



Policies and Procedures to Request a Change in Scope

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

FROM: Marsha Brookins
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This Alert provides guidance to the Indian Health Service (IHS) recipients of Federal financial assistance for requesting a change in scope to an IHS award subject to HHS Grants Policy.

A change in scope occurs when the recipient proposes to change an activity whereby the objectives, specific aims in the approved application are significantly changed, or by making budget changes that cause a project to change substantially after award approval. Grants Management Officer (GMO) approval is required for a change in scope to be allowable under an award. Below is the process to request a change in scope.

Required Documents:

1. A dated, signed cover letter from the Authorized Representative (AR) requesting the change in scope that shall include:
 - a. Award number and recipient name;
 - b. Effective date of change;
 - c. A detailed explanation of the changes the recipient is making;
 - d. Reason why the changes are being made;
 - e. How the changes will affect the current award objectives and budget;
 - f. How recipient plans to implement these changes into the remainder of the budget.
2. Revised budget (SF-424A) and budget justification (if the requested changes to the award will alter the budget by more than 25%).
3. Revised work plan that incorporates the new scope.

How to Submit Your Request:

Recipients can submit a change in scope 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 "NGA Revisions/Budget Modification (over 25%)."
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."