



State of Indiana Euna Grants AmpliFund Grant Maker User Guide

Configuring an Opportunity October 2026

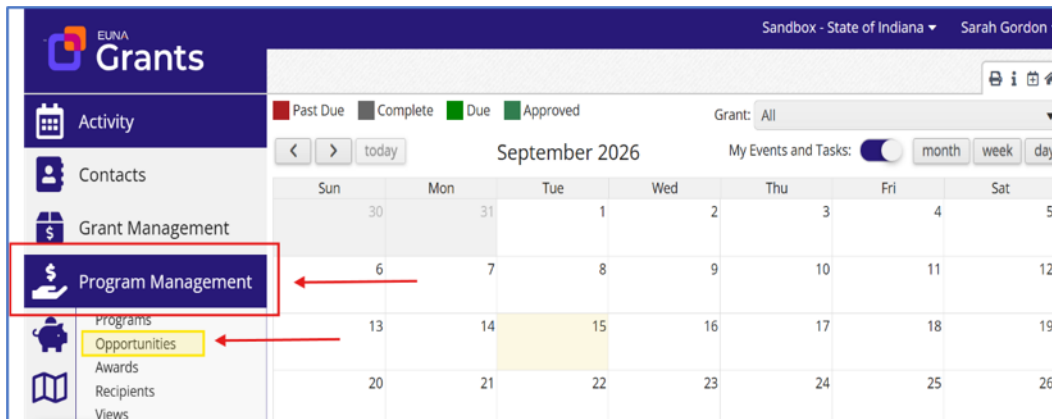
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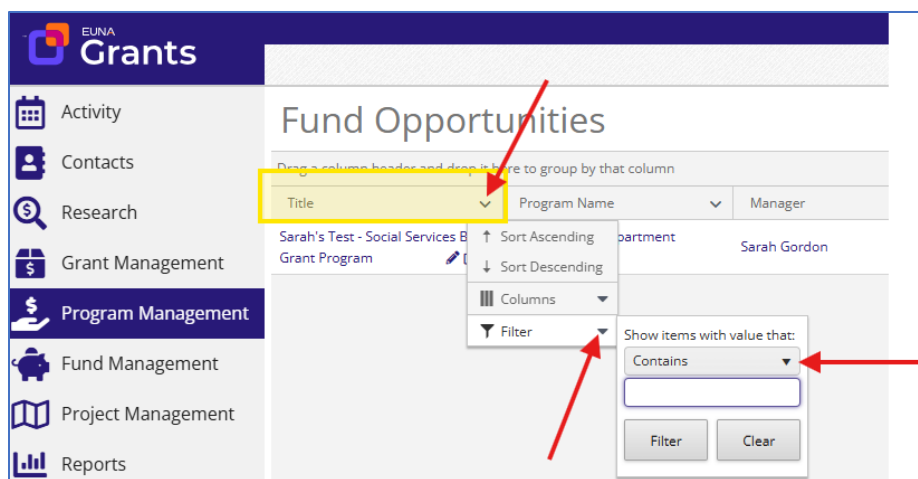
How to Configure an Opportunity

As a funder, you can configure many aspects of how your opportunity appears on the Applicant Portal for applicant organizations, including opportunity information, custom application forms, and budget and performance plan templates. Each Opportunity has the following tabs: *Details, Configuration, Forms, Budget, Performance, Applications, Opportunity Review, Tools, and Custom.*

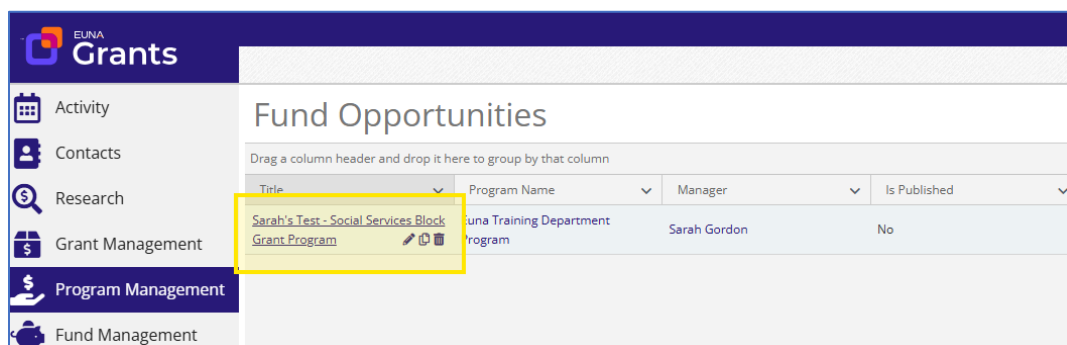
1. Open **Program Management>Opportunities**.



2. Search for the Opportunity you want to test. Each column may be sorted or filtered to locate your opportunity.



3. Click the highlighted name of the Opportunity.



Details

The screenshot shows the 'Details' tab selected in the EUNA Grants system. The left sidebar contains navigation links: Activity, Contacts, Research, Grant Management, Program Management, Fund Management, Project Management, Reports, Documents, Knowledge Center, and Administration. The main content area displays 'Opportunity Information' for 'Sarah's Test - Social Services Block Grant Program'. The information includes: Title (Sarah's Test - Social Services Block Grant Program), Description (Funded by the U.S. Department of Health and Human Services, the Social Services Block Grant (SSBG) program works to assist residential domestic violence programs in providing emergency shelter to survivors of domestic violence and their dependents. The goal of the program is to help offset the cost of certain operational expenses to include housing, food and other basic necessities in order to give domestic violence shelters more flexibility and the potential to expand services in other areas, based on their needs.), Awarding Agency Name (State of Indiana), Agency Contact Name (Sarah Gordon), Agency Contact Phone, Agency Contact Email (SarGordon@sba.in.gov), Program (Euna Training Department Program), Fund Activity Categories, and Category Explanation. The top navigation bar includes tabs: Details, Configuration, Forms, Budget, Performance, Applications, Opportunity Review, Tools, and Custom. The user is logged in as Sarah Gordon in the Sandbox - State of Indiana environment.

The default tab you come to once you select an opportunity is **Details**.

- This is a list of all the information you entered when creating the opportunity.
- You have the option to review what was entered or update this tab.

If you wish to update this tab, click the  (Edit icon), in the upper right-hand corner of the screen.

- You can edit one or more of the fields as necessary.

This screenshot is similar to the previous one, showing the 'Details' tab for 'Sarah's Test - Social Services Block Grant Program'. A red arrow points to the Edit icon (a pencil) in the upper right-hand corner of the screen, which is highlighted with a yellow circle. The rest of the interface, including the sidebar and the opportunity information, remains the same.

Click the **Save** button if you edit information on the details tab.

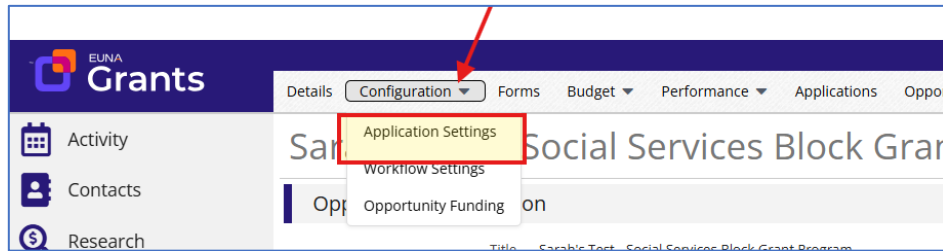
Configuration

The configuration tab has 3 tabs: Application Settings, Workflow Settings, and Opportunity Funding.

The screenshot shows the 'Configuration' tab selected in the EUNA Grants system. The left sidebar is the same as in the previous screenshots. The main content area displays 'Opportunity Information' for 'Sarah's Test - Social Services Block Grant Program'. The top navigation bar includes tabs: Details, Configuration, Forms, Budget, Performance, Applications, Opportunity Review, Tools, and Custom. The 'Configuration' tab is highlighted, and a red arrow points to it. Below the 'Configuration' tab, there are three sub-tabs: Application Settings, Workflow Settings, and Opportunity Funding. The 'Application Settings' sub-tab is currently selected and highlighted with a red box. The rest of the interface, including the sidebar and the opportunity information, remains the same.

Application Settings

To navigate to *Application Settings*, click **Configuration>Application Settings**.



Application Settings has four sections – Form Settings, Scoring Information, Evaluation and Scoring, and Applicant Portal Settings. Instructions for each section is listed below.

Form Settings

Add the **Default Score Scale** (optional).

- Score scale can be set as a default for the application and can be set individually on each application form field. The default score scale will auto-populate each field score scale.

