



*Linking Services, Solutions, Communities*

# GrantSolutions

Grantee-Initiated Amendments

**Grantee Guide**

April 2012

**The Grants Center of Excellence**

[www.grantsolutions.gov](http://www.grantsolutions.gov)

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## Amendments

The GrantSolutions amendment module makes the process of creating and submitting amendments easy. The streamlined process is simple for both Grantee's and Grantor's.

For each type of amendment chosen (i.e., *budget revision, expansion, change PI/PD*), there is a default application kit associated with it which contains online forms/enclosures and basic information pertaining to that type of amendment.

The amendment process is configured based on several factors, including who can initiate the amendment, as well as, who needs to participate in the submission and verification of an amendment. So, processing an amendment will vary slightly depending on who initiates the amendment.

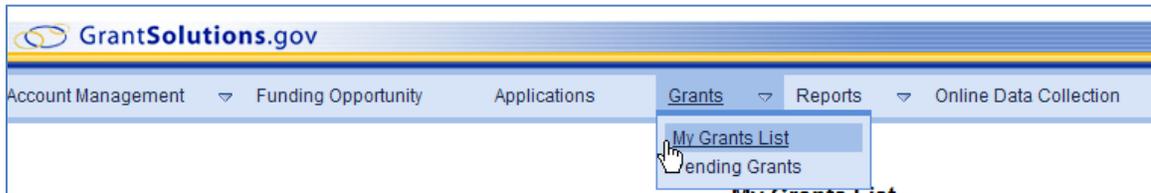
Type	Description
Grantee Initiated	Grantees login to GrantSolutions, select an option to view/manage amendments, and fill out all online forms.
Federal Initiated	Fed Staff manage the entry of data and fill out any online forms.

This job-aid will cover Grantee initiated amendments.

## Creating a New Amendment

### Menu Navigation

1. Log into GrantSolutions and locate the grant record on the **MY GRANTS LIST** screen.



2. Click the **Manage Amendments** link. The Manage Amendments screen will appear.



3. Select **“NEW”** to begin the amendment process.

**Manage Amendments**

Grant Number: MPCMP091034  
 Grantee Name: NATIONAL HISPANIC MEDICAL ASSOCIATION  
 Project Title: Hispanic Physicians' Leadership Development Initiative  
 Project Start Date: 09/01/2009  
 Project End Date: 08/31/2014  
 Last Issued NGA: 02/01/2012 ([View NGA](#))

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

**Note:** If amendments were previously submitted, a record of each amendment would be visible on this screen, as seen in the below sample image.

		Grant Number: 90TH0001						
		Grantee Name: White Earth Band of Chippewa						
		Project Title: White Earth Home Health LIFE Program Expansion						
		Project Start Date: 09/30/2010						
		Project End Date: 09/29/2015						
		Last Issued NGA: 09/27/2010 ( <a href="#">View NGA</a> )						
Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
X012000004	Review In Progress (Post Award)	10/12/2011 12:00:00 AM	Budget Revision	1 09/30/2010 - 09/29/2011	N/A	N/A	Yes	<a href="#">View Amendment</a> <a href="#">View Memo</a> <a href="#">Process Memo</a> <a href="#">Set Budget Period</a> <a href="#">Budget Worksheet</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>

4. The **Select Amendment Type** screen will appear.

- Click on the radio button for the amendment type you are creating
- Click the **“Create Amendment”** button at the bottom of the screen

**Select Amendment Type**

Grant Number: APHPA002033-6  
 Project Period: 01/31/2007 to 01/30/2013  
 Budget Period: 01/31/2007 to 01/30/2008

**Amendment Type**

Administrative/Supplement Increase (Type 6)  
 Budget Revision (Type 6)  
 Change Grantee Address (Type 6)  
 Change PI/PD (Type 6)  
 Expansion with New Funds (Type 3)  
 Expansion without New Funds (Type 6)  
 Extension with/without Funds (Type 4)  
 Other Supplements (Type 6)  
 Request for Use of Unobligated Funds (Type 6)

5. The **Amendment Application Control Checklist** will appear. The amendment kit contains any required forms for completing the amendment (*refer to page 4*).
6. To begin entering or uploading the requested data into each section, select the **“Upload”, “Enter Online”** or the **“Enter Comments”** links (i.e., online forms, program narrative, etc.)

