## **Grants Management Module:**

Summary Statement/Technical Review Response to Weaknesses 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 submitting responses to weaknesses in a Summary Statement or Technical Review. 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 Summary Statement/Technical Review Response to Weaknesses 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.



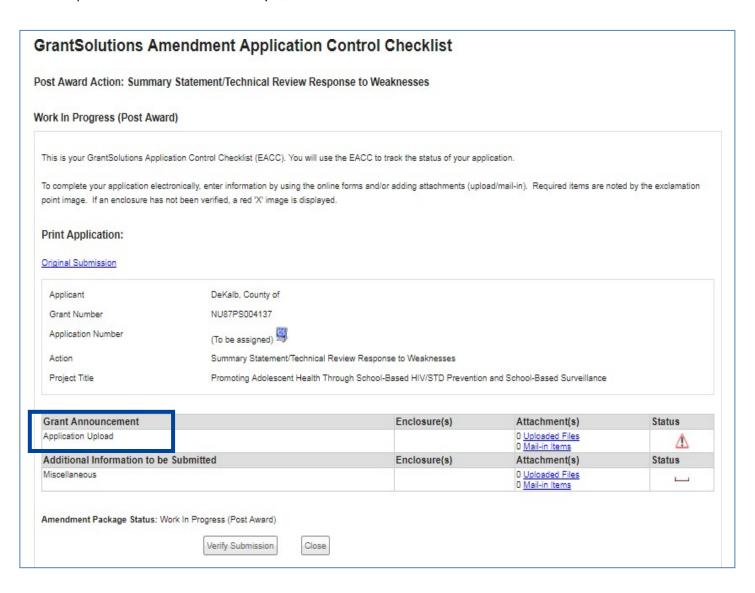


3. Next you will complete the online forms and grant announcement documents according to the *GrantSolutions Amendment Application Control Checklist*. At a minimum, you must submit the documents listed under the **Online Forms** and/or **Grant Announcement** sections of the Amendment Application Control Checklist to the CDC to be considered responsive.

The required document in the Amendment Application Control Checklist for a Summary Statement/Technical Review Response to Weaknesses Post Award Action is:

• Application Upload (Summary of CDC weaknesses and recipient's response to each weakness with timeline and key personnel to address weakness)

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.  $\triangle$ 



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		
You are about to submit the following application:		
An	plicant	The Swivel Chair Center
	ant Number:	FPHPA026069
	ject Title:	FY FPS FOA (NYC)
	tion:	Change Grantee Address
Online For		rms
Change Gra		antee Information
	Additional	Information to be Submitted
***Miscellar		neous Information
"It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.		
* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.		
Final Submission Cancel		

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.

