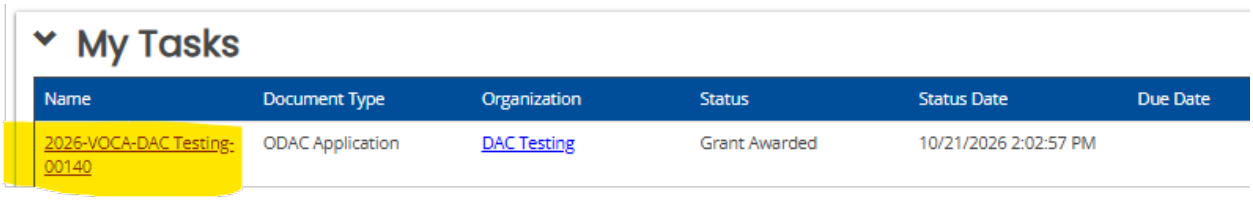
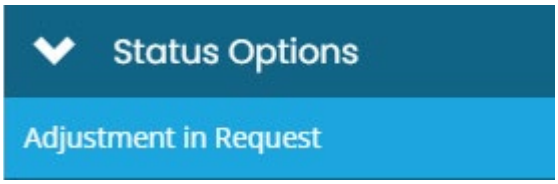
How to Submit a GAN in OGX

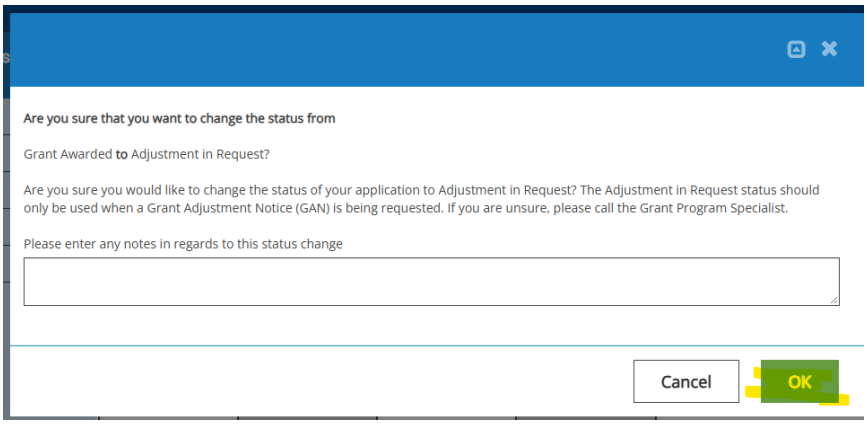
Locating and Initiating the Adjustment

Once you are logged into OGX, go **into** the application

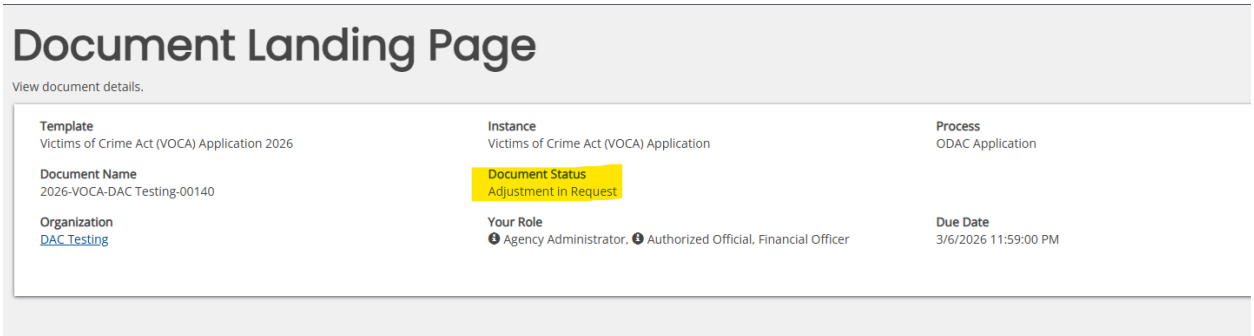


In the left side panel, scroll to the bottom to the “Status Options” dropdown and select “Adjustment in Request” and “OK” to proceed



