

MANAGE AMENDMENTS

The Post-award action, Amendments are changes made to an awarded grant. Use the Manage Amendments icon to initiate or view Post-Award change requests.

Grant Recipient and Grantor staff may initiate Amendments. Amendment types may include but are not limited to: Supplements

- Change in Key Personnel
- Budget Revisions
- Carryovers
- Change in Grant recipient address

To view Amendments in progress or to initiate a new Amendment:

- 1. Launch GrantSolutions GMM and search for a grant on the "Grants List" screen.
- 2. From the *Actions* column of the Results table, click the **Manage Amendments** icon to view amendments in progress or to initiate a new amendment.

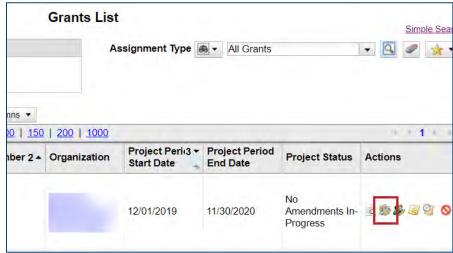


Figure 155: Manage Amendments icon



The "Manage Amendments" screen displays.

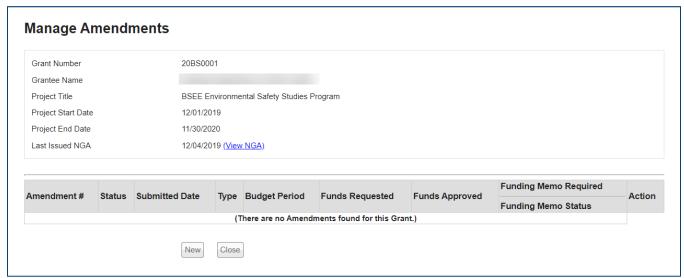


Figure 156: Manage Amendments screen

To learn more information about amendments, refer to the Chapter 4: Post Award Processing guide.