

How to Complete a Project Modification Request

This document will walk you through how to complete a Project Modification Request ~ PMR (formerly Program Change Request) within the Egrant System.

After you log into Egrants, you will come to this screen:

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

Click the top “Click Here”.

From the **Project Management Search** screen, enter the “Grant ID” number for the application you are trying to access and click “Search”.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: [All] ▼

Recipient / Allocation Agency:

Funding Announcement: [All] ▼

Keywords: [All] ▼

Quick Searches

[Applications In Process \(0\)](#)

[Awarded Projects - Active \(2\)](#)

Applications In Process Quick Search results displayed
No records found!

Grant ID	Applicant Agency	Title	Receipt Date
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If you do not know the “Grant ID”, enter “%” into the Grant ID box and click Search. This will generate a list of all applications for your agency. You can refine the search by selecting a specific funding from the “Funding Announcement” dropdown list.

Once you are on the **Project Summary** screen, click the “Create Project Modification Request (PMR)” button.

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1676 :	Create Project Modification Request (PMR)	10/1/2012 - 9/30/2013	Open - Awarded  
	Application		

You will next see the “Create Project Modification Request (PMR) Confirmation” screen. If you want to continue with the creation of the PMR, click “Continue”. If you do not want to continue, click “Cancel”.

Create Project Modification Request (PMR) Confirmation

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by ICJI. Additionally, modification requests must be submitted through Egrants and received by ICJI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press **Continue** to create the PMR
Press **Cancel** to Abort

Project Modification Request

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to PCCD for consideration.

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	1/7/2013 10:54:33 AM
Budget Detail	In Process	15	1/7/2013 10:54:33 AM
Performance Indicators	In Process	0	1/7/2013 10:54:33 AM

[View Application](#) [Preview Signature Page](#) [Submit Modification](#) [Withdraw Modification](#) [View Issues/Comments](#) [Back](#)

The sections listed above are those that can be modified.

Each section's status must be changed to Complete before the PMR can be submitted.

How to Complete the Main Summary Information Section

MODIFICATION DETAILS

Section Point value: 0
Completion Status: **In Process** ▼

Created By: Ms. Sarah Davis
Last Update By: Ms. Sarah Davis

Created Date: 1/7/2013 10:54:33 AM
Last Update Date: 1/7/2013 10:54:33 AM

Subgrant ID: 2012-VOCA-01

Applicant Agency: [Center for Nonviolence, Inc.](#)

FID #: 31-1045334

Recipient Agency: [Center for Nonviolence, Inc.](#)

Project Director: Ms. Sarah Davis ▼ [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer: Ms. Kim Snyder ▼ [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact: Ms. Sarah Davis ▼ [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-PCCD\)](#)

Program Staff Contact: [Ms. Sarah Davis](#)

Fiscal Contact: [Ms. Sarah Davis](#)

Listing of Signatories

Name	Title
Phase: Initial	
Submitted By: * <input type="text"/>	

Application Award Date: 0/01/0010

Project Start Date: * 10/1/2012

Submitted Date: *

Commission Meeting:

Modification Award Amount:

Project End Date: *

Signature Page Received Date:

Returned Date:

Resubmitted Date:

Justification of Requested Modification: *

In the Main Summary Section the following changes can be made.

- Project and Financial Contact Information
- Project End Date

In the “Submitted By” drop down menu select the person who is submitting the PMR.

Each time a PMR is submitted the subgrantee must include the End Date whether it has been changed or not.

A justification for any requested change must be included in the Main Summary section in the Justification for Requested Modification text box.

When finished with the section change the Completion Status to Complete and Save.

