

REQUEST

Recipient emails [request template](#) to PHEP project officer (PO), indicating funding source needed to support proposed activities, including a redirection if needed. Recipient outlines how monkeypox activities expand on existing COVID-19 response activities.



FORWARD

PO reviews and forwards request with recommendation for approval to Office of Financial Resources (OFR).



REVIEW

OFR reviews and sends determination to Office of Grants Services (OGS).



INFORM

OGS informs recipient, adds approval documentation via grant note correspondence.



AMEND

If substantive changes to the budget (more than 25% of the award) are required, OGS submits amendment in GrantSolutions along with copies of supporting documents and issues a revised notice of award.

