

HOW TO SUBMIT A GRANT ADJUSTMENT REQUEST

1. Complete and sign the Grant Adjustment Request (GAR) Form. You will upload the signed GAR form along with all required files, forms, resumes, and spreadsheets via the DCBF's Grant Management System (GMS) in SmartSimple. The GAR Form and all other required documents are available on the DCBF website: [[ATJ GRANTS | DC Bar Foundation](#)] and via the GAR page in the GMS in SmartSimple.
2. To submit the GAR, the person assigned as the Primary Contact for the grant in the DCBF GMS will need to log into the DCBF GMS. On the GMS Home Page in the section titled My Reports & Grant Adjustment Requests, GARs . You will be directed to the Grantee Information Page. Click the START A NEW GAR button on the lower right of the page. In the displayed list, locate and select the grant (2023-XXXX) for which you wish to submit a GAR. Click OPEN to start work on a new request.
3. On the GAR main page, click the SAVE NEW DRAFT REQUEST button to start the request and populate the auto-filled information.
 - Questions marked with a red asterisk are required. You will not be able to submit the application if the required fields are left blank.
 - Use SAVE DRAFT at any time to save your work. You can exit a GAR and resume work later. Before exiting the draft, please SAVE DRAFT.
 - You can access Draft GARs via your GMS Home Page under the My Reports & Grant Adjustment Requests in the Draft and Revisions Requested GARs section.
 - You do not need to complete the tabs in order.

- To view your GAR before submission, click the GAR SUMMARY button located under the GAR Information section.
 - Use the GAR SUMMARY button to generate a PDF of your request.
 - After reviewing, make sure to click the “Submit GAR – for Program Officer Review” button to submit the GAR for review.
4. The Primary Contact of the grant will receive an email acknowledging submission of the GAR with a PDF of the submitted GAR attached. The Program Officer will review the GAR and contact you via email if there are questions or additional information is needed.
 5. The Primary Contact of the grant will receive an email notification from the GMS with confirmation of approval when the GAR is approved (e-signed by the DCBF grant administrator). The email will include a PDF of the signed GAR as an attachment. A PDF of the signed GAR is also saved to the PDFS OF SUBMITTED REQUEST tab (last tab) in the GMS and can be viewed/downloaded via the GMS.

Additional Notes and Information:

- How do I view the status of a GAR? You can check the status of your submitted request at any time via your GMS Home Page under the REQUIRES ATTENTION header in the SUBMITTED GARs section. The request status will show as GAR – Pending Grant Admin Signature when it is pending approval.
- Can I make modifications to a GAR after my submission? Once you have submitted a GAR you can view or print, but not edit, the information you submitted. If you need to make modifications to a submitted GAR, contact the grant Program Officer by emailing grants@dcbarfoundation.org.
- How do I view past GARs for this grant cycle? You can view all the GARS that have been submitted for the grant via your Home Page under the My Reports & Grant Adjustment Requests in the Draft and Revisions Requested GARs section.

- **Who is the Primary Contact for the grant?** This is the person who submitted the grant application via the GMS in SmartSimple. In the GMS, all grant-related activities such as Reports and GARs are assigned to the grant Primary Contact, and email communications sent via the GMS are sent to the Primary Contact.
- **How do I change the Primary Contact for a grant?** Contact your program officer at grants@dcbarfoundation.org.
- **I do not see the grant listed for the GAR I wish to submit a request in the Start a New GAR section of my GMS HOME PAGE – what should I do?** Contact your program officer at grants@dcbarfoundation.org.