**Instructions:** To avoid delays in the processing of your amendment, use this checklist to check off each step as you complete it.

**Step 1: Prior to submitting an amendment the applicant MUST**:

\_\_\_ **Contact** the ACLS Program Specialist (PS/EdGrants Internal Reviewer) **to request approval** to process changes to your latest approved grant.

\_\_\_ **Submit** via email a **written detailed justification for the amendment**.

**When approved by the PS/EdGrants Internal Reviewer, your grant will be released** and you will be notified to go ahead and do the amendment.

\_\_\_ Go to **Submission** and look for **Step Name**: **Application Submission** (Version 2 or later). **Date** **Submitted** will be blank as you have not yet submitted it. Click the orange folder under **Actions** to begin the application process. (<http://www.doe.mass.edu/grants/edgrants.html>)



**Step 2: Application Submission** (<http://www.doe.mass.edu/grants/edgrants.html>)

\_\_\_ **Applicant Information** (ONLY if changes are needed)

\_\_\_ **Applicant Contacts** (ONLY if changes are needed)

\_\_\_ **Budget Entry** (**REQUIRED** to be updated)

\_\_\_ **Project Expenditures** (**REQUIRED** to be updated) (For IDCR option,[check approved rate](http://www.doe.mass.edu/grants/essential.html).)

\_\_\_ **Attachment List** (**REQUIRED**). (Ensure cover page has the updated amount if submitting an increase or decrease.)

\_\_\_ **Information and Affirmation**

\_\_\_ **Submission Summary**

**Next Step: Once submitted, your grant will go through the following internal process for ACLS Office and Grants Management Office review and approval.**

| * Program Specialist (i.e., PS/EdGrants Internal Reviewer) conducts grant review and initial approval. | |
| --- | --- |
| If no issues are found:   * PS moves grant on to ACLS Project Unit Approver. | If issues are found:   * grant is amended back to applicant for correction. Applicant addresses issues and returns to PS. * If issues have been corrected, PS moves grant on to ACLS Project Unit Approver. |
| * ACLS Project Unit Approver completes second review, gives final approval, and moves grant on to Grants Management Office. | |
| * Grants Management Office does final review of budget, flags for issues (e.g., approved ISA if needed) and amends back to ACLS if needed, or, when amendment is deemed to be ready, issues approval. | |