

# EGMS

## Initiate Cost Extension Change Request

Reference Guide for Primary Users

Let's begin!

Revised August 2024

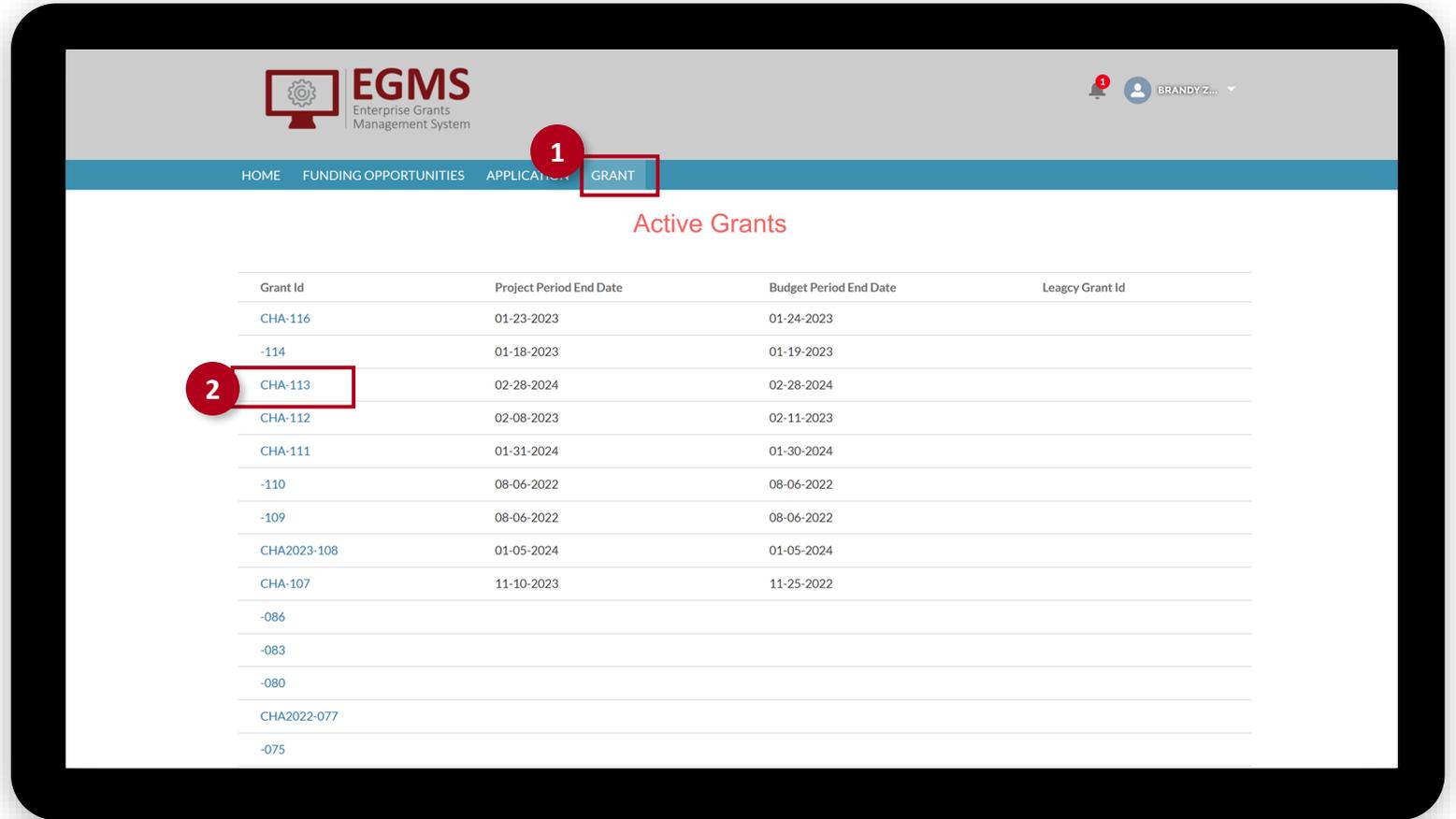
# Log into EGMS

- 1 Log into the Enterprise Grants Management System page by entering your username and password. Click the Log in button.



