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 jmastin@ncdot.gov requesting access to the Research Module of the GMS. Forms are university specific and made available on request.
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:

Project/Grant Application

After a project has been selected for funding by NCDOT and a project authorization (PA) 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” as detailed in the user guide below. The signed PA 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 (such as claims) with a specific research project.

Applications should be submitted using the current, active research program. For instance, as of 12/9/2020, the active research program in the GMS is labeled: *FY2022_NCDOT_RESRCH_PG. The project number assigned to the project indicates fiscal year. RP2022-NN indicates FY2022, RP2021-NN would be the FY2021 program.* 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.

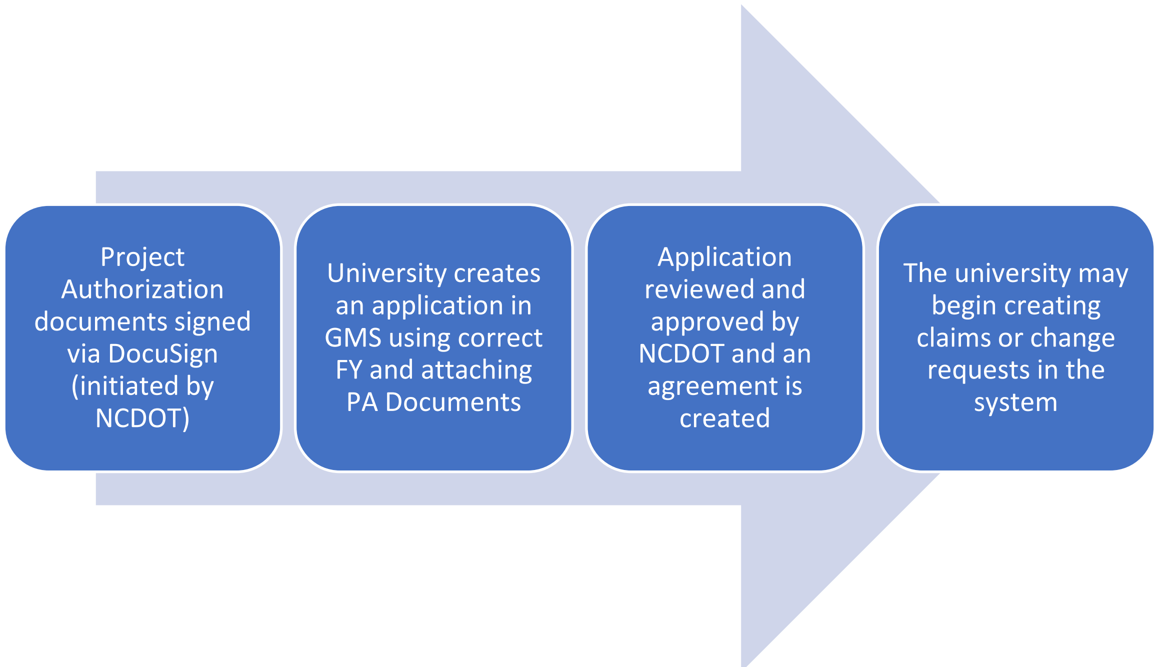
Claims should be submitted by appropriate post-award contract officers.

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



A Note on Browsers:

At present time, Google Chrome and Microsoft Edge work fine for general use and are the best solution for the new Application Module. However, both claims and change requests require Internet Explorer 11.

Assistance

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

Neil Mastin	Research Manager	919-707-6661	jmastin@ncdot.gov
John Kirby	Environment, Hydraulics, Stormwater	919-707-6662	jkirby@ncdot.gov
Mustan Kadibhai	Pavement, Materials, Maintenance, Structures, Construction, Geotech	919-707-6667	mkadibhai@ncdot.gov
Curtis Bradley	Implementation, Tech Transfer, Planning, Multi-Modal	919-707-6664	cbradley8@ncdot.gov
Lisa Penny	Mobility, Safety, Roadway Design	919-707-6663	lepenny@ncdot.gov
Lamara Williams-Jones	Research Librarian	919-707-6665	lcwilliams2@ncdot.gov
Research Office		919-707-6660	research@ncdot.gov

NCDOT Research Grants - System Help Guide

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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.

Figure 1

1. Navigate to http://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 

   . The ***Applications screen*** displays. (Figure 2)
5. Click. The ***DOT Grants Partner Applications tile/screen*** displays.

Figure 2

Figure 3

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

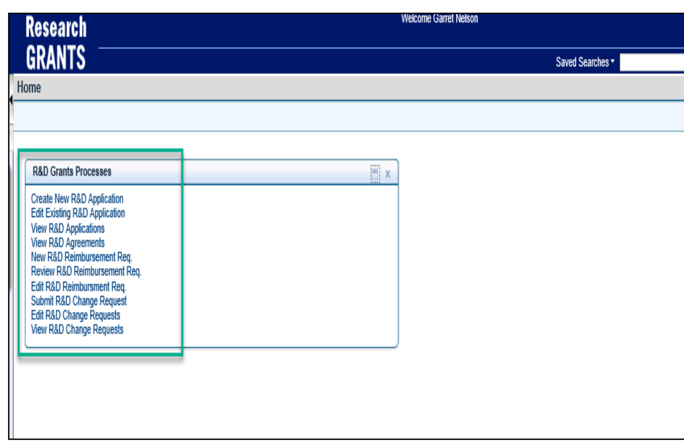
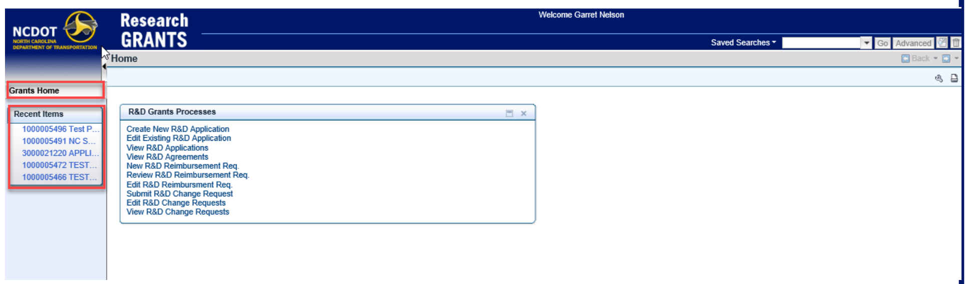


