



State of Indiana Euna Grants AmpliFund Grant Maker User Guide

Testing, Publishing and Deleting an Opportunity October 2026

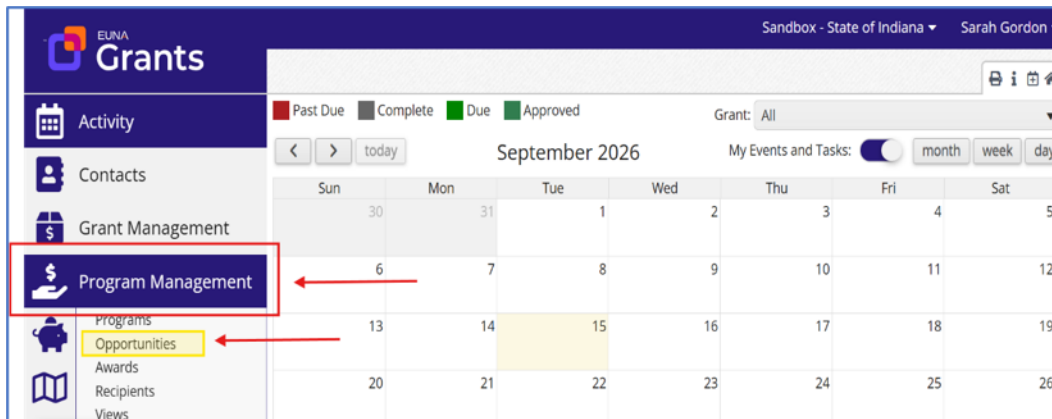
Contents

How to Test an Unpublished Opportunity	2
How to Test an Opportunity	3
How to Delete Test Data	3
Publish an Opportunity	5
How to Publish an Opportunity	5
How to Unpublish an Opportunity	6
How to Delete an Opportunity	8
Definitions	10

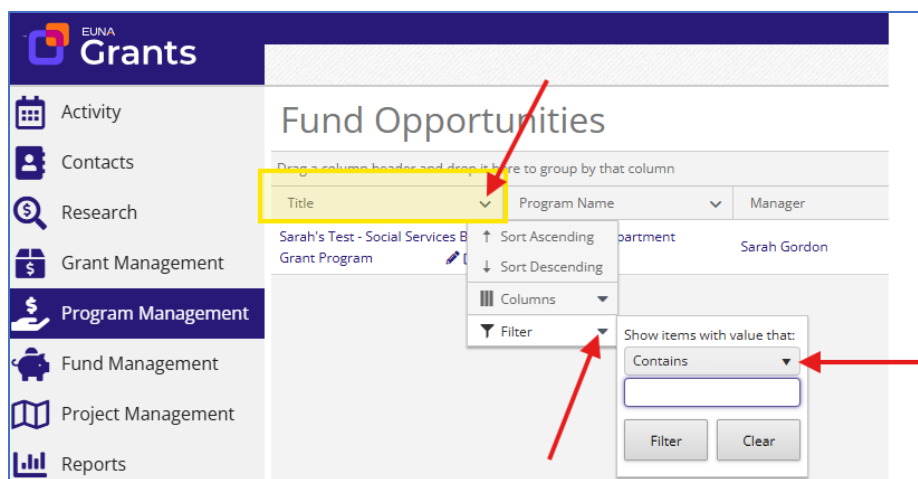
How to Test an Unpublished Opportunity

Before publishing, your organization's users can preview and test the application process, including viewing and submitting applications in the Applicant Portal, enrolling and assigning workflows, reviewing and scoring applications, and selecting recipients and creating awards from the opportunity. Once published, the opportunity can be made available to applicants.

