

# Instructions for Uploading Evidence Documents to AmpliFund for Monitoring

**Step #1:** Log into AmpliFund by going to [www.gotomygrants.com](http://www.gotomygrants.com) and entering your username and password. You should see the following screen.

The screenshot displays the AmpliFund dashboard interface. At the top, there is a green header with the AmpliFund logo and a search bar. Below the header, a sidebar on the left contains several navigation icons: a calendar, a person, a dollar sign, a bar chart, a folder, a gear, and a right arrow. The main content area features a calendar for January 2021. The calendar is a grid with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for dates. The date 7th is highlighted in yellow. Above the calendar, there is a legend with three colored squares: red for 'Past Due', grey for 'Complete', and green for 'Due'. To the right of the legend, there is a 'Grant: All' dropdown menu and a 'My Events and Tasks' toggle switch which is currently turned on. Below the toggle switch are three buttons: 'month', 'week', and 'day'. The calendar grid shows dates from 27th to 6th. The 7th is highlighted in yellow.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Step #2: From the left-side menu, select **Grant Management**. Then, select **grants** from the drop-down menu.

The screenshot shows the AmpliFund interface. At the top, the logo 'AmpliFund' is displayed in white on a green background. Below the logo, there is a navigation bar with a calendar icon, a user profile icon, and a 'Grant Management' menu item with a dollar sign icon. The 'Grant Management' menu is expanded, showing a sub-menu with 'Grants' highlighted by a red circle. To the right of the navigation bar, there are status indicators: 'Past Due' (red square), 'Complete' (grey square), and 'Due' (green square). Below these are navigation buttons: '<', '>', and 'today'. The main content area is a calendar grid with columns for 'Sun' and 'Mon'. The grid shows dates from 7 to 18, with a '2' visible at the bottom right. The 'Grants' menu item is highlighted in green, and the 'Grants' sub-item is highlighted in white with a red border.

Step #3: Click on your consortium name.

Select the FY21 first-year update.

The screenshot shows the AmpliFund Analytics interface. At the top is the AmpliFund logo. Below it is a navigation sidebar with icons for calendar, user profile, financials (highlighted), charts, folders, and settings. The main area is titled 'Analytics' and contains a table with the following data:

Drag a column header and drop it here to group by that column		
Name	Grantor	Award Status
FY20 Hennepin West Consortium	Minnesota State	Approved
<b>FY21 First Year Hennepin West Consortium</b>	Minnesota State	Approved

Step #4: From the top menu, select **Tools**.