Figure 4

NOTE: New applications are best created in Chrome or the latest MS Edge browsers. However, *Internet Explorer 11 is the most compatible browser with claims and change requests until further notice.*

System Navigation

- Click to hide the Navigation panel on the left side of the screen or click to display it. (Figure 1)
- Click Back to navigate to the previous screen or click to navigate to the next screen. (Figure 1)
- Click a link in Recent Items to open a recently accessed document. (Figure 1)
- Click Grants Home to return to the ***Grants Home*** screen. (Figure 1)
- Click to the left of a heading to expand a section or click to collapse a section. (Figure 2)
- Click to automatically scroll back to the top of the screen. (Figure 2)
- Click Expand or Collapse to display or hide additional rows. (Figure 2)
- Click Back, Forward, or a highlighted page number to display additional table rows. (Figure 2)



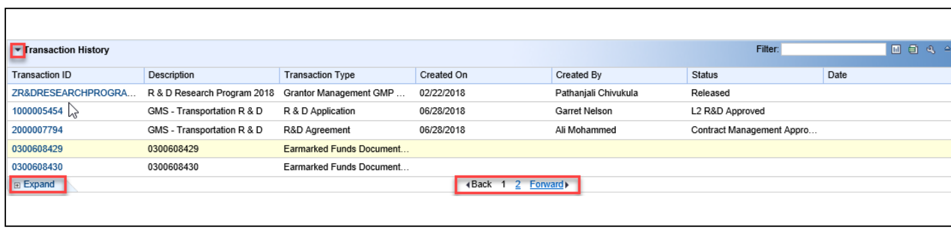
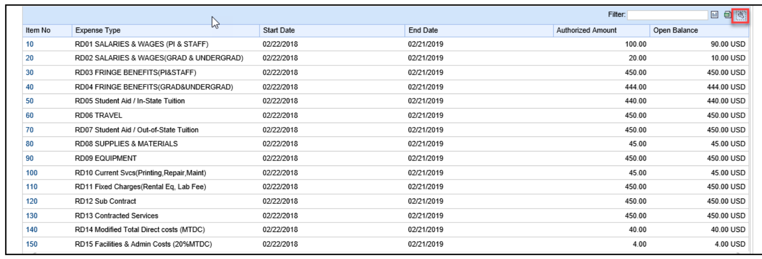


Figure 2

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 Save .



Filter:

Item No	Expense Type	Start Date	End Date	Authorized Amount	Open Balance
10	RD01 SALARIES & WAGES (PI & STAFF)	02/22/2018	02/21/2019	100.00	90.00 USD
20	RD02 SALARIES & WAGES(GRAD & UNDERGRAD)	02/22/2018	02/21/2019	20.00	10.00 USD
30	RD03 FRINGE BENEFITS(PI&STAFF)	02/22/2018	02/21/2019	450.00	450.00 USD
40	RD04 FRINGE BENEFITS(GRAD&UNDERGRAD)	02/22/2018	02/21/2019	444.00	444.00 USD
50	RD05 Student Aid / In-State Tuition	02/22/2018	02/21/2019	440.00	440.00 USD
60	RD06 TRAVEL	02/22/2018	02/21/2019	450.00	450.00 USD
70	RD07 Student Aid / Out-of-State Tuition	02/22/2018	02/21/2019	450.00	450.00 USD
80	RD08 SUPPLIES & MATERIALS	02/22/2018	02/21/2019	45.00	45.00 USD
90	RD09 EQUIPMENT	02/22/2018	02/21/2019	450.00	450.00 USD
100	RD10 Current Svcs(Printing,Repair,Maint)	02/22/2018	02/21/2019	45.00	45.00 USD
110	RD11 Fixed Charges(Rental Eq, Lab Fee)	02/22/2018	02/21/2019	450.00	450.00 USD
120	RD12 Sub Contract	02/22/2018	02/21/2019	450.00	450.00 USD
130	RD13 Contracted Services	02/22/2018	02/21/2019	450.00	450.00 USD
140	RD14 Modified Total Direct costs (MTDC)	02/22/2018	02/21/2019	40.00	40.00 USD
150	RD15 Facilities & Admin Costs (20%MTDC)	02/22/2018	02/21/2019	4.00	4.00 USD

Figure 1

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 Forward or Back
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.

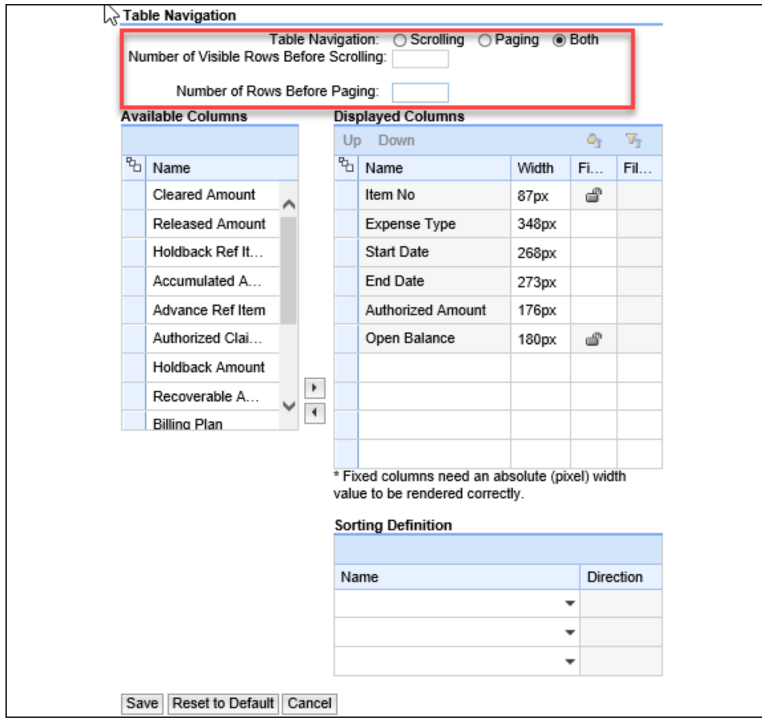


Figure 2

Topic continues on next page

Customize Displayed Data, cont.

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 Up to move the column to the left in the table.
3. Click Down 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.

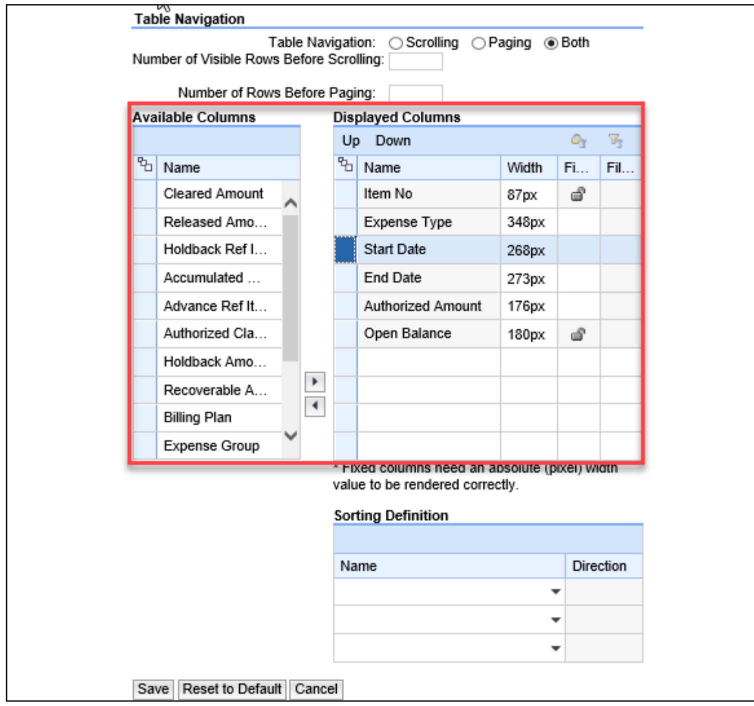


Figure 3

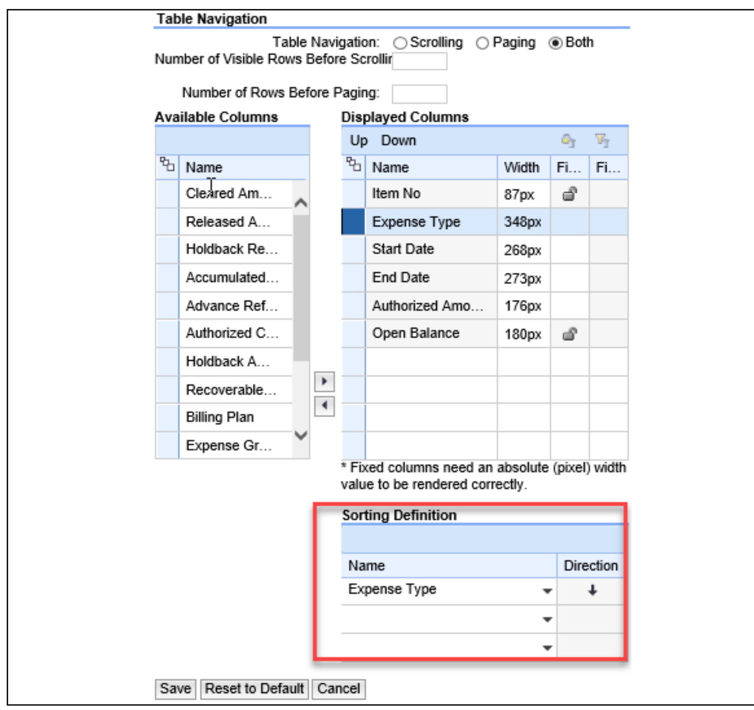


Figure 4

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.

