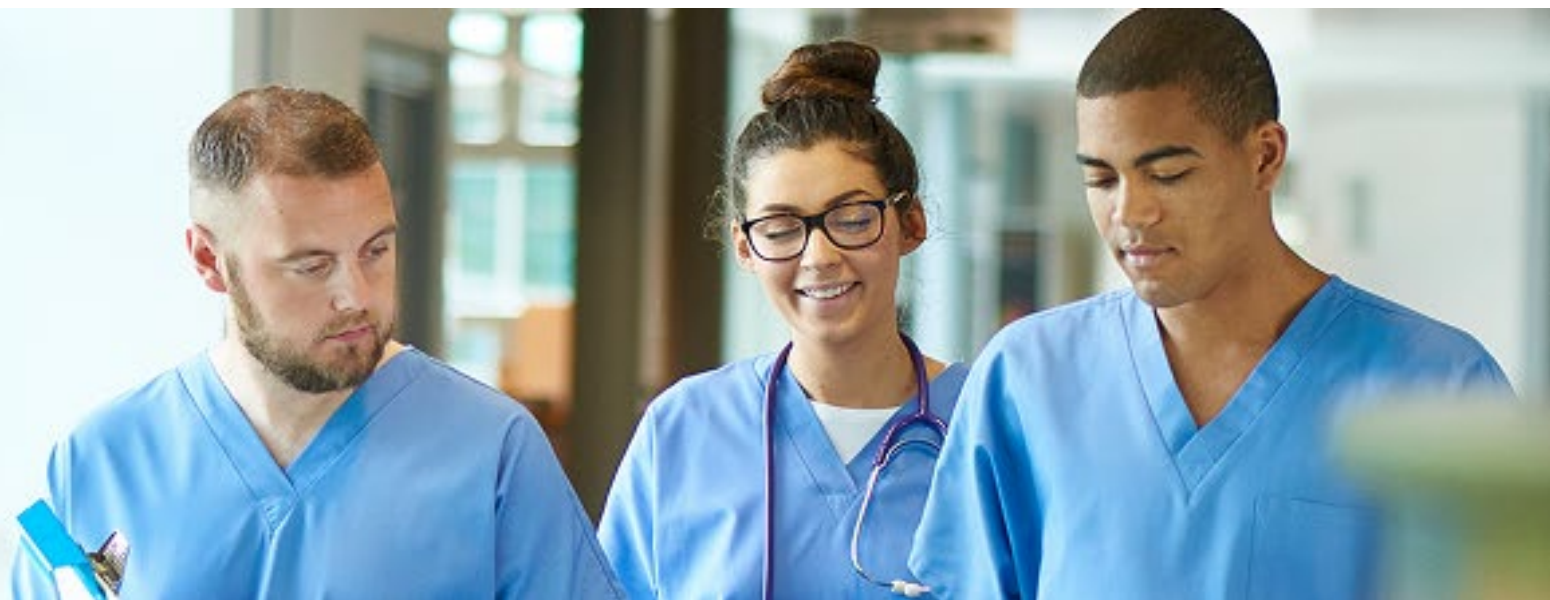


Olympus Medical Grants Portal

North America & Latin America



Reconciliation Guide- Medical Education

How to Complete a Post-Program Reconciliation Report

Important Information

- If your organization received grant support from Olympus for a medical education event, you are required to submit a post-program Reconciliation Report for that event.
- Reconciliation Reports must be submitted no later than **90 days** from the Program End Date. If you miss this deadline, we will not consider any new applications until the Reconciliation Report is submitted, and any pending requests may be denied.
- Complete your report online in the Olympus Medical Grants Portal, the same portal in which you created and submitted your original request.

If you have questions about the reconciliation process or are experiencing technical difficulties, please contact Olympus Grants Team – Americas at +1- 484-896-3939 or grants-americas@olympus.com



System Functionality Notes



- **Preferred Browser:** For optimal performance, please use Google Chrome when accessing the portal.



