

## Manage Amendments - Classic Experience

An amendment is a post-award change to a grant. Recipients 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 Recipient address, and more.

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

Amendments are managed in the Classic Experience. To switch to the Classic Experience from the New Experience, use the Avatar Drop Down Menu in the upper right-hand corner of the screen:

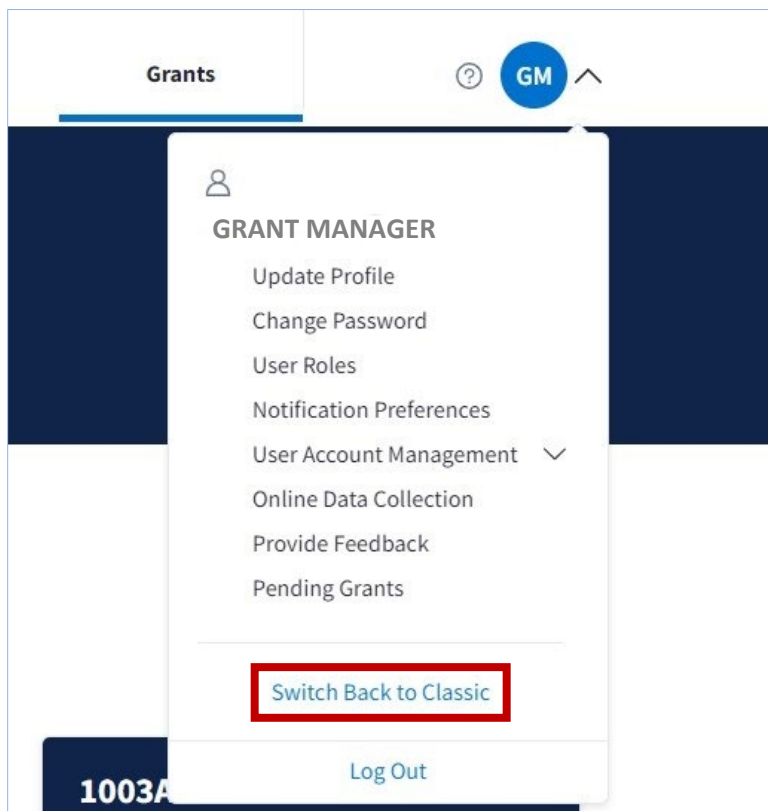


Figure 52: Switch Back to Classic link

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**

[Show Expired Grants](#)

Grant Number:	1Z0CMS331365-01-00	<a href="#">View NGA</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act (CHIPRA)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	CHIPRA Connecting Kids to Coverage - AI/AN	<a href="#">History</a>
Award Issue Date: <span style="font-size: small;">?</span>	11/25/2014	<b><span style="border: 2px solid red; padding: 2px;">Manage Amendments</span></b>
Project Period:	09/02/2014 to 09/01/2016	

Figure 53: 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 <a href="#">View NGA</a>

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

New
Close

Figure 54: Manage Amendments screen - New button

3. 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 vary by the awarding agency. As a result, the amendment types on your screen may not match the image below.

### Select Amendment Type

Grant Number	120CMS331365-1
Project Period	09/02/2014 to 09/01/2016
Budget Period	09/02/2014 to 09/01/2015
Amendment Type	<ul style="list-style-type: none"><li><input type="radio"/> Extension with Funds (Type 4)</li><li><input type="radio"/> Extension without Funds (Type 4)</li><li><input checked="" type="radio"/> Revision (Budget) (Type 6)</li><li><input type="radio"/> Revision (Carryover) (Type 6)</li><li><input type="radio"/> Revision (Change in Scope) (Type 3)</li><li><input type="radio"/> Revision (Change of Address) (Type 6)</li><li><input type="radio"/> Revision (Change of PI/PD) (Type 6)</li><li><input type="radio"/> Revision (EIN) (Type 6)</li><li><input type="radio"/> Revision (NoA Other) (Type 6)</li><li><input type="radio"/> Supplement (Administrative) (Type 3)</li><li><input type="radio"/> Supplement (Programmatic) (Type 3)</li></ul>

Figure 55: Select Amendment Type screen

4. The “GrantSolutions Amendment Application Control Checklist” screen appears. The checklist screen contains the following information:
  - **Amendment Type:** The 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:** The application package that includes online forms, enclosures, attachments, and form status
  - **Verify Submission:** Submit application
  - **Close:** Return to the Manage Amendment screen

### GrantSolutions Amendment Application Control Checklist

**Post Award Action: Revision (Budget)**

**Work In Progress (Post Award)**

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.

