

Subrecipients: Grant Amendments

Submitting a Grant Amendment

The award's programmatic, and/or financial, details can be amended by submitting a request through the eCivis Grants Portal. Only one amendment can be submitted at a time.

From the **Award Dashboard**, click the *Request Grant Amendment* button .

Award Dashboard

Award Detail [View Budget](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Award Closeout](#) [Manage Project Team](#)

Subrecipient: Northeastern School District Application **Program:** State of Indiana Title IV (V2)
Project: Northeastern School District Application **Award ID:** DOE-FY23-00006
Award Status: Awarded
Approval Date: 07/25/2023
Approved amount: \$130,000.00 
Total Federal Award: \$130,000.00
Total Match: \$0.00
Performance period: 05/01/2023 - 11/30/2023

The next screen will display the following pre-populated information under the **Award Details** page. In rare cases, these fields may need to be adjusted. **Do not edit these fields unless instructed to do so.**

Click the *Continue* button  to move forward with the amendment request.

Organization Name

Project Name

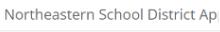
EIN (Employer Identification Number)

Performance Period End

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

Organization Name:  Northeastern School District Ap

Project Name:  Northeastern School District Ap

EIN:  (12-1234567)

Performance Period End:  11/30/2023 

In the **Financial Information** page, if the amendment requires a financial change, click the *This amendment includes a financial change* checkbox.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION FINALIZE GOALS ATTACH FILES

This amendment includes a financial change

Subrecipients: Grant Amendments

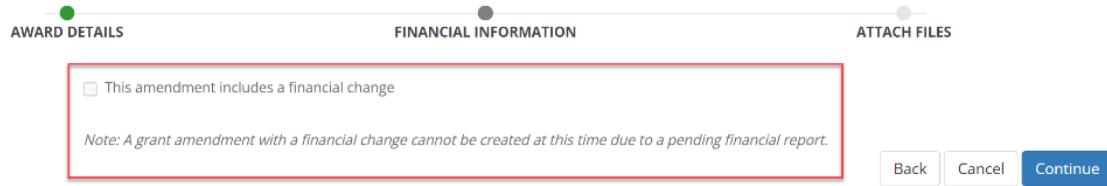
When the box is checked, an additional screen will appear containing the grant award budget. The budget line items can be adjusted here. If the Grant Amendment does not include a financial change, the Subrecipient will click the *Continue button* [Continue](#).

Back Save Cancel Continue

If there is a financial report pending approval by the Grantor Indiana State Agency, a Subrecipient **cannot submit a Grant Amendment with a financial change**.

As shown in the screenshot below, a Note will appear, and the Subrecipient will be unable to click the checkbox labeled "*This amendment includes a financial change*".

Grant Amendment



AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Note: A grant amendment with a financial change cannot be created at this time due to a pending financial report.

Back Cancel Continue

The process for amending each budget item is the same process as creating a budget during application.



1. Personnel

Personnel Totals:		Ext Cost	Direct Cost	Ind Cost	Cost Share		
		\$105,000.00	\$105,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Personnel	1.00	\$100,000.00	\$100,000.00	\$100,000.00		Direct Cost
Personnel	Amendment	1.00	\$5,000.00	\$5,000.00	\$5,000.00		Direct Cost

[Add Row](#)

ONLY FOR GRANT AMENDMENTS WITH A FINANCIAL CHANGE

To move funds between any budget categories, click the appropriate **Budget Category** where the funds will be moved to/from, and add/delete rows from each budget category as needed. This same process is used for reallocating funds from one approved category to another. Click the *Save Changes button* [Save Changes](#) when finished.

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Personnel Totals:		Ext Cost	Direct Cost	Ind Cost	Cost Share		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Personnel	1.00	\$90,000.00	\$90,000.00	\$90,000.00		Direct Cost

[Add Row](#)

[Print](#)

2. Fringe Benefits

Fringe Benefits Totals:		Ext Cost	Direct Cost	Ind Cost	Cost Share		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Fringe Benefits	Fringe Benefits	1.00	\$30,000.00	\$30,000.00	\$30,000.00		Direct Cost

[Add Row](#)

[Print](#)

When the funds are finalized, a budget narrative of the amendment request is required and can be provided in the **Budget Narrative** text box. The Subrecipient will detail the changes to the budget in this text box. Click the **Save Changes** [Save Changes](#) and **Save Narrative** buttons [Save Narrative](#) to save the text narrative.

The narrative can be exported as a PDF by clicking the *Adobe document icon* .

Budget Narrative

Enter your budget narrative below.

[/](#) [H1](#) [H2](#) [H3](#) [B](#) [I](#) [U](#) [=](#) [=](#) [=](#) [=](#) [%](#)

New Budget Narrative.

[Save Narrative](#)



7979 characters remaining

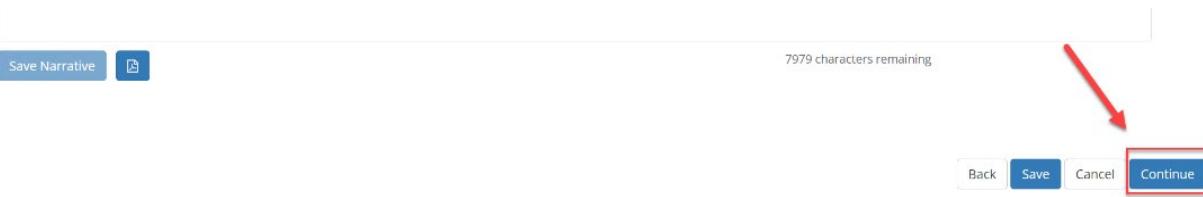
Once the **Financial Information** is fully entered, click the **Continue button** [Continue](#).

