University Roles in the NCDOT Grant Management System (GMS)

The North Carolina Department of Transportation (NCDOT) makes use of a statewide, web-based Grant Management System to administer the financial aspects of our Research Projects. This system is used by many other business units across NCDOT and in other state agencies. Access to the GMS is free and available to contract officers and grant managers at our Research Partners.

Requesting Access

Prior to using the NCDOT Grants Management System, you will need to

1) Submit a signed security form with the appropriate vendor number to imastin@ncdot.gov requesting access to the Research Module of the GMS. Forms are university specific.
2) A login ID for the EBS portal will be provided by NCDIT and sent directly to the user.
3) Once you have received confirmation that access has been granted, login as indicated below by using the EBS portal at https://ebs.nc.gov
4) Click the DOT Grants tile to get started.
5) If you have access to more than one Grants Module be sure to choose the R&D Link when the GMS launches:

![Select a business role:](image)

Project/Grant Application

After a project has been selected for funding by NCDOT and a project authorization document has been executed by all required parties at the university and NCDOT, the university must initiate the project in the GMS by creating an “application”. The signed documents should be attached as supporting information and the budget should be entered carefully per the instructions below. Approved applications become agreements and the agreements are the basis for further activities with a specific research project.

Applications should be submitted using the current, active research program. For instance, as of 6/25/2019, the active research program in the GMS is labeled: FY2020_NCDOT_RESRCH_PG. The application may be submitted by someone at the departmental or college level but can also be submitted by a sponsored programs or contracts office. That decision is left up to each university.
Reimbursement Claims for Payment

Invoices are handled completely through the GMS for projects beginning with FY2020 (Project Start date of July 1, 2019) and onward. The invoice is entered electronically and a supporting PDF invoice may also be attached. Invoices are only paid when the related Quarterly Progress Report (QPR) has been received from the Principal Investigators (PI). QPRs are due 10 days into each fiscal quarter. The PI typically submits the QPR directly to the NCDOT Research project manager and the PM attaches the QPR to any incoming claims. The university may also choose to have the PI submit a copy of the QPR to their contracts office and attach that to their created claim. This has the advantage of insuring supporting documentation is in place for an invoice.

All invoice documents attached to the system should reference the assigned RP number – Typically RPYYYY-NN, where YYYY is the projects starting fiscal year and NN is the sequential project number, and the GMS Agreement Number. The RP number is assigned on the Project Authorization documents and the agreement number is automatically assigned by the GMS when a new project is created.

Claims should be submitted by appropriate post-award contract officers.

Change Requests (CR)

Modifications to project terms are accomplished using Change Requests. These change requests may be initiated by department or college level business officers or may come from central offices.

**Line item change** - If the change to a project is only moving funds across line items, and the total budget and duration are staying the same, the change can be completed electronically within the GMS. A budget justification document should be attached to the CR and appropriate notes made in the system.

**Extension, PI, scope or budget increase** – If a project is being extended, whether no-cost or with additional funds, an updated project authorization must be created and signed prior to creating a change request. Similarly, if additional funds are being requested, the project scope is changing significantly or the PI is changing, a revised PA must be created and signed. Research Project Managers assist with this process. Once the updated Project Authorization is signed, the university contract office or designee can begin the CR process in the system.
General Workflow Overview

- Project Authorization documents signed via DocuSign (initiated by NCDOT)
- University creates an application in GMS using correct FY and attaching PA Documents
- Application reviewed and approved by NCDOT and an agreement is created
- The university may begin creating claims in the system

Assistance
For additional information or clarification, contact any of the Research and Development staff listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Mastin</td>
<td>Research Manager</td>
<td>919-707-6661</td>
<td><a href="mailto:jmastin@ncdot.gov">jmastin@ncdot.gov</a></td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Curtis Bradley</td>
<td>Implementation, Tech Transfer, Planning</td>
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</tr>
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<td>Lisa Penny</td>
<td>Mobility, Safety, Roadway Design</td>
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</tr>
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<td>Lamara Williams-Jones</td>
<td>Research Librarian</td>
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</tr>
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<td>Research Office</td>
<td></td>
<td>919-707-6660</td>
<td><a href="mailto:research@ncdot.gov">research@ncdot.gov</a></td>
</tr>
</tbody>
</table>
# NCDOT Research Grants - System Help Guide

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North Carolina Department of Transportation
Log On R&D System

To log on the R&D System, you will need your EBS user ID and password. If you have forgotten your ID or password, call the NCDOT Help Desk at 919-861-3840 or 1-800-368-2778. Tell the Help Desk Technician that you are an external user for the R&D System, and give them the eight-digit number entered on your access authorization form.

