



AmpliFund 



IDOT – Grantee Training

AmpliFund Performance Functionality

Introductions

- IDOT Introduction
- AmpliFund Introduction

Agenda

- Training Overview
- PowerPoint Review
- Customer Support
- In-Product Demo
 - IDOT Resources
 - GATA Grantee Portal
 - Navigation and Grant Details
 - Review Performance Plan
 - Enter Achievements
 - Close Performance Reporting Period
 - Mark Tasks as Complete
 - Activity Center
 - Standard Performance Reports
- Question & Answer

IDOT Resources

IDOT Bureau of Safety Resources

- [Safety Grants Resources](#)
 - [2025 AmpliFund Non-Enforcement Application Guide](#)
 - [Starter's Guide for Operating a Grant in AmpliFund](#)
 - [Introduction To Amplifund Post-Award](#)

GATA Grantee Portal

GATA Pre-Requisites/Support

All grantees must be registered in the GATA Grantee Portal to access the Applicant Portal and AmpliFund

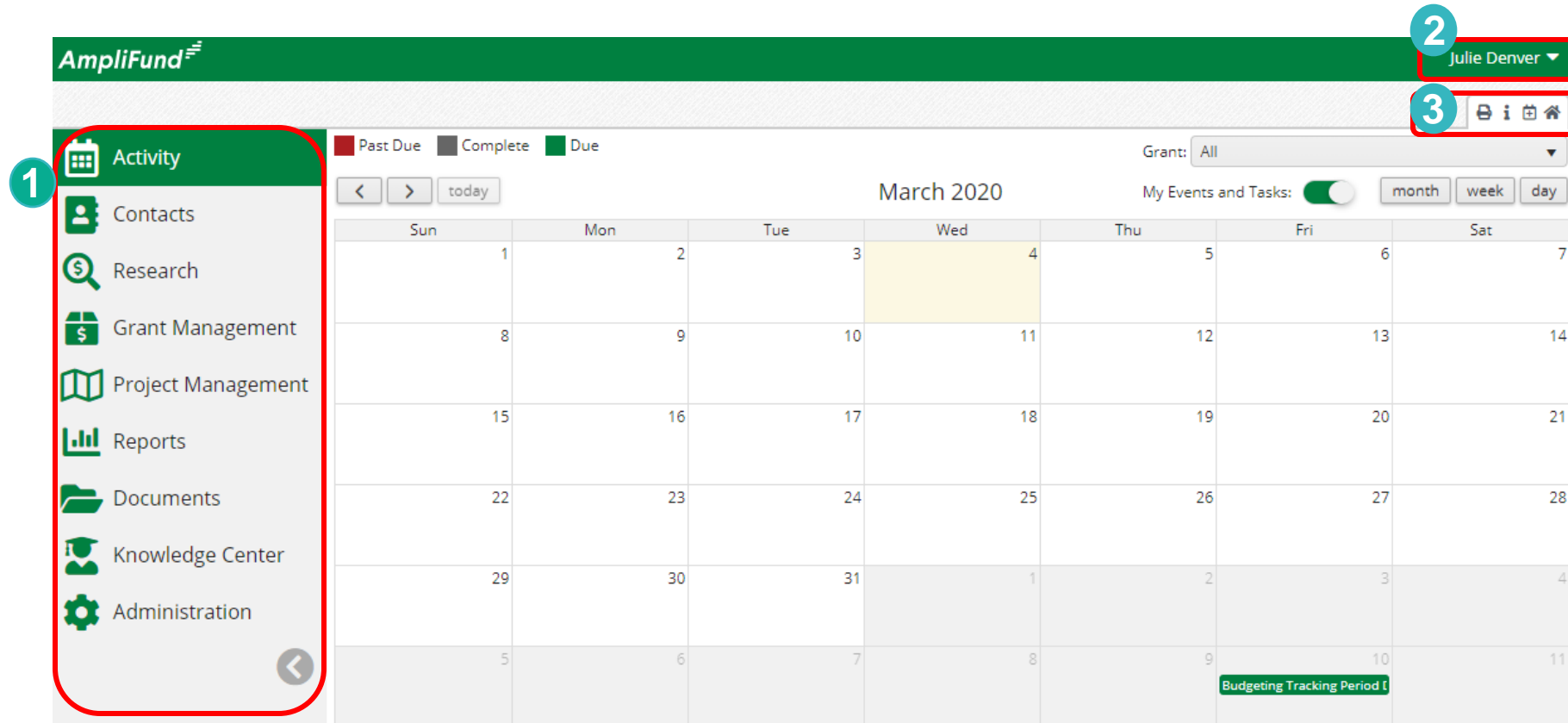
- Instructions on how to create an account, register an organization, and manage user access to AmpliFund here – <https://il-amplifund.zendesk.com/hc/en-us/articles/27588129343507-How-to-Add-New-Users-as-a-Grantee-and-Single-Sign-On-SSO-Process>
- Contact OMB GATA with questions about the GATA Grantee Portal – omb.gata@illinois.gov
- Contact AmpliFund Customer Support with questions about AmpliFund – support@il-amplifund.zendesk.com

