

# 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](mailto: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 ▾

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-americas@olympus.com](mailto:grants-americas@olympus.com)

+1-484-896- 3939

## Email Example



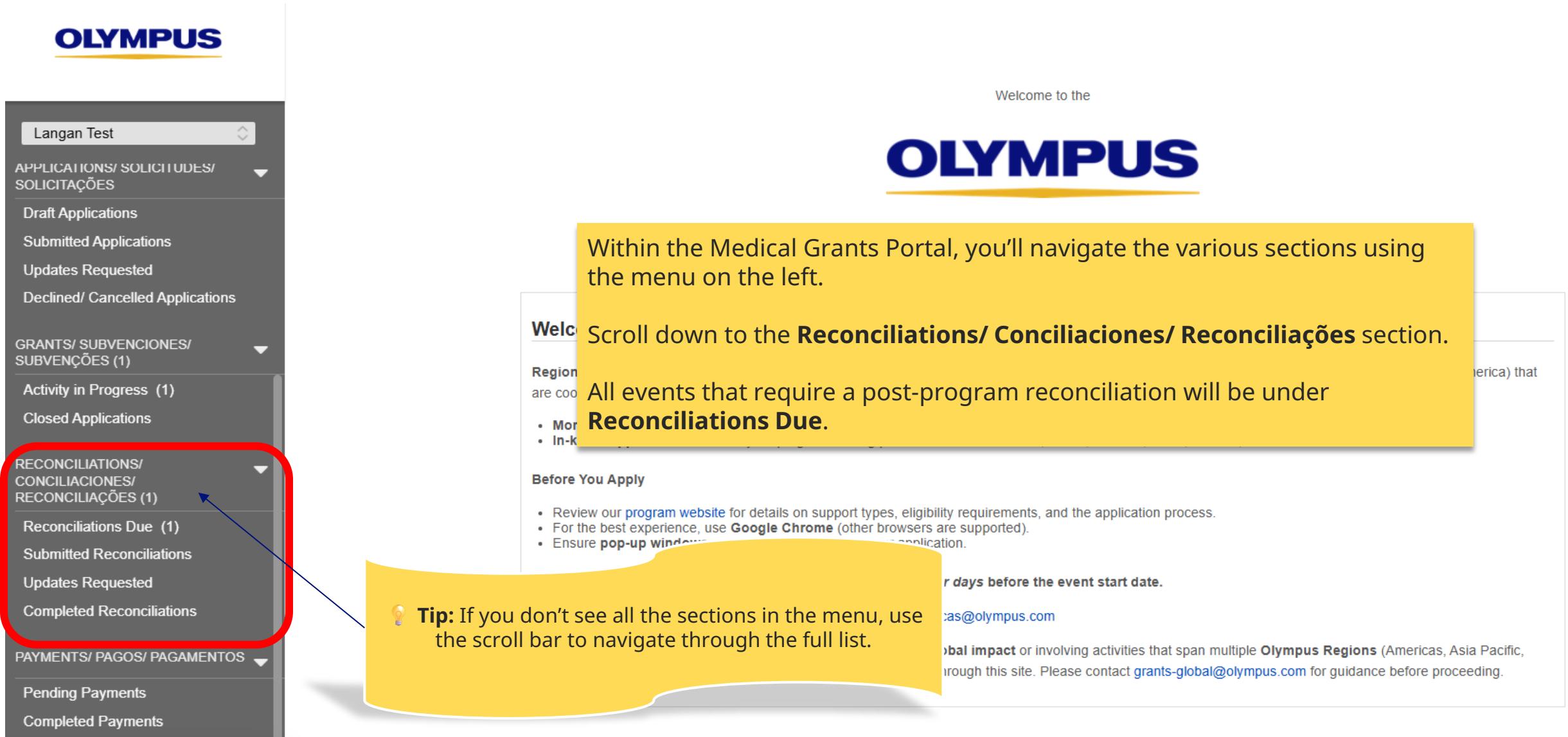
**Note:** A reminder email will be issued 42 days after the program end date.

# Logging into your account



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

# Navigating the Grants Portal Menu



# Step 1: Access the Reconciliation Forms

The screenshot shows the Olympus software interface. On the left, a sidebar menu is visible with several sections: **APLICATIÕES/ SOLICITUDES/ SOLICITAÇÕES**, **Draft Applications**, **Submitted Applications**, **Updates Requested**, **Declined/ Cancelled Applications**, **GRANTS/ SUBVENCIONES/ SUBVENÇÕES (1)**, **RECONCILIATIONS/ CONCILIACIONES/ RECONCILIACÕES (1)**, and **PAYMENTS/ PAGOS/ PAGAMENTOS**. The **RECONCILIATIONS** section is highlighted with a red box and a yellow circle containing the number **1**. The **PAYMENTS** section is also highlighted with a red box and a yellow circle containing the number **1**. The main content area shows a search bar at the top. Below it, a list of grants is displayed, with the **Langan Test** grant highlighted by a yellow circle containing the number **2**. The grant details are: **Reconciliation Resource Guide Test Application 2025**, **MED-25-00485 / 148**, **Type: (EN) Medical Education Report**, and **Due: December 2, 2025**. The status is **New**. To the right of the grant details, a large yellow callout box contains the following numbered steps:

- 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.

