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Introduction and Overview
How to Use this Guide

This Job Aid Reference Guide (JARG) helps users navigate the software when working in JustGrants management functions, which includes:

• Feature overviews
• Step-by-step instructions
• Infographics
• Glossary terms
• New feature summaries

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training and Resources page.

Linked Content

This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.

Select the Home icon located at the bottom left corner of the page.
IMPORTANT

Be aware that:

• JustGrants does not “auto save” work.
• A warning message appears after 10 minutes of inactivity (per security requirements).
• Users are automatically logged out if inactive for 15 minutes (per security requirements).
• Unsaved work is not saved upon logout.
Overview

JustGrants is the Department of Justice’s (DOJ) web-based, streamlined grants management software.

JustGrants provides applicants and grantees with tremendous transparency and an improved user experience throughout the entire grants management process. JustGrants offers applicants and grantees:

• Efficient processes that allow for tracking progress and entering data directly.
• Improved data accuracy and access to that data through data validation and reporting tools.
• Organizational profiles with increased visibility for applicant and grantee organizations into the grants and applications throughout DOJ.
• Enhanced availability and automation of electronic forms, reducing the need for uploading attachments, and attachment data entry.
• Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

JustGrants is the tool for all grants management work. In addition, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software’s functionality and expand benefits for all users.
Grant Award Modification (GAM)
Grant Award Modification (GAM) Overview

Some things about the grant have changed since it was granted. The Grant Award Modification (GAM) can be used to update the terms of the grant. A GAM is created to update the Award Details and is used only to modify a key fact or detail(s) about the award.

JustGrants focuses on true modifications to an award. GAMs are not used for routine updates to grant information that does not modify a fact about the award details. There are three types of GAMs:

- Project Period Extension
- Programmatic
- Financial

All GAMs are started in the same basic way, but each has specific fields and sub-types depending on the information needed for the specific type of GAM. Users can enter information in the GAM, save it, and then return later to complete and submit. Once a GAM is submitted, DOJ reviews it and sends a notification: Approved, Denied, or Change Requested.
Grant Award Modification (GAM)
Overview (cont.)

The following actions are not treated as GAMs:

• Within JustGrants, an Entity Administrator (EA) can change the Grant Award Administrator (GAA) and Authorized Representative (AR)
• GAAs can submit deliverables for review under Performance Management

On SAM.gov, users can update the Grantee name, address and establish a new Unique Entity Identifier (UEI).
Grant Award Modification (GAM) Types

- Project Period Extension GAM
- Programmatic GAMs
  - Programmatic Cost GAM
  - Scope Change GAM
- Financial GAMs
  - Budget Reduction GAM (COPS only), Budget Modification GAM & Sole Source GAM
  - Budget Reduction GAM (OJP/OVW only)
  - Budget Clearance GAM
- Grant Manager
- Grantee
- Financial Staff
Key Grant Award Modification (GAM) Takeaways

- The only external roles authorized to initiate a GAM are the **GAA** and **Alternate GAA**. A **DOJ Grant Manager** can also initiate a GAM.

- Some GAMs are no longer needed since they do not modify a fact about the award details.

- JustGrants has rules about creating and submitting two (2) GAMs that modify the same data in the award details. Two GAMs for the same data **cannot** be in progress at the same time.

- A user **can** delete a GAM before submitting it.

- Once a GAM is resolved, the award details are updated.

- The GAM tab shows all in-progress and resolved GAMs for that award.

- If a GAM is **Change Requested**, it auto-populates in the initiator’s Worklist for further action.

- Approved GAMs update the corresponding fields in the funded award detail/attachments, in addition to resolving the GAM.

- GAAs and Alternate GAAs receive emails for GAMs that are **Approved**, **Denied**, or **Change Requested**.
Grant Award Modification (GAM) Status Codes

New
The GAM was generated by the GAA, the Grant Manager, or the DOJ Financial Manager and has not been submitted.

Pending Approval
The GAM is being reviewed by DOJ staff.

Pending Change Request
The GAM is in the GAA’s worklist to be edited and resubmitted.

Pending-Resubmitted-BCGAM
The GAM was resubmitted by the GAA and is moving through the review process.