Add the following information when contacting OBM GATA or AmpliFund for support:

- Your name
- Name of Organization
- Opportunity you are applying to
- Description of issue
- Related screenshots

Navigation and Grant Details

Basic Navigation



- 1. Left Navigation** – shows on every page
- 2. User Navigation** – dropdown includes options for account information, change password, message center, support, terms and conditions, applicant portal, and logout
- 3. Options Toolbar** – displays icons to perform functions available on the current page, icons vary based on page

Access Grant Details Page



- Click on Grant Mangement > Grants
- Select the appropriate Grant
- Land on the Grant Details Page

AmpliFund

Activity

Contacts

Research

Grant Management

Grants

Favorites

Views

Documents

Past Due

Complete

Due

<

>

today

Sun	Mon	Tue
1	2	
8	9	

AmpliFund

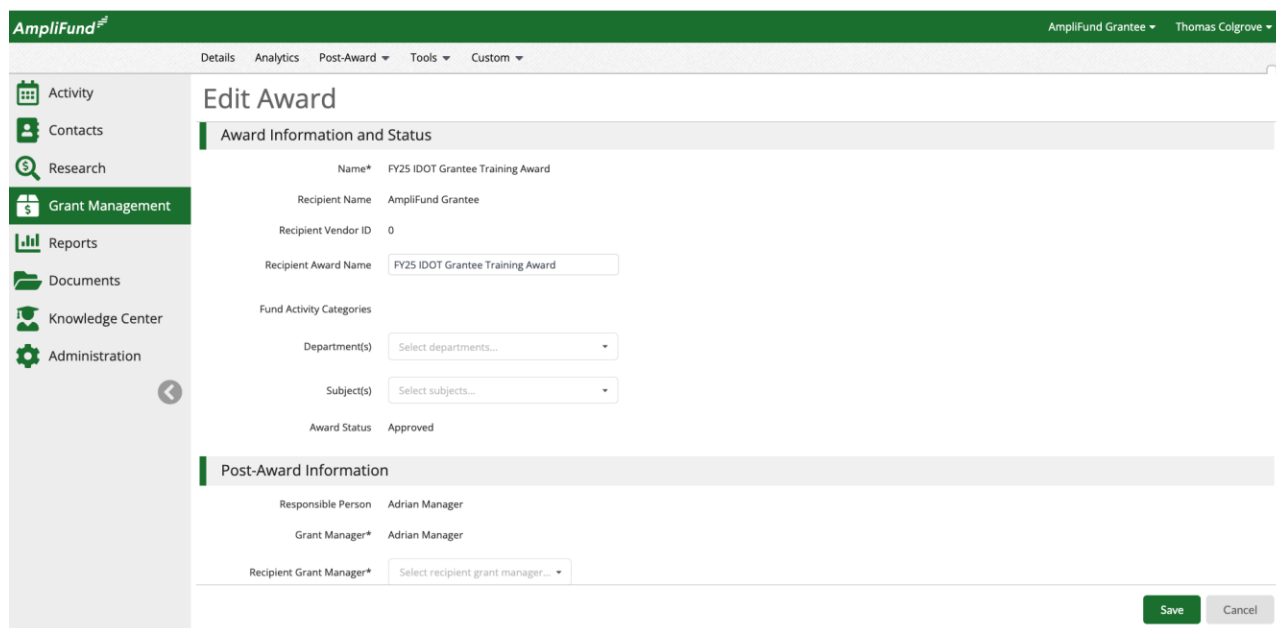
Analytics

Drag a column header and drop it here to group by that column

Name	Grantor	Award Status
SQA Award 06/18/2021	AmpliFund Agency: SQA	Approved
1099 SPLPP Program Application - Award	StreamLink Software	Approved
Hotel	AmpliFund Agency: SQA	Approved
Award 1	AmpliFund Agency: SQA	Approved

Update Grant Details

- Click on the pencil icon on the top right of the screen to edit
- Grantees can update the following Grant Details
 - Recipient Award Name – Optional
 - Recipient Grant Manager – Required
 - Recipient Description – Optional
- Click Save on the bottom right of the screen



The screenshot shows the 'Edit Award' form in the AmpliFund system. The interface includes a green header bar with the AmpliFund logo and user information (AmpliFund Grantee, Thomas Colgrove). A sidebar on the left contains navigation links: Activity, Contacts, Research, Grant Management (highlighted), Reports, Documents, Knowledge Center, and Administration. The main content area is titled 'Edit Award' and contains two sections: 'Award Information and Status' and 'Post-Award Information'. The 'Award Information and Status' section includes fields for Name* (FY25 IDOT Grantee Training Award), Recipient Name (AmpliFund Grantee), Recipient Vendor ID (0), Recipient Award Name (FY25 IDOT Grantee Training Award), Fund Activity Categories (Department(s) and Subject(s) dropdowns), and Award Status (Approved). The 'Post-Award Information' section includes fields for Responsible Person (Adrian Manager), Grant Manager* (Adrian Manager), and Recipient Grant Manager* (Select recipient grant manager...). At the bottom right, there are 'Save' and 'Cancel' buttons.

