

INTRODUCTION TO THE POST-AWARD IN AMPLIFUND

Updated
7/30/2023

NAVIGATING THE POST- AWARD

This guide is the first step in operating your grant within AmpliFund. The goal is to login and update required information within the AmpliFund Grant Management Software.

The Post-Award area of AmpliFund is the area in which the grantee and grantor will use to manage the grant.

This is a basic guide that will focus on how to login and where to find and input basic information to get your grant started.



LOG INTO AMPLIFUND

AmpliFund supports the following browser versions:

- Google Chrome - **Recommended**
- Mozilla Firefox
- Microsoft Edge
- Microsoft IE11+
- Apple Safari 10+

LOG INTO AMPLIFUND

In order to login, the person logging in must already be registered in the GATA Applicant Portal. Persons who have GATA Portal access are determined by the applicant agency.



Please contact your agency's GATA portal contact if you do not have access. It is your agency's responsibility to determine who will be overseeing the grant and needs GATA Portal and AmpliFund access.

AmpliFund

HS-24-1234 Test Grantee

Activity

Contacts

Grant Management

Reports

Documents

Knowledge Center

Administration

Past Due

Complete

Due

Grant: All

My Events and Tasks: ☒ mon

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	
25	26	27	28	29	30	
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30	31	1	2	3	4	

When you log into AmpliFund you will see your dashboard.

Having log-in issues? Email DOT.GATA@Illinois.gov for assistance.

AMPLIFUND — YOU'RE IN

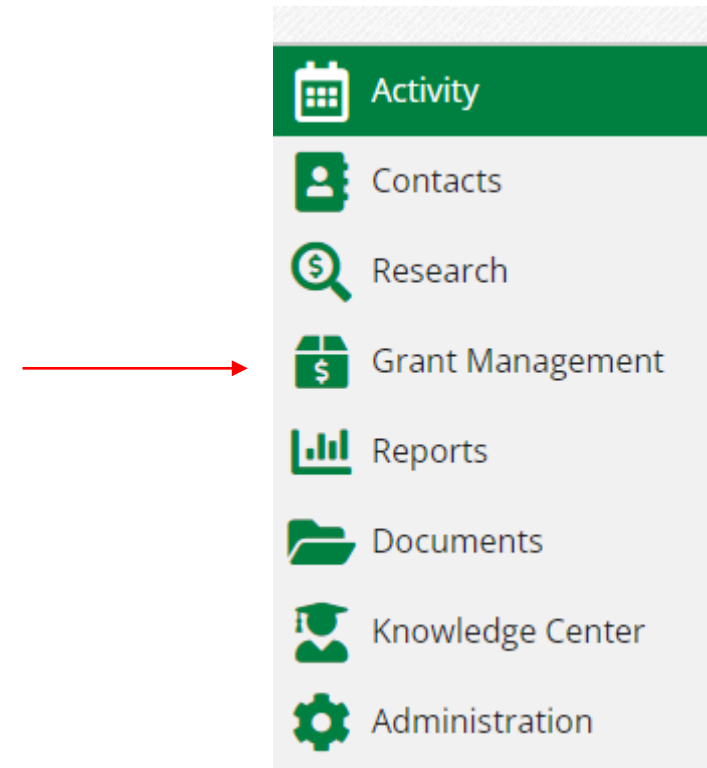
FINDING YOUR GRANT

Click Grant Management

- Opens a drop down and click “All Grants”
- This shows all grants for your agency

Find the grant associated with this award

- Grantor will be “Illinois Department of Transportation”
- Name will start with HS-24-grantee number - Agency Name
- Click hyperlinked name



Activity	Drag a column header and drop it here to group by that column	
Contacts	Name	Grantor
Grant Management	HS-24-1234 Test Grantee	Award Illinois Department of Transportation
Reports		
Documents		
Knowledge Center		
Administration		

NAVIGATING BASIC GRANT INFORMATION

Award Details

- The opening screen is the award details page with general information about the grant.
- There are a few items on this page that can be edited by you the grantee.

Edit Award Details

- Click the pencil icon in the upper right corner
- This will open up the documents and will allow you to edit certain parts of this page.

Save Award Details Changes

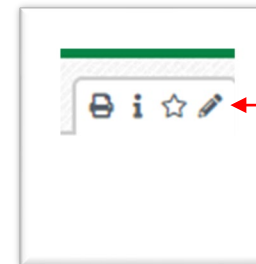
- Click “Save” in the lower right corner

Details Analytics Post-Award Tools Custom

Test Non-Enforcement Grantee - Award – Award Details

Award Information and Status

Name	HS-24-1234 Test Grantee - Award Details
Recipient Name	HS-24-1234 Test Grantee
Recipient Vendor ID	
Recipient Award Name	Test Non-Enforcement Grantee - Award
Award Status	Approved
Pre-Qualification Status	Not Qualified
Grant-Funded Amount ⓘ	\$50,000.00
Match Requirement ⓘ	\$0.00
Total Budget ⓘ	\$50,000.00



Save Cancel

REQUIRED INFORMATION UPDATING

Recipient Grant Manager - REQUIRED

- This will be the person who will be notified when items are due and will be the main contact for your agency.
- Only people given GATA Portal/AmpliFund access can be selected.
 - To see who is available – click in the box and hit the space bar key and this will show all eligible people who can be assigned.
 - If the person you are wanting to assign is not available, they must be given GATA Portal access and then sign into AmpliFund for their account to register. Once that is complete, they can be selected.