How to Complete the Budget Detail Section

BUDGET DETAILS

System will time out
Remaining

Section Point Value: 15

Completion Status: In Process

Created By: Ms. Sarah Davis

Last Update By: Ms. Sarah Davis

Created Date: 1/7/2013 10:54:33 AM

Last Update Date: 1/7/2013 10:54:33 AM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	37,000.00	37,000.00	0.00
CF - Purchase of Services	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00
Employee Benefits	6,500.00	6,500.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	2,750.00	2,750.00	0.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00
Total: Σ	46,250.00	46,250.00	0.00

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	37,000.00	37,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	9,250.00	9,250.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	46,250.00	46,250.00

Budget Setup

Save

Save And Continue Editing

Back

The Budget Detail section allows you to make any necessary changes to your budget.

- In this section you can make the following changes:
 - Request additional funds
 - Request to move funds between line items in the same budget category
 - Request to add a new line item to a budget category
 - Request funds to be moved between budget categories
- To make a change to a Budget, click the blue link for Budget Category you want to change.

To make changes to an existing line item, click the link to open Budget Category and then click the link to open the line item.

PERSONNEL

Add New Line

Position	Name	Year 1 Cost		Total
		Current	New	
Latino Program Coordinator		25,000.00	25,000.00	25,000.00
Women's Program Coordinator		5,000.00	5,000.00	5,000.00
Women's Program Facilitator		4,000.00	4,000.00	4,000.00
Women's Program Facilitator		3,000.00	3,000.00	3,000.00
Total:		37,000.00	37,000.00	37,000.00

Back

PERSONNEL BUDGET LINE ITEMS

Created By: Created Date: 8/15/2012 1:29:33 PM
 Last Update By: Ms. Sarah Davis Last Update Date: 1/8/2013 3:46:36 PM

	Current	New
Position: *	Latino Program Coordinator	Latino Program Coordinator
Name:		

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	72% of salary - \$34,853 x .72 =	25,000.00	70% of salary - \$34,853 x .70	24,000.00
Total Cost:		25,000.00	Total Cost Σ	24,000.00

Save Save And Add Another Back

- Make the necessary changes in the column labeled “New”.
- Edit the “Computation” and the “Cost” for any line item that will have funds added or subtracted.
- Once the changes have been make, click “Save”.

To **add** a new line item to an existing Budget Category, click into the Budget Category you want to have funds added into and click the “Add New Line” button and then enter your line item information.

Add New Line

You will do this same step to request funds be added into a Budget Category that does not have currently bugeted into it.

After you have entered the information for the new line item, you will need to click “Save”. If you need to add multiple lines to a Budget Category, you can click “Save and Add Another” to add additional line items.

Save Save And Add Another

Note: If you need to remove a line item from a Budget Category, click the line item to be removed. Then remove the information from the Computation and Cost boxes.

If additional funds are being requested, or you are requesting funds be subtracted, from the budget, those funds must be included in the **Source** section of the Budget Detail.

Select the Source by clicking the appropriate blue link.

BUDGET DETAILS

Section Point Value: 15

Completion Status: In Process

Created By: Ms. Sarah Davis
Last Update By: Ms. Sarah Davis

Created Date: 1/7/2013 10:54:33 AM
Last Update Date: 1/14/2013 3:40:18 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	37,000.00	36,000.00	(1,000.00)
CF - Purchase of Services	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00
Employee Benefits	6,500.00	6,500.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	2,750.00	3,750.00	1,000.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00
Total: Σ	46,250.00	46,250.00	0.00

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	37,000.00	37,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	9,250.00	9,250.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	46,250.00	46,250.00

Budget Setup Save Save And Continue Editing Back

BUDGET FUNDING SOURCE DETAILS

Total Approved Budget by Fund Source		
Source	Year 1 Cost	
	Current	New
Federal	37,000.00	37,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	9,250.00	9,250.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	46,250.00	46,250.00

Save Back

Make the necessary changes in the column labeled **New**. Once the changes have been made, click **Save**.

When all of the appropriate changes have been made, change the Completion Status to Complete and click Save.