1. Navigate to http://www.ebs.nc.gov
   The **EBS portal** log on screen displays. (Figure 1)

2. Enter your **EBS user ID** in the **User ID** field.
3. Enter your **EBS password** in the **Password** field.
4. Click **Log on**. The **Applications screen** displays. (Figure 2)
5. Click. The **DOT Grants Partner Applications tile/screen** displays.

   ![Figure 3](image)

6. New session opens to create/Search and Display Applications, Claims & Change Requests for R&D Department.

![Figure 1](image)

![Figure 2](image)

![Figure 3](image)

![Figure 4](image)
System Navigation

- Click \( \text{to hide the Navigation panel on the left side of the screen or click} \) to display it. (Figure 1)

- Click \( \text{Back} \) to navigate to the previous screen or click \( \text{to navigate to the next screen.} \) (Figure 1)

- Click a link in \( \text{Recent Items} \) to open a recently accessed document. (Figure 1)

- Click \( \text{Grants Home} \) to return to the \textit{Grants Home} screen. (Figure 1)

- Click \( \text{to the left of a heading to expand a section or click} \) \text{to collapse a section.} \) (Figure 2)

- Click \( \text{to automatically scroll back to the top of the screen.} \) (Figure 2)

- Click \( \text{Expand} \) or \( \text{Collapse} \) to display or hide additional rows. (Figure 2)

- Click \( \text{Back,} \text{Forward}, \) or a highlighted page number to display additional table rows. (Figure 2)
Customized Displayed Data

Lists of data display in customizable tables. To change the navigation and/or layout of a table, click in the table header. (Figure 1)

Make changes using any of the steps listed below, then click .

Table Navigation—the method by which additional table rows are displayed may be selected, and the number of rows to display at one time may be set. (Figure 2)

1. Select one of the following radio buttons:
   - **Scrolling**—allows additional table rows to be displayed by moving a scroll bar on the right side of the section
   - **Paging**—allows additional table rows to be displayed a page at a time by clicking or

2. Enter the number of rows to display in the **Number of Visible Rows Before Scrolling** or **Number of Rows Before Paging** field, if desired.

Figure 1

Figure 2
Add or Remove Columns—columns may be added to or removed from a table. Column headings that may be added to the table display in the Available Columns section. The Displayed Columns section displays column headings that are currently included in the table. (Figure 3)

1. Click ☐ to the left of one or more column headings to move.
2. Click ▲ or ▼ to move the column heading(s).

Rearrange Columns—columns are rearranged in the table by reordering the list of column headings in the Displayed Columns section. (Figure 3)

1. Select a column heading to move in the Displayed Columns section.
2. Click ▲ to move the column to the left in the table.
3. Click ▼ to move the column to the right in the table.

Adjust Column Width—the width of columns in the table are adjusted by entering values in the Width column of the Displayed Columns section. Enter a larger value to widen a column in the table. Enter a smaller value to reduce the width of a column. (Figure 3)

Sort—tables may be sorted by values in a selected column. (Figure 4)

1. Click ☐ in the Sort By field to select a column heading.
2. Click the Ascending arrow to sort table rows in alphabetical or numerical order.
3. Click the Descending arrow to sort table rows in reverse order.
Search for Documents

Click **Search** to display all documents of a selected type (Applications, Agreements, etc.) for your agency. This is the most common way to search.

**Specific Document Search**

You can search for specific documents using search criteria, if desired. (Figure 1)

1. Click **▼** to select a **Field**.
2. Click **▼** to select an **Operator**.
3. Enter or select a **Value**.
   
   **Note:** Click **▼** to display specific values; click **▼** to display a calendar from which a date may be selected; or click **▼** to display a list of values from which to choose.
4. Click **Search**. A list of documents matching the search criteria displays in the **Result List** section.

**Save Specific Document Search**

Search criteria may be saved for repeated use. (Figure 2)

1. Perform a search using desired Fields, Operators, and Values.
2. Enter a name for the saved search in the **Save Search As** field.
3. Click **Save**. The search name displays in the screen header. (Figure 3)

**Use Saved Search**

Saved searches may be used at any time. (Figure 3)

1. Click **▼** in the search name field in the screen header, then select the desired search.
2. Click **Go**. A list of documents matching the saved search criteria displays.

