

Budget Questions Job Aid

(Updated 10/25/2025)

A UGA budget is required to make any sponsored project award. The UGA budget and justification converts a sponsor's budget into a UGA specific budget, ensuring the right account codes are open in the UGA Financial System for the project. Upon receipt of an award, the Grants Portal sends emails requesting a budget and follow up emails if there are questions. Below are step by step directions regarding providing a UGA Budget and responding to budget questions in the Grants Portal.

Additional Resources:

[Budget Allocations Job Aid](#)

[Budget Account Identifier Tool](#)

[Proactive Award Set Up](#)

1. Log in to the [Grants Portal](#) using your **UGA MyID** and **Password**.



The image shows the Grants Portal login interface. At the top, there is the University of Georgia logo and the text "UNIVERSITY OF GEORGIA" followed by a vertical line and "GRANTS PORTAL". Below this, there is a "Login as:" label. Underneath, there are two input fields: "User Name:" and "Password:". Below the password field is a red "Login" button. At the bottom, there is a link that says "Login using your UGA MyID and password."

2. The landing page of the Grants Portal is your to-do list. Projects that require action, such as answering budgetary questions, are in your **"Projects To Do List"**. If you received an email asking for a budget please refer to the [Budget Allocations Job Aid](#) for how to respond. If you receive an email asking questions about the budget you already submitted continue with the steps below. A sample budget questions email is below:

Preview Message [? Help](#)

Office of the Vice President for Research
Sponsored Programs Administration

Hello Dr. Oliver ,

Sponsored Projects has reviewed your AWD00019924 for the project funded by NATIONAL SCIENCE FOUNDATION titled Host Immune Suppression as a Key Adaptation Enabling Bacterial Symbioses and we are seeking clarification on some items.

Post-Award Testing in Stage

Please login to the Grants Portal and use the Answer Budgetary Questions Feature to return the requested information. If you have any questions or concerns, feel free to contact your SPA Post Award Awardee found on the award workspace [AWD00019924](#).

Thank you for your partnership and we look forward to hearing from you.

Sincerely,

Sponsored Projects

If you have any questions, please contact the Sponsored Projects Administration: <https://spa.uga.edu/contact/>



Projects To Do List

Click on the Name or the Action Required to open the project and complete the required action.

Filter Enter text to search for + Add Filter ✕ Clear All

ID	PI	Project Title	State	OSP Rep	IMS Prop #	Action Required	Grants Assistant
FP00012624	test-copi4	test-test	Awarded	test-deptappr11		Approve Transmittal Data as Investigator	test-deptappr16

1 items ◀ page 1 of 1 ▶ 10 / page

If you cannot find the project you are looking for in the list below try the Detailed Project Search Page.

Projects

Filter ID Enter text to search for + Add Filter ✕ Clear All

ID	Project Title	State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
FP00012624	test-test	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566	test award with sub	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

- Click the arrow in the **Filter** dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the **“Go”** button. If you want to search using multiple filters, click **“+Add Filter”** and enter additional search parameters.

Projects

Filter ID Enter text to search for + Add Filter ✕ Clear All

ID	Project Title	State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
FP00012624	test-test	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566	test award with sub	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

- Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the **“Answer Budgetary Questions”** activity. You should use this activity to respond to the questions in the email from step 2.

Find Your SPA Representative **Projects**

Workflow Status: Search Unassigned Projects Assigned Projects Completed Projects

24-PIMOVE24-0005, Examining the circular economy along-shelf connectivity and hot spots
NATIONAL AERO & SPACE ADMIN

PI:	Scott Causey	Manager
Initiator:	Melissa Motley	DLSA:
UGA's Sponsor:	NATIONAL AERO & SPACE ADMIN	Pre-Award Proposer:
Proposal Start Date:	7/1/2024	Pre-Award Awarder:
Proposal End Date:	6/1/2029	Post-Award Accountant:
Award Begin Date:	11/1/2024	Invoicing Accountant:
Award End Date:	10/31/2028	Due Date:

Answer Budgetary Question

[Answer Budgetary Questions](#)

Award Increments



5. Select the **“Answer Budgetary Questions”** button and a box will open. You will be able to type a response and/or upload attachments. When finished, click ok. The FP project status will transition back to **“Award Letter Received”**, and the AWD status will transition back to **“Post-Award Review”** state. This returns the award into workflow and sends an email to SPA letting them know the budget questions have been answered.

6. Screenshot for Step 5

The screenshot shows the Grants Portal interface with a modal open for answering budgetary questions. The modal title is "Answer Budgetary Questions". It contains a "Comments" text area, a "Documents" section with an "+ Add" button and a table showing no items, and "OK" and "Cancel" buttons at the bottom right.

Grants Portal

Find Your SPA Representative Projects

Workflow Status: **Open** | **Submitted** | **Reviewed** | **Approved**

24-PIMOVE24-0005, Examining the circulation on the Northwest
along-shelf connectivity and hot spots c
NATIONAL AERO & SPACE ADMIN

PI:	Scott Causey	Management
Initiator:	Melissa Mottley	DLSA:
UGA's Sponsor:	NATIONAL AERO & SPACE ADMIN	Pre-Award Proposer:
Proposal Start Date:	7/1/2024	Pre-Award Awarder:
Proposal End Date:	6/1/2029	Post-Award Accountant:
Award Begin Date:	11/1/2024	Post-Award Invoicing Accountant:
Award End Date:	10/31/2028	Due Date:

Answer Budgetary Question

Answer Budgetary Questions

Award Increments

ID	Name
24-PIMOVE24-0005 Examining the circulation on the Northwest	

7. Once the requested information is submitted to Post-Award Awarder via Steps 1-5 above, the FP project status will transition back to **“Award Notification Received”**, and the AWD state will update to **“Post-Award Review”**.

FP Side Screenshot



Workflow Status: [Draft](#) [Initiator's Review](#) [Sponsor Review](#) [Awarded](#) [Project Complete](#)

Investing in the Future of Tribal Forestry: Promoting Women Business Leadership, Indigenous Ecological Knowledge, and Emerging Markets for Ecosystem Services

USDA/NIFA / Food and Agricultural Sciences National Needs Graduate and Postgraduate Fellowship / USDA/NIFA-HEP-010775

Project ID# **FP00034295**

PI:	Scott Causey	Management Unit:	Wanell Sky - (25001SIR)	Project Status:	Award Notification Received
Initiator:	Jennifer Culbertson	DLA:	Jonathan McMichael	PHS FCOI Rules Apply (prime/orig.)	no / no
Pre-Award					

AWD Side Screenshot

[Admin View](#) [Help](#)

Award ID#
AWD00019978

Management Unit:	Fanning Institute Admin - (51030003)	Award Status:	Post Award Review
DLA:	Activation Date:		

- If additional information is still needed, the process above maybe repeated until all budgetary questions are answered and the award can be completed.
- Thanks 😊