**AmpliFund**

Details   Analytics   Pre-Award ▼   Post-Award ▼   **Tools ▼**   Custom ▼

## FY21 First Year Hennepin West Con

### Award Status

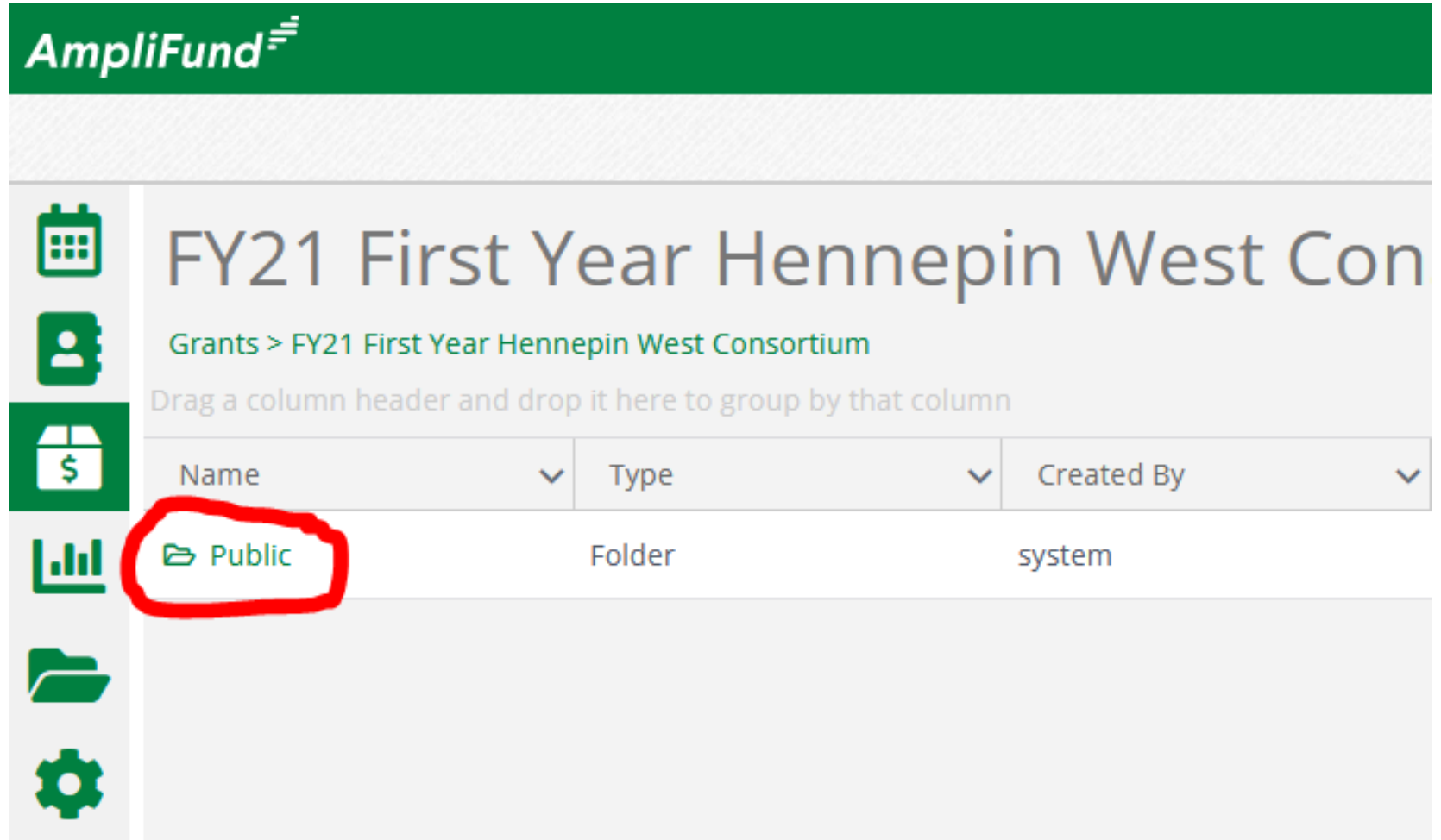
Name	FY21 First Year Hennepin West Consortium
Recipient Name	Hennepin West Consortium
Recipient Award Name	FY21 First Year Hennepin West Consortium
Award Status	Approved

Step #5: From the drop-down menu, select Documents.

The screenshot shows the AmpliFund web application interface. At the top, there is a green header with the AmpliFund logo. Below the header, there is a navigation bar with tabs: Details, Analytics, Pre-Award, Post-Award, Tools, and Custom. The 'Tools' dropdown menu is open, showing options: Email Manager, Tasks, Documents (highlighted with a red circle), and Notes. The main content area displays award details for 'FY21 First Year Hennepin West Consortium'. The 'Award Status' is 'Approved'. The 'Recipient Name' is 'Hennepin West Consortium'. The 'Recipient Award Name' is 'FY21 First Year Hennepin West Consortium'. The 'Name' is 'FY21 First Year Hennepin West Consortium'. The 'Notes' field is empty.

Name	FY21 First Year Hennepin West Consortium
Recipient Name	Hennepin West Consortium
Recipient Award Name	FY21 First Year Hennepin West Consortium
Award Status	Approved

Step #6: Click on **Public** folder.

