Updating Organization Details

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 update an organization's details.

Introduction

An organization serves as a recipient's profile within ND Grants which allows recipients to create and manage their awards and applications. When updating an organization, please keep in mind that:

- If the organization has not submitted an application, all organization details will appear in text boxes on the Update Organization page, and can be edited
- If the organization has submitted an application, **only** the physical and mailing addresses can be updated If there are pending tasks for the organization, saving your updates to the organization will prompt a list of the pending tasks to appear at the top of the *Update Organization* page, and prevent you from completing the update

Prerequisites

To update organization details:

- You must have an ND Grants account
- You must be an Organization Administrator—**only** Organization Administrators can update organization details

Step 1

Under the Administration dropdown, click the Organizations link to view the *Organization Administration* page.

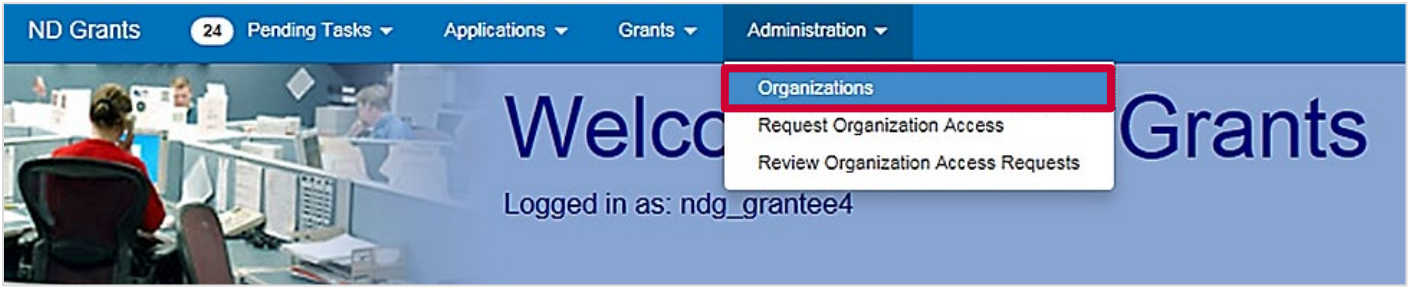

Figure 1. Open the Administration dropdown from the ND Grants homepage

Step 2

Click the Update Organization icon in the Action column. This will open the *Update Organization* detail page.

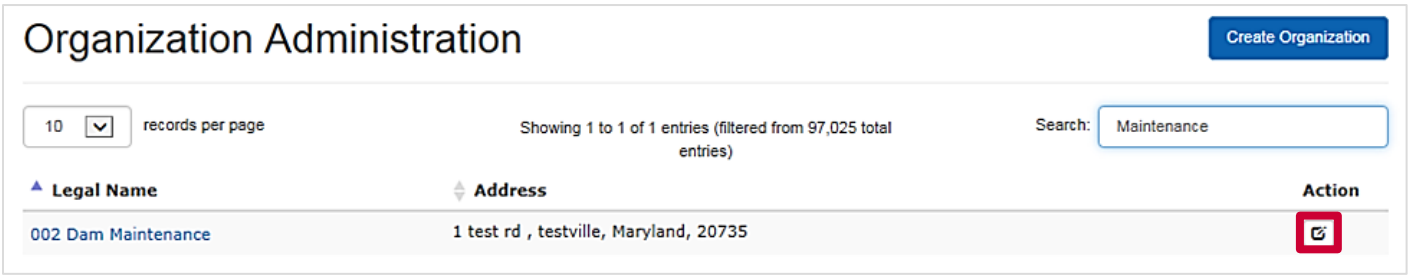

Figure 2. Click the Update Organization icon to begin updating organization details

Step 3

From the *Update Organization* page, update the organization address. Then click the Save button.