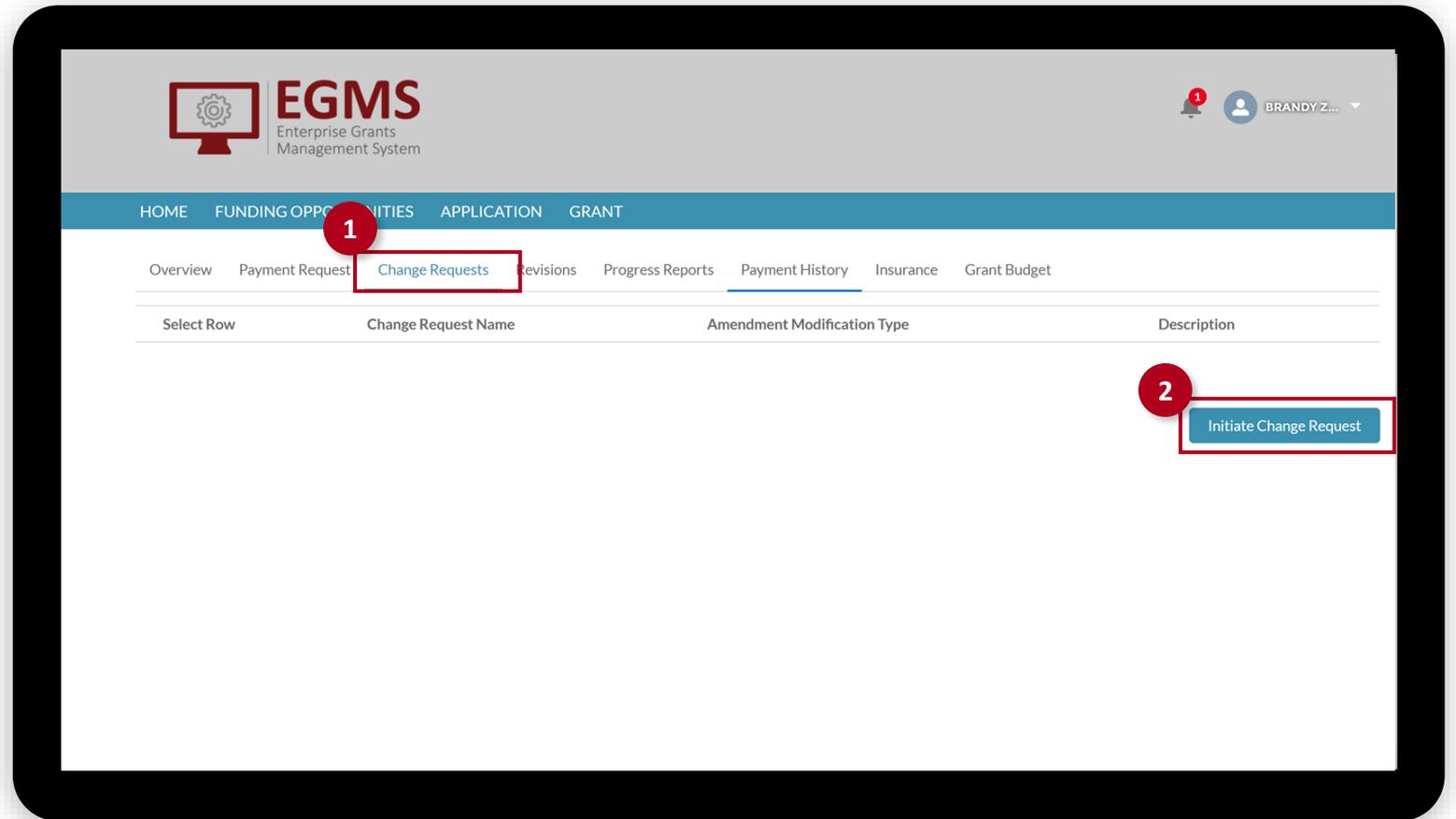
# Locate the Grant

- 1 Click on the Grant tab.
- 2 Select the Grant ID from the list.