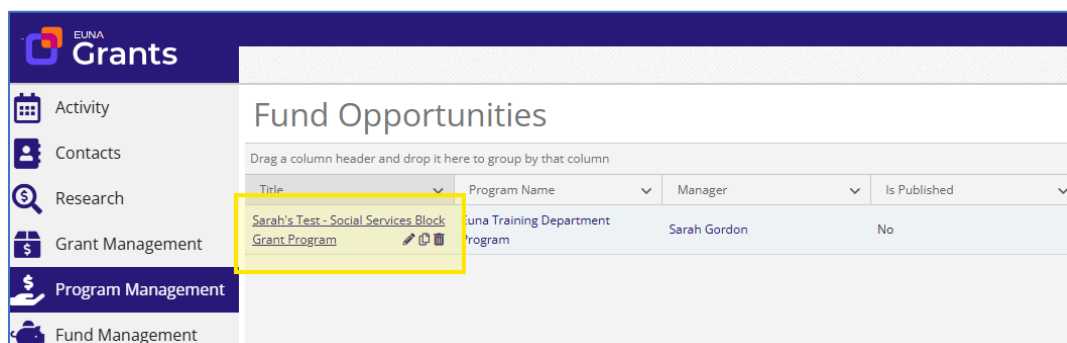
1. Open **Program Management>Opportunities**.



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



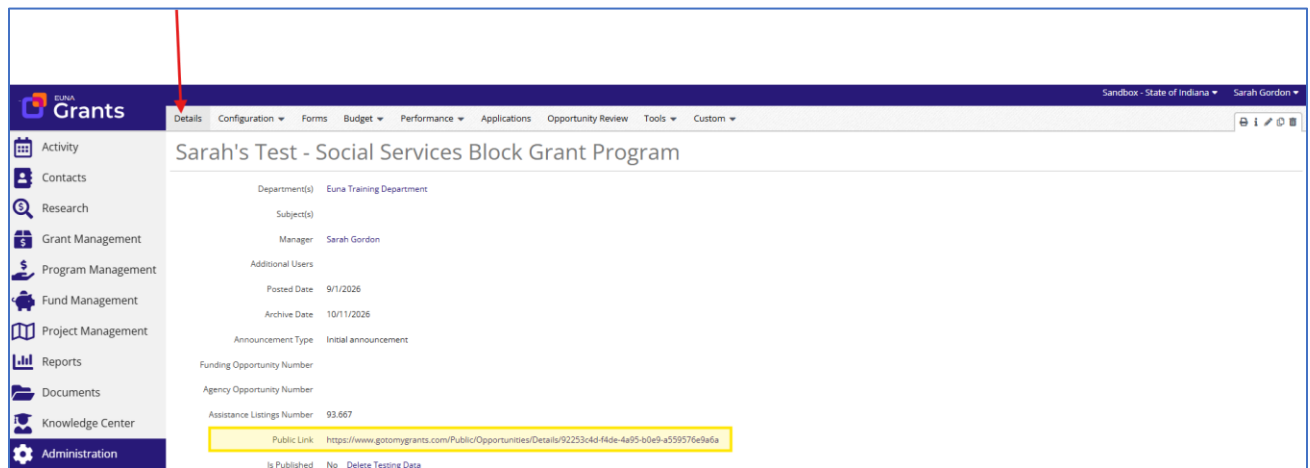
3. Click the highlighted name of the Opportunity.



