APPLICATION UPDATE

Step 1: Enter the NEA application number from the *Request for Application Update* and your organization's legal name.

Application #:	☐	-	☐	Organization:	

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 CCR registration is active at www.bpn.gov/CCRSearch/Search.aspx

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

A. ◯ **Increase our match:** My organization will increase its 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. All costs will be incurred within the period of support specified in the application or as noted below. [**Note:** *If you elect this option, NEA staff will adjust the Project Budget to reflect an increased match and you do **not** have to submit a Revised Project Budget form or a revised Project Information form.*]

If you have a new period of support, please enter the dates below.

Start date (mm/dd/yyyy):		End date (mm/dd/yyyy):	

B. ◯ **We need to make changes and/or revise the budget:** Given the recommended funding amount, my organization can do the project but will need to make changes (e.g., scope of activities, participants, products, and/or the budget). [**Note:** *If you elect this option, you **must** submit **both** a **Revised Project Budget** form and a revised **Project Information** form along with this form. The forms are available at www.arts.gov/manageaward/index.html*]

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 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, Project Info xx-xxxxxx.pdf*).
Do not create a scanned image of any form. No scanned forms will be accepted.

• Email the completed PDF form(s) to the address indicated in the *Request for Application Update*.
Please include "Application Update" in the subject line.

Questions? Call the NEA specialist assigned to your application.
You'll find his/her contact info on the *Request for Application Update*.