

# QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

## SCOPE VS BUDGET MODIFICATION GAN

### When do I file a Change of SCOPE GAN?

If there is a revision of your award goals and objectives, but funds are NOT being moved between budget categories.

### When do I file a Budget Modification GAN?

If there is a revision of your award goals and objectives AND funds ARE being moved between budget categories.

### Why is it Important to file the Change of Scope GAN?

- If instrument X is purchased instead of instrument Y (which is in the approved budget) without documented approval, auditors will be looking for purchase orders, invoices and instrument Y when they review the award.
- Purchasing items not in the approved budget means they can become questioned expenses and may require reimbursement to OJP for the cost of that item.
- Substitution of one training event for another without program manager approval could leave the grantee responsible for the cost of the training, or to reimburse OJP for the cost of the training, if it was determined after the fact that the training was unallowable.
- The Change of Scope GAN allows the program manager to review and approve the changes as allowable, and give the grantee confirmation that the change was approved.

Included new items in a Change of Scope GAN?



Include these items in your next Budget Modification GAN!

## Reminders:

- You are not required to file GANs when changing the number / type of testing supplies as long as the total cost remains the same.
- OJP financial regulations state that a grantee may move up to 10% of award funds (cumulative movement of funds, not 10% each time you move funds) between budget categories without a GAN. However, the program office strongly encourages you to file a GAN to avoid purchasing unallowable items/attending unallowable trainings.
- You may **NEVER** move funds into a budget category that has a \$0 cost without a budget modification GAN.