## **Grants Management Module:**

Change in Key Personnel Amendment for Grant Recipients, Non-Research Grants

This job aid is a living document. Check the CDC GrantSolutions internet for the latest version.

Recipients should use this job aid when requesting a change in Authorizing Official and/or Financial Officer specified in the application or federal award. Recipients should log onto Grants Management Module and go to their My Grants List screen. Complete the following steps to create a new amendment action request.

## Steps to Submit a New Change in Key Personnel Amendment

- 1. Start on the *Grants List* screen. To view existing amendments, select the *Manage Amendments* link, which will direct you to the *Manage Amendments* screen. On the *Manage Amendments* screen, you will find all closed and open amendments pending CDC review and approval. To create a new amendment, select the *New* button at the bottom of the *Manage Amendments* screen.
- 2. After you select the *New* button on the *Manage Amendments* screen, the site will direct you to the *Select Amendment Type* screen. Select the amendment action type that you want to submit. Then select the *Create Amendment* button at the bottom of the screen, which will direct you to the *GrantSolutions Amendment Application Control Checklist* screen.

Grant Number	NU2GGH000479-5
Project Period	09/30/2011 to 09/30/2018
Budget Period	04/01/2015 to 09/30/2018
Amendment Type	Supplement (Type 6)
	Budget Revision (Type 6)     Carpayer of Fund (Type C)
	Carryover of Funds (Type 6)
	Change Grantee Address (Type 6) Change in Key Personnel (Type 6)
	Close-out reconciliation (Type 6) Closeout by Budget Period (Type 6)
	Consecut by Budget Period (Type 6)  Component/Project funding (Type 6)
	Grant Closeout (Type 6)
	No Cost Extension (Type 6)
	Non-Comp Supplements (Type 6)
	Notification of a Contractor or Consultant (Type 6)
	Organization Name Change (Type 6)
	Other (Type 6)
	PD/PI Key Personnel (Type 6)
	PPHF Budget Period Extension (Type 6)
	Release of Restrictions on NOA (Type 6)
	Successor of Interest (Type 6)
	Summary Statement/Technical Review Response to Weaknesses (Type 6)
	Terms and Conditions (Type 6)

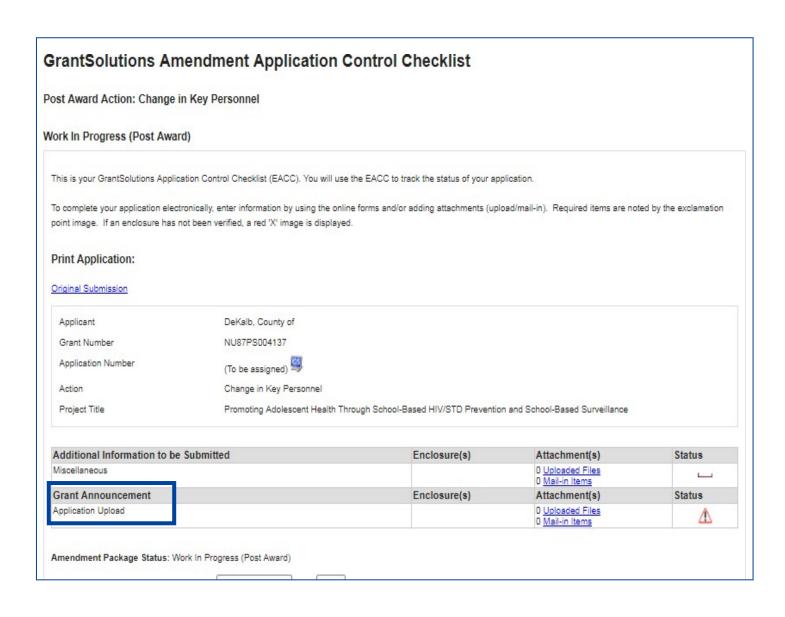


3. Next you will complete the online forms and grant announcement documents according to the *GrantSolutions Amendment Application Control Checklist*. At a minimum, you must submit the documents listed under the **Online Forms** and/or **Grant Announcement** sections of the Amendment Application Control Checklist to the CDC to be considered responsive.

The required document in the Amendment Application Control Checklist for a Change in Key Personnel Post Award Action is:

• Application Upload (Listing of recipient key personnel performing grant project activities, i.e. Principal Investigator/Program Director, etc.)

You can submit the files by selecting the *Uploaded Files* link under the *Attachment(s)* column, or by selecting the *Enter Online* link under the *Enclosure(s)* column if applicable. The warning exclamation mark icon in the *Status* column will change to a green checkmark when the required document or online form is completed and attached successfully.  $\triangle$ 



4. Next is the Verification process. At the bottom of the *GrantSolutions Amendment Application Control Checklist* screen, select the *Verify Submission* button, which will direct you to the *GrantSolutions Amendment Submission Verification* screen. This screen will ask you to verify the submission of the application. Select the *Final Submission* button at the bottom of the screen.



5. A message will appear asking you to confirm the submission; select *OK* to continue with the submission, and the *Amendment Status Confirmation* screen will appear. Select the *Application Control Checklist* button to return to the *Application Control Checklist* screen, then select the *Close* button to return to the *Manage Amendments* screen.

