

Quick Sheet: Delete a Grantor Initiated Amendment with a Draft NOA

Audience: Grant Office

PURPOSE

This Quick Sheet provides step-by-step instructions for deleting a grantor-initiated amendment application that is in the *Draft Notice of Award (NOA)* status.

Applications submitted by the grantor may be disapproved or deleted. Please be aware that when an application is deleted, the electronic record is removed.

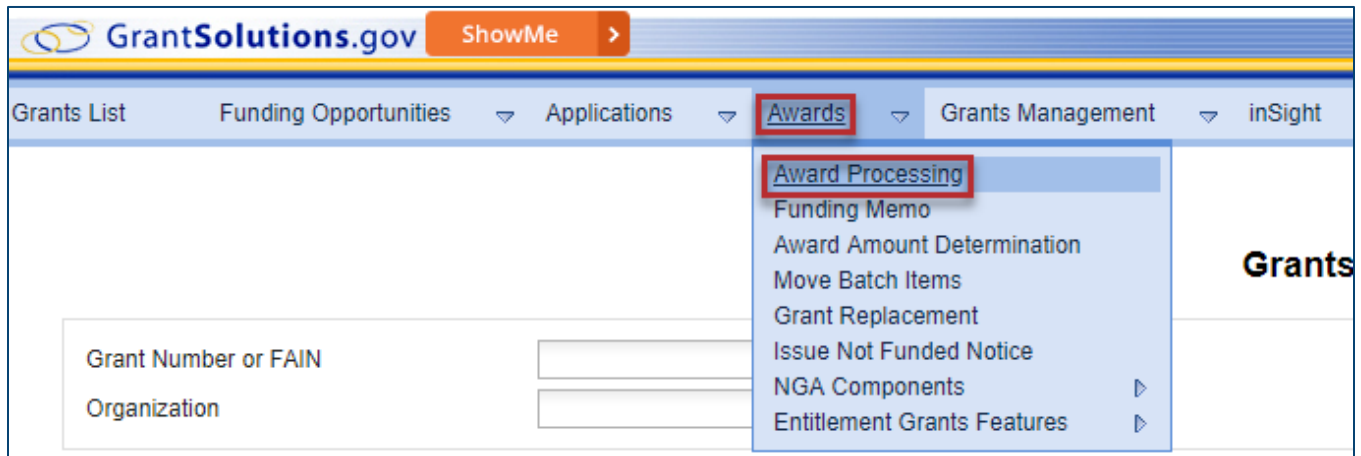
DELETE AMENDMENT WORKFLOW

| Notice of Award | Funding Memo | Manage Amendments |
|---|---|--|
| <ul style="list-style-type: none">• GMS or GMO• If necessary, return the Notice of Award to Draft Status• Delete the Draft Notice of Award | <ul style="list-style-type: none">• Contact the Program Authorizing Official to do the following:<ul style="list-style-type: none">• Disapprove and then Reopen the Funding Memo (not required by all agencies)• Reject and then Delete the Draft Funding Memo | <ul style="list-style-type: none">• GMS or GMO• From the Manage Amendments - Application Control Checklist screen, Uncomplete the Amendment Action• Delete the Amendment |

STEPS TO DELETE AMENDMENT

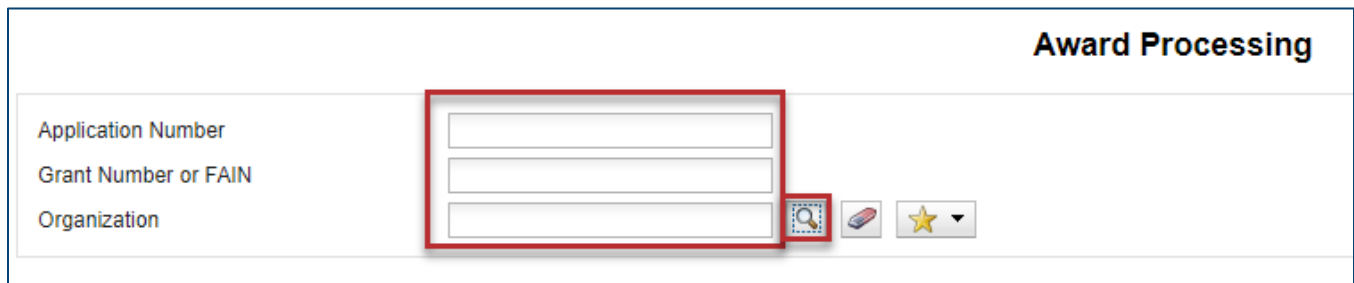
Delete Draft Notice of Award

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “Grants List” screen appears. From the menu bar, select **Awards** → **Award Processing**.




The screenshot shows the GrantSolutions.gov website with the 'Awards' menu open. The 'Award Processing' option is highlighted. The menu options are: Award Processing, Funding Memo, Award Amount Determination, Move Batch Items, Grant Replacement, Issue Not Funded Notice, NGA Components, and Entitlement Grants Features. The 'Grants List' screen is visible in the background with search fields for Grant Number or FAIN and Organization.

3. The “Award Processing” screen appears. Enter full or partial **information** into one of the search fields and click the **Search** icon (magnifying glass).



The screenshot shows the 'Award Processing' screen with search fields for Application Number, Grant Number or FAIN, and Organization. A red box highlights the search fields and the Search icon (magnifying glass).

