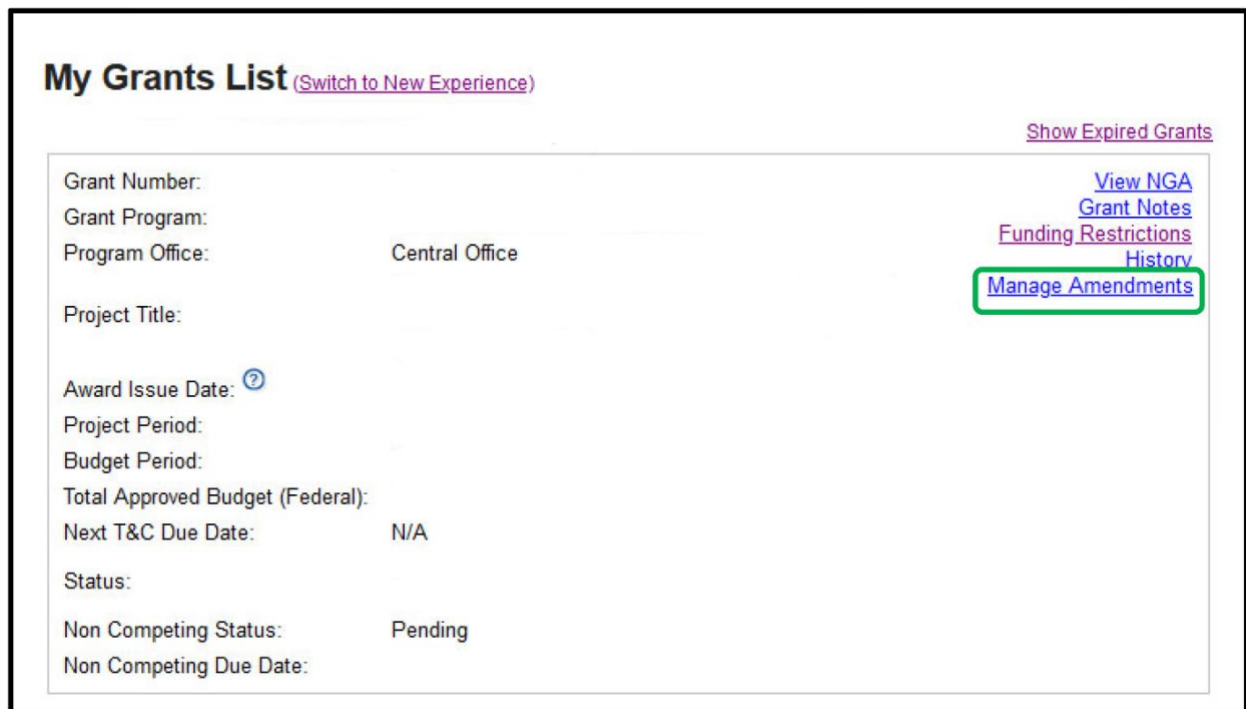


Steps to Request an SDPI Supplement in GrantSolutions

Create and start a Supplement request via an Amendment in GrantSolutions

Supplements are considered a type of amendment in GrantSolutions, so these instructions will use the term “amendment”. In most cases, we recommend speaking with your Grants Management Specialist (GMS) before starting an amendment request so they can help you navigate this process successfully. This conversation also alerts your GMS that an amendment request will be forthcoming.

This document demonstrates how to start an amendment. Currently, the New Experience in GrantSolutions does not include amendments, so the system will switch you back to the Classic Experience when you click View Amendments. This document starts at the point of selecting a grant to amend in the Classic Experience.



My Grants List ([Switch to New Experience](#))

[Show Expired Grants](#)

Grant Number:		View NGA
Grant Program:		Grant Notes
Program Office:	Central Office	Funding Restrictions
Project Title:		History
Award Issue Date: [?]		Manage Amendments
Project Period:		
Budget Period:		
Total Approved Budget (Federal):		
Next T&C Due Date:	N/A	
Status:		
Non Competing Status:	Pending	
Non Competing Due Date:		

Find the grant you wish to amend. Then click the Manage Amendments link.

Manage Amendments

Grant Number
 Grantee Name
 Project Title
 families.
 Project Start Date
 Project End Date
 Last Issued NGA [\(View NGA\)](#)

Amendment #	Status	Submitted Date	Type	Budget Period	Action
	Submitted (Post Award)				View Amendment Grant Notes History Send Message

If you spoke to your GMS first, and they determined you need an amendment, they will have created the new amendment for you. This demonstration assumes you are creating the amendment yourself.

Click the New button.

