

Step-by-Step Quick Guide

GHSP Web-based Grant Change Request Process

Important information before you begin

- ***Only blue shaded areas can be edited.***
- ***Red * fields are required.***
- **Pending claims or change requests must be approved before new ones can be created.**
- Log on to the Grant System and Click GRANTS icon
- Click SUBMIT CHANGE REQUEST
- Under Search Criteria Click SEARCH
- Beside your correct Agreement #, click CHANGE REQUEST FORM
- When form appears, add Revision No.
- Click either PROGRAM CHANGE or BUDGET

If you choose PROGRAM CHANGE

- Complete the JUSTIFICATION OF PROGRAM CHANGE
- Complete the JUSTIFICATION FOR THE REQUESTED BUDGET/PROGRAM REVISION

If you choose a BUDGET CHANGE

- Make changes to BUDGET in the (+) or (-) sections
- Complete the JUSTIFICATION OF PROGRAM CHANGE
- Complete the JUSTIFICATION FOR THE REQUESTED BUDGET/PROGRAM REVISION

The request can either be SAVED or SUBMITTED

- To “SAVE” the document, Click SAVE
- Scroll up to find “request was saved with number. Write down the document #.”
- To return to a Saved CHANGE REQUEST
- Click EDIT CHANGE REQUEST
- Under Search Criteria Click SEARCH
- Click on the correct CHANGE REQUEST document #
- Make corrections and SUBMIT.

To “SUBMIT” the document

- Check Box, type your name and PIN and Click SUBMIT.
- Scroll up to find “request was saved with number. Write down the document #.”
- Attach any back up documentations if necessary.
- Perform steps that appear once you CLICK HERE TO ATTACH DOCUMENTS. “Documents successfully uploaded will appear to confirm uploaded documents.
- Once you click SUBMIT, the request will go directly to your assigned GHSP Grant Specialist.
- You will receive an email once the changes have been approved.