Add **Scoring Categories** (Optional).

- Scoring categories allow you to group multiple field response scores into an overarching category. Category scores can be viewed in total and by average. Scoring categories can be selected on each application form field.

Scoring Information

Select if you want to **Ignore Score Outliers**.

- If set to **Yes**, the highest and lowest scores for each application will be ignored in the average.
- If set to **No**, all reviewer scores will be included in the calculation.

Select **Reviewer Scorecard Visibility**.

- Once an application has been scored, a system-generated scorecard populates with the scoring averages, scores by category, and more. The scorecard may show each scorer only their scores or everyone's scores.
 - Selecting **Reviewer Only** limits visibility to each reviewer's own scores.
 - Choosing **All Reviewers** allows reviewers to see scores entered by all evaluators.

Select if you want to **Show Budget Details**.

- Select **Yes**, if you do want the reviewer to score the budget.
- Select **No**, if you do not want the reviewer to score the budget.

Select if you want to **Allow Edits After Submission**.

- This feature allows reviewers to edit their own scores and comments after submission. If there are multiple rounds of scoring, only the current round's scores and comments can be edited.

Select if you want to allow **Multiple Score Rounds**.

Scoring Information

Ignore Score Outliers ⓘ No

Reviewer Scorecard Visibility ⓘ Reviewer Only

Show Budget Details Yes

Allow Edits After Submission Yes

Multiple Scoring Rounds Yes

Show Previous Scores and Comments No

Scoring Per Round* ⓘ Average

Scoring Overall Total* ⓘ Average

- If set to **Yes**, 3 more fields appear to configure:
 - **Show Previous Scores and Comments**
 - **Score Per Round** - Calculated across all reviewers for each round. Select **Average**, **High Score**, **Low Score**, or **Total Score**.
 - Average:** the average of all reviewer scores for the round (i.e. if the scores were 5 and 15, the round score would be 10)
 - High Score:** the highest reviewer scores for the round (i.e. if the scores were 5 and 15, the round score would be 15)
 - Low Score:** the lowest reviewer scores for the round (i.e. if the scores were 5 and 15, the round score would be 5)
 - Total Score:** the sum of all reviewer scores for the round (i.e. if the scores were 5 and 15, the round score would be 20)
 - **Scoring Overall Total** - Calculated across all rounds for each application. Select **Average**, **Final**, or **Total**.
 - Average:** the average of all round scores (i.e. if the round scores were 20 and 40, the overall score would be 30)
 - Final:** the last round score (i.e. if the round scores were 20 and 40, the overall score would be 40)
 - Total:** the sum of all round scores (i.e. if the round scores were 20 and 40, the overall score would be 60)

Evaluation and Scoring

Check the **Enable Evaluation and Scoring Tab** (optional – viewable by applicants see below)

- Checking this box enables an **Evaluation and Scoring** tab in the [applicant portal](#). This tab can display additional information such as **Criteria**, **Review and Selection Process**, and **Anticipated Announcement Date**, helping applicants understand how their submissions will be evaluated.

Applicant Portal Settings

You can **optionally** add help and technical help information for your applicants for each opportunity. This information will appear when applicants click *Help* within an opportunity.

Add general **Help Description** or information. (optional)

- This is an opportunity to input program specific assistance information.

Add **Help Email**, **Help Name**, and **Help Phone Number**. (optional)

- This is an opportunity to input program specific contact information.

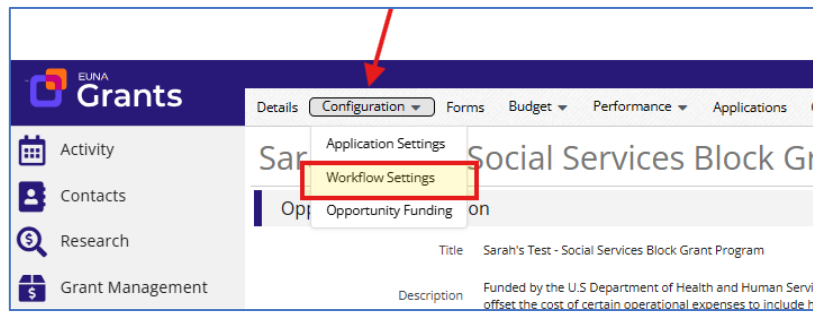
The **Technical Help Email**, **Name** and **Phone Number** fields pull in from the account settings.

- **Leave the default information as is.**

Click the **Update** button at the bottom right-hand side of the screen when finished.

Workflow Settings

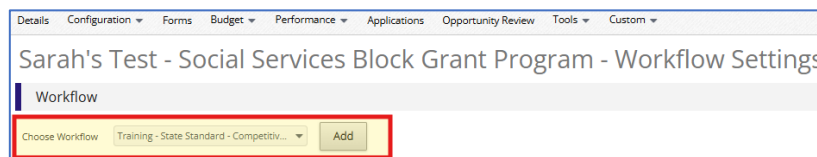
To navigate to Application Settings, click Configuration>Workflow Settings



Workflow

Select **Choose Workflow**.

- Select from the *State Standard - Competitive Workflow* or *State Standard - Non-Competitive Workflow*.
 - *State Standard - Competitive Workflow* - This workflow should be used when you have an opportunity that requires an application and scoring element.
 - *State Standard - Non-Competitive Workflow* - This workflow should be used when you have an opportunity that requires an application but does not require scoring. **Note:** This does not mean you can choose this workflow and score outside of the system.
- Click **Add**.

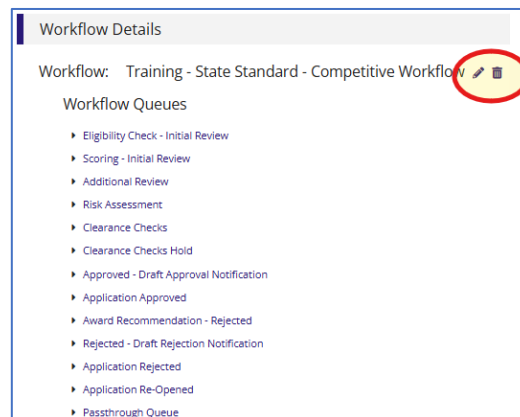


Workflow Details

The workflow queues will appear.

Edit - Update any of the elements of the workflow.

- If you have been trained on how to edit a workflow, click the  (Edit icon) next to the workflow.
 - If you have not been trained, please submit a ticket to the Grants Management Team using this [link](#) to receive assistance in updating the workflow.
- **Note:** Do not remove the Risk Assessment and Clearance Checks queues. These are required per the [2 CFR 200.206](#) and [FMC 4.1](#)

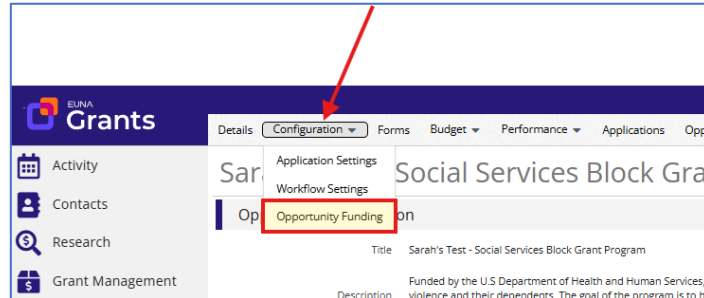


Delete - Change to a different workflow.

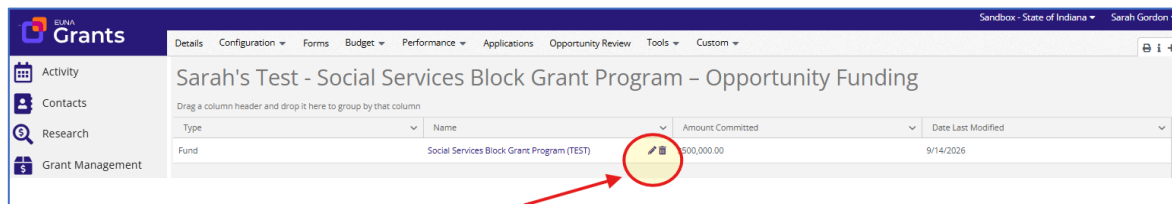
- Click the  (Delete icon) next to the workflow name to delete it.
- Repeat steps in the [Workflow](#) section above.

Opportunity Funding

To navigate to Application Settings, click Configuration>Opportunity Funding



This tab displays the eCivis funding source you selected when adding your funding to the opportunity. The columns in this tab are *Type*, *Name*, *Amount Committed*, and *Date Last Modified*.