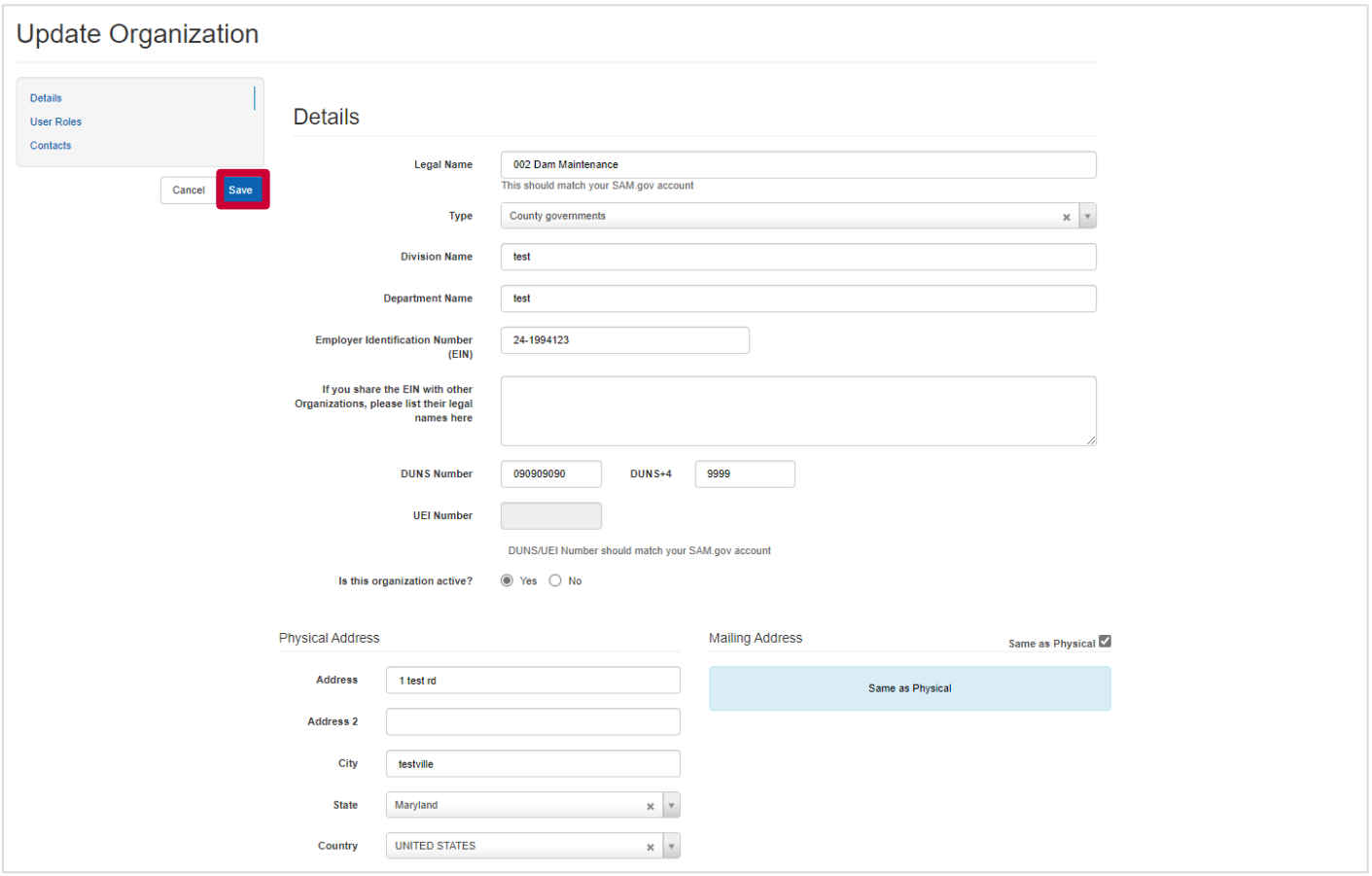

Figure 3. Update the organization address as necessary and click the Save button

Note

- The organization details cannot be edited if tasks are pending for any award. When saving updates, a notification will appear at the top of the *Update Organization* page listing pending tasks
- Pending actions that prevent changes to organization details include: applications pending submission or review, amendments pending submission or review, and Performance Progress Reports (PPRs) pending submission or review

