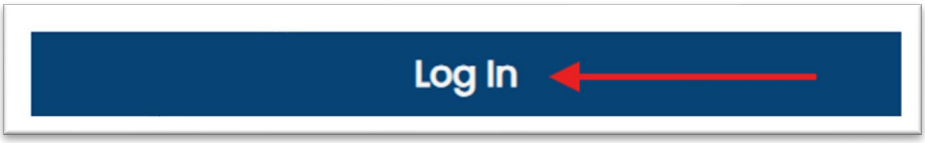
How to Update Award Contact Information and Acceptance/Certifications when an Agency Member has Changed AFTER.Certifying Signatures Submitted

*NOTE: If Certifying Signatures have not been submitted, the Agency Administrator can change Contact Information without submitting a Revision Request. Please see training titled How to Update Award Contact Information and Acceptance/ BEFORE Certifying Signatures Submitted.

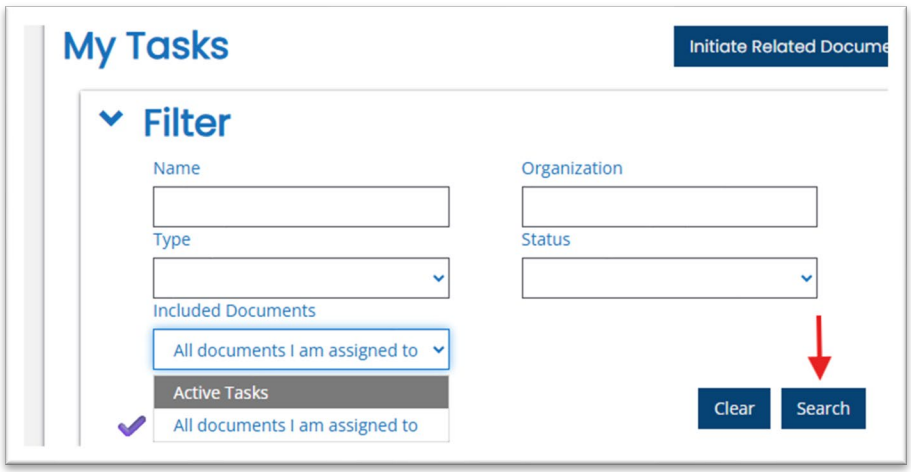
Step 1:

As the Agency Administrator, log into IntelliGrants at https://scdps.intelligrants.com/



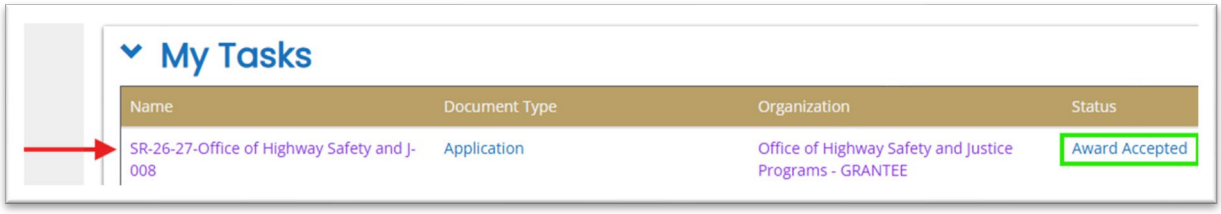
Step 2:

You will arrive at the Dashboard page. From the My Tasks panel on the Dashboard page, select Filter and change Included Documents from Active Tasks to All Documents I Am Assigned To. Click Search.



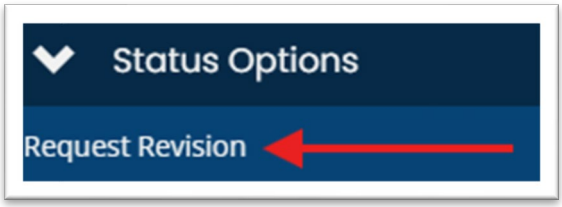
Step 3:

Collapse the Filter panel and find your Award under My Tasks in the Award Accepted Status. Click on your Award under Name.



Step 4:

You will arrive at the Document Landing page. On the left-hand panel, scroll down until you reach Status Options. Expand Status Options and click on Request Revision.



