



Post-Award Grant Adjustment Notices (GAN): General and Budget GAN Submission: Frequently Asked Questions (FAQs)

Introduction

A Grant Adjustment Notice (GAN) is a formal request submitted to the GOCPP to propose changes to an existing grant award. GANs are used to request approval for modifications such as budget revisions, project period extensions, scope adjustments, or other administrative changes to the grant.

To request modifications to your award, the Project Director, Fiscal Officer, Authorized Official, or a pre-approved Alternative Authorized Official must submit a Grant Adjustment Notice (GAN) in the Grant Management System (GMS). GANs submitted by anyone else will be returned to the subrecipient or denied in the GMS. Below are the most frequently asked questions regarding the submission and approval of GANs.

What is the difference between a General GAN and a Budget GAN?

- A **General GAN** is used for changes that do not affect the approved budget, such as:
 - Changes to the project scope, goals, or objectives
 - Project extension request
 - Changes in project service sites
 - Updates to key personnel, including:
 - Project Director
 - Fiscal Officer
 - Civil Rights Contact
 - GOCPP may also submit an internal General GAN to update reporting questions or award conditions (including Special Conditions). Subrecipients will be notified by email when these updates occur.
- A **Budget GAN** is required to request any modifications to the approved budget, including:
 - Moving funds between budget line items and categories
 - Adding new line items

- Adjusting salary or fringe benefit amounts
- Modifying match or cost-share amounts
- Deobligating or returning funds to GOCPP
- **Other Grant Adjustments:** Subrecipients are responsible for communicating all subaward changes to GOCPP. Minor adjustments that do not require a GAN may be reported through quarterly progress reports, such as:
 - Changes in personnel names only (not roles)
 - Minor adjustment to quantities of items purchased, when:
 - The project scope, goals, and objectives remain the same, and
 - The total line item cost does not change
 - If you are unsure whether a change requires a GAN, please contact the assigned grant staff listed in the GMS before proceeding.

When should I submit a GAN?

- Subrecipients must act as soon as possible to submit a GAN to avoid after-the-fact modification requests, which will be reviewed on a case-by-case basis for extenuating circumstances only, as determined by Grant staff. A GAN must be fully executed to be effective.
- GOCPP requires all final GANs to be submitted at least 30 days before the end of the award period. For example, if your project end date is June 30, the GAN must be submitted no later than May 30. Requests submitted after this deadline may be reviewed on a case-by-case basis, but require prior approval from GOCPP.

What are some examples of GANs needed for each budget category?

- Personnel Cost Adjustments: Personnel costs must reflect actual payroll expenses, including salary and fringe benefits. A Budget GAN is required if personnel costs change during the award period due to events such as:
 - Pay raises
 - Promotions
 - Position reclassification
 - Staffing changes affecting salary amounts
 - Vacant grant-funded positions: Subrecipients shall notify GOCPP about filling vacant positions (Personnel TBDs) within 45 calendar days or a GAN must be submitted to repurpose those funds. After 45 days, these funds may be subject to de-obligation at the GOCPP's discretion.
- Contractual Services: If contractual service costs change in a way that affects the approved budget line item, a Budget GAN may be required.
 - Example: If you need to engage an additional consultant and the total cost exceeds the allowable consultant rate, you must:
 - Submit a [Request for Preauthorization of Consultant Fees Form](#) to your assigned grant staff for approval if the rate exceeds \$81.25 per hour or \$650 per day.

