

Quick Sheet: Budget Revision Amendment

Audience: Grant Recipients

INTRODUCTION

An amendment is a post-award change to a grant. Grant Recipients may initiate certain types of amendments in the GrantSolutions Grants Management Module (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.

STEPS

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	Show Expired Grants
Grant Program:	Childrens Health Insurance Program Reauthorization Act (CHIPRA)	View NGA
Program Office:	Centers For Medicare and Medicaid Services	Grant Notes
Project Title:	CHIPRA Connecting Kids to Coverage - AI/AN	Send Message
Award Issue Date:	11/25/2014	History
Project Period:	09/02/2014 to 09/01/2016	Manage Amendments

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

- 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.)					

- 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.

Select Amendment Type

Grant Number	1Z0CMS331365-1
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"> <input type="radio"/> Extension with Funds (Type 4) <input type="radio"/> Extension without Funds (Type 4) <li style="border: 2px solid red;"><input type="radio"/> Revision (Budget) (Type 6) <input type="radio"/> Revision (Carryover) (Type 6) <input type="radio"/> Revision (Change in Scope) (Type 3) <input type="radio"/> Revision (Change of Address) (Type 6) <input type="radio"/> Revision (Change of PI/PP) (Type 6) <input type="radio"/> Revision (EIN) (Type 6) <input type="radio"/> Revision (NoA Other) (Type 6) <input type="radio"/> Supplement (Administrative) (Type 3) <input type="radio"/> Supplement (Programmatic) (Type 3)

4. 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 Mange 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:

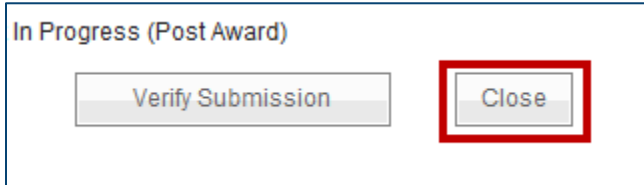
[Original Submission](#)

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
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	Enter Online Enter Comments	N/A	⌋
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	N/A	⚠
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	⌋
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files 0 Mail-in Items	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 Uploaded Files 0 Mail-in Items	⌋


Amendment Package Status: Work In Progress (Post Award)

- 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 “Manage Amendments”.



- Optional:** The “Manage Amendment” screen appears. Click the **Delete Amendment** link from the *Action* column to remove the amendment action. 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 View NGA				
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	Edit Amendment Delete Amendment Send Notes History Send Message Set Budget Period

- 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.

9. 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	Enter Online Enter Comments	N/A	—
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	N/A	⚠
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	—
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files 0 Mail-in Items	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status

Note: Forms vary depending on the amendment type.

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

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

SF-424A

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

* indicates a required field.

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

[424A Instructions](#)

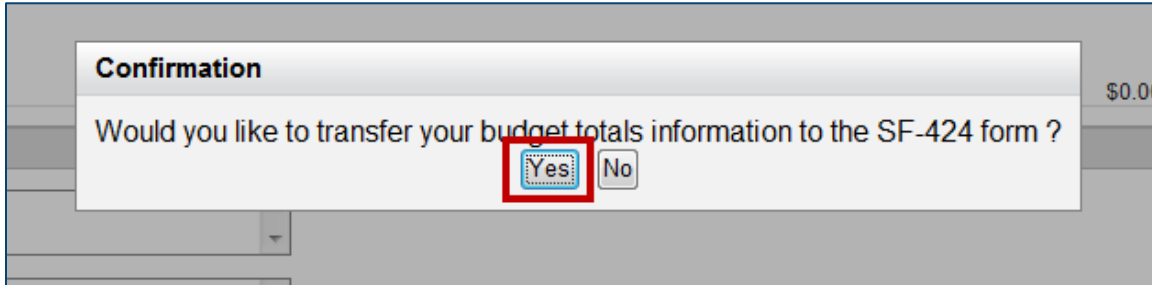
Section A Budget Summary

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non Federal (d)	Federal (e)	Non Federal (f)	Total (g)
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


