



## When to Amend the Application and Impact to Expenditure Reporting (ER) Requests

**Please review the following before submitting an amendment:**

1. Grantees must have an indirect cost rate from their cognizant agency to claim indirect costs. However, indirect costs are not required to be budgeted in the grant application to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.
2. Supplies and materials do not require specific approval under EDGAR **but must be budgeted in the grant application in order to be charged to the grant**. Do not submit an amendment to add to or change the supplies and materials already approved unless the amendment is required for another reason outlined in this document.
3. If TEA has completed a budget adjustment on behalf of your LEA, no action is required. However, if the LEA needs to make revisions to the budget, an amendment may be submitted after receiving the email notification and NOGA for the adjustment.

### **NOTES:**

In the ER system, payment requests will not be accepted if "\$0" is budgeted in the class object code.

In the ER system, payment requests for a currently approved budget will not be accepted if total funds increased exceed **25% of the total award amount. An amendment will be required.**

### **Amendment Effective Date**



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