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

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

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

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