**Print Application:**

[Original Submission](#)

Applicant	The CoE Training Center
Grant Number	1ZOCMS331365
Application Number	(To be assigned)
Action	Revision (Budget)
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN

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="#">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		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	└─

**Amendment Package Status:** Work In Progress (Post Award)

Figure 56: 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.

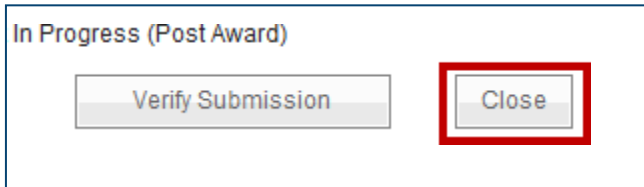


Figure 57: Close button

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.*

- From the “Manage Amendments” screen, 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 58: Manage Amendments screen - Edit Amendment and Delete Amendments links

- The “GrantSolutions Amendment Application Control Checklist” screen appears. Scroll to the application kit (application package) section and enter the online forms. The forms in the kit vary depending on the Amendment type.

- To electronically complete a form in the GrantSolutions GMM, click the **Enter Online** link for the desired form (i.e. SF-424A).

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="#">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		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	

Figure 59: Application Control Checklist - Application Kit (Package) section

*Note: Forms vary depending on the Amendment type.*

- The online form opens. Enter all data. When entering dollar amounts, do not use the dollar sign (\$) or commas.

**SF-424A**

OMB Number 4040-0006  
Expiration Date 06/30/2014

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

\* Indicates a required field.

<b>Organization Name</b> The CoE Training Center	<b>Project Title</b> CHIPRA Connecting Kids to Coverage - AI/AN	<b>Budget Period</b> Start Date * 09/02/2014 <input type="text"/> End Date * 09/01/2015 <input type="text"/>
<b>Application Number</b> (To be assigned)	<b>Project Period</b> 09/02/2014 to 09/01/2016	

[424A Instructions](#)

---

**Section A Budget Summary**

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non Federal (d)	Federal (e)	Non Federal (f)	
1.	Childrens Health Insurance Program	93.767 - Children's Health In	\$ 0.00	\$ 0.00	\$ 100000.00	\$ 0.00	\$100,000.00
2.	Childrens Health Insurance	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00

Figure 60: SF-424A Online Form

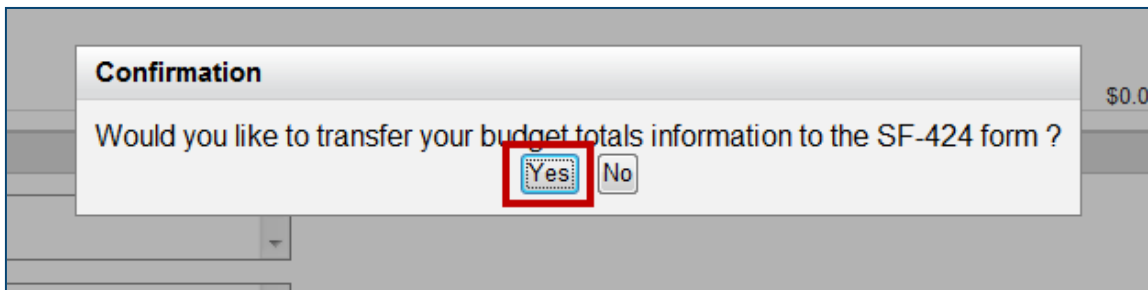
10. When done, scroll to the bottom of the screen and click the **Save** button.



