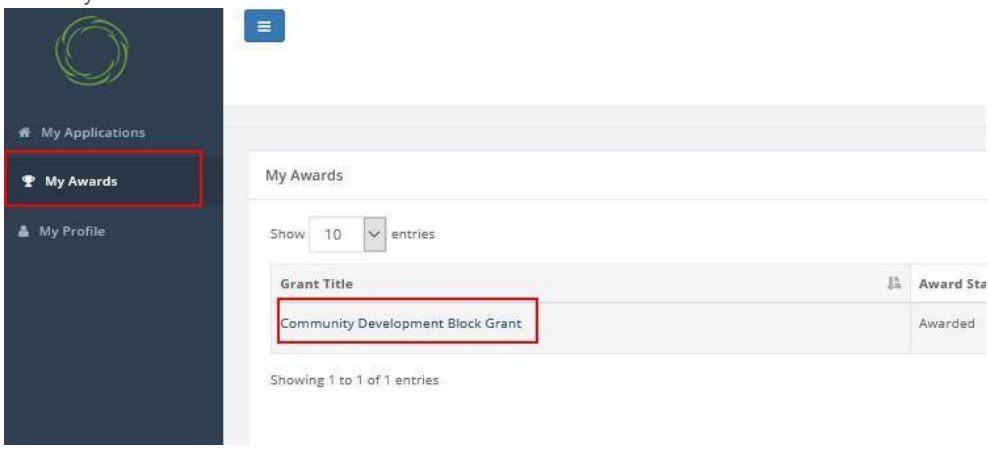
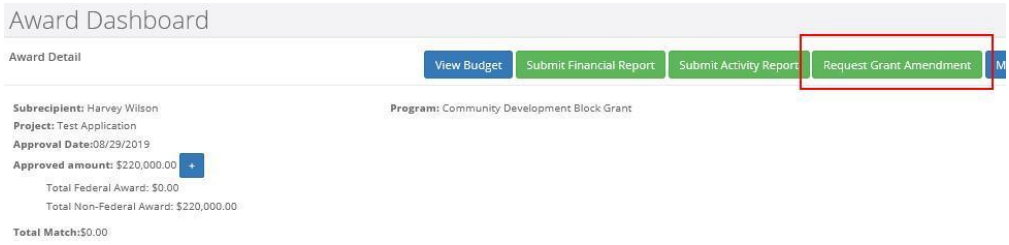
5. Submitting a Grant Amendment

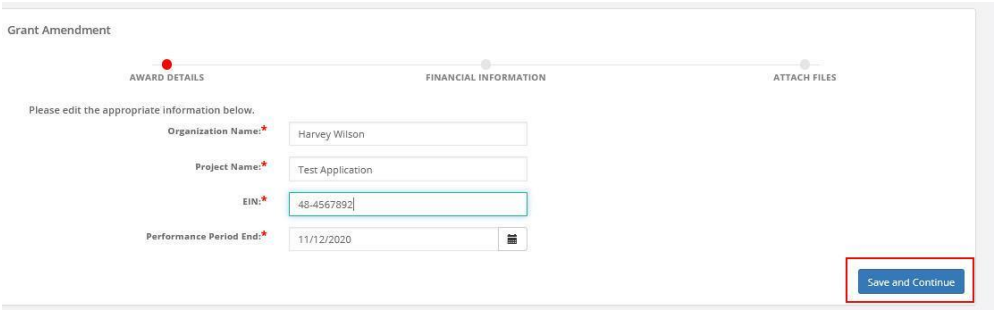
1) To submit a grant amendment click on the *My Awards* section of the portal and select the award you want to amend:



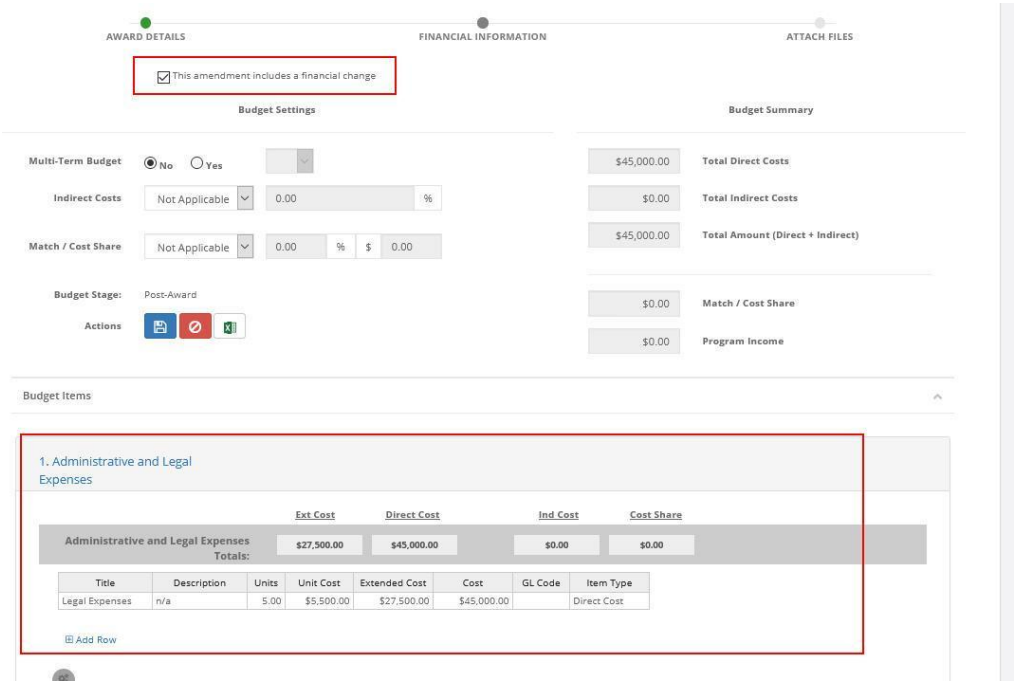
2) Click on "Request Grant Amendment":