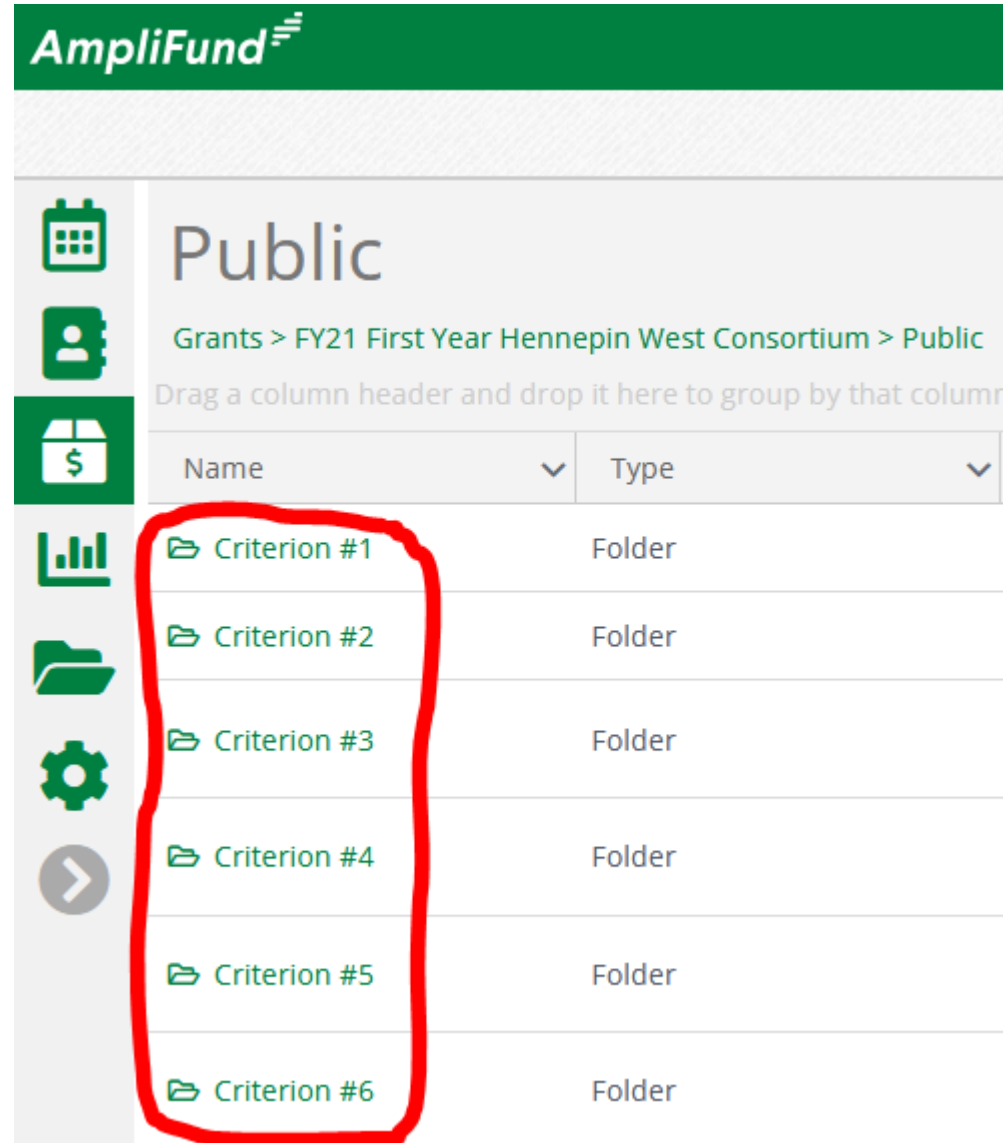


The screenshot shows the AmpliFund interface. At the top is a green header with the AmpliFund logo. Below the header is a navigation sidebar with icons for calendar, user, folder, chart, folder, and settings. The main content area displays the title "FY21 First Year Hennepin West Con" and the breadcrumb "Grants > FY21 First Year Hennepin West Consortium". Below this is a table with columns "Name", "Type", and "Created By". The first row in the table is "Public", "Folder", and "system". The "Public" folder name is circled in red.