- **Saving Your Work:** The system does not auto-save. Be sure to click the SAVE button regularly to avoid losing progress.




- **Troubleshooting:** If a page becomes unresponsive, try clicking SAVE to refresh the form. Do not refresh your browser unless you've saved your work, as unsaved changes will be lost.



- **Language Availability:** The portal supports English, Spanish, and Portuguese. However, due to system limitations, some buttons and error messages may appear only in English.

Reconciliation Email Notification

Important: You will receive an email notification from Olympus Corporation of the Americas approximately one day after the last date of your grant-supported program. Follow the instructions provided in the notification to complete and submit your post-program reconciliation.

**Olympus Corporation of the Americas** <do-not-reply.grants07-us-east-1@fluxx.io>
to Heather, me ▾

Email Example

Request ID: MED-FY-26-00234
Program Title: Testing for email language
Requesting Organization: Sociedade Brasileira de Urologia
Program Start Date: February 9, 2026
Program End Date: February 11, 2026
Monetary Grant Approved Amount: \$10,000.00

Dear Heather Buss,

We hope your educational program was a success.

Follow the steps below to complete your required post-program reconciliation report:

1. Log in to your account at <https://grants-olympus.fluxx.io/>
2. Under the Reconciliations Section, you will find the request under Reconciliations Due.
3. After you complete your report, click Submit on the summary page.

Reconciliation reports must be submitted no later than 90 days from the Program End Date. If you miss this deadline, Olympus will not consider new applications until you submit the Reconciliation.

Review the Olympus Grants Reconciliation Guide for step-by-step screen shots and helpful tips.

Please contact us with any questions.

Kind regards,

Olympus Grants Team-Americas
grants-america@olympus.com
+1-484-896- 3939



Note: A reminder email will be issued 42 days after the program end date.

Logging into your account



Medical Grants Portal: Americas & Interregional

- 1) Enter your email address and password
- 2) Click on the Sign in button

A screenshot of the login form. A red oval highlights the 'Username' and 'Password' input fields, labeled with a yellow circle containing the number '1'. Below these fields is a 'Sign in' button, labeled with a yellow circle containing the number '2'. Below the 'Sign in' button is a blue link labeled 'Forgot Password?'.


Login (all fields required)

1 Username

Password

2 Sign in

[Forgot Password?](#)

 **Tip:** Your username is the email address you entered during the account creation steps.
If you forget your password, click [Forgot Password?](#)

ENGLISH: Click to view detailed instructions

- Click **Register** to create a new account.
- If you already have an account, sign in using your username and password under **Login**.
- If you have forgotten your password, click the **Forgot Password?** button to reset it.

Register

ESPAÑOL: Haga clic para ver instrucciones detalladas

PORTUGUÊS (BR): Clique para ver as instruções detalhadas

Navigating the Grants Portal Menu

The image shows a screenshot of the Olympus Medical Grants Portal. On the left is a dark grey sidebar menu with the Olympus logo at the top. The menu is organized into sections: 'APPLICATIONS/ SOLICITUDES/ SOLICITAÇÕES', 'GRANTS/ SUBVENCIONES/ SUBVENÇÕES (1)', 'RECONCILIATIONS/ CONCILIACIONES/ RECONCILIAÇÕES (1)', and 'PAYMENTS/ PAGOS/ PAGAMENTOS'. The 'RECONCILIATIONS' section is highlighted with a red rounded rectangle, and a blue arrow points from a yellow tip box to it. The main content area on the right shows a 'Welcome to the' message, the Olympus logo, and a 'Reconciliations Due' section. A yellow callout box explains that events requiring post-program reconciliation are under 'Reconciliations Due'. Another yellow callout box provides a tip about scrolling the menu.

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Welcome to the

OLYMPUS

Within the Medical Grants Portal, you'll navigate the various sections using the menu on the left.