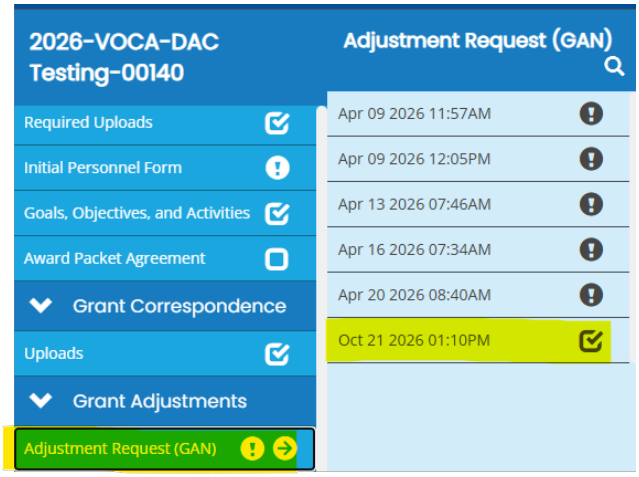


You will then be taken to the Document Landing Page of the Application again

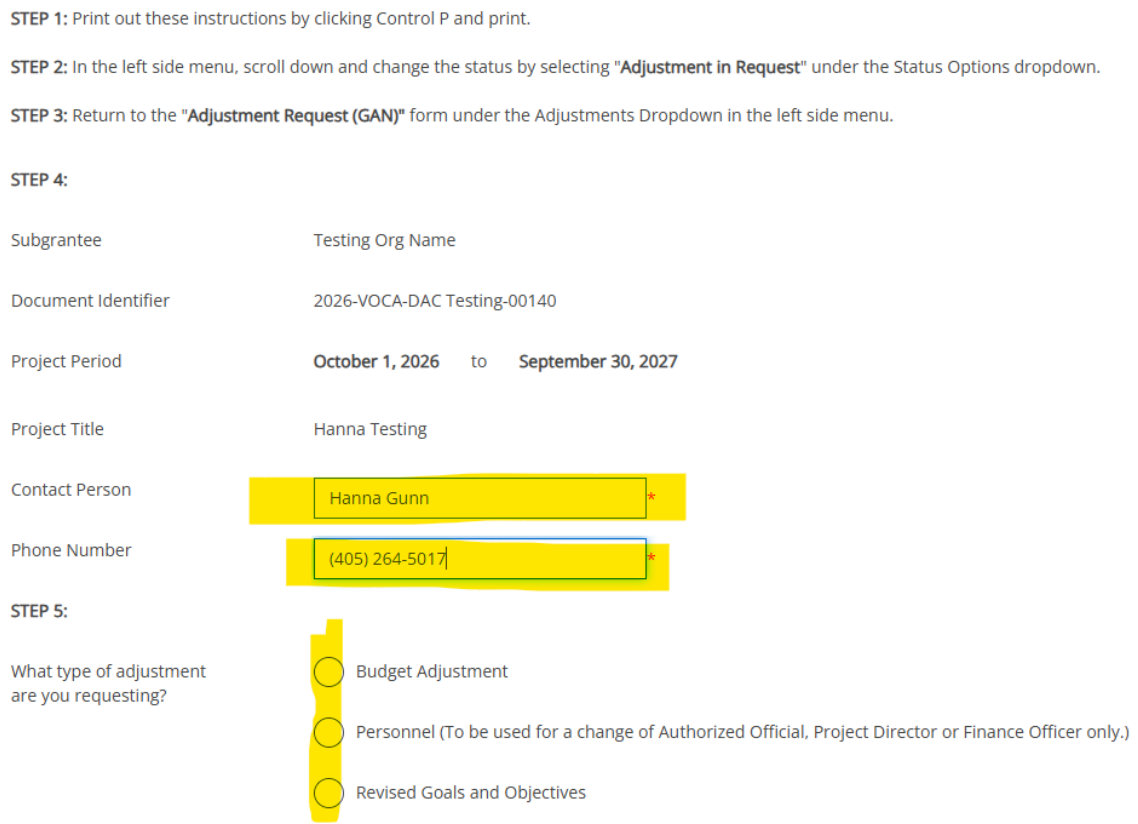


In the left side panel, scroll down to the “Grant Adjustments” dropdown and select “Adjustment Request (GAN)”

It will then pop out a menu with any previous GAN submissions and the new one. Select the one with **today’s date**.



Fill in your name, contact number, and the type of GAN you are requesting.



Budget GAN:

Fill in each box in the Requested Budget Grant Column

Complete the Justification for why you are needing an adjustment

BUDGET ADJUSTMENT

In order to complete a Budget Revision:
1. Fill in the requested changes to your approved budget in the chart below.
2. Provide justification for the requested changes by typing it into the text box below.
3. Once completed, follow step 7 at the bottom of the page to submit your request.