4. The screen refreshes and results appear in a table below the search fields. Locate the desired application. From the **Actions** column, click the **Open Award Overview** icon.

| 1 | | | | | |
|---|--------------------------|------------------------|-------------------------|---------------------------------------|---|
| | Budget Period Start Date | Budget Period End Date | Workflow Status | Workflow Actions | Actions |
| 0 | 07/01/2014 | 06/30/2016 | Drafted | Next Workflow Actions |  |

- The “Award Overview” screen appears. From the *Award Actions* column, click the **Delete Notice of Award** link.

| Award Preparation | Award Actions |
|--|--|
| Edit/Validate Organization | Ready for Approval |
| Select Org Address | Ready for Review |
| Project Assignments | Delete Notice of Award |
| Budget Worksheet | |
| Terms and Conditions | |
| Manage Project Abstract | |
| Application Notes | |
| Edit Notice of Award | |

Note: The Delete Notice of Award link is only available when the NOA is in the *Drafted* status. If the NOA is in the *In Review* status, the Grants Management Officer (GMO) may click the **Transition Status** icon from the *Actions* column to return the NOA to draft.

- A confirmation message appears stating “The NGA will be deleted.” Click the **OK** button to proceed.

demo.grantsolutions.gov says

The NGA will be deleted. Do you wish to continue?

- The “Award Processing” screen appears and the draft NOA is removed from the results table. The Funding Memo may now be deleted by the Program Office.

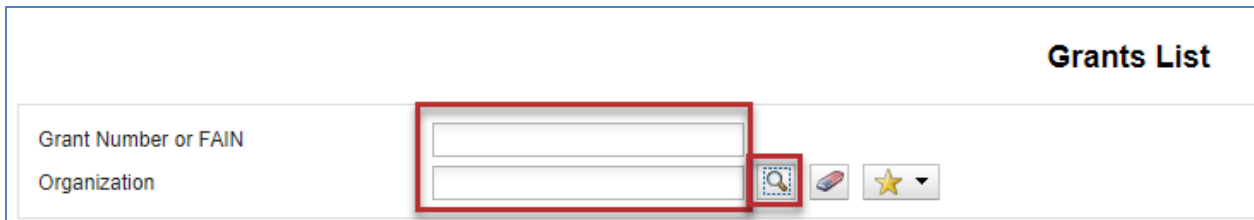
Delete an Amendment Application from the Complete Status

To delete an amendment, it must be in the *Received* status and submitted by the grantor.


1. From the menu bar, select **Grants List**.



2. The “Grants List” screen appears. To search for an awarded grant, enter **search criteria** and click the **Search** icon (magnifying glass).



3. The screen refreshes and results appear in a table below the search fields. Locate the appropriate grant and, from the *Actions* column, click the **Manage Amendment** icon.

| Sort Results Hide Columns | | | | | |
|----------------------------|--------------|---------------------------|-------------------------|-----------------------|---|
| 50 100 150 200 All | | | | | |
| Number | Organization | Project Period Start Date | Project Period End Date | Project Status | Actions |
| 2 | | 07/01/2012 | 06/30/2016 | Complete (Post Award) |  |

4. The “Manage Amendments” screen appears. All amendments in progress for this grant are visible.

5. From the *Action* column, click the **View Amendment** link.

| Amendment # | Status | Submitted Date | Type | Budget Period | Funds Requested | Funds Approved | Funding Memo Required | Action |
|-------------|-----------------------|------------------------|---------------------------|---------------------------|-----------------|----------------|-----------------------|--|
| 1C1201500 | Complete (Post Award) | 04/02/2015 09:14:35 AM | Supplement (Programmatic) | 3 07/01/2014 - 06/30/2016 | N/A | N/A | Yes | View Amendment |
| | | | | | | | N/A | Disapproval Funding Memo Set Budget Period Budget Worksheet Grant Notes History Send Message |

Note: Ensure the amendment is in the *Complete (Post Award)* status.

6. The “GrantSolutions Amendment Application Control Checklist” screen appears. Scroll to the bottom of the page and click the **Uncomplete Amendment** button.


7. A confirmation message appears stating that “uncompleting an amendment application will return the application to Submitted status.” Click the **OK** button to proceed.

Uncompleting an amendment application will return the application to Submitted status. Are you sure?

8. The “GrantSolutions Amendment Application Control Checklist” screen appears, and the status is *Received*. Scroll to the bottom of the screen and click the **Close** button.

Amendment Package Status: Received (Post Award Paper Submission)

9. The “Manage Amendments” screen appears. From the *Action* column, click the **Delete Amendment** link.

| Amendment # | Status | Submitted Date | Type | Budget Period | Funds Requested | Funds Approved | Funding Memo Required Funding Memo Status | Action |
|--|---|----------------|------------------------------|---------------------------------|-----------------|----------------|--|--|
| 1C12015  | Received (Post Award Paper Submission) | | Supplement (Programmatic) | 3 07/01/2014 - 06/30/2016 | N/A | N/A | Yes N/A | Edit Amendments Delete Amendment Grant Notes History Send Message Set Budget Period |

10. A confirmation message appears stating that deleting the application will “permanently close this application and prevent further processing. Deleted application will not appear in the Grants History.” Click the **OK** button to proceed.

Are you sure you want to Delete this application? This action will permanently close this application and prevent further processing. Deleted application will not appear in the Grants History.

11. The amendment is permanently deleted.