HRDF Grant Helper

Grant Modification

Purpose: To modify/amend costs/information on approved grant application

eTRiS

Employer is allowed to apply for grant modification anytime before claim submission.

Request for modification is subject to Grant Officer's approval and consideration. *(Employer to provide reason to modify grant).*

(1) Login to Employer's *eTRiS* account
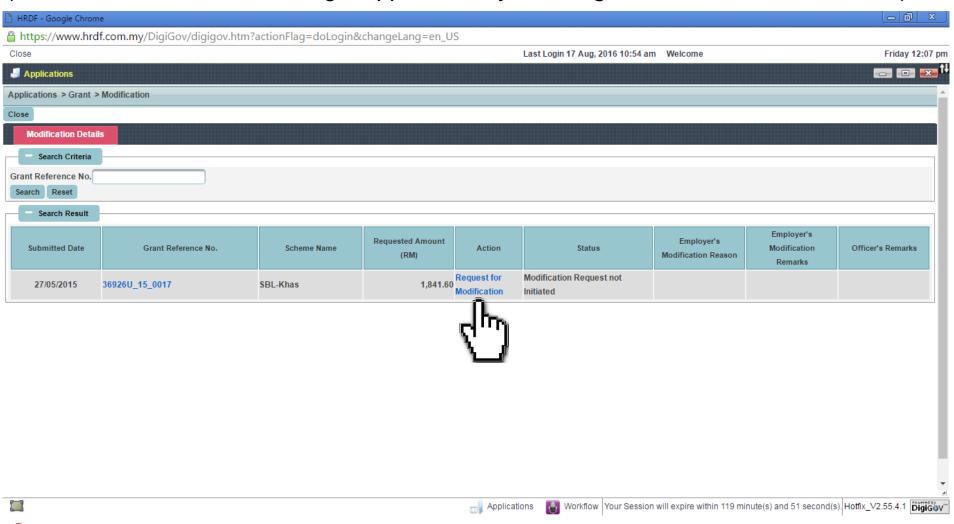
(2) Click **Application**

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(3) Click **Grant**

(4) Select **Modification**

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(5) Click **Request for Modification**
(Please ensure to select the right application by referring to the Grant Reference No.)

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(6) Provide **Reason and Remarks** to modify the grant and then click **Submit**

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Once successfully submitted **Request for Modification,**

Grant Officer will evaluate the request within **two (2) working days** of request submission date.

Once modification request is approved by Grant Officer, employer will be able to proceed to modify the grant accordingly and resubmit the grant application.
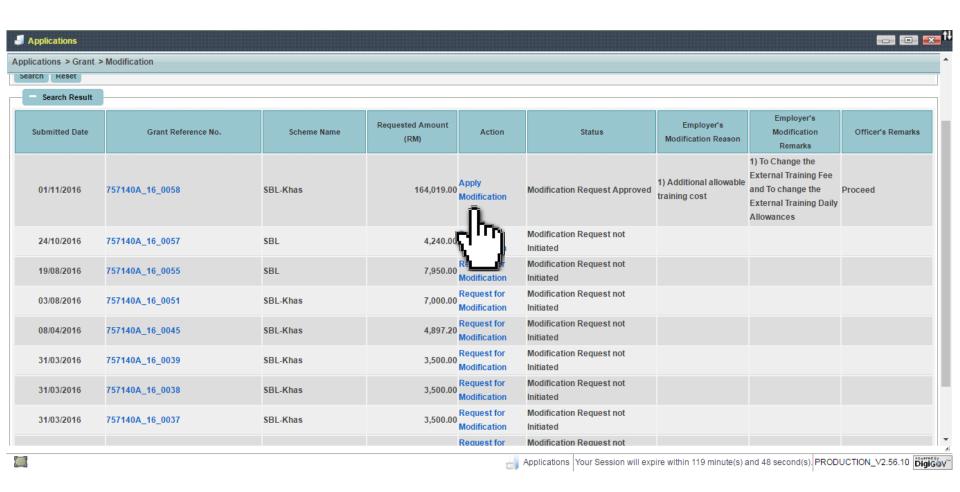
If Request for Modification is approved, **(7)** Click **Grant**
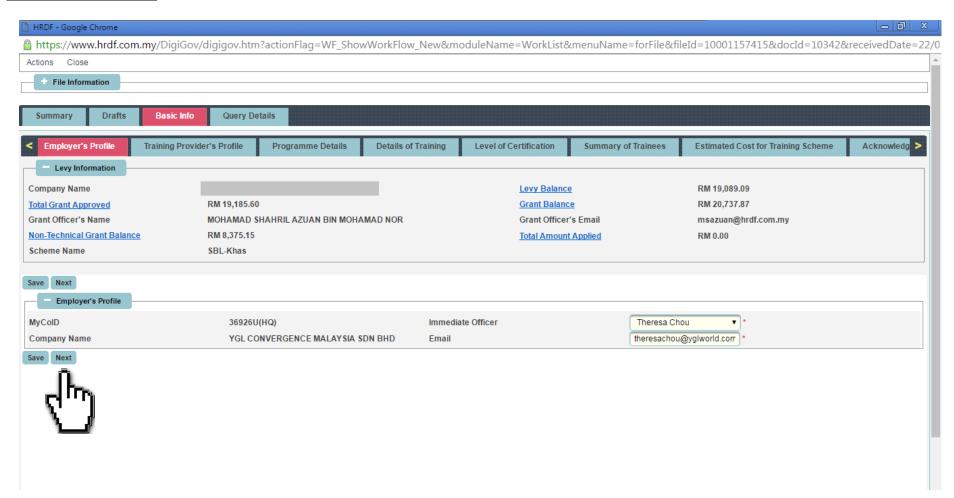
(8) Select **Modification**

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(10) Now click **Apply for Modification**

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
01/11/2016	757140A_16_0058	SBL-Khas	164,019.00	Apply Modification	Modification Request Approved	1) Additional allowable training cost	1) To Change the External Training Fee and To change the External Training Daily Allowances	Proceed
24/10/2016	757140A_16_0057	SBL	4,240.00		Modification Request not Initiated			
19/08/2016	757140A_16_0055	SBL	7,950.00	Request for Modification	Modification Request not Initiated			
03/08/2016	757140A_16_0051	SBL-Khas	7,000.00	Request for Modification	Modification Request not Initiated			
08/04/2016	757140A_16_0045	SBL-Khas	4,897.20	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0039	SBL-Khas	3,500.00	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0038	SBL-Khas	3,500.00	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0037	SBL-Khas	3,500.00	Request for Modification	Modification Request not Initiated			
				Request for	Modification Request not			

Applications Your Session will expire within 119 minute(s) and 48 second(s). PRODUCTION_V2.56.10

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(11) Open Grant Application and modify accordingly based on the **Modification Reason and Remarks**

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(12) After modified the grant application, please ensure to click **<u>Save</u>** and then **<u>Resubmit</u>**

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Once successfully resubmitted grant application,

Grant Officer will review and re-evaluate your grant application within **two (2) working days**.

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