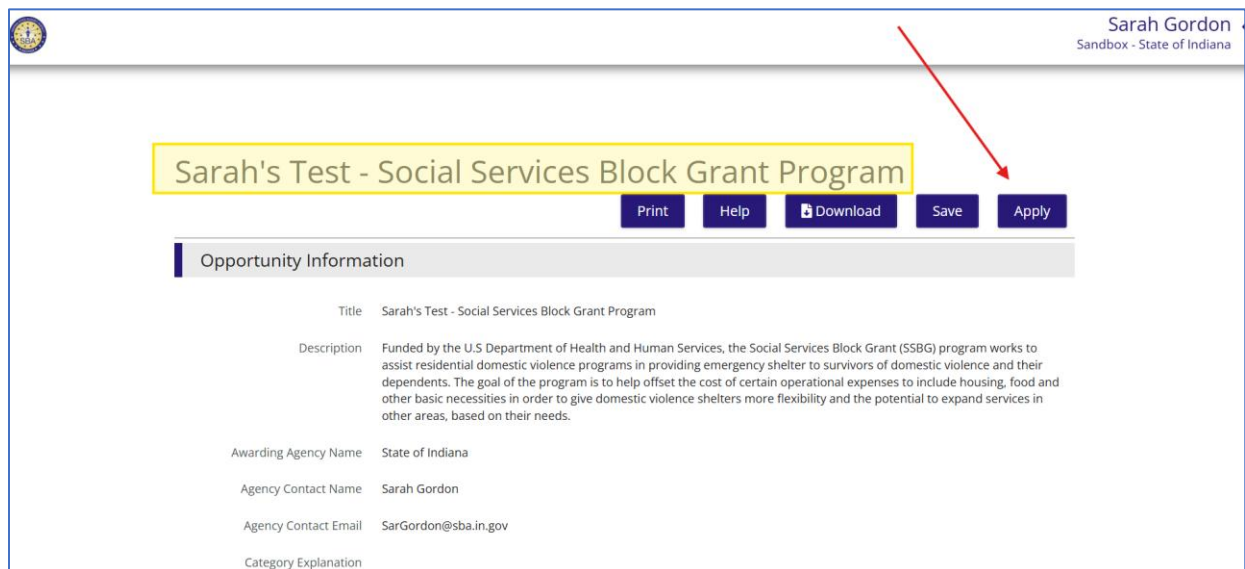
How to Test an Opportunity

Note: Submission close date and archive date cannot have passed.

1. On the **Details** tab in the *Opportunity Information* section, click the **Public Link**.



2. This will take you to a preview of your application. From this preview, you can submit test applications.



Once test applications have been submitted, you can also test enrolling in workflows, reviewing and scoring, and creating awards.

How to Delete Test Data

Test data, including test applications, scores, and awards, can be deleted prior to publishing the opportunity.

1. On the **Details** tab in the *Opportunity Information* section, click **Delete Test Data**.

The screenshot shows the EUNA Grants interface. 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 details for 'Sarah's Test - Social Services Block Grant Program'. The details include: Department(s) Euna Training Department, Subject(s), Manager Sarah Gordon, Additional Users, Posted Date 9/1/2026, Archive Date 10/11/2026, Announcement Type Initial announcement, Funding Opportunity Number, Agency Opportunity Number, Assistance Listings Number 93.667, Public Link <https://www.gotomygrants.com/Public/Opportunities/Details/92253c4d-f4de-4a95-b0e9-a559576e9a6a>, and Is Published No. A red arrow points to the 'Delete Testing Data' button next to the 'Is Published' status.

2. In the confirmation pop-up window, click **Delete**.

The screenshot shows a 'Delete Testing Data Notification' pop-up window. The window has a title bar and a main content area. The title is 'Delete Testing Data Notification'. The main content area contains the following text: 'By deleting the testing data, you will be deleting any test applications and removing them from workflows. You cannot recover this test data once deleted.' At the bottom right of the window, there are two buttons: 'Delete' (highlighted with a red border) and 'Cancel'.