Print Application: [Original Submission](#)

Applicant: NATIONAL HISPANIC MEDICAL ASSOCIATION  
 Grant Number: MPCMP091034  
 Application Number: (To be assigned)   
 Action: Budget Revision  
 Project Title: Hispanic Physicians' Leadership Development Initiative

Online Forms		
SF-424 Application for Federal Assistance (Version 2.0)	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	Attachment(s)  0 Uploaded Files 0 Mail-in Items 
SF-424A Budget Information - Non-Construction Programs	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	Attachment(s)  0 Uploaded Files 0 Mail-in Items 
Program Narrative		
Budget Narrative	<a href="#">Enter Comments</a>	Attachment(s)  0 Uploaded Files 0 Mail-in Items 
Additional Information to be Submitted		
Miscellaneous Information	<a href="#">Enter Comments</a>	Attachment(s)  0 Uploaded Files 0 Mail-in Items 

### Helpful Hint:



- a. After completing the SF-424A, scroll to the bottom for options to **“Save, Show Errors, or Close”**
- b. Select **“SHOW ERROR”** to view possible errors on the form that need correction.
- c. Select **“SAVE”** and the page will update & return, then select **“Close”**.
- d. Instructions for completing on-line forms are available by clicking the link at the top of each form.

7. Each time after saving a form or uploading a file, the system will return to **Amendment Application Control Checklist**.
8. **Continue entering data in each section** until green check marks appear for each section.



A green check mark indicates a form/section was completed successfully.



A red "X" means the data/form was not entered or uploaded successfully in this section. Indicates a section requires additional attention.



A red triangle ! is a warning that data has not been entered or uploaded. Indicates the section is incomplete and requires attention.

Online Forms			
SF-424 Application for Federal Assistance (Version 2.0)	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	Attachment(s) 0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	✓
SF-424A Budget Information - Non-Construction Programs	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	Attachment(s) 0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	✓
Program Narrative			
Budget Narrative	<a href="#">Enter Comments</a>	Attachment(s) 0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠
Additional Information to be Submitted			
Miscellaneous Information	<a href="#">Enter Comments</a>	Attachment(s) 0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠

**Helpful Hint:**

- a. Have a specific question about a required form with your amendment application? Consult with your Grant Official, as in some instances, completing a form/section may not be required.
- b. For assistance with "how to" upload a document to your application or other system technical issues, please contact the COE Support Center.

## How to Upload Attachments into an Amendment Application

- On the **Amendment Application Control Checklist**, click the **“Upload Files”** link.
- The Attachments screen will appear.
- Select **“Upload Attachment”** – A new window will open.
- Enter a description of the document, then click **“BROWSE”** to search and select a file to upload.
- Click the **“Attach”** link. System will return to Attachments screen.
- Repeat steps to upload more attachments. Or, select **“CLOSE”** and return to the **Amendment Application Control Checklist**

**GrantSolutions Amendment Application Control Checklist**

Post Award Action: Budget Revision  
Work In Progress (Post Award)

Print Application: [Original Submission](#)

Applicant: NATIONAL HISPANIC MEDICAL ASSOCIATION  
Grant Number: MPCMP091034  
Application Number: (To be assigned)  
Action: Budget Revision  
Project Title: Hispanic Physicians' Leadership Development Initiative

Online Forms		Attachment(s)
SF-424 Application for Federal Assistance (Version 2.0)	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	0 Uploaded Files 0 Mail-in Items
SF-424A Budget Information - Non-Construction Programs	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	0 Uploaded Files 0 Mail-in Items
<b>Program Narrative</b>		
Budget Narrative	<a href="#">Enter Comments</a>	0 Uploaded Files 0 Mail-in Items
<b>Additional Information to be Submitted</b>		
Miscellaneous Information	<a href="#">Enter Comments</a>	0 Uploaded Files 0 Mail-in Items

Amendment Package Status: Work In Progress (Post Award)

