

How to Submit a Change Request in eGMS Reach

Introduction

This document describes how to submit requests for approval of changes relating to your award through eGMS Reach. They are called “Change Requests” here.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Submitting a Change Request

1. Log into eGMS Reach and navigate to the **My Awards** section of the homepage.

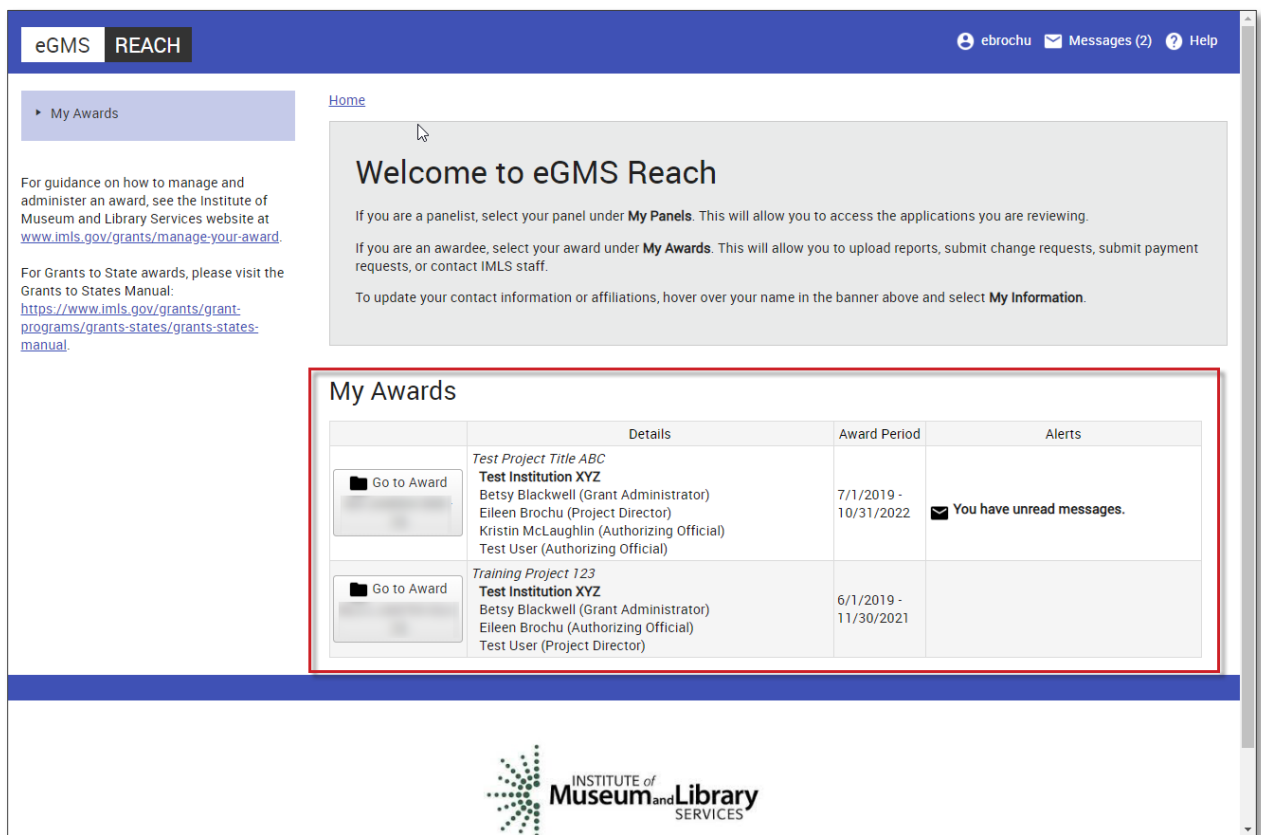
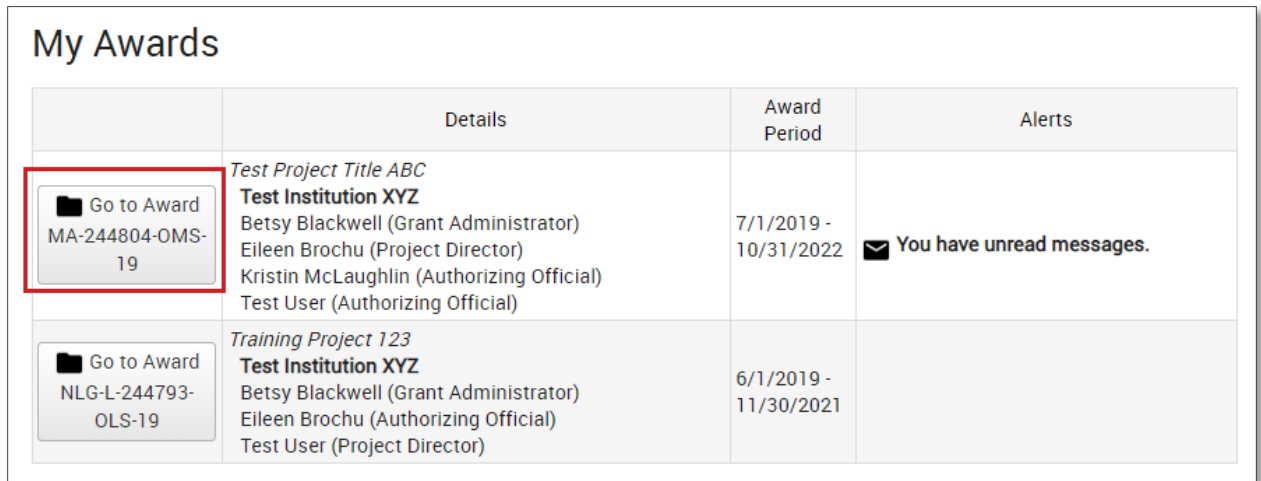


