

# Change in Project Period GAN

Job Aid

**GMS Training Documentation** 



#### Step Screen 1 **GMS Home Screen** 6.5 Grant Management System Home All programs you are currently participating in are listed below. To reduce the size of program listing, choose from Manage Users the following criteria and press the Refresh button. Applications Year Solicitation Refresh All All V V Victim Compensation Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these Certification opportunities or to start a new application click on Funding Opportunities. Awards BJA 10-11-2018 Funding Year **Application No.** Status Correspondence Action **Opportunities** No Messages 2019-H0159-VA-BZ Application submitted on 06/21/2019 2019 View Grant Adjustments Compose message Grant Monitoring BJA SCAAP 2019 Conference **Application No.** Action Year Status Correspondence Reporting · Application not yet submitted, last saved on No Messages 2019 2019-H0161-VA-CI 08/08/2019 Update **Financial Status** Application Deadline expires on 02/27/2020 Compose messag Reports BJA SCAAP 2019 Closeouts Action Year **Application No.** Status Correspondence Reports · Application not yet submitted, last saved on No Messages 2019 2019-H0162-VA-CI 08/08/2019 Update Profile Application Deadline expires on 02/27/2020 Compose message SAM Claim BJA SCAAP 2019 Change Password Year **Application No.** Status Correspondence Action · Application not yet submitted, last saved on No Messages Log Off 2019 2019-H0163-VA-CI 09/20/2019 Update Application Deadline expires on 02/27/2020 Compose message

### **Description and Action**

#### Description

A Grant Adjustment Notice (GAN) is a request to make a programmatic, administrative, or financial change to a grant.

Changes can be initiated by the grantee, program office, or OCFO. Grantees should work with their grant manager to identify any accompanying information that needs to be submitted with the request.

#### Action

 To create a GAN, click the Grant Adjustments link to open the Grant Adjustments module.

Grant Adjustments



		Grant Adjus	tments - All Ad	tive GAN	5		
All Active Change Requested	ID GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
<u>Approved</u> <u>Denied</u> <u>Draft</u>	<b>R</b> Recovery Act	NO	ВЈА	Submitted	2020-V1-K8-0002	TESTING	10/22/2019
Create Grant Adjustment							
/Frequently Asked stions Home							
Dff							

# Description

The GAN Adjustment screen displays all active GANs created by the logged-in user, as well as the current status of each GAN.

Once a GAN has been completed, it will move from **Active** status to **Approved**. If the program office/OCFO needs to request changes, it will send a change request back to your organization and the GAN will move from **Active** status to **Change Requested**. The same is true for a GAN that is denied by the program office or OCFO.

#### Action

.. Click the **Create Grant Adjustment** link.

<u>Create Grant</u> <u>Adjustment</u>



3	Select Grant Adjustment Type Dropdown	Description
	Create Grant Adjustment - Select Grant Adjustment Type         All Active       Select the type of grant adjustment you would like to create.         Dudget Modification       Change Grantee Address         Change Grantee DUNS Number       Change Grantee DUNS Number	This list displays every type of GAN that can be submitted. Selecting a GAN Type displays fields that are appropriate for that GAN.
	Approved     Change Grantee Name       Denied     Project Period       Project Scope Change     Solis Source Approvals       Draft     Sole Source Approval       Update Contact     Update Contact	All changes must be reviewed by the program office or OCFO. The program manager will identify any accompanying information that needs to be submitted along with the request.
	Log Off	Action
		<ol> <li>Select the GAN Type. In this job aid, the Change Project Period GAN Type should be selected.</li> </ol>
4	Select Grant Adjustment Type Screen	Description
	Create Grant Adjustment - Select Grant Adjustment Type	Once selected, the <b>Change Project</b> <b>Period</b> GAN type appears.
	Change Requested	Action
	Approved Denied	1. Click the <b>Create</b> button.
	Draft Create Grant Adjustment	Create
	Help/Frequently Asked Questions	
	GMS Home Log Off	



5	Select Award Screen	Description
	All Active       Please select the awards for which you would like to create a Grant Adjustment from the list below.         All Active       Award Number       Solicitation       Program Office         Approved       2020-BJ-R9-K001 OVW Special Condition Test 11/20       OVW         Denied       Y 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice       BJA	The Select Award screen displays all awards for your organization. Some types of adjustments must be made for all awards on the list. These include DUNS number, mailing address, and grantee name
	Draft	adjustments. For Change in Project Period GANs, select a single award.
	GMS Home Log Off	<ul> <li>Action</li> <li>1. Select the award that requires adjustment.</li> <li>2. Select the Submit button.</li> </ul>



		Change Project Peri	od GAN				
All Active Change Requested	3	GRA	US DEPARTMENT OF OFFICE OF JUSTICE F	DUSTICE PROGRAMS	L		
Approved		Gran	tee Informa	ation			
Denied	Grantee Name:	Michael Glover	Pr	oject Period:	10/18	3/2019 - 09/30/20	020
Draft	Grantee Address:	3434 Washington Blvd Arling	ton, 22020 Pr	ogram Office:	BJA		- II.
	Grantee DUNS Number:	00-000-0000	Gi	ant Manager:	Sean	Smith	- II.
Adjustment	Grantee EIN:	12-3456789	A	plication Numbe	<b>(s):</b> 2020	-H0006-VA-23	- II.
	Vendor #:	569456046	A	ward Number:	2020	-VT-K8-0002	
Help/Frequently Asked	Project Title:	TESTING	A	ward Amount:	\$1,00	0,000.00	
<u>99990000</u>		Cha	nge Project Per	iod wiedu	Month	Day 10	
	Current Grant Period:	Month: 11 Day: 12	New Grant Po	eriod:	Nonth:	Day: 12	
	Project Start Date: Project End Date:	09/30/2020	*New Projec	t End Date:	10/10/2019		
	*Required Justificatio	n for Change Project Pe	riod:	t Ella Dute.	00/00/2020		
	Actions: 4 Save Submit	icel					

## Description

A Change Project Period GAN is submitted when the dates of operation for a grant project award are changed. It must be submitted no later than 30 days prior to the original project end date. GANs submitted later than 30 days prior to the original end date can only be initiated by the grant manager. The new project start date must be at the beginning of a month, while the new project end date must be at the end of a month (ex. March 1<sup>st</sup> and March 31<sup>st</sup>).

Helpful Tip: Grantees are only allowed to submit one Change Project Period GAN within a project period, unless extenuating circumstances arise.

Action

- 1. Enter the **New Grant Period** month and day.
- 2. Enter the New Project Start Date.
- 3. Enter the New Project End Date.
- 4. Click the **Submit** button.

Submit



GAN Action Confirmation       All Active       Action Confirmation       Change Requested	GAN allov	I Action Confirmation s
	conf	<i>w</i> s one final opportunit firm the GAN.
Approved     Yes     No       Denied       Draft       Create Grant Adjustment       Help/Frequently Asked Questions	Action 1. 0 t	<b>on</b> Click the <b>Yes</b> button to ( the Project Period GAN)