Grants Management Module:
Release of Restriction 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 release restrictions placed on 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 Release of Restriction 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 Release of Restriction Post 
Award Action is:

- Application Upload (justification for release of funding restrictions, contractor restrictions, 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.

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**GrantSolutions Amendment Application Control Checklist**

**Post Award Action: Release of Restriction**

**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/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**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>DeKalb, County of</th>
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</thead>
<tbody>
<tr>
<td>Grant Number</td>
<td>NUSDPS0004137</td>
</tr>
<tr>
<td>Application Number</td>
<td>(To be assigned)</td>
</tr>
<tr>
<td>Action</td>
<td>Release of Restriction</td>
</tr>
<tr>
<td>Project Title</td>
<td>Promoting Adolescent Health Through School-Based HIV/STI Prevention and School-Based Surveillance</td>
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**Grant Announcement**

<table>
<thead>
<tr>
<th>Enclosure(s)</th>
<th>Attachment(s)</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>0 Uploaded Files</td>
<td>0 Mail-in Items</td>
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</table>

**Additional Information to be Submitted**

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<th>Enclosure(s)</th>
<th>Attachment(s)</th>
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<tbody>
<tr>
<td>0 Uploaded Files</td>
<td>0 Mail-in Items</td>
<td>!</td>
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</tbody>
</table>

**Amendment Package Status: Work In Progress (Post Award)**
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.