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

21. Direct Charges	<input type="text"/>
22. Indirect Charges	<input type="text"/>
23. Remarks	<input type="text"/>

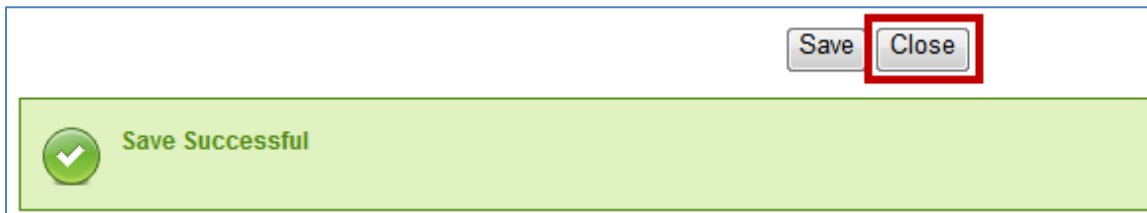
12. (SF-424A only) – The “Would you like to transfer your budget totals information to the SF-424 form” message appears. Click **Yes**.



13. 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.

14. Click the **Close** button.



15. 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	Enter Online Enter Comments	N/A	⏏
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	⏏
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files	⏏

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).

16. 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	Enter Online Enter Comments	N/A	┌
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	┌
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		Uploaded Files Mail-in Items	⚠

17. 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)				

Upload Attachment
Add Mail-in Item
Close

18. 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.

19. 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	Remove

20. 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.

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

Amendment Package Status: Work In Progress (Post Award)

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

GrantSolutions Amendment Submission Verification

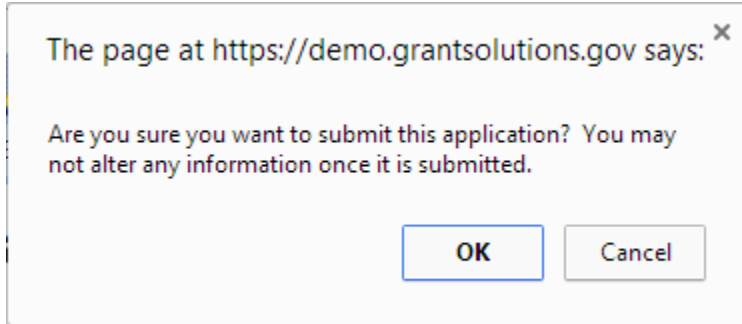
You are about to submit the following application:

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

22. 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.



23. The “Amendment Status Confirmation” screen appears, and the grantor receives email notification that the amendment application is submitted.

24. 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

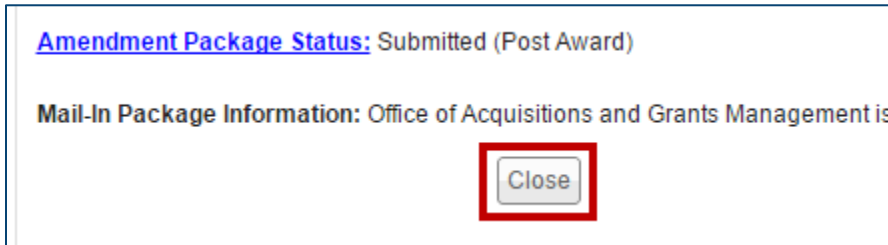
Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)
Submitted Date	12/01/2014 09:49 AM Eastern Time

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

Application Control Checklist

25. 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.




26. The “Manage Amendments” screen appears. At this point, Grant Recipients 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	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
1Z02015001434 	Submitted (Post Award)	12/01/2014 09:49:08 AM	Revision (Budget)	1 09/02/2014 - 09/01/2015	View Amendment Grant Notes History Send Message

27. If the Grantor needs the Grant Recipient 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
1Z02015001434 	Work In Progress (Post Award)		Revision (Budget)	1 09/02/2014 - 09/01/2015	Edit Amendment Delete Amendment Grant Notes History Send Message Set Budget Period

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