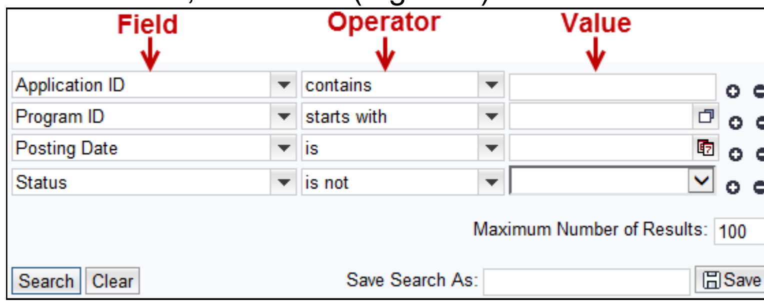


Figure 1

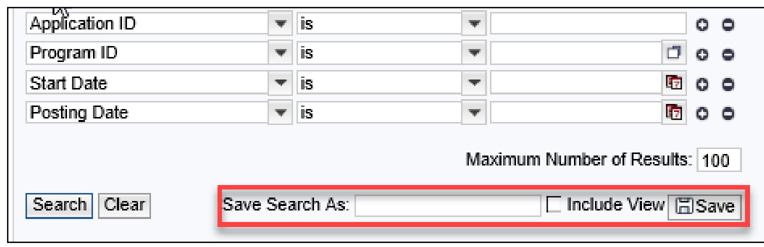


Figure 2

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)

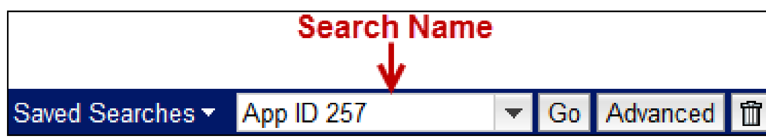


Figure 3

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 . (Figure 3)

New Application

NEW APPLICATIONS ARE NOW IN A NEW FORM AS OF DECEMBER 2020

1. Log on to the Grants System. **Note:** Refer to Page2.
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 the appropriate R&D Application form from displayed results. *This is the Fiscal Year for which the project is being developed.* (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

Figure 1 - Home

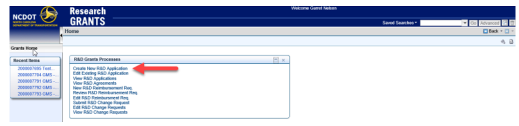
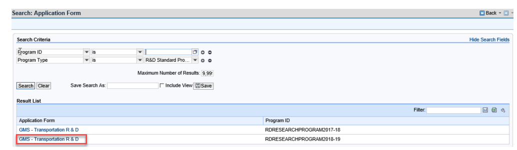


Figure 2 R&D Application



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.

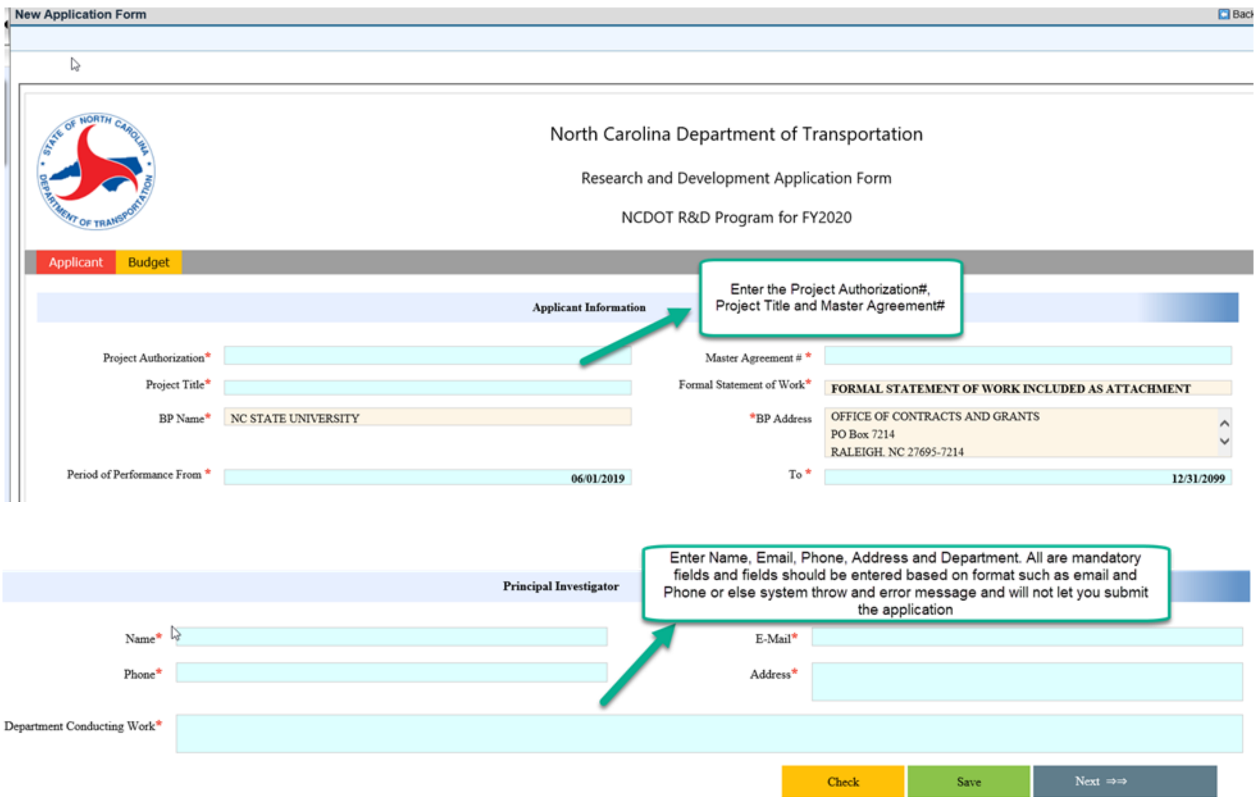
Search Criteria Basics

- Hide all search fields by selecting Hide Search fields
- Selecting Search on the Search Application Form page will return appropriate forms.

