

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

BUDGET MODIFICATION GANS

All Budget Modification GANs must have a revised budget detail document and narrative attached!!

Budget Tips:

Revise the budget?



Revise the *narrative!!*

Acronyms in the budget detail?



Spell them out in the narrative!

Conference and specialized software or equipment acronyms might not be known to all reviewers.

GSA RATES!!!

Requests for lodging must follow location- and time-of-year-specific GSA rates. Associated taxes can be requested (usually about 15%) too.

Find GSA rates here: <http://www.gsa.gov/portal/category/21287>

If you know what vendor you will be using for your purchase, include it in your budget detail.

If you are using the budget detail and narrative worksheet recommended by the program office, **DO NOT** delete any sections or formulas. Hide unused rows if necessary.

Not sure where this item goes? Have other questions? Check the tabs at the bottom of the recommended budget detail worksheet that lead to other worksheets with helpful hints about your budget.

GMS Tips:

Check to make sure the totals in your budget worksheet are the same as the totals in the right-hand column in GMS.

The left-hand column totals are from your last approved budget. *First time doing a budget modification for your formula award? You need to write these totals in yourself using the budget approved in your application.*