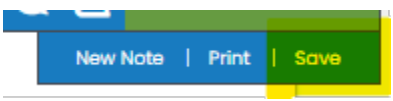
Award Amount $33,100.00

Budget Category	Approved Budget		Requested Budget	
	Grant	Match	Grant	Match
Personnel Salary	$20,000.00	$0.00	$	$
Personnel Benefits	$5,000.00	$0.00	$	$
Equipment	$1,000.00	$0.00	$	$
Travel	$300.00	$0.00	$	$
Supplies and Operating	$100.00	$0.00	$	$
Facilities/Equipment Rental Expenses	$2,000.00	$0.00	$	$
Contractor/Consultant	$4,000.00	$0.00	$	$
Other	$500.00	$0.00	$	$
Indirect	$200.00		$	
Volunteer Hours		$0.00		$
TOTAL	$33,100.00	$0.00	$0.00	$0.00

Justification for Budget Modification: *

0 of 2000

ALWAYS CLICK Save!



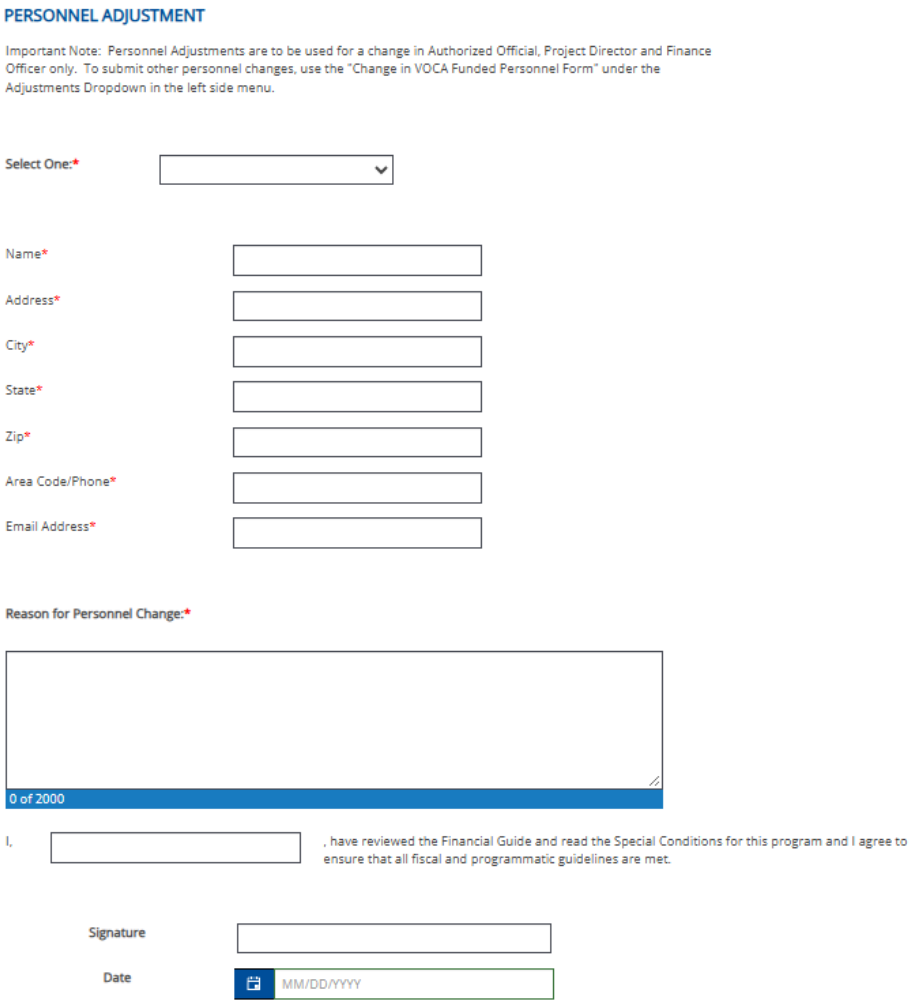
Personnel GAN:

Select which VOCA Administrative staff will be changed (FO, PD, AO)

Enter in all of the new staffs contact information

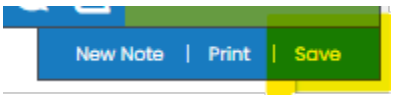
Enter in your reason for change in Personnel

The new Staff will then need to acknowledge that they have read the Financial Guide and Special Conditions for the Grant.