Resolved Completed
The GAM was approved, and award details have been updated.

Resolved Deleted
The GAM was deleted.
Grant Award Modification (GAM) Initiation
GAM Initiation

Step 1

1) **Select Awards** on the JustGrants Home page.
2) Select the **Award ID** from the **My Assigned Awards** menu to initiate a GAM for that award.
3) Select the **Begin** link corresponding to the **Programmatic** or **Funded Award** line.

**NOTE:** If the **Begin** button does not appear, the award may be in read-only mode. Refer to the [GAM Initiation Troubleshooting](#) page for more information.
4) Select the **Grant Award Modification (GAM)** tab.
5) Select the **GAM Type** from the **Type of Award Change** dropdown menu.
6) If necessary, select the appropriate subtype from the **Award Change Subtype** dropdown menu.

**NOTE:** If the Create New GAM button is gray for Project Period Extension and Financial GAMs, a GAM of the same type or subtype is already in progress. A second GAM of the same type may not be created.
7) Select the **Create New GAM** button.

**NOTE:**
- To create a budget modification GAM and/or budget reduction GAM, an award must first have a final budget clearance.
- Programmatic GAMs allow the creation of a second GAM if one is in progress, but the data being modified by the in-progress GAM is grayed out when the GAM is opened.
GAM Initiation Troubleshooting

If the Begin button does not appear when opening an award, the award may be read-only. It will not be possible to initiate a GAM.

Another indicator that the award is read-only is if the Funded Award Labels (1) appears across the top of the screen.

If the award is opening in read-only, the user may not have the correct role (GAA or Alternate GAA) or that the entity is not fully onboarded.

Users also need to have accepted the award.
Change-Requested Grant Award Modification (GAM)
1) Select the Grant Award Modification (GAM) from My Worklist. Note that the GAM status is Pending-ChangeRequest.

**NOTE:** Each column can be filtered by selecting the down arrow (↓) or sorted by selecting the column name.
2) Scroll to the bottom of the GAM to locate the **Grants Management Comments** section to determine the requested changes.

3) Once the changes are clear, update the details within the GAM and submit. If the changes must be updated by another individual, that person must be assigned as the GAA on the award by the Entity Administrator (EA). This can be done on a temporary basis and reassigned if needed.

**NOTE:** Each column can be filtered by selecting the **down arrow** (↓) or sorted by selecting the column name.
Project Period Extension
Grant Award Modification (GAM)
A Project Period Extension GAM is used to extend a funded award’s length. The most direct way to proceed is to change the End Date, and in rare circumstances, the Start Date.

• If a Project Period Extension GAM is already in progress, the **Create a New GAM** button will be deactivated.

• Enter the number of months to extend in the **Project Period Extension End Date**. JustGrants will make the end date the last day of the last month of the extension and auto-calculate the end date for No Cost Extension GAMs. The original start and end date are displayed for comparison.

• **Only the DOJ Grant Manager** can initiate a GAM to extend the award period within 30 days of the current **Project Period End Date**.

• The **Start Date Change** system will not update the Progress Report or Federal Financial Report (FFR) schedule.

• Changing the **Start Date** is extremely rare and should not occur often.
Project Period Extension GAM
Takeaways (cont.)

- The unobligated balance and associated dates are displayed below the Previously Approved Extensions field.
- Users can add Attachments.
- Grants Management comments become a permanent official comment. Once entered, comments cannot be deleted. This field should not be used for ongoing conversation.
1) Once a Project Period Extension GAM has been created, review the Funded Award Details in the GAM header.

2) Update the **Number of Months to extend Project Period Extension End Date** field by typing the number of months to extend the award.

The **Requested Project Period** displays the funded award’s new start and end dates. The displayed end date is the last day of the month corresponding to the new end date. While it is possible to update the **Project Start Date**, this is a very rare occurrence. To change the start date, enter the new date in the **Project Period Extension Start Date** field.

**NOTE:** All steps in the Project Period Extension GAM process occurs after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the **GAM Initiation** section of this guide.
3) Type a justification for the project period extension in the **Justification** field.

4) Select the **Attach** button to attach files to the GAM.
5) Locate the file on the workstation or shared drive or drag and drop the file as indicated.

