

Quick Sheet: Disapprove an Amendment with a Draft NOA

Audience: Grant Office

PURPOSE

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

Amendment applications submitted electronically by Grant Recipients may only be disapproved. Applications submitted by the Grantor may be disapproved or deleted.

Note: When an amendment application is in the *Complete* status, it can be disapproved by the Grants Office from the “Manage Amendments” screen.

DISAPPROVE AMENDMENT WORKFLOW

Notice of Award

- GMS or GMO
- If necessary, return the Notice of Award to the *Draft* status
- **Delete** the Draft Notice of Award

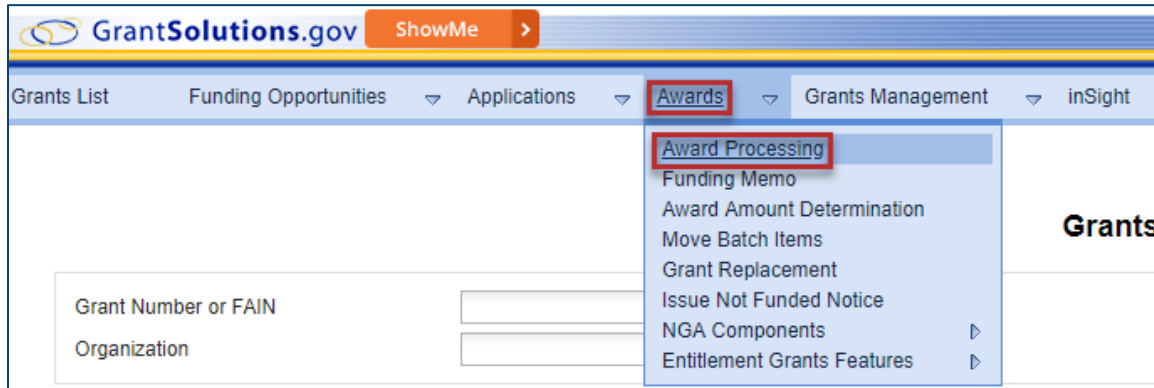
Funding Memo

- Contact the Program Authorizing Official or GMO to:
 - **Disapprove** the Funding Memo

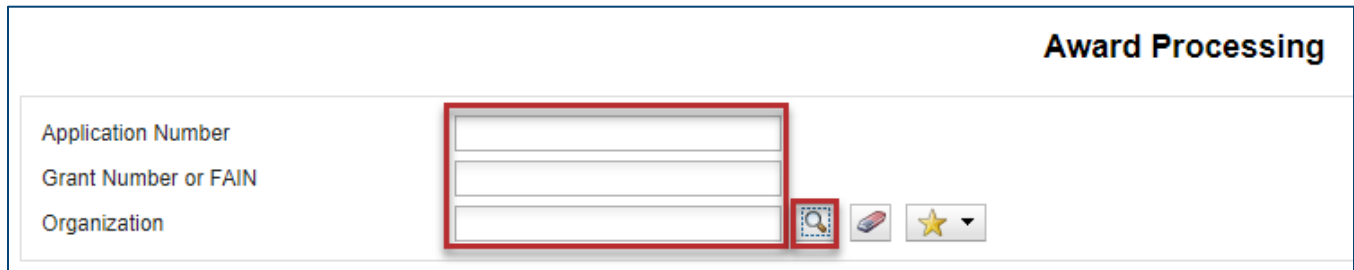
STEPS TO DISAPPROVE AN AMENDMENT

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**.






3. The “Award Processing” screen appears. Enter **search criteria** and click the **Search** icon (magnifying glass).



The screenshot shows the 'Award Processing' screen. It has a header 'Award Processing' on the right. Below it, there are three input fields: 'Application Number', 'Grant Number or FAIN', and 'Organization'. A red box highlights these three fields. To the right of the fields is a search icon (magnifying glass) and a star icon.

4. The screen refreshes and results appear in a table below the search fields. From the *Actions* column, select the **Open Award Overview** icon (file folder).

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

5. 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 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.

6. A confirmation message appears stating that the NGA will be deleted. Click the **OK** button to proceed.

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

7. The “Award Processing” screen appears and the draft NOA is removed from the results table. The amendment application is now available on the “Funding Memo” screen and is in the *Approved* status.

The Program Authorizing Official may now disapprove the amendment. Some agencies also allow the Grants Management Officer (GMO) to disapprove amendments from the “Funding Memo” screen.