Once that is complete, they need to complete the Grant Administrative Trainings outlined in the adjustment page.

ALWAYS CLICK Save!



Goals and Objectives GAN

Once you have selected to Revise Goals and Objectives it will pop down all of your current Goals and Objectives with boxes next to them.

Adding and Removing Goal:

If you would like to add an additional Goal, select the + to the right of the GOAL.

It will then pop down an empty box to enter in your requested Goal.

If you would like to remove a current Goal, select the − next to the Goal you want removed.

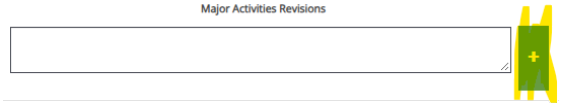
Adding and Removing Objectives and Activities:

If you would like to add an additional Objective and A + es, select the to the right of the Objectives and Activities.

It will then pop down an empty box to enter in your requested Objectives and Activities.

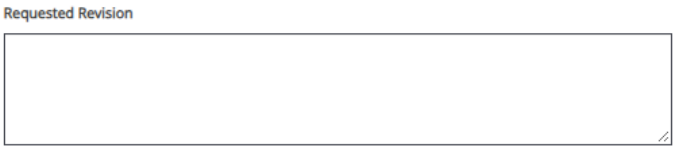
If you would like to remove a current Objective and Activities, select the − next to the ones you want removed.

To just add activities, be sure to select the green plus next to the activity box.



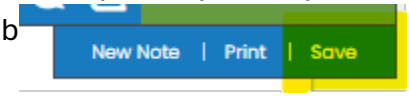
Correcting an existing Goal, Objective, or Activity

To Change an existing Goal, Objective, or Activity, use the text box to the right of the one needing corrected and insert what you would like it to be corrected to.



Justification

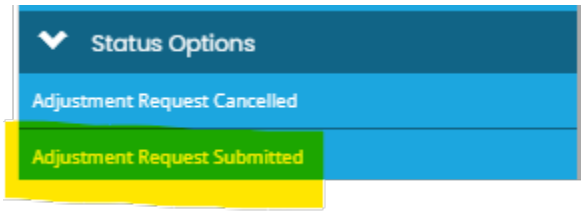
Once you have finished making your correction, please provide justification for why the Goals, Objectives, and Activities need to b

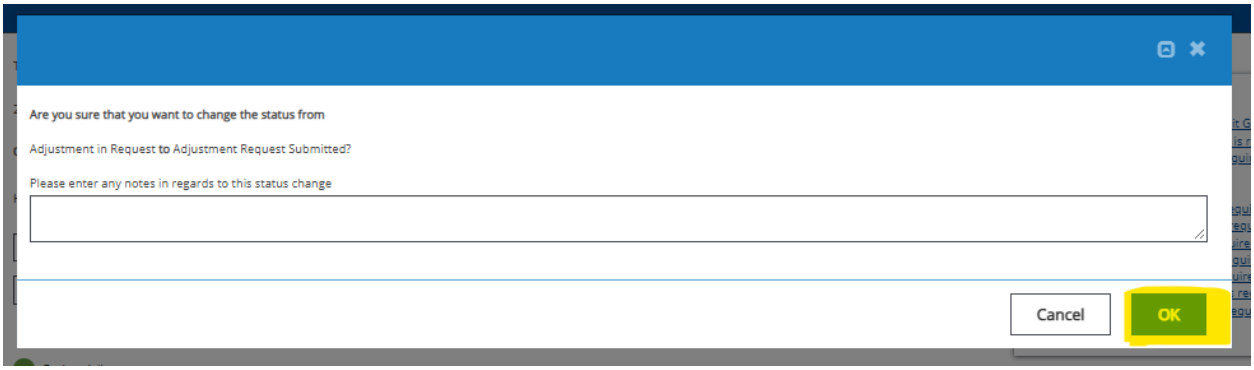


How to Submit the Adjustment

After you have made sure to hit **Save**

In the left side panel, scroll down to the “Status Options” and select “Adjustment Request Submitted” and “OK”





Each adjustment requires approval from the Victims Division Director at DAC. This can take a few days, so it is best not to initiate a GAN before any significant due dates (MFR/QFR/SAR/PMT) because you will not have access to change those documents or submit them during the adjustment process.