6) Select the **Attach** button.
7) Type any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

8) Select the **Add** button.
9) Type any comments in the **Grants Management Comments** field. These comments are visible to the **Grant Manager**.

10) Select the **Add** button.

11) Select the **Submit** button.
Programmatic Grant Award Modification (GAM)
Programmatic Costs GAM
A Programmatic Cost GAM is used to update changes in the project’s scope or to gain prior approval for changes with programmatic costs and activities as determined by the DOJ Financial Guide.

By using Programmatic GAMs, a user can initiate a second GAM even if one is already in progress, unlike Project Period Extension GAMs. Fields within an in-progress GAM are disabled when displayed.

Programmatic GAMs have two sub-types: Programmatic Costs and Scope Change GAMs.

**Programmatic Costs**

Using a Programmatic Cost GAM, it is possible to submit multiple GAMs for programmatic costs, but only one GAM per cost type can be in progress at a time. It is also possible to submit multiple costs using the same GAM.

For Costs Requiring Prior Approval, deliverables are not included, as that is initiated in the Performance Management/Deliverables section of the Funded Award.

An Other field exists for the purpose of including items that are part of appropriation costs. This field should not be used to submit documentation or deliverables.
Programmatic Costs GAM

Steps 1 – 2

1) Select the **Programmatic** GAM type from the **Type of Award Change** dropdown menu.

2) Select the **Programmatic Costs** subtype from the **Award Change Subtype** dropdown menu.

**NOTE:** All steps in the Programmatic Costs GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the **GAM Initiation** section of this guide.
3) Select the *Create New GAM* button.
4) Select the corresponding cost item(s) for which prior approval is being requested.

5) Type a justification for the programmatic cost change in the Justification field.

6) Select the Attach button to attach files to the GAM.
7) Locate the file on the workstation or shared drive or drag and drop the file as indicated.
8) Select the **Attach** button.
9) Type any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

10) Select the **Add** button.
Programmatic Costs GAM

Steps 11 - 13

11) Type any comments in the Grants Management Comments field. These comments are visible to the Grant Manager.

12) Select the Add button.

13) Select the Submit button.
Scope Change GAM
Scope Change GAM Overview

Scope Change GAMs provide the opportunity to:

- Alter programmatic activities
- Change the purpose of the project
- Change the project site
- Make changes in personnel that include changes to the organization or staff with primary responsibility for award implementation, including:
  - Key changes in personnel
  - Contracting out and/or sub-awarding
  - Otherwise obtaining the services of a third party

It is possible to update the **Project Title** and **Project Description**. If a Scope Change GAM is in progress, another cannot be initiated to change the same data until the first GAM is resolved.

**Programmatic Scope Change Best Practices**

- Submit Programmatic Scope Changes as a single GAM rather than as separate GAMs
- Work with the Grant Manager to determine the details prior to submitting a complex scope change
- Add Attachments
- Enter information regarding the scope change into the Justification text field
**Scope Change GAM**

**Steps 1 – 2**

1) Select **Programmatic** from the **Type of Award Change** dropdown menu.

2) Select **Scope Change** from the **Award Change Subtype** dropdown menu.

**NOTE:** All steps in the Scope Change GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [GAM Initiation](#) section of this guide.
3) Select the **Create New GAM** button.
4) Select all options reflected in the changing scope of the project. It is best to include all scope changes in a single GAM rather than submit separate GAMs for each change.

**NOTE:** It is best practice to discuss all changes in scope with the Grant Manager prior to submitting a Scope Change GAM thereby avoiding a change request if modifications are not approved.
5) If there are personnel changes, select all that apply.
Scope Change GAM
Steps 6 – 9

6) Type a justification for the scope change in the **Justification** field.

7) Select the **Project Title** check box and enter an updated project title if the scope change includes changes to the project title.

8) Select the **Project Description** check box and enter an updated project description if the scope change includes changes to the project description.

9) Select the **Attach** button to add **Programmatic Attachments** to the GAM.
10) Locate a file on the workstation or shared drive or drag and drop the file as indicated.

