



Steps to Complete Acknowledging your Amendment Request in the GMS

The Primary account holder will receive an email notifying them to complete this step.

1. **Grantee** goes to Pending Tasks or award record > amendment

EGMS ID	Task Type	Subject	Created By	Due Date ↓	Status	Actions
CR-AD-ABTR-01-00	Submit Amendment Req...	Submit Amendment Req...	Casey Haynes	02/12/2026	Not Started	▶
AD-R&R-02	Award Review	Review Award #AD-R&R...	REI PM	02/11/2026	In Progress	👁
PR-GT-R&R-00001-004	Complete Grantor Perform...	Complete Performance ...	REI Admin	01/01/2026	Not Started	▶

2. **Grantee** clicks “Submit to Grantor” button. Amendment request Status updates to Acknowledged.

From here, NBRC will prepare the updated grant agreement for signature.

Once NBRC has prepared your updated grant agreement:

The Primary account holder will receive an email notifying them to complete this step.

1. **Grantee** navigates to Pending Tasks and clicks green Action icon for the “Award Review” task

EGMS ID	Task Type	Subject	Created By	Due Date ↓	Status	Actions
AD-ABTR-02	Award Review	Review Award #A...	Casey Haynes	02/12/2026	Not Started	▶
AD-R&R-02	Award Review	Review Award #A...	REI PM	02/11/2026	In Progress	👁
PR-GT-R&R-000...	Complete Grantor ...	Complete Perform...	REI Admin	01/01/2026	Not Started	▶

2. **Grantee** clicks “View Grant Agreement” button. A pop-up window will appear, allowing the grantee to download an updated grant agreement document

Award
AB Test Refresh Accept View Grant Agreement Reject

EGMS ID	Status	Grant ID	Budget Period
AD-ABTR-02	Sent for Acceptance	GT-ABTR-00001	6/30/2025 - 7/1/2026

Created Sent for Acceptance Accepted Submitted for Approval Approved Pending Activation Activated Amended Closed

Overview Budget Actuals Management Terms Performance Files History +

Award Information

Award Title	Funding Organization	Award Type
AB Test Refresh	Northern Border Regional Commission	Amendment

3. **Grantee** clicks “Accept” button, clicks “Yes” button, enters generic acceptance comment and clicks “OK”. Award status updates to Accepted.

Enterprise Grants Grants Portal

Opportunities

Award **AB Test Refresh** Accept View Grant Agreement Reject

EGMS ID: AD-ABTR-02 | Status: Sent for Acceptance | Grant ID: GT-ABTR-00001 | Budget Period: 6/30/2025 - 7/1/2026

Confirm

This action will accept and approve the award. Are you sure you want to proceed?

No Yes