

## What is a Grant Award Modification?

A Grant Award Modification (GAM) is an award update to modify key facts or details about a grant award. GAMs can include:

- 1. Project Period Extensions**—requests to change a project end date. Project Period Extensions may be submitted via a GAM in JustGrants no later than 30 calendar days before the performance period ends.
- 2. Programmatic**
  - ▶ Programmatic costs
  - ▶ Scope changes
- 3. Financial**
  - ▶ Budget modifications
  - ▶ Budget clearances

## When do grantees need to submit a GAM?

Grantees must submit a GAM when they want to:

- ▶ Extend the length of the funded award by changing the project end date. (Not all awards are eligible for extensions. Grantees should consult with their Grant Manager to determine if their award is eligible).
- ▶ Alter programmatic activities.
- ▶ Receive prior approval for changes to key staff, contractors, or subawards.
- ▶ Receive prior approval for allowable costs, such as allocating grant funds into a new budget category.

## How do grantees start a GAM?

GAMs are all started in the same basic way; however, each has specific fields and sub-types depending on the information needed for the type of GAM being submitted. Users can enter information in the GAM, save it, and then return later to complete and submit. The GAM is created in **JustGrants** and submitted to the Office of Justice Programs (OJP). To access the GAM, grantees can log into **JustGrants**, select their award, and click on the “GAM” tab on the far right side of the screen. Once a GAM is submitted, OJP and the Office for Victims of Crime review it and then send the grantee one of the following notifications: Approved, Denied, or Change Requested. Grantees can regularly follow up with their OJP Grant Manager throughout the GAM review process. It is also good practice for grantees to email their Grant Manager when they submit GAMs.



The [JustGrants GAM training](#) includes detailed information about GAM requirements and specific instructions for completing each task.

## What else is important to know about GAMs?

GAMs need to be reasonable, justified, within the scope of the grant program, and submitted before the award end date.

## Resources

- ▶ [JustGrants Training: Grant Award Modifications](#)
- ▶ [DOJ Grants Financial Guide](#)

The **Office for Victims of Crime Financial Management Resource Center (OVC FMRC)** offers culturally humble, trauma-informed training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.

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[ojp.gov/fmrc](https://ojp.gov/fmrc)

Email: [askfmrc@usdoj.gov](mailto:askfmrc@usdoj.gov)

Phone: 202.572.9500

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