**Delete Saved Search**

To delete a saved search, select the saved search, then click **Trash**. (Figure 3)
New Application

1. Log on to the Grants System. **Note:** Refer to Page 2.

2. Click **Create New R&D Application** (Figure 1). The *Search: Application Form* window displays.

3. Click **Search**. All R&D Application Forms are displayed.

4. Click appropriate R&D Application form from displayed results (Figure 2).

**Complete Application Form**

5. Complete application form as you normally would.

**Tips**

- Project Sponsor Legal Name and Address Legal Name and Address are automatically displayed based on your login.
- Vendor/Contact for Agreements is defaulted from the logged in user’s profile.
- Enter below fields in the application form
  - Project Title
  - Period of Performance
  - Property furnishing department
  - Special Terms
  - University and Department conducting work
  - Principal Investigator details
- Enter Requested R&D Funds Amounts by entering the expense values in the expense code table
  - **Use Add Row** to add additional Rows.
  - **Use Delete button** to delete rows.

**Application Basics**

- Required fields have a red asterisk * beside them.
- Highlighted fields can have information entered into them.

**Navigation Basics**

- Use < Back > button in upper right corner to go back and forward within the system.
- Use Recent Items on left side of screen to open most recent items.
- Select Home on left side of screen to return to Home screen. (Help is available from any screen).
- Take note of dual scroll bars on the right and adjust each as necessary.

**Search Criteria Basics**

- Hide all search fields by selecting Hide Search fields
- Remove unnecessary Search Criteria fields by selecting the minus symbol (-) beside them.
- Selecting Search on the Search Application Form page will return appropriate forms.
Check, Save and Submit Buttons

- **Check**—Click **Check** to ensure you have completed all required fields.
- **Save**—Click **Save** if you cannot complete the application in one sitting or if you would like to save the application for review within your agency before submitting.
- **Submit**—Click **Submit** to submit application to R&D. Once an application has been submitted, it cannot be changed.
- Attach documents following on screen instructions (Figure 3).
- Click on browse button and locate the file you wish to upload and double click on the name (Figure 4).
- **Submit**—Click **Submit** to submit application to R&D. Once an application has been submitted, it cannot be changed.

Adding Attachments

If you do not add attachments after selecting submit, you can follow the below process to attach documentation to a previously submitted application.

1. Click **Review Application** from **Home** page.
2. Click **Search**.
3. Select the **Application ID** from the displayed list.
4. Click **Attachment**.
5. Click **Browse**.
6. Navigate to the document you would like to upload and double click.
7. Select **Attach**.
8. Repeat steps 4-7 to add additional documents.

If you have any questions about filling out the application, please call R&D Office.
Change Application

1. Log on to Grants System. Note: Refer to Log On Document.

2. Click **Edit Existing R&D Application** (Figure 1). The **Search: Applications** window displays.

3. Select **Search** (Figure 2). All Applications submitted by your agency display. Note: If your agency has many applications, you can enter selection criteria to limit the results list. A maximum of ten applications per page will be displayed, with paging options provided below the list of additional pages that are available.

4. Select the **Application ID** from the results displayed that you would like to open. Note: You can change applications that have a status of In Process by SR or Returned.

5. The Edit Application window displays. Make any necessary changes.

**Check, Save and Submit Buttons (Figure 3)**

6. Check—Click **Check** to ensure you have completed all required fields.

7. Save—Click **Save** if you cannot complete the application in one sitting or if you would like to save the application for review within your agency before submitting.

8. Submit—Click **Submit** to submit application to R&D. Once an application has been submitted, it cannot be changed.

9. Attach documents following on screen instructions.

10. Click **Home** to start the workflow process.

**Adding Attachments**

Follow below process to attach documentation to a previously submitted application.

1. Click **Edit Existing R&D Application** from **Home** page.
2. Click **Search**.
3. Select the **Application ID**. The Application Form displays
4. Select **Attachment**. Note: Attachment is located beneath Application Details.
5. Select **Browse**.
6. Navigate to document you would like to upload and double click.
7. Select **Attach**. Repeat steps 4-7 to add additional documents.