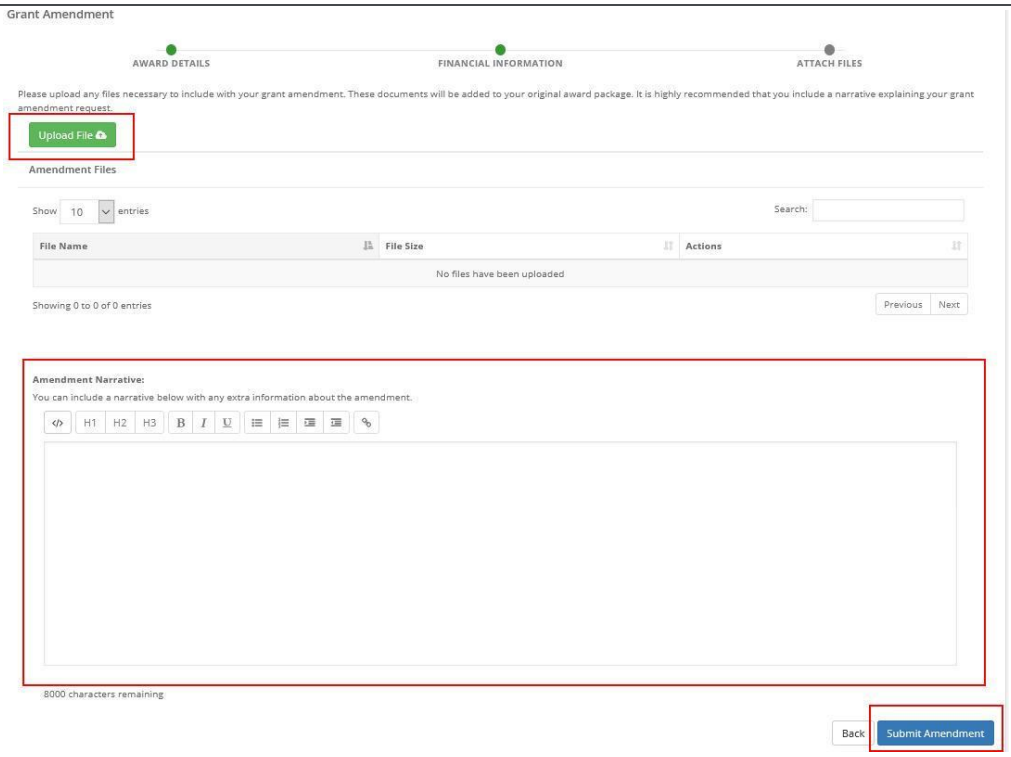
3) Complete the basic award details and click “Save and Continue”:



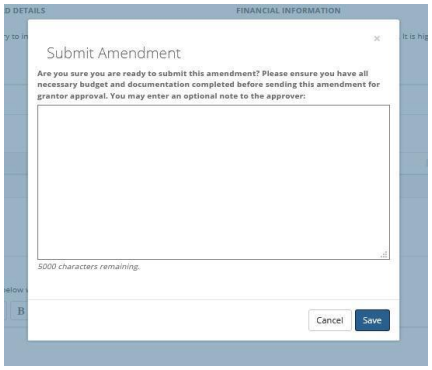
4) If applicable, check the “This amendment includes a financial change” box. This will allow you to make adjustments to your budget that will be submitted for approval:



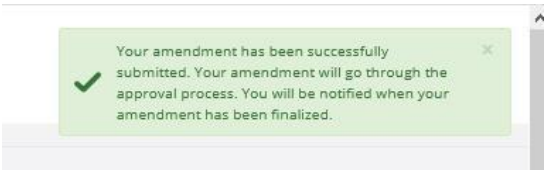
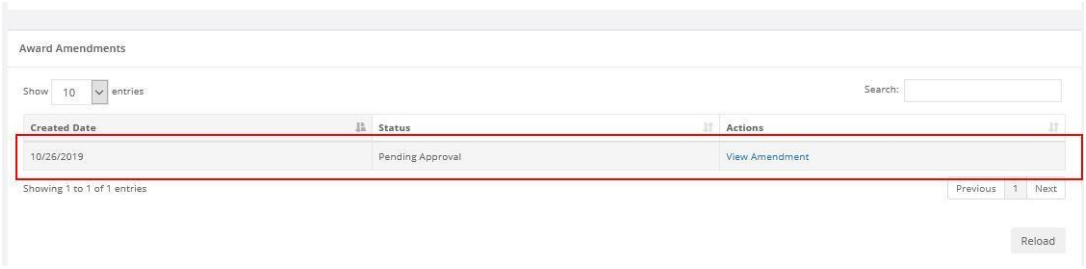
5) Upload any documentation needed to support the amendment by clicking the “Upload File” button, include additional notes/clarification in the narrative, and click “Submit Amendment”:



6) Include any final notes for the grantor to consider and click “Save”:



7) You will be notified that your amendment was successfully submitted:



8) You can locate the status of your Amendment in the Award Amendments section: