AMENDMENTS FOR GRANT RECIPIENTS

Amendments allow grant recipients and funding organizations to negotiate changes to an award. Recipients can propose amendments to the award amount, duration, budget categories, or program goals. Funders can review the proposed amendments and approve, deny, or request more information within AmpliFund. AmpliFund facilitates and tracks these interactions. In addition, organizations can record amendments in AmpliFund if their corresponding recipient or funding organization is not in AmpliFund.

CONTENTS

AMENDMENTS	2
	_
HOW TO ADD AN AMENDMENT	
HOW TO ADD AN AWARDED AMOUNT AMENDMENT TYPE	2
HOW TO ADD AN AWARD DURATION AMENDMENT TYPE	3
HOW TO ADD A BUDGET AMENDMENT TYPE	3
HOW TO ADD A PERFORMANCE GOAL AMENDMENT TYPE	3
MANAGING AMENDMENTS	4
HOW TO VIEW AN AMENDMENT	4
HOW TO VIEW AN AMENDMENT STATUS	
HOW TO EDIT AN AMENDMENT	
HOW TO DELETE AN AMENDMENT	

AMENDMENTS

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HOW TO ADD AN AMENDMENT

Amendments can have as many as four parts: Awarded Amount, Award Duration, Category Budget, and Performance Goal.

- 1. Open Grants Management>Grants.
- 2. Click a grant name.
- 3. Open the Post-Award tab>Management>Amendments.
- 4. Click the + (Add icon) next to Amendments.
- 5. Enter the Amendment Request Name.
- 6. Select the areas to amend.



- 7. Enter the information for the selected amendment type.
- 8. Click **Save** to save your progress or click **Submit** to send your completed amendment (including all selected amendment types) to the funding organization. Once you submit your amendment, you will not be able to edit it.

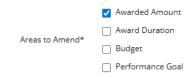


Once you submit your amendment, you will not be able to edit it.

The funding organization may change the status to *Approved, Denied* or *Needs More Information*. They also have the option to edit the amendment before approving. You will receive an email notification when the funding organization has changed the status of the amendment.

HOW TO ADD AN AWARDED AMOUNT AMENDMENT TYPE

1. Click on Awarded Amount.



- 2. Add the Requested Total Awarded Amount*.
- 3. Add the Justification (optional), Upload File(s) (optional), and Internal Notes (optional). Internal notes will not be visible to users outside of your organization.

4. Click **Save** to save your progress or click **Submit** to send your completed amendment (including all selected amendment types) to the funding organization. Once you submit your amendment, you will not be able to edit it.



HOW TO ADD AN AWARD DURATION AMENDMENT TYPE

1. Click Award Duration.

Areas to Amend*	Awarded Amount
	Award Duration
	☐ Budget
	Performance Goal

- 2. Add the Requested End Date*
- 3. Add the Justification (optional), Upload File(s) (optional), and Internal Notes (optional). Internal notes will not be visible to users outside of your organization.



HOW TO ADD A BUDGET AMENDMENT TYPE

1. Click Budget.



2. The current budget can be downloaded in Excel and edited from the **Download Budget** button.



3. After the required edits have been made to the budget it can be reuploaded by clicking **Choose file** in the **Budget Revision*** field.



- 4. After uploading the revised budget you can enter the Summary of Changes Narrative*.
- 5. Add the Justification (optional), Upload File(s) (optional), and Internal Notes (optional). Internal notes will not be visible to users outside of your organization.

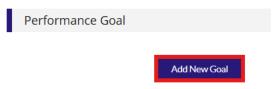


HOW TO ADD A PERFORMANCE GOAL AMENDMENT TYPE

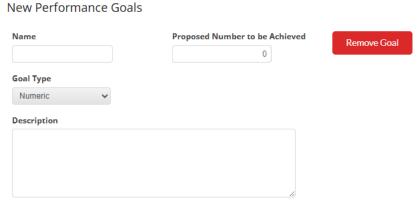
1. Click Performance Goal



2. In the Performance Goal section click Add New Goal.



3. Enter the Name, Proposed Number to be Achieved, Goal Type and Description.



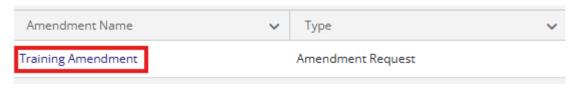
- 4. Multiple goals can be added to one amendment by clicking **Add New Goal**. If you need to remove a goal you can click **Remove Goal**.
- 5. Add the **Justification** (optional), **Upload File(s)** (optional), and **Internal Notes** (optional). Internal notes will not be visible to users outside of your organization.
- 6. Click **Save** to save your progress or click **Submit** to send your completed amendment (including all selected amendment types) to the funding organization. Once you submit your amendment, you will not be able to edit it.



MANAGING AMENDMENTS

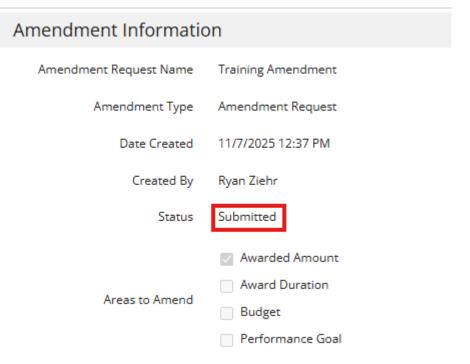
HOW TO VIEW AN AMENDMENT

- 1. Open Grant Management>Grants Awarded.
- 2. Click on a grant name.
- 3. Open Post-Award tab>Management>Amendments.
- 4. Click the Amendment Name



HOW TO VIEW AN AMENDMENT STATUS

- 1. Open Grant Management>Grants Awarded.
- 2. Click on a grant name.
- 3. Open Post-Award tab>Management>Amendments.
- 4. Click on an amendment name.



HOW TO EDIT AN AMENDMENT

Prerequisite: Amendment cannot be submitted to funder.

- 1. Open Grant Management>Grants Awarded.
- 2. Click on a grant name.
- 3. Open Post-Award tab>Management>Amendments.



- 5. Update the information as necessary.
- 6. Click Save.

HOW TO DELETE AN AMENDMENT

Prerequisite: Amendment cannot be submitted to funder.

- 1. Open Grant Management>Grants Awarded.
- 2. click on a Grant name.
- 3. open Post-Award tab>Amendments.
- 4. Click the (Delete icon) next to an amendment name.



5. On the confirmation pop-up window, click **Delete**.