Figure 1 My Awards in Reach

2. Click on **Go to Award** to view the award's details.

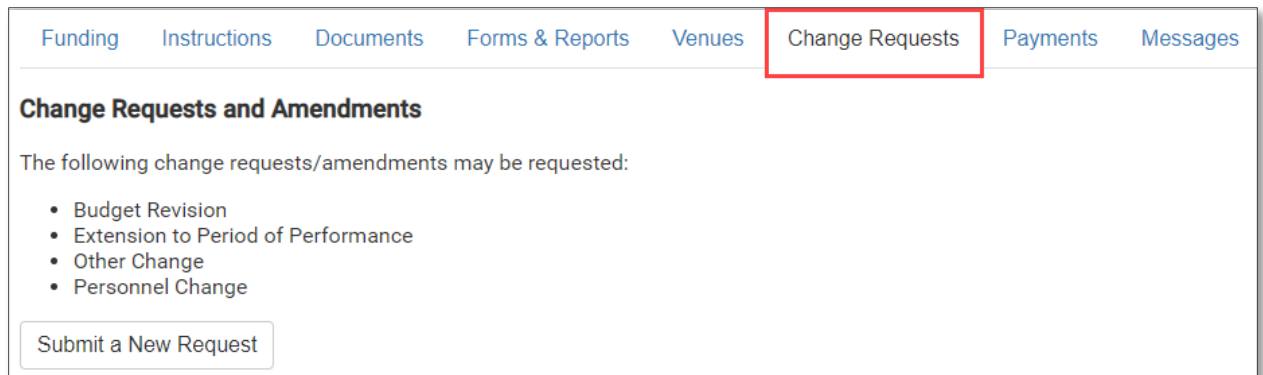


The screenshot shows a table titled "My Awards" with four columns: an empty column, "Details", "Award Period", and "Alerts". There are two rows of award data. In the first row, the "Go to Award" button for award MA-244804-OMS-19 is highlighted with a red box. In the second row, the "Go to Award" button for award NLG-L-244793-OLS-19 is also highlighted with a red box. The "Alerts" column for the first row contains the message "You have unread messages." with an envelope icon.

| | Details | Award Period | Alerts |
|---|--|-----------------------|-----------------------------|
| Go to Award MA-244804-OMS-19 | <i>Test Project Title ABC</i> Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official) | 7/1/2019 - 10/31/2022 | ✉ You have unread messages. |
| Go to Award NLG-L-244793-OLS-19 | <i>Training Project 123</i> Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Authorizing Official) Test User (Project Director) | 6/1/2019 - 11/30/2021 | |

Figure 2 Award details

3. Navigate to the bottom of the page and click on the **Change Requests** tab.



The screenshot shows a navigation bar with tabs: Funding, Instructions, Documents, Forms & Reports, Venues, Change Requests, Payments, and Messages. The "Change Requests" tab is highlighted with a red box. Below the navigation bar, the heading "Change Requests and Amendments" is followed by the text "The following change requests/amendments may be requested:". A bulleted list contains: Budget Revision, Extension to Period of Performance, Other Change, and Personnel Change. At the bottom, there is a button labeled "Submit a New Request".