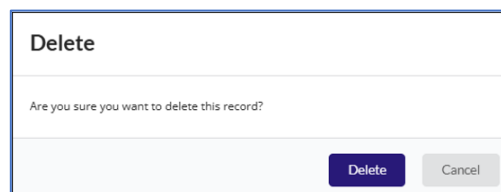


Edit - Update the funding selections in the opportunity.

- Select the  (Edit icon) next to the fund in the *Name* field to update the **Funding Type**, **Funding Source**, or **Funding Amount**.
- Click **Save**.

Select **Delete** to remove the funding from the opportunity.

- Click  (Delete button) in the pop-up message that appears.
- **Note:** You can't undo this choice once deleted.



Add Opportunity Funding

1. To add another fund, click the  (Create icon) in the upper right-hand corner of the screen.

Sarah's Test - Social Services Block Grant Program - Opportunity Funding

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

Type	Name	Amount Committed	Date Last Modified
Fund	Social Services Block Grant Program (TEST)	\$500,000.00	9/14/2026

2. In the pop-up window, select **Organization** as the **Funding Type**.
3. In the **Funding Source** field, select the funding source for the opportunity.
 - If you do not see your funding source listed, that means the funding source either hasn't been created as an eCivis Project or the eCivis Project doesn't have the Passthrough Funding checkbox and amount entered in the Grant Lifecycle form.
 - If you are unsure how to proceed, please submit a ticket to the Grants Management Team using this [link](#).
4. Enter the amount for your opportunity in the **Funding Amount** field. This will update the *Opportunity Funding* amount displayed.
5. Click **Add**

Add Opportunity Funding

Funding Type* Organization

Funding Source* Select Organization...

Funding Amount* \$0.00

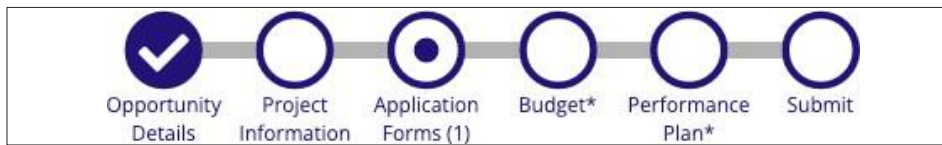
Opportunity Funding \$0.00

Add Cancel

6. Repeat this process until all funds have been added to the opportunity. For example, if this opportunity is utilizing multiple fund sources you will complete steps 1-5 for all fund sources.

Forms

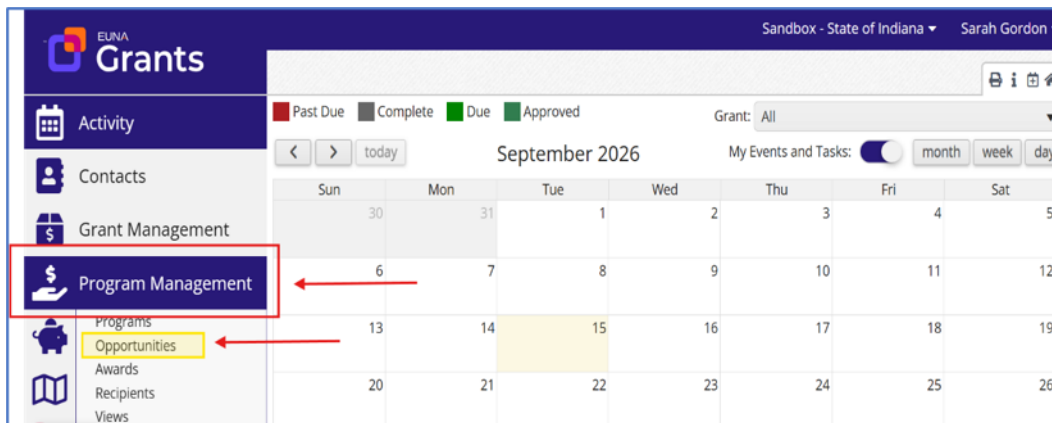
Application forms are customized forms that capture applicant information and responses. Once applicants submit applications, reviewers may score applications based on form responses.



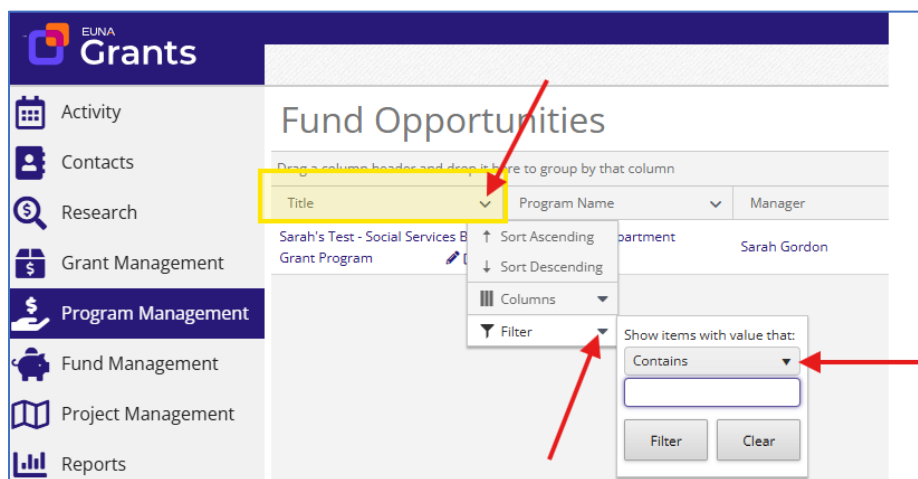
How To Add an Application Form

One or more application forms may be created for each funding opportunity. Forms may also be copied from pre-existing funding opportunities.

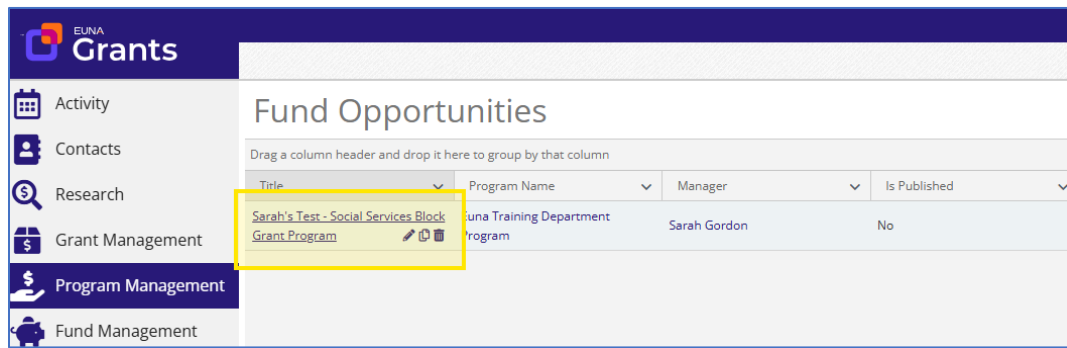
1. Open **Program Management>Opportunities**.



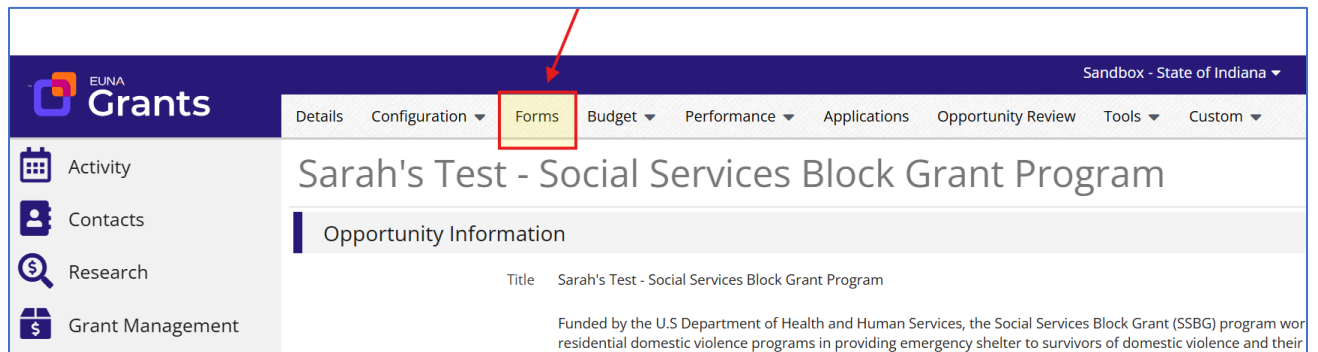
2. Search for the Opportunity you want to test. Each column may be sorted or filtered to locate your opportunity.



