

QR#101: How to Use the Online Grant Award Grant Adjustment Notice (GAN)

Introduction

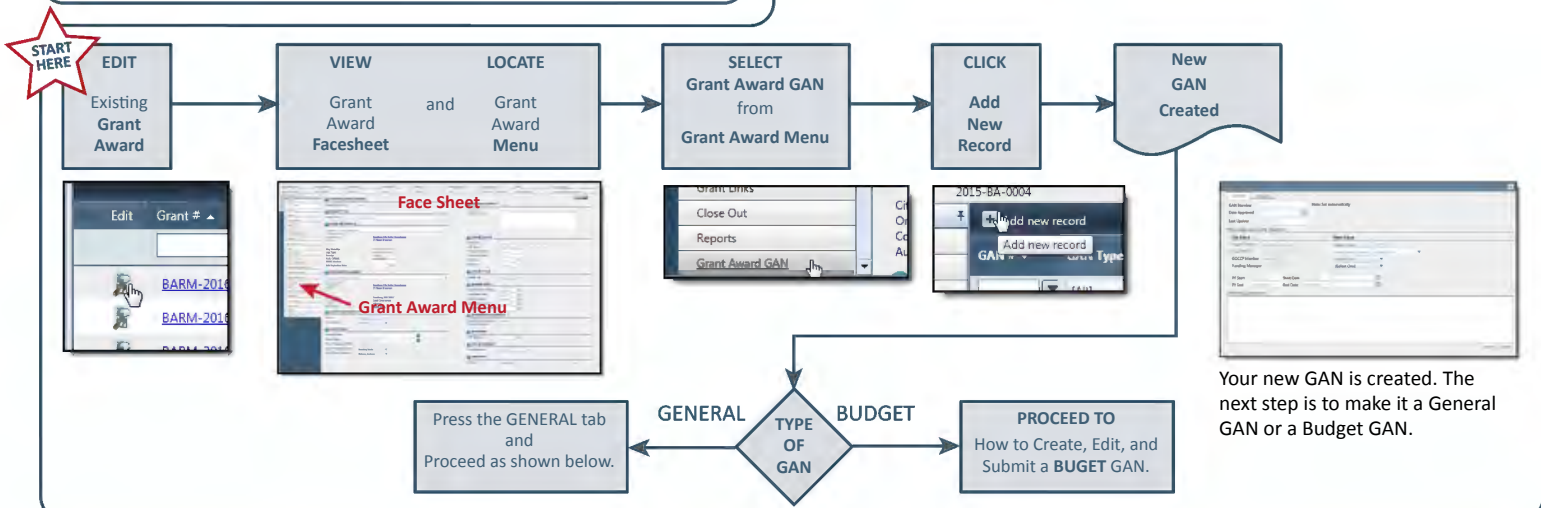
With the new version of GMS, you have the choice when making Grant Award Grant Adjustment Notices. You can continue to mark-up and submit printouts explaining the changes you wish to make.

Or you can use the new Online GAN feature to make the changes to your Grant Award directly within GMS. There are two types of online GANs - General and Budget; this Quick Reference provides instructions on how to create and submit both online types.

How to Create an Online GAN

This section explains how to locate the GAN feature and create an initial GAN step-by-step. After creating the GAN, you will decide whether it will be a BUDGET GAN or a GENERAL GAN, following the last two steps of the flowchart accordingly.

A GENERAL GAN allows you to make changes to the grant Start and End Date, Fiscal Officer, or Project Director in your grant. A BUDGET GAN allows you to make revisions to your grant award budget.



How to Create, Edit, and Submit a GENERAL GAN

- Step 1. Change the value of the Project Director or Fiscal Officer by clicking the dropdown list beside the position title and selecting the new value from the list.
- Step 2. Enter a new Start Date or End Date into the available boxes. Click the calendar icon to select a date from the calendar.
NOTE: New Start Date must occur after the value in the FY Start date box and new End Date must occur prior to the value in the FY End date box.
- Step 4. Click the Insert button. You are taken back to the Grant Award GAN screen.

- Step 5. Click the Status dropdown and select Submit from the list.

NOTE: For both types of GANs (General and Budget) you will receive email confirmation once your GAN has been processed by the office and has been approved or denied.

How to Create, Edit, and Submit a BUDGET GAN

- Step 1. Click on the Budget tab at the top left of the GAN screen.
- Step 2. Click on the Budget button in the middle of the Budget GAN screen. Doing this will take you to the Budget Revision screen.

- Step 3. Add your budget revision. For help on this topic, refer to section 7.3.3 in the GMS User Guide or view the help videos online.
- Step 4. Click the "Save Budget Revision" when you are finished.
- Step 5. You are returned to the BUDGET GAN screen. Click the Insert button to officially submit your budget GAN.
- Step 6. You are taken back to the Grant Award GAN screen. Click the Status dropdown in the row of your new GAN and select Submit from the list.

- NOTES: A) If you switch between GAN types (BUDGET -> GENERAL or vice versa) you will lose any information you have entered so far.
B) You may only have one (1) GAN of each type open at a time.
C) When doing a budget GAN, if you change a salary, you must MANUALLY adjust the fringe benefits accordingly; they will not automatically adjust.