- Upon approval, submit a Budget GAN reflecting the revised amount.
 - Provide a brief justification explaining why the increase is necessary to support project objectives.
- Note: Contractual services include costs for consultants, contractors, and other service providers, but do not include employee salaries.
- Travel: A Budget GAN is required if travel costs need to be reallocated from another budget category or if the travel purpose or location changes from what was originally approved.
 - Example: Your approved budget included travel to a local training, but the project now requires out-of-state conference travel, requiring additional travel funds.
- Equipment: If equipment costs change in a way that affects the approved budget line item, a Budget GAN may be required.
 - Example: If the unit cost of an approved equipment item increases and results in exceeding the total amount budgeted for that line item, you must:
 - Submit a Budget GAN requesting the revised amount
 - Provide a justification explaining the cost increase and its impact on project implementation
 - Note: As of SFY 2026, equipment is defined as items with a per-unit cost of \$10,000 or more.
- Other Budget Changes: A Budget GAN is also required if:
 - Funds are moved between budget categories
 - A new line item is added
 - An approved line item is removed
 - Cost share/match contributions change
 - A contractual service is added or modified

How do I submit a General GAN in GMS?

- Please refer to the General Adjustment Help Video which can be located using this link: <https://youtu.be/9FeuIcf0I18?list=PL4m2jMSGM67wWKRozVqKxHHJfUEXMu2cP>

What steps are required to submit a Budget GAN in GMS?

- Please refer to the Budget Adjustments Help Video which can be located using this link: <https://youtu.be/6gYEhU6kHuk?list=PL4m2jMSGM67wWKRozVqKxHHJfUEXMu2cP>

What documentation is required for a General GAN?

- Depending on the request, documentation may include:
 - Revised project narrative
 - Submitting a [new GMS user request](#) for updating key personnel
 - Agency letterhead documentation supporting project changes

What level of details are required for a Budget GAN justification?

- Subrecipients should clearly answer the following questions in the main justification section:
 - Who is affected? (Personnel)
 - What is changing?
 - Why is the change needed?
 - How is the change justified?
 - When will the change take effect?
 - Where will the activity occur? (travel, conferences, etc.)
- Additional documentation may be required for certain expenses (for example, contracts or procurement documentation).

How long does it take for GAN approval?

- Processing times may vary depending on the complexity of the request; however, GANs are typically processed within 2 to 5 business days. Please note that if a GAN is returned for revision due to missing information or the need for clarification, the processing time will restart once the revised submission is received.

Can I submit both a General and a Budget GAN at the same time?

- Yes, if both programmatic and budget changes are needed, you may submit both GANs. However, the GMS only allows one open General GAN and one open Budget GAN at a time.

What happens if my General or Budget GAN is returned or denied?

- If a GAN is denied, GOCPP staff will provide feedback explaining the reason.
- Subrecipients may:
 - Revise and resubmit the request, or
 - Submit a new GAN addressing the required changes.
- GOCPP may also return a GAN for revision if additional clarification is needed.

Can I modify a submitted GAN after it's been approved?

- No. Once a GAN is approved, any additional changes require submitting a new GAN.

Do I need to submit a GAN if the change is within the approved budget category but does not exceed the total budget?

- Yes. A Budget GAN is required for any adjustments between line items, even if the total category amount does not change.
- Contact the assigned grant staff if you are unsure.

Does GOCPP follow the 10% budget modification rule?

- No. GOCPP requires a Budget GAN for any budget adjustment, regardless of the percentage.

How do I track my GAN submission?

- You can monitor the status of your GAN submission through the GMS portal under the "Grant Award GAN" tab under the status column.
- Note: Executed status means the GAN has been fully approved by GOCPP.

What if I don't receive a decision within the expected timeframe?

- If you have not received a decision after the typical review period, contact the assigned grant or fiscal staff listed on the Face Sheet in GMS. A GAN must be fully executed to be effective.

Is there a limit to how many GANs I can submit during the award period?

- There is no formal limit, but GAN requests should be necessary and well-justified. All costs must be reasonable, allocable, and allowable. Frequent GAN submissions may result in additional review of grant management practices.

Who should I contact if I need help?

- For programmatic questions, contact the assigned grant staff listed on the Face Sheet in GMS.
- For technical issues with the system, contact the GOCPP GMS Helpdesk:
support@goccp.freshdesk.com.