

How to Submit a Change Request in eGMS Reach

Introduction

This document describes how to submit requests for approval of changes relating to your award through eGMS Reach. They are called “Change Requests” here.

Submitting a Change Request

Log into eGMS Reach and select an award from the **Awards** dropdown list in the top menu, or in the **Awards** section of the Home page.

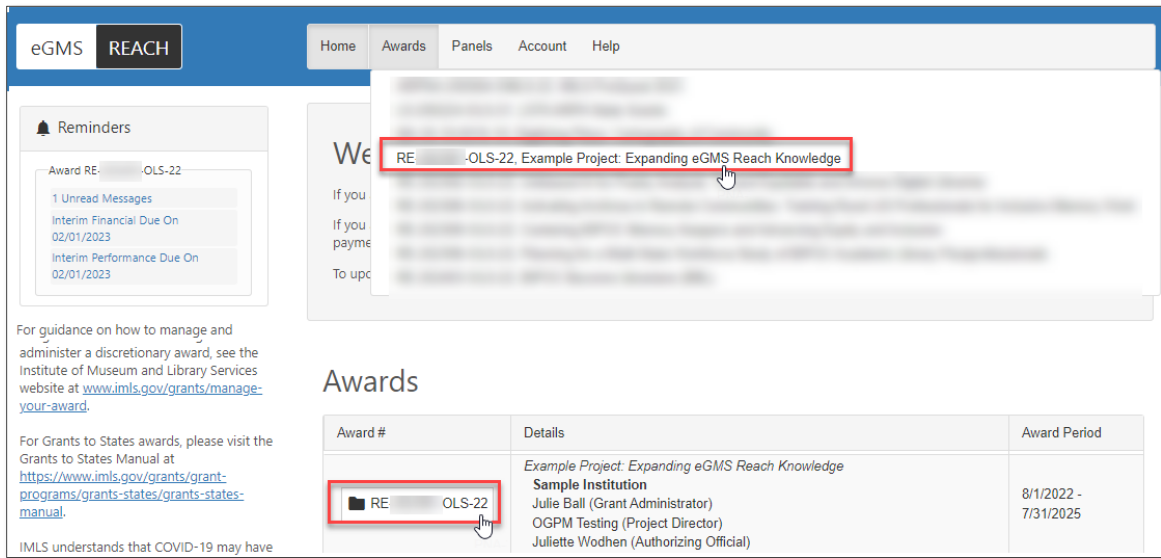


Figure 1: Selecting an award on the eGMS Reach Home page

Select the **Change Requests** tab.

Award: RE-XXXX-OLS-22

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Change Requests

The following change requests/amendments may be requested:

- Budget Revision
- Extension to Period of Performance
- Other Change
- Personnel Change

[Submit a New Request](#)

Submitted Requests

Actions	Change Request Type	Submission Date	Requestor	Details	Related Files
No Change Requests.					

Related files are also listed in the Award Documents tab.

Figure 2: Change Requests tab

You may request approval for the following change requests:

- a. Budget Revision
- b. Extension to Period of Performance
- c. Other Change
- d. Personnel Change

Click **Submit a New Request** to proceed with your request.

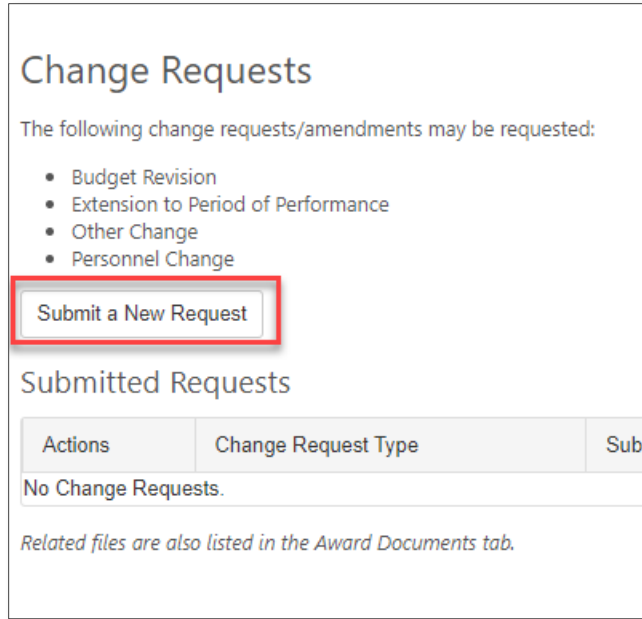


Figure 3: Submit a new change request

Select the type of change for which you are requesting approval. Note that you may only choose one. Enter an explanation for your request and upload any required documents.

