



Change in Project Period GAN

Job Aid

GMS Training Documentation



Step	Screen	Description and Action
1	<p>GMS Home Screen</p>	<p>Description</p> <p>A Grant Adjustment Notice (GAN) is a request to make a programmatic, administrative, or financial change to a grant.</p> <p>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.</p> <p>Action</p> <ol style="list-style-type: none"> To create a GAN, click the Grant Adjustments link to open the Grant Adjustments module. <p>Grant Adjustments</p>

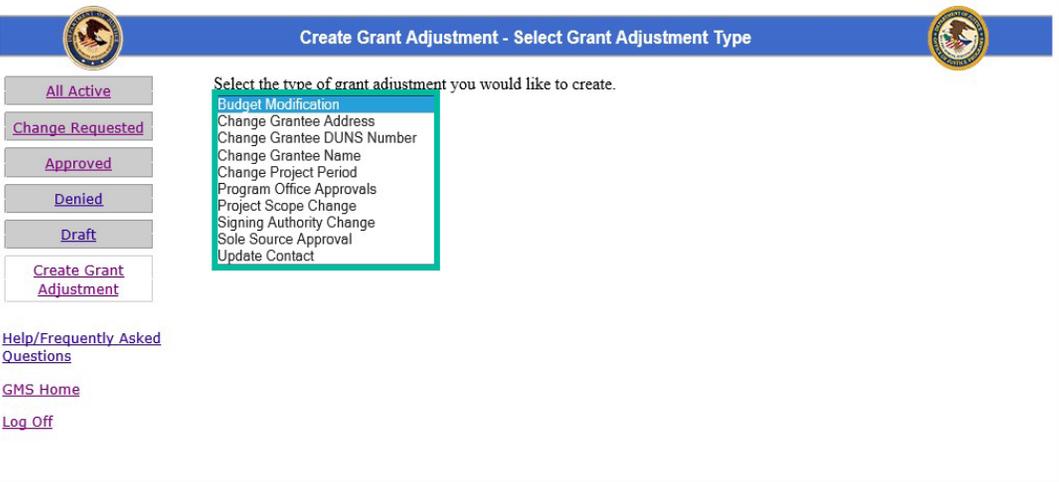
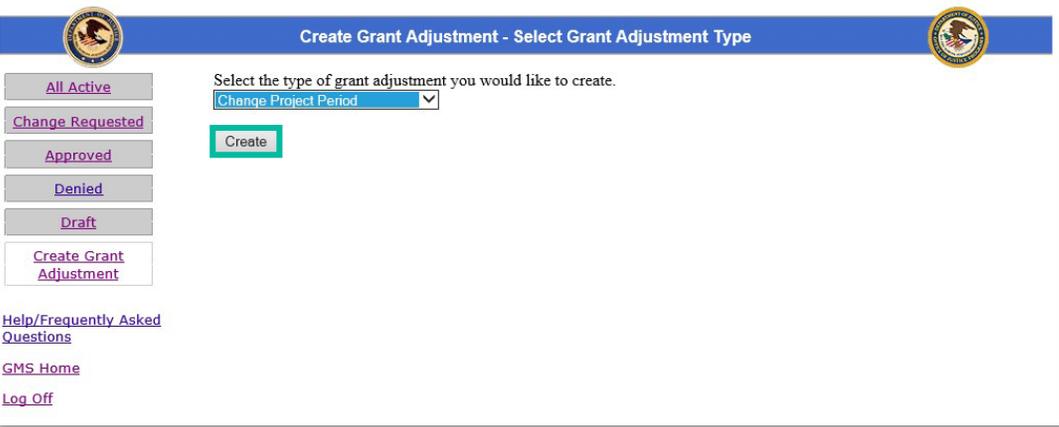
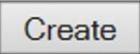


<p>2</p>	<h3>All Active GANs Screen</h3> <thead> <tr> <th>ID</th> <th>GAN Type</th> <th>Multiple Awards</th> <th>Program Office</th> <th>Status</th> <th>Award Number</th> <th>Project Title</th> <th>Date Submitted</th> </tr> </thead> <tbody> <tr> <td>1047934</td> <td>Bud Mod</td> <td>No</td> <td>BJA</td> <td>Submitted</td> <td>2020-VT-K8-0002</td> <td>TESTING</td> <td>10/22/2019</td> </tr> </tbody>	ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted	1047934	Bud Mod	No	BJA	Submitted	2020-VT-K8-0002	TESTING	10/22/2019
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R Recovery Act

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



<p>3</p>	<p>Select Grant Adjustment Type Dropdown</p> 	<p>Description</p> <p>This list displays every type of GAN that can be submitted. Selecting a GAN Type displays fields that are appropriate for that GAN.</p> <p>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.</p> <p>Action</p> <ol style="list-style-type: none"> 1. Select the GAN Type. In this job aid, the Change Project Period GAN Type should be selected.
<p>4</p>	<p>Select Grant Adjustment Type Screen</p> 	<p>Description</p> <p>Once selected, the Change Project Period GAN type appears.</p> <p>Action</p> <ol style="list-style-type: none"> 1. Click the Create button. 



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Select Award Screen

Create Grant Adjustment - Select Award

All Active

Change Requested

Approved

Denied

Draft

Create Grant Adjustment

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Please select the awards for which you would like to create a Grant Adjustment from the list below.

Award Number	Solicitation	Program Office
My Assigned OJP Vendor Number: 569456046		
<input type="radio"/> 2020-BJ-R9-K001	OVW Special Condition Test 11/20	OVW
<input type="radio"/> 2020-VT-K8-0002	FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems	BJA

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Description

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 adjustments.

For Change in Project Period GANs, select a single award.

Action

1. Select the award that requires adjustment.
2. Select the **Submit** button.

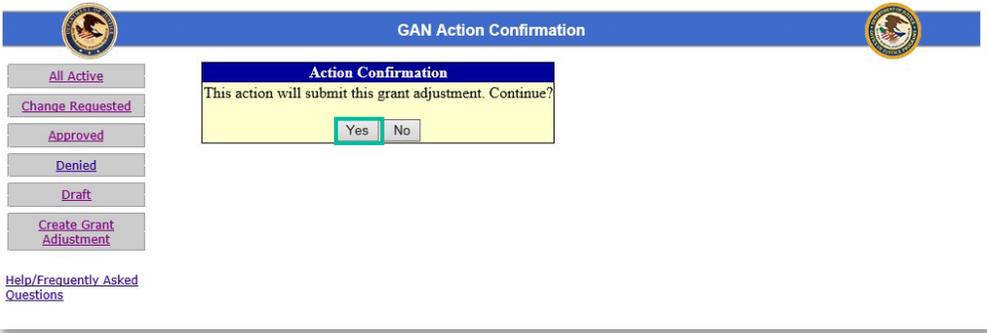
Proprietary and Confidential

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<p>6</p>	<h3>Change Project Period GAN Screen</h3>	<h3>Description</h3> <p>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 1st and March 31st).</p> <p> Helpful Tip: Grantees are only allowed to submit one Change Project Period GAN within a project period, unless extenuating circumstances arise.</p>
		<h3>Action</h3> <ol style="list-style-type: none"> 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. <p><input type="button" value="Submit"/></p>



<p>7</p>	<p>GAN Confirmation Screen</p>	<p>Description</p> <p>GAN Action Confirmation screen allows one final opportunity to confirm the GAN.</p>
		<p>Action</p> <ol style="list-style-type: none">1. Click the Yes button to confirm the Project Period GAN. <p><input type="button" value="Yes"/></p>