Reporting in AmpliFund

# Log into AmpliFund and Select “Grants” in Grant Management Navigation Bar



# Under selected grant, select “Post-Award”, then “Performance”, then “Performance Plan”.



# Under each Goal you will see a Trophy Icon . Select this icon to enter your quarterly progress related to each goal.



# Create a new “Achievement” by selecting the add button.



# Enter the “Achievement Date” (this date will be between the dates of the quarter being reported on – e.g. Quarter 1 dates are July 1 – September 30).



# Enter Answer to Goal Question in the text box. If goal is complete select the “Complete” box, upload files if necessary and select “Create”.



Text Here