The screenshot shows a form with three input fields: "21. Direct Charges", "22. Indirect Charges", and "23. Remarks". Each field has a small arrow icon on the right side. At the bottom right of the form, there are two buttons: "Save" and "Close". The "Save" button is highlighted with a red rectangular box.

Figure 61: SF-424A - Save button


11. (SF-424A only) – The “Would you like to transfer your budget totals information to the SF-424 form” message appears. Click **Yes**.



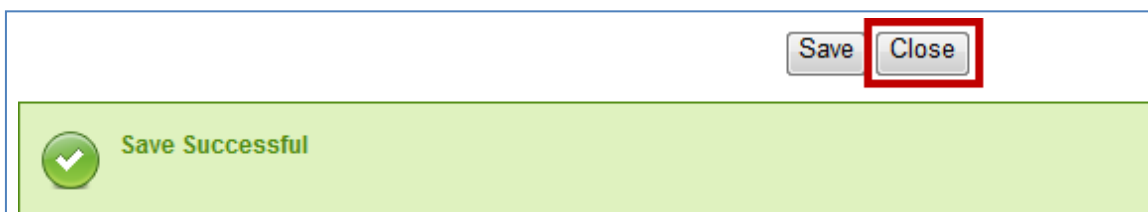
The screenshot shows a "Confirmation" dialog box with the text: "Would you like to transfer your budget totals information to the SF-424 form?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular box. In the background, a value of "\$0.00" is visible.

Figure 62: Would you like to transfer your budget totals information to the SF-424 form message

12. If there are no errors, the *Save Successful* message appears at the bottom of the screen.

*Note: If there are problems, an error icon (red circle with white exclamation point)  appears next to the cells that need corrections. To view the error text, point to the error icon with the mouse. Make change and then click the Save button again.*

13. Click the **Close** button.



The screenshot shows a green banner at the bottom of the screen with a checkmark icon and the text "Save Successful". Above the banner, there are two buttons: "Save" and "Close". The "Close" button is highlighted with a red rectangular box.

Figure 63: Close button

14. The “GrantSolutions Amendment Application Control Checklist” screen opens. A *Print Completed* link appears below the *Enter Online* link for the form that was just saved. The *Print Completed* link allows the user to open or save that form as a PDF. Additionally, the status column contains a green checkmark, indicating the form was successfully saved.

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="#">0 Uploaded Files</a>	⚠

Figure 64: Application Kit

### Status Icons

Status Icon	
✓	In progress or completed. Unless otherwise directed, 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).

15. Complete additional forms and attach any necessary files. To attach a file, locate 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 65: Attachments column - Uploaded Files link



16. 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 66: Attachments screen

17. 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

Select a file

\*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 67: Attachment - Upload window