AmpliFund[®]

AmpliFund Grantee Thomas Colgrove

Details Analytics Post-Award Tools Custom

Activity
Contacts
Research
Grant Management
Reports
Documents
Knowledge Center
Administration

Edit Award

Award Information and Status

Name* FY25 IDOT Grantee Training Award

Recipient Name AmpliFund Grantee

Recipient Vendor ID 0

Recipient Award Name FY25 IDOT Grantee Training Award

Fund Activity Categories

Department(s) Select departments...

Subject(s) Select subjects...

Award Status Approved

Post-Award Information

Responsible Person Adrian Manager

Grant Manager* Adrian Manager

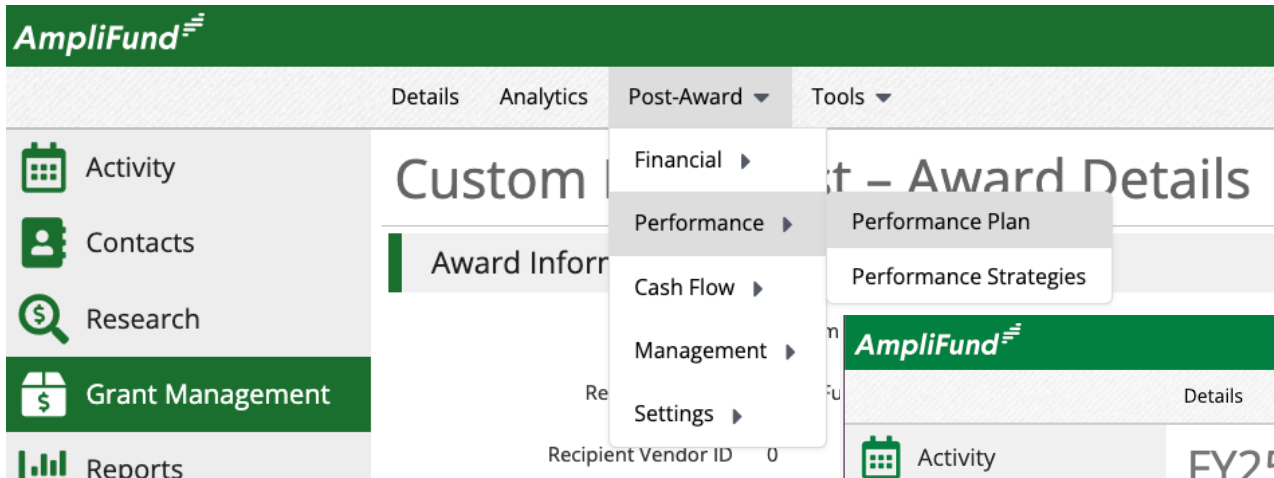
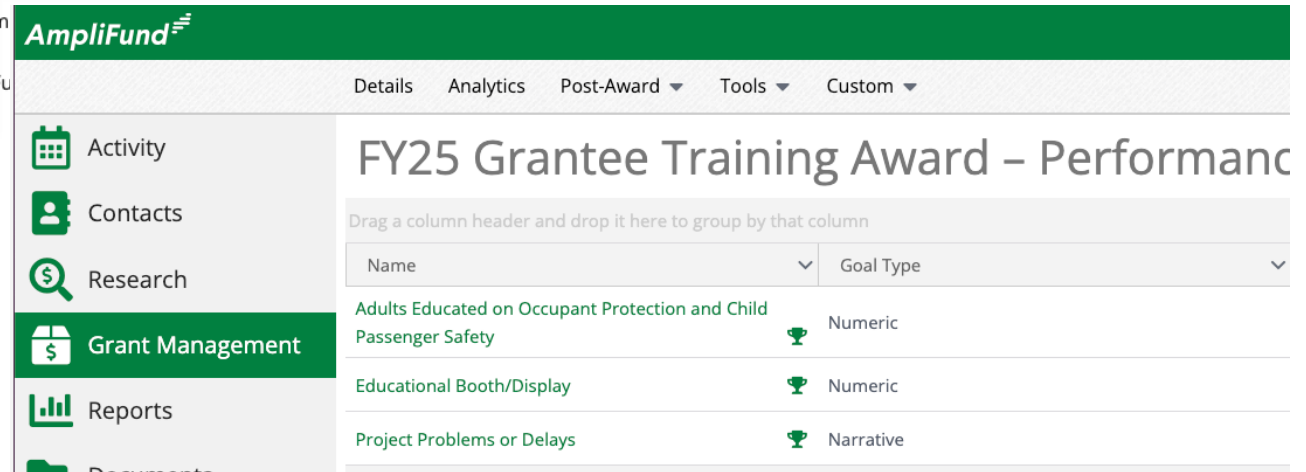
Recipient Grant Manager* Select recipient grant manager...

