

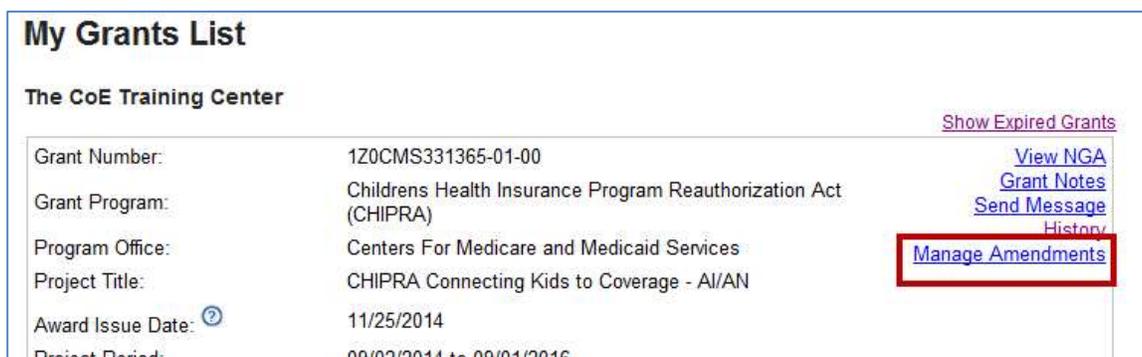
## Manage Amendments

An amendment is a post-award change to a grant. Grantees may initiate certain types of amendments in the GrantSolutions GMM from the “My Grants List” screen. Amendment types may include, but are not limited to supplements, change in staff, budget revisions, carryover requests, change in grantee address, and more.

*Note: Contact the awarding agency for the types of amendments that can be created by a grant recipient.*

To view amendments in progress or to initiate a new amendment, follow the below steps:

1. From the “My Grants List” screen, click the link **Manage Amendments**.



**My Grants List**

The CoE Training Center

Grant Number: 1Z0CMS331365-01-00

Grant Program: Childrens Health Insurance Program Reauthorization Act (CHIPRA)

Program Office: Centers For Medicare and Medicaid Services

Project Title: CHIPRA Connecting Kids to Coverage - AI/AN

Award Issue Date: 11/25/2014

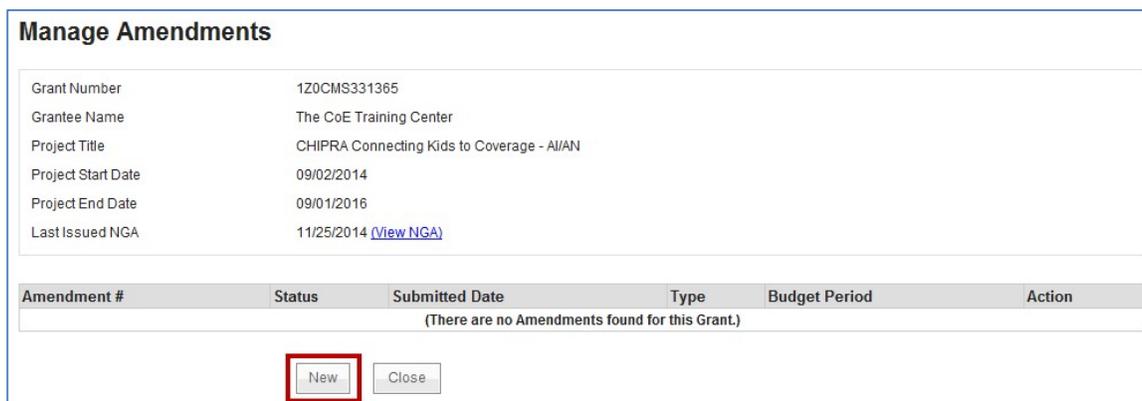
Project Period: 09/02/2014 to 09/01/2016

Links: [Show Expired Grants](#), [View NGA](#), [Grant Notes](#), [Send Message](#), [History](#), **[Manage Amendments](#)**

Figure 1: Manage Amendments link

*Note: If more than one grant is available from the My Grants List screen, scroll through the page until the desired grant is located.*

2. The “Manage Amendments” screen appears. All amendments are initiated and tracked from this screen. To begin a new amendment action, click the **New** button.



**Manage Amendments**

Grant Number: 1Z0CMS331365

Grantee Name: The CoE Training Center

Project Title: CHIPRA Connecting Kids to Coverage - AI/AN

Project Start Date: 09/02/2014

Project End Date: 09/01/2016

Last Issued NGA: 11/25/2014 ([View NGA](#))

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(There are no Amendments found for this Grant.)					

**New** Close

Figure 2: Manage Amendments screen - New button

- The “Select Amendment Type” screen appears. Click the radio button to the left of the desired amendment type, and then click the **Create Amendment** button.

**Important!** The amendment types available to grantees depends on the awarding agency. As a result, the amendment types on your screen may not match the image below.