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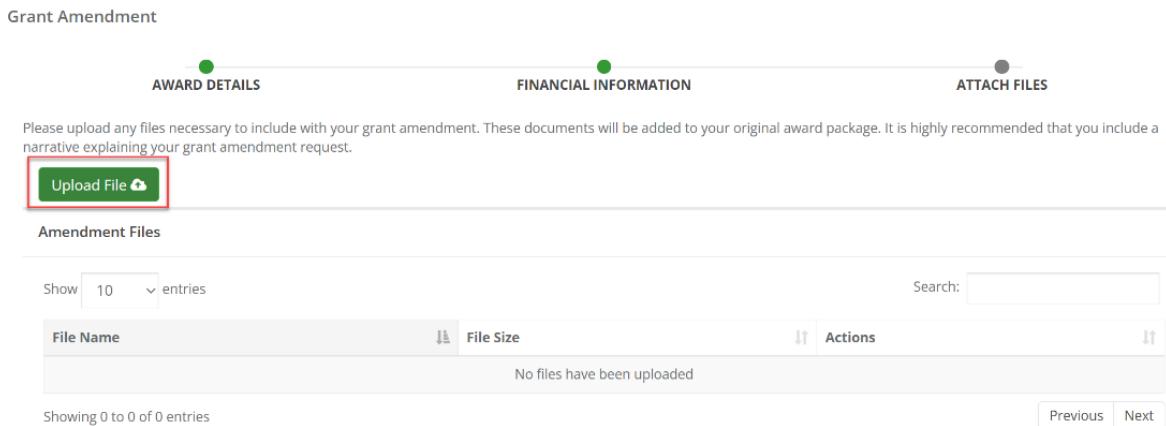


Save Narrative  7979 characters remaining

Back Save Cancel **Continue**

FOR ALL GRANT AMENDMENTS

The last page is the **Attach Files** page. The Subrecipient can upload files regarding the Grant Amendment by clicking the *Upload File button* .



Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.

Upload File

Amendment Files

Show 10 entries Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries Previous Next

The **Amendment Narrative*** is a required field for the Subrecipient to provide the Grant Amendment request's purpose along with details supporting their request.

If a programmatic Grant Amendment is required, the Subrecipient may complete the relevant information and upload the appropriate files.

When all fields are completed, click the *Submit Amendment button* .

Amendment Narrative:*

You can include a narrative below with any extra information about the amendment.



Explanation for Amendment:

7973 characters remaining

Back Save Cancel **Submit Amendment**

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An additional window will appear. This text box is an opportunity to send an optional note to the approver. Click the **Save button**  to submit the amendment.

Submit Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:

5000 characters remaining.

[Cancel](#) [Save](#)

The Grant Amendment will now appear as “*Pending Approval*” on the **Award Dashboard** under the **Award Amendments** section.

Award Amendments					
Created Date		Status	Amendment Type	Actions	
07/25/2023		Approved	Subrecipient Amendment	View Amendment	
07/25/2023		Pending Approval	Subrecipient Amendment	View Amendment	
Showing 1 to 2 of 2 entries					
Previous 1 Next					
Reload					

Accepting a Grantor Amendment

- 1) – Click on the link in the Award Amendment Notification email you received.
- 2) – Log in to your Portal account, if you haven’t already. Click on the ellipses under Actions and choose Manage Award

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Matt Test Grantor Pull	Grantor Pull Test	00110_0000073194	N/A	Awarded	09/25/2023	9/1/23 - 8/31/24	Owner	

[Manage Award >](#)

- 3) – Scroll down to the bottom of the page to the Award Amendments section. Click on the Review link in the Actions column.

02/10/2025	Pending Subrecipient Acceptance	Grantor Amendment	Review
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4) – You will click through the Award Details, Financial Information, and Attached files, just like you did when accepting the original award.

Grant Amendment

Award Details

FINANCIAL INFORMATION

ATTACH FILES

Please edit the appropriate information below.

Organization Name:

Project Name:

EIN:

Performance Period End:

Save Cancel Continue

4a) – You will click the blue Continue button. **If you make any changes on the screen then the system will assume you are requesting changes, even if you do that by mistake.**

Step 4b – Review the Financial Information screen clicking through the budget categories that were amended.

Grant Amendment

Award Details

FINANCIAL INFORMATION

ATTACH FILES

This amendment includes a financial change

Budget Stage: Post-Award

Actions

Budget Summary

	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$15,015,000.00	Total Amount (Direct + Indirect)	\$0.00	

Budget Settings

Budget Items

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$15,000,000.00	\$0.00	\$0.00
Personnel	0.00	\$0.00	\$0.00	\$15,000,000.00
				Direct Cost

Back Save Cancel Continue

4c) – Once completed with reviewing the Financial Information section click on the blue Continue button.

Back Save Cancel Continue

4d) – Review any attachments that are in the Attach Files section as well as any Amendment notes placed in the Amendment Narrative dialogue box at the bottom of the page. You will then click the blue Accept button at the bottom of the page.

Back Accept Reject Cancel

Subrecipients: Grant Amendments

4e) – Place any notes you want in the Accept Amendment dialogue box that appears. Click the blue Save button when finished.

Accept Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment back to the Grantor. You may enter an optional note to the approver:

5000 characters remaining.

[Cancel](#) [Save](#)



5) – You will now be redirected back to your Award Dashboard. Scroll down to the bottom of the page. The amendment will now be in the Pending Final Approval status. This is the final internal approval.

6) – Once the amendment has final approval, the status will change to Approved.