11) Select the **Attach** button.
12) Type any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

13) Select the **Add** button.
14) Select the **Submit** button.
Financial Grant Award Modification (GAM)
Financial GAM Takeaways

**Budget Modification GAM**

JustGrants allows users to initiate a Budget Modification GAM to add program income. Budget modifications are submitted for any of the reasons given in the DOJ Financial Guide. It is necessary to declare which budget categories would use the increased income and update the **Program Income Amount** field to reflect budget category changes. Once each budget category is updated, JustGrants calculates the requested changes.

It is possible to add, subtract, or edit category totals. However, the Revised Budget column cannot be negative, and the Federal Award Amount cannot be edited.

**Federal Funds Amount + Match Amount + Program Income Amount must equal Total Project Costs**, or it will not be possible to submit the GAM.

**Sole Source**

A sole source GAM must be initiated to request entering a non-competitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold.
Financial GAM Takeaways (cont.)

Budget Reduction

This option is only available to Office of Community Oriented Policing Services (COPS) grantees on COPS awards. A budget reduction is used to reduce the amount of federal funds on an award. For Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) awards, if this is needed, it must be initiated by the Grant Manager.
Several budget structures can be found in JustGrants, depending on the options selected in the solicitation and the program office policy.

**Budget Structures**

The following budget structures exist in JustGrants:

- OJP/OVW Attachment
- COPS Attachment
- COPS Web-based
- OVW Web-based
- OJP Awards prior to FY23
  - OJP Web-based with match escalation
  - OJP Web-based without match escalation
- OJP Web-based for awards made in FY23 and later
- OJP/OVW Supplemental Web-based
- OJP/OVW Attachment Supplemental
Budget Modification GAM Overview

Budget Modification GAMs are used to modify an approved budget to reallocate funds among budget categories. The original award amount may **not** be increased by this process.

A Budget Modification GAM must be initiated if:

- The proposed cumulative change is greater than 10% of the total award amount. The 10% rule does not apply to an award less than $100,000.
- There is any dollar increase or decrease to the indirect cost category of an approved budget.
- The budget modification changes the scope of the project. Examples include altering the purpose of the project, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of award-supported efforts.
- A budget adjustment affects a cost category that was not included in the original budget. For example, if the direct cost category “Travel” did not exist in the original budget, the adjustment to transfer funds from Equipment to Travel requires a GAM.
Initiators

Grant Award Administrators and Grant Managers with documentation from the grantee uploaded in the GAM may initiate a budget modification GAM.

Requirements

A budget modification can be initiated when an award has Final clearance or an approved Budget Clearance GAM.
Budget Modification GAM

Steps 1 – 2

Web-based and Attachment Budgets

1) Select the **Financial Option** from the **Type of Award Change** dropdown menu.

2) Select the **Budget Modification option** from the **Award Change Subtype** dropdown menu.

**NOTE:** All steps in the Scope Change GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [Grant Award Modification (GAM) Initiation](#) section of this guide.
Budget Modification GAM

Step 3

Web-based and Attachment Budgets

3) Select the **Create New GAM** button.
4) For Web-based budgets, enter the modified budget figures. The options to modify figures are:

- Modify existing line item.
- Select the Add button to add a line item.
- Select the trash can icon to delete a line item.
- Updates to the line items will be displayed in the summary.
- Enter text in the additional narrative data field.

**NOTE:** See sections [Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)](#) and [Modify Match Amount in a Web-based Budget Modification GAM (FY23 and Later)](#) for how to add Match and/or Program Income in Web-based budgets.

**NOTE:** Do not paste text boxes or images into the financial GAM Additional Narrative section, it will not display correctly.
5) For attachment budgets, enter the new total for each budget category in the revised budget column.

6) Update the **Match Amount** and/or **Program Income** fields as needed if they appear in the budget (OJP and OVW awards with the attachment budget structure only).

7) Attach a document with the line items for each category and a description of the line items.

NOTE: See section **Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)** for how to add Match and/or Program Income in Attachment budgets.
Budget Modification GAM

Steps 8 – 9

Web-based and Attachment Budgets

8) Type a justification for the budget modification in the Justification field.

9) Select the Upload Doc button to attach the revised budget (if applicable) and any supporting documents required by the awarding agency to the GAM.

