Grants Management Module:

PPHF Budget Period Extension Amendment for Grant Recipients, Non-Research Grants

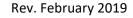
This job aid is a living document. Check the CDC GrantSolutions internet for the latest version.

Recipients should use this job aid when requesting a budget period extension. 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 PPHF Budget Period Extension 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) 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)
	 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
	Terms and Conditions (Type 6)





U.S. Department of Health and Human Services Centers for Disease Control and Prevention 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 documents in the Amendment Application Control Checklist for a PPHF Budget Period Extension Post Award Action are:

- SF-424A Budget Information Non-Construction
- Application Upload (Justification to extend PPHF budget period including which recipient activities will continue and why, timeline for completing grant activities, reason recipient has funding to continue to perform activities beyond budget period end date)

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

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ork in Progress (Post Awai	u)			
This is your GrantSolutions Applic	ation Control Checklist (EACC). You will use the EAC	C to track the status of your appl	cation.	
	ronically, enter information by using the online forms not been verified, a red 'X' image is displayed.	and/or adding attachments (uploa	d/mail-in). Required items are not	ted by the exclamation
Print Application:				
Driginal Submission				
Applicant	DeKalb, County of			
Grant Number	NU87PS004137			
Application Number	(To be assigned)			
Action	PPHF Budget Period Extension	6		
Project Title	Promoting Adolescent Health Through So	and the second	and School-Based Surveillance	
Online Forms		Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction		Enter Online	0 Uploaded Files	∆.
Grant Announcement		Enclosure(s)	0 Mail-in Items Attachment(s)	Status
		Linciosure(a)	0 Uploaded Files	Status
Application Upload	Submitted	Enclosure(s)	0 Mail-in Items Attachment(s)	Status
Application Upload	Submitted	Enclosuro(a)	0 <u>Uploaded Files</u> 0 Mail-in Items	Julus

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.

GrantSolutions Amendment Submission Verification						
You are about to submit the following application:						
	Applicant: Grant Number: Project Title:	The Swivel Chair Center FPHPA026059 FY FPS FOA (NYC)				
	Action:	Change Grantee Address				
	Online Fo					
		antee Information				
		neous Information				
*** It appears from what you have entered	d that your application	is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.				
process. To continue with the appli	cation submission	ed that you complete the Central Contractor Registration validation process without validating your Organization, click "Final Submission" ntractor Registration validation process within your Organization record.				
		Final Submission Cancel				

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.

GrantSolutions Amendment Submission Verification You are about to submit the following application:						
	Grant Number:	FPHPA026059				
	Project Title:	FY FPS FOA (NYC)				
Message from webpage Newsage from webpage Are you sure you want to submit this application? You may not after any information once it is submitted. Cancel The appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist. Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation record.						
Final Submission Cancel						