3. Click the highlighted name of the Opportunity.



4. Open the **Forms** tab.



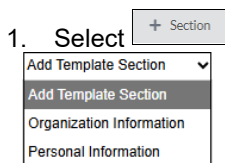
5. Click the **+** (Create icon) in the upper right-hand corner of the screen.
6. Add a Form Name in the **Name Form** field.
7. Add sections and fields to the form. For more information, see [Form Builder Features](#).
8. Click **Create** or **Save as Template**.
 - For information on how to save the form as a template, see section [How to Save a Form as a Template](#).

Form Builder Features

All sections and fields can be edited, deleted, or moved up or down using the icons.



The Template Section includes commonly used form sections that can be quickly added to any applications form for your convenience. These templates are provided by default and cannot be added to or edited.



2. Sections group fields together (although fields are not required to be within a section). Entire sections can be hidden from the applicant and only made visible to the reviewer.
3. Enter a name for the section in the **Name Section** field.
4. Select **Visible to Reviewer Only** checkbox (optional)

Name Section

☐ Visible to Reviewer Only

5. Select **+ Field**
6. Fields can be content or entry types. Content fields provide content only and do not request a response. Entry fields request or require a response. Additionally, field can be marked for reviewer scoring, be

made conditional (only appearing for specific responses), or can be hidden from the applicant and only made visible to the reviewer.

7. Enter a name for the field in the **Name Field** field.
8. Select **Conditional field** (optional)
9. This will make the field conditional on another field and answer in that field.
10. Select the field in the dropdown.

☒ Conditional field Select determining field and answer ▼

11. Select **Scoring Field** (optional)
12. This will add the field to the application score card.
13. Select **Field Scoring Category**.
14. This list comes from the scoring categories created in the [Application Settings](#) section above.
15. Select **Field Score Scale**. (This is a required field if you choose **Score Field**.)
16. Scoring parameters were set in the [Application Settings](#) section of this document.
17. Scoring parameters can be overwritten in each field if desired.
18. Select **Visible to reviewer only** checkbox (optional).

☒ Score Field

Field Scoring Category
Select Scoring Category ▼

Field Score Scale*
0 to 0

☐ Visible to reviewer only

19. Select **Text Label**.
20. Text Label fields are short texts that appear as the Name Field content. They do not request a response.
21. Select **Conditional Field** checkbox (optional).
22. Select **Score Field** checkbox (optional).
23. Select **Visible to reviewer only** checkbox (optional).

Name Field Text Label ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only Text Label ▼	Text Label
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24. Select **Description Field**.
25. Description Text fields are long texts that appear as a field name and paragraph(s). They do not request a response and cannot be scored.
26. Select **Conditional Field** checkbox (optional).
27. Select **Score Field** checkbox (optional).
28. Select **Visible to reviewer only** checkbox (optional).

Name Field Description Field ☐ Conditional field ☐ Visible to reviewer only Description Text ▼ Formats ▼ B <i>I</i>   This section contains a description.	Description Field This section contains a description.
--	--

29. Select **External Link**.
30. External Link fields appear as URL links. They do not request a response and cannot be scored.
31. Select **Conditional Field** checkbox (optional).

32. Select **Visible to reviewer only** checkbox (optional).

Name Field External Link ☐ Conditional field ☐ Visible to reviewer only External Link https://gotomygrants.c	Description Field External Link description. https://gotomygrants.com
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33. Select **Attachment**.

34. Attachment fields appear as links to downloadable files. They do not request a response and cannot be scored.

35. Select **Conditional Field** checkbox (optional).

36. Select **Visible to reviewer only** checkbox (optional).

Name Field Attachment ☐ Conditional field ☐ Visible to reviewer only Attachment Choose File	Attachment AmpliFund_UserGuide_CAM_20180510.pdf
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37. Select **Single Line Text Field**.

38. Single Line Text fields request or require short answer responses.

39. Select **Conditional Field** checkbox (optional).

40. Select **Score Field** checkbox (optional).

41. Select **Visible to reviewer only** checkbox (optional).

42. Select the **Required** checkbox (optional).

43. The field will be required for applicants only.

44. Enter the **Character Limit** (optional)

Name Field Single Line Text Field ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Single Line Text Field Character Limit	Single Line Text Field
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45. Select **Multi Line Text Box**.

46. Multi Line Text Box fields request or require long answer responses. A formatting toolbar can be added to the field and a character limit for responses can be enforced.

47. Select **Conditional Field** checkbox (optional).

48. Select **Score Field** checkbox (optional).

49. Select **Visible to reviewer only** checkbox (optional).

50. Select the **Required** checkbox (optional).

51. The field will be required for applicants only.

Name Field Multi Line Text Box ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Multi Line Text Box ☒ Include Formatting Toolbar	Multi Line Text Box Formats ▾ B <i>I</i> [List Icon] [List Icon] [List Icon] [List Icon]
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52. Select **Multiple Choice**.

53. Multiple Choice fields request or require a single selection from multiple options.

54. Select **Conditional Field** checkbox (optional).

55. Select **Score Field** checkbox (optional).

56. Select **Visible to reviewer only** checkbox (optional).

57. Select the **Required** checkbox (optional).

58. The field will be required for applicants only.

Name Field Multiple Choice ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Multiple Choice Choice A Choice B Choice C	Form Options 2 of 2
---	--

59. Select **Multiple Selection - Checkboxes**.

60. Multiple Selection - Checkboxes fields request or require selection(s) from multiple options.

61. Select **Conditional Field** checkbox (optional).

62. Select **Score Field** checkbox (optional).

63. Select **Visible to reviewer only** checkbox (optional).

64. Select the **Required** checkbox (optional).

65. The field will be required for applicants only.

Name Field Multiple Selection - Checkboxes ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Multiple Selection - Checkboxes Choice A Choice B Choice D	Multiple Selection - Checkboxes ☐ Choice A ☐ Choice B ☐ Choice C
---	---

66. Select **Dropdown List**.

67. Dropdown List fields request or require a single selection from multiple options by default, but multiple selections can be allowed.

68. Select **Conditional Field** checkbox (optional).

69. Select **Score Field** checkbox (optional).

70. Select **Visible to reviewer only** checkbox (optional).

71. Select the **Required** checkbox (optional).

72. The field will be required for applicants only.

73. Select **Allow Multiple Selection** checkbox (optional).

Name Field Dropdown List ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Dropdown List Choice A Choice B Choice C ☒ Allow Multiple Selections	Dropdown List - Single Selection Select an item... Dropdown List - Multiple Selection Choice A Choice B Choice C
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74. Select **File Upload**.

75. File Upload fields request or require a file to be uploaded

76. Select **Conditional Field** checkbox (optional).

77. Select **Score Field** checkbox (optional).

78. Select **Visible to reviewer only** checkbox (optional).

79. Select the **Required** checkbox (optional).

80. The field will be required for applicants only.

Name Field File Upload ☐ Conditional field ☒ Score Field ☐ Visible to reviewer only ☐ Required File Upload	File Upload Choose File
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81. Select **Date**.

82. Date fields request or require a date to be selected.

83. Select **Conditional Field** checkbox (optional).

84. Select **Score Field** checkbox (optional).

85. Select **Visible to reviewer only** checkbox (optional).

86. Select the **Required** checkbox (optional).

87. The field will be required for applicants only.

Name Field Date ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Date	Date
---	---------------------

88. Select **Numeric Field**.

89. Numeric Fields request or require a numeric entry. These can be decimal, whole numbers, currency, or percent entries.

90. Select **Conditional Field** checkbox (optional).

91. Select **Score Field** checkbox (optional).

92. Select **Visible to reviewer only** checkbox (optional).

93. Select the **Required** checkbox (optional).

94. The field will be required for applicants only.

Name Field Numeric Field - Decimal ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only ☐ Required Numeric Field Numeric - Decimal	Numeric Field - Decimal 1.00 Numeric Field - Whole 1 Numeric Field - Currency \$1.00 Numeric Field - Percent 1.00 %
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95. Select **Table**.

96. Table fields request data entered in a table. The number of rows and columns for the table can be configured, and column and row labels can be added.

97. Select **Conditional Field** checkbox (optional).

98. Select **Score Field** checkbox (optional).

99. Select **Visible to reviewer only** checkbox (optional).

Name Field Table ☐ Conditional field ☐ Score Field ☐ Visible to reviewer only Table Columns: 3 Rows: 2		
	Column 1	Column 2
Row 1		
Row 2		

Table		
	Column 1	Column 2
Row 1		
Row 2		

100. Once you have added all your forms click either **Create** or **Save as Template**.

101. Click **Save** - This saves the form in the individual opportunity you just created.

102. Click **Save as Template** – This allows you to save this form as a template that can be added to all new opportunities and/or edited on an opportunity.

