Requesting Amendments

Last updated: January 13th, 2014

The purpose of this video is to show ACL discretionary grantees how to request non-monetary amendments, such as carryovers and no cost extensions, in GrantSolutions.

As of October 1st, 2013, ACL grantees are required to submit all non-monetary amendment requests through GrantSolutions.

To begin you will go to www.grantsolutions.gov and click on "Login to GrantSolutions" (0:23 to 0:26 of video).

To log in, you will enter your username and password. If you forget your password, you can click on the link that says "Reset Password/Unlock Account" link underneath the log in fields. If you need further assistance logging in, please contact the GrantSolutions helpdesk by email or phone (0:27 to 0:46 of video).

To begin an amendment request, you will find the grant you would like to request an amendment for and click "Manage Amendments". (0:46 to 0:56 of video).

On this screen, you will see any pending amendment requests for this grant (if there are any). To request a new amendment, you will click "New" (0:56 to 1:07 of video).

After you click "New", the next step is to select an amendment type. For this example, we will select "ACL Carryover Request", then click "Create Amendment" (1:08 to 1:22 of video).

The next screen is sometimes referred to as the "Application Control Checklist" and houses items/areas you will need to request your amendment (1:23 to 2:29 of video).

- At the top, under "Information for the Applicant", there may be a link to instructions – including required documents, time lines, and other information you may need for requesting this specific type of amendment.
- Every type of amendment has its own required documents and timeline. Make sure to check the instructions to make sure you have everything you need.
- If there is not a link to the instructions here, please contact your ACL grants management specialist for a copy of the instructions for requesting this type of amendment.
- **Any amendment requests submitted with incomplete and/or inaccurate information will be returned to the grantee by ACL for corrections, which may slow down the processing of the amendment.**

Going back to the example, we are requesting a carryover, and we will first upload the carryover request letter by clicking "Uploaded Files" in the Cover Letter (ACL) row (2:30 to 3:33 of video).

- To upload the carryover request letter, you would click "Upload Attachment".

- A new screen will open. You will type in a description of the request. For this, we will type in "Carryover Request Letter – 10-11-12" (which is the date).
- Then you browse to find the file(s) on your computer that you want to attach. Once you have selected the file, you click "Attach". Once you have attached the document, you will click "Close".

Now you should see "1 Uploaded Files" in the Cover Letter (ACL) row (3:36 of video).

You will then proceed to attach all other required documents for the amendment you are requesting in the remaining categories. One important thing to note is that ACL is not using any of the online, fillable forms under the "Online Forms Heading" (see middle of the Application Control Checklist where it says "Enter Online"). Instead, you will be filling out and **uploading** any required forms as attachments in the corresponding form row (3:37 to 4:25 of video).

Once you have all the required information uploaded, you will click "Verify Submission". For this example (for the sake of time), we will click "Verify Submission" without uploading the remainder of the required information for a carryover. Once you click "Verify Submission", you should see any of the documents you uploaded for the amendment listed here. You will then click "Final Submission" at the bottom of the page. A box will pop up asking if you are sure you want to submit this amendment application, click "Ok" (4:26 to 4:53 of video).

You will then receive a confirmation. When you do, click on "Application Control Checklist", it will take you back to the Control Checklist page. At this point, you will not be able to make changes to this request because it has been submitted to ACL (5:04 to 5:23 of video)

If you click close at the bottom, it will bring you back to the My Grants List. Let's go back to "Manage Amendments" so we can see if our amendment request is there (5:24 to 5:33 of video).

You should now see that your amendment is in the list and you should be able to view its contents.

 If you make a mistake (ex: if you submit an incomplete or incorrect amendment), you should contact your ACL grants management specialist by email or phone. ACL will need to take action to return the amendment to you in order for you to make any changes in GrantSolutions. Again, **it is important to make sure before submitting an amendment that you have all the required documentation and have successfully included it in the amendment application** (5:53 to 6:07 of video).