Select Amendment Type

Grant Number
 Project Period
 Budget Period
 Amendment Type

- Budget Modification (over 25%) (Type 3)
- Carryover Request (over 25%) (Type 3)
- Change Grantee Address (Type 6)
- IHS Change PI/PPD (Type 6)
- Low-Cost Extension (Type 6)
- No-Cost Extension (Type 6)
- Supplement Request (Type 6)

You'll see a short list of amendment types. Another reason to speak with your GMS is that not all amendment types are available to you as a grantee to initiate. In this case, we will use the Supplement Request type.

Click the open circle to the left of the Supplement Request entry.

Then click the Create Amendment button.

The new Amendment Application Control Checklist will come up.

GrantSolutions Amendment Application Control Checklist

Post Award Action: Supplement Request


Work In Progress




This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application:

[Original Submission](#)

Applicant	
Grant Number	
Application Number	(To be assigned) 
Action	Supplement Request
Project Title	

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
IHS Letter Requesting Supplemental Funds		0 Uploaded Files 0 Mail-in Items	
IHS Budget Modification Line Item Spreadsheet	View PDF View Original Version	0 Uploaded Files 0 Mail-in Items	
IHS Budget Narrative	View PDF View Original Version	0 Uploaded Files 0 Mail-in Items	

Amendment Package Status:

Submission Notice

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

For those who have worked on a Noncompeting Continuation Application, this works the same way, just with fewer items to upload or fill out.

This is also where it is important to discuss your request with your GMS. They will tell you exactly what they need, so you won't have questions about what the items mean. Also, there may have been changes in the requirements since the amendment types were set up. Even if you create your own amendment, please discuss what you are trying to accomplish with your GMS, so they can guide you and ensure you don't spend time on unnecessary steps, or miss important steps that are not obvious from the amendment application.

The Enclosures column may have links to documents. To view a sample, click View PDF. To download a copy you can use, click View Original Version.

Once you have completed the document, click the Uploaded Files link and follow the instructions on the next page.

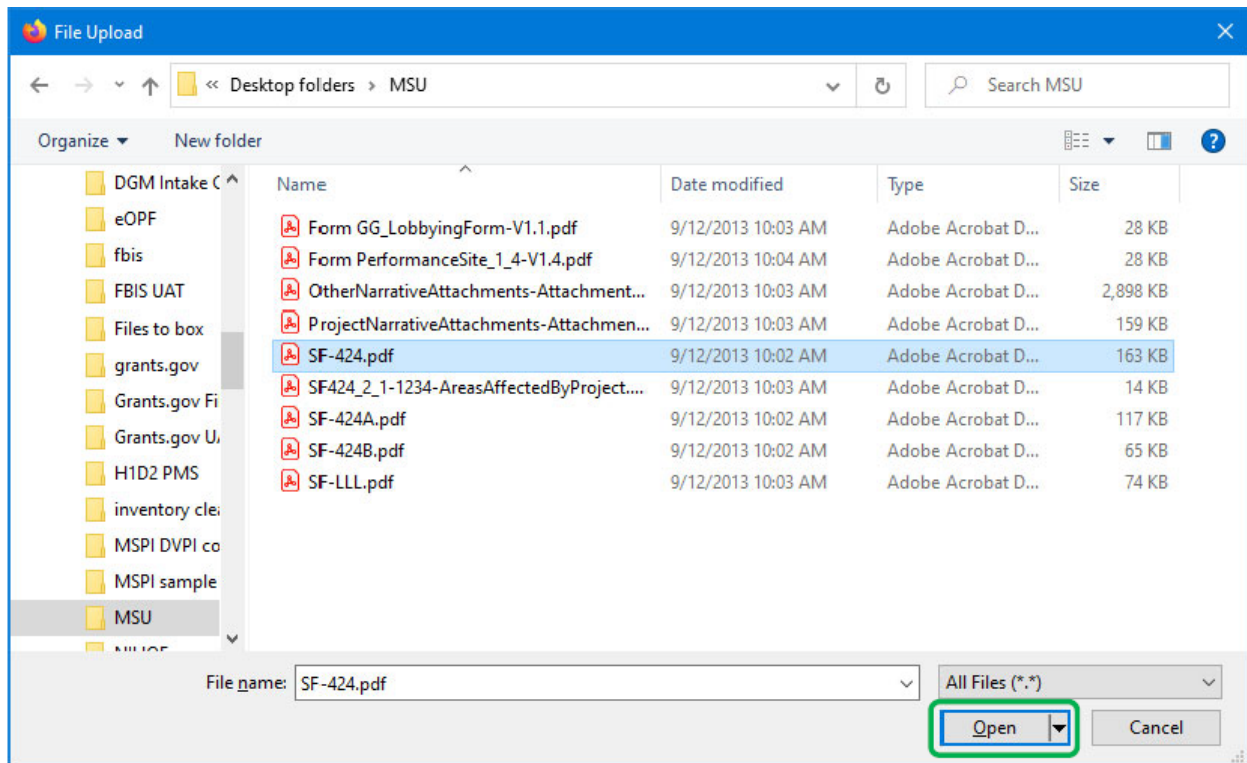
The screenshot shows a web page titled "Attachments". At the top, it says "You may upload file attachments or specify mail-in items for the enclosure below:". Below this, there are several fields for metadata: Organization Name, Application Number (to be assigned), Project Title, and Project Period. The Enclosure is listed as "IHS Letter Requesting Supplemental Funds" and the Number of Attachments is 0. A table with columns "Item Description", "Type", "Review", and "Action" is shown, with the first row containing "(Empty)". Below the table are three buttons: "Upload Attachment" (highlighted with a green box), "Add Mail-in Item", and "Close". At the bottom, there is an "Attachment Notice" stating: "This is a Test message to verify that this pages loads correctly. 😊"