Publish an Opportunity

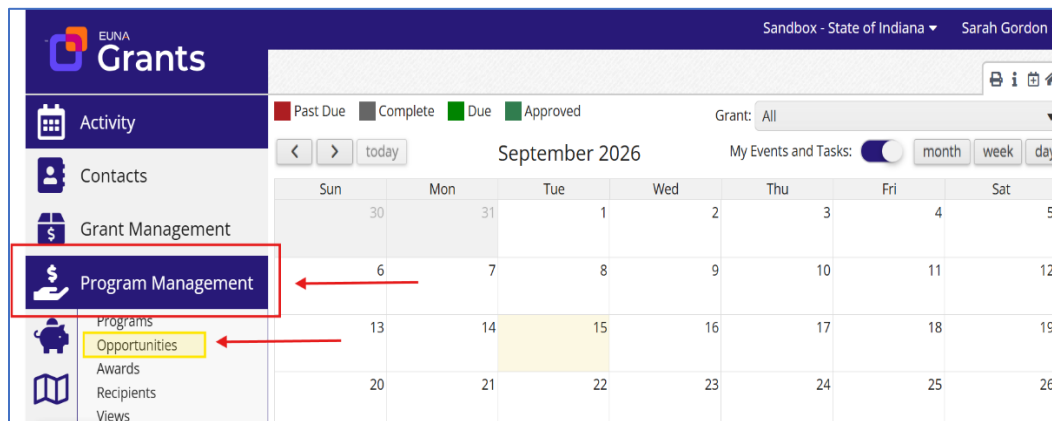
Once published, the opportunity will be visible on the Applicant Portal between the opportunity's Posted Date and Archive Date. The application forms, budget templates, and performance plan templates cannot be edited while the opportunity is published.

Before you publish, we recommend that you complete the following items.

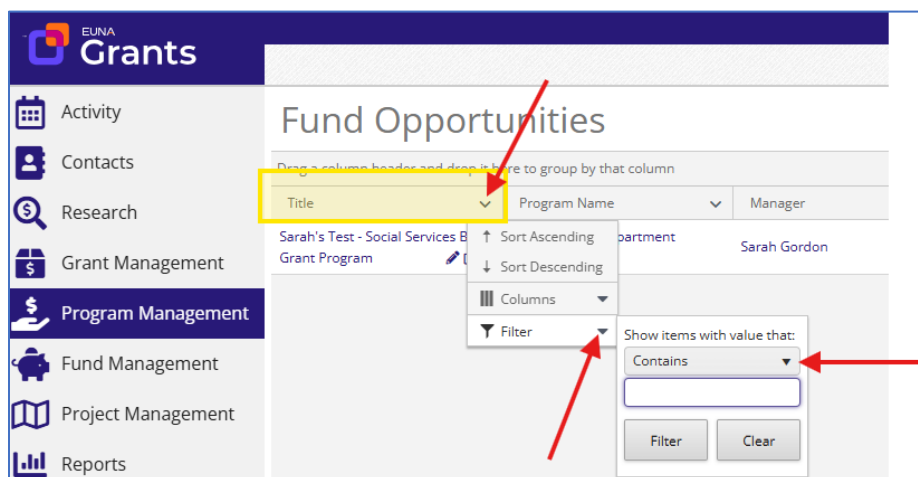
- Review all information on the opportunity **Details** tab.
- Review application forms, budget template and performance template content.
- Review visibility for opportunity details, budget template, performance template, and application forms. (Budget template and performance template visibility can be set on the **Configuration>Application Settings** tab)
- Review application forms as an applicant and as a reviewer.
- Review scoring scales for all application form fields.
- Review workflow set up, enrollment, and user assignments.
- Test the opportunity.
- Delete any test data.
- Publish opportunity.

How to Publish an Opportunity

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



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



- Click the  (Edit icon) next to an unpublished opportunity name.

Title	Program Name	Manager	Is Published
Practice Opportunity #1 for May Cohort			No

- Check the **Is Published** checkbox at the bottom of the *Opportunity Information* section.

Is Published ☐

- In the confirmation pop-up window, click **yes**.

