

FAQ: Navigating and Troubleshooting the Amendment Request Form

General Navigation

Q: What is an amendment and what types can be requested? A: An amendment is a formal change or addition proposed during the grant period to modify the terms or conditions of the grant agreement. There are several types of amendments your organization might request: No-Cost Extension, which extends the project period without additional funding; Budget Revision, which adjusts the budget allocations within the approved grant; and Workplan Modifications, which change the scope or activities outlined in the original workplan.

Q: How do I start the amendment request process? A: Start by selecting the type of amendment your organization is requesting, which will generate the relevant questions for your selected amendment type. Complete the required fields and provide detailed justification for the amendment, then submit the amendment request through the designated online portal. If you encounter any issues during the process, ensure all mandatory fields are filled correctly and check for any error messages to resolve them. For any questions or further assistance, please contact the grants inbox at grants@example.com or reach out to your associated grant officer.

Q: Can I request multiple types of amendments in one form? A: No, if your organization needs to request multiple changes (e.g., a No Cost Extension and a Budget Revision), please submit a separate form for each type of amendment.

Specific Amendment Types

Q: What is a No Cost Extension (NCE)? A: Select this option if your organization needs to extend the project period end date without requesting additional funding. This allows your organization to continue grant project activities using the remaining funds.

Q: What is a Budget Revision? A: Select this option if your organization needs to make changes to the approved budget. This can include adding new budget categories or modifying existing ones.

Q: What are Workplan Modifications? A: Select this option if your organization needs to make changes to the project's goals, objectives, or activities as outlined in the original workplan. This can include adding new activities or adjusting project goals.

Common Issues and Troubleshooting

Q: What should I do if I encounter technical difficulties while completing the form? A: Ensure your internet connection is stable and try refreshing the page. If the issue persists, contact us at grants@carequest.org for assistance.

Q: What if I need to change the Primary Contact for the Grant? A: If the Primary Contact for the Grant is no longer the best point of contact for project updates and/or questions regarding the grant work, select "No" and provide the new contact details (Name and Email).

Q: How do I upload supporting documents? A: Use the file upload section titled "Request/Additional Documents" at the end of the form to attach any relevant supporting documents, such as an updated excel budget.

Q: What if I need further assistance or have questions about the form? A: If you have questions or need further assistance, contact us at grants@carequest.org.

Submission and Follow-Up

Q: How do I ensure my amendment request is complete and accurate before submitting? A: Review your responses and ensure all required fields are filled out. Upload any necessary supporting documents and double-check for accuracy.

Q: What happens after I submit the amendment request form? A: Our team will review your submission and may contact you if follow-up questions are needed. Ensure the contact information provided is accurate for timely communication. Please allow 5-7 days for the review process before reaching out for updates. Questions can be directed to the general grants inbox at grants@carequest.org.

Q: I submitted a workplan or budget revision. Do I need to update the workplan or budget in Fluxx? A: Your organization will not need to update the workplan or budget in Fluxx. Simply attach any relevant supporting documents at the end of the form, and they will be added to your grant record. For record-keeping purposes, the workplan and budget submitted with the original proposal should remain unchanged.