

# Grants Management Module:

## Supplement Amendment for Grant Recipients, Non-Research Grants

*This job aid is a living document. Check the CDC GrantSolutions internet for the latest version.*

Recipients should use this job aid when requesting additional funds during the current budget period to support an expansion of approved activities, a change in scope of activities, or an unexpected increase in costs. Recipients should log onto Grants Management Module and go to their My Grants List screen. Complete the following steps to create a new amendment action request.

### Steps to Submit a New Supplement Amendment

1. Start on the *Grants List* screen. To view existing amendments, select the *Manage Amendments* link, which will direct you to the *Manage Amendments* screen. On the *Manage Amendments* screen, you will find all closed and open amendments pending CDC review and approval. To create a new amendment, select the *New* button at the bottom of the *Manage Amendments* screen.
2. After you select the *New* button on the *Manage Amendments* screen, the site will direct you to the *Select Amendment Type* screen. Select the amendment action type that you want to submit. Then select the *Create Amendment* button at the bottom of the screen, which will direct you to the *GrantSolutions Amendment Application Control Checklist* screen.

### Select Amendment Type

Grant Number	NU2GGH000479-5
Project Period	09/30/2011 to 09/30/2018
Budget Period	04/01/2015 to 09/30/2018
Amendment Type	<input checked="" type="radio"/> Supplement (Type 6) <input type="radio"/> Budget Revision (Type 6) <input type="radio"/> Carryover of Funds (Type 6) <input type="radio"/> Change Grantee Address (Type 6) <input type="radio"/> Change in Key Personnel (Type 6) <input type="radio"/> Close-out reconciliation (Type 6) <input type="radio"/> Closeout by Budget Period (Type 6) <input type="radio"/> Component/Project funding (Type 6) <input type="radio"/> Grant Closeout (Type 6) <input type="radio"/> No Cost Extension (Type 6) <input type="radio"/> Non-Comp Supplements (Type 6) <input type="radio"/> Notification of a Contractor or Consultant (Type 6) <input type="radio"/> Organization Name Change (Type 6) <input type="radio"/> Other (Type 6) <input type="radio"/> PD/PI Key Personnel (Type 6) <input type="radio"/> PPHF Budget Period Extension (Type 6) <input type="radio"/> Release of Restrictions on NOA (Type 6) <input type="radio"/> Successor of Interest (Type 6) <input type="radio"/> Summary Statement/Technical Review Response to Weaknesses (Type 6) <input type="radio"/> Terms and Conditions (Type 6)

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U.S. Department of Health  
and Human Services  
Centers for Disease  
Control and Prevention

- Next you will complete the online forms and grant announcement documents according to the *GrantSolutions Amendment Application Control Checklist*. At a minimum, you must submit the documents listed under the **Online Forms** and/or **Grant Announcement** sections of the Amendment Application Control Checklist to the CDC to be considered responsive.

The required documents in the Amendment Application Control Checklist for a Supplement Post Award Action are:

- SF-424A Budget Information – Non-Construction
- SF-424 Application for Federal Assistance Version 2
- Application Upload

You can submit the files by selecting the *Uploaded Files* link under the *Attachment(s)* column, or by selecting the *Enter Online* link under the *Enclosure(s)* column if applicable. The warning exclamation mark icon in the *Status* column will change to a green checkmark when the required document or online form is completed and attached successfully.  → 

## GrantSolutions Amendment Application Control Checklist

Post Award Action: Supplement

Received (Post Award Paper Submission) (Read Only)

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	ARKANSAS DEPARTMENT OF HEALTH
Grant Number	NB01DP009003
Application Number	(To be assigned) 
Action	Supplement
Project Title	PREVENTIVE HEALTH SERVICES

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Grant Announcement	Enclosure(s)	Attachment(s)	Status
Application Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	

Amendment Package Status: Received (Post Award Paper Submission)

[Application Notes](#)

[Verify Submission](#)

[Close](#)

4. Next is the Verification process. At the bottom of the *GrantSolutions Amendment Application Control Checklist* screen, select the *Verify Submission* button, which will direct you to the *GrantSolutions Amendment Submission Verification* screen. This screen will ask you to verify the submission of the application. Select the *Final Submission* button at the bottom of the screen.

**GrantSolutions Amendment Submission Verification**

You are about to submit the following application:

Applicant: The Swivel Chair Center  
Grant Number: FPHPA026059  
Project Title: FY FPS FOA (NYC)  
Action: Change Grantee Address

Online Forms
Change Grantee Information
<b>Additional Information to be Submitted</b>
***Miscellaneous Information

\*\*\* It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

\* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.

5. A message will appear asking you to confirm the submission; select *OK* to continue with the submission, and the *Amendment Status Confirmation* screen will appear. Select the *Application Control Checklist* button to return to the *Application Control Checklist* screen, then select the *Close* button to return to the *Manage Amendments* screen.

**GrantSolutions Amendment Submission Verification**

You are about to submit the following application:

Applicant: The Swivel Chair Center  
Grant Number: FPHPA026059  
Project Title: FY FPS FOA (NYC)  
Action: Change Grantee Address

**Message from webpage**

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

\*\*\* It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

\* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.