



GRANT MANAGEMENT SYSTEM USER GUIDE

Submitting a Change Request task

This user guide outlines the steps you need to follow to submit a Change Request task after your grant has been approved.

Other user guides are being developed to help simplify managing your grant and will be available soon.

Contact us anytime if you have questions about how to manage your grant

If you have any questions about your approved grant application, please contact a Regional Manager. If you aren't sure who to talk to, contact our Business Coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

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Start here: what is a Change Request Task?

Change Requests are submitted within our grant management system and must be approved by FWCP staff. A Change Request is required when a project extension is needed, or when there is a significant change to the budget or scope of work.

The main project contact and any collaborators on the project may submit a Change Request. For the purposes of these instructions, the contact or collaborators will be referred to as “the proponent” or “you.”

Please ***do not*** create a “Progress Report task” and a “Change Request task” at the same time.

Let's get started!

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Creating the Change Request

To start a Change Request, login to our grant management system at fwcp.smartsimple.ca.

Click on “Home” in top menu bar and then click the “Grants” tab.

Then click the green “Change request (optional)” button beside the appropriate project. This will create a Change Request activity.

APPLICATIONS **GRANTS**

These are grants that are 'Approved' (Contribution Agreement not sent out yet), 'Offered' (Contribution Agreement sent out to be signed) or 'Awarded' (Contribution Agreement fully signed). 'Awarded' grants can come to be 'Completed' (project is finished) or 'Cancelled' (project was halted). The most common tasks on grants are as follows:

1. To view your grant, use the 'Open' button.
2. To submit an optional Progress Report for a 40% payment, for small or large 'Awarded' grants, use the 'Progress Report' button. Once initiated, tasks will be found on the 'Project Reporting' menu item.
3. To request a change (scope, budget, schedule) to your 'Awarded' grant, use the 'Change Request' button. Once initiated, tasks for these will be found on the 'Change Request' menu item.
4. To submit the mandatory Final Report on your 'Awarded' grant, use the 'Project Reporting' menu item and locate the final report and final statement of account tasks for the grant.

Submission ID	Project Title	Grant Type	Subregion	Watershed	Status	Actions	Details
T-COA-F18-F-2540	Habitat Restoration for Unicorns	Coastal Large	Lower Mainland	Coquitlam	Awarded	Progress Report (optional) Change Request (optional) Open	

Accessing and completing the information in the Change Request

Next, go to the “Change Request” section in the top menu bar. Here you will see the Change Request activity. Click the green “open” button to open the activity.

Fish & Wildlife COMPENSATION PROGRAM

Home Apply for Grants Address Conditions Project Reporting **Change Request** Actions

Change Request

Change requests are for a formal request to change funding, schedule and/or scope of the project related to the grant. Initiated by the project contact and signed by the signatory identified on the grant.

1. To initiate a change request, goto the 'Grants' tab under the 'Home' page and select the grant you wish to request a change for.
2. All change requests are listed here until they are reviewed and either accepted or rejected by the FWCP.
3. Use the 'Open' button to see instructions related to any of the change requests.

Activity Type	Activity Status	Submission ID	Application Status
Change Request	Draft	T-COA-F18-F-2540	Awarded

Read the instructions on the “Instructions” tab and then click the “Change Request Details” tab.

You will be required to answer three questions: project extension, revision to a budget and revision to the project scope.

1. Project Extension

If you click “yes” to the project extension questions, you will be asked to enter the extension date and provide a rationale for the extension in the text box.

Habitat Restoration for Unicorns (T-COA-F18-F-2540)

Grant Type: Coastal Large	Test Accounts UAT0
Sub Region: Lower Mainland [Coquitlam]	Address: 123 Pleasant Street
Contact: Marcus Nielsen	City: Rich
Email: FWCP_Pizza@gmail.com	FWCP:
Phone:	Project:

*** Do you wish to request an extension to the reporting due date?**

As per the original Contribution Agreement, the reporting due date is March 31st. You cannot submit your final report later than this without requesting an extension.

Yes
 No

*** Please indicate the desired report due date:**

*** Please provide an explanation for the extension request**

2. Revision to a budget

If you click “yes” to the budget revision question, you will be asked to provide a rationale for the revision.

*** Do you wish to modify your budget ?**

If you wish to reallocate funds from one line item to another in your budget or you wish to request additional funding, then you must provide a revised budget. If you need to modify your budget, answer 'Yes' and then follow instructions very carefully.

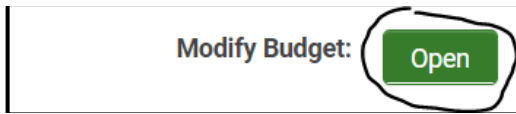
Yes
 No

*** Budget Change Summary**

Please provide the explanation for any funding reallocation (moving budget from one line item to another) AND/OR (under extreme circumstances) any additional funding you are requesting.

1500 characters left

To continue with a budget revision, you need to click the green “open” button, which will display the current budget and allow you to make modifications to the FWCP contribution for each budget item.



Here you can modify the FWCP contribution or any other details of a budget item. If you need to create new budget items, use the “+” sign.

A) Labour Expenses (i.e. Salaries/Wages)					
Service	Daily Rate	Total Days	Total Cost	FWCP Contribution	Interim Des
services	\$400.00	10	\$4,000.00	\$3,000.00	
+					
Sub-Total(A)			\$4,000.00	\$3,000.00	
B) Materials, Equipment, Transportation and Field Expenses					
Item	Number Units	Unit Cost	Total Cost	FWCP Contribution	Interim Des
Unicorn food	25	\$50.00	\$1,250.00	\$1,000.00	
+					
Sub-Total(B)			\$1,250.00	\$1,000.00	

Once you have made all the modifications, be sure to click the “Save” button ***before*** you close the window