Save Cancel

Review Performance Plan

Review Performance Plan

- From the Grant Details page, click on Post-Award > Performance > Performance Plan
- Click on a Performance Goal name to review the details

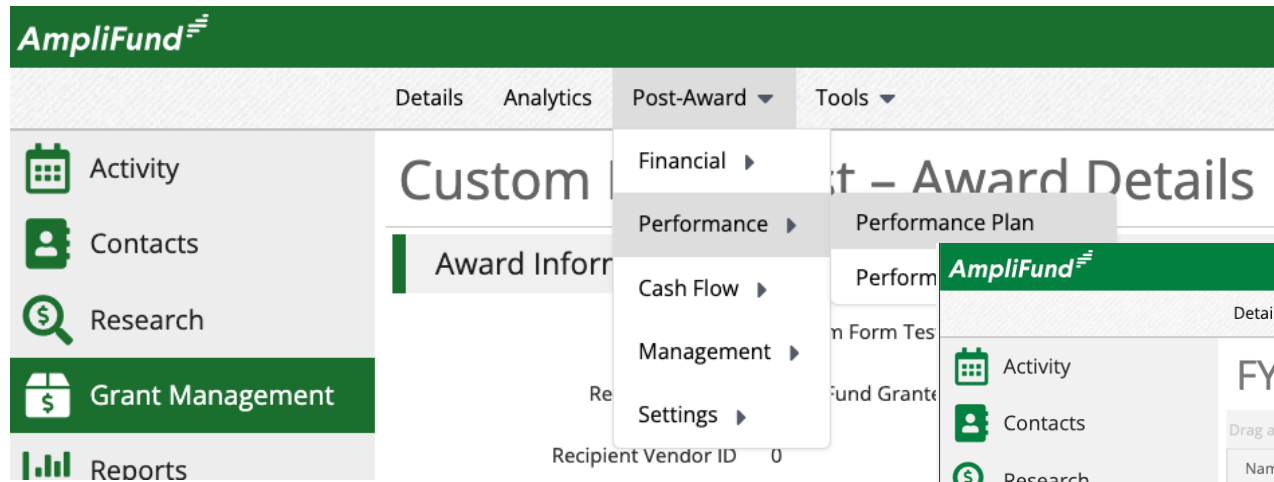
The screenshot shows the 'FY25 Grantee Training Award - Performance' page. The top navigation bar includes 'Details', 'Analytics', 'Post-Award', 'Tools', and 'Custom'. The left sidebar contains icons for 'Activity', 'Contacts', 'Research', 'Grant Management' (highlighted), and 'Reports'. The main content area displays a table with performance goals.

FY25 Grantee Training Award – Performance	
Drag a column header and drop it here to group by that column	
Name	Goal Type
Adults Educated on Occupant Protection and Child Passenger Safety	Numeric
Educational Booth/Display	Numeric
Project Problems or Delays	Narrative

Enter Achievements

Enter Achievements – Grant Details

- From the Grant Details page, click on Post-Award > Performance > Performance Plan
- Click on the trophy icon next to the appropriate Performance Goal
- Click on the + icon on the top right of the screen
- Enter the details and click Create
- Ensure the Achievement Date is within the reporting period

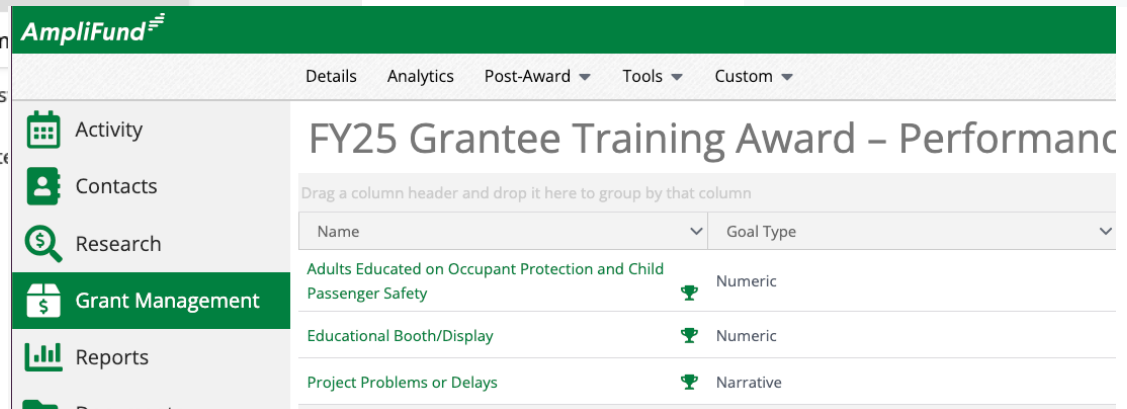


Create Achievement

Grant	Custom Form Test
Strategy	Strat 1
Goal Type	Numeric
Goal	goal 1
Description	
Responsible Individual	Thomas Colgrove
Achievement Date	<input type="text" value="9/17/2024"/>
Number to be Achieved	5
Number Achieved	<input type="text" value="0"/>
Notes	<div></div>

