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DGM Policy Alert # 2023-02

## Policies and Procedures for Requesting Supplemental Funding

MEMORANDUM FOR: All Indian Health Services (IHS) Recipients of Federal financial assistance

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This Alert provides guidance to the Indian Health Service (IHS) recipients of Federal financial assistance for requesting supplemental funding to an IHS award subject to HHS Grants Policy.

Supplemental funding is provided only if additional grant funds are available from the program office. Supplemental funding may be provided under two circumstances: 1) recipient request or 2) offered by the IHS. This Alert provides recipients with the instructions on how to make a supplement request.

### **Required Documents:**

1. A supplement request letter justifying the request and amount requested.
2. Supplement budget narrative and budget line items. (Note: the supplement cannot be more than 25% of the award, or more than \$250,000.)
3. Scope of Work (SOW) of the supplement.

### **How to Submit Your Request:**

Recipients can submit a supplement request by completing a new amendment in GrantSolutions.

1. Log on to GrantSolutions (<http://www.grantsolutions.gov>);
2. Click on “Manage Amendments” (located under “Grants List”);
3. Select “Supplement Request”;
4. Upload all of the required documents mentioned above;
5. After uploading all the forms, click on “Verify Submission”;
6. Click on “Final Submission”;
7. When “Are you sure you want to submit application?” prompt appears, click on “OK.”

The supplement request is routed through the GrantSolutions process for completion.