Figure 3 Change Requests tab

4. You may request approval for the following change requests:
 - a. Budget Revision
 - b. Extension to Period of Performance
 - c. Other Change
 - d. Personnel Change

Click on **Submit a New Request** to proceed with your request.

Change Requests and Amendments

The following change requests/amendments may be requested:

- Budget Revision
- Extension to Period of Performance
- Other Change
- Personnel Change

Submit a New Request

Figure 4 Change Requests Page

5. On the next page, select the type of change for which you are requesting approval. Note that you may only choose one. Enter an explanation for your request and upload any required documents.

Submit an Amendment or Change Request

What kind of change are you requesting? (Select one)

| | Name | Description |
|------------------------|------------------------------------|--|
| Select | Budget Revision | Change in assignment of IMLS funds or cost share by budget category. |
| Select | Extension to Period of Performance | Extend the period of performance. |
| Select | Other Change | Changes other than personnel, period of performance, or budget, including COVID-19 response. |
| Select | Personnel Change | Change in Project Director, Primary Contact/Grants Administrator, Authorizing Official, Additional Contact or individual named in the list of key project staff and consultants. |

Enter an explanation for your request (required).

Upload documentation for your request.

Accepted file formats: PDF (.pdf), Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Images (.jpg, .gif, .png, .bmp, .tif).

Maximum file size: 100 MB.

Figure 5 Change request selection page

- Some change requests require the submission of additional documentation. Read the Special Instructions and provide the required information. When you have completed all required fields and uploaded your files, click on **Submit**.

Submit an Amendment or Change Request

What kind of change are you requesting? (Select one)

| | Name | Description |
|------------------------|------------------------------------|--|
| Select | Budget Revision | Change in assignment of IMLS funds or cost share by budget category. |
| Select | Extension to Period of Performance | Extend the period of performance. |
| Select | Other Change | Changes other than personnel, period of performance, or budget, including COVID-19 response. |
| Select | Personnel Change | Change in Project Director, Primary Contact/Grants Administrator, Authorizing Official, Additional Contact or individual named in the list of key project staff and consultants. |

Special Instructions

In the text box below, provide an explanation of the change you wish to make in the Project Director, Primary Contact/Grant Administrator, Authorizing Official, or any position represented in the List of Key Project Staff and Consultants in your application. Include the full name, work title, work email address, and work phone number for each individual new to the project. Attach a two-page resume in PDF format for a new Project Director and/or for key project staff and consultants who were not included in your original application or a previous change request. A resume is not required for a new Authorizing Official or Grant Administrator.

John Smith replaces Jane Doe as museum curator. John's resume is attached.

Upload documentation for your request.

Accepted file formats: PDF (.pdf), Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Images (.jpg, .gif, .png, .bmp, .tif).

Maximum file size: 100 MB.

● Personnel Change.pdf [Remove](#)

Figure 6 Steps in submitting a change request

Notes:

- The file uploader includes color indicators that display whether a file has uploaded successfully.
 - Yellow indicates that the upload is in progress.
 - Green indicates that the upload was successful.

- Red indicates that the upload failed.
- It is **best practice** to click on the File Name to ensure the file uploaded correctly. If you get an error or cannot see the file contents, resubmit the Change Request or attach the file to a Reach Message.

The screenshot shows the 'Change Requests and Amendments' section. The 'Messages' tab is highlighted with a red box and an arrow pointing to it with the text: "Attach a file to a Message if it does not open properly on the Change Request." Below this, a callout box says: "Click the file name to verify that the file opens correctly." The 'Submitted Requests' table has a red box around the file name 'PersonnelChange.pdf' in the 'Related Files' column.

| Actions | Change Request Type | Submission Date | Requestor | Details | Related Files |
|---------|---------------------|-----------------|-------------------|---|---------------------------------------|
| | Personnel Change | 12/6/2020 | Reach\ [redacted] | Request Status: Under Review Submission Comments: John Smith replaces Jane Doe as museum curator. John's resume is attached. | • PersonnelChange.pdf |

Figure 7 Verify successful file upload

7. View your requests submitted for approval by clicking on the paper icon under Actions.

The screenshot shows the 'Submitted Requests' table. A red box highlights the paper icon in the 'Actions' column of the first row.

| Actions | Change Request Type | Submission Date | Requestor | Details | Related Files |
|---------|---------------------|-----------------|-------------------|---|---------------------------------------|
| | Personnel Change | 12/6/2020 | Reach\ [redacted] | Request Status: Under Review Submission Comments: John Smith replaces Jane Doe as museum curator. John's resume is attached. | • PersonnelChange.pdf |

Figure 8 Submitted personnel change request