Deleting Amendment Requests

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to delete a pending amendment.

Introduction

Once you accept an award package, you can make changes to it by submitting amendment requests. An amendment pending submission can be deleted or withdrawn. Once an amendment is submitted or approved, it cannot be deleted. To make additional changes to the award, you must submit a new amendment requesting the changes.

Step 1

To view all pending amendments, open the Grants dropdown and click the Manage Amendments link.

![Figure 1. Click the Manage Amendments link under the Grants dropdown](image)

Step 2

From the Amendment Administration page, click the Withdraw Amendment Request icon in the Action column corresponding to the amendment you would like to delete.

![Figure 2. Click the Withdraw Amendment Request icon to delete the amendment](image)
Step 3

From the Withdraw Amendment Request pop-up, click the Confirm button.

![Withdraw Amendment Request]

This will withdraw the amendment request. Are you sure you want to continue?

![Figure 3. Click the Confirm button to withdraw the amendment]

Amendment Administration

<table>
<thead>
<tr>
<th>Amendment Request Number</th>
<th>Submission Date</th>
<th>Amendment Request Status</th>
<th>Grant Number</th>
<th>Amendment Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMD-2016-CA-00011-R02</td>
<td>Thu, 30 Jun 2016 17:57:16 +0000</td>
<td>Approved</td>
<td>EMD-2016-CA-00011</td>
<td>EMD-2016-CA-00011-A03</td>
<td></td>
</tr>
<tr>
<td>EMD-2016-CA-00011-R04</td>
<td>Tue, 26 Jul 2016 20:12:16 +0000</td>
<td>Approved</td>
<td>EMD-2016-CA-00011</td>
<td>EMD-2016-CA-00011-A05</td>
<td></td>
</tr>
</tbody>
</table>

![Figure 4. The Amendment Administration page no longer includes the withdrawn amendment]

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov