



EGMS

Change Request — No Cost Extension Reference Guide for Primary Users

Let's begin!

Revised August 2024

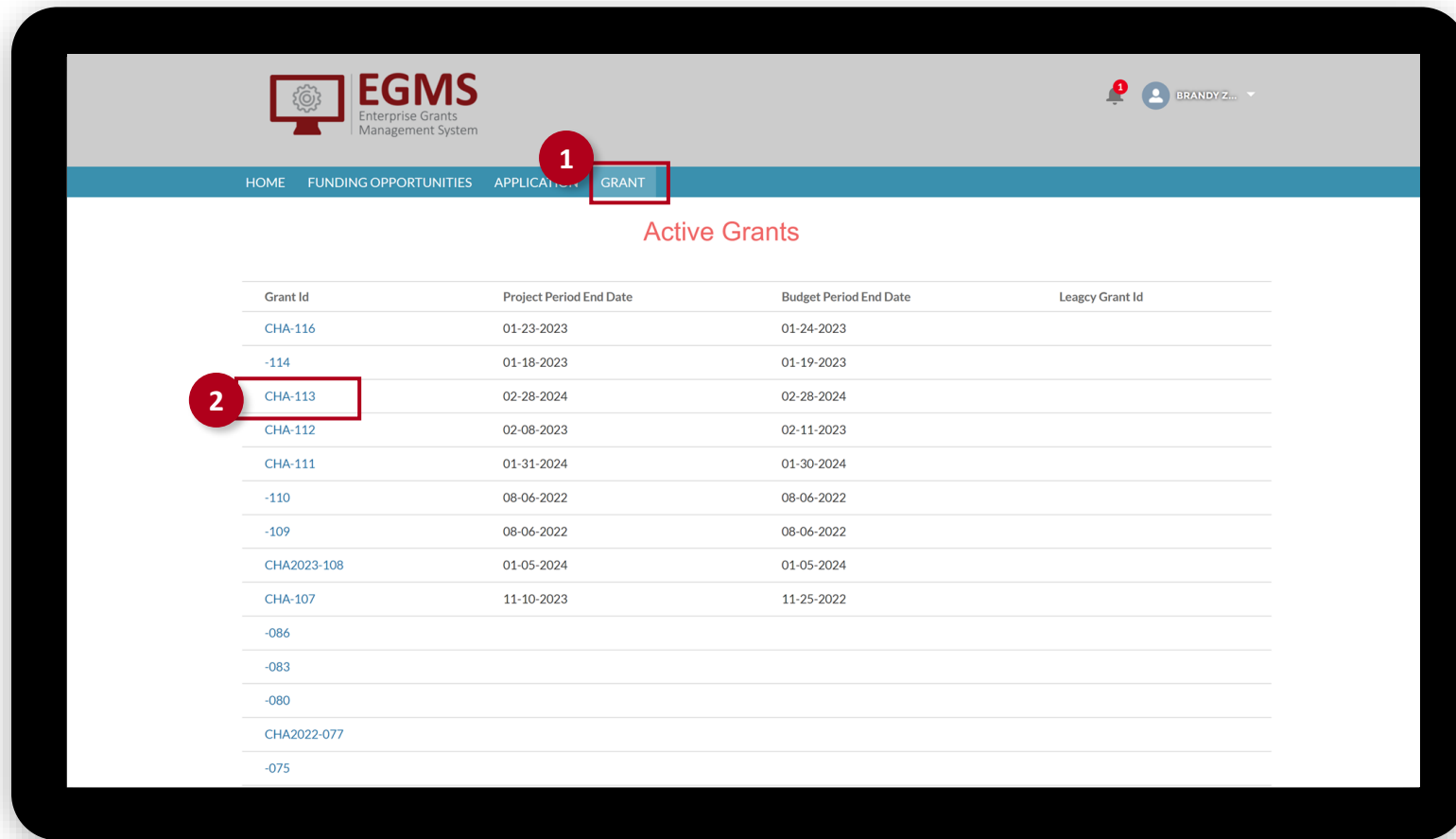
Log into EGMS

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



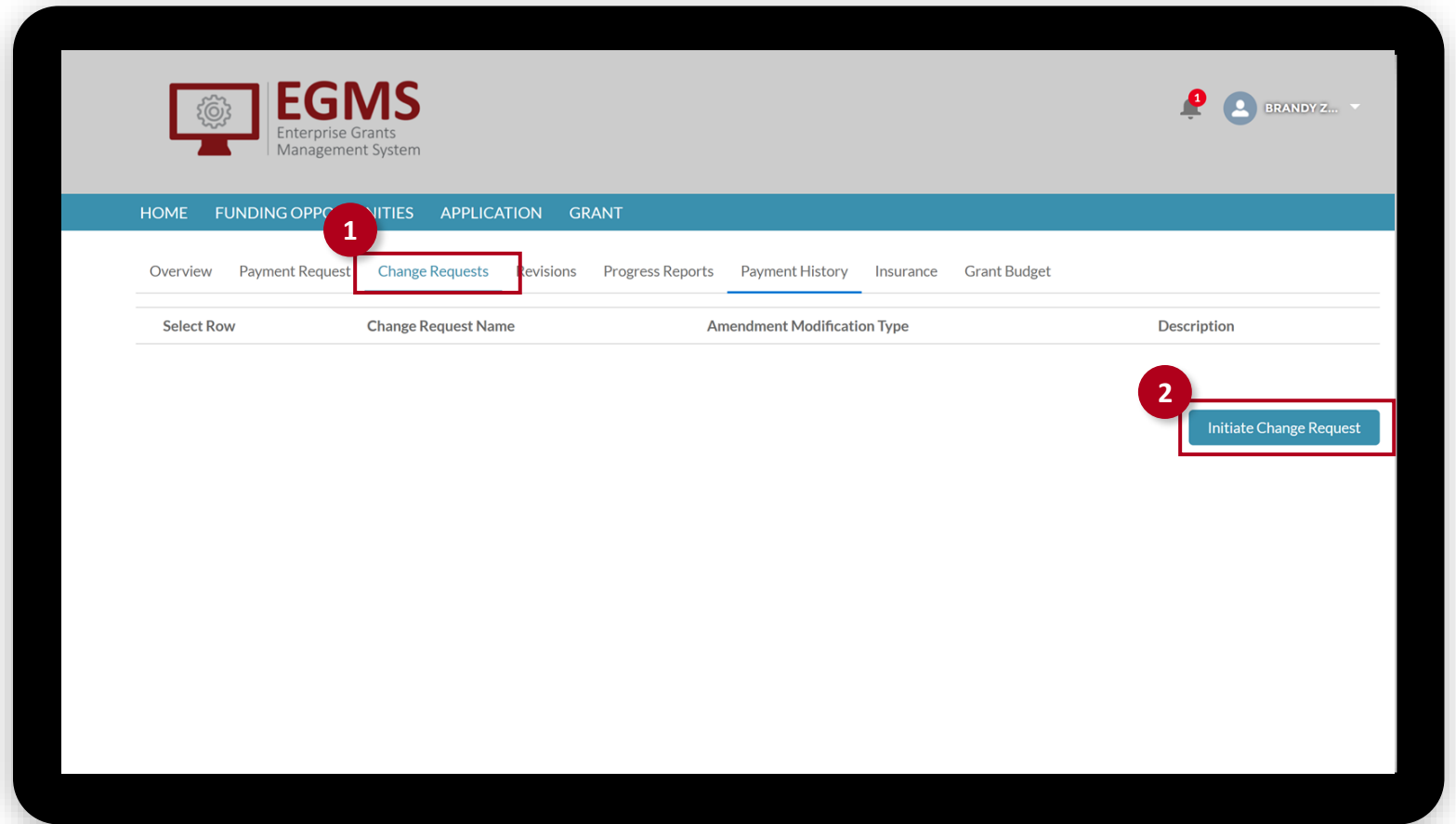
Locate the Grant

- 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:
 - **No Cost Extension**
- 2 Enter in a description for the request
- 3 Click **Save** once complete

Grant ID
CHA2023-123445

1 Change Request Type

--None--

✓ --None--

Cost-Extension

No Cost-Extension

Award Increase/Decrease

Budget Revision

2 Description

3 Save

The screenshot shows a web form for submitting a change request. At the top, it displays the 'Grant ID' as 'CHA2023-123445'. Below this is a dropdown menu labeled 'Change Request Type' with a red circle '1' next to it. The dropdown is currently set to '--None--' and is open, showing a list of options: '--None--' (which is selected with a checkmark), 'Cost-Extension', 'No Cost-Extension', 'Award Increase/Decrease', and 'Budget Revision'. Below the dropdown is a text area labeled 'Description' with a red circle '2' next to it. At the bottom right of the form is a 'Save' button with a red circle '3' next to it.

Overview

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

The screenshot shows a web interface with three tabs: 'Overview', 'Period Changes', and 'Attachments'. The 'Overview' tab is active. Below the tabs is a section titled 'General Information (SA - 0012)'. This section contains several fields:

- Grant ID: CHA2023-123445
- Change Request ID: Testing from a Project Officer
- Change Request Type: No Cost-Extension
- Description: Description
- Organization: Test 3/23
- Project Period: 4/30/2023 to 5/31/2024
- Budget Period: 3/31/2023 to 5/30/2024
- Status: New

At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Submit For Approval'. The 'Next' button is highlighted with a red circle and the number '1', indicating the next step in the process.

