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Within the Budget Details pages of all grant applications, you will now see a new Export button that allows you to export the contents of the budget detail page into a spreadsheet for your own use. For programs that budget by site, the export will include all sites, not just the currently displayed one. For grants that include multiple programs (e.g., CFP or IDEA), it will only export the budget for the currently displayed program; you may wish to create exports from each program you use, then combine them in your spreadsheet for a grand total.

To create an export file:

1. Open any version of any grant application.
2. In grants with multiple programs, navigate using the Application Sections pull-down in the upper right to the desired program.



3. Choose the Budget Detail tab.



4. Near the bottom, click on the Export button.



5. The page will reload. Scroll to the bottom once more and you will find these links below the Export button:



Right click on the following link and click "Save target as..." [Budget Detail Site Export](#)  
Right click on the following link and click "Save target as..." [Budget Detail Site Export CODES](#)

6. Right-click on each of the links to save the file to your own computer.
7. You can now open the files in your preferred spreadsheet for your own use.

We do not have the ability to import a spreadsheet into these pages, only to export budgets for your internal use.