroll down to Amendment Justification. The exclamation mark indicates that there is action needed, and the application cannot be submitted until the Amendment Justification section is addressed. Click on Amendment Justification.

The Amendment Justification page is where the grant recipient provides a description of the changes or updates made to the application. Those descriptions are recorded and show up in the Amendment Justification History section under the written justification. The error message in the top right corner states that an amendment justification is required. Once the amendment justification is completed, select Save.



The Amendment Justification box has been checked as a completed task. Scroll down under the Budget Pages and click on Budget Items. The folder and arrow in the frame with Budget Items show that multiple forms or budget items have been saved.



Click on the arrow in the Budget Items link to open the list of forms or budget items that have been previously approved. Select the budget item you want to amend and open the form.

The screenshot shows the NexSys interface. On the left sidebar, the 'Budget Items' link is highlighted with a red box and an arrow. The main content area displays an 'Overview' section with a progress bar and a list of budget items. The progress bar shows the following steps: Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The list of budget items includes:

- 221: Improvement of Instruction: \$10,650.00
- 221: Improvement of Instruction: \$337,500.00
- 226: Supervision and Direction of Instructional Staff: \$1,005.00
- 226: Supervision and Direction of Instructional Staff: \$75,000.00

Once the Budget Item has been selected, the Budget Item screen opens to show the details for that budget item. The Budget Item page provides Instructions on how to add, update, or delete budget items.

New items can be added to the application during the amendment process by selecting Add in the top right-hand corner of the application screen.

The screenshot shows the 'Budget Item' screen. The 'Instructions' section is highlighted with a red box and contains the following 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

The 'Add' button in the top right corner is also highlighted with a red box. Below the instructions, there is a table for 'Title I Regional Assistance' and a dropdown menu for 'Select the appropriate Function Code for this budget item:'.

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

Complete the necessary amendments to the Budget Item description by selecting the appropriate function code in the drop-down, entering a complete, detailed description to include dates and a detailed budget itemization, entering the dollar amount requested under the appropriate object code, and including the FTE/hours as applicable. Make all of the necessary changes to the application and save each page.

o 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
- 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

New Note | Print | **Save** | Add | Delete

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 below:

Description

CISD contracting for LETRS training in Traverse City, MI, June 16-17, 2025, for 15 teachers from (3) CSI-identified schools (5 per school). \$400

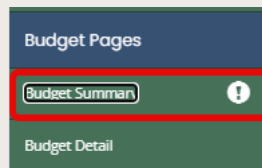
Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries	Benefits	Purchased Services	Supplies & Materials	Other	Total
\$	\$	\$ 10,650	\$	\$	\$10,650

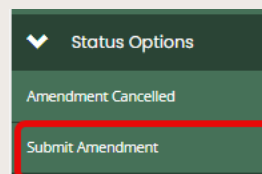
If Salaries, enter the FTE or Hours:

FTE Hours

Once all modifications and the amendment justification are completed, go to the green side menu and scroll up to the Budget Summary section, where we find an exclamation mark indicating there is an error in the application. The Budget Summary page must be reviewed whenever there is a change in the budget line items. Open the Budget Summary page and review.



Scroll down to Status Options and select Submit Amendment. This will submit your application amendment for approval. The amendment can be cancelled at anytime by selecting Amendment Cancelled.



Once the amendment is submitted, the message screen appears asking if you want to change the status from Amendment in Progress to Amendment Submitted. Enter any notes regarding the status change in the message screen and select OK.

The screenshot shows a confirmation dialog box with a dark blue header containing a close button. The main content area has a white background. At the top, a red-bordered box contains the text: "Are you sure that you want to change the status from Amendment In Progress to Amendment Submitted?". Below this, the text reads: "I, Test CTEAO, certify:" followed by a bulleted list of three items: "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", and "The budget was prepared cooperatively by individuals from both the Program and Business Office." Below the list, it says: "If you are not Test CTEAO you should click 'Cancel' and return to the Home page." A large red-bordered text input field follows with the placeholder text: "Please enter any notes in regards to this status change". At the bottom right, there are two buttons: a white "Cancel" button and a blue "OK" button with a white border.

The Document Overview screen appears, the Document Status is now Amendment Submitted, and the tracking timeline shows the amendment has been submitted. The amendment process is complete.