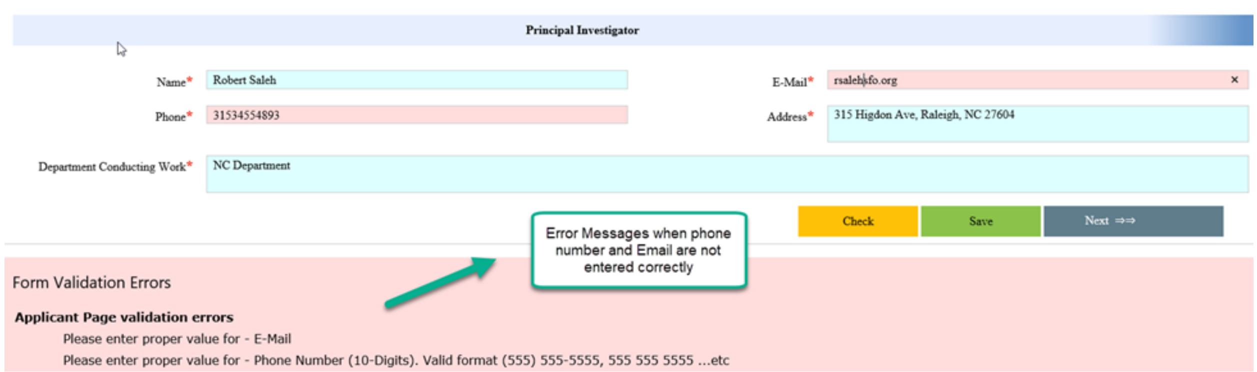
New Application Contd.

Once the new web-based application form is launched, the screen will open for entering the applicant information, Principal Investigator Information and Budget Information

Applicant Information



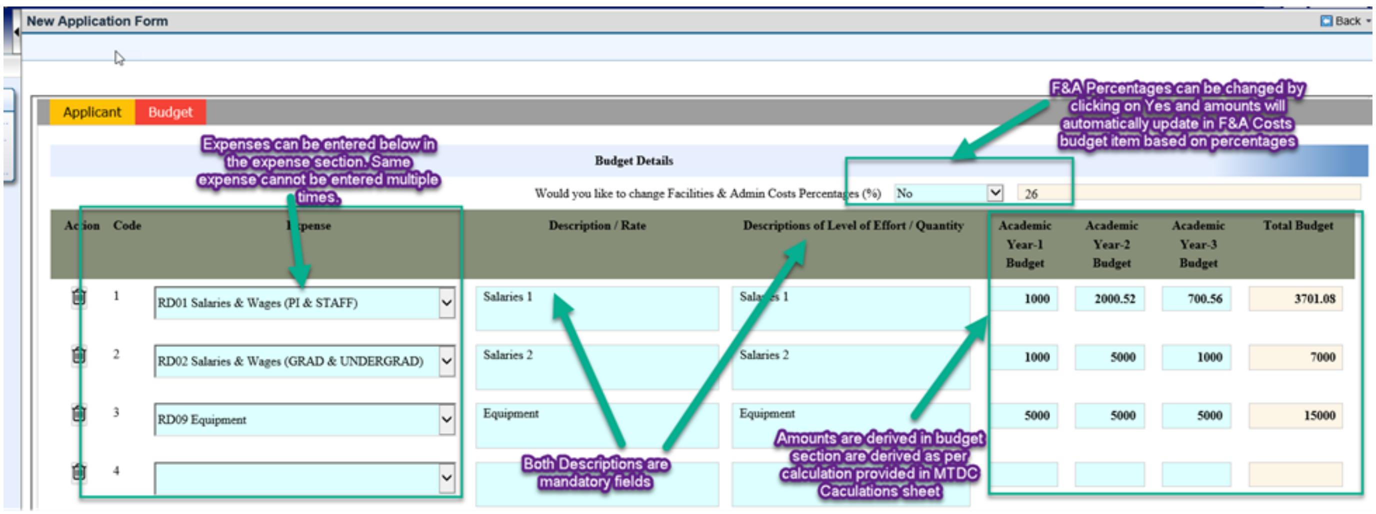
Enter Name, Email, Phone, Address and Department. All are mandatory fields and fields should be entered based on format such as email and phone or else the system will throw an error message and will not let you submit the application.



New Application Contd.

The next step is to enter budget information:

- The budget entry is fairly straightforward. Please selection ONLY those line-items that will be used for a given project.
- Please note that the system defaults to an F&A percentage of 26%, the standard for NCDOT research projects. However, that can be adjusted based on higher negotiated rates or for Federal passthrough funds.



Validations are in place for all fields and will generate system errors if anything is entered incorrectly.

