

## STEP – IBR Evaluation / Expenses & Reimbursement

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

Navigate to the Award Screen

From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]

### Summary

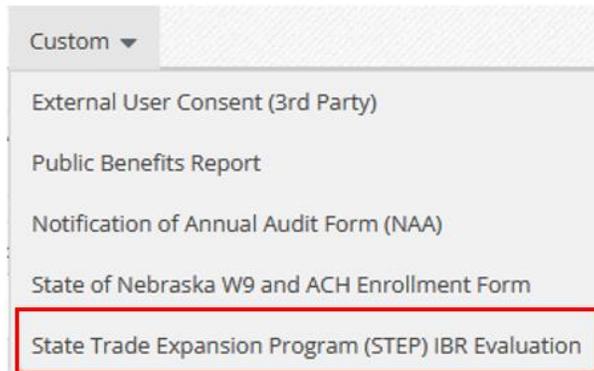
After each IBR activity is complete, you will complete an IBR Evaluation form. Then create expenses and submit a Payment Request for reimbursement.



## Submit 'State Trade Expansion Program (STEP) IBR Evaluation' Custom Form

### How to fill out the IBR Evaluation

1. Navigate to the award > Custom tab (top navigation) > State Trade Expansion Program (STEP) IBR Evaluation



2. Click + in the top right corner.



3. Fill out form, and click the **Create** button in the bottom right corner.



**NOTE:** If this is your first IBR, you will need to complete the 'State of Nebraska W9 and ACH Enrollment Form'. The 'State of Nebraska and ACH Enrollment Form' custom form only needs to be filled out once per award.

## Create Expenses and Payment Request

For instructions on how to: Create Expenses, Review Expenses, Create Payment Request, and 'Submit' Payment Request, please see the ["Submit a Reimbursement Payment Request"](#) user guide. This is in the Award Management tab of the Frequently Asked Questions section of the AmpliFund Resource page on DED's website.

Below is additional information specific to STEP awards.

### Budget

To see your budget: Award Screen > Post-Award > Financial > Budget

Select **Match** below the options to view the **Match** column.

The Budget will show you your line items for each IBR you have submitted that was approved.

**Budget View Settings**

**Options**

Grant Year
  Responsible Individuals
  GL Accounts
  Match

**Budget**

Expense Budget	Grant Funded	Match	Total Cost
<b>IBR: 01</b>			
Other: Website Development and Optimization (Contractor) \$	\$6,000.00	\$1,500.00	\$7,500.00
Subtotal	\$6,000.00	\$1,500.00	<b>\$7,500.00</b>
<b>IBR: 02</b>			
Other: Marketing - Translation Services \$	\$6,000.00	\$1,500.00	\$7,500.00
Subtotal	\$6,000.00	\$1,500.00	<b>\$7,500.00</b>
<b>IBR: 03</b>			
Other: 3rd Party Product Testing \$	\$6,000.00	\$1,500.00	\$7,500.00
Subtotal	\$6,000.00	\$1,500.00	<b>\$7,500.00</b>
<b>IBR: 04</b>			
CASH MATCH ONLY: Meals - CITY \$	\$0.00	\$768.00	\$768.00
Lodging: Hotel - CITY \$	\$0.00	\$0.00	\$0.00
Other: Event/Activity - Booth/Reservations Fee \$	\$4,000.00	\$232.00	\$4,232.00
Transport: Airfare \$	\$0.00	\$0.00	\$0.00
Subtotal	\$4,000.00	\$1,000.00	<b>\$5,000.00</b>

Available Line Items for IBR

View 'Subtotal' for each IBR for maximum reimbursement information.

Example:

IBR 4 will have \$1,000 minimum cash match to receive the entire \$4,000 in grant funds. With the individual line item exact amounts unknown until the activity occurs, just the approved amount as an entirety is entered upon approval.

The per diem is filled out on the 'CASH MATCH ONLY' line item. This corresponding expense will be entered by DED at time of IBR approval.

## Additional Expense Information

As per STEP Program Guidelines, you will need to make sure you meet the minimum amount of Cash Match per total in each IBR, not line item. Going over in Cash Match per Category (IBR) is allowable.

**NOTE:** The only expense that does not need Source Documentation is the 'Per Diem' expense DED will enter for you.

### Examples

**NOTE:** STEP's Cash Match is 25% of maximum reimbursement allowed.

Example 1:  
\$6,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Invoice ABC	\$7,500	\$1,500	\$6,000
<b>Total</b>	<b>\$7,500</b>	<b>\$1,500</b> <b>(0.25 x 6,000 = 1,500)</b>	<b>\$6,000</b>

Example 2:  
\$6,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Invoice 123	\$4,500	\$1,125	\$3,375
<b>Total</b>	<b>\$4,500</b>	<b>\$1,125</b> <b>(0.25 x 4,500 = 1,125)</b>	<b>\$3,375</b> <b>(4,500 - 1,125)</b>

Example 3:  
\$6,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Invoice 1 of 2	\$6,000	\$3,000*	\$3,000*
Invoice 2 of 2	\$3,000	\$0*	\$3,000*
<b>Total</b>	<b>\$9,000</b>	<b>\$3,000</b> <b>(Receiving all grant funds, \$1,500 min)</b>	<b>\$6,000</b> <b>(Receive maximum)</b>

\*The total cash match needs to be correct on the Payment Request. As long as the total for match/grant funds is correct, it does not matter which expenses have match.

Example 4:  
 \$4,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Per Diem (This expense will be entered for you by DED)	\$768	\$768	\$0
Lodging	\$1,000	\$0*	\$1,000*
Airplane	\$1,000	\$0*	\$1,000*
Booth Reservation	\$6,000	\$4,000*	\$2,000*
<b>Total</b>	<b>\$8,768</b>	<b>\$4,768</b> <b>(Receiving all grant funds, \$1,000 min)</b>	<b>\$4,000</b> <b>(Receive maximum)</b>

\*The total cash match needs to be correct on the Payment Request. As long as the total for match/grant funds is correct, it does not matter which expenses have match.

Example 5:  
 \$10,000 approved IBR

Expense	Direct Cost	Match Amount	Grant Funds
Per Diem (This expense will be entered for you by DED)	\$768	\$768	\$0
Lodging	\$1,000	\$0*	\$1,000*
Airplane	\$4,000	\$0*	\$4,000*
Booth Reservation	\$6,000	\$1,732*	\$4,268*
<b>Total</b>	<b>\$11,768</b>	<b>\$2,500</b> <b>(0.25 x 10,000 = 2,500)</b>	<b>\$9,268</b> <b>(11,768 – 2,500 = 9,268)</b>

\*The total cash match needs to be correct on the Payment Request. As long as the total for match/grant funds is correct, it does not matter which expenses have match.

Example 6:  
 \$4,000 approved IBR

Expense	Direct Cost	Match Amount	Grant Funds
Per Diem (This expense will be entered for you by DED)	\$768	\$768	\$0
Lodging	\$1,000	\$0	\$1,000
Airplane	\$500	\$0	\$500
Booth Reservation	\$1,000	\$0	\$1,000
<b>Total</b>	<b>\$3,268</b>	<b>\$768</b> <b>Receiving max reimbursement amount</b> <b>(0.25 x 2,500 = \$625 min)</b>	<b>\$2,500</b> <b>(Maximum reimbursement amount)</b>