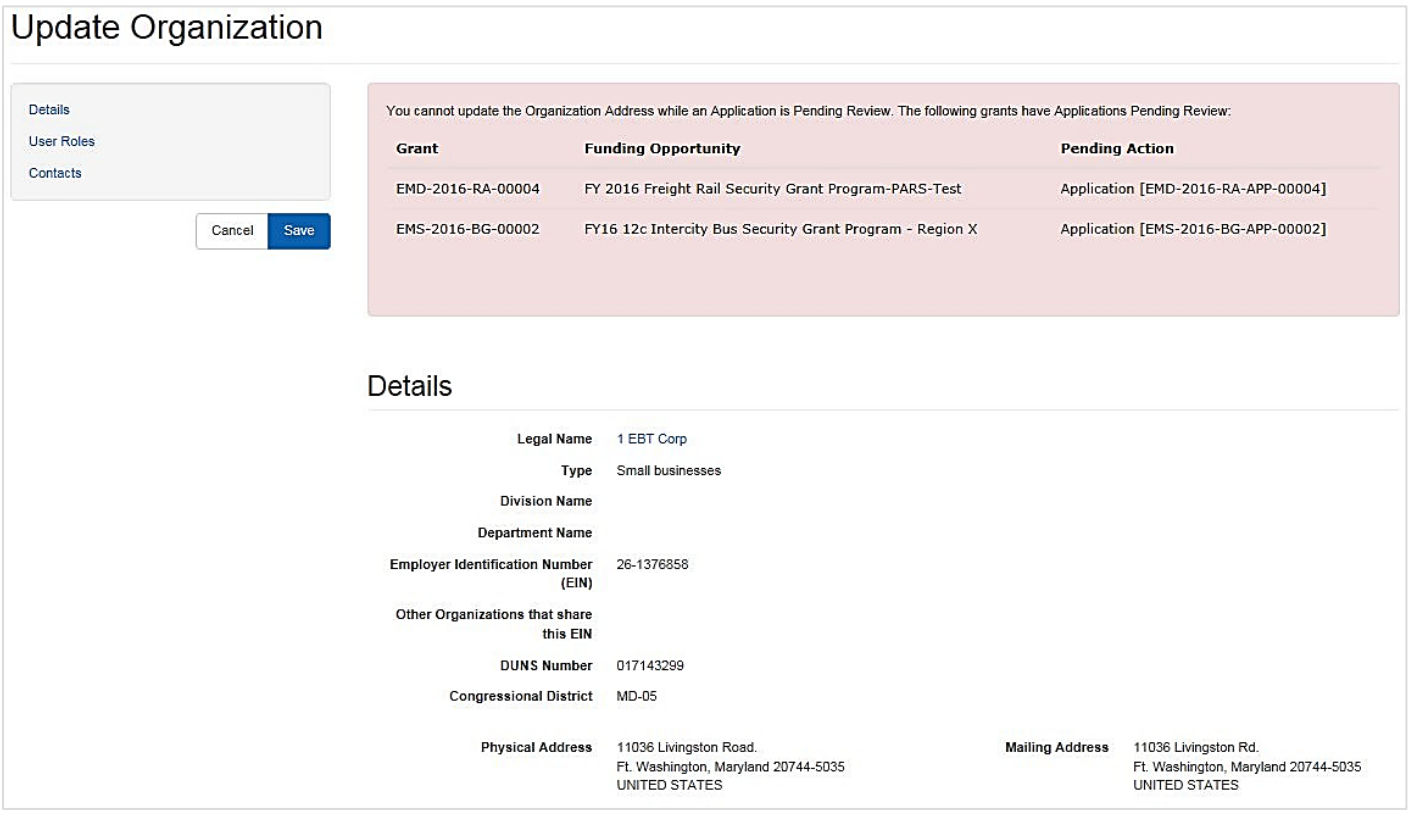

Figure 4. The *Update Organization* page will list all pending tasks and prevent updates to the organization

Step 4

The *Update Grantee Organization Address* page lists all active grants that will include the updated address. Click the Confirm button.

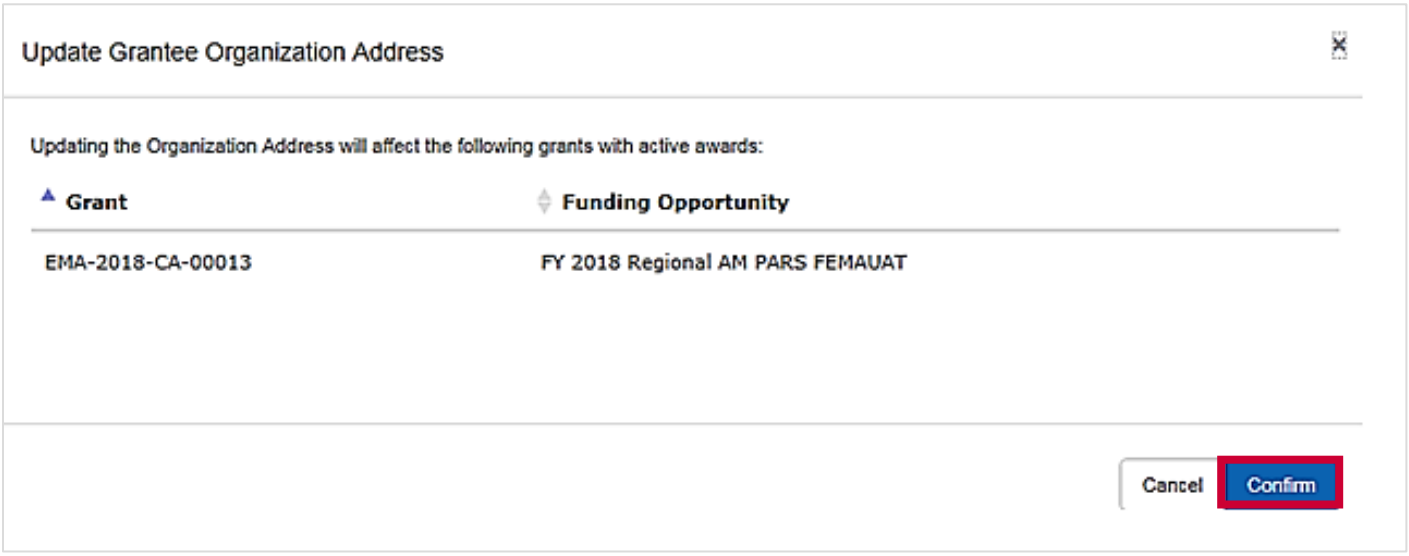

Figure 5. Click the Confirm button to complete the update

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