Instructions for Submitting Your FY21-22 APR in Amplifund

Reporting period from July 1, 2020-June 30, 2021.

Amplifund login: www.gotomygrants.com
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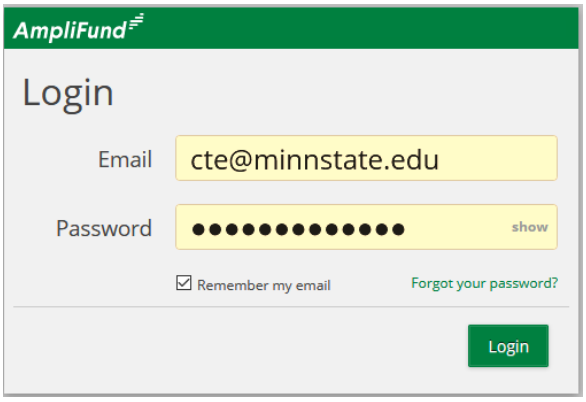
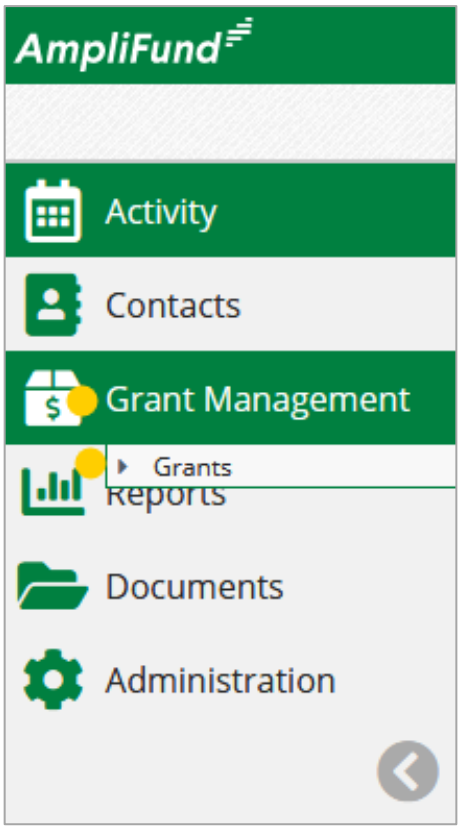
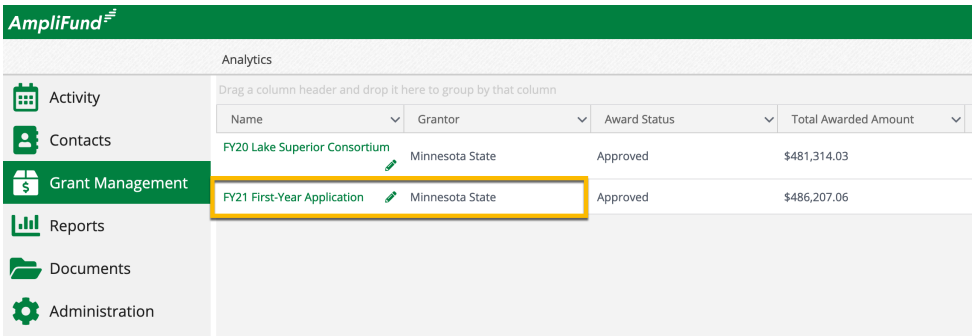
1. Log in at www.gotomygrants.com
2. Enter your username and password
   Forgot your password? Click on the Forgot your password link in green and follow the instructions.



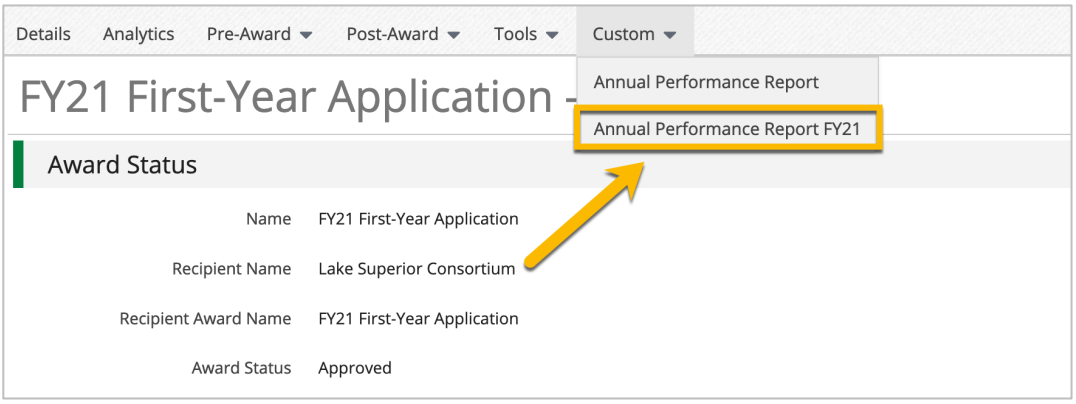
3. On the left side, you will see a menu bar. Click on **Grant Management**, then click on **Grants**.