BUDGET DETAILS

Section Point Value: 15

Completion Status: In Process ▾

Created By: Ms. Sarah Davis
Last Update By: Ms. Sarah Davis

Created Date: 1/7/2013 10:54:33 AM
Last Update Date: 1/14/2013 3:40:18 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	37,000.00	36,000.00	(1,000.00)
CF - Purchase of Services	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00
Employee Benefits	6,500.00	6,500.00	0.00
Travel (Including Training)	0.00	0.00	0.00
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Supplies & Operating Expenses	2,750.00	3,750.00	1,000.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
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State Match	0.00	0.00
Cash Match (New Approp.)	9,250.00	9,250.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	46,250.00	46,250.00

Budget Setup Save Save And Continue Editing Back

How to Complete the Performance Indicators Section

After you click “Performance Indicators from the Modification Summary Screen, you will see this:

PERFORMANCE INDICATORS

Section Point Value: 0
Completion Status: **In Process** ▼

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire

Created Date: 10/10/2012 2:26:56 PM
Last Update Date: 10/10/2012 2:26:56 PM

Project Phase Target

1. Established by ICJI
2. Established by Subgrantee

All you need to do to complete this section is change the Completion Status to Complete and click Save.

How to Submit a Completed Project Modification Request

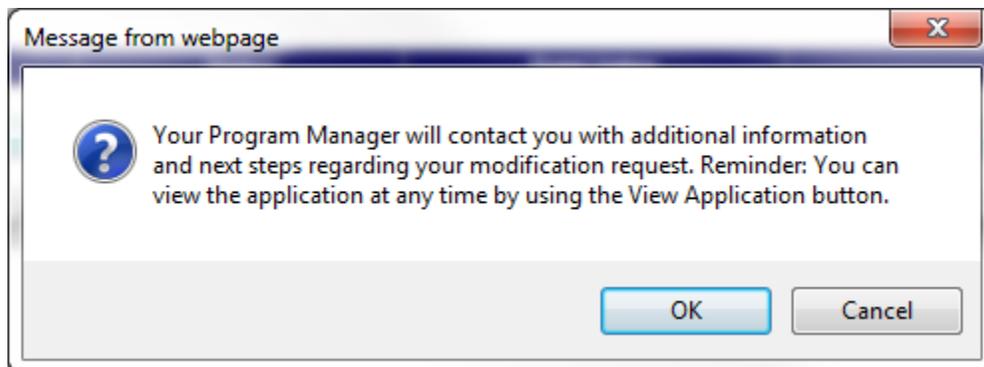
When all of the Statuses are set to Complete on the Modification Summary screen, click Submit Modification.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to PCCD for consideration.

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	1/14/2013 3:40:18 PM
Budget Detail	Complete	15	1/14/2013 4:05:19 PM
Performance Indicators	Complete	0	1/14/2013 4:10:53 PM

After you click Submit Modification, this message will appear:



Click OK to proceed.

A signature is not required for Project Modification Requests. You do **NOT** need to print the signature page of the PMR for signatures.

If a PMR was submitted in error it can be withdrawn by clicking the Withdraw Modification button from the Modification Summary screen.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to PCCD for consideration.

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	1/14/2013 3:40:18 PM
Budget Detail	Complete	15	1/14/2013 4:05:19 PM
Performance Indicators	Complete	0	1/14/2013 4:10:53 PM

[View Application](#) [Preview Signature Page](#) [Submit Modification](#) [Withdraw Modification](#) [View Issues/Comments](#) [Back](#)

WITHDRAW MODIFICATION CONFIRMATION

You are about to request that your Modification for funding be withdrawn from consideration by ICJI.
Are you sure you want to withdraw your Modification?

[Back](#) [Yes, Request my Modification be Withdrawn](#)

If you click Withdraw Modification, the above message will appear.

Click Back if you do NOT want to withdraw your PMR.

Click Yes, Request my Modification be Withdrawn, if you want to continue with the Modification Withdrawal.