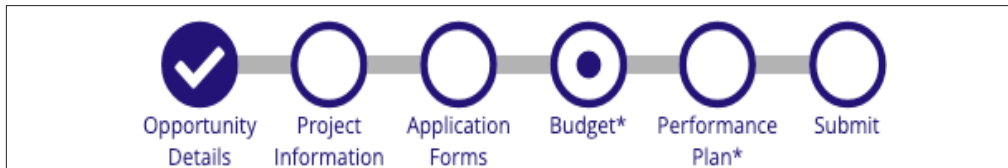
103. The saved template can be viewed, edited, copied, or deleted from the *Administration>Custom>Application Form Templates*.

Save as Template	
Note: This will save a copy of this form in its current state as a new template. Templates can be edited from the Form Templates page.	
Template Name*	
Description	
☐ Add template to all new opportunities ☐ Allow editing on opportunity	
Save as Template Cancel	

Budget

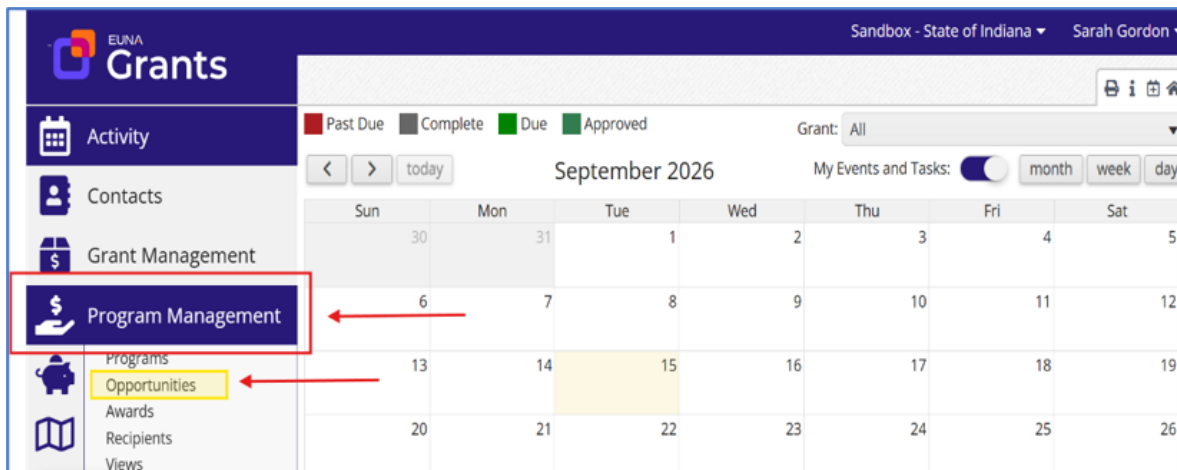
Budget Templates

Budget Templates allow you to choose from pre-defined budget categories for your applicant to fill out during the application process. These categories link back to your agencies pre-defined budget categories that were set up in *Administration>Lists>Budget Categories*. Applicants will add line items to these budget categories when applying to your opportunity. Based on the application settings, applicants can use the provided template, or they may create their own budget. Purpose areas can also be added to each category.

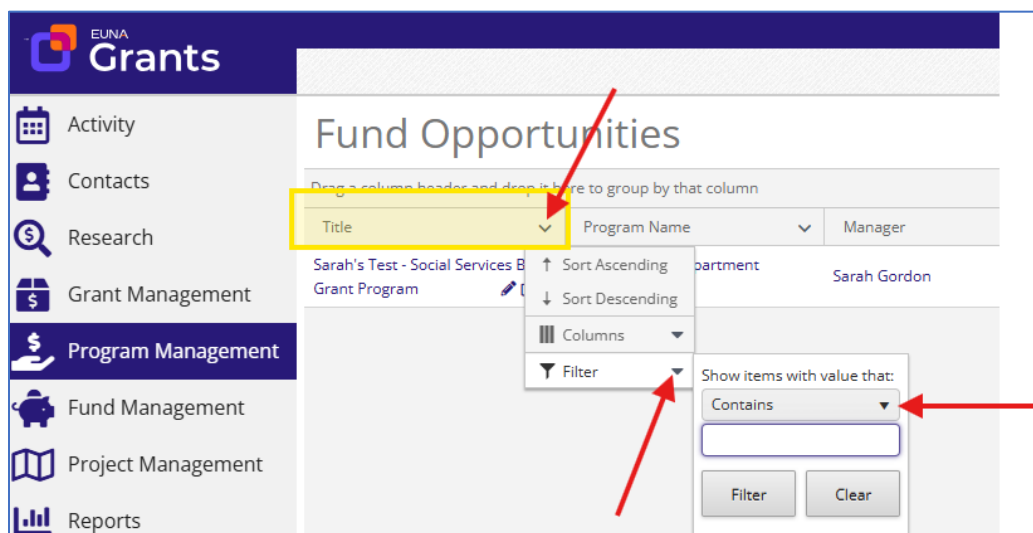


Navigation to Budget Template & Settings

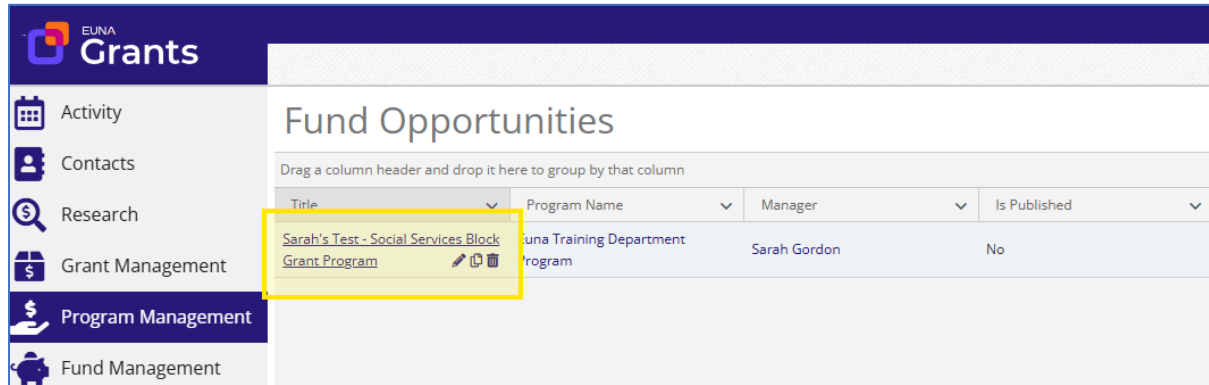
1. Open **Program Management>Opportunities**.



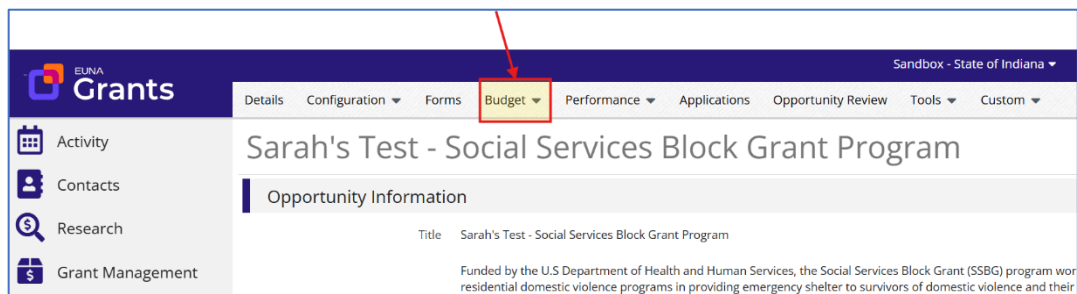
2. Search for the Opportunity you want to test. Each column may be sorted or filtered to locate your opportunity.



- Click the highlighted name of the Opportunity.

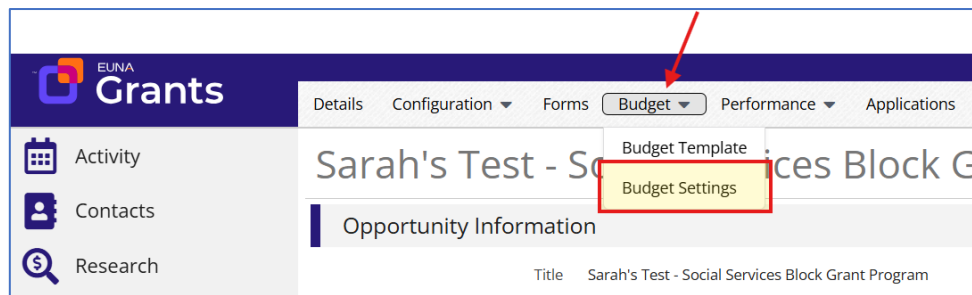


- Select Budget.