Scroll down to the **Reconciliations/ Conciliaciones/ Reconciliações** section.

All events that require a post-program reconciliation will be under **Reconciliations Due**.

Tip: If you don't see all the sections in the menu, use the scroll bar to navigate through the full list.

RECONCILIATIONS/ CONCILIACIONES/ RECONCILIAÇÕES (1)

- Reconciliations Due (1)
- Submitted Reconciliations
- Updates Requested
- Completed Reconciliations

Before You Apply

- Review our [program website](#) for details on support types, eligibility requirements, and the application process.
- For the best experience, use **Google Chrome** (other browsers are supported).
- Ensure **pop-up windows** are enabled for the application.

Tip: If you don't see all the sections in the menu, use the scroll bar to navigate through the full list.

Tip: If you don't see all the sections in the menu, use the scroll bar to navigate through the full list.

Step 1: Access the Reconciliation Forms

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Langan Test

APPLICATIONS/ SOLICITAÇÕES/ SOLICITAÇÕES

Draft Applications

Submitted Applications

Updates Requested

Declined/ Cancelled Applications

GRANTS/ SUBVENCIONES/ SUBVENÇÕES (1)

Activity in Progress (1)

Closed Applications

RECONCILIATIONS/ CONCILIAÇÕES/ RECONCILIAÇÕES (1)

Reconciliations Due (1)

Submitted Reconciliations

Updates Requested

Completed Reconciliations

PAYMENTS/ PAGOS/ PAGAMENTOS

Pending Payments

Completed Payments

FLUXO

Search...

2

Langan Test

Reconciliation Resource Guide Test Application 2025

MED-25-00485 / 148

Type: (EN) Medical Education Report

Due: December 2, 2025

Status: New

4

Edit

3

Langan Test

(EN) Medical Education Report

Reconciliation Resource Guide Test Application 2025

Grant ID: MED-25-00485

ID: 148

Program: Medical Education

12/2/2025

Pending Submission

Under Review

Accepted

Status

New

Due At:

12/2/2025

Table of Contents

Narrative Information

Highlights / Anticipated Patient Impact:

Summarize positive highlights from the program and/or the anticipated

Challenges / Lessons Learned:

Summarize challenges encountered and lessons learned that will be applied to future versions of this program.

Delivery Format

- 1) Click on **Reconciliations Due**
- 2) Click on the specific grant requiring a reconciliation
- 3) The reconciliation form will display on the right side of the screen.
- 4) To begin, select **Edit** in the upper-right corner of the reconciliation form.

Step 2: Complete the Narrative Information

Langan Test
(EN) Medical Education Report
Reconciliation Resource Guide Test Application 2025

Grant ID: MED-25-00485
ID: 148
Program: Medical Education
12/2/2025

Pending Submission

Under Review

Accepted

1

▼ Table of Contents

[Narrative Information](#)
[Delivery Format](#)
[Budget Details](#)
[Financial Summary](#)
[Certification](#)
[Documents](#)

2

Required fields are in bold

▼ Narrative Information

Highlights / Anticipated Patient Impact **a**

Test reconciliation for resource materials

Summarize positive highlights from the program and/or the anticipated impact on improving patient care.

Challenges / Lessons Learned **b**

Summarize challenges encountered and lessons learned that will be applied to future versions of this program.

Follow the on-screen instructions to update the **Narrative Information Section** of the Reconciliation form.

- 1) **Table of Contents** provides links to bring you to different sections of the reconciliation.
- 2) Complete the Narrative Information section:
 - a) The **Highlights / Anticipated Patient Impact** must be a summary highlighting the impact on improving patient care and positive outcomes of the grant event.
 - b) The **Challenges / Lessons Learned** must summarize any learned lessons that can be applied to the success of future events.