4. A list of applications will appear. Find the name of application you are looking for. Click on the name of your application located in the first column and hyperlinked in green. **DO NOT Click on the pencil icon.**

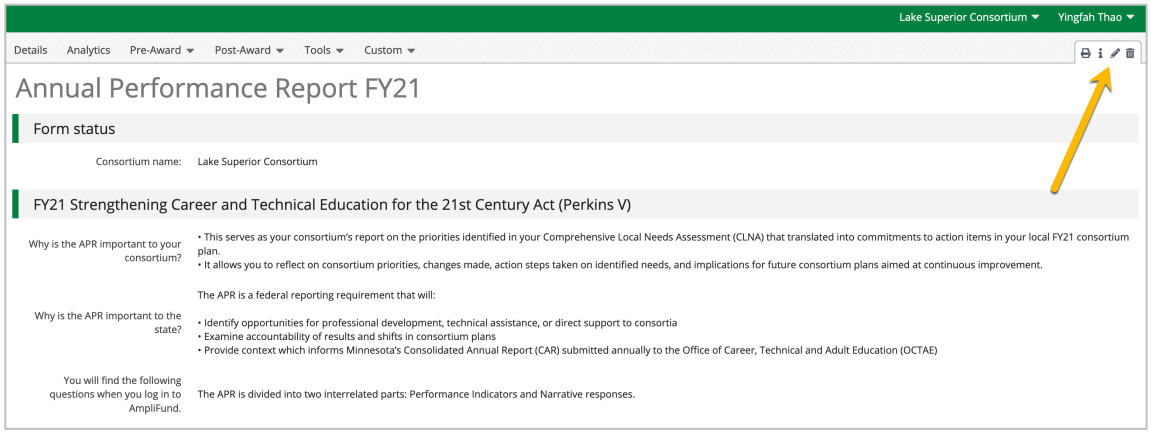


5. Across the top, you will see another menu bar appear. Click on **Custom**, then click on **Annual Performance Report FY21**.

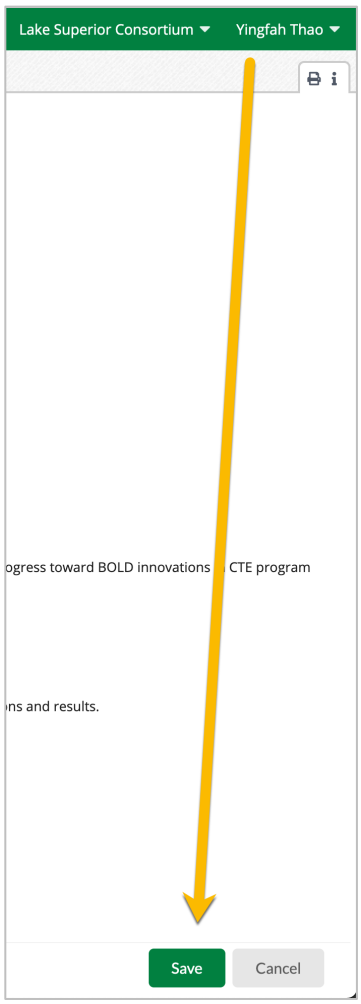


6. Click on the name of your consortium in green. This will bring up the APR questions.

7. Click on the tiny pencil/pen icon located in the upper right corner, underneath your name and the text boxes will open.