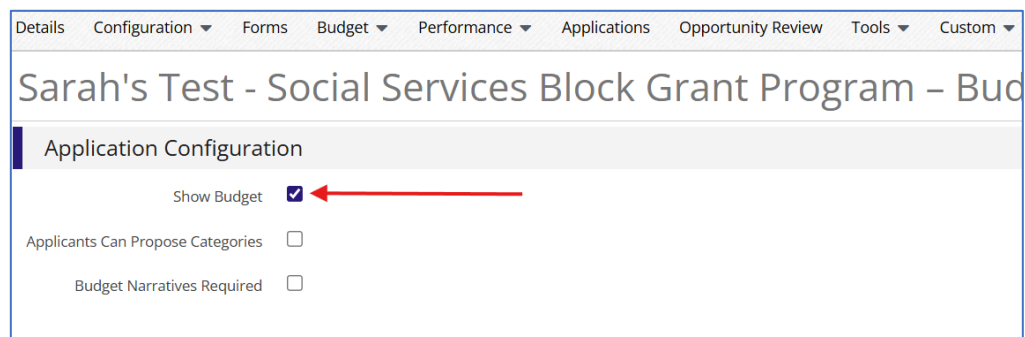


How to Configure Your Budget

- Open the **Budget>Budget Settings** tab.



- Check **Show Budget** checkbox.



- Check the **Applicants Can Propose Categories** (optional)

- This **allows your applicants to create their own budget** categories instead of using your pre-defined categories.
- **Note:** You may not be able to report at an opportunity level as your budget categories might vary from recipient to recipient.

Details Configuration Forms Budget Performance Applications Opportunity Review Tools Custom

Sarah's Test - Social Services Block Grant Program – Budget Settings

Application Configuration

Show Budget ☒

Applicants Can Propose Categories ☒ ←

Budget Required ☐

Budget Narratives Required ☐

4. Check **Budget Required**

- If this checkbox is not checked, the applicant won't be required to enter a budget as part of their application submission.

Details Configuration Forms Budget Performance Applications Opportunity Review Tools Custom

Sarah's Test - Social Services Block Grant Program – Budget Settings

Application Configuration

Show Budget ☒

Applicants Can Propose Categories ☒

Budget Required ☒ ←

Budget Narratives Required ☐

5. **Show Match.** The options **will only show up** if you have selected **Matching Requirement>Yes** in the **Award Information** section in the **Details** tab of the opportunity.

- Check **Cash Match** (optional).
- Check **In-Kind Match** (optional).
- Check **Other Funding** (optional)

Details Configuration Forms Budget Performance Applications Opportunity Review Tools Custom

Sarah's Test - Social Services Block Grant Program – Budget Settings

Application Configuration

Show Budget ☒

Applicants Can Propose Categories ☐

Show Match ☒ ⓘ

☐ Cash Match

☐ In-Kind Match

☐ Other Funding

Budget Narratives Required ☐

6. Check the **Budget Narratives Required** checkbox (optional).

- If this box is not checked, the applicant won't be required to enter a budget narrative as part of their application submission.

Sarah's Test - Social Services Block Grant Program – Budget Settings

Application Configuration

Show Budget ☒

Applicants Can Propose Categories ☐

Show Match ⓘ ☐ Cash Match
☐ In-Kind Match
☐ Other Funding

Budget Narratives Required ☒ ←

7. Click **Save**

How To Build a Budget Template

The Budget portion of the application can be available, required, or hidden. Applicants may be allowed to create their own budget categories in addition to using budget categories provided in the template.

1. Open the **Budget>Budget Template** tab.

ELUNA Grants

Details Configuration Forms **Budget** Performance Applications Opportunity Review Tools Custom

Sarah's Test - Social Services Block Grant Program

Opportunity Information

Title Sarah's Test - Social Services Block Grant Program

Description Funded by the U.S Department of Health and Human Services, the Social Services Block Grant (SSBG) program emergency shelter to survivors of domestic violence and their dependents. The goal of the program is to help other basic necessities in order to give domestic violence shelters more flexibility and the potential to expand

Awarding Agency Name State of Indiana

2. Click the **+** (Create icon) in the upper right-hand corner of the screen.

ELUNA Grants

Details Configuration Forms Budget Performance Applications Opportunity Review Tools Custom

Sarah's Test - Social Services Block Grant Program – Budget Template

Category Description Purpose Areas

No records found

3. Complete the New Category.
 - Select **Category**
 - Enter a **Description** (optional).
 - Select a **Purpose Areas** (optional).

New Category

Category

Select Category... ▼

Description

Non-Grant Funded

Disable ▼

Purpose Areas

Select purpose areas...

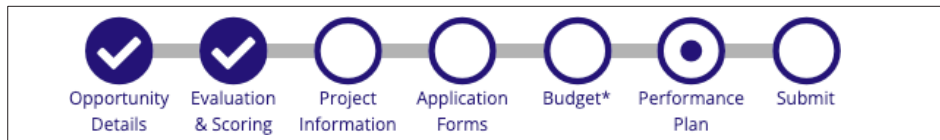
Save

Cancel

4. Click **Save**.

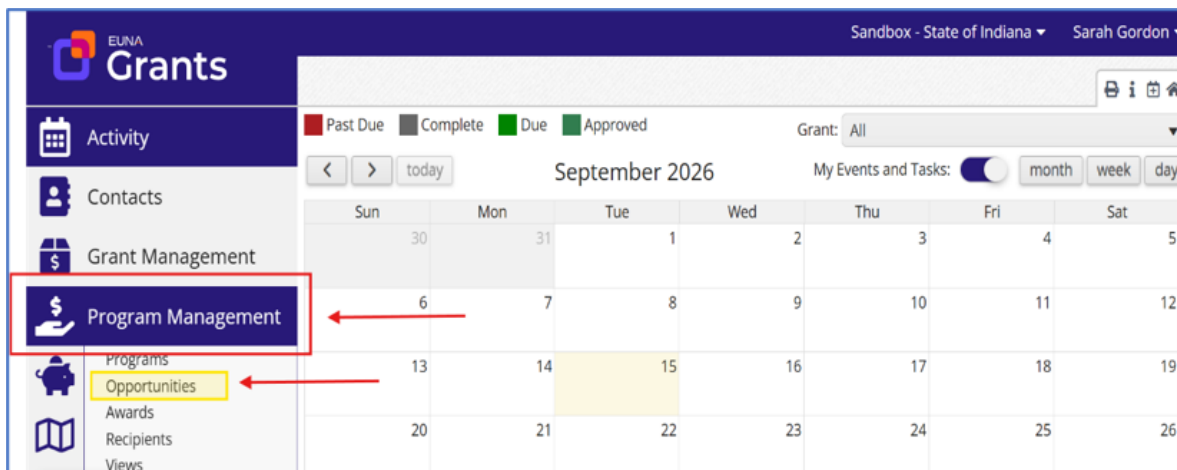
Performance Plan Template

Performance Plans allow you to provide applicants with performance scope summary, deliverables, and measures. Based on the performance plan settings, applicants can use the provided template, or they can propose their own measures and deliverables.