Create

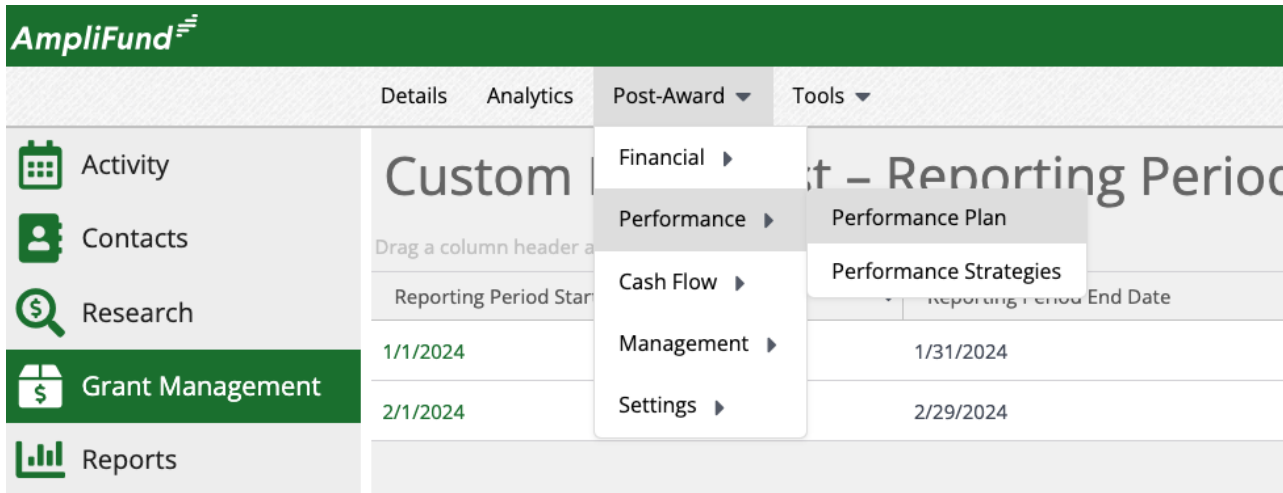
Cancel



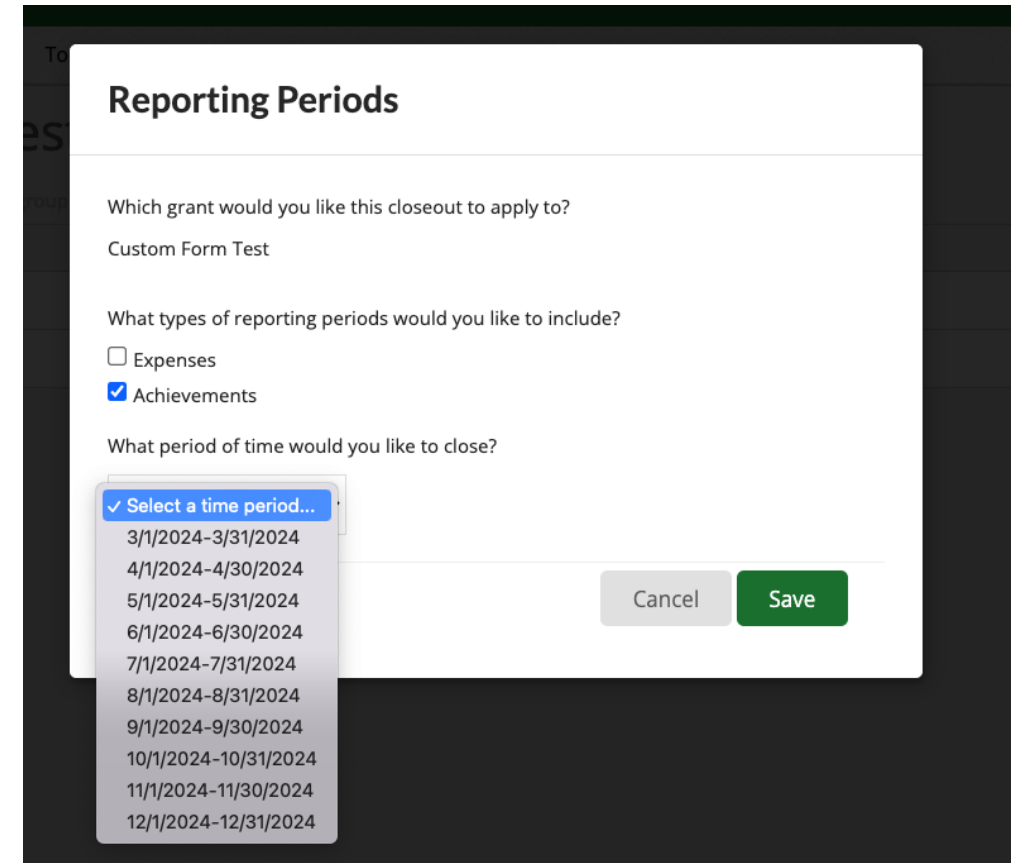
Close Performance Reporting Period

Close Performance Reporting Period – Grant Details

- From the Grant Details page, click on Post-Award > Management > Reporting Periods
- Click on the + icon on the top right of the screen
- Select the Achievement option
- Select the appropriate reporting period
- Click Save



Reporting Period Start	Reporting Period End Date
1/1/2024	1/31/2024
2/1/2024	2/29/2024