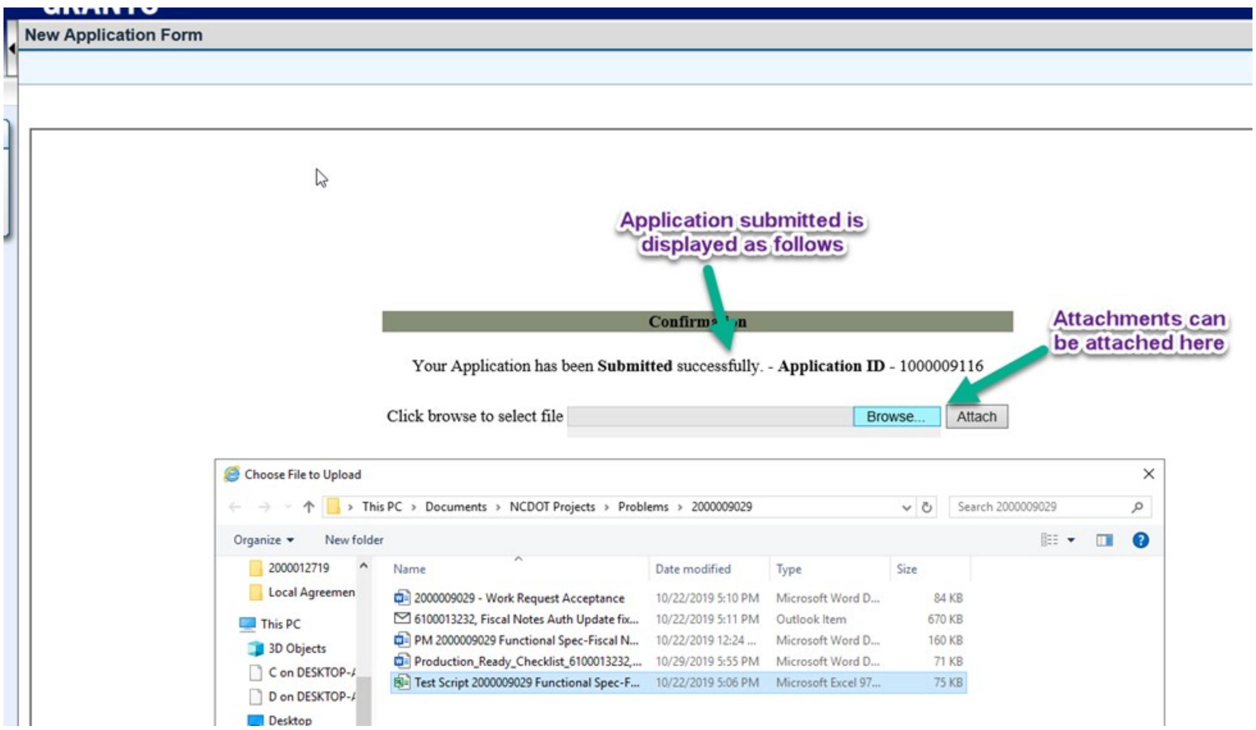
Some of the validations provided are as follows:

1. Per federal rules, equipment amount should be greater than or equal to $5000.
2. Descriptions are mandatory for each line item and the system will prompt with an error message if not entered.
3. The system will generate a popup message if an expense which is entered is selected again.

New Application Contd.

Attachments

Once the application has been submitted, the user can attach project documents. *A signed Project Authorization Document is required to be attached for all NCDOT research projects.*

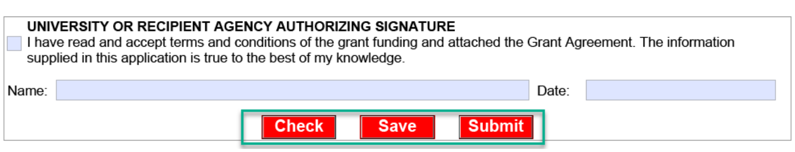


Edit Application

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.

Figure 3—Check, Save and Submit Buttons

Figure 1—Home: Change Application

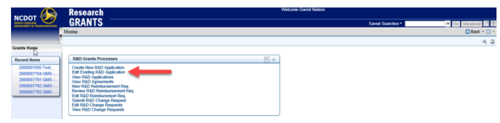
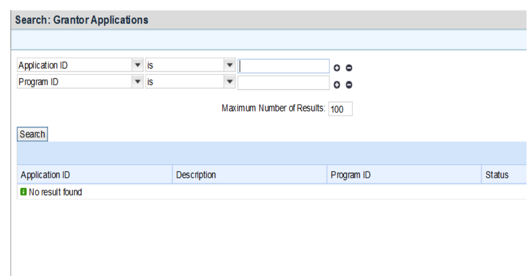


Figure 2—Search: Applications



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.

Display Existing Application

1. Log on to the R&D Grants System. Note: Refer to Log On Document.
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.

Figure 1—Home: Display Application

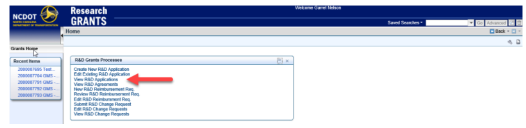
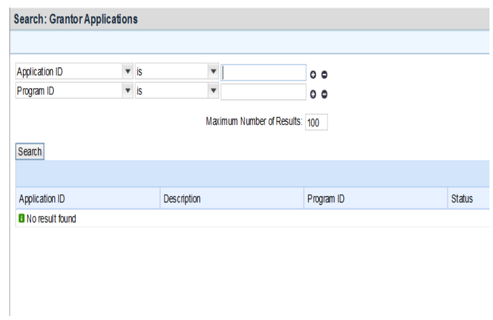


Figure 2— Search screen



Status	Meaning
Submitted	Application has been submitted and is under review by R&D department
Returned to SR	Application has been returned to the Sub recipient for additional action. An email with instructions would also have been sent to the contact person.
L1 Approved	Application has been approved by L1 Project manager and is sent to L2 for next level of approval
L2 Returned to L1	Application is returned by L2 project manager to L1 Project manager for additional action. Instructions will be updated in Notes type by L2 Project manager.
L2 R&D Approved	Application has been approved and funded. A letter is sent out to the contact person. This is the final level of Approval for Application.
Rejected	Application was not approved and funded. Application is Rejected

New Reimbursement Request (Claim)

1. Log on to the Grants System. **Note:** Refer to Page2.
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.
- *At present, Internet Explorer 11 must be used to access the claim form. Eventually, this will be replaced with a form similar to the application form.*

Figure 1 - Home

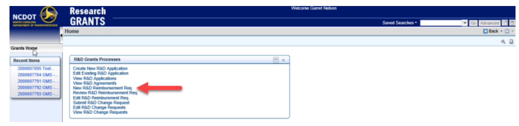
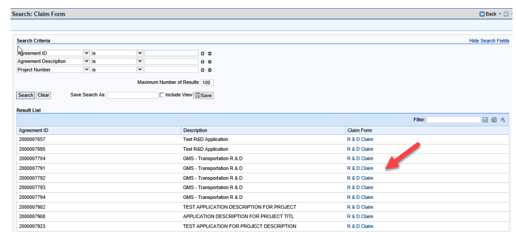


Figure 2 R&D Reimbursement Claim



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.

New Reimbursement Request Contd.

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).

Figure 3 Attachment screen

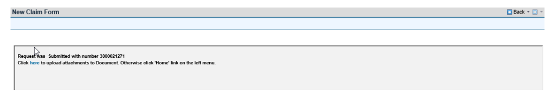
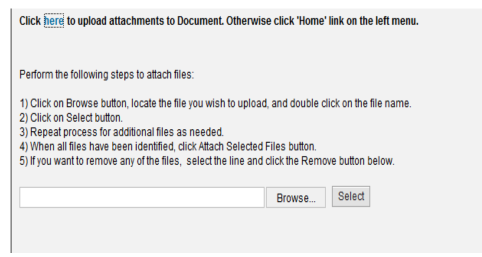
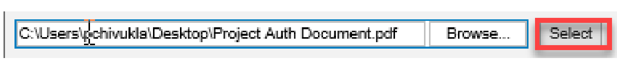


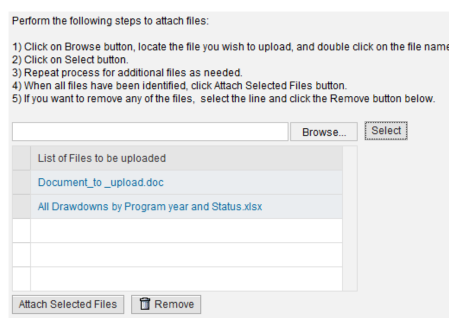
Figure 4 Select Document





- 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.

Figure 5 Attach Selected Files



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.

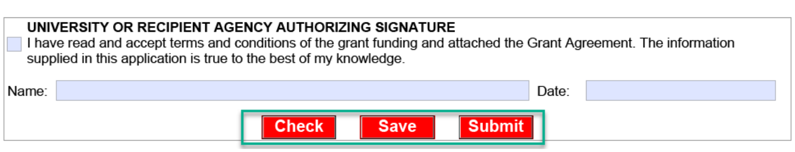
If you have any questions about filling out the Claim, please call R&D Office.

Edit 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.

Figure 3—Check, Save and Submit Buttons

Figure 1—Home: Change Claim

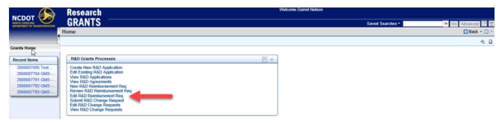
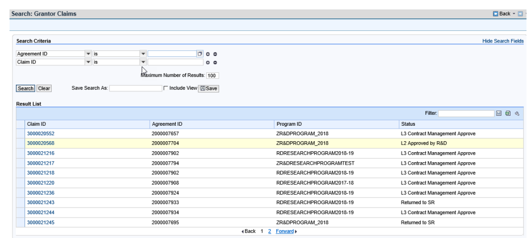


Figure 2—Search: Claims



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.

Display Reimbursement Request (Claim)

1. Log on to the R&D Grants System. Note: Refer to Log On Document.

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.

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

Figure 1—Home: Display Claim

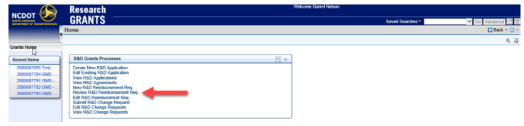
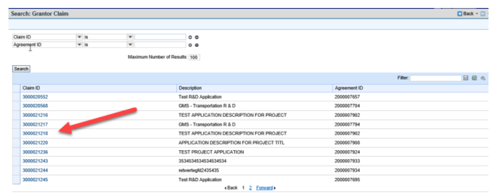


Figure 2— Search screen



Status	Meaning
Submitted	Claim has been submitted and is under review by R&D department
Returned to SR	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.
L1 Approved	Reimbursement Claim has been approved by L1 Project manager and is sent to L2 for next level of approval
L2 Returned to L1	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.
L2 Approved by R&D	Reimbursement Claim has been approved by L2 Project Mgr.
Rejected	Reimbursement Claim is Rejected
L3 Returned to L2	Reimbursement Claim is returned by Contract Manager to L2 Project manager for additional action. Instructions will be updated in Notes type by Contract manager.
L3 Contract Management Approved	Reimbursement Claim has been approved by Contract manager and claimed by the SR.

