




How to submit an amendment/ revision request

EXTERNAL PROCESS

1. Log in
2. My grants
3. Click on the grant name
4. Status reports
 - a. Create status report
5. Status report type
 - a. Amendment/Revision
6. Report period
 - a. for this report enter todays date
 - b. this field is irrelevant for an amendment/ revision report
7. Save
8. Return to components
9. Click on amendment /revision request
10. Click "edit" to enter type of request, explanation and AO's name
 - a. only enter the information that applies to this request
 - b. if you are requesting a time extension, make sure to enter the new end date
11. Save
12. If you are requesting a change in budget, to the right of where it says budget changes click add
 - a. select the activity you are moving money from
 - b. enter the original budget amount
 - c. enter the new budget amount
 - d. click save
 - e. follow these steps for each activity that the budget is changing for
13. If your projects beneficiary information is changing, to the right of beneficiary changes click add
 - a. enter beneficiary type
 - b. enter original number of beneficiaries
 - c. enter new number of beneficiaries
 - d. save
14. If you need to attach any documentation to your request
 - a. click add to the right of attachments
 - b. enter name of document
 - c. save
 - d. click on green + sign 
 - e. click choose file
 - f. find doc and select open
 - g. click attach file
15. Return to components
 - a. preview
 - b. Print request and have an AO sign the document
 - c. once you have a signed document

- d. save and pdf on your computer
 - e. attach signed request to attachment component
16. Once all information is complete
- a. submit
 - b. ok
17. Your PM will receive your request and the process