

Revise to Resubmit

This job aid will assist you in the major steps to begin a resubmission application. GMAS makes a copy of the previously submitted proposal; you only need to make spot edits to data that has changed.

Steps

1. Navigate to the request you wish to resubmit.
2. On the request homepage, click **Revise to resubmit** (Make sure you are in the request home page and not the segment home page.)
3. On the next screen, you will be asked to make a choice regarding the copying of prior submission documents. Regardless of the option you choose, you will be able to add or delete documents later.

Request document repository options:

Do not copy any documents

Copy all documents

Select specific documents to be copied

4. GMAS will then make a new version of the prior submission and bring you to the new version's request homepage. Each version will be labeled "version 1", "version 2", etc. for easy identification.

For S2S submissions:

Re-validate your opportunity to confirm the formset hasn't changed since the first submission.

- In the Submission requirements component, click **Edit**
- ON the Submission requirements screen, click **Validate**
- On the grants.gov opportunity validation screen, if the opportunity is correct, click **OK**
- If the opportunity number has changed, enter the new opportunity number and click **Search again**
- Confirm

* Will this request be submitted to Grants.gov electronically via GMAS? Yes No
- Click to return to the Submission requirements screen.

Please note: if your opportunity has expired or is not a valid opportunity, GMAS will automatically flip the *** Will this request be submitted to Grants.gov electronically via GMAS?** answer to 'No.' You will need to find a valid opportunity on Grants.gov before proceeding with using GMAS to submit.