

How to Enter a Grant Amendment – Prime Recipient (Grantee)

Find and open the correct Project Dashboard for the award you need to amend. Once in the Project Dashboard, select "I have received a grant adjustment notice and need to amend my grant agreement"

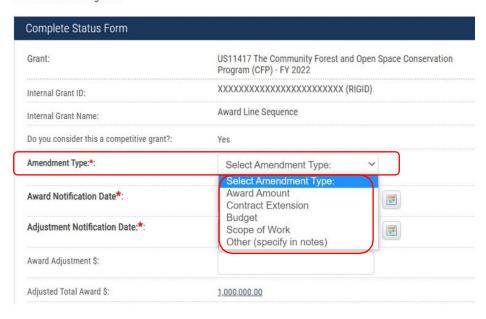
Project Dashboard: Conservation Programs

Department: Department of Administration Data II Goals & Metrics Documents **Grant Lifecycle Budgets** Contracts & Accounts US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022 K. Benoit Stage: Implementation Awarded: \$1,000,000.00 * Match: \$100,000.00 B. Murphy Available Actions L. Sullivar I would like to access details of this grant S. Thomp I would like to request an account setup I want to update my scheduled reports I have received a grant adjustment notice and need to amend my grant agreement I would like to view/manage my contract & account details I would like to create/manage goals and metrics for this grant I would like to create/manage a budget for this grant *These funds have been made available for allocation and pass-through funding.

Once you select this, a "Grant Status – Grant Amendment" form will open. All information previously entered about your award will pre-populate in the form. From "Amendment Type" select from the dropdown menu.

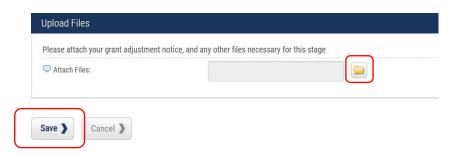
Grant Status - Grant Amendment @

Conservation Programs





Make the changes necessary as noted by your adjustment notice. At the bottom of the page, there is a spot for you to attach a copy of the adjustment notice for your record. Once complete, click "Save"



Once saved, these changes will be made/updated to your grant award. To see a history of grant amendments that have been made to your award, go to the "Grant Lifecycle" tab from your Project Dashboard.

Project Dashboard: Conservation Programs



The "Grant Lifecycle Report" will show you all submitted changes that have been made, as well as who made the change, and any notes or files that were included with the change.

Grant Lifecycle Report

Conservation Programs

