

July 17, 2017

Hello,

You are receiving this email because you have a GrantSolutions Grants Management Module (GMM) account for a CDC/ATSDR non-research grant or cooperative agreement. You can now submit post-award amendment actions in GMM. This includes actions such as prior approval requests, change of principal investigator, redirection of funds, etc.

Please submit all prior approval requests using the "manage amendments" feature, not via email or the grant notes feature in GrantSolutions. Using "manage amendments" will ensure that your request is routed appropriately. You will also be able to track a request's progress as it moves through the review and approval process.

The training video "Session 3 – GrantSolutions Post-Award Activities for Grantees" on the [GrantSolutions website](#) describes the amendment submission process in minutes 7 through 11.

These additional resources are located in the Help section of the system:

-Grantee User Manual (pages 31-41)

-[Quick Sheet: Budget Revision Amendment](#)

-[Quick Sheet: Carryover Amendment](#)

If you have an Authorizing Official (AO) role or a Principal Investigator/Program Director (PI/PD) role, you will be able to submit amendments. If you have a Grantee Financial Official role, you can enter data and initiate amendment actions in the system, but you cannot submit for CDC review and approval.

You should contact your project officer or grants management specialist if you have programmatic questions about a specific amendment. If you are having any technical problems submitting amendment requests, please contact the GrantSolutions Help Desk:

Monday-Friday, 8:00 a.m. to 6:00 p.m. EST

help@grantsolutions.gov

866-577-0771

Thank you,

CDC's GrantSolutions Project Management Office

grantsolutionsinfo@cdc.gov

[GrantSolutions for Grantees](#)

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