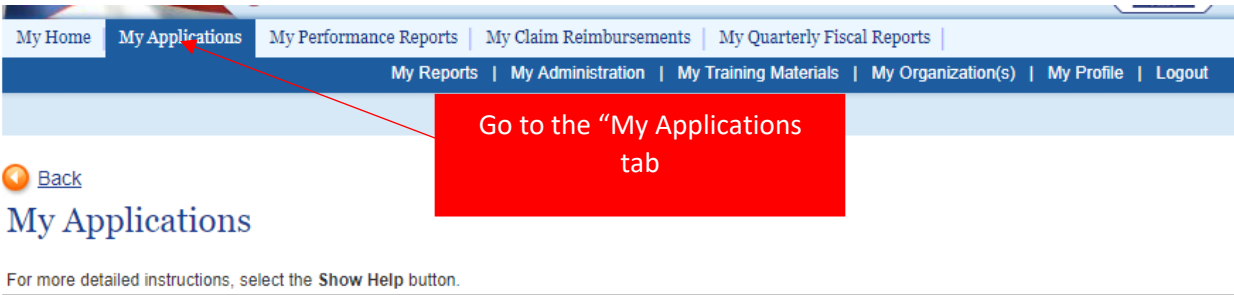


- Go to the My Applications tab on the dashboard.



- Input the grant number in the "Applications Name" field.
- Click Search.

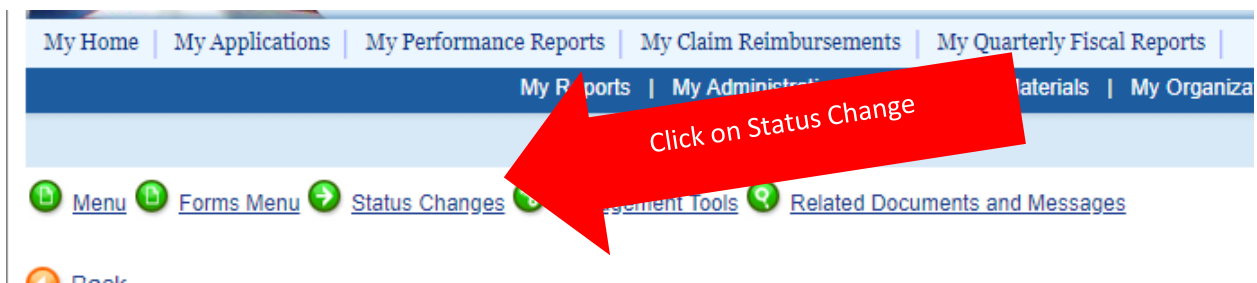
My Applications

For more detailed instructions, select the [Show Help](#) button.

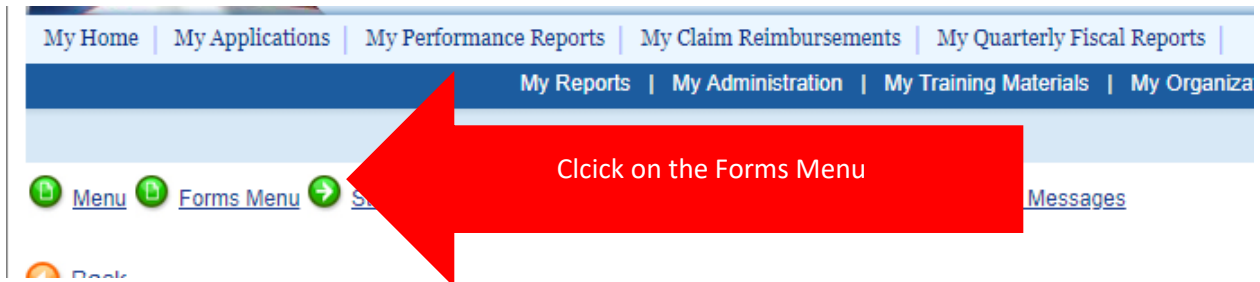
The screenshot shows a search form for 'My Applications'. The form includes several input fields: 'Applications Types' (a dropdown menu), 'Applications Name' (containing the value '8853'), 'Person', 'Status' (a dropdown menu), 'Organization', 'Year', and 'Region' (a dropdown menu). Below the fields are two buttons: 'SEARCH' and 'CLEAR'. A red callout box with white text says 'Enter the grant number in the "Applications Name" field and click search.' An arrow points from the callout box to the 'Applications Name' field.

Export Results to Results Per Page Sort By

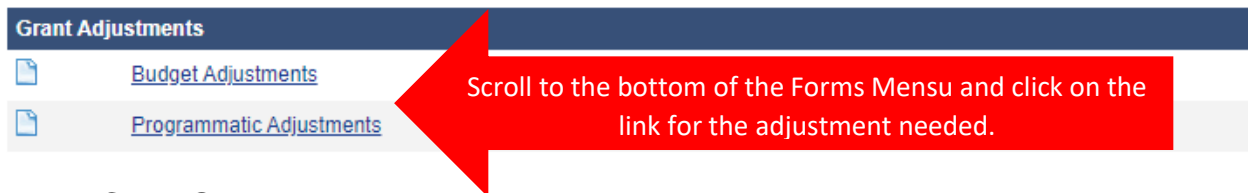
- Click on Status Change.
- Depending on the type of adjustment being sought, select either Programmatic or Budget in Progress.



- Click on the Forms menu.



- Scroll to the bottom of the Forms Menu.
- Click on the link for the type of adjustment needed.



- Click Save.
- Click Status Change.
- Select either Programmatic or Budget Adjustment Submitted.