



Resubmit a Change Requested Report

Job Aid

GMS Training Documentation

Resubmit a Change Requested Report



Step	Screen	Description and Action																																								
1	<p>GMS Home Screen</p> <p>All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the Refresh button.</p> <p>Year Solicitation</p> <p>All <input type="text" value="All"/> Refresh</p> <p>Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on Funding Opportunities.</p> <p>BJA 10-11-2018</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>2019-H0159-VA-BZ</td> <td>• Application submitted on 06/21/2019</td> <td>No Messages Compose message</td> <td>View</td> </tr> </tbody> </table> <p>BJA SCAAP 2019</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>2019-H0161-VA-CI</td> <td>• Application not yet submitted, last saved on 08/08/2019 • Application Deadline expires on 02/27/2020</td> <td>No Messages Compose message</td> <td>Update</td> </tr> </tbody> </table> <p>BJA SCAAP 2019</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>2019-H0162-VA-CI</td> <td>• Application not yet submitted, last saved on 08/08/2019 • Application Deadline expires on 02/27/2020</td> <td>No Messages Compose message</td> <td>Update</td> </tr> </tbody> </table> <p>BJA SCAAP 2019</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>2019-H0163-VA-CI</td> <td>• Application not yet submitted, last saved on 09/20/2019 • Application Deadline expires on 02/27/2020</td> <td>No Messages Compose message</td> <td>Update</td> </tr> </tbody> </table>	Year	Application No.	Status	Correspondence	Action	2019	2019-H0159-VA-BZ	• Application submitted on 06/21/2019	No Messages Compose message	View	Year	Application No.	Status	Correspondence	Action	2019	2019-H0161-VA-CI	• Application not yet submitted, last saved on 08/08/2019 • Application Deadline expires on 02/27/2020	No Messages Compose message	Update	Year	Application No.	Status	Correspondence	Action	2019	2019-H0162-VA-CI	• Application not yet submitted, last saved on 08/08/2019 • Application Deadline expires on 02/27/2020	No Messages Compose message	Update	Year	Application No.	Status	Correspondence	Action	2019	2019-H0163-VA-CI	• Application not yet submitted, last saved on 09/20/2019 • Application Deadline expires on 02/27/2020	No Messages Compose message	Update	<p>Description</p> <p>When you open GMS, you are on the <i>Home</i> screen, where you can access awards that are associated with your user account.</p> <p>Action</p> <ol style="list-style-type: none"> 1. Select the Awards link to view a list of active awards. <p>Awards</p>
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2 Grants Awards List Screen

Grant Management System Awards Home

Manage Users

Applications

Victim Compensation Certification

Awards

Funding Opportunities

Grant Adjustments

Grant Monitoring

Conference Reporting

Financial Status Reports

Closeouts

Reports

Profile

SAM Claim

Change Password

Log Off

[Help/Frequently Asked Questions](#)

FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems

Year	Award Number	Status	Grant Manager	Correspondence	Action
2018	2020-VT-K8-0002	<ul style="list-style-type: none"> Grantee Notified On 10/18/19 Active 	Name: Smith, Sean Phone:(202) 514-5759 Fax: Other:	1 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout

NIJ FY 19 Special Condition Test

Year	Award Number	Status	Grant Manager	Correspondence	Action
2019	2020-BZ-KA-K001	<ul style="list-style-type: none"> Grantee Notified On 10/18/19 End Date Passed 		10 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout

OVW Special Condition Test 11/20

Year	Award Number	Status	Grant Manager	Correspondence	Action
2019	2019-BJ-R9-K005	<ul style="list-style-type: none"> Grantee Notified On 07/10/19 End Date Passed 	Name: Glover, Michael Phone: Fax: Other:	7 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports

Description

Sometimes a successfully submitted report does not provide all the information a grant manager or program manager needs for a full picture of the recipient grant activities.

In this case, recipients are sent a change request to resubmit the report.

Recipients must respond to the change request and resubmit the progress report for the report to be approved by the program manager.

Action

1. Click the link on the award to access the progress reports for that award.



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Submit a Progress Report Screen

Semi-Annual Progress Reports

This handbook allows you to complete Semi-Annual Progress Reporting for FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems.

For questions about what to submit click [here](#).

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	19-Oct-2018 - 30-Jun-2019	Regular	Change Requested	24-Oct-2019	View	Update
2	01-Jul-2019 - 30-Sep-2019	Final Report		21-Jun-2019	View	Create

Description

Progress reports are built in GMS once the award is accepted. These reports will change only if a GAN is submitted to modify the report.

The status of a progress report tells you where the report is in the submission process. A report might be in one of the following status:

- **Change Requested** – The report was submitted but not approved. It has been sent back to the recipient organization for changes. A report in **Change Requested** status can be edited using the **Update** button. *This is the relevant status for this job aid.*
- **Draft** – The report is in the process of being worked on. A report in **Draft** status can be edited using the **Update** button.
- **Submitted** – The report has been submitted for approval but has not been approved. A report in **Submitted** status cannot be edited.
- **Approved** – The report has been submitted and approved. A report in **Approved** status cannot be edited.
- **Overdue** – The report is in **Draft** status and was not submitted prior to the due date.

Action

1. Click the **Update** button to make changes.





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Submit a Progress Report Screen

FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems 2020-VT-K8-0002

[Award](#) | [Financial Status Reports](#) | [Semi-Annual Progress Reports](#) | [Correspondence](#)

Semi-Annual Progress Report Handbook **Submit Report**

You can **Submit** this report only when the following checklist is complete. Click on the "Incomplete" link to get more details for the corresponding incomplete item.

Status	Requirement
Complete	Overview
Complete	Point Of Contact
Complete	Performance Metrics
Incomplete	Narratives
Complete	Attachments
Complete	Certification

You may not submit your report until all of the above conditions are marked as "Completed".

Status	Requirement
Complete	Overview
Complete	Point Of Contact
Complete	Performance Metrics
Complete	Narratives
Complete	Attachments
Complete	Certification
Incomplete	Submit Report

Report Overview
Point of Contact
Performance Metrics
Narratives
Attachments
Certification
Submit Report

[Help/Frequently Asked Questions](#)
[Semi-Annual Progress Reports Home](#)
[GMS Home](#)
[Log Off](#)

Description

Once the requested changes have been made, you will need to resubmit the report.



Helpful Tip: Until all sections of the report are in *Complete* status, the Submit Report button will not appear.

Submit Report

Action

1. Click the **Incomplete** link and resolve all incomplete items (if necessary).
2. Click the **Submit Report** button.

Submit Report