NOTE: For indirect costs, the Entity Administrator (EA) can upload the document in the entity library and then upload the document with this request. An Attach Entity Doc button will appear which allows the EA to upload the document.
10) Use the **Select File(s)** button to locate the file on the user’s workstation or shared drive or drag and drop the file as indicated.

11) Update the **Name**, if needed, and select the **Category** from the dropdown list.

12) Select the **Attach** button.

**NOTE:** It is extremely important that the appropriate **Category** is selected. This selection determines where and how JustGrants stores uploaded files.
13) Type any comments in the **Grants Management Comments** field. These comments are visible to the **Grant Manager**.

14) Select the **Add** button.

15) Select the **Submit** button.
Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)
Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

Steps 1 - 2

With and Without Escalation

1) Open the **Budget Detail Summary View**.

2) Enter the modified budget figures. The options to modify figures are:
   - Modify existing line item.
   - Select the **Add** button to add a line item.
   - Select the trash can icon to delete a line item.
   - Updates to the line items will be displayed in the summary.
   - Enter text in the additional narrative data field.

**NOTE:** Do not paste text boxes or images into the **Additional Narrative** section of the financial GAMs since they will not display correctly.
Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

Step 3

Without Escalation

For COPS, OVW, and OJP awards made in FY 22 and Prior, scroll to the Project Budget Summary. Notice that Total Project Cost increased or decreased based on the edits made in the Detail Summary View section.

3) Edit the Match Amount so that the Federal Funds + Match Amount + Program Income = Total Project Costs.

NOTE: These are the steps to edit the match amount without escalation. The Match Amount and Program Income fields are editable.
Step 4

With Escalation

For OJP awards, scroll to the **Project Budget Summary**. Notice that **Total Project Cost** increased or decreased based on the edits made in the **Detail Summary View** section.

4) Adjust the **Match Amount** in the Project Budget Summary section per year.

**NOTE:** These are the steps to edit the match amount *with* escalation. The **Match Amount** field is editable.
Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)
Modify Match Amount in a Budget Modification
GAM (OJP FY23 and Later)
Steps 1 - 4

1) Navigate to **Budget Detail Summary View**.

2) Open the **Budget Category** caret.

3) Open the **Year caret** (OJP only).

4) Modify existing line items.
   - Modify the amount in the **Non-Federal Amount (Match or Program Income)** text box.
   - Select the **Add** button to add a line item.
   - Select the **trash can** icon to delete a line item.

**NOTE:** Do not paste text boxes or images into the **Additional Narrative** section of the financial GAMs since they will not display correctly.
5) Enter **Additional Narrative** in the text box if applicable. In the Additional Narrative, please indicate if program income will be used for a specific line item.

**NOTE:** Do not paste text boxes or images into the Additional Narrative section of the financial GAMs since they will not display correctly.
6) Open the **Budget Summary View**.

- The **Non-Federal Amount** is a sum of the Non-federal amounts entered in the budget detail.

- The **Match Amount** is prepopulated with the sum of the non-federal amounts entered in the budget detail.

7) To add **Total Program Income**, go to the text box in the **Budget Detail Summary View** and insert the amount.

- When inserting program income, the **Match Amount** will automatically adjust since the **Non-Federal Amount** in the summary must equal match amount plus program income.

**NOTE:** Match Amount is entered on each individual line item. Budgets that allow each award year to be entered separately, the total match amount is calculated from the match entry in each individual line item in all award years.
Sole Source GAM
Sole Source GAM
Steps 1 – 2

1) Select **Financial** from the **Type of Award Change** dropdown menu.

2) Select **Sole Source** from the **Award Change Subtype** dropdown menu.

**NOTE:** All steps in the Scope Change GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [GAM Initiation](#) section of this guide.
3) Select the **Create New GAM** button.
4) Type a justification for the sole source in the **Justification** field.

5) Select the **Upload Doc** button to attach files to the GAM.
6) Locate the file on the user’s workstation or shared drive or drag and drop the file as indicated.

7) Select an attachment category from the list.

8) Select the **Attach** button.
9) Select the **Submit** button.
Budget Reduction GAM (COPS Only)
Budget Reduction GAM  
(COPS only)  

Steps 1 – 2

1) Select Financial from the Type of Award Change dropdown menu.