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

**Attachments**

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

Organization Name: NATIONAL HISPANIC MEDICAL ASSOCIATION  
Application Number: (To be assigned)  
Project Title: Hispanic Physicians' Leadership Development Initiative  
Project Period: 09/01/2009 to 08/31/2014

Enclosure: Budget Narrative  
Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			

[Upload Attachment](#) [Add Mail-in Item](#) [Close](#)

Attachment Notice:  
This is a Test message to verify that this pages loads correctly. 😊

**GrantSolutions - Windows Internet Explorer**

https://stage.grantsolutions.gov/gs/servlet/eacc.post.AttachNewFileServlet?Act=upload&Application\_Ic

**Attachment - Upload**

Organization Name: NATIONAL HISPANIC MEDICAL ASSOCIATION  
Application Number: (To be assigned)  
Project Title: Hispanic Physicians' Leadership Development Initiative  
Project Period: 09/01/2009 to 08/31/2014

\*Description:

\*Step 1: Select a file  [Browse...](#)

\*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.

**Attachments**

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

Organization Name: NATIONAL HISPANIC MEDICAL ASSOCIATION  
Application Number: (To be assigned)  
Project Title: Hispanic Physicians' Leadership Development Initiative  
Project Period: 09/01/2009 to 08/31/2014

Enclosure: Budget Narrative  
Number of Attachments: 1

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

[Upload Attachment](#) [Add Mail-in Item](#) [Close](#)

Attachment Notice:  
This is a Test message to verify that this pages loads correctly. 😊

## Verifying & Completing the Amendment Application Submission

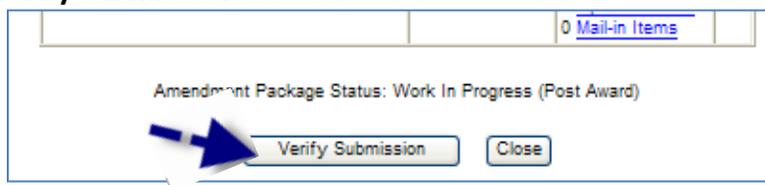
There are 2-steps remaining before the amendment application submission process is completed in GrantSolutions. First, a verification step and then a final submission step.

**Note:** Authority to complete the submission process will depend on a Users' role in GrantSolutions.

When all sections are complete, return to the **Amendment Application Control Checklist** screen to begin the submission steps for your amendment application.

### A. Scroll to bottom of the **Amendment Application Control Checklist** page:

- Select the **“Verify Submission”** button.



- The **“Amendment Submission Verification”** page will appear.
- Select the **“Final Submission”** button.

**GrantSolutions Amendment Submission Verification**

You are about to submit the following application:

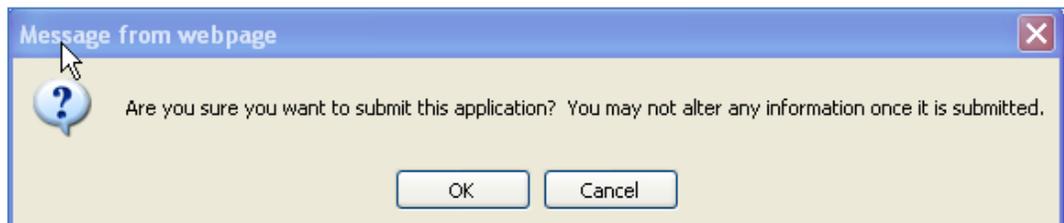
Applicant: NATIONAL HISPANIC MEDICAL ASSOCIATION  
 Grant Number: MPCMP091034  
 Project Title: Hispanic Physicians' Leadership Development Initiative  
 Action: Budget Revision  
 Submitted Date: 04/02/2012 03:32 PM Eastern Time

<b>Online Forms</b>
SF-424 Application for Federal Assistance (Version 2.0)
SF-424A Budget Information - Non-Construction Programs
<b>Program Narrative</b>
Budget Narrative
----- (Upload) Budg Rev
<b>Additional Information to be Submitted</b>
***Miscellaneous Information

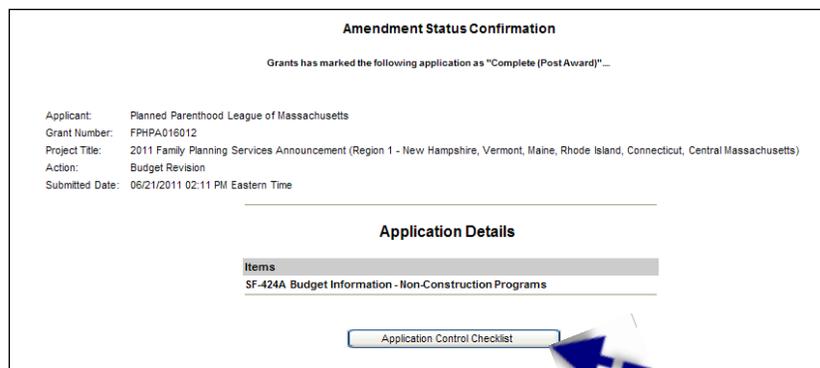
that your application is not complete. To correct, press the "Cancel" button on the Amendment Application Control Checklist.

- B. The below common message window appears. To withdraw or make further edits, select **“Cancel”**.
- C. To proceed with submission process, select **“OK”**

**NOTE:** The application cannot be withdrawn and further edits/changes cannot be made after selecting **“OK”**.



The system will return to the **Amendment Status Confirmation** page.



- D. Click the **“Application Control Checklist”** button.

E. The **Amendment Application Control Checklist** screen will appear again.

**Helpful Hint:** You can review or print the amendment application and see the status of the amendment submission from the Control Checklist or Manage Amendment screen, refer to Page 5.

**GrantSolutions Amendment Application Control Checklist**

Post Award Action: Budget Revision  
Submitted (Post Award) (Read Only)

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 a red 'X' image is displayed.

[Print Application: Original Submission](#)

Applicant: NATIONAL HISPANIC MEDICAL ASSOCIATION  
Grant Number: MPCMP091034  
Application Number: MPC2012001055  
Action: Budget Revision  
Project Title: Hispanic Physicians' Leadership Development Initiative  
Submitted Date: 04/02/2012 03:32 PM Eastern Time

Online Forms		
SF-424 Application for Federal Assistance (Version 2.0)	<a href="#">View Online</a> <a href="#">Print Completed</a> No Comments Entered	Attachment(s) 0 Uploaded Files 0 Mail-in Items
SF-424A Budget Information - Non-Construction Programs	<a href="#">View Online</a> <a href="#">Print Completed</a> No Comments Entered	Attachment(s) 0 Uploaded Files 0 Mail-in Items
Program Narrative		
Budget Narrative	No Comments Entered	Attachment(s) 1 Uploaded Files 0 Mail-in Items
Additional Information to be Submitted		
Miscellaneous Information	No Comments Entered	Attachment(s) 0 Uploaded Files 0 Mail-in Items

**Post Submission Supplemental Information**

Description	Attachment(s)
	Uploaded Files No Attachments Uploaded

[Amendment Package Status: Submitted \(Post Award\)](#)

Mail-In Package Information: Office of Grants Management is currently not expecting to receive a Mail-In Package for this application.

F. Select **“Close”** to complete the amendment application process.

G. From the **My Grants List** screen, select **Manage Amendments** link to view the status/history of amendment applications.

**Manage Amendments**

Grant Number: MPCMP091034  
Grantee Name: NATIONAL HISPANIC MEDICAL ASSOCIATION  
Project Title: Hispanic Physicians' Leadership Development Initiative  
Project Start Date: 09/01/2009  
Project End Date: 08/31/2014  
Last Issued NGA: 02/01/2012 [View NGA](#)

Amendment #	Status	Submitted Date	Type	Budget Period	Action
MPC2012001054	Submitted (Post Award)	03/29/2012 06:18:37 PM	Budget Revision	3 09/01/2011 - 08/31/2012	<a href="#">View Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>
MPC2012001055	Submitted (Post Award)	04/02/2012 03:43:30 PM	Budget Revision	3 09/01/2011 - 08/31/2012	<a href="#">View Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>

**NOTES:**



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*COE Support Center*  
1.866.577.0771  
202.401.5282  
help@grantsolutions.gov