

Post Award Amendments Reference Sheet

The purpose of this reference sheet is to provide a brief guide on how to initiate post award amendment applications and access in-progress post award amendment applications from inside the eRA system.

What are Post Award Amendments?

Post award amendments are modifications to your grant that require an application submission and federal approval given in the form of a revised Notice of Award (NOA). Post award amendment types available in eRA Commons include:

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel Changes
- Merger, Transfer, etc.
 - Also used for Successor in Interest actions
- No-Cost Extension
- Organization Change
 - Change of organization information. For changes of the organization itself, use Merger, Transfer, etc.

Please note that a non-competing continuation is not a post award amendment. For more information on continuations please access <https://www.samhsa.gov/grants/continuation-grants>.

Initiating a new Post Award Amendment application

Note: You must be the Project Director (PD) of the grant or be a Signing Official (SO) with the grantee organization to initiate Post Award Amendments for a grant.

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Post Award Amendments**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. In the Action column for the appropriate award number, click on **Initiate...** to view a drop-down menu of possible post award amendment types.

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A program of the National Institutes of Health

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners **Non-Research**

Manage Post Award Amendments Manage Continuations

Manage Post Award Amendments: Search ?

Include Expired Segments ?

Showing 1 - 1 of total 1

Award Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM080392	SAMHSA	09/30/2017	09/29/2022	09/30/2017	09/29/2018	This is a test grant for a training video.	View View Terms Tracking Initiate... <ul style="list-style-type: none"> Budget Revision Carryover Request Change in Scope Key Personnel Merger, Transfer, etc No-Cost Extension Organization Change

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5. Click on the desired post award amendment type, which will open an application in ASSIST, and begin the post award amendment application
 - a. Keep track of the **Application Identifier** on the Summary tab to access your incomplete application at a later time/date.

Home > Search for Applications > Application Information

Hide Navigation | Show Help

Application Information ?

This is a test

Summary SF424 Cover Budget - Non-Construct. HHS Checklist Budget Narrative Project Narrative

Application Information

Application Identifier: 7247

Application Type: Post Award Amendment (Change in Scope)

Application Project Title: This is a test grant for a training video.

- b. When you have completed the required forms and are ready to submit the application, you will need to complete the submission process described below.

Adding and Removing Post Award Amendment application forms

You may wish to add additional forms to applications before submitting them. To do this, follow the steps below:

1. From the Application Information page, click the **Add Optional Form** action button on the left
2. Select your desired form from the dropdown
3. Click **Submit Query** to add the form

To remove a form, open the form to begin editing it and use the **Remove Form** button.

Note: Be careful to only use the Remove Form action with optional forms you have added to avoid removing a required form. Your Amendment will not be processed without all of the **required** forms.

Accessing an In-Progress Post Award Amendment application to Edit or View

You can access and edit in-progress (prior to submission or view submitted) post award amendment applications in ASSIST using the steps below:

1. Access eRA Commons
2. Click on the **ASSIST** tab
3. On the ASSIST homepage, click **Search Applications**
4. Enter search criteria and click **Search**
 - a. If you have the Application Identifier, search using that. It will bring up only one result since it is unique for each application.

Managing access to Post Award Amendment applications

To work on a Post Award Amendment application, you must have access to it in ASSIST. By default, to access and edit the application you will need one of the following roles:

- Signing Officials (SO) of the grantee organization
- Administrative Officials (AO role in eRA Commons) of the grantee organization
- The Project Director (PD) identified in the application

Signing Officials may also add, modify, or remove access for other users. Follow the steps below to change access for other users:

1. While viewing your post award amendment application in ASSIST, click the **Manage Access** Action button on the left side of the page.
2. To Add a new user, click on the **Add New User** button
 - a. Enter their Commons username into the Username field
 - b. Click **Submit**
 - c. Assign them access levels
 - d. Click **Save**
3. To Edit an existing user, click on their username in the User column
 - a. Adjust their access and click **Save** to change their access
 - b. Click **Revoke All Accesses** to remove all access for that user

Submitting Post Award Amendment applications

To submit an application, you will need to be a Signing Official (SO) and will need to be able to enter Grants.gov Authorized Organizational Representative (AOR) credentials by having that role yourself, having the AOR enter their credentials, or by obtaining the credentials from the AOR and entering them.

Once you submit a post award amendment application, you will not be able to un-submit it, revise it, or copy it in ASSIST.

To submit an application, follow the steps below:

1. Access the application you are ready to submit
2. Click **Update Submission Status** in the Actions list on the left
3. Select **Ready for Submission** in the status dropdown
4. Either enter a comment and click **Add Comment** or click **Continue without adding a comment**.
 - a. These are comments for your organization's reference and are not sent to SAMHSA.
5. Click the **Submit Application** button
6. Click **Submit** to confirm you would like to submit your post award application
7. Enter your Grants.gov Authorized Organization Representative (AOR) credentials
8. Click **Enter**

Post Submission Steps

After your Post Award Amendment is submitted, the Project Director and Business Official, as well as the SAMHSA GPO and GMS, will be notified by email. The email will include the Grant Number, Project Director name, the Amendment Type, and other relevant information.

You can continue to monitor the status of your application by accessing the Post Award Amendments View page. To do so, follow these steps:

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Post Award Amendments**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. In the **Action** column for the appropriate award, click **View** to display amendments associated with that grant award.
5. You will be able to view all submitted amendment applications as well as the amendment status of each amendment application.

Amendment Statuses:

- **Submitted:** The application has been submitted and successfully received by SAMHSA.
- **In Review:** SAMHSA staff have begun to review the application.
- **Disapproved:** The amendment application has been disapproved.
- **Awarded:** The amendment application has been approved and a new notice of award has been issued.

Contacts:

- **Budget and grant-specific questions:** contact your assigned Grants Management Specialist (GMS)
- **Program-related questions:** contact your assigned Grants Project Officer (GPO)
- **Technical questions:** contact the eRA Service Desk

Web: [eRA Service Desk Support](#)

Toll-free: 1-866-504-9552, option 6 for SAMHSA queue

Phone: 301-402-7469, option 6 for SAMHSA queue

Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time