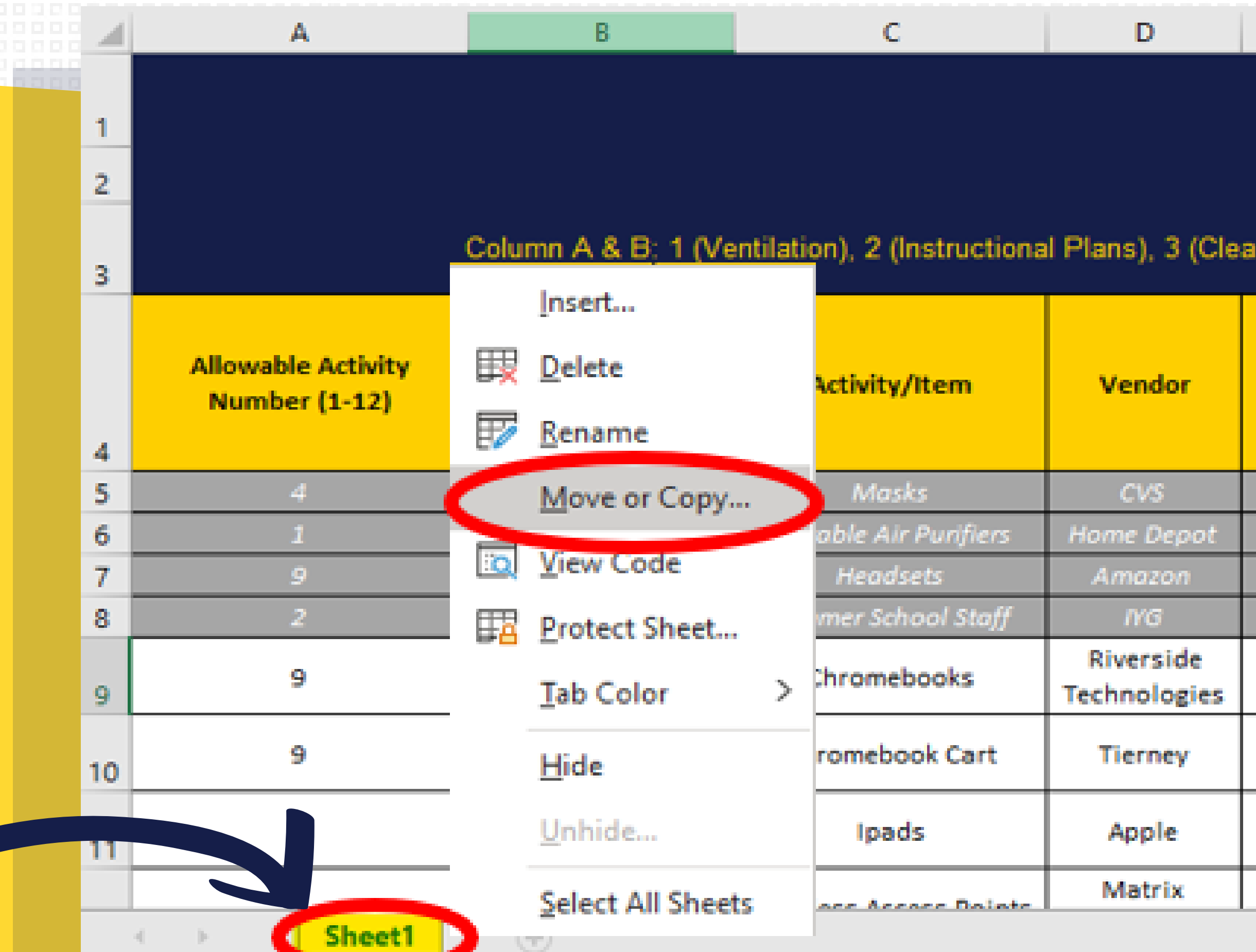


How to Amend Your EANS I Funding

EANS AMENDMENTS WILL BE DUE THE 1ST OF EACH MONTH AND SUBMITTED VIA [JOTFORM](#).

1. Create a new tab on your already approved budget.

OPEN YOUR ALREADY APPROVED BUDGET. RIGHT CLICK ON THE TAB "SHEET 1" AND SELECT "MOVE OR COPY".



2. Select create a copy and rename the new tab.

RENAME YOUR COPIED TAB BY DOUBLE CLICKING ON THE TAB AND TYPING "AMENDMENT 1" OR WHICHEVER AMENDMENT THIS IS.

3. Color code your requested changes.

GREEN - AN ADDITIONAL ITEM
RED - A REMOVED ITEM
YELLOW - A CHANGE WITHIN APPROVED ITEMS

4. Check your totals and submit!

DOUBLE CHECK YOUR GRAND TOTAL TO ENSURE IT DOES NOT EXCEED YOUR APPROVED PLANNING ALLOCATION. ONCE YOU HAVE CONFIRMED YOUR AMOUNTS AND CHANGES SUBMIT YOUR REQUEST TO OUR JOTFORM BY CLICKING [HERE](#). AMENDMENTS WILL BE REVIEWED AFTER THE FIRST OF EACH MONTH.

YOU'RE ALL SET - ALWAYS FEEL FREE TO [REACH OUT WITH ANY QUESTIONS](#) - AND HAVE A WONDERFUL DAY!