

What kind of amendment can I ask for?

If you have received a grant agreement that you have countersigned, and you want to request a change to the terms of the grant, below is a list of the types of amendments you can request.

Type of change	What it means
No-Cost Extension	More time to complete grant activities.
Other Report Date	<p>Do you need to request a change in report due dates?</p> <p>If so, enter new report due dates in the narrative description below and tell us why you are requesting a revised reporting schedule.</p> <p>Depending on the type of grant you received and if your revised dates are approved, you will either receive a simplified notification that your request was approved or you will receive an amendment letter for your countersignature.</p>
Payment Date	<p>Do you need to request a change in payment dates outlined in the original agreement?</p> <p>If so, please submit a revised payment schedule along with a brief narrative justification.</p> <p>If your revised payment schedule is approved, you will either receive a simplified notification that your request was approved or you will receive an amendment letter for your countersignature.</p>
Budget Modification	<p>Do any of the scenarios apply to your budget modification request?</p> <ul style="list-style-type: none">• Add a new budget line item• Adjust existing allocations more than the permissible percentage indicated in your agreement• Re-allocate additional funds to Salaries and Benefits <p>If your request falls in one of these categories,</p>

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	<p>submit a revised budget in the attachments section, and complete the narrative field justifying the request.</p> <p>If your request is approved, you will either receive a simplified notification that your request was approved or you will receive an amendment letter for your countersignature.</p> <p>Please keep in mind that budget modifications do NOT involve additional funds to an awarded grant. If you would like to request supplemental funds for your project, please send a message to your program contact.</p>
Scope of Work	<p>Do you want to make a substantive change to the grant activities? Are there new constraints in your operating environment that necessitate a change in your approved activities?</p> <p>If so, choose Scope of Work. Please provide a narrative description of the proposed changes as well as a justification for the revised scope of work and a revised budget that reflects costs associated with your new activities.</p> <p>If your request is approved, you will either receive a simplified notification that your request was approved or you will receive an amendment letter for your countersignature.</p>
Unspent Funds	<p>Do you have unspent funds due to savings or exchange rate gains?</p> <p>If you want to use the funds for other activities that are related to the approved grant, provide a brief narrative description of the activities, and a summary budget of how the unspent funds will be spent.</p> <p>If your request is approved, you will either receive a simplified notification that your request was approved or you will receive an amendment letter for your countersignature.</p>
Other	<p>If you are requesting a change that does not</p>

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	<p>meet any of the criteria described above, please chose "Other." Include an explanation of your request in the narrative description field, and attach any relevant documents that support your request.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Change of grantee's legal name • Change of grantee's tax status • Change of fiscal agent • Removing a fiscal agent • Spinoff of sponsored project • De-obligating grant funds • Reducing a grant period • Termination