

## Grantee Budget Information System (GBIS)

To access GBIS, go to [www.CASAforchildren.org/GBIS](http://www.CASAforchildren.org/GBIS)

Enter Login Name: **Program ID** and Password

Click **“Submit”**

Enter **Your Name:** and **Your Email:**

Click **“Login”**

Review your program information.

If any information is incorrect, please e-mail National CASA at [programinfoupdate@nationalcasa.org](mailto:programinfoupdate@nationalcasa.org) to request a change.

### **Grants Information**

Underneath **“Grants Information”** you will notice your grant id, grant type, amount, grant period and grant status are listed

Select your grant id number to access information specific to the grant.

### **Grant Information**

Underneath **“Grant Information”**, you will find your grant type, award amount and grant period.

### **Forms and Reports**

Underneath **“Forms and Reports”**, you can access tools to manage your grant.

### **Messages Board**

Also notice that there is a section for messages about your grant. Here you will find communications regarding the submittal and approval of expense reports and any grant budget adjustments.

### **Forms**

Underneath **“Forms,”** you will find tools to submit expenses, adjust your grant budget, submit the end of grant evaluation survey, and make any changes to your grant goals.

To submit your monthly expense reports which are due by the 15 of each month starting the second month of your grant, Select **“Submit Expenses.”** This table shows each month of your grant and the submittal status of each month’s expense report. The red text **“Not Submitted”** links you to the expense report for that month. Once expenses have been approved, you will not be able to view what you have submitted to National CASA here.

Select **“Not Submitted.”**

This table shows you all grant budget categories, your grant budgeted amounts, expenses to date, and remaining balance. Enter your expenses for the month in the far right-hand column. Click on the **“Calculate Total”** button to calculate your expenses. Once you are satisfied with the expenses you have entered, click on the **“Submit”** button.

Please note that if you have expended over \$500 in any one grant budget category for the entire grant period, GBIS will not allow you to submit your expenses. You must first submit a grant budget adjustment.

### **Adjust Grant Budget**

To adjust your grant budget, select the link “Adjust Grant Budget.” Adjust your budget by taking funds from a budget category and putting it into another budget category. You may take funds from more than one category. [enter numbers]

Make sure that your budget adjustments balance. GBIS will not allow you to submit your grant budget adjustment if your adjustments do not balance. Click on “Calculate Total” to calculate your adjustments and view your new proposed grant budget.

You must also include a reason for your grant budget adjustment in the box below the table [type reason]. Click the “Submit” button to send your grant budget adjustment to you grants manager. Your grants manager must approve your grant budget adjustment before you can submit your expenses. You will receive an email from your grants manager once your budget has been approved.

### **Grant Goals Adjustment Sheet**

You can submit a request to change your grant goals through GBIS. Go to “Grant Goals Adjustment Sheet” underneath “Forms.” Open or save the word document to your computer. Complete the form and email it to your regional program officer. Your regional program officer will approve your new grant goals or contact you with questions.

### **View Past Expenses, Reports or Disbursements**

To view expenses that you have already submitted, select “Expense Reports” underneath “Reports.” The red text “Approved” is linkable and indicates that the expenses for that month have been submitted and approved. Select the “Approved” link. Expenses for that month appear in the far right-hand corner.

You can also view your grant budget by going back to the grants information page. Select “Grant Budget.”

To view disbursements, select the “Disbursements” link underneath “Reports.” Please note that pending disbursements are also included on this page.