

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

CHANGE OF SCOPE GANS

Change of Scope GANs are appropriate for major revisions of award goals and objectives.

See the Scope vs. Budget Modification GAN Quick Guide for more information on when a Scope GAN is appropriate.

Tips:

Substitution of items within a category?



Obtain approval by submitting a Scope GAN. Select "Other," then type "Program Office Approval."

Revisions require funds to move?



File a Budget Modification GAN instead.

You are not required to gain approval for changing the number of type of DNA testing supplies if the total funding requested stays the same.

Approval Matters!!

If you do not gain approval for substitutions, you may end up purchasing an unallowable item on the award which you will have to reimburse OJP for during financial reconciliation.

GMS Tips:

Select "Other," then type in "Program Office Approval" for most Scope GANs.

Justification Box: State what changes you wish to make, that there are sufficient funds in that category to make the changes, and that funds are not moving between categories.