



## OPEN Math Application Frequently Asked Questions

### *AmpliFund*

#### **How to Create an Amplifund Account**

On the "Application Details" page, click "Apply". On the next screen, click "Register". Enter the information as requested, and read and accept the terms and conditions. You may now complete your application.



**Getting Started with AmpliFund.** Get started with Amplifund by watching [this video](#). You will learn about setting up an account, completing an application, and submitting an application. We recommend completing the application on Amplifund using Chrome or Firefox. There are known issues with Amplifund and Safari.

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**Q: Do I need to create an AmpliFund account in order to apply?**

A: Yes, you will need to create a free Amplifund account in order to apply.

The exception to this would be if your institution already has an Amplifund account. Amplifund is the grants management system for many organizations, not just MAA, so it is possible that your institution's grants office, or sponsored programs office, has an account for your institution already. If that is the case, please contact that office directly.

**Q: How do I create an AmpliFund account?**

A: On the Opportunity Details page, you will see a button that says "Apply" in the upper right of the screen. Click on "Apply" and then click "Register" on the next screen. You will be asked to enter some information about yourself and your organization (note: for academic institutions please select "Other" as organization type), and then you will be asked to accept the terms and conditions. Once this is complete, you may begin your application.

**Q: What is my organization type?**

A: When setting up your Amplifund account you will be asked for your organization/affiliation name and type. For organization type, most academic institutions or individuals should select "Other" unless they are applying as a Foundation or Corporation.

**Q: Multiple people from my institutions/college/university are applying for MAA funding - do we all need an AmpliFund account?**

A: No, you are certainly welcome to contact your grants or sponsored programs office and ask them to add you as a user if they have an existing account. Since most OPEN Math funding is distributed to individuals though, it's not strictly necessary to contact your grants office.

**Q: What should I enter for "Application Name"?**

A: This should be the title of your workshop, i.e. "Modeling Inspiration for Differential Equations," etc.

**Q: I'd like to show my department head/a colleague/a co-director our application before submitting, can I do that?**

A: Yes! At any point while you're filling out the application form you can download the application in its entirety. Additionally, before submitting, on the final screen there will be a



button that says “Review” with a download arrow. Click on this button to download your completed application before submitting.

**Q: The submit button is greyed out and I'm getting an error message, but I filled all the forms in - how can I submit?**

A: Amplifund has a built-in safety feature to prevent applicants from missing sections. Each page/section of the application needs to be “Marked as Complete” in order for the system to register that it is in fact complete. There is a button at the bottom of each page/section called “Mark as Complete”. Make sure you have clicked this on each page (when clicked, the button becomes “Mark as In Progress”).

**Q: How do I know my application has been submitted?**

A: You will receive a confirmation email at the email address you used to create your Amplifund account.