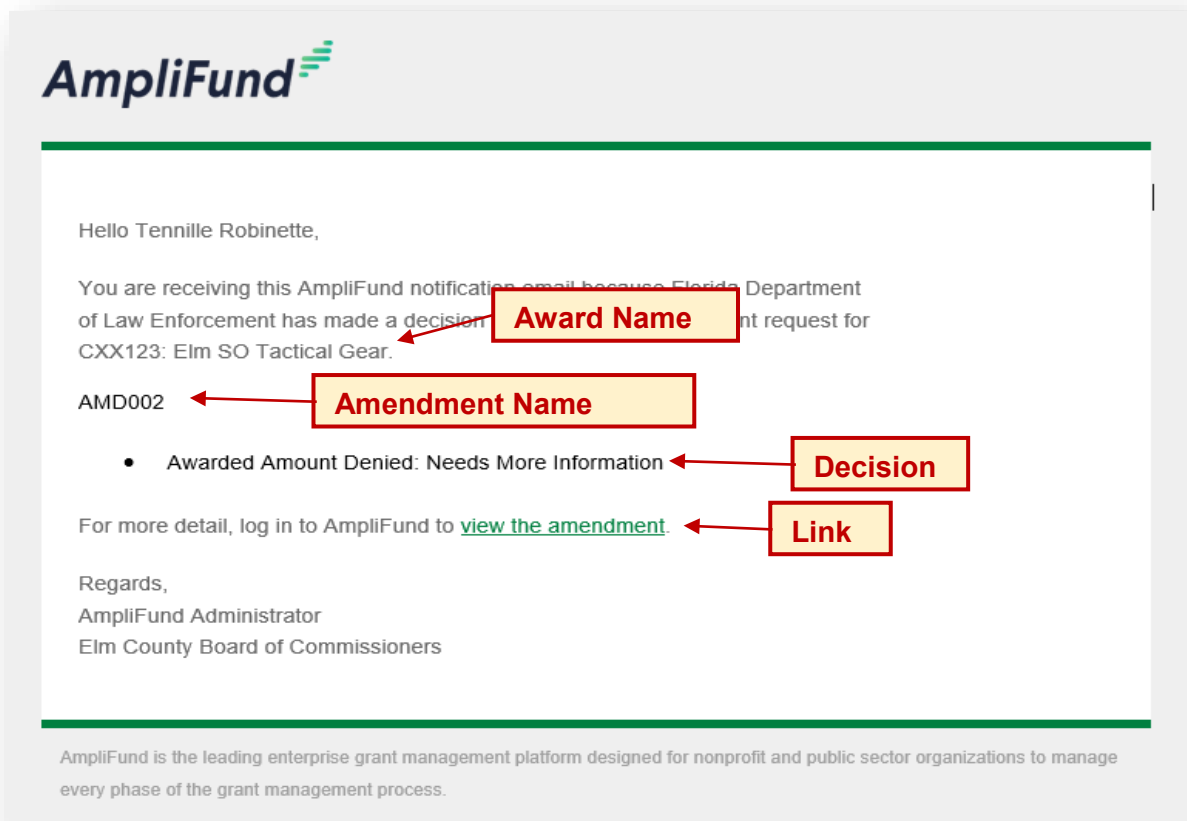# Amendments – "Denied – Needs More Information" Status Revisions

Introduction

During the review and approval process, the Office of Criminal Justice Grants may issue a "Denied – Needs More Information" decision on an amendment request you submitted for your award. This section discusses how you make changes and resubmit your request for consideration.

Reviewing the Denied Amendment Request

1. When the amendment decision is issued through the system, the Recipient Grant Manager will receive an email notification with a link to "view the amendment". To view the more information required, click the email link and log in to the AmpliFund system.

2. Once on the individual amendment landing page, scroll down to the "Amendment Request Response" Section and review the details provided in the "Reasoning" comment box.

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Revising and Resubmitting with Additional Information

3. In order to make the required changes you must generate a new amendment request. Start by clicking "Amendments" on the top menu bar to show all amendments created for your award.

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4. From the landing page, click the "+" icon on the top, right action bar.
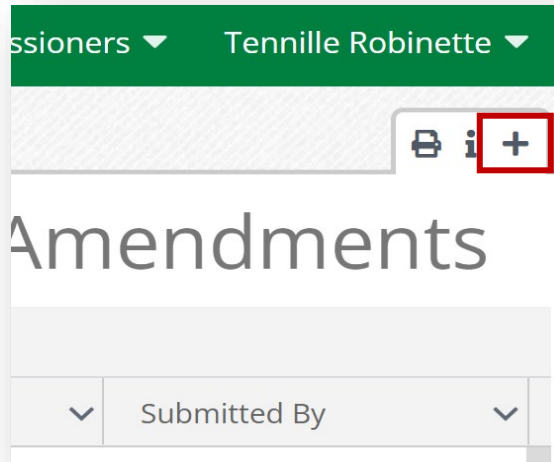
5. On the amendment creation page, complete the following fields:

   - Select the appropriate "Amendment Type" by clicking the bubble in the appropriate box.
   - Enter the Amendment name using the same naming scheme as the returned Amendment and adding " – Revised" to then. For example, if AMD002 was returned for more information, enter "AMD002 – Revised" as the Amendment name.

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6. To complete the required fields for the Amendment Type selected, click text on the Amendment Type button (i.e. Awarded Amount, Award Duration, Category Budget, etc.). The fields appropriate for that amendment type will generate below the date requested.

7. Complete the necessary fields and upload required documentation. Be sure to incorporate all information requested from the denial of the original amendment request. Click "Submit" to send the revised amendment to your OCJG grant manager for review.