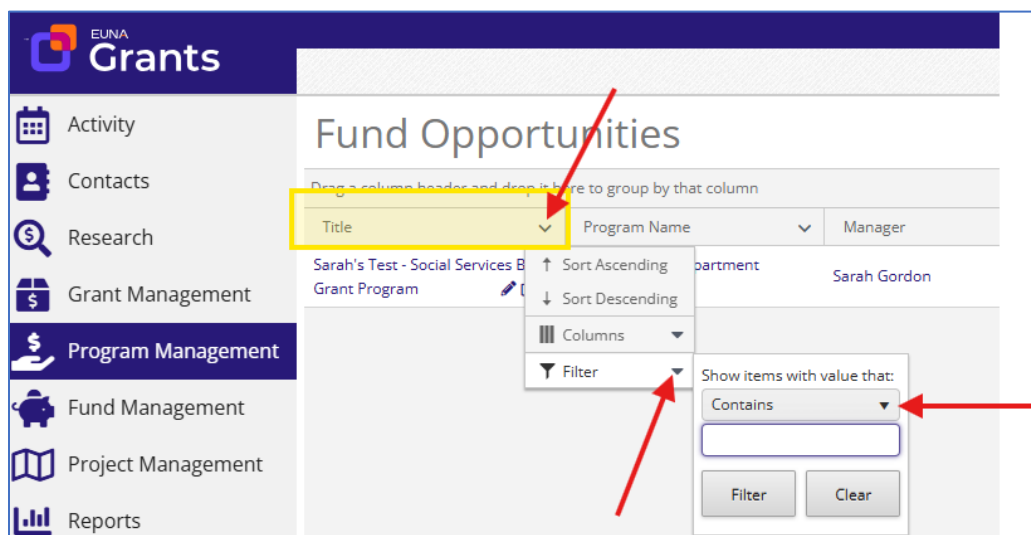


Navigation to Performance

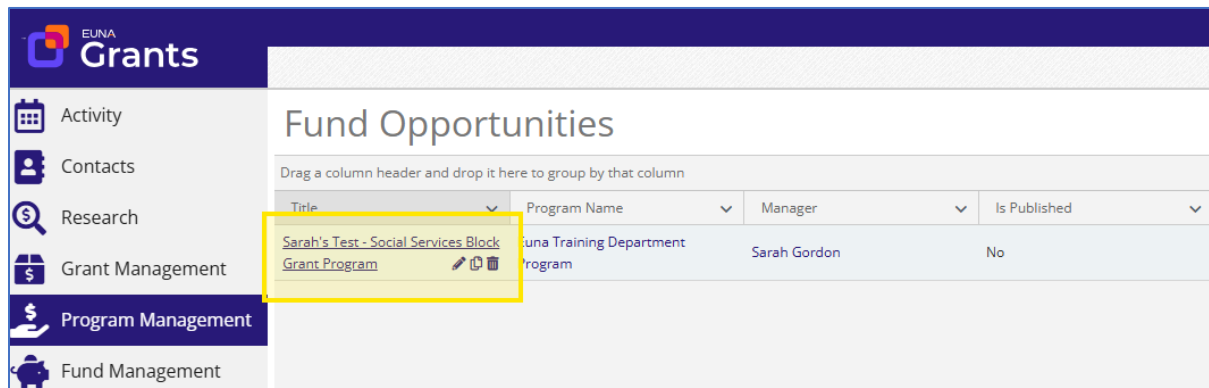
1. Open **Program Management>Opportunities**.



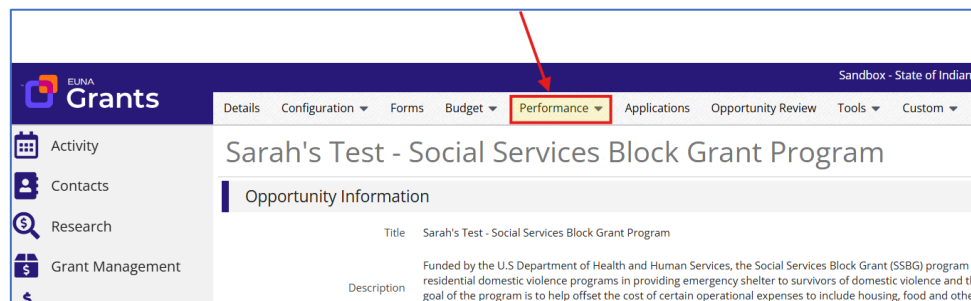
2. Search for the Opportunity you want to test. Each column may be sorted or filtered to locate your opportunity.



3. Click the highlighted name of the Opportunity.

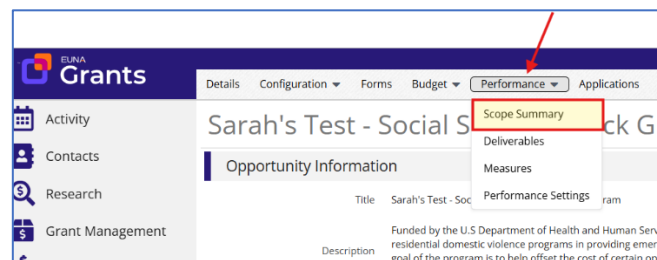


4. Select Performance.

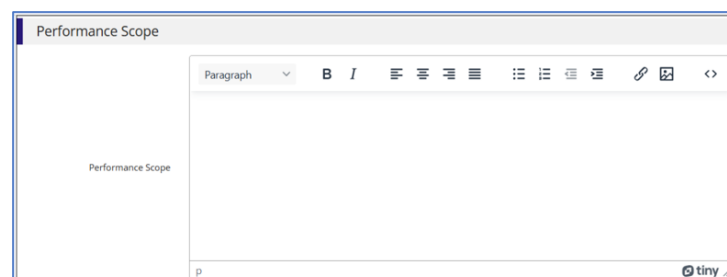


Performance Scope Summary

1. Click on **Performance>Scope Summary** tab.



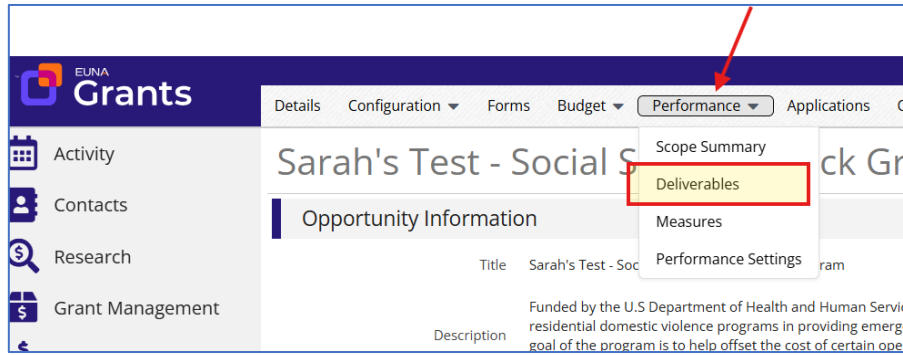
2. Enter the scope summary in the dialogue box provided.



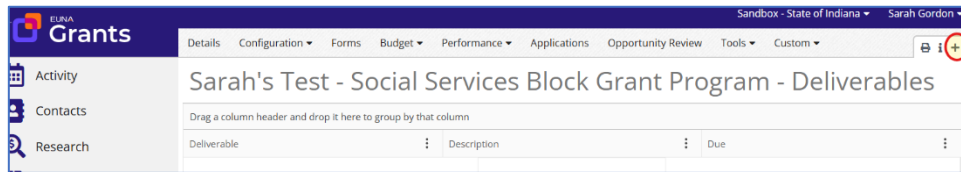
3. Click **Save**

Performance Deliverables

1. Click **Performance>Deliverables**

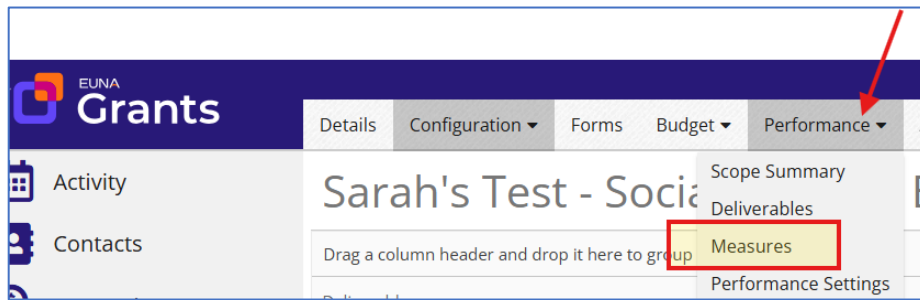


2. Click the + (Create icon) in the upper right-hand corner of the screen.

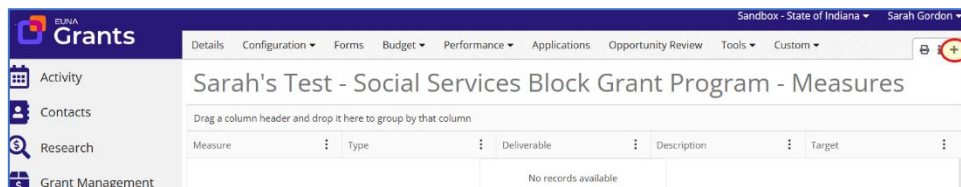


Performance Measures

1. Click **Performance>Measures**



2. Click the + (Create icon) in the upper right-hand corner of the screen.



3. Add a **Name**

4. Choose a **Type**

i. **Milestone** - Add

ii. **Numeric**

- a. Opens up another field for **Target Number**.
- b. Check the box to **Allow applicant to propose** the target number.