There is a button for mail-in items. Please don't use that. It only tells us when you plan on mailing a hard copy document to us. We don't want you to do that. Hard copies take time to send and cost you money to send. We don't have hard copy files anymore, so we will have to scan it and upload it into the amendment. Then we will shred it and discard it. It will be faster and simpler if you upload the document into the amendment yourself.

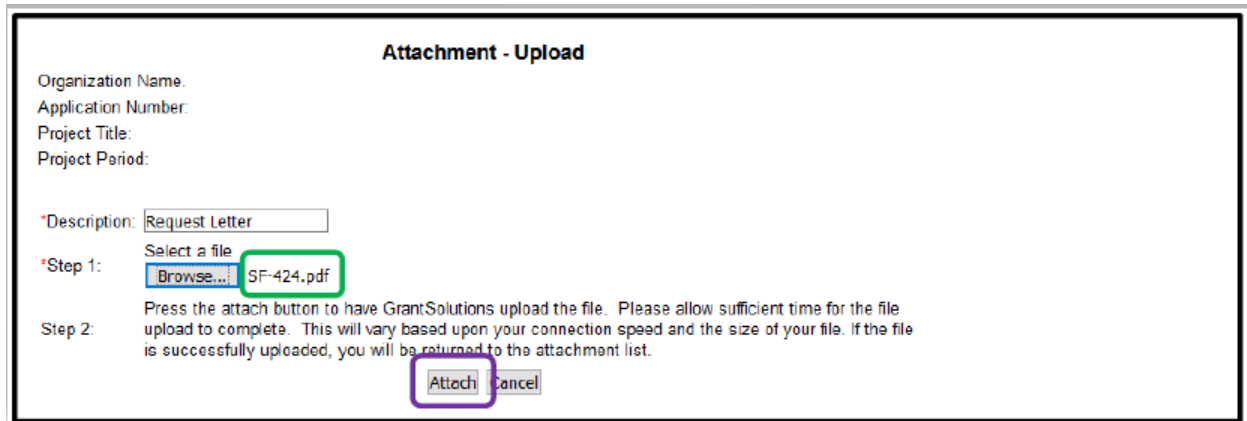
Click the Upload Attachment button.

The screenshot shows a dialog box titled "Attachment - Upload". It contains the same metadata fields as the previous page: Organization Name, Application Number, Project Title, and Project Period. A text input field for "Description" contains "Request Letter" and is highlighted with a green box. Below it, "Step 1" shows a "Select a file" label and a "Browse..." button (highlighted with a purple box) followed by the text "No file selected.". "Step 2" contains instructions: "Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list." At the bottom are "Attach" and "Cancel" buttons.

Enter a Description of the document you will upload, then click the Browse button. This will bring up a dialog window that looks and works very much like the window that opens when you attach a document to an e-mail message.



Select the file you wish to upload, then click the Open button. The file will appear on the Attachment – Upload page.



Once you have the file selected, click the Attach button.

Item Description	Type	Review	Action
Request Letter	Upload	Pending	Remove


This is how the Attachments page will reflect the file is being uploaded.

Once the document completes the upload process, the list will look like this.

Item Description	Type	Review	Action
document	Upload	View PDF View Original Version	

The application checklist will look like this.

Print Application:
[Original Submission](#)

Applicant: _____
Grant Number: _____
Application Number: (To be assigned) 
Action: Supplement Request
Project Title: _____

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
IHS Letter Requesting Supplemental Funds		1 Uploaded Files 0 Mail-in Items	✓
IHS Budget Modification Line Item Spreadsheet	View PDF View Original Version	0 Uploaded Files 0 Mail-in Items	⚠
IHS Budget Narrative	View PDF View Original Version	0 Uploaded Files 0 Mail-in Items	⚠

Amendment Package Status: Work In Progress (Post Award)

The checklist will display how many files have been uploaded. Continue uploading documents until you have everything in the application that your GMS told you they need. Then submit the

application. Click the Verify Submission button at the bottom of the page. On the next page, review what you will be submitting, then click the Finalize Submission button.

At this point, unless the GMS contacts you for additional information, your part in the process is completed.