Name	Type	Created By
Public	Folder	system

Step #7: You will see a number of folders set up for monitoring. Click on a folder to open it.

You can upload files to any of these folders. You can create additional folders if necessary.



**AmpliFund**

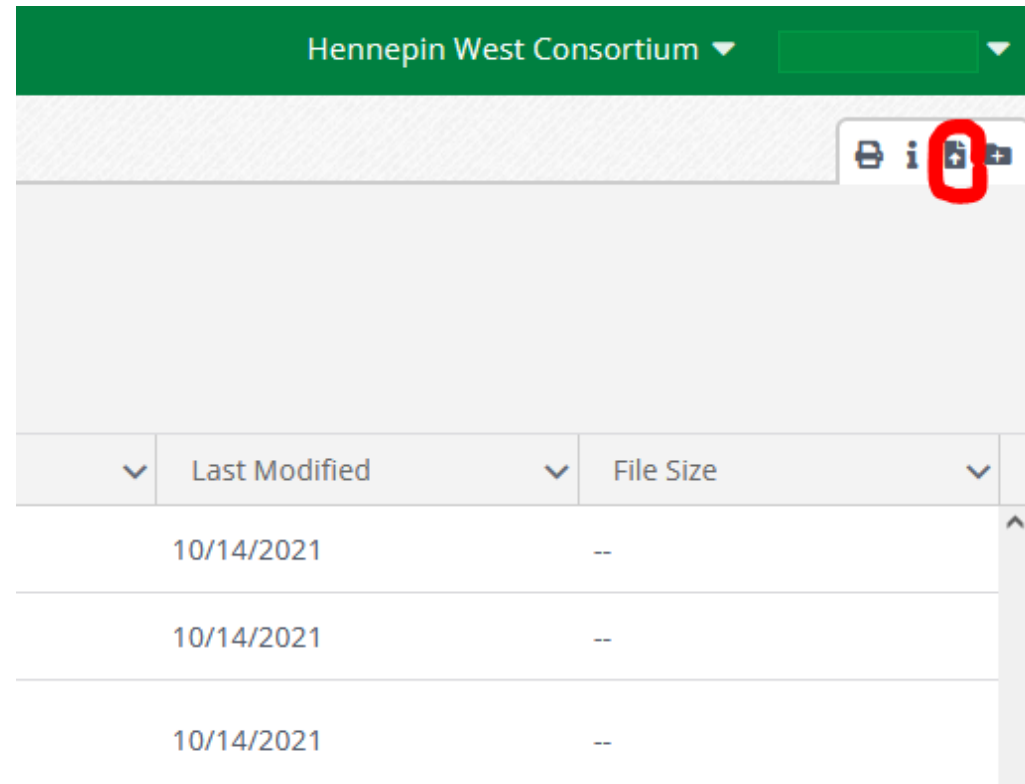
**Public**

Grants > FY21 First Year Hennepin West Consortium > Public

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

Name	Type
Criterion #1	Folder
Criterion #2	Folder
Criterion #3	Folder
Criterion #4	Folder
Criterion #5	Folder
Criterion #6	Folder