Step 3: Complete the Delivery Format Section

▼ Delivery Format

In-kind support from Olympus?	# of Speakers/Faculty Members	Geographic Reach	Audience Generation Tactics	Audience Group(s)	Specialties	# of Expected Learners
Live, Lectures/Didactic Session(s) December 2, 2025 - December 2, 2025						
No	4	National	Posters, Emails, Website link, Direct Mail	Physicians,	Gastroenterology,	75
Venue Details: New York Marriott Marquis Hotel - New York, NY 10034, United States						
Live, Hands On Workshop(s) December 2, 2025 - December 2, 2025						
Yes	4	National	Posters, Emails, Website link, Direct Mail	Physicians,	Family Medicine, Gastroenterology,	50
Venue Details: New York Marriott Marquis Hotel - New York, NY 10034, United States						

1

Did the actual program details match the summary table above?

▼

Did the program take place during the dates and at the venues listed?

Anticipated Number of Unique Learners (from application):

125

2

Number of Unique Learners

How many unique learners attended the program from all formats (do not include Faculty, staff, vendors, etc.)?

3

Explain variance in learners (if applicable)

If there was a large variance in learners, please provide additional information or insights into why

Did the actual program details match the summary table above?

▼

Did the program take place during the dates and at the venues listed?

Yes

No

Follow the on-screen instructions to update the **Delivery Format Section** of the reconciliation.

1) Choose the appropriate option from the drop-down menu to respond to the question: **Did the actual program details match the summary table above?**

Note: If **No** is chosen, a new text box will appear requesting further clarification. (see next slide)

2) Enter the **number of confirmed unique learners**. This figure should represent the total count of all participants across all associated formats.

3) If the confirmed number of attendees differs from the anticipated number provided in the application, additional clarification will be required.

Screen shot continued on next page...

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Step 3: Complete the Delivery Format Section (Cont'd)

▼ Delivery Format

In-kind support from Olympus?	# of Speakers/Faculty Members	Geographic Reach	Audience Generation Tactics	Audience Group(s)	Specialties	# of Expected Learners
Live, Lectures/Didactic Session(s) December 2, 2025 - December 2, 2025						
No	4	National	Posters, Emails, Website link, Direct Mail	Physicians,	Gastroenterology,	75
Venue Details: New York Marriott Marquis Hotel - New York, NY 10034, United States						
Live, Hands On Workshop(s) December 2, 2025 - December 2, 2025						
Yes	4	National	Posters, Emails, Website link, Direct Mail			
Venue Details: New York Marriott Marquis Hotel - New York, NY 10034, United States						

Did the actual program details match the summary table above?

☐ No
 ☐ Yes

Did the program take place as planned?

☐ No
 ☐ Yes

Provide details on what differed and why

Provide information on what details did not take place as planned and why.

If **No** is selected in response to the question **Did the actual program details match the summary table above?**, a text box will appear. In this field, provide an explanation of the differences between the anticipated formats outlined in the application and the actual formats implemented during the program.

Step 4: Complete the Budget Details Section (Cont'd)

▼ Budget Details

Input actual program costs and amounts used from Olympus (USD)


Category	Total Project Budget	Actual Program Costs	Amount Requested	Actual Amount Used from Olympus	
DIRECT PROGRAM COSTS					
Meeting Logistics					
Meeting Rooms	\$12,345.00	\$13,000.00	\$1,000.00	\$1,000.00	Edit
Comments:					
A/V Equipment - Rental & Labor	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	Edit
Comments:					
Meals					
Breaks/Snacks	\$900.00	\$900.00	Not eligible to request funds from Olympus		Edit
Comments:					
Lunch	\$1,875.00	\$1,875.00	Not eligible to request funds from Olympus		Edit
Comments:					
Subtotal	\$18,120.00	\$18,775.00	\$3,500.00	\$3,500.00	

4) Ensure all yellow highlighted fields within the '**Actual Program Costs**' and '**Actual Amount Used from Olympus**' columns are completed.