## Select Amendment Type

Grant Number	ACOGP2340008-1
Project Period	05/01/2023 to 04/30/2024
Budget Period	05/01/2023 to 04/30/2024
Amendment Type	<input type="radio"/> Budget Revision (Type 9) <input type="radio"/> Change Grantee Address (Type 6) <input type="radio"/> Change PI/PD (Type 6) <input type="radio"/> Change in Scope (Type 9) <input type="radio"/> NOA Revision (Type 6) <input type="radio"/> No Cost Period of Performance Extension (Type 4)

- 

Figure 3: Select Amendment Type screen

- The “GrantSolutions Amendment Application Control Checklist” screen appears. The checklist screen contains the following information:
  - Amendment Type:** Type selected from the “Select Amendment Type” screen
  - Status:** The stage of the Amendment application. Statuses include Work in Progress and Submitted
  - Print Application - Original Submission:** Click the *Original Submission* link to view, print, or save a PDF of the entire application package (completed forms, attachments, etc.)
  - Applicant, grant, and project information:** Read-only information about the award
  - Application Kit:** Includes online forms, enclosures, attachments, and form status

- **Verify Submission:** Submit application
- **Close:** Return to the Manage Amendment screen

[Page Help](#)

### GrantSolutions Amendment Application Control Checklist

Post Award Action: NOA Revision

Received (Post Award Paper Submission)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Please verify that all documents submitted with the application package appear as expected in the Original Submission PDF. Not all file types may accurately print to PDF.

**Print Application:**  
[Original Submission](#)

Please verify that all documents submitted with the application package appear as expected in the Original Submission PDF. Not all file types may accurately print to PDF.

Applicant	Housing Authority of the Cheyenne-Arapaho Tribes of Oklahoma
Grant Number	ACOGP2340003
Application Number	(To be assigned)
Action	NOA Revision
Project Title	Cheyenne and Arapaho Housing Authority Affordable Connectivity Outreach Grant

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Please submit additional documents in support of Amendment request		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Grant Recipient Amendment and Modification Request Form	<a href="#">View Web Page</a> <a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	

**Amendment Package Status:** Received (Post Award Paper Submission)

[Application Notes](#) [Verify Submission](#) [Close](#)

**Submission Notice**

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

Figure 4: GrantSolutions Application Control Checklist screen

- Once an amendment is created, the status is *Work in Progress*. If an amendment type is selected in error, click the **Close** button from the bottom of the screen to return to the “Manage Amendments” screen.

In Progress (Post Award)

[Verify Submission](#) [Close](#)

Figure 5: Close button

- Optional: The “Manage Amendment” screen appears. Click the **Delete Amendment** link from the *Action* column to remove the amendment action.

*Note: The Delete Amendment link is only active when the status is Work in Progress.*

- Click the **Edit Amendment** link to continue working on the amendment action.

Manage Amendments					
Grant Number	120CMS331365				
Grantee Name	The CoE Training Center				
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN				
Project Start Date	09/02/2014				
Project End Date	09/01/2016				
Last Issued NGA	11/25/2014 <a href="#">View NGA</a>				
Amendment #	Status	Submitted Date	Type	Budget Period	Action
(To be assigned) 	Work In Progress (Post Award)		Revision (Budget)	1 09/02/2014 - 09/01/2015	<a href="#">Edit Amendment</a> <a href="#">Delete Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a> <a href="#">Set Budget Period</a>

Figure 6: Manage Amendments screen - Edit Amendment and Delete Amendments links

- Complete additional forms and attach any necessary files. To attach a file, located the desired row and click the **Uploaded Files** link from the *Attachments* column.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	N/A	
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	N/A	
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	<a href="#">View PDF</a> <a href="#">View Original Version</a>	N/A	
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		<a href="#">Uploaded Files</a> <a href="#">Main Items</a>	

Figure 7: Attachments column - Uploaded Files link

- The “Attachments” screen appears. Click the **Upload Attachment** button.

### Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: The CoE Training Center  
 Application Number: (To be assigned)  
 Project Title: CHIPRA Connecting Kids to Coverage - AI/AN  
 Project Period: 09/02/2014 to 09/01/2016

Enclosure: Budget Narrative  
 Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			

Figure 8: Attachments screen

- The “Attachment – Upload screen appears in a new window. Enter a file description in the **Description** field, **choose a file to attach**, and click the **Attach** button.

### Attachment - Upload

Organization Name: The CoE Training Center  
 Application Number: (To be assigned)  
 Project Title: CHIPRA Connecting Kids to Coverage - AI/AN  
 Project Period: 09/02/2014 to 09/01/2016

\*Description

\*Step 1:  No file chosen

Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

Figure 9: Attachment - Upload window

- The “Attachments” screen appears and the attachment is visible. Click the **Close** button.

### Attachments

You may upload file attachments or specify mail-in items for the enclosure below.

