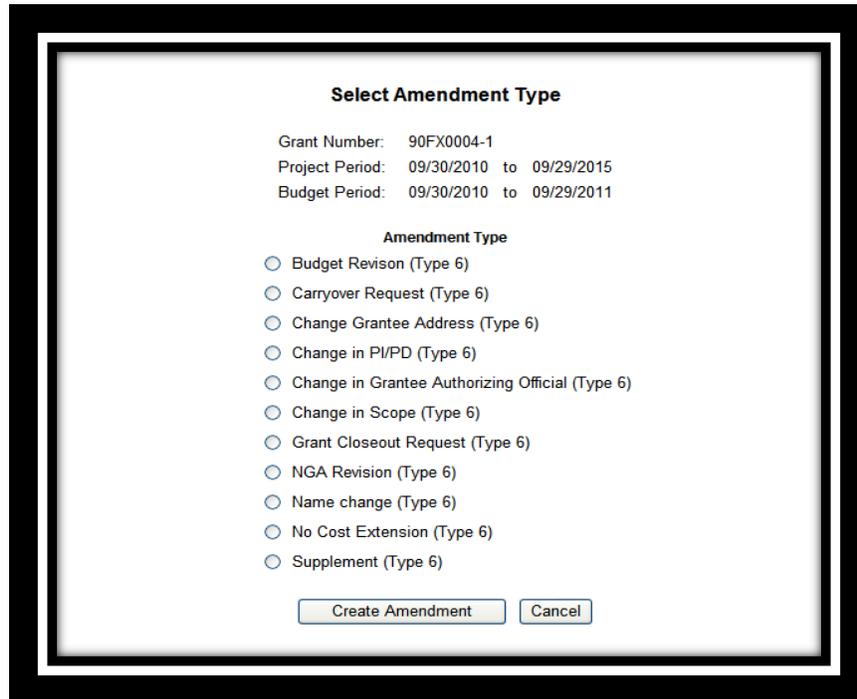


# When is it an Amendment? When is it a Grant Note?

---

An **Amendment** is any change/revision to the original grant award. If you are completing an amendment, you will submit the amendment documentation directly to GrantSolutions. Approval or necessary changes will be communicated through the system. Below are the types of changes or revisions that require an amendment:



**Select Amendment Type**

Grant Number: 90FX0004-1  
Project Period: 09/30/2010 to 09/29/2015  
Budget Period: 09/30/2010 to 09/29/2011

**Amendment Type**

- Budget Revision (Type 6)
- Carryover Request (Type 6)
- Change Grantee Address (Type 6)
- Change in PI/PD (Type 6)
- Change in Grantee Authorizing Official (Type 6)
- Change in Scope (Type 6)
- Grant Closeout Request (Type 6)
- NGA Revision (Type 6)
- Name change (Type 6)
- No Cost Extension (Type 6)
- Supplement (Type 6)

**Please Note: You must receive a properly signed Notice of Grant Award from ACF before you can proceed with implementation of your request. Only responses provided by the Grants Management Officer are to be considered valid. Recipients that proceed on the basis of actions by unauthorized officials do so at their own risk, and HHS is not bound by such responses.**

**Grant Notes** may be used to upload many other documents like contracts requiring prior approval, progress and financial reports and other official documents that are not amendments.

## Grant Note Document Approval Process

---

Process for prior approval of documents:

1. E-mail the proposed document (ie. contract, MOU, resume, marketing materials, workplan revision etc.) to your program specialist.
2. The program specialist will review the document, contact the grantee for more information when necessary, and send final approval through e-mail instructing the grantee to upload the document to GrantSolutions as a Grant Note.
  - The program specialist will also provide documentation of approval in GrantSolutions.
3. The grantee will upload the approved/executed document to GrantSolutions as a Grant Note following the instructions and naming conventions provided.
  - Once the document has been uploaded, the grantee will send an e-mail to the program specialist alerting him/her to the Grant Note.