# Initiate Change Request

- 1 Click on the Change Request tab.
- 2 Click on the Initiate Change Request button.



# Fill out the Change Request

- 1 Select **Change Request Type** from the drop-down menu:
  - **Cost-Extension**
- 2 Enter in a description for the request
- 3 Click **Save** once complete

The screenshot shows a web form for a Change Request. At the top, it displays 'Grant ID' as 'CHA2023-123445'. Below this is a 'Change Request Type' dropdown menu, which is open to show options: '-None--' (selected), 'Cost-Extension', 'No Cost-Extension', 'Award Increase/Decrease', and 'Budget Revision'. A red box labeled '1' highlights the dropdown menu. Below the dropdown is a large text area for 'Description', which is currently empty. A red box labeled '2' highlights this text area. At the bottom right of the form is a 'Save' button, highlighted with a red box and labeled '3'.

# Overview

1 The previously entered data will now be saved. Click the **Next** button to proceed.

Overview | Period Changes | Categorical Budget | Attachments

**General Information (SA - 0012)**

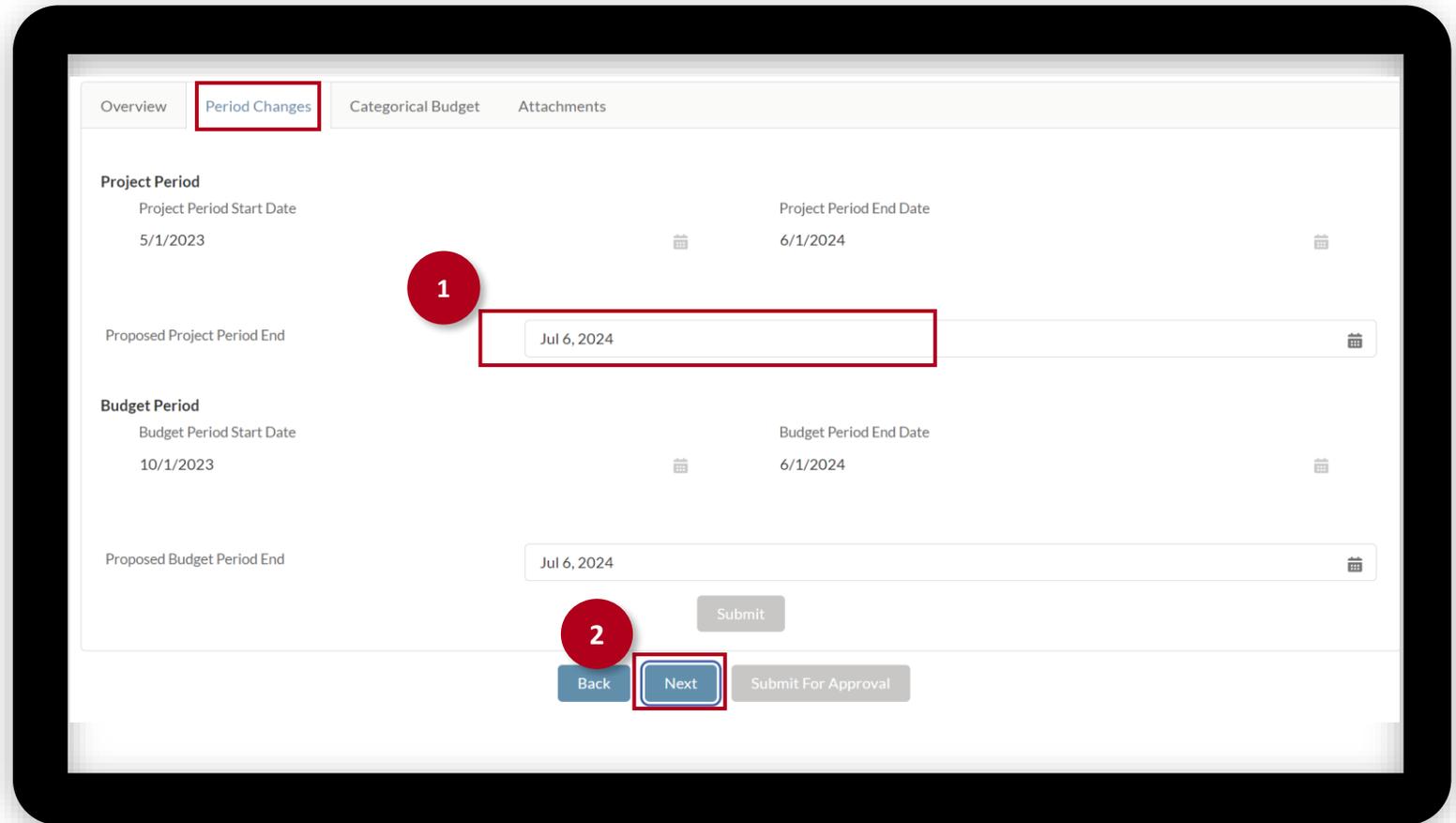
Grant ID	Change Request ID
CHA2023-123445	AMD_CHA2023-123445_5.1.24_026
Change Request Type	Description
Cost-Extension	Testing sprint 32
Organization	
Test 3/23	
Project Period	
4/30/2023 to 5/31/2024	
Budget Period	
9/30/2023 to 5/31/2024	
Status	
Program Manager Approved	

