Instructions on how to request an amendment in the GBIF Grants Portal

In the Grantee Portal (https://gbif.fluxx.io/)

- 1. Navigate to the section containing Active Grants
- 2. Select the grant record
- 3. Click "Request Amendment"
- 4. In the modal that opens, select an Amendment Theme

100	2	O. Sannth			3	Request Amendment
Howell-Turner	0	Howell-Turner ID: 6-201908-00557 Program Officer: Bob Travis Project Title: Aliquid aut repellat nobis. Amount Awarded: \$24,000.00	Howell-Turner Aliquid aut repellat nobis. ID: G-201908-00557	Request Amendment	X monded: \$24,000.00	
INFORMATION			Program Lead: Bo	Amendment		
Grantee Portal			Grant Status	Extend Date		
Apply for Funding				New Amount		Granted
ORGANIZATIONS (1)			Geographic Focus		_	
Organizations (1)			No Geographic Focus records	have been added.		
PEOPLE (1)			Status	Active Grad	0	
People (1)			Junus			
REQUESTS (1)			▼ Table of Contents			
Pending Requests			Organization Information			
Requests to Edit			Grant Budget			
Submitted Requests (1)			Grant Terms Information			
GRANTS (1)			Documents Risk - Internal Only			
Active (1)			Agreement - Internal Only Relationships			
Closed						
REPORTS (4)			▼ Organization Inform	nation		
Reports Due (2)			Organization:	Howell-Turne	r	
Reports to Edit						
			Primary Contact:	Maryann Bah	ringer	
S FLUXX		44 1-1 af 1 (1)				

- 5. Once selected, the theme will open in a new modal
- 6. Fill out the necessary information and click "Save".

R	C. Sawah			Request Amendment
	Howell-Turner ID: G-201908-00557 Program Officer: Bah Travis	Howell-Tamer		
Howell-Turner	Project Title: Aliquid aut repellat nobis. Amount Awarded: \$24,000.00	Request Amendment		×
INFORMATION	· •	Howell-Turner		
Grantee Portal		Aliquid aut repellat nobis.		
Apply for Funding		Grant ID: G-201908-00557 Status: New<	Amendment ID: 39320656 Created: 2020-11-11 11:15:16 -0800	
ORGANIZATIONS (1)	-			
Organizations (1)		Amended Info		
		New Start Date		
PEOPLE (1)	-	4/5/2016		2
9 People (1)		New End Date		
REQUESTS (1)	-	5/5/2016		2
Pending Requests		New Amount Recommended		
Requests to Edit		\$24,000.00		
Submitted Requests (1)				
GRANTS (1)		Information		
 Active (1) 		Old Amount Recommended		
Closed		\$24,000.00	•	
REPORTS (4)	_		6	Save
Benote Due 12				
Reports to Edit		organization:	Human Tarna	
		Primary Contact:	Maryann Bahringer	
The second second				

7. Navigate to the Amendments section 'Requests' to view your saved amendment. Refresh your

page if you do not see this.

AMENDMENTS (10)	
Requests (8)	Te
Request to edit (1)	An
Approved	Cr
Declined (1)	56

8. Select the relevant amendment and click "Submit Amendment" in the lower right-hand corner.



9. In the modal that opens, click "OK" to confirm to proceed with submitting your amendment.

art Date:	1/4/2021					
nd Date:	Submit Amendment	Х				
nount g	g You are about to Submit Amendment this Amendments form. Please confirm that you would like to proceed.					
	Cancel	ОК				
ructiona						