



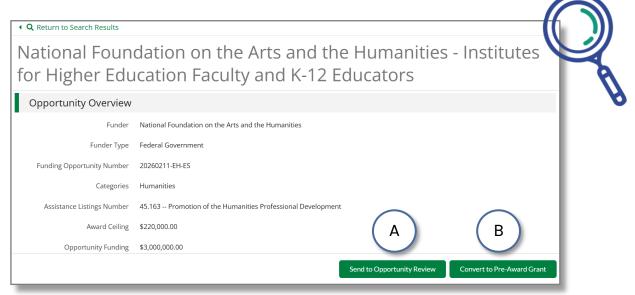
**New Search** 

# **Amplify Pre-Award Success**

Use Research to identify new funding sources. Facilitate intent to apply using the Opportunity Review workflow. Streamline the submission process by creating a Pre-Award grant record and generate actionable insights using Pre-Award reports.

## **Identify New Funding Sources with Research Tool**

- Explore funding opportunities by searching keywords and narrow down results selecting specific Program Categories, Funder types or Federal Departments
- Select a timeframe you're looking to apply using the Submission Close Date After; and or/Before Filters
- · Review search results and select an opportunity to evaluate further
- Choose from two options: (A) Send to Opportunity Review or (B) Convert to Pre-Award





## Send to Opportunity Review

 Select 'Send to Opportunity Review' to share with other users to assess the opportunity. It will show under Research > Opportunity Review



#### **Convert to Pre-Award**

- 1) Select 'Convert to Pre-Award Grant' to create a Pre-Award Grant record.
- 2) Enter 'Projected Receipt Date' and 'Program Length' and click Save
- Track key information under new Grant record such as Proposal Open and Close Date, Submitted Date, and Projected Receipt Date.

Hint: For full instructions on the Research tool, watch this video: Research Overview



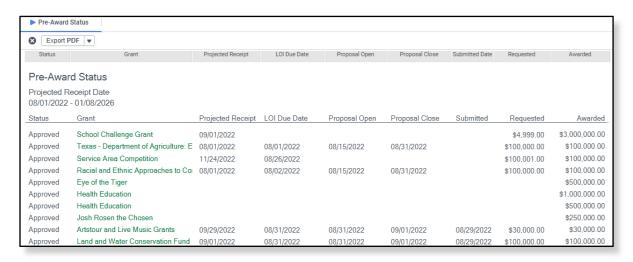
### **Create a New Grant Record**

- Grant opportunities found outside of AmpliFund can be added to the system for full Pre-Award tracking
- Identify the grant's submission status, such as: Internal Review, To Be Submitted, Pending, Denied
- Set up budgets and performance plans, and add other Pre-Award information
- Store important files in Documents and other data in the Notes section
- Track critical application submission due dates and milestones using Tasks and Reminders
- Configure Pre-Award workflows to help you manage your application processes
- Collect final signatures using eSignature

## **Generate Pre-Award Reports**

### **Pull All Your Data Together**

- Run and view the Pre-Award Status Report under Reports
- · Easily configure and filter data, including projected receipt date
- · Customize formatting to draw attention to specific areas
- Get a glimpse of your grant status, dates, amounts and more
- Build custom reports and dashboards to generate other insightful Pre-Award metrics



**Hint:** Optional Filters on the report provide more flexibility with the preferred data to show. Clickable boxes can increase and decrease number of columns.





