Beginning with the FY2021 grant reimbursement and budget revision requests, all submissions[[1]](#footnote-1) from grantees should be submitted through a Smartsheet form, and [this link](https://app.smartsheet.com/b/form/bdb6e19eb7a24cd89d6a3034921497db). This change is to improve the response time, improve DEED’s internal transparency, and provide for better cross coverage when team members are on leave.

Any submissions through the email eed.tls.grantsreimbursements@alaska.gov or tls.grantsrevisions@alaska.gov shall be returned to the sender with a request to submit using the new methodology.

**Grantees must submit one request per form(submission); one reimbursement request or one budget revision**. **If multiple grant reimbursement requests are submitted on one form, they will be rejected.** There is no limit on the number of submissions which can be made.

When the link is selected, this webpage will open,



Select[[2]](#footnote-2) either Reimbursement Request or Budget Revision, depending on the item being submitted.



When *Reimbursement Request* is selected, the remainder of the fields will generate.



When *Budget Revision* is selected, the remainder of the fields will generate.



Both the reimbursement request and the budget revision form have a field for comments and the option to have a response sent to a specific address.



When the *Send me a copy of my responses* is selected, an email address box will generate.



When the Submit button is selected, the user can choose to submit another request.



When the submitter requests a copy, the email used will generate the following message.



Questions or problems on this methodology should be directed to stephanie.allison@alaska.gov or (907)465-8696.

A Smartsheet account ***is not required*** to submit forms using this link. Smartsheet supports the following platform and browser combinations:

* **Windows:** Chrome (recommended for best performance), Firefox, Internet Explorer, Microsoft Edge
* **Mac:** Chrome, Firefox and Safari
* **Linux:** Firefox
* **Chrome OS:** Chrome
1. This methodology does not replace GMS, it only replaces the submissions through email, sometimes called “paper grants”. [↑](#footnote-ref-1)
2. Any item with a red asterisk requires a response in order to submit the form. [↑](#footnote-ref-2)