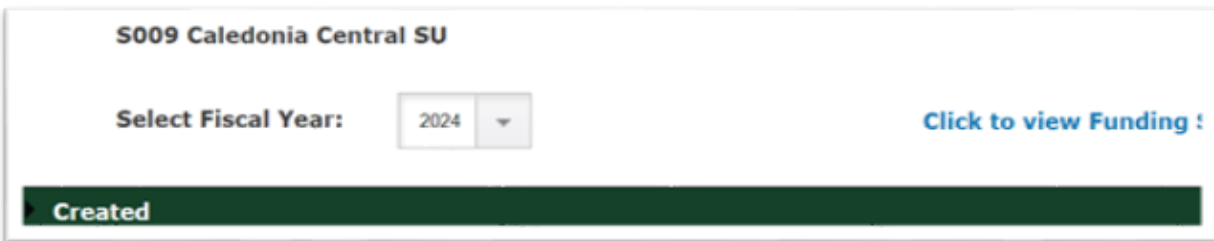


Issue Date: September 16, 2024

Steps to Create and Submit an Amendment in Grants Management System (GMS)

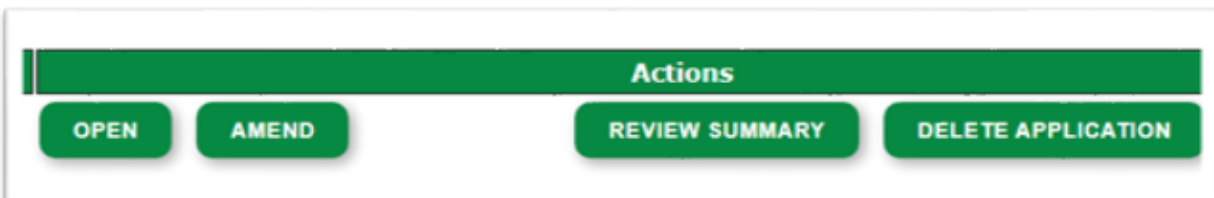
Grantees who need to make an amendment to their grant application should follow the process outlined below. Grantees may need to amend their applications for significant changes to the programming or budget. Please reach out with any questions about how to amend the grant or whether to submit the amendment.

1. Start by navigating to the [GMS Website](#).
2. After logging in and selecting GMS Access/Select, please choose the Fiscal Year in which the grant was awarded.



Screenshot of the GMS interface showing the fiscal year selection dropdown set to 2024 and a "Click to view Funding !" link.

3. Locate the grant being amended and select the "AMEND" button under the Actions tab. After clicking the "AMEND" button a new copy of the application will be created with all the originally entered data.



Screenshot of the Actions tab in the GMS interface, showing buttons for OPEN, AMEND, REVIEW SUMMARY, and DELETE APPLICATION.

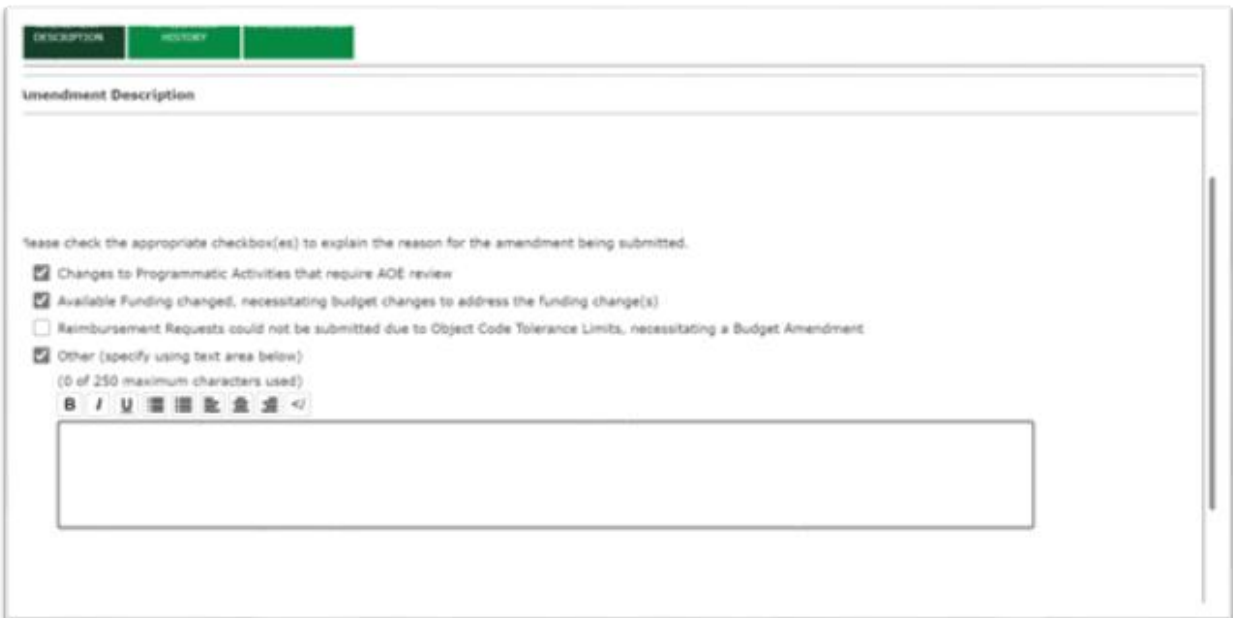
4. Locate the field within the application which needs to be amended and make the adjustments needed. Remember to save each page as you make corrections, or the field will revert to the originally entered information.



Screenshot of the GMS navigation menu showing various tabs including Overview, Contact Information, Allocations, Targeting and Banking, Scholarship Pool, Consolidated Administration Pool, Equitable Share, Real-File Pool, Investments, Business Manager Review, and Assurance.



5. After amending, fill out the tab labeled “AMENDMENT DESCRIPTION”. This helps us identify within the amendment what has been changed.



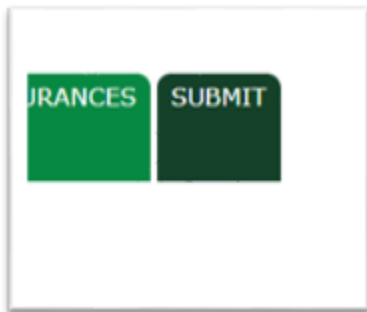
Amendment Description

Please check the appropriate checkbox(es) to explain the reason for the amendment being submitted.

- Changes to Programmatic Activities that require AOE review
- Available Funding changed, necessitating budget changes to address the funding change(s)
- Reimbursement Requests could not be submitted due to Object Code Tolerance Limits, necessitating a Budget Amendment
- Other (specify using text area below)
(0 of 250 maximum characters used)

B / *I* / U [List] [Numbered] [Link] [Unlink] [Code]

6. Once the description has been filled out, navigate to the Submit tab and follow the amendment submission process. This process will follow the same steps as your initial application submission.



Please reach out to Asah.Whalen@Vermont.gov or Johannes.Haensch@Vermont.gov if you have any further questions or need assistance.