QUICK REFERENCE GUIDE: PROCESSING A GRANT CLOSE-OUT REVISION DOCUMENT (GTCOR)
Processing a Grant Close-Out Revision Document (GTCOR)

Grant Close-Out Revision (GTCOR) documents are used to reopen or to close reopened Grant ID’s in the Grant Lifecycle Management (GLM) module of AFIS. GTCO and GTCOR documents are the only GLM documents within AFIS which require manual creation and approval. All other grant related documents in AFIS are created by the one-way e-Civis to AFIS interface.

GTCOR documents are create by using the copy forward functionality on the most recent Grant Close-Out Document (GTCO) or Grant Close-Out Revision Document (GTAWR) to have written to the Grant Close-Out/Audit Status Folder for a Grant ID.

Creating and Processing a GTCOR Document

Log into AFIS. Navigate to the Grant Close-Out/Audit Status Folder of the Grant ID to be Reopened or closed.

1. In the Jump to field, type GTCOSF
2. Click Search, a pop up window will appear
3. In the Grant ID field, type the Grant ID which is to be reopened or closed
4. Click OK

This will take you to the Grant Close-Out/Audit Status Folder for the Grant ID.

Create a GTCOR using Copy Forward functionality.

1. Click Documents near the bottom of the menu bar on the left side of the screen.

A listing of all GTCO and GTCOR documents, which have updated the Grant Award Status
Folder for this Grant ID will appear.

2. Click the Document ID link for the most recent GTCO or CTCOR document. This will open the document.

Click Copy Forward

3. Select GTCOR as the Target Doc Type
4. In the Doc. Department Code field, type your agency code
5. In the Document ID field, type a document ID
6. Click OK

Note: It is recommended to include the Grant ID in the Document ID naming convention to make the document easier to find and research.

Process the GTCOR to reopen or close the Grant ID

1. Open the Header component of the GTCOR document
2. In the Reason for Modification field, type a reason
3. Open the Grant Close-Out/Audit component of the GTCOR document

If the purpose of the GTCOR document is to
reopen the Grant ID, uncheck the Close Grant check box in the General Information Tab. If the purpose of the GTCOR document is to close a reopened Grant ID, check the Close Grant check box.

4. Click **Validate and Submit** the document

After submitting the GTCOR document, the document will flow into the worklist of your agency’s Grant Management approver. Once approved, the GTCOR document will be finalized and the Grant ID will be closed.

**Verifying a Grant ID is Closed**

The status of a Grant ID can be verified by viewing the Grant Lifecycle Management Summary.

1. In the **Jump to** field, type **GRNTSUM**
2. Click **Search** below the Grant ID list. A search box will pop up.
3. In the **Grant ID** field, type your **Grant ID**
4. Expand the **Close-Out/Audit Information** section to see if the grant is open or closed.