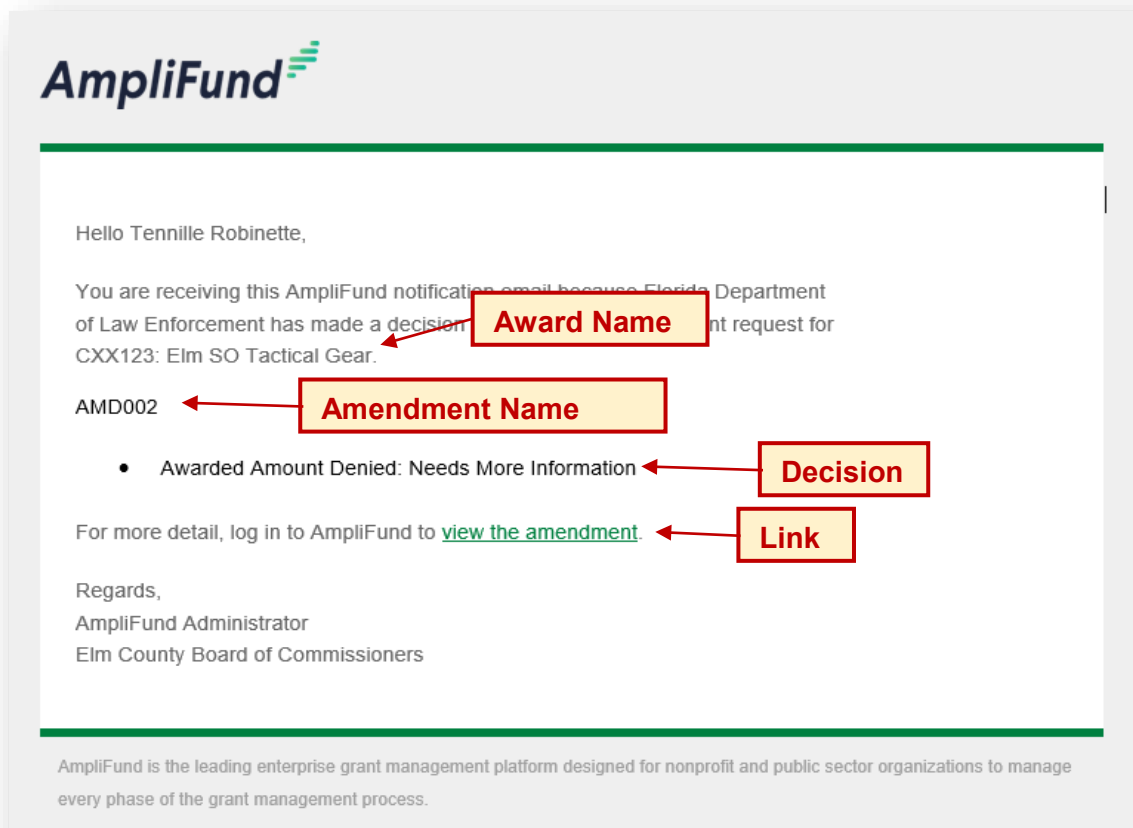# AmpliFund Process Steps:
Resubmitting an Amendment

Overview

Amendments in AmpliFund cannot be returned or rejected for editing; they may only be "Approved" or "Denied". If one of your amendments is denied with the status of **Denied: Needs More Information**, you will need to create a NEW amendment with the recommended revisions and submit it to OCJG. Contact your assigned OCJG grant manager if you are not sure why your amendment was denied, or if you are not certain what information is needed.

Instructions

1. When OCJG issues a decision on an amendment, the Recipient will receive an email notification with a link to view the amendment. Click the link and log in to AmpliFund to view more details.

2. On the amendment page, scroll down to the bottom to view the "Reasoning" provided by your OCJG grant manager.

3. In order to make the necessary changes you must create a NEW amendment request. **The existing request cannot be edited or resubmitted**. Navigate to the main Amendments screen by clicking on "Amendments" on the top menu bar.

4. Click the "+" icon in the upper-right corner to create a new amendment.

5. Under "Amendment Information", enter the original (denied) Amendment Request Name followed by "revised".

Amendment

Amendment Information	
Amendment Request Name *	AMD014-revised
Amendment Type	Amendment Request
Date Created	6/6/2024 3:54 PM

6. Continue on to re-create the amendment. Select the appropriate "Area to Amend" and complete all of the fields for the type of amendment selected. Incorporate the revisions advised by your OCJG grant manager.

7. When you are finished, click "Submit".

Save   Submit   Cancel

8. A "Submission Reminder" window will pop up to confirm you want to send the amendment to OCJG. Click "Submit" again to send the amendment request to your OCJG grant manager for review.

Submission Reminder

By submitting, you will be sending the amendment to the funder organization.

You cannot make any further changes after submission.

Submit   Cancel