---

**Figure 1**—Home: Change Application

**Figure 2**—Search: Applications

**Figure 3**—Check, Save and Submit Buttons
Display Application


2. Click View R&D Applications (Figure 1). The Search: Applications window displays.

3. Select Search (Figure 2). All Applications submitted by your agency display. Note: If your agency has many applications, you can enter selection criteria to limit the results list. A maximum of ten applications per page will be displayed, with paging options provided below the list of additional pages that are available.

4. Select the Application ID from the results displayed that you would like to open.

R&D Application Form

5. Select the > right facing arrow beside Application Form to see the form if the form is not opened as soon as the application number is selected.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Application has been submitted and is under review by R&amp;D department</td>
</tr>
<tr>
<td>Returned to SR</td>
<td>Application has been returned to the Sub recipient for additional action. An email with instructions would also have been sent to the contact person.</td>
</tr>
<tr>
<td>L1 Approved</td>
<td>Application has been approved by L1 Project manager and is sent to L2 for next level of approval</td>
</tr>
<tr>
<td>L2 Returned to L1</td>
<td>Application is returned by L2 project manager to L1 Project manager for additional action. Instructions will be updated in</td>
</tr>
<tr>
<td>L2 R&amp;D Approved</td>
<td>Application has been approved and funded. A letter is sent out to the contact person. This is the final level of Approval for Ap-</td>
</tr>
<tr>
<td>Rejected</td>
<td>Application was not approved and funded. Application is Rejected</td>
</tr>
</tbody>
</table>
New Reimbursement Request (Claim)

1. Log on to the Grants System. **Note:** Refer to Page 2.

2. Click **New R&D Reimbursement Req.** (Figure 1). The **Search: Grantor Claim** window displays.

3. Click **Search.** All R&D Reimbursement Req. for the agreements are displayed.

4. Click appropriate R&D Reimbursement form from displayed results (Figure 2).

**Complete R&D Reimbursement Form**

5. Complete R&D Reimbursement form as you normally would.

**Tips**

- Project Sponsor Legal Name and Address are automatically displayed based on your agreement.
- Enter below fields in the Reimbursement form
  - Invoice Number
  - Date Prepared
  - Invoice Period From and To Dates
  - Final Invoice Indicator
- Enter “Total Expenses This Period” in the expenses table.

**Reimbursement Claim Basics**

- Required fields have a red asterisk * beside them.
- Highlighted fields can have information entered into them.

**Navigation Basics**

- Use < Back > button in upper right corner to go back and forward within the system.
- Use Recent Items on left side of screen to open most recent items.
- Select Home on left side of screen to return to Home screen. (Help is available from any screen).
- Take note of dual scroll bars on the right and adjust each as necessary.

**Search Criteria Basics**

- Hide all search fields by selecting Hide Search fields
- Remove unnecessary Search Criteria fields by selecting the minus symbol (-) beside them.
- Selecting Search on the Search Reimbursement Claim Form page will return appropriate forms.
Check, Save and Submit Buttons

- **Check**—Click **Check** to ensure you have completed all required fields.
- **Save**—Click **Save** if you cannot complete the Claim in one sitting or if you would like to save the Claim for review within your agency before submitting.
- **Submit**—Click **Submit** to submit Reimbursement Claim to R&D. Once a Claim has been submitted, it cannot be changed.
- Attach documents following on screen instructions (Figure 3).
- Click on browse button and locate the file you wish to upload and double click on the name (Figure 4).
- Click on the **select Button**.
- Repeat the above two steps to select additional files.
- Click **“Attach Selected files“** button to upload the files (Figure 5).
- Click **Home** to start the workflow process.

Adding Attachments

If you do not add attachments after selecting submit, you can follow the below process to attach documentation to a previously submitted Claim.

1. Click **Review Reimbursement Req.** from **Home** page.
2. Click **Search**.
3. Select the **Claim ID** from the displayed list.
4. Click **Attachment**.
5. Click **Browse**.
6. Navigate to the document you would like to upload and double click.
7. Select **Attach**.
8. Repeat steps 4-7 to add additional documents.

If you have any questions about filling out the Claim, please call R&D Office.
Change Reimbursement Request (Claim)

1. Log on to Grants System. Note: Refer to Log On Document.

2. Click **Edit R&D Reimbursement Req.** (Figure 1). The **Search: Grantor Claim** window displays.

3. Select **Search** (Figure 2). All Claims submitted by your agency display. Note: If your agency has many Claims, you can enter selection criteria to limit the results list. A maximum of ten Claims per page will be displayed, with paging options provided below the list of additional pages that are available.

