

VOPAR
Request for Reopening Quarter(s) or Unlocking Planned Goals Approval Form

1. Requested By:	2. Date:
3. Grant Number:	4. Grantee Name:
4. State:	5. Region:

Justification:

5. I am requesting reopening/unlocking of Q1 Q2 Q3 Q4 Q5 Q6 Q7

6. Program Year/Fiscal Year:

7. Reopen Quarter Unlock Planned Goals

8. Justification for opening a closed quarter or unlocking planned goals (attach additional sheets if necessary):

Tracking (attach additional sheets if necessary):

9. Previously reported data:	10. New data entered:
_____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned	_____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned
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Approvals:

Title	Signature	Date
Program Lead		
GOTR		
DVET (if GOTR is not DVET)		
Regional Representative		
Deputy Director of National Programs		
Director of OAMB		

Instructions to fill out the VETS VOPAR Request for Reopening Quarter(s) or Unlocking Planned Goals Approval Form

If additional space is needed, it is appropriate to check “Yes” under Attachment(s) and attach additional pages.

- 1. Requested By** – Enter the name of the person requesting a quarter reopened or planned goals unlocked.
- 2. Date** – Enter the date of the request.
- 3. Grant Number** – Enter the number of the grant you wish to have reopened or unlocked.
- 4. State** – Enter State if a State Grant.
- 5. Quarter** – Check the box of the quarter you wish to have reopened or unlocked.
- 6. Program Year\Fiscal Year** – Enter the Program Year if a Competitive Grant, or the Fiscal Year if a State Grant.
- 7. Reopen Quarter\Unlock Goals** – Check the box if you want to reopen a quarter; unlock the goals or both.
- 8. Justification** – Enter the reason why the quarter needs to be reopened or unlocked. If there is no proper justification then the request may be denied.
- 9. Previously Reported Data** – Enter the data and field that will be changed in VOPAR. Check whether the data is actual data or planned data.
- 10. New Data Entered** – Enter the new data and field that has been changed in VOPAR. Check whether the data is actual data or planned data.