Reporting Periods

Which grant would you like this closeout to apply to?
Custom Form Test

What types of reporting periods would you like to include?
☐ Expenses
☒ Achievements

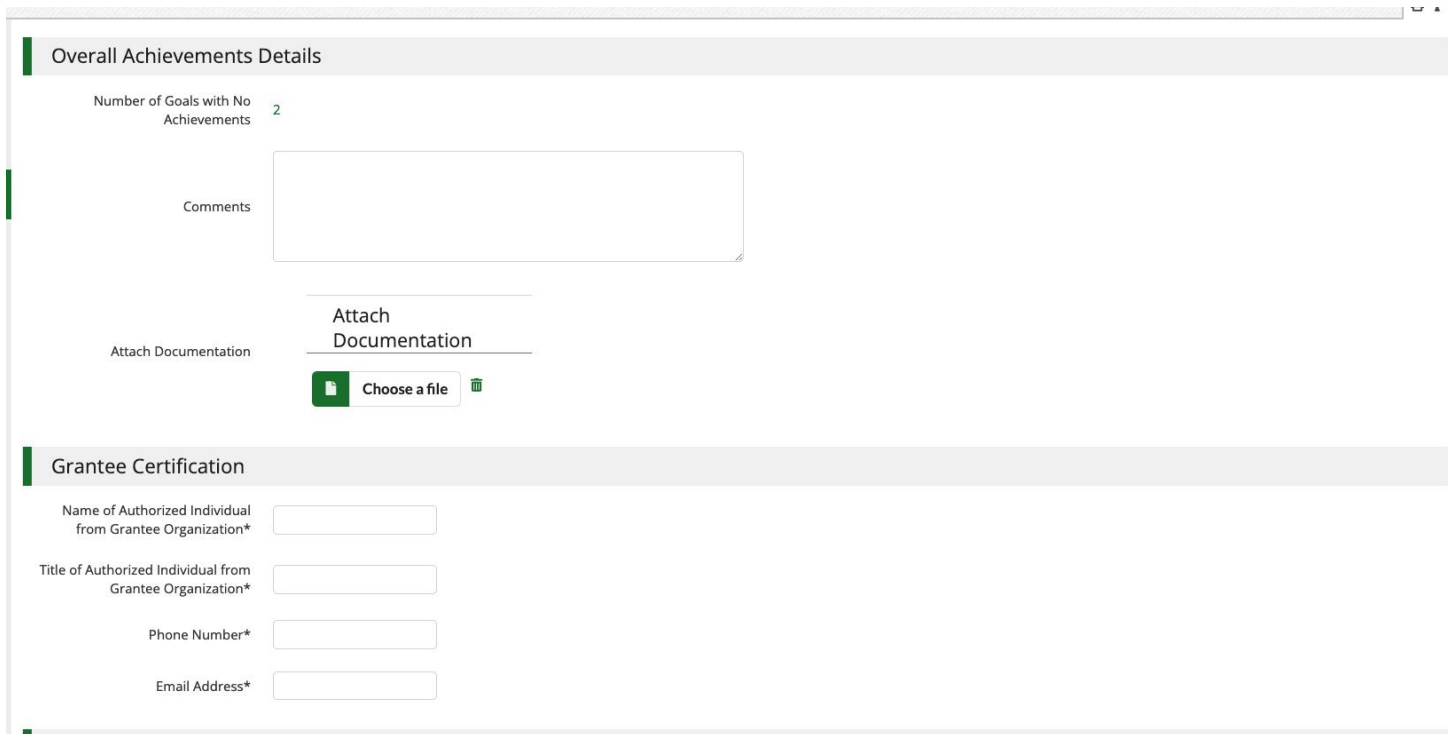
What period of time would you like to close?

☒ Select a time period...
 3/1/2024-3/31/2024
 4/1/2024-4/30/2024
 5/1/2024-5/31/2024
 6/1/2024-6/30/2024
 7/1/2024-7/31/2024
 8/1/2024-8/31/2024
 9/1/2024-9/30/2024
 10/1/2024-10/31/2024
 11/1/2024-11/30/2024
 12/1/2024-12/31/2024

Cancel Save

Close Performance Reporting Period – Grant Details Continued

- Land on the Achievement Reporting Period Page
- Complete the required information
- Click Close on the bottom right of the screen



The screenshot displays a web interface for the 'Overall Achievements Details' section. It includes a header bar, a form area with a 'Number of Goals with No Achievements' field (value 2), a 'Comments' text area, and an 'Attach Documentation' section with a 'Choose a file' button. Below this is a 'Grantee Certification' section with four required fields: 'Name of Authorized Individual from Grantee Organization*', 'Title of Authorized Individual from Grantee Organization*', 'Phone Number*', and 'Email Address*'. The interface is clean with a light gray background and green accents.