4. Select the **Claim ID** from the results displayed that you would like to open. Note: You can change Claims that have a status of In Process by SR or Returned.

5. The Edit Claim window displays. Make any necessary changes.

**Check, Save and Submit Buttons (Figure 3)**

6. Check—Click **Check** to ensure you have completed all required fields.

7. Save—Click **Save** if you cannot complete the Claim in one sitting or if you would like to save the Claim for review within your agency before submitting.

8. Submit—Click **Submit** to submit Reimbursement Claim to R&D. Once Claim has been submitted, it cannot be changed.

9. Attach documents following on screen instructions.

10. Click **Home** to start the workflow process.

**Adding Attachments**

Follow below process to attach documentation to a previously submitted Reimbursement Claim.

1. Click **Edit R&D Reimbursement Req.** from **Home** page.

2. Click **Search**.

3. Select the **Claim ID**. The Claim Form displays.

4. Select Attachment. Note: Attachment is located beneath Claim Details.

5. Select **Browse**.

6. Navigate to document you would like to upload and double click.

7. Select **Attach**. Repeat steps 4-7 to add additional documents.

**Figure 1—Home: Change Claim**

**Figure 2—Search: Claims**

**Figure 3—Check, Save and Submit Buttons**

2. Click **Review R&D Reimbursement Req.** (Figure 1). The **Search: Grantor Claims** window displays.

3. Select **Search** (Figure 2). All Claims submitted by your agency display. Note: If your agency has many Claims, you can enter selection criteria to limit the results list. A maximum of ten Claims per page will be displayed, with paging options provided below the list of additional pages that are available.

4. Select the **Claim ID** from the results displayed that you would like to open.

**Reimbursement Claim Form**

5. Select the > right facing arrow beside Claim Form to see the form if the form is not opened as soon as the Claim number is selected.

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<td>Reimbursement Claim has been returned to the Sub recipient for additional action. An email with instructions would also have been sent to the contact person.</td>
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<tr>
<td>L1 Approved</td>
<td>Reimbursement Claim has been approved by L1 Project manager and is sent to L2 for next level of approval</td>
</tr>
<tr>
<td>L2 Returned to L1</td>
<td>Reimbursement Claim is returned by L2 project manager to L1 Project manager for additional action. Instructions will be updated in Notes type by L2 Project manager.</td>
</tr>
<tr>
<td>L2 Approved by R&amp;D</td>
<td>Reimbursement Claim has been approved by L2 Project Mgr.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Reimbursement Claim is Rejected</td>
</tr>
<tr>
<td>L3 Returned to L2</td>
<td>Reimbursement Claim is returned by Contract Manager to L2 Project manager for additional action. Instructions will be updated in Notes type by Contract manager.</td>
</tr>
<tr>
<td>L3 Contract Management Approved</td>
<td>Reimbursement Claim has been approved by Contract manager and claimed by the SR.</td>
</tr>
</tbody>
</table>
1. Log on to the Grants System. **Note:** Refer to Page 2.

2. Click **Submit R&D Change Request** (Figure 1). The **Search: Change Request form** window displays.

3. Click **Search.** All R&D Change Request Forms for the agreements are displayed.

4. Click appropriate R&D Change Request form from displayed results (Figure 2).

**Complete R&D Change Request Form**

5. Complete R&D Change Request form as you normally would.

**Tips**

- Sub Recipient is automatically displayed based on your agreement.
- Enter below fields in the Change Request form
  - Budget Revision or Program Revision
  - Reason for Change
- Enter “Change Amount (+/-) in the expenses table.

**R&D Change Request Basics**

- Required fields have a red asterisk (*) beside them.
- Highlighted fields can have information entered into them.

**Navigation Basics**

- Use < Back > button in upper right corner to go back and forward within the system.
- Use Recent Items on left side of screen to open most recent items.
- Select Home on left side of screen to return to Home screen. (Help is available from any screen).
- Take note of dual scroll bars on the right and adjust each as necessary.

