

Instructions on Submitting a No-Cost Extension Amendment Request in GrantSolutions

- 1) Locate and select the 'Manage Amendments' icon from the Actions List



- 2) Select 'New' to create a new amendment

Manage Amendments

Grant Number
 Grantee Name
 Project Title
 Project Start Date 09/01/2014
 Project End Date 08/31/2017
 Last Issued NGA 09/02/2016 [View NGA](#)

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
(There are no Amendments found for this Grant.)								

- 3) Select the correct Amendment Type and then select 'Create Amendment'

Select Amendment Type

Grant Number
 Project Period 09/01/2014 to 08/31/2017
 Budget Period 09/01/2016 to 08/31/2017
 Amendment Type

- Extension with Funds (Type 4)
- Extension without Funds (Type 4)
- Grant Closeout (Type 6)
- Revision (Budget) (Type 6)
- Revision (Carryover) (Type 6)
- Revision (Change in Scope) (Type 3)
- Revision (Change of Address) (Type 6)
- Revision (Change of PI/PD) (Type 6)
- Revision (EIN) (Type 6)
- Revision (NoA Other) (Type 6)
- Supplement (Administrative) (Type 3)
- Supplement (Programmatic) (Type 3)

- 4) Complete Amendment by completing the online SF-424A and uploading all required documents

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online	N/A	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter (upload)		0 Uploaded Files 0 Mail-in Items	⚠
Budget Narrative (upload)		0 Uploaded Files 0 Mail-in Items	⚠
Project Narrative (upload)		0 Uploaded Files 0 Mail-in Items	┌
Miscellaneous Information (upload)		0 Uploaded Files 0 Mail-in Items	┌