18. 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 68: Attachments screen

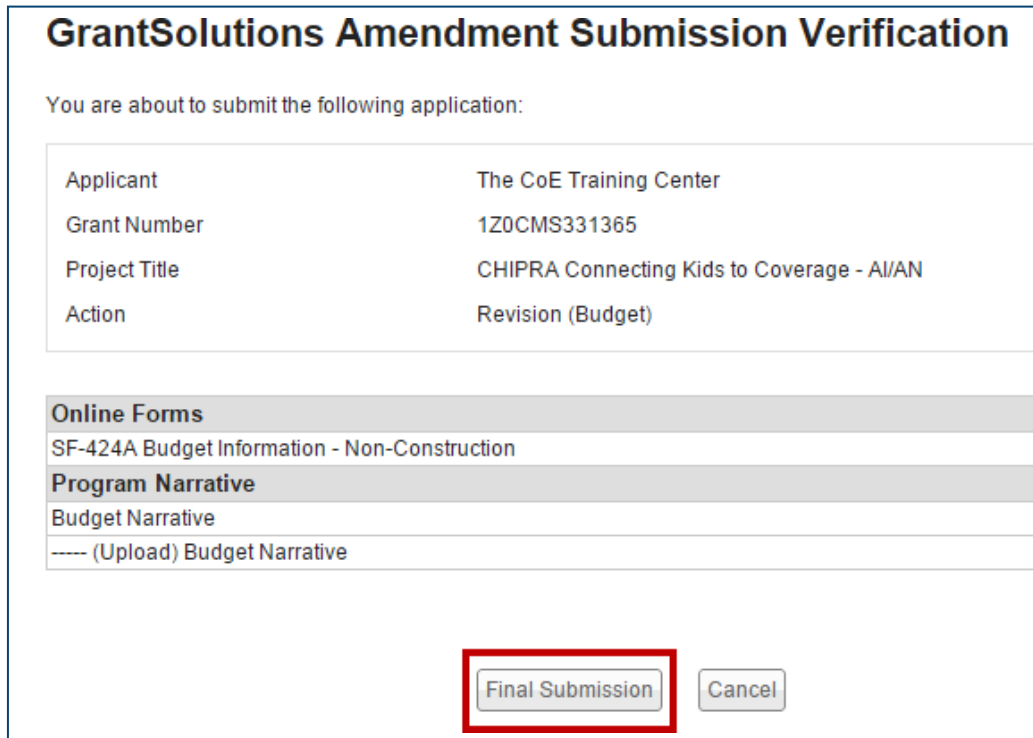
19. The “GrantSolutions Amendment Application Control Checklist” screen appears. Once all necessary forms are completed, attachments are uploaded, and there are one or more check marks in the *Status* column, click the **Verify Submission** button.

SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	N/A	✓
<b>Information for the Applicant</b>		<b>Attachment(s)</b>	<b>Status</b>
CMS Amendment Types & Guidance for Submission	<a href="#">View PDF</a> <a href="#">View Original Version</a>	N/A	—
<b>Program Narrative</b>		<b>Attachment(s)</b>	<b>Status</b>
Budget Narrative		1 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	✓
<b>Additional Information to be Submitted</b>		<b>Attachment(s)</b>	<b>Status</b>
Cover Letter		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	—

Amendment Package Status: Work In Progress (Post Award)

Figure 69: Verify Submission button

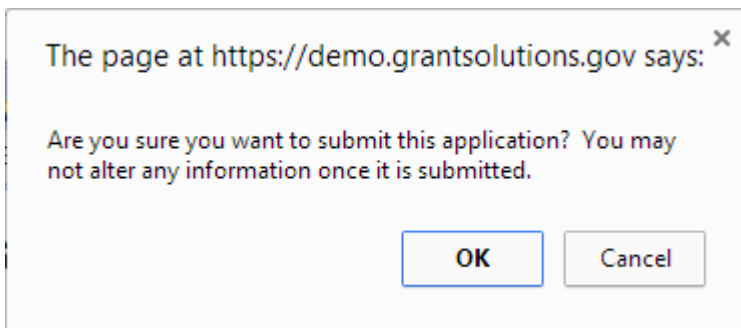
20. The “GrantSolutions Amendment Submission Verification” screen appears. Review the page to ensure all online forms are listed. Click **Final Submission**.



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)
<b>Online Forms</b>	
SF-424A Budget Information - Non-Construction	
<b>Program Narrative</b>	
Budget Narrative	
----- (Upload) Budget Narrative	
<input type="button" value="Final Submission"/> <input type="button" value="Cancel"/>	

Figure 70: GrantSolutions Amendment Submission Verification screen

21. 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.



The page at <https://demo.grantsolutions.gov> says:

Are you sure you want to submit this application? You may not alter any information once it is submitted.

Figure 71: Warning Message

22. 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	120CMS331365
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

[Application Control Checklist](#)

Figure 72: Amendment Status Confirmation screen

23. 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 the Manage Amendments page.

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

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

[Close](#)

Figure 73: Checklist screen Close button

24. 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 74: Manage Amendments screen

25. 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 75: Manage Amendments screen

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