

APPLICATION UPDATE

Step 1: Enter the NEA application number from the tentative funding recommendation email and your organization's legal name.

Application #: -	Organization:
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Step 2: Can you still undertake the project? If not, please advise us immediately. If yes, proceed to the next steps.

Step 3: Verify that your organization's SAM.gov registration is active at www.sam.gov.

Step 4: After considering the funding recommendation, select option A, B, or C below.

- A. **We were recommended for the amount we requested - there is no change.**
The project and budget will remain the same. [**Note:** If you **DO** need to make changes, do not check this box! See B. to change dates or check C. for more extensive updates.]
- B. **Increase our match** to cover the difference between the amount requested and the tentative funding recommendation. The project and budget will remain essentially the same as in our application. [**Note:** If you elect this option, NEA will adjust the original project budget to reflect an increased match and you do **not** have to submit a Revised Project Budget form.]

If you have a new period of performance, please enter the dates below:

Start date (mm/dd/yyyy):	End date (mm/dd/yyyy):
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- C. **We need to make changes and/or revise the budget.** My organization can do the project, but will need to make changes (e.g. scope of activities, participants, dates, products, and/or the budget). [**Note:** If you elect this option you **must** submit a Revised Project Budget form, available at <http://arts.gov/grants/manage-your-award/fy15-and-later>.]

Step 5: a. Enter the name of the Authorizing Official approving this update. A signature is not required.

First Name:	Last:	Date (mm/dd/yyyy):
Title:		
Email:		

For colleges and universities, this must be an AO in the Research, Grants, Sponsored Projects, or similar office.

- b. If the project director has changed, include this information in the body of your email when returning this form.

Step 6: Respond via email within 21 calendar days of being notified of the tentative funding recommendation.

- Save each required form as a PDF using the following naming convention: *<form name> + <application number>* (e.g. *Application Update XX-XXXXXX.pdf*; *Revised Budget XX-XXXXXX.pdf*). **Do not create a scanned image of any form.** Scanned forms will not be accepted.
- Email the completed PDF form(s) to the address indicated in the tentative funding recommendation email. Please include "Application Update" and the name of your organization in the subject line.

**Questions? Call the NEA specialist assigned to your application.
You'll find his or her contact information in the tentative funding recommendation email.**