2) Select Budget Reduction from the Award Change Subtype dropdown menu.

NOTE: All steps in the Budget Reduction GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the GAM Initiation section of this guide.
Budget Reduction GAM (COPS only)

Step 3

3) For COPS Office awards only, Grant Award Administrators can submit a Budget Reduction GAM to reduce the amount of Federal funding. Enter the amount in the **Federal Funds** field.
4) Scroll to the bottom of the GAM and select **Submit**.
Budget Clearance
Change Request
Budget Clearance
Change Request
Web-based Budget
1) Select the GAM from **My Worklist**. Note that the GAM status is **Pending-ChangeRequest**. The GAM appears.

**NOTE:** Each column can be filtered by selecting the down arrow or sorted by selecting the small arrow corresponding to the column.
2) Navigate to the **Grants Management Comments** section.
3) Navigate to the **Budget Summary Detail** view and open the caret corresponding to each category to edit the line items.
4) (Optional) Open the line item to be edited.

5) (Optional) Add a new line item by selecting the Add button.

6) (Optional) Delete a line item by selecting the trash can icon.

7) Add text in the Additional Narrative field. This field is required for any budget category line-item change.

8) Navigate to the bottom of the Budget to select the Save button.

**NOTE:** Do not paste text boxes or images into the Additional Narrative section of the financial GAMs since they will not display correctly.
9) The budget summary automatically updates with any changes made in the **Budget Summary Detail** view.
Budget Clearance Change Request Web-based Budget

Step 10

10) Navigate to the Total Project Cost section and revise the Federal Funds or Program Income fields, as necessary.

NOTE: Federal Funds + Match Amount + Program Income must equal Total Project Costs.
11) Navigate to the **Budget/Financial Documentation** section to upload an attachment, if necessary.

12) Select either **Entity Doc** to upload an attachment from the Entity’s document library, or **Upload Doc** to upload a document from the workstation.
13) If **Entity Doc** is selected, the **Attach Entity Document** window appears. Select the checkbox corresponding to the document.

14) Select the **Submit** button.
15) If **Upload Doc** is selected, the **Attach Files** window appears. Choose the **Select File(s)** button to choose a file located on the workstation.

16) Select the document category from the **Category** dropdown. Note, the category selection should match a category displayed in the GAM, except for the **Additional Attachment** section. To upload a document to the **Additional Attachment** section, select the **Budget Other** category.

17) Select **Attach**. The attachment appears in the corresponding section.
18) Select the **Submit** button. The GAM is routed back to DOJ for review.

**NOTE:** The GAA will receive an email notification when the GAM is approved. The GAA can view the GAM in the **Completed GAM** section of the **Grant Award Modification (GAM)** tab in the funded award.
Budget Clearance
Change Request
Attachment Budget
1) Select the GAM from My Worklist. The status is Pending-ChangeRequest.

**NOTE:** Each column can be filtered by selecting the **down arrow** or sorted by selecting the **small arrow** corresponding to the column.
2) Navigate to the **Grants Management Comments** section.

**NOTE:** An attachment budget clearance change request will be resolved by attaching a new budget document.
3) Navigate to the **Budget/Financial Documentation** section to upload an attachment, if necessary.

4) Select either **Entity Doc** to upload an attachment from the Entity’s document library, or **Upload Doc** to upload a document from the workstation.
5) If Entity Doc is selected, the Attach Entity Document window appears. Select the checkbox corresponding to the document.

6) Select the Submit button.
7) If **Upload Doc** is selected, the **Attach Files** window appears. Choose **Select File(s)** to choose a file from the workstation.

8) Select the document category from the **Category** dropdown. Note, the category selection should match a category displayed in the GAM, except for the **Additional Attachment** section. To upload a document to the **Additional Attachment** section, select the **Budget Other** category.

9) Select the **Attach** button. The attachment appears in the corresponding section.
10) Select the **Submit** button. The GAM is routed to DOJ for review.

**NOTE:** The GAA will receive an email when the GAM is approved. The GAA can view the GAM in the **Completed GAM** section of the **Grant Award Modification (GAM)** tab in the funded award.