Recipients should use this job aid when requesting to close out the grant period of performance. 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 Grant Closeout 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.
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 document in the Amendment Application Control Checklist for a Grant Closeout Post Award Action is:

- Application Upload (Federal Financial Report, Outstanding Program Reports, Closeout Cover Letter, etc.)

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.
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](image)

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.

![Message from webpage](image)