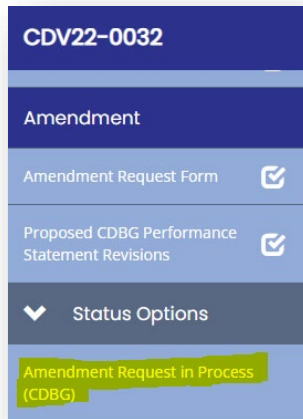


How to Cancel an Amendment Request

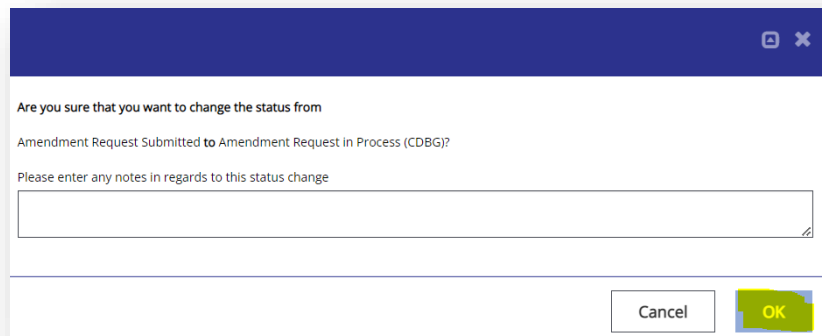
NOTE: These instructions are intended for the Authorized Official or Project Director, who are able to change the status of the grant agreement.

Following these steps will delete all information entered into all Amendment forms.

1. Under Status Options, click “Amendment Request in Process”.



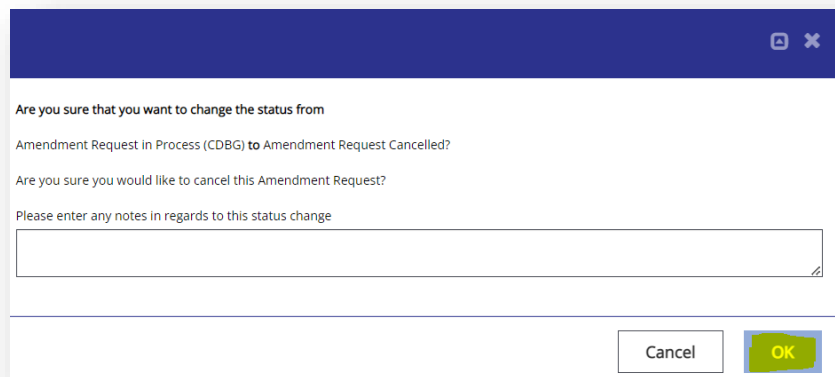
2. Click ok.



3. Click “Amendment Request Cancelled”.



4. Click ok.



The Grant Agreement is now back in the “Grant Agreement Executed” status. If you need to start an amendment, click “Begin New Amendment” under Status Options.