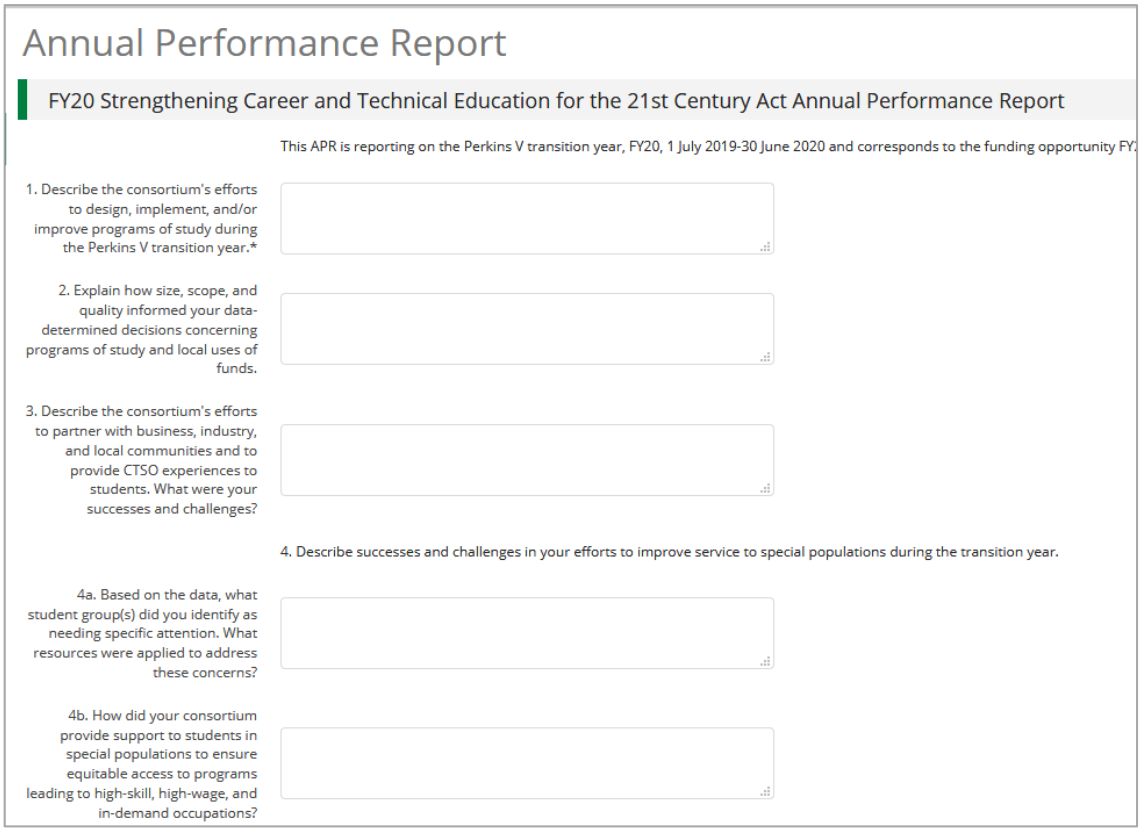


8. When you are done, click **SAVE** located on the bottom of the screen. You will need to scroll down to see it. (Note: You can always save your work and return another day to work on it.)



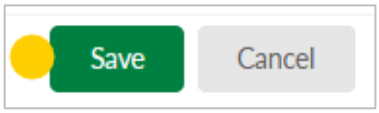
9. A list of the APR questions and text boxes will appear. **Enter your responses in the boxes provided or cut and paste them from another document.**

   BEFORE YOU CONTINUE:
   - Only one person in your consortium should start/create the APR. Decide who it is.
   - The questions can be edited by more than one user, <u>but they should not edit it simultaneously</u>.
   - You do not have to complete these questions in one sitting.



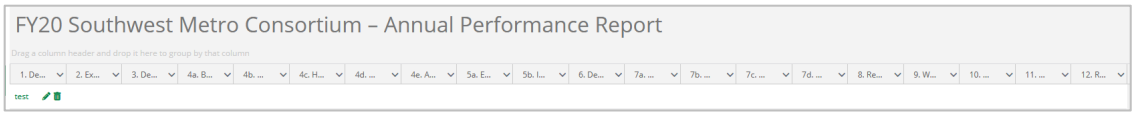
10. Once you've completed entering your responses into the text boxes, click on **Create**. If you don't see **create**, click on **save**. Both are located at the bottom of the page. You must scroll down to the bottom to see it.

    Note: The first you start the APR, you'll see CREATE. After that, if you're going in to make edits, changes, and additions you'll see SAVE.



11. You are finished. You will be taken back to the APR screen.

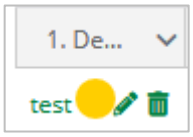
    Note: This screen is not very user-friendly, but it is what Amplifund has offered for building out our APR questions.

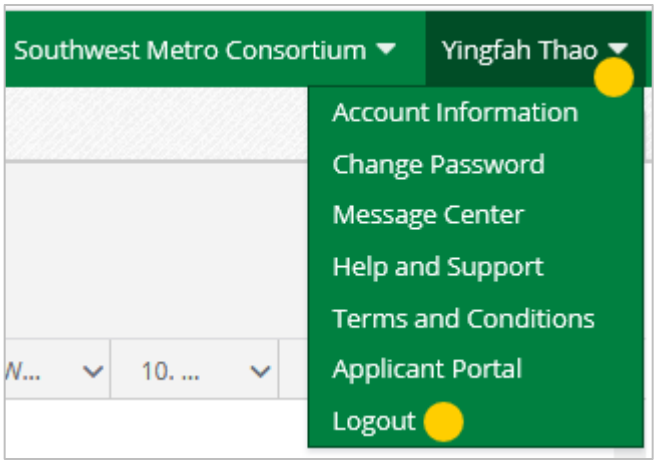


If you need to log out and return another day to finish completing your APR, please follow these steps.

1. Follow the instructions in steps 1-5 above.

2. Your screen will appear listing the APR questions and responses in a clunky-looking table format. **Look at the first column with the text hyperlinked in green.** Scroll all the way down to the bottom of the page, then **click on the small pencil icon** located in the first column.



3. Your APR responses will appear. Make the changes, additions or edits you need to then click **Save**.
4. You are done. Be sure to log out by clicking on the dropdown arrow next to your name (upper fight side), then click on **Log out**.

    Note: For the APR, there is no submit button; just a save button.