Overall Achievements Details

Number of Goals with No Achievements 2

Comments

Attach Documentation

Choose a file

Grantee Certification

Name of Authorized Individual from Grantee Organization*

Title of Authorized Individual from Grantee Organization*

Phone Number*

Email Address*

Mark Tasks as Complete

Access Tools

- From the Grant Details page, click on Tools

The screenshot displays the AmpliFund web application interface. At the top, a green header bar contains the AmpliFund logo. Below this, a navigation bar includes tabs for 'Details', 'Analytics', 'Post-Award', and 'Tools'. The 'Tools' tab is currently selected, and its dropdown menu is open, showing options: 'Email Manager', 'Tasks', 'Documents', and 'Notes'. On the left side, a sidebar menu lists 'Activity', 'Contacts', 'Research', and 'Grant Management' (which is highlighted in green). The main content area is titled 'Custom Form Te' and 'ard Details'. Below the title, there is a section for 'Award Information and St' with a table containing the following data:

Name	Cu
Recipient Name	AmpliFund Grantee
Recipient Vendor ID	0

Mark Tasks as Complete

- Click on Tools > Tasks
- Click the checkmark next the Task to complete
- Confirm the pop-up window

AmpliFund

Details Analytics Pre-Award Post-Award Tools

Activity
Contacts
Research
Grant Management
Reports
Documents
Knowledge Center
Administration

ICCB Test Application – Tasks

Actions
✎ 🗑️ ✓

<input type="checkbox"/> Select All	Name	Responsible Individual	Due Date
<input type="checkbox"/>	Performance Tracking Period Due - ICCB Test Application	Joe Beyer	
<input type="checkbox"/>	Performance Tracking Period Due - ICCB Test Application	Joe Beyer	
<input type="checkbox"/>	Performance Tracking Period Due - ICCB Test Application	Joe Beyer	
<input type="checkbox"/>	Performance Tracking Period Due - ICCB Test Application	Joe Beyer	

Mark as Complete

Are you sure you want to mark the task as complete?

Mark as Complete

Cancel

Activity Center

Enter Achievements – Activity Center

- Click on Activity > Achievements
- Remember that the Activity Center shows data from the entire Grant portfolio
- Click on the + icon next to the Performance Goal
- Enter the details and click Create
- Ensure the Achievement date is within the reporting period

Create Achievement

Grant Custom Form Test

Strategy Strat 1

Goal Type Numeric

Goal goal 1

Description

Responsible Individual Thomas Colgrove

Achievement Date

Number to be Achieved 5

Number Achieved

Notes

Create Cancel

AmpliFund

Activity

Calendar

Events

Message Center

Tasks

Achievements

Expenses

Reporting Periods

Views

Documents

Drag a column header and drop it here to group by that column

Activity Name		Grant Name	Goal Type	Responsible Individual	Star
goal 1	+	SQA Award 05/24/2022 - Copy budget	Narrative	Travis_public Miller	5/1/2
Test	+	test award	Numeric	Kevin_OrgAdmin Kestner	1/1/2
goal 1	+	Custom Form Test	Numeric	Travis_public Miller	1/1/2
Goal 2	+	Custom Form Test	Narrative	Travis_public Miller	1/1/2

Standard Performance Reports

Access Standard Performance Reports



- Click on Reports > Post-Award > Select Grant Performance Plan Detail or Grant Performance Plan Summary

AmpliFund

Activity

Contacts

Research

Grant Management

Reports

Reporting Home

Federal

Post-Award

Grant Budget Variance

Grant Expense Detail

Grant Performance Plan D

Grant Performance Plan Su

Payment Request Detail Re

Post-Award Status

Pre-Award

Custom Reports

Past Due

Complete

Due

<

>

today

September 2024

Sun	Mon	Tue	Wed
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25

Filter and Export Standard Performance Reports

- Configure the filters on the right side of the screen
- Click the dropdown next to the Export tab to view export options

Activity

Contacts

Research

Grant Management

Reports

Federal

Post-Award

Grant Budget Variance

Grant Expense Detail

Grant Performance Plan Detail

Grant Performance Plan Summary

Payment Request Detail Report

Post-Award Status

Pre-Award

Custom Reports

Grant Performance Plan ...

Export PDF

Export Excel

Export PDF

Export RTF

Export CSV

Grant Name

Reconnect Broadband Award

Grant Amount

\$100,000.00

Numeric

Goal	Responsible Individual	Achievement Date	Has Attachment	Completed	Number to be Achieved	Number Achieved	Variance
Number of Things to be achieved	Joe Beyer	07/30/2021	No	No	250	30	-88.00%
Achievement Notes: Here is where Grantee Org would enter notes about their achievements.							
Woman/Minority Owned Companies	Joe Beyer	08/27/2021	No	No	5	1	-80.00%
Achievement Notes: We have contracted with 1 MBE as of 8/27/2021.							
Achievement Subtotal					30.00		-88.0%
Achievement Subtotal					1.00		-80.0%

Grant Performance Plan Detail

Grant Name

FY22 ESLTP Grant - AmpliFund QA

Grant Amount

\$60,000.00

Narrative

Goal	Responsible Individual	Achievement Date	Has Attachment	Completed	Question	Answer
Address each of the following points: progress on the implementation						

1 / 53 Find...

