Quick Guide to Entering a Contract Amendment in WebGrants

1) Log In to CVRC Webgrants Profile

2) Select “My Grants”

3) Select the grant you wish to draw from
4) Select "Contract Amendment"

5) Select the grant you wish to amend
Here you will be able to preview any prior amendments to the award. Select "Edit"
7) Select "Budget Revision Request"
8) Select "Edit"
9) Under each category amend the totals to reflect the changes being made. Please also include a detailed description of the requested changes.

10) Select "Save"
11) Select "Mark as Complete"
12) You will notice that a check mark has been added once complete. Select "Submit"
13) Select "OK"
14) Select "Here"

15) Your status has now been updated from "Editing" to "SUBMITTED". CVRC is now in the process of reviewing the request. Please Refer to the next section, for additional information, if CVRC requests a correction.
NOTICE TO CORRECT

Follow the previous instructions to log back in and access your grants award. You will notice that the Contract Amendment is now in "Correcting Status" and requires the subgrantee to make requested modifications.

1a) Select your award.
2) Select "Budget Revision Request"

3) Make ALL necessary revisions requested by CVRC and select "Save".
4) Mark as complete then select "Submit"

5) Select "OK"
6) Select "Here". You have now successfully submitted the Contract Amendment to revise the budget.
If the Contract Amendment is approved by CVRC – Please follow these steps:

1) CVRC will unlock the budget components that need revisions by “negotiating” these components back to the subgrantee

2) Log In to your profile and select the grant you wish to revise. Choose “Budget”
3) Select “Correcting Version”

4) Choose the line items that need revision and edit according to the approved changes. Select “Save”
5) Select “Submit Component” and “OK” – this will send the revision back to CVRC for approval.