

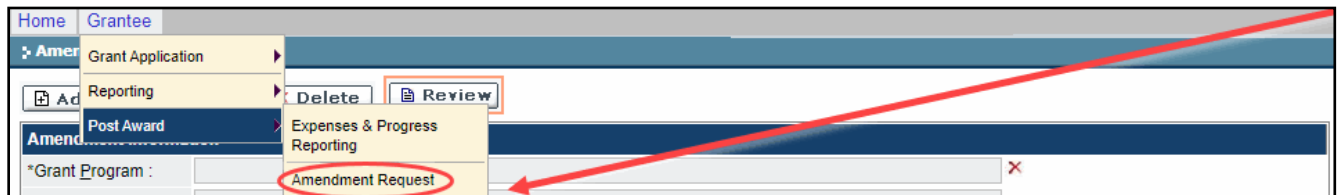


## Tipsheet for grantees: No-cost extensions and other requests for changes (amendment request)

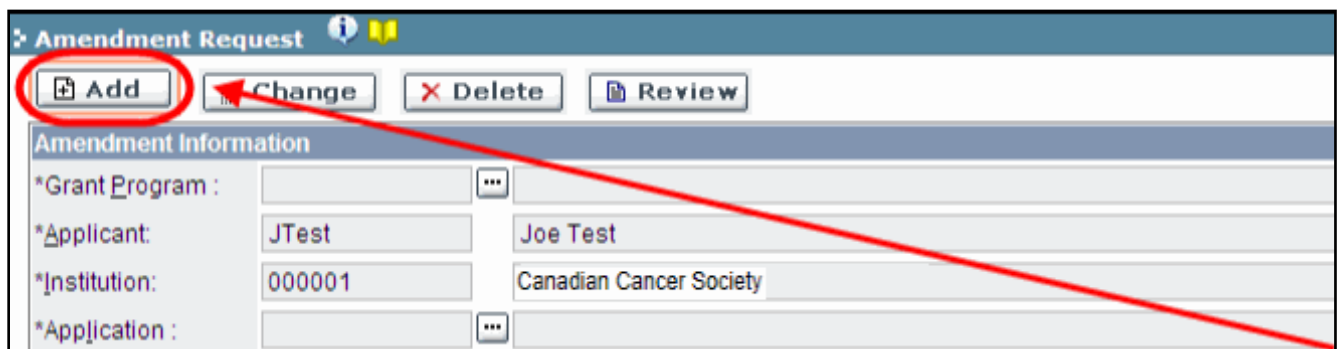
Use these instructions to initiate requests for the following changes to your funded grant:

- No-cost extensions (changing the grant end date)
- Adding investigators to or removing investigators from your grant
- Changing financial or research institution

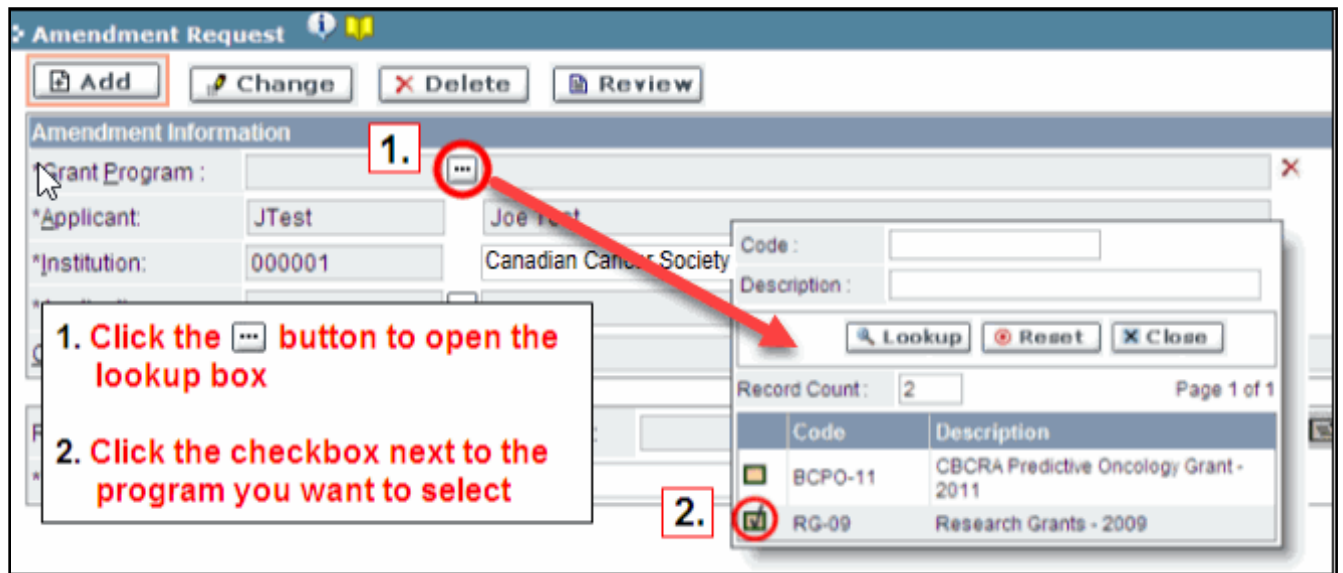
1. Go to the [EGrAMS home page](#) and log in.
2. Go to Grantee > Post Award > **Amendment Request** in the menu:



