**Amendments must start with the program office that oversees the grant funds. Applicant MUST** **contact their program staff to release the application for amendment.**

**If it has been determined that the need for an amendment is approved:**

* Grant project in EdGrants is amended back to the Application Submission step and applicant is notified to go ahead and do the amendment.
* To find the Application ready for amending, Applicant will go to **Submissions** look for **Step Name**: **Application Submission**; **Version** **2** (or higher if this is not the first amendment) **Date** **Submitted** will be blank as you have not yet submitted it and you will click the orange folder under **Actions** to begin the amendment process. ([See How to Amend the Application Submission User Guide for Detailed information](file:///C%3A%5CUsers%5Cmja%5CDownloads%5Camending.docx) )



**Amending the Application Submission Step**

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

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

\_\_\_ **Budget Entry** (Summary of changes **REQUIRED** in the top comments box; change budget line items as needed)

\_\_\_\_ **Project Expenditures**- (IDCR entry here, if applicable,[check for DESE approved rate](http://www.doe.mass.edu/grants/essential.html))

\_\_\_ **Attachment List** (update ONLY if changes are needed)

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

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

**Next Step: Once submitted, your grant will go through an internal review process with the Program Office and Grants Management Office prior to approval and may take up one to two weeks depending on whether there are corrections or if an ISA is needed.**