DIRECT ADMINISTRATIVE COSTS

Accreditation

Accreditation Costs	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Edit
Comments:					
Content Development					
					Edit
Comments:					
Production					
Postage	\$400.00	\$400.00	\$0.00	\$0.00	Edit
Comments:					
Subtotal	\$18,900.00	\$18,900.00	\$1,500.00	\$1,500.00	
Total	\$37,020.00	\$37,675.00	\$5,000.00	\$5,000.00	

 **Tip:** Summary totals are only updated when application is saved. Please click **Save** and confirm these totals are accurate before proceeding.

Summary totals below only update when application is saved. Please click "Save" and confirm these totals are accurate before proceeding.

Olympus Monetary Award: \$5,000.00

Olympus Monetary Award Utilized: \$0

Refund Due (unused monetary award funds): \$5,000.00

5) As you enter actual costs and allocate actual amounts used from Olympus in the Budget Details Section, the system will keep a running tally of the amounts you enter.

Step 5: Complete the Financial Summary Section

Follow the on-screen instructions to update the **Financial Summary Section** of the reconciliation.

1

▼ Financial Summary

Currency: USD

Total Program Cost - Projected: \$37,020.00

Total Program Cost - Actual: \$37675

Comments

Revenue from Registrations - Projected: \$2,000.00

2

Revenue from Registrations - Actual

Comments

Revenue from Grant Support - Projected: \$10,000.00

3

Revenue from Grant Support - Actual

Comments

Revenue from Sponsorship/Exhibit Support - Projected: \$25,000.00

1) The **Total Program Cost – Projected** and **Total Program Cost – Actual** will automatically populate.

If applicable, enter any comments that will provide clarification on potential variances in the total program amounts.

2) Enter the **Revenue from Registrations – Actual** and include any comments clarifying any potential variances from the Projected Revenue amount from Registrations as outlined in the application.

3) Enter the **Revenue from Grant Support – Actual** and include any comments clarifying any potential variances from the Projected Revenue amount from Grant Support as outlined in the application.

Step 5: Complete the Financial Summary Section(Cont'd)

4

Revenue from Sponsorship/Exhibit Support - Projected: \$25,000.00

Revenue from Sponsorship/Exhibit Support - Actual

\$20,000

Comments

less sponsorship than anticipated.

5

Total Revenue - Projected:

\$37,000.00

Total Revenue - Actual:

\$43,500.00

Comments

4) Enter the **Revenue from Sponsorship/Exhibit Support – Actual** and include any comments clarifying potential variances from the Revenue from Sponsorship/Exhibit Support – Projected as outlined in the application.

5) The **Total Revenue Actual** will automatically populate with once all actual values are entered.

Step 6: Upload Required Documents

Follow the on-screen instructions to update the Documents section of the reconciliation.

Documents

Please attach any/all relevant documents to the below "Report Attachments" section.

Executive Summary
This document should provide a high-level summary and self-evaluation of the event. It should also discuss any significant deviations between your proposed and actual budget and/or attendance. It can also provide comments on in-kind support (if applicable).

Final Agenda
Final version of the agenda that was used for this program.

Final Budget (Actuals)
This document should show actual overall expense and revenue amounts for the program (or a budget vs. actual comparison).

Outcomes (If applicable)
If pre-test/post-test or other evaluations were completed, please provide a summary of the findings.

Pop-Up Box

Upload files
Select or drag files then start upload

Filename	Size	Status
Test Word.docx	21 KB	0%

3 Add files **4** Start upload

1) Click the **green +** button next to each required document.

2) A Pop-Up Box will appear when you click the **green +** button.

3) Click **Add Files** and another pop-up will appear for you to navigate to the file location on your computer and choose the appropriate file.

4) Once you have chosen the appropriate file, click **Start Upload**.

This will attach the required document to the Upload Files pop-up box.

Step 6: Upload Required Documents(Cont'd)

Additional documents to support the outcomes of the event can be included with the reconciliation if desired.

Documents

Please attach any/all relevant documents to the below "Report Attachments" section.