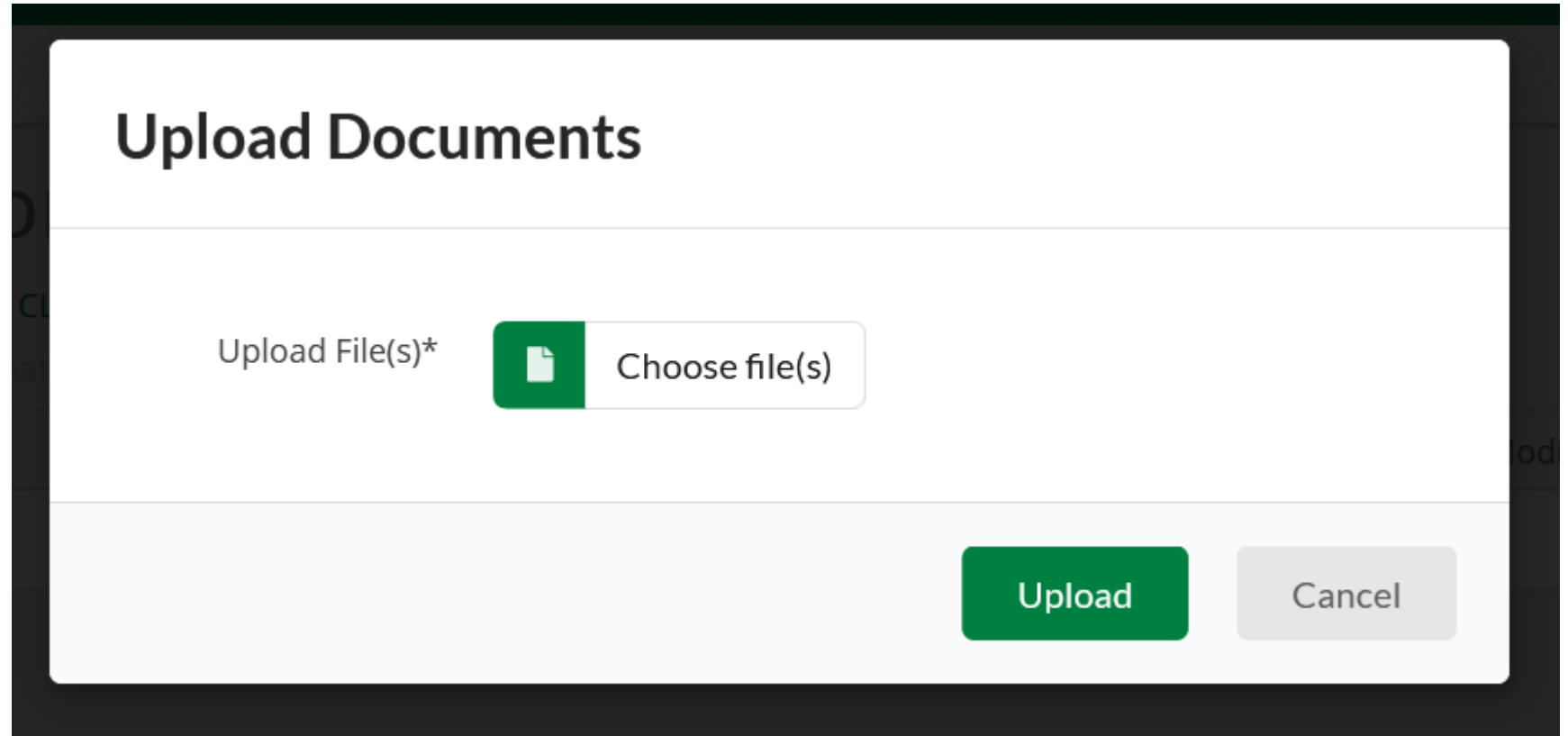
Step #8: In the top right-hand corner of the AmpliFund screen, click the **document icon** to upload documents to the selected folder.





Step #9: Click on **Choose file(s)** to select files for upload. You can select one or multiple files before clicking the **upload** button.

Multiple document formats can be uploaded: Word, Powerpoint, Excel, pdf, etc.



If files upload successfully, you're done! You can upload or delete files at any time. Please contact Sue Selland-Miller at [sue.selland-miller@minnstate.edu](mailto:sue.selland-miller@minnstate.edu) if you have problems loading files.