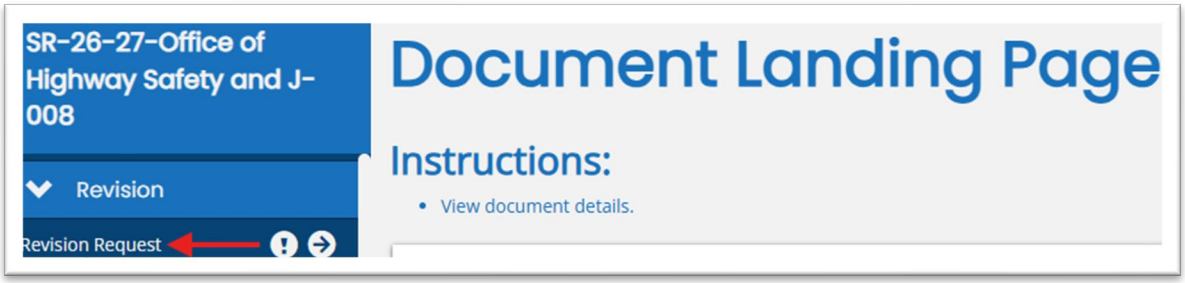
Step 5:

The dialogue box below will appear. Enter any applicable notes regarding the agency member change in the text box and click OK.



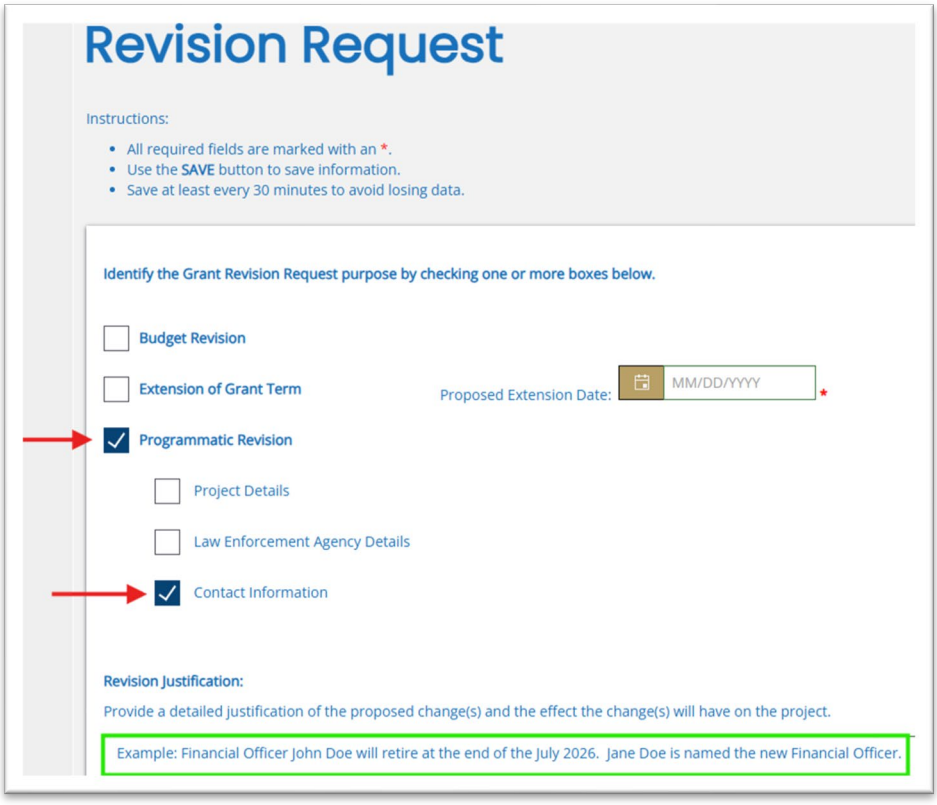
Step 6:

You will arrive at the Document Landing Page. On the left-hand side panel, expand Revision and click on Revision Request.



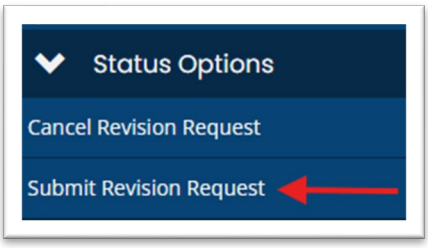
Step 7:

You will arrive at the Revision Request page. Click the checkbox next to Programmatic Revision. This will initiate a dropdown list. Click the checkbox next to Contact Information. In the textbox provided under Revision Justification, provide a detailed justification of the proposed agency member change(s). Click Save at the top right corner of the page.



