

Program Modifications and Budget Amendments Submissions on Survey Monkey Apply Technical Sheet

This document serves as a technical assistance document for programs to use when applying for a program modification and/or a budget amendment in the Survey Monkey Apply portal. It details step by step instructions for submitting. Applicants will first need to create a Survey Monkey Apply account if they have not already done so. Upon completion, applications will be reviewed and tracked within the portal by the Resource Center and NYSED staff. Communications between NYSED and programs will still be via email.

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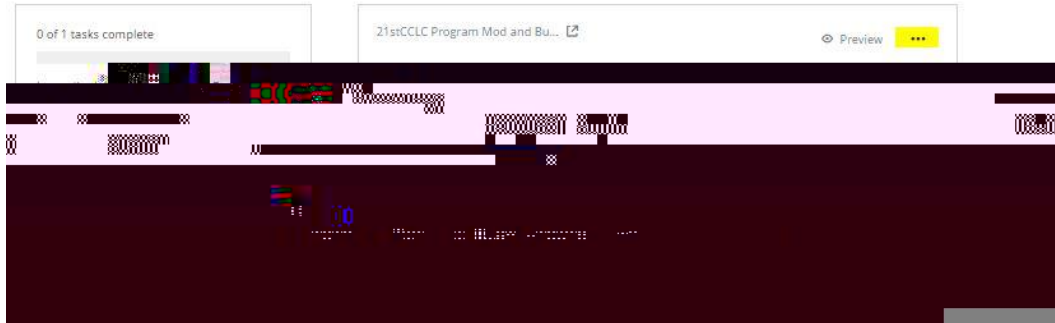
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they have not already done so. Please note if you use self logging will be prompted to create an account or login.



- x If the applicant already has a log in, click the ^ >] P button and enter your information to log in.
- x If the applicant needs š OE P] š š OE š v μ v š š ^ š P] • š OE create your account. New users will be asked the following:
 - o First Name
 - o Last Name
 - o Email
 - o Password/Confirm Password
- x After registration, you will receive a mail prompt from Survey Monkey Apply confirming your registration. This will create what the platform calls an ^ p p l i c a t i o n _ , for our purposes will be your program modification and budget amendment submission. Survey Monkey Apply refers to users as applicants X

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x Applications can be saved at any point in the application by scrolling to the bottom and selecting šZ ^^ s E KE d/E h /d/E'_ μšš}v



x If the applicant gets lost within the portal at any point, Œ}μ[À iμ•š •]Pv]v v Œ o}}
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 applications you have started will be shown here, which the applicant can sort or view as a list.



x Pending, incomplete, or approved applications can be viewed and edited (if applicable) by
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 their previous applications.



x Applicants can select to view, continue, or start applications Œ Ç[À Œ š X
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Program Modification and Budget Amendment Application

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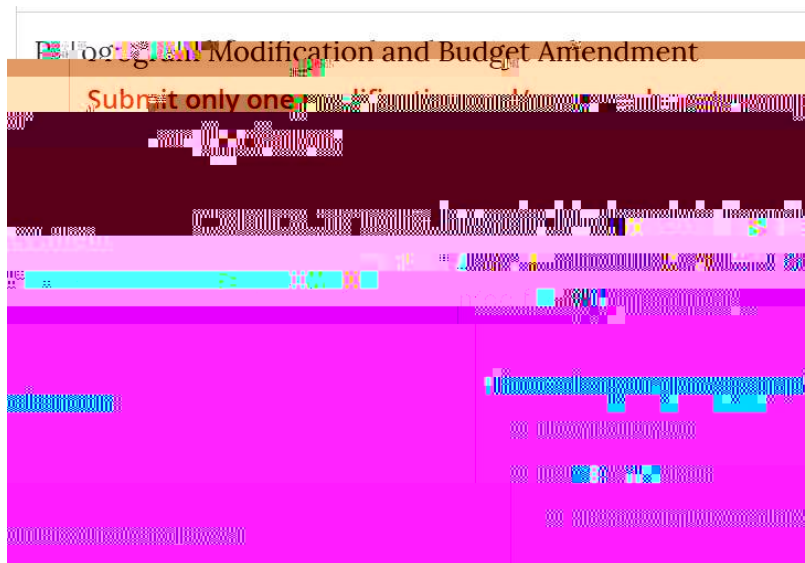
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- x Upon entering the application, applicants are prompted to review the [Program Modification Fact Sheet](#) to assist in determining if they have all the appropriate documentation. Programs select the region they are associated with.
 - o Selecting Rest of State (RoS) will send the WDI to the RoS D Z X
 - o Selecting New York City (NYC) will send the WDI to the E z d Z X
 - o Selecting SED Review will send modification/amendment to the SED program office X
The SED program office will not accept modifications or amendments until reviewed by the programs respective Z X



- x Applicants can then select their project number/program from the drop-down menu and select their program title.
- x Applicants are then prompted to identify which modification they are submitting. The options include Program Modification (no budget change needed), Program Modification (with a budget amendment), or a Budget Amendment only.

Applicants will be prompted to insert the contact information of the individual who will be responsible for communicating with NYSED staff regarding Program Modification status and clarifications.

Person of Contact: First and Last Name

This will be the individual program staff will reach out to.