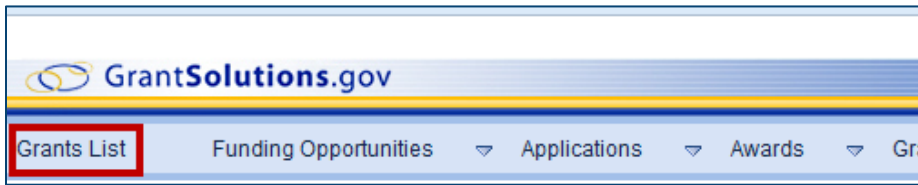
Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
Centers For Medicare and Medicaid Services	Federal: N/A Non-Federal: N/A	Approved Federal: \$0.00 Non-Federal: \$0.00 Next Workflow Actions	Ready to Generate	Project Locale :	History Set Budget Period View Grant Notes Manage Project Abstract Project Assignments Disapprove Generate

Disapprove an Amendment Application from the Complete Status

If the Program Authorizing Official or GMO do not disapprove the amendment from the “Funding Memo” screen, once the Funding Memo is deleted, the Grants Management Specialist (GMS) may disapprove it from the “Manage Amendments” screen.

To disapprove an amendment, it must be in the *Complete* status.

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

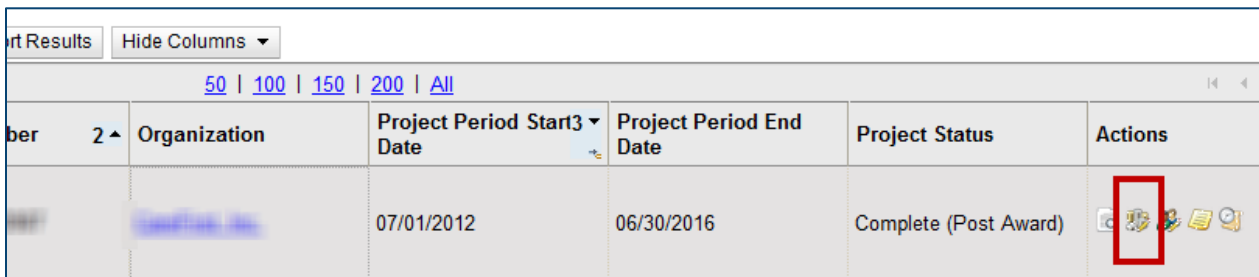


2. The “Grants List” screen appears. Enter **search criteria** and click the **Search** icon (magnifying glass).



The screenshot shows the 'Grants List' search interface. It includes a search bar with the label 'Grant Number or FAIN' and a text input field. Below the search bar is a row of icons: a magnifying glass (Search), a pencil (Edit), a star (Favorite), and a dropdown arrow. The search bar and the magnifying glass icon are highlighted with red boxes.

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



The screenshot shows the 'Grants List' results table. The table has columns: 'Number', 'Organization', 'Project Period Start Date', 'Project Period End Date', 'Project Status', and 'Actions'. The 'Actions' column for the first row contains several icons, including a magnifying glass, a pencil, a star, and a document icon. The document icon is highlighted with a red box.

Number	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions
2	...	07/01/2012	06/30/2016	Complete (Post Award)	[Icons: Magnifying Glass, Pencil, Star, Document]

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

5. From the *Action* column, click the **Disapproval** link.

Manage Amendments

Grant Number	1C1CMS
Grantee Name	
Project Title	Health Care Innovation Challenge
Project Start Date	07/01/2012
Project End Date	06/30/2015
Last Issued NGA	06/03/2015 (View NGA)

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required Funding Memo Status	Action
1C1: View	Complete (Post Award)	02/19/2015 05:11:15 PM	Revision (Budget)	3 07/01/2014 - 06/30/2015	N/A	N/A	No N/A	View Amendment Disapproval Fund Memo Set Budget Period Budget Worksheet Grant Notes History Send Message

Note: Ensure the amendment is in the *Complete (Post Award)* status. When in the *Submitted* status, click the **View Amendment** link, select **Verify Completion**, followed by **Final Completion**. Once the application is in the *Complete* status, it can be disapproved.

6. A confirmation message appears. Click the **OK** button to proceed.

Are you sure you want to Disapprove this application? This action will permanently close this application and prevent further processing. Disapproved application will appear in the Grants History.

7. The “Manage Amendments” screen refreshes and the amendment is removed. Click the **Close** button to return to the “Grants List” screen.

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required Funding Memo Status	Action
(There are no Amendments found for this Grant.)								

Note: Although the amendment is removed, it can still be viewed from the “Grants List” screen by clicking the **History** icon from the *Actions* column.

Actions