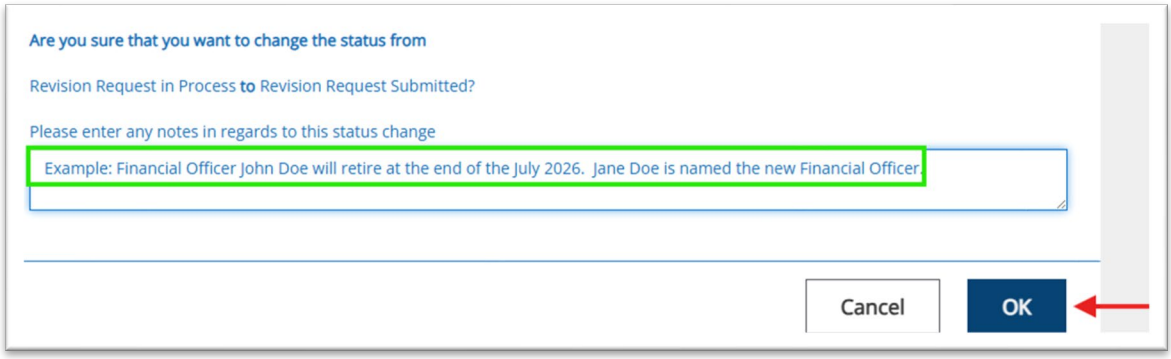
Step 8:

On the Revision Request page, navigate to the left-hand panel, expand Status Options and click on Submit Revision Request.



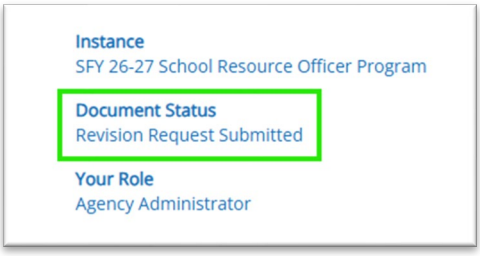
Step 9:

The dialogue box below will appear. Enter any applicable notes regarding the agency member change and click OK.



Step 10:

Your award should now have the Document Status as Revision Request Submitted. Your assigned Program Coordinator will now review the revision request.



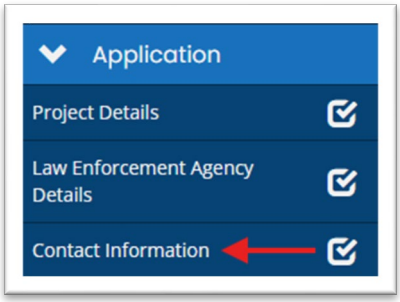
Step 11:

Once your Program Coordinator reviews the Revision Request, the Document Status will change to Revision in Process. From the Dashboard, expand My Tasks and click on your Award under Name.



Step 12:

You will arrive at the Document Landing Page. On the left-hand panel, expand Application and click on Contact Information.

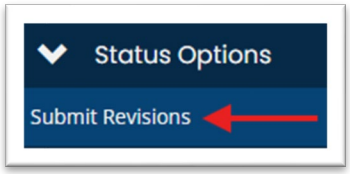


Step 13:

You will arrive at the Contact Information page. The Agency Administrator is now able to make changes to the Contact Information page. Any contact changes made on this page will be directly transferred to your agency's Award Acceptance/Certifications. Make the revisions approved by your Program Coordinator and click Save at the top right corner of the page.

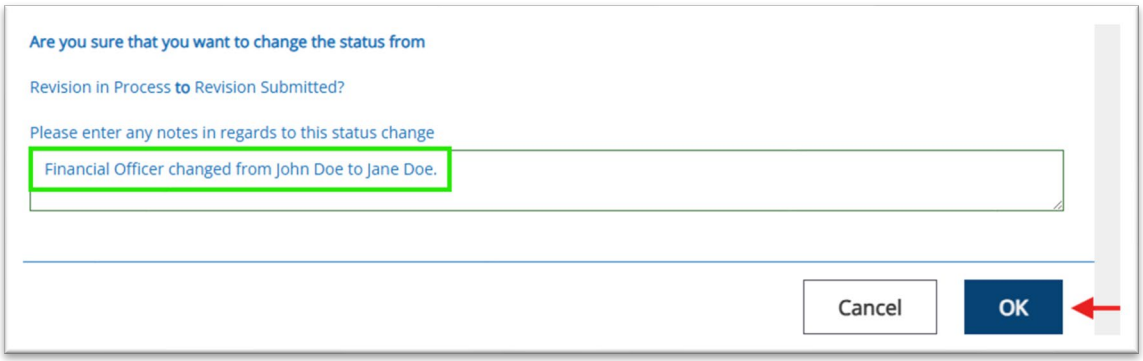
Step 14:

Navigate to the left-hand panel. Expand Status Options and click on Submit Revisions.



Step 15:

The dialogue box below will appear. Enter any applicable notes regarding the agency member change and click OK.



Step 16:

You will arrive at the Document Landing Page. Under Document Status, your Award should have the status Revision Submitted. Your Revision Request is now under review. Once the Revision Request has been approved, your Document Status will change from Revision Submitted to Award Accepted.

