**How to submit an amendment**

|  |
| --- |
| Script |
| Welcome to the AmpliFund recipient series video focused on how to submit an amendment to your funder. |
| AmpliFund has 4 options for amendments that can be submitted to your funder. We recommend referencing documentation provided by your funder as not all these options may be applicable to your award. From AmpliFund’s amendment section, you can request a change to the total amount awarded, you can also request a change to the award duration, you can request changes to budget category totals and finally you can request changes to performance goals. Let’s jump into AmpliFund and look at how to generate an amendment. |
| From the calendar navigate to Grant Management then grants |
| From the list of grant awards select the relevant grant award by clicking on the name. |
| Once in the award details, click on Post Award> Management>Amendments |
| From the amendments screen click on the plus icon in the upper right hand corner to generate an amendment. |
| This will take you to an amendment section where you can select the type of amendment. During this video we’ll create one amendment for each available type. Let’s start by clicking on the circle next to Award Duration then on the text for Award duration. |
| After clicking on that additional fields will appear. Start by naming your amendment and including a date requested. |
| Then add amendment details about the requested change to the duration. You can adjust the requested length of the award and have the option to include a change to the requested close out date. |
| There is a spot to store the justification for the amendment and upload any files. Both the justification and the uploaded files will be visible to your funder. If you want to retain any internal notes that remain visible only to your organization you can add those to the internal notes section. |
| Once you are done entering relevant information you can save the amendment to come back to it later or you can submit the amendment to your funder. If you hit submit and confirm your submission, the grant manager at your funder will receive an automatic notification that you’ve submitted an amendment for approval. |
| After you click save or submit your amendment it will appear on the screen. Next let’s add another amendment by clicking the plus icon in the upper right hand corner. |
| This time let’s select Awarded Amount, remember to click on the circle next to Awarded Amount then on the Awarded Amount text for the appropriate fields to appear. |
| Enter an amendment name and date requested. |
| Under Awarded Amount, you will see the current awarded amount then a spot for you to log the requested total awarded amount. You can also add a justification and upload files for your funder. |
| There is also a spot to store any internal notes, not visible to your funder, remember to click save or submit once you’ve completed your updates. |
| To add our next amendment click the plus icon in the upper right hand corner. |
| This time let’s select category budget by clicking on the circle then the words category budget. |
| As with the other amendments you are required to include an amendment name and date requested. |
| The categories that are currently in your budget for the awarded grant will appear, select the applicable budget categories or if necessary you can add a new category. |
| After you select a budget category, additional fields will appear. You will see the current budgeted category total, the actual total and then there is a spot for you to enter your proposed category total. |
| Similar to other amendment types, you can add a justification, documents and any other notes, then remember to click save or submit. |
| Let’s add our last amendment by clicking on the plus icon in the upper right hand corner again. |
| This time we’ll review our final amendment type which is the performance goal. Click on the circle next to performance goal and then the words performance goal. |
| As with the other amendment types, it is required to enter a name and date requested. |
| Then you’ll have an option to select a current performance goal via a check box or add a new goal. |
| If you click on the check box next to a particular performance goal additional fields will appear. Amendments can be submitted for numeric, percent achieved, percent changed and reimbursement goal types. Like in this example where the current goal is numeric and the number to be achieved was 100. Now we have an option to propose a new number achieved. |
| With this amendment type you also have the option of including a justification, files and any relevant notes. Click save to save or submit on your amendment. |
| Through this video you’ve learned how to submit an amendment to your funder. Should you have additional questions, please reference our support site. Thank you! |