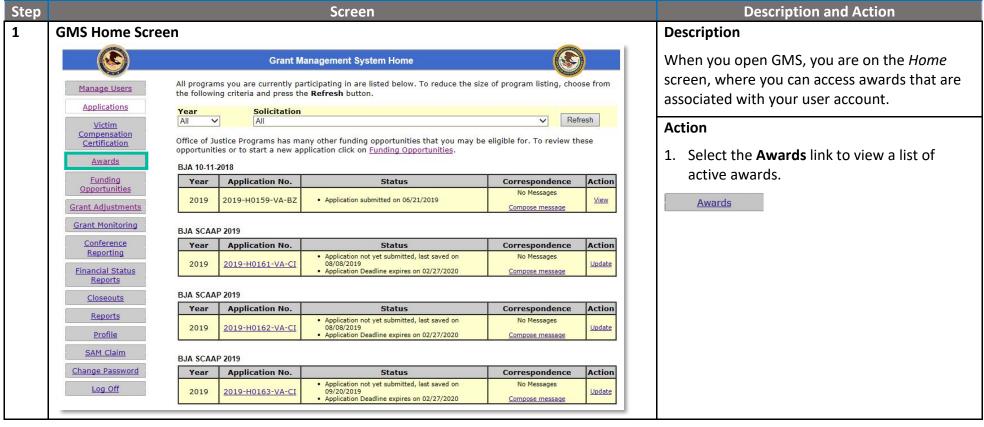


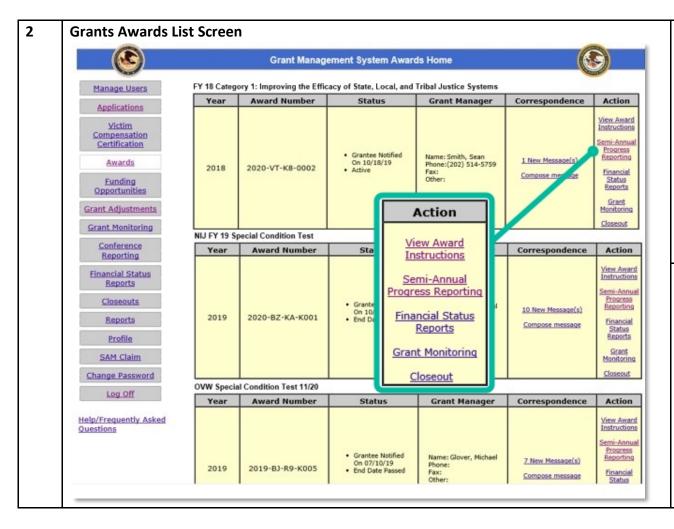
Job Aid

GMS Training Documentation









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.

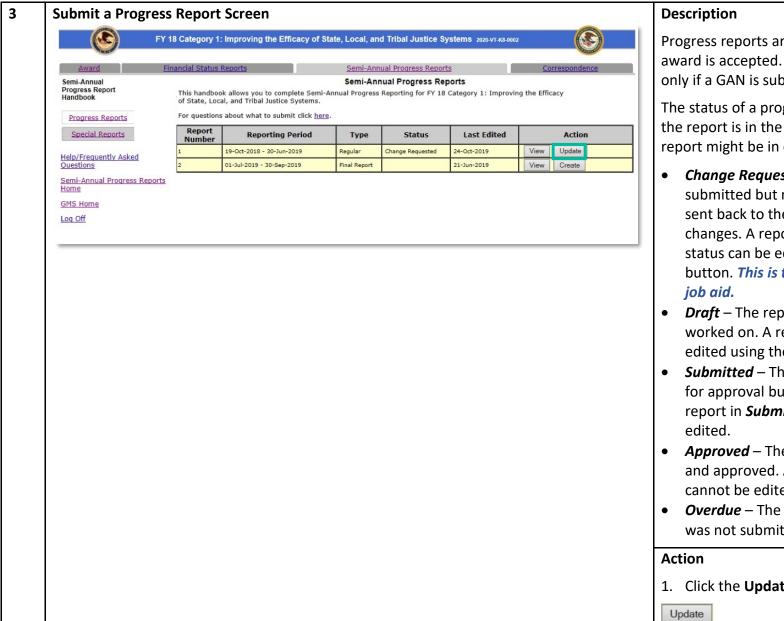
In this case, recipients are sent a change request to resubmit the report.

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.





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.

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



