

## Award: What to Do When you Receive a Grant – Assign Recipient Grant Manager

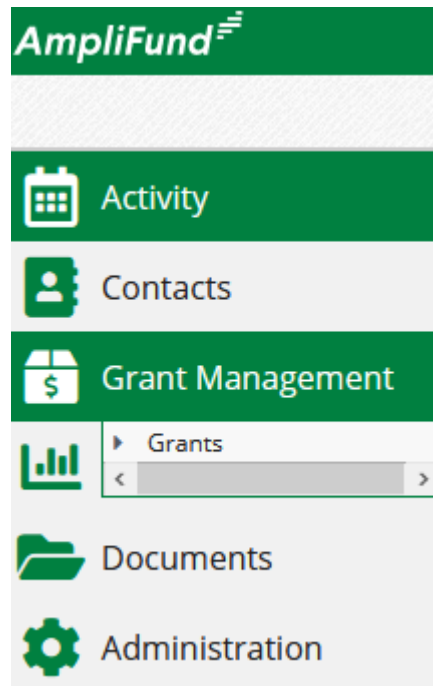
**Browser:** Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

**NOTE:** After you have access to your Award in AmpliFund, you need to Assign a Recipient Grant Manager.

### How to view your Grant

Login to AmpliFund.

On the left navigation click Grant Management > Grants > [Select your Grant]



### How to edit your Grant

Select your Grant from the previous section. You are now on the Award's **Details** page.

Click the **Pencil Icon** in the top right corner.



You will now be able to edit certain fields in your Award.

**NOTE:** You will need to assign a Recipient Grant Manager in this edit view. See more information in the next section.

After making any edits, click **Save**.



## Assign Recipient Grant Manager

While in the edit screen from above, in the **Award Information** area, assign a **Recipient Grant Manager**.

Click the dropdown menu in the **Recipient Grant Manager** field to add a Grant Manager to the record.

The Recipient Grant Manager will receive all automatic notifications regarding Approvals and Rejections communicated from NE DED.

**NOTE:** The User must be created in AmpliFund in order for you to select them from the dropdown list.

To save changes, click **Save**

Details Analytics Pre-Award Post-Award Tools Custom

### Edit Award

**Award Status**

Name\* Cuyahoga Splash Park - Award

Recipient Name AmpliFund Corp

Recipient Award Name Cuyahoga Splash Park - Award

**Award Information**

Responsible Person Jenny Mason

Grant Manager\*

Recipient Grant Manager\* select recipient grant manager...  
Daniel Holtz  
John User  
Rich Paul

Award Identification Number

RFP ID Number

Funding Opportunity Number

CFDA Number

Awarded Date 3/31/2020

Start Date 4/1/2020

Save Cancel

## Add Additional Users to your Recipient Portal

Recipient Portal best practice is to add at least one additional user to your account.

To add users, see the **How to Add Users in the Recipient Portal** user guide in the FAQ – Award Management: Recipient Portal section.

<https://opportunity.nebraska.gov/amplifund/#FAQ-Award-Management>