Reporting in AmpliFund

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

Calendar

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, text

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

# 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).

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

Text Here