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

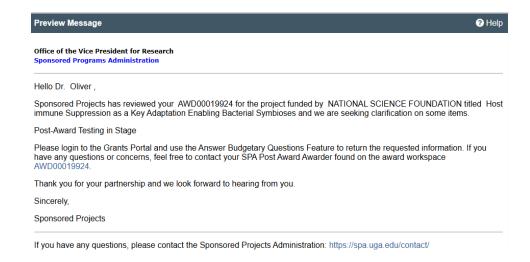
1. Log in to the Grants Portal using your UGA MyID and Password.

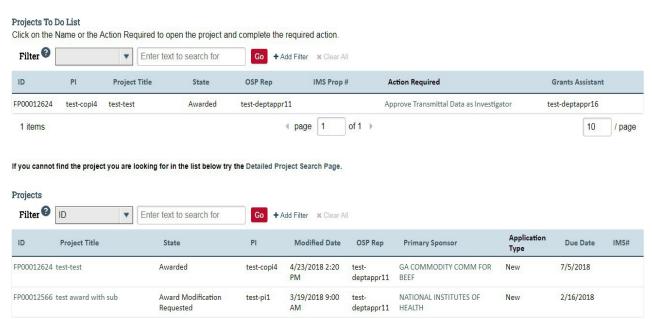


GRANTS PORTAL



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 <u>Budget Allocations Job Aid</u> 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:

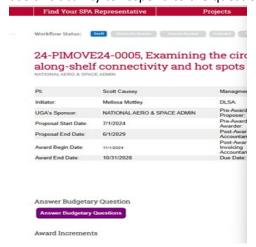




3. Click the arrow in the Filter dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the "Go" button. If you want to search using multiple filters, click "+Add Filter" and enter additional search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



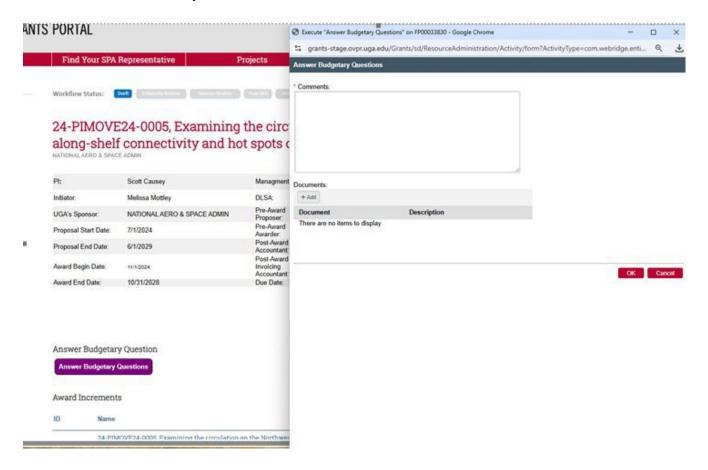
4. Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the "Answer Budgetary Questions" activity. You should use this activity to respond to the questions in the email from step 2.





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



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



AWD Side Screenshot



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