



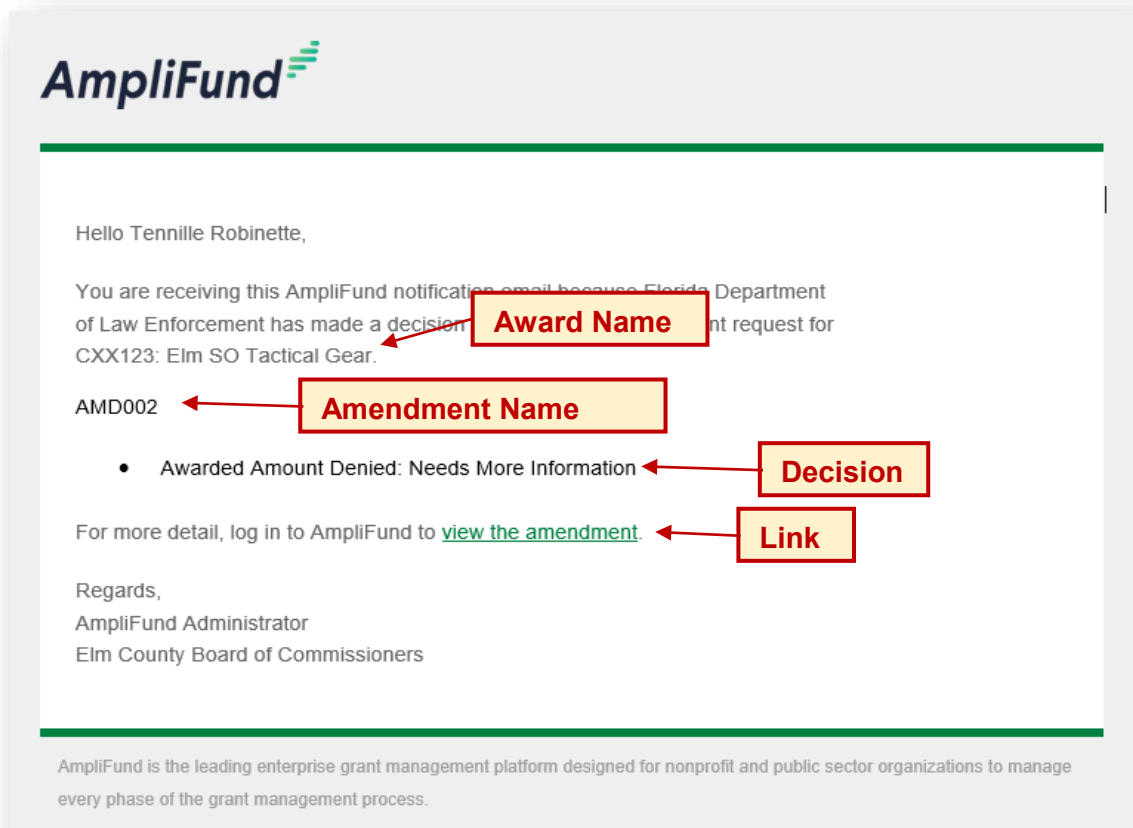
AmpliFund Process Steps: Resubmitting an Amendment

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 CJG. Contact your assigned CJG 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 CJG 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.





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2. On the amendment page, scroll down to the bottom to view the “Reasoning” provided by your CJG grant manager.

A screenshot of a web interface showing a section titled "Awarded Amount - Response". Below the title is a large, light gray rectangular box labeled "Reasoning" on the left. Inside this box, a smaller white box contains the text: "Justification provided is not sufficient. Please provide information on why funds were unexpended during the reporting period." The entire "Reasoning" box is outlined with a red border.

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.

A screenshot of a web interface showing the "Amendments" screen. At the top, a tab labeled "Amendments" is highlighted with a red border. Below the tab, the title "Amendment - AMD002" is displayed in large, bold, gray text. Underneath the title is a section titled "Amendment Information" in a light gray bar. Below this bar, the text "Amendment Request Name" is followed by "AMD002".

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

A screenshot of a web interface showing the "Amendments" screen. In the upper-right corner, there are three icons: a trash can, an information icon (i), and a plus icon (+). The plus icon is highlighted with a red border. Below the icons, the word "Amendments" is partially visible in large, bold, gray text.



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

A screenshot of the "Amendment" form. The title "Amendment" is at the top. Below it is a section titled "Amendment Information". Inside this section, there is a field for "Amendment Request Name *" which contains the text "AMD014-revised". This field is highlighted with a red rectangle. Below this field, there are two rows of information: "Amendment Type" with the value "Amendment Request", and "Date Created" with the value "6/6/2024 3:54 PM".

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

- 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 CJG grant manager.
- When you are finished, click "Submit".

A screenshot of the action buttons at the bottom of the form. There are three buttons: "Save" (green), "Submit" (green), and "Cancel" (gray). The "Submit" button is highlighted with a red rectangle.

SaveSubmitCancel

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

A screenshot of the "Submission Reminder" dialog box. The title "Submission Reminder" is at the top. Below the title, there is a message: "By submitting, you will be sending the amendment to the funder organization. You cannot make any further changes after submission." At the bottom right, there are two buttons: "Submit" (green) and "Cancel" (gray). The "Submit" button is highlighted with a red rectangle.

Submission Reminder

By submitting, you will be sending the amendment to the funder organization.
You cannot make any further changes after submission.

SubmitCancel