**Script - Amendments: Approval and Denying**

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| Script |
| Welcome to the AmpliFund grant maker training series focused on Amendments, the approval and denial steps. |
| There are two ways to access submitted amendments.  First when an amendment is submitted the assigned grant manager will receive an automatic notification from AmpliFund with a link to access the submitted amendment.  The second way is via the post award menu on the award by going to Post Award then Management then Amendments. |
| There are a few key steps to approve or deny an amendment.  First click on the gavel next to the amendment name, then select the status.  The status options are Approved, Denied, or Denied Needs more Information.  There is a spot to include reasoning if applicable.  Once a decision has been selected in the bottom right hand corner click submit to officially approve or reject the amendment.  Then click submit again on the submission reminder.  Once a decision is submitted it cannot be changed.  If you want to save any changes you made to the amendment without submitting a decision you can click on save. |
| Let’s jump into AmpliFund and review these steps.  From the calendar click on Award Management then Awards. |
| Then select the relevant award from the list and click on the award icon. |
| Once on the award details page click on Post Award> Management> Amendments. |
| This will take you to a list of all amendments for the award including any submitted amendments, approved or denied amendments. The magnifier icon allows you to review the submitted amendment.  Click on the gavel icon next to the amendment name. |
| Review the amendment details following your business processes and then select the status of your decision.  Status options are Approved, Denied or Denied Needs More Information. |
| If you select Approved additional fields will appear to confirm or allow you to change the request made by the recipient.  Like in this example where category budget changes are being proposed.  You can change the approved amount in the approved column The fields that appear will default to what was submitted by the recipient.  The fields that appear will depend on the amendment type selected. |
| Below the status option there are spots for justification text if applicable and any attachments.  Both of those fields are visible to the recipient.  The internal notes field is not visible to the recipient but stays within your organization and with the amendment record. |
| At the bottom right hand corner of the screen there are 3 options.  Save which saves any edits you’ve made to the amendment but allows the amendment record to still be edited and decided on by your organization.  Submit, which finalizes your decision and alerts the recipient of the decision via email.  Or cancel, cancel takes you back to the amendment screen and does not save any changes you’ve made to the amendment. |
| If you click on submit you will receive a submission reminder and must click submit a second time.  Once you submit a decision on an amendment it cannot be changed. |
| Through this Grant Maker training series you’ve learned about the approval and denial process for amendments.  Should you have additional questions, please reference our support site.  Thank you! |