Resubmit a Change Requested Report

Job Aid

GMS Training Documentation
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| 1    | GMS Home Screen | **Description**  
When you open GMS, you are on the *Home* screen, where you can access awards that are associated with your user account.  
**Action**  
1. Select the **Awards** link to view a list of active awards. |
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.
Resubmit a Change Requested Report

3 Submit a Progress Report Screen

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.
Resubmit a Change Requested Report

Submit a Progress Report Screen

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.

<table>
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<th>Status</th>
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<tr>
<td>Complete</td>
<td>Overview</td>
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<td>Complete</td>
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<td>Complete</td>
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<td>Incomplete</td>
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<td>Complete</td>
<td>Attachments</td>
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<td>Complete</td>
<td>Certification</td>
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Helpful Tip: Until all sections of the report are in Complete status, the Submit Report button will not appear.

Action

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