Target Number		☐ Allow applicant to propose
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iii. **Percentage**

- a. Opens up another field for **Target Percentage**.
- b. Check the box to **Allow applicant to propose** the target percentage.

Target Percent	%	☐ Allow applicant to propose
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5. Choose a **Deliverable** from the list you created in the [Performance Deliverables](#) section above.

The screenshot shows the 'Add Measure' form. At the top, there is a 'Name*' text input field. Below it is a 'Type' dropdown menu set to 'Milestone'. The 'Deliverable' dropdown menu is highlighted with a red rectangle. Below the dropdowns is a 'Description' text area with a rich text editor toolbar (Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link) and a 'tiny' logo at the bottom right. At the bottom of the form are 'Cancel' and 'Create' buttons.

6. Add a **Description**

This screenshot is similar to the previous one, but the 'Description' text area, including the rich text editor toolbar, is highlighted with a red rectangle. The 'Deliverable' dropdown is no longer highlighted. The 'Cancel' and 'Create' buttons remain at the bottom.

7. Click **Create**

Definitions

Additional Users – A user that needs access to a particular opportunity and will have the same capabilities as an opportunity manager but will not receive the automated system emails.

Advance Payment – The disbursement of grant funds to a recipient before the recipient expends the money on approved project activities.

Agency Euna Grants AmpliFund User – A user of Euna Grants AmpliFund. This is a State of Indiana staff person using the system as a Grant Maker. See [Grant Maker](#).

Agency Opportunity Number – This is a reference number for the awarding agency assigned by your organization.

Applicant – An individual or entity applying to a grant program.

Application – The specific set of forms, documents, and attachments that comprise an Applicant's submission to a solicitation. See [Opportunity](#).

Application Budget – The financial information Applicants are required to submit to the Funder or Grantor detailing how they will spend grant funds, if awarded. This budget is carried over to the awarded grant so that the Grantee or Subrecipient reports financial information at the level of detail required by each grant program.

Archive Date – The date the opportunity is no longer accessible to applicants.

Assistance Listing Number (ALN) – A unique number assigned to identify a Federal Assistance Listing, formerly known as the CFDA number.

Award Announcement Date – The date the awarding agency will officially announce the grant opportunity award decision and will notify the applicants.

Award End Date – see [Period of Performance](#)

Award Start Date – see [Period of Performance](#)

Capital Grant – An opportunity awarded to fund the construction, improvement or renovations of an asset or infrastructure. Typically support projects like buildings, facilities and/or other investments.

Cash Match – A portion of project costs not paid by Federal funds as a direct project expense ([2 CFR 200.306](#)). This portion of the project costs are provided as cash from the Indiana State Agency or State of Indiana resources. Cash Match is also referred to as cost sharing.

Catalog of Federal Domestic Assistance (CFDA) Number – Now known as the Assistance Listing or Assistance Listing Number (ALN), it refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration (GSA).

Competitive Opportunity – An opportunity in which applicants compete for grant funding through an application process.

Custom Forms – These are configurable forms within AmpliFund that can be tailored with specific fields, questions and requirements to capture data from applicants.

Department – Departments are added to Euna Grants AmpliFund by the SBA Grants Management Team, mirroring the Departments in eCivis. If you do not see your Department in Euna Grants AmpliFund, enter a ticket to the SBA Grants Management Team, by clicking the link [here](#). A single Indiana State Agency may have one or more departments within Euna Grants AmpliFund representing their divisions, offices, agencies, etc.

Euna Solutions – The software vendor that created Euna Grants AmpliFund (Indiana State Agencies as Grant Makers) and Euna Grants AmpliFund Portal (Applicants/Subrecipients to Indiana State Agencies' grant programs).

Evaluator – The person responsible for reviewing and evaluating a grant application. An Evaluator may be a State of Indiana employee or an external party (non-State of Indiana employee). Reviewers do not need to have a Euna Grants AmpliFund Grants Network license/account. Also referred to as a Reviewer or Peer Reviewer.

Federal Award Identification Number (FAIN) – The unique identifier within the Federal agency for each financial assistance award.

Federal Fiscal Year (FFY) – The 12-month period the Federal government uses for financial or budgetary reporting. The FFY begins on October 1st and ends on September 30th. For example, FFY 2023 begins October 1, 2022, and ends September 30, 2023.

Financial Report (Payment or Reimbursement Request) – The task assigned to a Grantee or Subrecipient to submit financial data. Financial reports can also include payment or reimbursement requests within them. These reports are usually recurring in nature through the grant term.

Formula Award – An opportunity in which funding is distributed to recipients based on a specific formula, an example is population, rather than through a competitive opportunity.

Fund Activity Category – System generated categories to note the type of activities for a fund.

Funder – See [Grant Maker](#).

Funding Opportunity Number – a reference number for an opportunity assigned by the awarding organization.

Funding Sources – A numerical number assigned to a grant awards in PeopleSoft Financials. FMC 4.1 states, a “Funding Source” is a budgeting tool in the PeopleSoft Financials Commitment Control Module that is used to distinguish separate funding streams, such as federal grants or state matching funds, to be allocated to federal projects.

Goals – The outcomes to be achieved as a byproduct of the projects or programs administered by an Indiana State Agency. Goals can be captured and tracked in Euna Grants AmpliFund Grants Network, depending on the requirements of each grant program.

Grant Term – See [Period of Performance](#).

Grantee – Persons or organizations who receive funding from another party. Indiana State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal government. A Grantee is also referred to as a Subrecipient.

Grantee Project – Indiana State Agencies can manage grants that they pursue from pre-award to post-award by creating a project.

Grant Maker – Persons or organizations that provide grant funding to another party. Indiana State Agencies operate as Grant Makers when they distribute grant funds to Subrecipients (Grantees). Also, referred to as a Funder.

In-Kind Match (Third-Party In-Kind Contribution) – The value of a non-cash contribution (i.e., property or services) that (1) benefit a Federally-assisted project or program; and (2) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award ([2 CFR 200.1](#)).

Non-Competitive Opportunity – An opportunity in which a grant award is given to a subrecipient without a competitive application process.

Notice of Funding Opportunity (NOFO) – A formal announcement of the availability of funding through a financial assistance program from an awarding agency. Also known as a Notice of Funding Opportunity Announcement (NOFA), Request for Funding Proposal (RFP), and Request for Funding (RFF).

Opportunity Manager – The individual who will be creating, editing, and/or deleting an opportunity. Additionally, an opportunity manger can enroll opportunities and applications in workflows and receive automated emails when applications have been submitted to their opportunity.

Pass-Through Funding – Refers to grant funds received by one organization and then given/award to another entity to support grant activities.

Period of Performance (Performance Period) – Time interval between the start of an award and the end date. Referred to also as the Grant Term and Project Period.

Portal (Euna Grants AmpliFund Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in Euna Grants AmpliFund Grants Network. URL: <https://portal.Euna Grants AmpliFund.com/#/login>.

Posted Date – This refers to the date in which an opportunity is available for applicants to view and apply.

Program Income – Gross income earned by a non-Federal entity that is directly generated by a supported activity or earned because of the Federal award during the period of performance.

Program Manager – An Agency Euna Grants AmpliFund user that is the first Agency Euna Grants AmpliFund user to set up a Grantee project or solicitation (Grantor).

Project – See [Grantee Project](#).

Question Submission Close Date – This is the date that applicants may start submitting questions about the opportunity to the awarding agency.

Question Submission Open Date – This is the date that applicants can no longer submit questions about the opportunity to the awarding agency.

Reimbursement – The disbursement of grant funds to a recipient after the recipient expends the money on approved project activities.

Reviewer – See [Evaluator](#).

Opportunity – The public-facing notification of available grant funding. The opportunity setup in Euna Grants AmpliFund creates either public-facing or internal content, dependent upon program-specific requirements. See [Notice of Funding Opportunity](#) (NOFO).

State Fiscal Year (SFY) – The 12-month period the State of Indiana uses for financial or budgetary reporting. The SFY begins on July 1st and ends on June 30th.

Submission Close Date – This is the date and time that applications will no longer be accepted.

Submission Open Date – This is the date and time that applications will be accepted.

Subrecipient – An entity that receives a grant from an Indiana State Agency utilizing Euna Grants AmpliFund. Also, it can be referred to as a Grantee of the Indiana State Agency.

Workflow Classic – A series of review and approval activities or tasks that must be completed to accomplish specific parts of the grant process, e.g., State Budget Agency (SBA) pursuance approval or financial reports with/without payment/reimbursement requests from Subrecipients.

Working Capital – Grant funds are given to recipient based on maintaining the working capital rate over the life of the grant.