Confirm

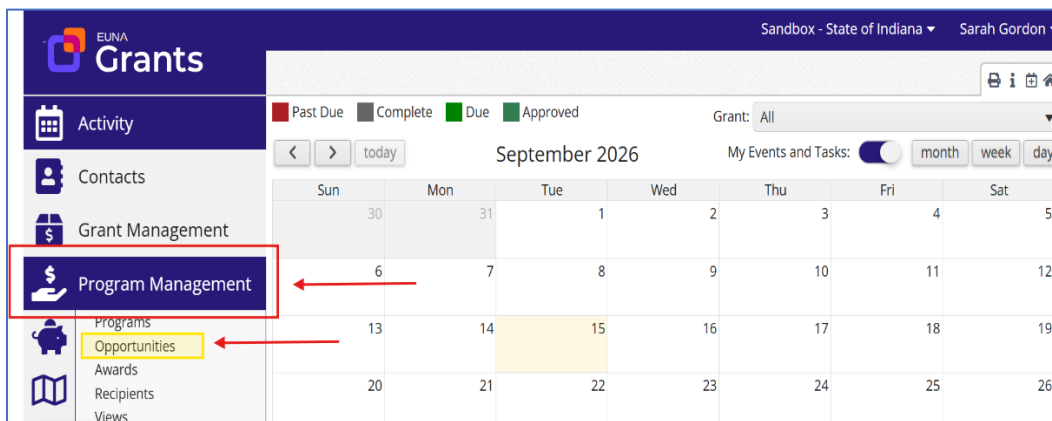
Marking this opportunity as Published will open it for applications on the specified Submission Open Date. No changes can be made to application forms once any applicant has started or submitted an application. Do you want to continue?

- Click **Save**.

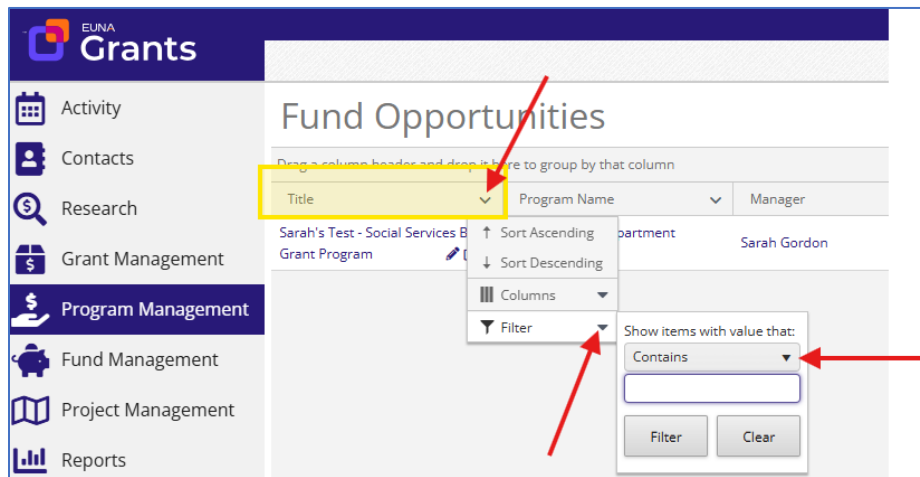
How to Unpublish an Opportunity

Unpublishing an opportunity will remove it from the Applicant Portal. You should only unpublish an opportunity if applicants have not started or submitted applications, or if there is misinformation on the opportunity **Details** tab that must be removed or changed before applications may be submitted.

- Open **Program Management>Opportunities**.



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



- Click the  (Edit icon) next to an unpublished opportunity name.

Title	Program Name	Manager	Is Published
Practice Opportunity #1 for May Cohort			No

- Uncheck the **Is Published** checkbox at the bottom of the *Opportunity Information* section.

Is Published
☐

- In the confirmation pop-up window, click **yes**.

Confirm

Marking this opportunity as Not Published will remove it from the public applicant portal. If there are no applications started or submitted, changes can be made to application forms and the opportunity can be republished. All existing applications will be deleted upon republishing. Do you want to continue?

