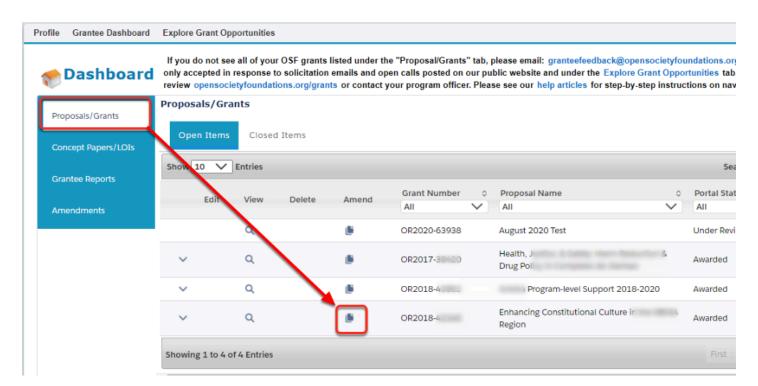# How do I request a grant amendment or a no-cost extension?

Do you need more time to complete grant activities? Would you like to request a budget modification?

This article outlines the steps to request an amendment to your awarded grant.

⚠ Please note that you **can not** request an amendment if the grant end date has already passed. If the grant term has completed, but you still need more time, please reach out to your program staff contact.
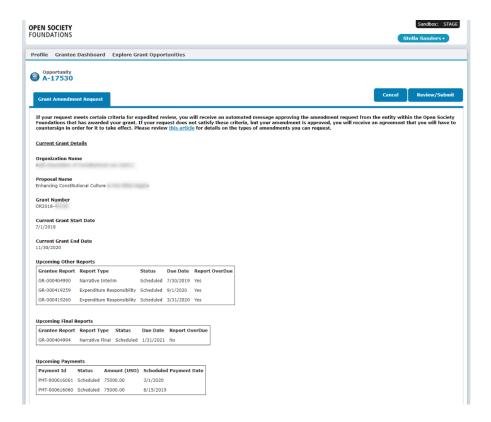
From the Proposals/Grants tab, click the Amend icon next to the grant you would like to amend.
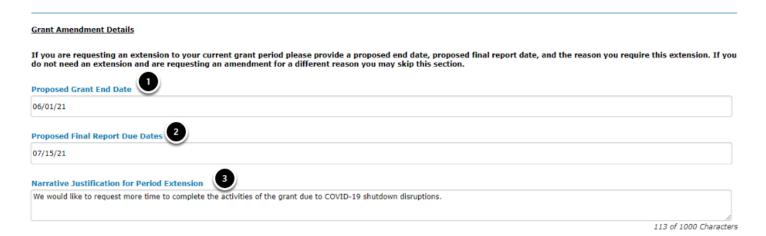
Click Ok.

An amendment record will open. Current grant details are displayed at the top of the record:

If you are requesting a no-cost extension, enter the proposed end date, proposed final report due dates, and a narrative justification for the extension.

Grant Amendment Details

If you are requesting an extension to your current grant period please provide a proposed end date, proposed final report date, and the reason you require this extension. If you do not need an extension and are requesting an amendment for a different reason you may skip this section.

Proposed Grant End Date ①

06/01/21

Proposed Final Report Due Dates ②

07/15/21

Narrative Justification for Period Extension ③

We would like to request more time to complete the activities of the grant due to COVID-19 shutdown disruptions.

113 of 1000 Characters

If you are requesting another type of amendment, choose the value from the list and enter a brief description of the request.
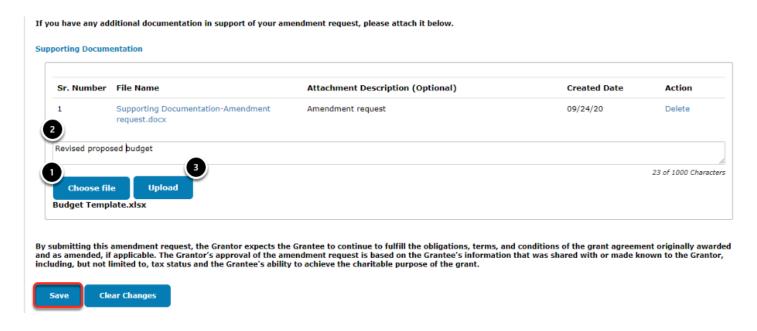
For any additional grant amendment requests, please select the appropriate scenario(s) from the list and provide a reason in the summary space below.

Other Amendment Scenario ①

Available		Chosen
Other Report Date		Budget Modification
Payment Date	▶ ◀ ②	
Scope of Work		
Unspent Funds		
Other		

Other Amendment Scenario Summary ③

We would like to re-allocate budget line items from travel to pay for an online meeting service provider since we could not host the conference in person this year.

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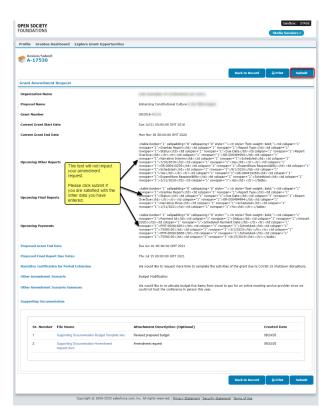
Attach any supporting documentation. Click save.

Review the request. Click submit.

Click Submit

> ⊘ You may see confusing text on this screen - it will not affect your ability to submit the amendment for review. Please be sure to click submit after you are satisfied with the information you have uploaded in the previous step.

Click OK to confirm.

Are you sure you want to Submit? You will not be able to edit this form once it is submitted.

Cancel   OK