Grants Management Module:
Other 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 administrative actions by the Office of Grant Services (OGS). An example would be to correct information included in the terms and conditions of the federal 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 Other 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: NU2G0H000479-5
- Project Period: 09/30/2011 to 09/30/2018
- Budget Period: 04/01/2015 to 09/30/2019
- Amendment Type:
  - Supplement (Type 6)
  - Budget Revision (Type 6)
  - Carryover of Funds (Type 6)
  - Change Grantee Address (Type 6)
  - Change in Key Personnel (Type 6)
  - Close-out reconciliation (Type 6)
  - Closeout by Budget Period (Type 6)
  - Component/Project funding (Type 6)
  - Grant Closeout (Type 6)
  - No Cost Extension (Type 6)
  - Non-Comp Supplements (Type 6)
  - Notification of a Contractor or Consultant (Type 6)
  - Organization Name Change (Type 6)
  - Other (Type 6)
  - PD/PI Key Personnel (Type 6)
  - PPHF Budget Period Extension (Type 6)
  - Release of Restrictions on NCA (Type 6)
  - Successor of Interest (Type 6)
  - Summary Statement/Technical Review Response to Weaknesses (Type 6)
  - Terms and Conditions (Type 6)

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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 an Other Post Award Action is:

- Application Upload (Supporting documentation to justify the application request)

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.

![GrantSolutions Amendment Submission Verification](image)