[Details](#) [Analytics](#) [Post-Award ▼](#) [Tools ▼](#) [Custom ▼](#)


Edit Award

Award Information and Status

Name*	HS-24-1234 Test Grantee - Award Details
Recipient Name	HS-24-1234 Test Grantee
Recipient Vendor ID	
Recipient Award Name	<input type="text" value="Test Non-Enforcement Grantee - Award"/>
Fund Activity Categories	
Award Status	Approved

Post-Award Information

Responsible Person	Carissa Calloway
Grant Manager*	Carissa Calloway
Recipient Grant Manager*	<input type="text" value="Select recipient grant manager... ▼"/>



INFORMATION UPDATING

Recipient Award Name

- Your agency can name this grant whatever you so choose.
- The Department of Transportation will operate off the of “Name*” listed a few lines above the recipient award name.
- If you don’t want to change it, leave it as is.

No further updating is required at this time.

[Details](#) [Analytics](#) [Post-Award ▼](#) [Tools ▼](#) [Custom ▼](#)

Edit Award

Award Information and Status

Name*	HS-24-1234 Test Grantee - Award Details
Recipient Name	HS-24-1234 Test Grantee
Recipient Vendor ID	
Recipient Award Name	<input type="text" value="Test Non-Enforcement Grantee - Award"/>
Fund Activity Categories	
Award Status	Approved

Post-Award Information

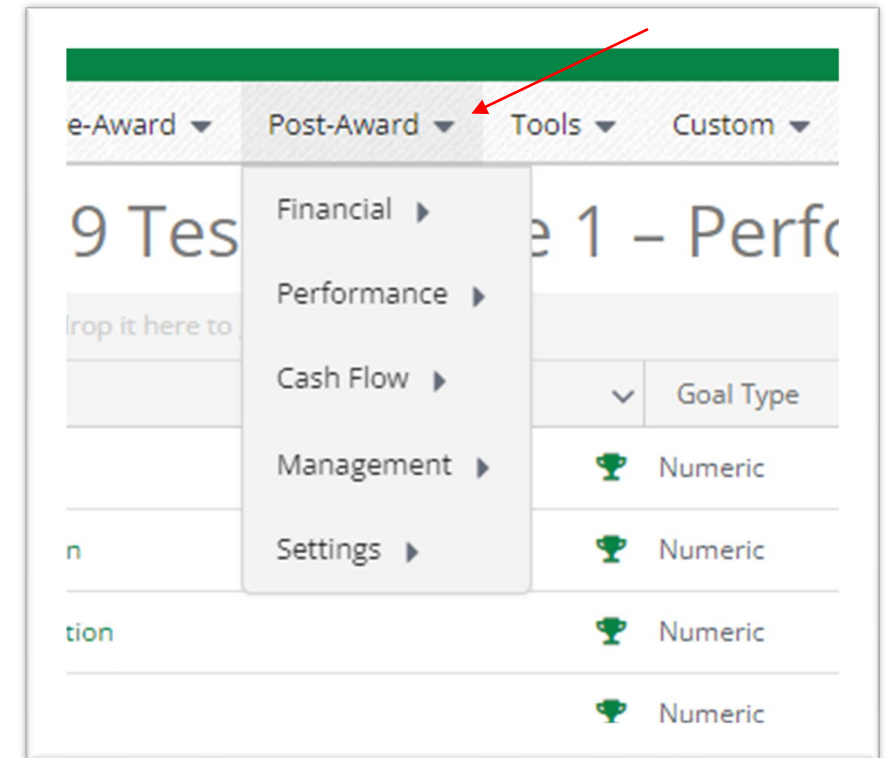
Responsible Person	Carissa Calloway
Grant Manager*	Carissa Calloway
Recipient Grant Manager*	<input type="text" value="Select recipient grant manager... ▼"/>

GETTING TO KNOW AMPLIFUND

We strongly encourage anyone using AmpliFund to start looking around and become familiar with the software.

The “Post-Award” and “Tools” areas are where most setting and items are going to be used. That would be the best place to start.

Our office will be providing future guidance on what parts of AmpliFund will be used this year.



ADDITIONAL RESOURCES



The resources listed below are provided by the software developer. This support site and training videos will help familiarize your agency with the operations of AmpliFund.



- AmpliFund Support Site: <https://il-amplifund.zendesk.com/hc/en-us>



- AmpliFund Post Award Training Videos: <https://il-amplifund.zendesk.com/hc/en-us/articles/4402904706707-Grantee-Post-Award-Video-Training-Series>