Organization Name: The CoE Training Center  
 Application Number: (To be assigned)  
 Project Title: CHIPRA Connecting Kids to Coverage - AI/AN  
 Project Period: 09/02/2014 to 09/01/2016

Enclosure: Budget Narrative  
 Number of Attachments: 1

Item Description	Type	Review	Action
Budget Narrative	Upload	Pending	<a href="#">Remove</a>

Figure 10: Attachments screen

### Status Icons

Status Icon	Description
	In progress or completed. Each item in the kit should have a green check mark before submitting the Amendment. Please note that a green check mark does not mean the information is correct, just that data is entered or attached.
	It is recommended that you complete this item.
	Not started (optional).
	The enclosure is not validated (Incomplete).

- The “GrantSolutions Amendment Application Control Checklist” screen appears. Once all necessary forms are completed, attachments are uploaded, and there is one or more check mark in the *Status* column, click the **Verify Submission** button.

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Please submit additional documents in support of Amendment request		1 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	✓
Grant Recipient Amendment and Modification Request Form	<a href="#">View Web Page</a> <a href="#">View PDF</a> <a href="#">View Original Version</a>	1 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	✓

Amendment Package Status: Received (Post Award Paper Submission)

Figure 11: Verify Submission button

- The “GrantSolutions Amendment Submission Verification” screen appears. Review the page to ensure all online forms are listed. Click **Final Submission**.

## GrantSolutions Amendment Submission Verification

You are about to submit the following application:

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)

**Online Forms**

SF-424A Budget Information - Non-Construction

**Program Narrative**

Budget Narrative

----- (Upload) Budget Narrative

Figure 12: GrantSolutions Amendment Submission Verification screen

15. The “Are you sure you want to submit this application? You may not alter any information once it is submitted.” message displays. Click Cancel to return to the previous screen or click **OK** to continue.

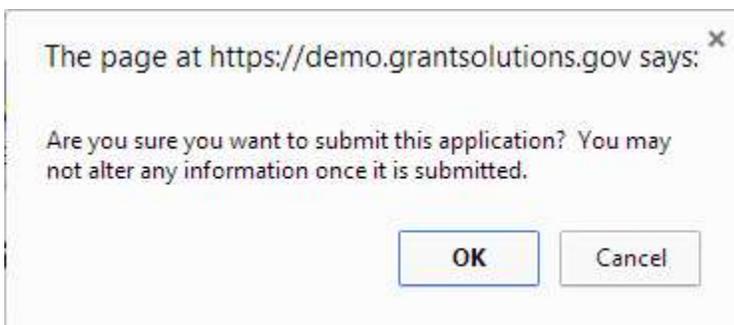


Figure 13: Warning Message

16. The “Amendment Status Confirmation” screen appears and the grantor receives email notification that the amendment application is submitted. Click the **Application Control Checklist** button to return to the now submitted application kit.

**Amendment Status Confirmation**

Grants has marked the following application as submitted:

\* Please submit signed copies of forms if you have been instructed by your program or grant office.

Office of Acquisitions and Grants Management  
7500 Security Boulevard  
Baltimore, MD 21244

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)
Submitted Date	12/01/2014 09:49 AM Eastern Time

**Application Details**

Items	Item Attachments		
	Type	Date Expected	Date Received
SF-424A Budget Information - Non-Construction			
Budget Narrative			
Budget Narrative	Upload	N/A	12/01/2014

Figure 14: Amendment Status Confirmation screen

- The “GrantSolutions Amendment Application Control Checklist screen appears”. Confirm that the status is *Submitted (Post Award)*. Click the **Close** button at the bottom of the screen to return to Manage Amendments page.

**Amendment Package Status:** Submitted (Post Award)

**Mail-In Package Information:** Office of Acquisitions and Grants Management is

Figure 15: Checklist screen Close button

- The “Manage Amendments” screen appears. At this point, the grantee may view the amendment application but cannot perform any actions. As the amendment progresses through the review and approval process, the status updates.

Manage Amendments					
Grant Number	120CMS331365				
Grantee Name	The CoE Training Center				
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN				
Project Start Date	09/02/2014				
Project End Date	09/01/2016				
Last Issued NGA	11/25/2014 <a href="#">(View NGA)</a>				
Amendment #	Status	Submitted Date	Type	Budget Period	Action
1202015001434 	Submitted (Post Award)	12/01/2014 09:49:08 AM	Revision (Budget)	1 09/02/2014 - 09/01/2015	<a href="#">View Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>

Figure 16: Manage Amendments screen

- If the grantor needs the grantee to make changes to the application, the grantor can *Return* the amendment for edits.

Assigned users with the roles Grantee Authorizing Official (ADO) and Principle Investigator/Program Director (PI/PD) for the latest issued Notice of Award and for the active budget period receive email notification when an application is returned.

The application status changes to *Work in Progress* and the **Edit Amendment** link is available.

Amendment #	Status	Submitted Date	Type	Budget Period	Action
1202015001434 	Work In Progress (Post Award)		Revision (Budget)	1 09/02/2014 - 09/01/2015	<a href="#">Edit Amendment</a> <a href="#">Delete Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a> <a href="#">Set Budget Period</a>

Figure 17: Manage Amendments screen

- Make any changes and re-submit the amendment application.