Grant Adjustment Notice (GAN) Cheat Sheet

Login to iGMS https://myoracle.in.gov/hs/main.do

From the home screen under General Budget Information you can create two different GANS:
1. Budget GAN
2. End Date GAN

BUDGET GAN
- Click on Complete Budget List.
- Click on the budgeted amount for the grant you need to complete the GAN for.
- Click on create a new GAN.
- Click on drop down box and select "BUDGET".
- Enter in the justification as to why you need the GAN. (if a justification is not provided it will be sent back to initial)
- Click create GAN.
- Scroll down to the budget items. Find the item you need to change and click EDIT.(free up line items with unused monies first)
- Change the unit and the amount per unit.
- Follow the above steps until all items you need to update are edited.
- Scroll down and SAVE.
- Scroll up and SUBMIT it will ask again if you are sure you want to submit click yes, submit.
- iGMS will notify the project manager and Grants Management that you have submitted a GAN---it will be reviewed and you will receive notification of the approval or denial.

CREATE END DATE GAN
The performance period for a grant in iGMS is 6 months. If the grant is still open after 6 months an end date GAN must be completed.(Ask for a 6-month extension unless the grant closes before that)
- Click on Complete Budget List.
- Click on the budgeted amount for the grant you need to complete the GAN for.
- Click on Create a new GAN.
- Click on drop down box and select "END DATE".
- Enter in the justification as to why you need the GAN. (if a justification is not provided it will be sent back to initial)
- Click create GAN.
- Type in the NEW END DATE use this format 01/10/10.
- SAVE
- SUBMIT
- iGMS will notify the project manager and Grants Management that you have submitted a GAN---it will be reviewed and you will receive iGMS notification of the approval or denial.