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Back | Next | Submit For Approval

# Period Changes

- 1 In the **Period Changes** tab, enter the Proposed Project and Budget Period end dates
- 2 Click the **Next** button.



# Categorical Budget

- 1 Navigate to the Categorical Budget tab.
- 2 Click the Enter Change Request Budget button

The screenshot shows a web interface with a top navigation bar containing 'Overview', 'Period Ch', 'Categorical Budget', and 'Attachments'. The 'Categorical Budget' tab is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, the text 'Grant ID SA - 0012' and 'Summary Budget by Service Area' is displayed. A section titled 'Service Area List' contains a table with the following data:

Service Area Name	Awarded Amount	Adjustment	Proposed Amount
Diabetes	\$266.00	\$209.00	\$475.00

To the right of the 'Diabetes' row, there is a blue button labeled 'Enter Change Request Budget', which is highlighted with a red box and a red circle containing the number '2'. Below the 'Service Area List' section is another section titled 'Current Budget' with a table:

Category Name	Awarded Amount	Adjustment	Total
Salaries	\$1.00	\$2.00	\$3.00
Fringe Benefits	\$1.00	\$2.00	\$3.00

# Categorical Budget

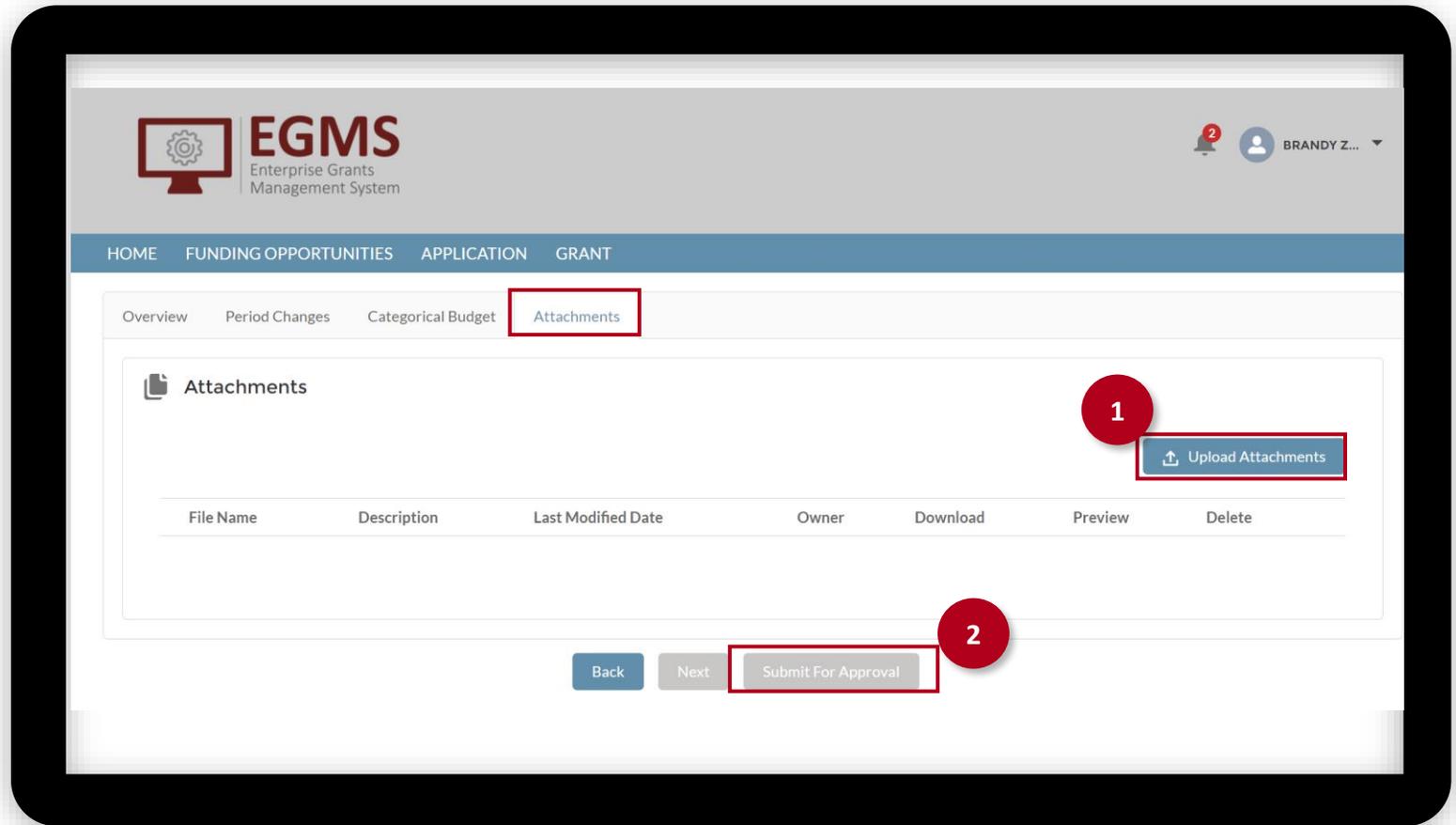
- 1 Enter in the adjustment amounts per applicable line item
- 2 Click **Save** once complete

**Diabetes**

CATEGORY NAME	AWARDED AMOUNT	ADJUSTMENT AMOUNT
Salaries	\$1.00	\$2.00
Fringe Benefits	\$1.00	\$2.00
Consultants/Contractual	\$11.00	\$5.00
Occupancy <small>Categorical Budget</small>	\$12.00	\$9.00
Travel	\$12.00	\$8.00
Supplies	\$18.00	\$10.00
Equipment	\$123.00	\$100.00
Client Costs	\$31.00	\$25.00
Communication	\$13.00	\$9.00

# Attach documents

- 1 Upload any applicable documents by clicking the **Upload Attachments** button
- 2 Click **Submit for Approval** button once complete





If you still have questions, please contact OGM at [doh.grants@dc.gov](mailto:doh.grants@dc.gov)

# Thank you!