

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 An amendment pending submission can be deleted or withdrawn.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

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.

Amendment Administration					Create Amendment
Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request					
10 records per page	Showing 1 to 3 of 3 entries (filtered from 601 total entries)			Search:	EMD-2016-CA-00011
Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EMD-2016-CA-00011-R02	Thu, 30 Jun 2016 17:57:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A03	
EMD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05	
EMD-2016-CA-00011-R06	Not Submitted	Pending Submission	EMD-2016-CA-00011		

Figure 2. Click the [Withdraw Amendment Request](#) icon to delete the amendment



Step 3

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

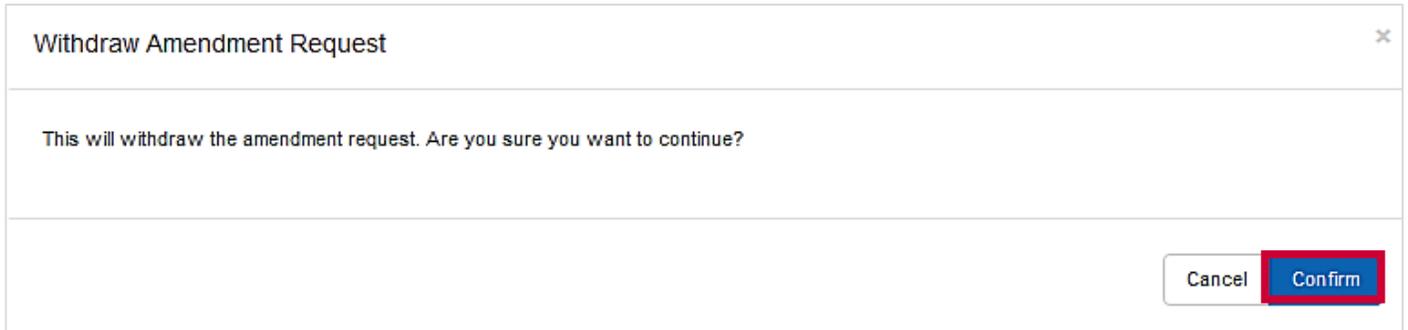


Figure 3. Click the **Confirm** button to withdraw the amendment



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 The *Amendment Administration* page no longer includes the withdrawn amendment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