

Quick Reference User Guide D

How to Change the Grant Funding Source

If you need to change the grant funding source to your project, you may do so from the project dashboard. This may occur if you selected the wrong grant funding in the beginning and need to switch to another funding source or to an organizational funding source.

Please Note that if the grant is at award stage, you MUST email gfr@azdoa.gov to avoid an interface issue.

From your project dashboard, select “Project Options” on the upper right hand side.

The screenshot shows the 'Project Dashboard: Test 2' interface. At the top right, a button labeled 'Project Options' is highlighted with a red rectangular box. Below the dashboard title, there is a navigation bar with tabs for 'Overview', 'Documents', 'Grant Lifecycle', 'Goals & Metrics', 'Budgets', 'Contracts & Accounts', 'Spending', and 'History'. A message box indicates that active grants have been moved to the Project History page. Below this, there are tabs for 'Pending Tasks', 'Completed Tasks', and 'Approval History'. A note at the bottom states, 'There are no pending tasks assigned to this project. Click the button below to add a task.'

Then select “Delete Grant.”



This screenshot shows a 'Project Options' dialog box overlaid on the project dashboard. The dialog box contains four radio button options: 'Edit Project', 'Close Project', 'Delete Grant', and 'Delete Project'. The 'Delete Grant' option is selected and highlighted with a red rectangular box. A 'Close' button is located at the bottom of the dialog. The background shows the same dashboard interface as the previous screenshot, with the 'Project Options' button visible in the top right corner.



Once you have deleted the grant, you will then have to locate the new grant or create the organizational funding you wish to replace it with.

Project Dashboard: Test 2

Department: Testing Project Options

Overview Documents Grant Lifecycle Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants  
All grants associated with this project have been moved to the Project History page.
In order to reopen a closed grant, please contact your Client Services Associate at:
(877) 232-4847 ext. 2.

Project Team  
[A. Haney \(Lead\)](#) Program Manager

Pending Tasks Completed Tasks Approval History

There are no pending tasks assigned to this project. Click the button below to add a task.

Follow the appropriate user guide to move through the grant stages of adding a new grant to your project.