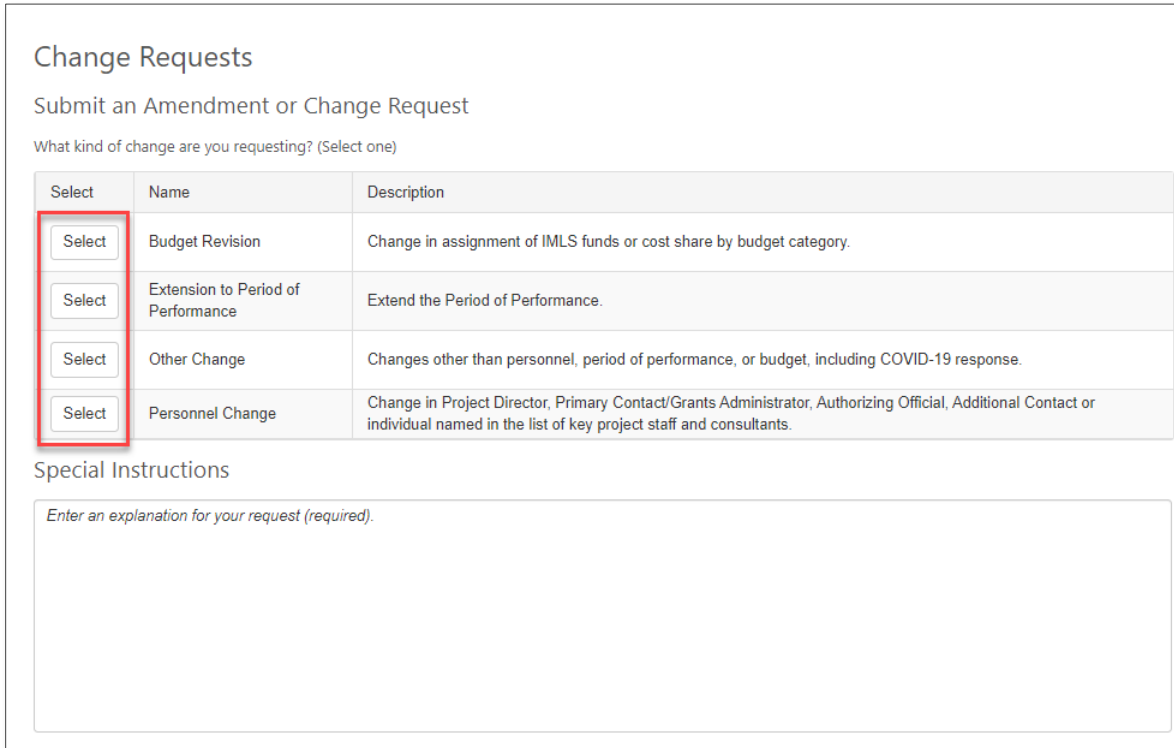


Figure 4: Change request selection page

Some change requests require the submission of additional documentation. Read the Special Instructions and provide the required information. When you have completed all required fields and uploaded your files, click **Submit**.

Submit an Amendment or Change Request

What kind of change are you requesting? (Select one)

Select	Name	Description
<input type="button" value="Select"/>	Budget Revision	Change in assignment of IMLS funds or cost share by budget category.
<input type="button" value="Select"/>	Extension to Period of Performance	Extend the Period of Performance.
<input type="button" value="Select"/>	Other Change	Changes other than personnel, period of performance, or budget, including COVID-19 response.
<input type="button" value="Select"/>	Personnel Change	Change in Project Director, Primary Contact/Grants Administrator, Authorizing Official, Additional Contact or individual named in the list of key project staff and consultants.

Special Instructions

In the text box below, provide an explanation of the change you wish to make in the Project Director, Primary Contact/Grant Administrator, Authorizing Official, or any position represented in the List of Key Project Staff and Consultants in your application. Include the full name, work title, work email address, and work phone number for each individual new to the project. Attach a two-page resume in PDF format for a new Project Director and/or for key project staff and consultants who were not included in your original application or a previous change request. A resume is not required for a new Authorizing Official or Grant Administrator.

John Smith replaces Jane Doe as the Project Director

Upload documentation for your request.

Accepted file formats: PDF (.pdf), Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Images (.jpg, .gif, .png, .bmp, .tif).

Maximum file size: 100 MB.

● John Smith Resume.pdf ✕ Remove

Select

Cancel

Submit

Figure 5: Steps to submit a change request

File upload tips:

- The file uploader includes color indicators that display whether a file has uploaded successfully.
 - Yellow indicates that the upload is in progress.
 - Green indicates that the upload was successful.
 - Red indicates that the upload failed.

- It is **best practice** to click on the File Name in a submitted request to ensure the file uploaded correctly. If you get an error or cannot see the file contents, resubmit the Change Request or attach the file to a Reach Message.

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Submitted Requests

Actions	Change Request Type	Submission Date	Requestor	Details	Related Files
View	Personnel Change ?	1/13/2023 11:52:30 AM	Reach j	Request Status: Under Review Submission Comments: John Smith replaces Jane Doe as the Project Director	• JohnSmithResume.pdf

Related files are also listed in the Award Documents tab.

Figure 6: Verify successful file upload

View your submitted requests by clicking the **View** button under Actions.

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Submitted Requests

Actions	Change Request Type	Submission Date	Requestor	Details	Related Files
View	Budget Revision ?	1/13/2023 11:55:43 AM	Reach j	Request Status: Under Review Submission Comments: test	
View	Personnel Change ?	1/13/2023 11:52:30 AM	Reach j	Request Status: Under Review Submission Comments: John Smith replaces Jane Doe as the Project Director	• JohnSmithResume.pdf

Figure 7: Submitted change requests

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.