Grants Management Module:
Carryover of Funds 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 to reprogram federal funds not obligated during the current grant budget period, or as CDC/ATSDR explains, to use unobligated federal funds from one budget period in a subsequent budget period of the award. 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 Carryover of Funds 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](image)
3. 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 Carryover of Funds Post Award Action are:
- SF-424A Budget Information – Non-Construction
- Application Upload (ex. recipient justification to use funding from the prior budget period to conduct grant activities; the justification should be in narrative format; Federal Financial Report)

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. 

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**GrantSolutions Amendment Application Control Checklist**

**Post Award Action: Carryover of Funds**

**Work in Progress (Post Award)**

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/online). 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:** DeKalb, County of
- **Grant Number:** NU87PS034197
- **Application Number:** (To be assigned)
- **Action:** Carryover of Funds
- **Project Title:** Promoting Adolescent Health Through School-Based HIV/STD Prevention and School-Based Surveillance

<table>
<thead>
<tr>
<th><strong>Online Forms</strong></th>
<th><strong>Enclosure(s)</strong></th>
<th><strong>Attachment(s)</strong></th>
<th><strong>Status</strong></th>
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</thead>
<tbody>
<tr>
<td>SF-424A Budget Information – Non-Construction</td>
<td>Enter Online</td>
<td>0 Uploaded Files 0 Mail-in Items</td>
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<tr>
<th><strong>Grant Announcement</strong></th>
<th><strong>Enclosure(s)</strong></th>
<th><strong>Attachment(s)</strong></th>
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<tbody>
<tr>
<td>Application Upload</td>
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<td>![Status Symbol]</td>
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**Additional Information to be Submitted**

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<tr>
<th><strong>Enclosure(s)</strong></th>
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<tbody>
<tr>
<td>Miscellaneous</td>
<td>0 Uploaded Files 0 Mail-in Items</td>
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**Amendment Package Status: Work in Progress (Post Award)**

[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.

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.