First Name: Jane Doe

Last Name: John Doe

Address: 123 Main St, New York, NY 10001

Email Address: john.doe@company.com

Phone Number: (212) 555-1234

Area Code: 212



Applicants will be prompted to input the program modification desired or anticipated start date. Do not implement programmatic changes until notified of NYSED approval.

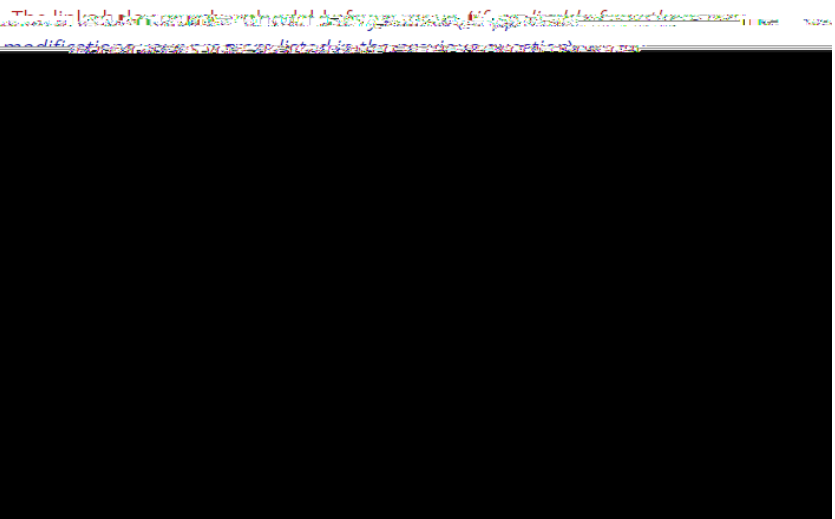
Planned Implementation Start Date

Planned Implementation Start Date: Oct 13 2023

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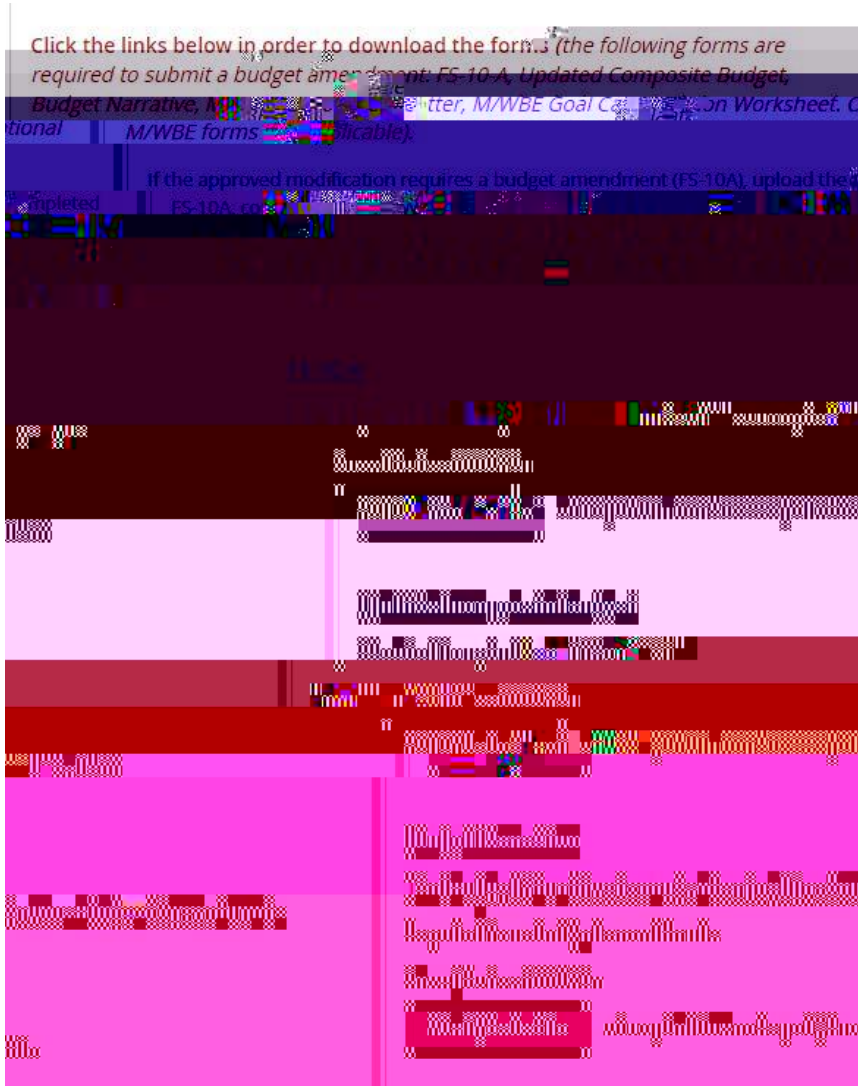
Programs will need to upload their completed [Program Modification Form](#) here. Applicants can download this file by clicking the hyperlink in the modification, and uploading it once completed after review.



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‡ Much like the above section, here is where applicants will upload the required fiscal documents for their budget amendment. Applicants can download the appropriate forms from the links and reupload them. The upload categories are as follows:

- o FS-10A
- o Composite Budget
- o Budget Narrative
- o Any related M/WBE documents



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‡ Not every budget amendment will need all of the MWBE documentation. Programs are required to submit an MWBE Cover Letter Sheet and the MWBE Goal Calculation Sheet. If additional

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