

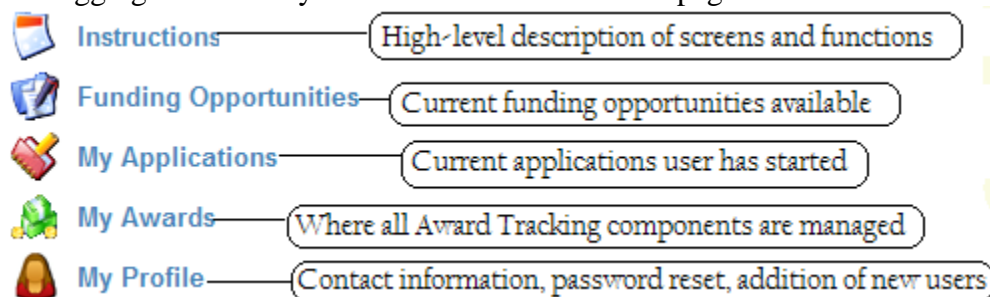





Award Management System (AMS) Quick Tips for the Awardees

- AMS can be accessed at: <https://www.medcawards.org/index.jsp>
- Your User ID and Password will already be set up in the system.
- Use the AMS navigation buttons: ‘**Return to Components**’  Back  Menu , instead of your browser’s navigation buttons for better performance.
- After logging in to AMS you will see the **Main Menu** page below:




- Open the **Instructions** link and read thoroughly before you start using AMS.
- All drillable fields appear in **blue text**. To access further screens, click on the blue text.
- Use the Help button  **Help** to find detailed instructions for every component.
- The **My Awards** link is where all the Award Tracking Components are managed. Click on the Award Name to access the screen below. All editable components are worked in by opening the component and clicking on the  **Edit** button or adding attachments using the  **Add** button.





Component	Component Description
General Information	<i>Editable – Organization information</i>
Due Diligence Checklist	<i>Editable – Does not apply for this Award</i>
Due Diligence Attachments	<i>Editable – Does not apply for this Award</i>
Milestones	<i>Documents milestones with descriptions, dates and status</i>
Disbursement Schedule	<i>Documents the disbursement amounts and milestones</i>
Progress Reports	<i>Editable – Creation of new reports, view of past reports*</i>
Disbursement Request	<i>Editable – Submission of disbursement requests*</i>
New Collaborations/Funding	<i>Editable – Add collaborations/sources of funding</i>
New Collaboration Letters of Support	<i>Editable – Submit PDF documents for collaborations</i>
Annual Financial Reports	<i>Editable – Add annual financial reports</i>
Closeout Schedule	<i>Populated after loan is closed</i>
Attachments	<i>No information currently displayed</i>
Budget	<i>Documents application budget at time of the Award</i>
Contracts and Amendments	<i>No information currently displayed</i>
Opportunity	<i>No information currently displayed</i>
Application	<i>No information currently displayed</i>
Review Forms	<i>No information currently displayed</i>

*See Page 2 for further details

***Creating a New Progress Report**

1. After clicking on the **Progress Report** component, select the **Create Progress Report** link located in the middle of the page, to the right.
2. The **General Information** component will open automatically in the Edit mode.
3. Enter the appropriate date range in the **Reporting Period** boxes and select the correct **Budget Period** from the drop-down box.
4. Click on the  **Save** button in the upper right corner.
5. Click on the **Return to Components** link to continue.
6. You will now see the 11 Components of the Progress Report that need to be completed (**General Information** component will already be marked complete).
7. Open each component and complete. After your data is entered for each component, click on the **Mark as Complete** link.
8. If you do not have data to report, you still MUST select **Mark as Complete** for each component. A checkmark ✓ will appear in the ‘**Complete?**’ column.
9. You may click on the **Preview** link at any time to review your input.
10. Once you are satisfied with the report, click on **Submit**.

***Adding a Disbursement Request**

1. After clicking on the **Disbursement Request** component, select the **Add Disbursement Request** link located in the middle of the page, to the right.
2. Enter the date of the request.
3. Click on the  **Save** button in the upper right corner.
4. You will now see the two Components of the Disbursement Request.
5. Click on the **Milestone Completion Certification** component. Select the appropriate milestone(s) – *you are able to select multiple milestones*. Click in the **Certify** box, which will add a checkmark ✓.
6. Click on the  **Save** button in the upper right corner.
7. You will now be returned to the Disbursement Request components.
8. Click on the **Mark as Complete** link for the **Milestone Completion Certification**.
9. Click on the **Attachments** component. Click on the  **Add** button to attach documents. Type in a brief description of any attachments.
10. Click on the  **Save** button in the upper right corner.
11. Click on the **Mark as Complete** link. You MUST mark the component as complete even if you did not add any attachments.
12. You may click on the **Preview** link to review your input.
13. Once you are satisfied with the request, click on **Submit**.