

## Requesting modifications to your grant.

A modification is a request to alter the awarded grant contract. It can include changes such as budget changes, key staff changes or grant extension requests.

1.) Log in to Egrants and click on the "Project Management" tab. Enter your Grant ID number.

1.) Click on **Create New Modification**.

2.) Click into each section, starting with the **Main Summary Information**. Complete and save that section to enable the other sections.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
<a href="#">Main Summary Information</a>	In Process	0	10/17/2012 2:14:02 PM
<a href="#">Performance Measures</a>	In Process	0	10/17/2012 2:13:46 PM
<a href="#">Budget Detail</a>	In Process	0	10/17/2012 2:13:46 PM

### Tips for the Main Summary Section

Input the asterisked cells with the appropriate information (Submitted By, Project End Date, Project Start Date, Justification of Request). Change the Section Completion Status to "Complete" and click **Save**.

### Tips for the Budget Detail Section

If you need to request changes to the Budget Categories, select the appropriate budget category link and make the necessary changes. If you are not requesting a budget change, change the Section Completion Status to "Complete" for this section and **Save**.

Tips for the Performance Measures Section

If you need to modify the pre-established performance measures, select the appropriate measures and make the change. If no changes are necessary, change the Section Completion Status to "Complete" and **Save**.

All sections must be marked COMPLETE on the Modification Summary page to enable the **Submit Modification** button to send the requested modification to DOJ - OCVS. From this screen you can also print a copy of your modification.

**You will receive Grant Adjustment Notice if your modification is approved or denied.**