Period Changes

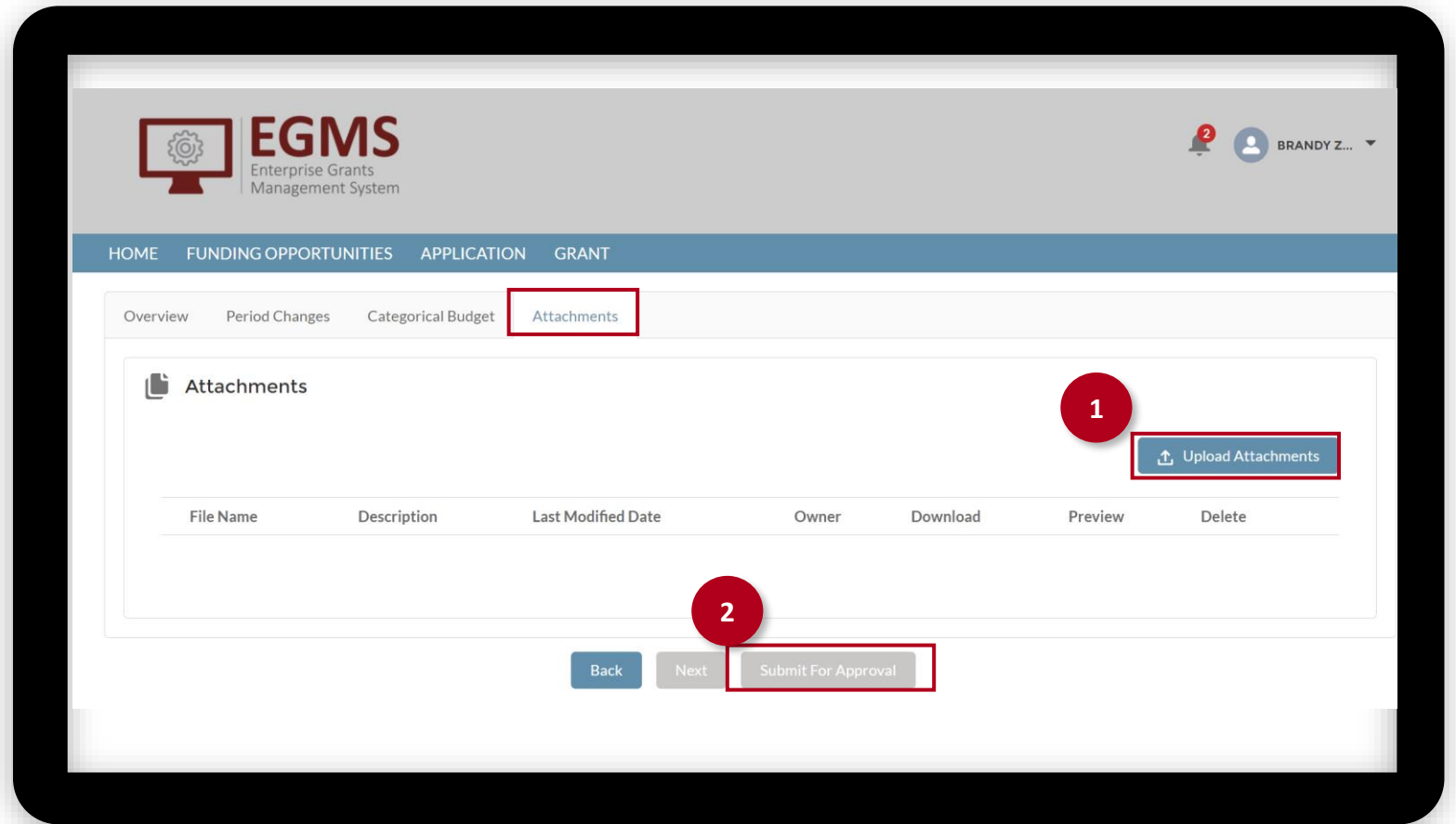
1 In the **Period Changes** tab, enter the Proposed Project and Budget Period end dates

2 Click the **Next** button.

The screenshot shows a web interface with three tabs: 'Overview', 'Period Changes', and 'Attachments'. The 'Period Changes' tab is active and highlighted with a red box and a red circle containing the number '1'. Below the tabs, there are two sections: 'Project Period' and 'Budget Period'. Each section contains a 'Start Date' and an 'End Date' field. The 'Project Period' section shows a start date of 5/1/2023 and an end date of 6/1/2024. Below these are two input fields for 'Proposed Project Period End' and 'Proposed Budget Period End'. The 'Proposed Project Period End' field contains 'Jun 1, 2024' and is highlighted with a red box. The 'Proposed Budget Period End' field contains 'May 31, 2024'. At the bottom right of the form is a blue 'Submit' button, which is highlighted with a red box and a red circle containing the number '2'.

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

Thank you!