3. Click the **Add** button:



4. Set the criteria for **Grant Program** (see NOA):



5. The **Grant Details** will self-populate.

6. Enter a **Title** for the request:



**Note:** Request titles can be "request to change (add/remove)":

1. Grant end date (for COVID related extensions, indicate 'COVID - NCE')
2. Grant participants
3. Financial institution
4. Research institution

7. Set the criteria for the **Type** of amendment:

Request Date: 05/18/2010 Status: Approval Remarks:

\*Title: Request to change grant end date

Types	Type	Description
<input type="checkbox"/> X	D	End date
<input type="checkbox"/> X	F	Financial Institution
<input type="checkbox"/> X	C	Participants
<input type="checkbox"/> X	R	Research Institution
<input type="checkbox"/> X	S	Research Supervisor

Record Count: 5

8. Complete mandatory fields (marked with an asterisk\*) in the **Change Information** window:

Request Date: 05/18/2010 Status: Approval Remarks:

\*Title: Request to change grant end date

**Click the ... button under +Info and complete all mandatory fields marked with an asterisk (\*)**

Types	Type	Description
<input checked="" type="checkbox"/> X	D	End date
<input type="checkbox"/> X	F	Financial Institution
<input type="checkbox"/> X	C	Participants
<input type="checkbox"/> X	R	Research Institution
<input type="checkbox"/> X	S	Research Supervisor

**Change Information**

Section: Background

End date

Original End Date: 06/30/2013

\*New End Date:

\*Justification:

OK Close

**Note:** For a **No-Cost Extension**, provide the following information:

For **COVID-19** related extensions, simply state: **Delay due to COVID-19** and select a one-year extension as your new end date.

If extension is non-COVID-19 related, provide the following information:

1. an explanation for the delay
2. a brief description of the work remaining with an estimate of the time required to complete the work
3. a projected figure for the unexpended balance at the original or previous termination date
4. select a one-year extension **only** from the original end date displayed.

**Note:** For change in **Participants**, provide the following information:

1. The new/to be removed participant's **name**, EGrAMS **username** (if available) and **e-mail address**.
2. The new participant's **role** in the project (e.g. co-PI, additional author, etc.)
3. A **justification** for the amendment request.
4. Email new participant's CV to [research@cancer.ca](mailto:research@cancer.ca)

**Note:** For change in **Research** or **Financial Institution**, provide the following information:

1. The **name** of the new institution.
2. The **date** the institution change is effective.
3. A **justification** for change of institution.
4. Important – download the new host institution form [here](#), complete and submit to [research@cancer.ca](mailto:research@cancer.ca). The amendment will not be approved without this documentation.

9. Click **OK** to save your work and return later or **Submit** to submit your request for approval.
10. You will receive an email confirming that your request has been submitted.
11. CCS staff will review your request and either approve it or contact you with further questions. Once the amendment is approved you will be notified by email.