**Search Criteria Basics**

- Hide all search fields by selecting Hide Search fields
- Remove unnecessary Search Criteria fields by selecting the minus symbol (-) beside them.
- Selecting Search on the Search Claim Form page will return Change Request forms.
Check, Save and Submit Buttons

- **Check**—Click **Check** to ensure you have completed all required fields.
- **Save**—Click **Save** if you cannot complete the Claim in one sitting or if you would like to save the Change Request for review within your agency before submitting.
- **Submit**—Click **Submit** to submit Change Request to R&D. Once a Change Request has been submitted, it cannot be changed.
- Attach documents following on screen instructions (Figure 3).
- Click on browse button and locate the file you wish to upload and double click on the name (Figure 4).
- Click on the **select Button**.
- Repeat the above two steps to select additional files.
- Click **“Attach Selected files“** button to upload the files (Figure 5).
- Click **Home** to start the workflow process.

Adding Attachments

If you do not add attachments after selecting submit, you can follow the below process to attach documentation to a previously submitted Change Request.

1. Click **View R&D Change Requests** from **Home** page.
2. Click **Search**.
3. Select the **Change Request ID** from the displayed list.
4. Click **Attachment**.
5. Click **Browse**.
6. Navigate to the document you would like to upload and double click.
7. Select **Attach**.
8. Repeat steps 4-7 to add additional documents.

If you have any questions about filling out the Change Request, please call R&D Office.
1. Log on to Grants System. Note: Refer to Log On Document.

2. Click **Edit R&D Change Requests** (Figure 1). The **Search: Grantor Change Request** window displays.

3. Select **Search** (Figure 2). All Change Requests submitted by your agency display. Note: If your agency has many Change Requests, you can enter selection criteria to limit the results list. A maximum of ten Change Requests per page will be displayed, with paging options provided below the list of additional pages that are available.

4. Select the **Change Request ID** from the results displayed that you would like to open. Note: You can modify change Requests that have a status of In Process by SR or Returned.

5. The Edit Change Requests window displays. Make any necessary changes.

**Check, Save and Submit Buttons (Figure 3)**

6. Check—Click **Check** to ensure you have completed all required fields.

7. Save—Click **Save** if you cannot complete the Change Request in one sitting or if you would like to save the Change Request for review within your agency before submitting.

8. Submit—Click **Submit** to submit Change Request to R&D. Once Change Request has been submitted, it cannot be changed.

9. Attach documents following on screen instructions.

10. Click **Home** to start the workflow process.

**Adding Attachments**

Follow below process to attach documentation to a previously submitted Change Request.

1. Click **Edit R&D Change Request** from **Home** page.

2. Click Search.

3. Select the **Change Request ID**. The Change Request Form displays

4. Select Attachment. Note: Attachment is located beneath Change Request Details.

5. Select **Browse**.

6. Navigate to document you would like to upload and double click.

7. Select **Attach**. Repeat steps 4-7 to add additional documents.

2. Click **View R&D Change Requests** (Figure 1). The **Search: Grantor Change Request** window displays.

3. Select **Search** (Figure 2). All Change Requests submitted by your agency display. Note: If your agency has many Change Requests, you can enter selection criteria to limit the results list. A maximum of ten Change Requests per page will be displayed, with paging options provided below the list of additional pages that are available.

4. Select the **Change Request ID** from the results displayed that you would like to open.

**R&D Change Request form**

5. Select the > right facing arrow beside Change Request Form to see the form if the form is not opened as soon as the Change Request number is selected.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Change Request has been submitted and is under review by R&amp;D department</td>
</tr>
<tr>
<td>Returned to SR</td>
<td>R&amp;D Change Request has been returned to the Sub recipient for additional action. An email with instructions would also have been sent to the contact person.</td>
</tr>
<tr>
<td>L1 Approval</td>
<td>R&amp;D Change Request has been approved by L1 Project manager and is sent to L2 for next level of approval</td>
</tr>
<tr>
<td>L2 Returned to L1</td>
<td>R&amp;D Change Request is returned by L2 project manager to L1 Project manager for additional action. Instructions will be updated in Notes type by L2 Project manager.</td>
</tr>
<tr>
<td>L2 Approved by R&amp;D</td>
<td>R&amp;D Change Request has been approved by L2 Project Mgr.</td>
</tr>
<tr>
<td>Rejected</td>
<td>R&amp;D Change Request is Rejected</td>
</tr>
<tr>
<td>L3 Returned to L2</td>
<td>R&amp;D Change Request is returned by Contract Manager to L2 Project manager for additional action. Instructions will be updated in Notes type by Contract manager.</td>
</tr>
<tr>
<td>L3 Contract Management Approved</td>
<td>R&amp;D Change Request has been approved by Contract manager and additional funding is added to the agreement.</td>
</tr>
</tbody>
</table>