How to Submit a Grant Amendment

Subrecipients (grantees) have the capability to submit a grant amendment through their eCivis portal. This grant amendment can include financial or programmatic amendments. To complete a grant amendment:

1. From your award dashboard, click on request grant amendment:

2. There are three sections of the grant amendment:
    - Award details
    - Financial information
    - Attach files

    In the award details, you can amend the below data fields: organization name, project name, EIN, and performance period. The award details (shown below) will auto-populate from the original fields. If you'd like to change any of the fields on this page, simply click on the inside of the box and edit the data field. If there are no changes needed to these data fields, click save and continue.

3. If the grant amendment includes a budget adjustment, check the box below titled "This amendment includes a financial change."

4. Once the box is checked, your grant award budget will appear. You can now open budget line items and request the budget adjustment.

5. To move money between budget categories, click on the budget category, and add/delete rows from each budget category. Then scroll down and click the blue "save changes."

In the example below, 5a is the original budget and 5b is the requested changes:

a. Original budget: $1,650,000 in Contractual category

	Ext Cost	Direct Cost	Ind Cost	Cost Share
5. Supplies	$0.00	$0.00	$0.00	$0.00

6. Contractual

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Contractual Totals:	$1,650,000.00	$1,650,000.00	$0.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 services	911 services	1.00	$150,000.00	$150,000.00	$150,000.00		Direct Cost
Contract Services	contract services	1.00	$1,500,000.00	$1,500,000.00	$1,500,000.00		Direct Cost

⊞ Add Row

b. Requested Changes: move $250,000 to the Supplies category and keep $1,400,000 in the Contractual category.

5. Supplies

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Supplies Totals:	$1,250,000.00	$1,250,000.00	$0.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Supplies	Supplies	1.00	$1,250,000.00	$1,250,000.00	$1,250,000.00		Direct Cost

⊞ Add Row

6. Contractual

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Contractual Totals:	$1,400,000.00	$1,650,000.00	$0.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 services	911 services	1.00	$150,000.00	$150,000.00	$150,000.00		Direct Cost
Contract Services	contract services	1.00	$1,250,000.00	$1,250,000.00	$1,500,000.00		Direct Cost

⊞ Add Row

6. Once completed, scroll down and provide a budget narrative of the amendment request. You can also upload files in the next screen. Click save changes and save narrative. Once you click save in both areas, click the blue continue button to move onto the next section of the grant amendment, attach files.

7. The last stage of the grant amendment is attach files. Here you can upload files and/or provide additional grant amendment narrative. When complete, click submit amendment.

8. Once submitted, the grant amendment will appear as pending on the home page of your grant award dashboard:

Award Amendments		
Created Date	**Status**	**Actions**
10/07/2019	Approved	View Amendment
10/07/2019	Pending Approval	View Amendment
10/07/2019	Approved	View Amendment

Show 10 entries   Search:

Showing 1 to 3 of 3 entries   Previous 1 Next

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*Note: grantees can only submit one grant amendment at a time. Once approved, grantees may submit an additional grant amendment.