Grantee Instructions – Extension Request

1. Logging into the WebGrants at https://mtagr.webgrantscloud.com/index.do
   Note: Use the WebGrants Menu, not the Browser Menu to navigate system.
   WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
   *Not compatible with Safari on mobile devices.
   Read the Instructions on the screen for navigating in the system.

2. From the Side Menu, click on Grants.
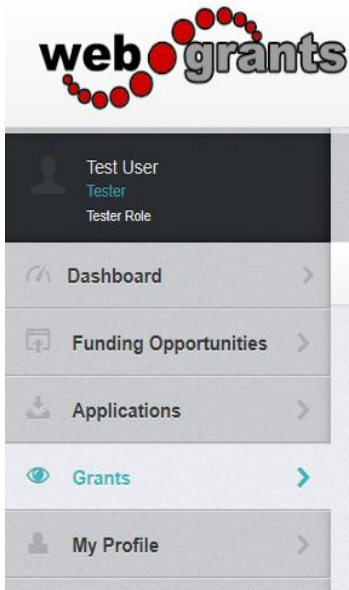
3. Select the Grant you would like to access in the Active Grant listing. Click anywhere on the grant to open.
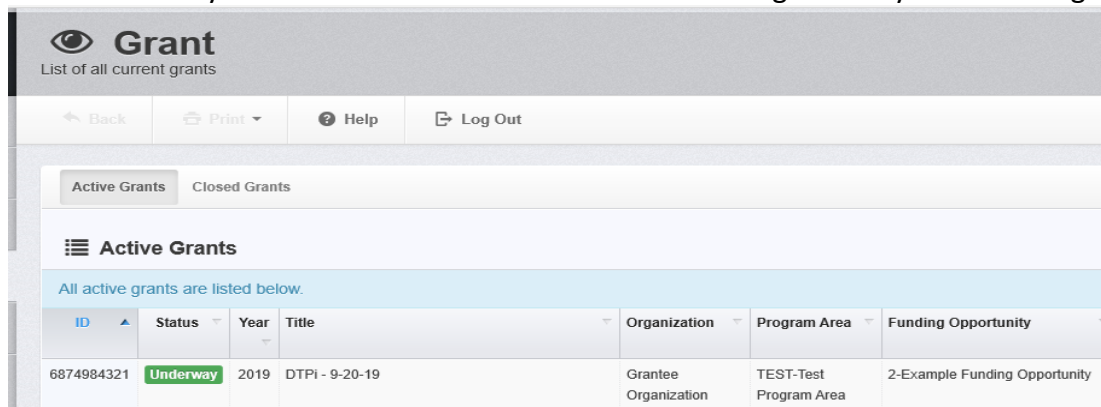
4. Once you have selected the Grant, you will be directed to the Grant Components.

Grantee Instructions – Extension Request

5. Select Contract Amendments from the list of Grant Components.
6. Click on Add Amendment.

7. Choose the Amendment Type and select Contract Extension. Enter Title as Extension Request. When complete, click Save Form.

8. Click on the Contract Extension Request form listed under Component list. Edit mode is triggered if it is the initial **amendment.**

9. Complete the form noting specific reasons for the extension request, and any changes to the Planned Educational Events. Click Save Form when complete.

10. Next, to update the Planned Project Activities timeline - click Add Entry.

11. Complete the form to update activity dates. Click Save Row to save the entry. For additional changes see step 10 and repeat.

12. If contract amendment is ready, completed forms are signified by green check marks in the Complete? column, click on Submit Amendment.

Grantee Instructions – Extension Request

13. A popup appears, read and click OK. Confirmation will be shown letting you know that your extension request has been submitted.

Department staff will review your request.

If the request is approved, you will be sent 2 copies of the Contract Supplemental Agreement. Obtain the required signatures and return one original agreement to MDA.

When the agreement has been received by MDA, staff will make changes to your grant. You can login to WebGrants at https://mtagr.webgrantscloud.com/index.do to view the updates your grant components.