Create New R&D Change Request

1. Log on to the Grants System. **Note:** Refer to Page2.
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.

Figure 1 - Home

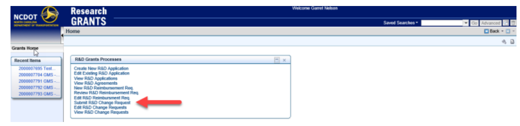
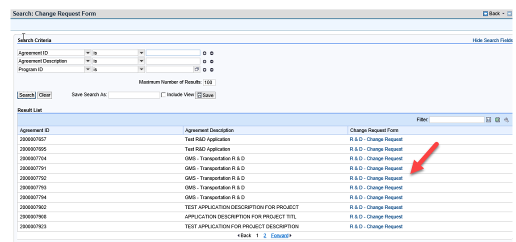


Figure 2 R&D Change Request



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.

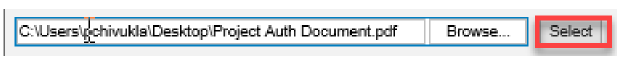
Search Criteria Basics

- 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.

Create New R&D Change Request Contd.

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.

Figure 3 Attachment screen

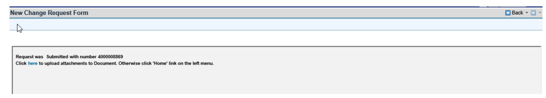


Figure 4 Select Document

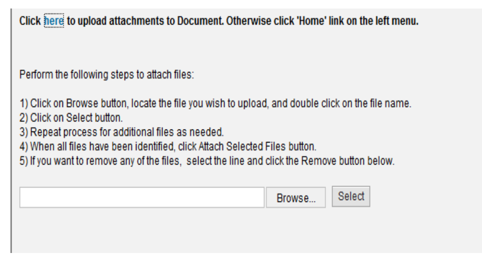
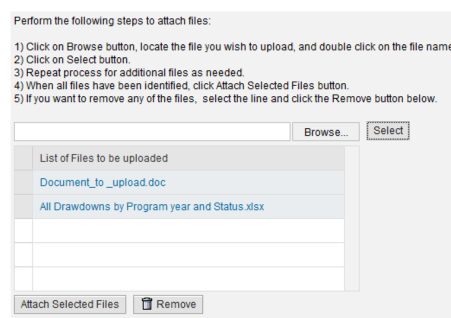


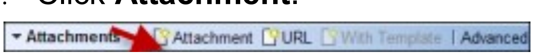
Figure 5 Attach Selected Files



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.

Edit R&D Change Request

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.

Figure 1—Home: Modify Change Request

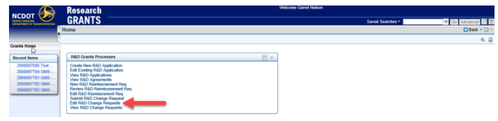
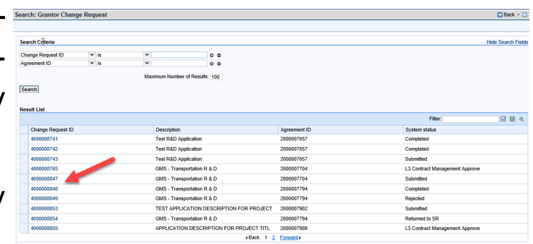
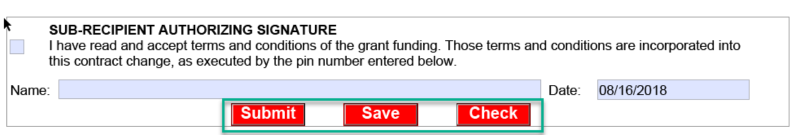


Figure 2—Search: Change Requests



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.

Figure 3—Check, Save and Submit Buttons

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.

Display R&D Change Request

1. Log on to the R&D Grants System. Note: Refer to Log On Document.
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.

Figure 1—Home: Display Change Request

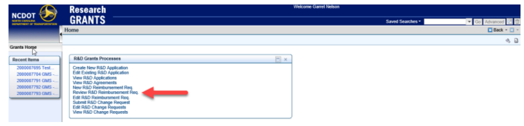
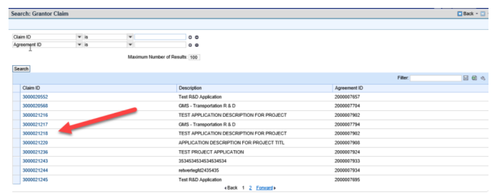


Figure 2— Search screen



Status	**Meaning**
Submitted	Change Request has been submitted and is under review by R&D department
Returned to SR	R&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.
L1 Approval	R&D Change Request has been approved by L1 Project manager and is sent to L2 for next level of approval
L2 Returned to L1	R&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.
L2 Approved by R&D	R&D Change Request has been approved by L2 Project Mgr.
Rejected	R&D Change Request is Rejected
L3 Returned to L2	R&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.
L3 Contract Management Approved	R&D Change Request has been approved by Contract manager and additional funding is added to the agreement.