Filters

Grant Name

All

Goal Type

All

Achievement Date

07/30/2021 12:00 AM - 12/26/2024 12:00 AM

Responsible Individual

All

Columns

Goal Name and Type

Responsible Individual

Achievement Date

Has Attachment

Goal Completion

Goal to Achieve

Achievement

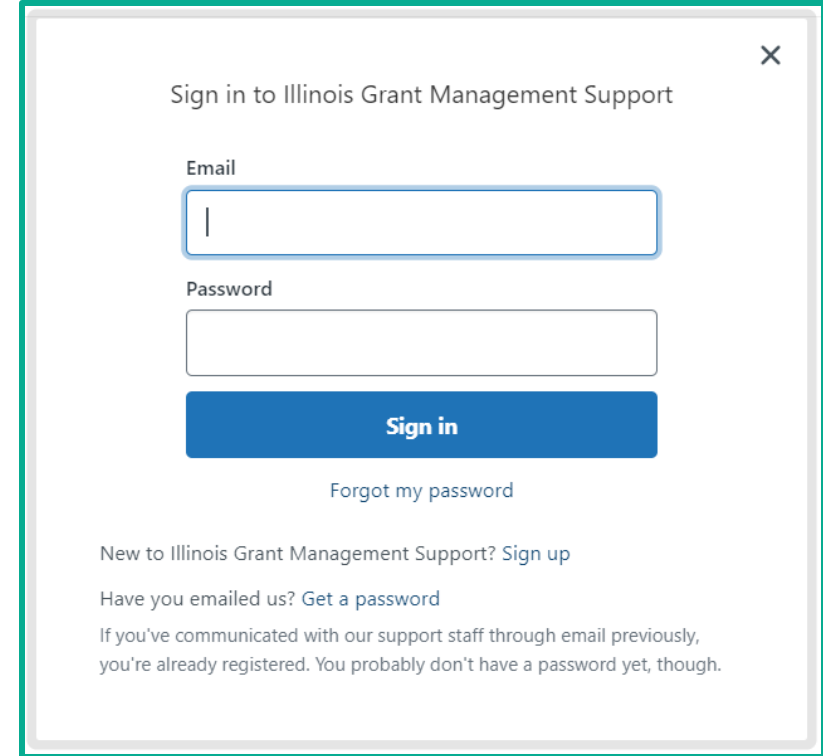
Achievement Variance

AmpliFund Corporate Presentation

Customer Support

Create AmpliFund Support Account

1. Go to <https://il-amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. An email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to Illinois Grant Management Support

Email

Password

Sign in

[Forgot my password](#)

New to Illinois Grant Management Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

AmpliFund Illinois Support Portal

Submit a support ticket:

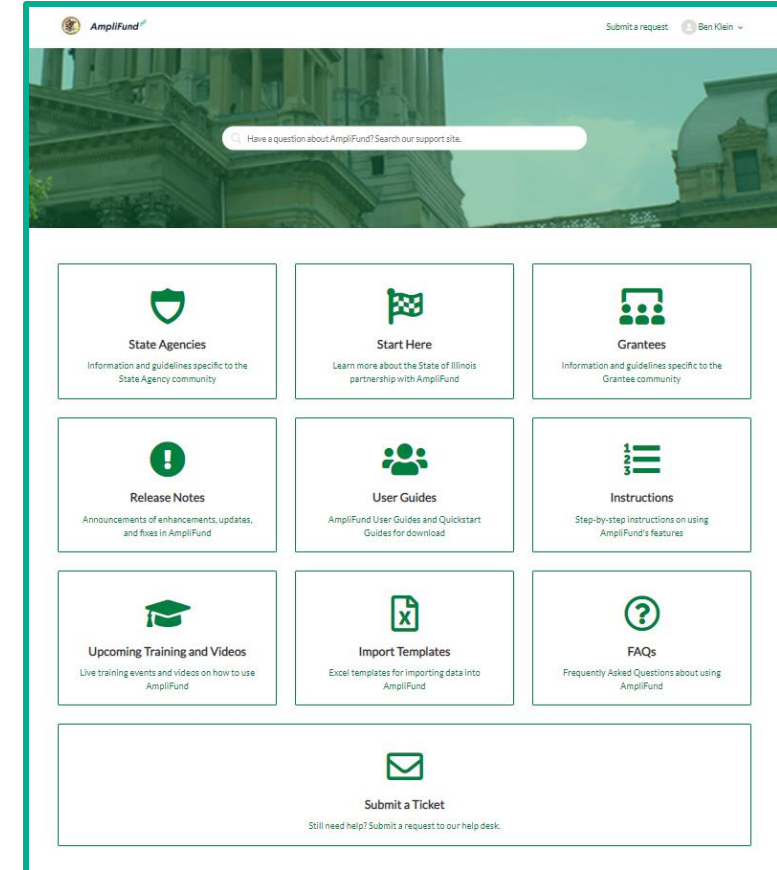
support@il-amplifund.zendesk.com

Visit the support portal:

<https://il-amplifund.zendesk.com>

Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+



In-Product Demo

IDOT Resources

GATA Grantee Portal

Navigation and Grant Details

Review Performance Plan

Enter Achievements

Close Performance Reporting Period

Mark Tasks as Complete

Activity Center

Standard Performance Reports

Question & Answer