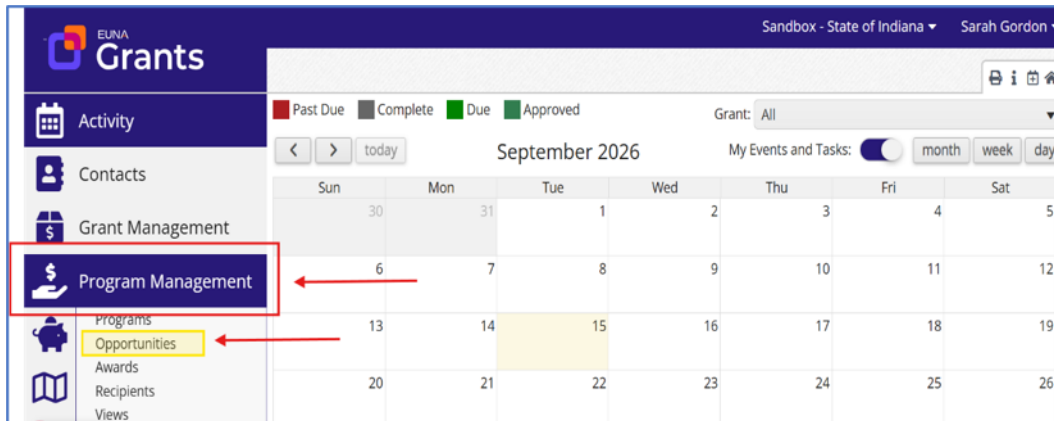
Yes
No

- Click **Save**.

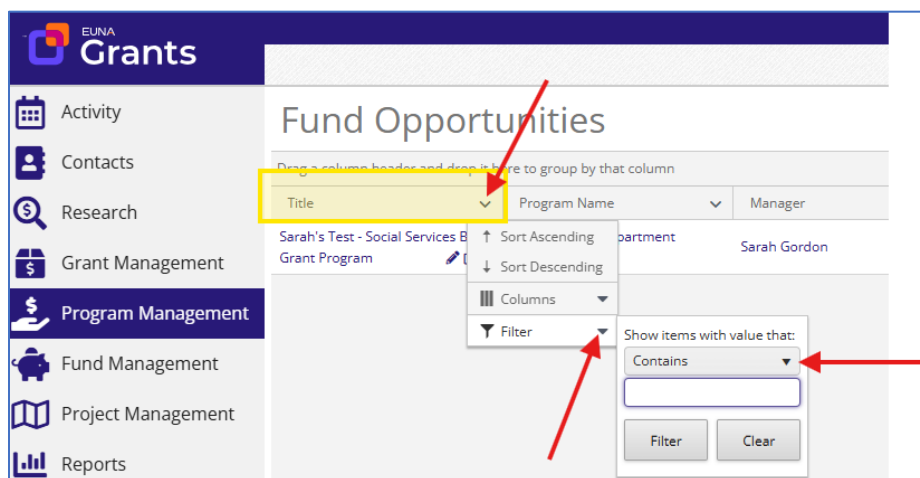
How to Delete an Opportunity

Note: Applications cannot be started or submitted.

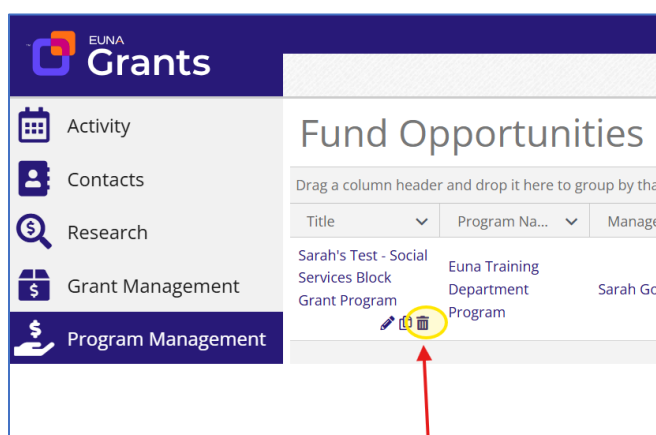
1. Open **Program Management>Opportunities**.



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



3. Click the  (Delete icon) next to an opportunity name.



4. In the confirmation pop-up window, click **Delete**.

Delete Opportunity

Are you sure you want to delete this opportunity?

Delete

Cancel

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 manager 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.GrantsAmpliFund.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.