Executive Summary

This document should provide a high-level summary and self-evaluation of the event. It should also discuss any significant deviations between your proposed and actual budget and/or attendance. It can also provide comments on in-kind support (if applicable).

Final Agenda

Final version of the agenda that was used for this program.

Final Budget (Actuals)

This document should show actual overall expense and revenue amounts for the program (or a budget vs. actual comparison).

Outcomes (If applicable)

If pre-test/post-test or other evaluations were completed, please provide summary findings


Report Attachments

Cancel

Save

Save and Close

Click the **green +** next to **Report Attachments** and follow the same steps outlined in the previous page.

 **Tip:** After uploading all required documents, you must click **Save and Close** before you can submit the reconciliation.

Step 7: Complete the Certification

It is required to certify that all information entered into the reconciliation is true and accurate.


1) Choose **Yes** from the drop-down to confirm certification.

Certification

I am authorized to make these representations on behalf of Organization. I declare that the foregoing information is true and correct to the best of my knowledge. I will notify Olympus if there are any changes to this information during the next 12 months.

1

Yes

 **Tip:** The system will not allow you to submit the reconciliation if you do not choose 'Yes' to certify.

Step 8: Submitting Reconciliation(Cont'd)

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ORGANIZATION/ ORGANIZACIÓN/ ORGANIZAÇÃO (1)
Organizations (1)

USERS/ USUARIOS/ USUÁRIOS (1)
Users (1)

APPLICATIONS/ SOLICITUDES/ SOLICITAÇÕES
Draft Applications
Submitted Applications
Updates Requested
Declined/ Cancelled Applications

GRANTS/ SUBVENCIONES/ SUBVENÇÕES (1)
Activity in Progress (1)
Closed Applications

RECONCILIATIONS/ CONCILIACIONES/ RECONCILIAÇÕES (1)
Reconciliations Due
Submitted Reconciliations
Updates Requested
Completed Reconciliations

PAYMENTS/ PAGOS/ PAGAMENTOS
Pending Payments
Completed Payments

FLUXX

Search...

Langan Test

Reconciliation Resource Guide Test Application 2025

MED-25-00485 / 148

Type: (EN) Medical Education Report

Due: December 2, 2025

Status: Under Review

No Results

1 Entry

The Reconciliation Report will then appear under **Submitted Reconciliations Section** and contain the status "Under Review".

You will receive an email from Olympus Corporation of the Americas confirming the submission of your reconciliation.

Olympus Corporation of the Americas <do-not-reply.grants07-us-east-1@fluxx.io>

1:13 PM (10 minutes ago)

to AnneMarie, Joan

Request ID: MED-25-00485
Program Title: Reconciliation Resource Guide Test Application 2025
Requesting Organization: Langan Test
Program Start Date: December 2, 2025
Program End Date: December 2, 2025
In-Kind Grant Approved: ^~Product Approved~^
Monetary Grant Approved Amount: \$5,000.00

Dear AnneMarie Fontana,

Olympus has received your post-program reconciliation report for the grant referenced above. If additional information is required to evaluate your reconciliation, Olympus will notify you via email.

You can track the status of your reconciliation by logging in to your account and checking the Reconciliations/ Conciliaciones/ Conciliações Section. Once the report has been accepted, your reconciliation will appear under Completed Reconciliations.

Kind regards,

Olympus Grants Team-Americas
grants-america@olympus.com
+1-484-896- 3939

Thank you for using the Olympus Medical Grants Portal to complete the reconciliation. The Grants Team- Americas will review your report and contact you if there are additional questions regarding your submission. Further instructions will be provided if a refund to Olympus is necessary.

Questions?



Grants Team- Americas

grants-americas@olympus.com

+1-484-896-3939

www.olympusamerica.com/grants

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The logo consists of the word "OLYMPUS" in a bold, dark blue, sans-serif typeface. Directly beneath the text is a horizontal yellow line that features a slight upward curve in its center.