The reconciliation form itself has a dark blue header with the grant title and type. The main body contains sections for **Narrative Information**, **Highlights / Anticipated Patient Impact**, **Challenges / Lessons Learned**, and **Delivery Format**. The top right of the reconciliation form shows grant details: **Grant ID: MED-25-00485**, **ID: 148**, **Program: Medical Education**, and **12/2/2025**. The top right corner of the reconciliation form has a yellow circle containing the number **4** and a blue **Edit** button.

# 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

*Required fields are in bold*

**2**

▼ 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
<b>Live, Lectures/Didactic Session(s) December 2, 2025 - December 2, 2025</b>						
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						
<b>Live, Hands On Workshop(s) December 2, 2025 - December 2, 2025</b>						
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

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?**

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

**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...

## 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
<b>Live, Lectures/Didactic Session(s) December 2, 2025 - December 2, 2025</b>						
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						
<b>Live, Hands On Workshop(s) December 2, 2025 - December 2, 2025</b>						
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?

Did the program take place as planned?

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.

Provide details on what differed and why

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

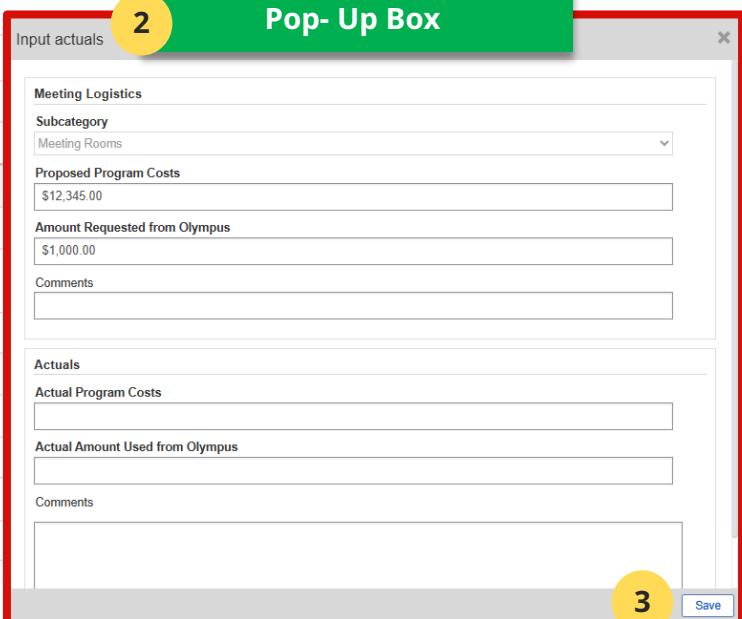
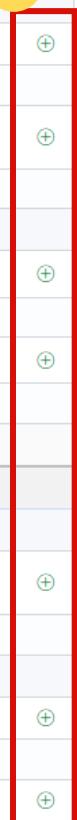
# Step 4: Complete the Budget Details Section

**▼ 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				
Details from the proposed Budget submitted with the application are shown in the <b>Total Project Budget</b> and <b>Amount Requested</b> columns.				
Rental & Labor				
	Comments:			
Meals				
	Breaks/Snacks	\$900.00	-	<i>Not eligible to request funds from Olympus</i>
	Comments:			
	Lunch			
	Comments:			
Subtotal				
DIRECT ADMINISTRATIVE COSTS				
Accreditation				
	Accreditation Costs			
	Comments:			
Content Development				
	Creative			
	Comments:			
	Medical Writing			
	Comments:			
Production and Shipping				

**1**  

**2**  

**3** 

Follow the on-screen instructions to update the **Budget Details Section** of the reconciliation.

- 1) Click the green + button next to each section of the budget that requires actual amounts for the reconciliation.
- 2) A pop-up box will appear. Please complete all required fields (indicated in **bold**).
  - o For each Proposed Program Cost, enter the corresponding Actual Program Cost.
  - o For each Requested Amount from Olympus, enter the corresponding Actual Amount Used from Olympus.
  - o Comments: Notes on variances are strongly encouraged and used by the Grants Team to understand past activities and evaluate future requests.
- 3) Ensure that you click **Save** to ensure that your entry is saved.

Screen shot continued on next page...

# 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		
<b>DIRECT PROGRAM COSTS</b>						
<b>Meeting Logistics</b>						
	Meeting Rooms	\$12,345.00	\$13,000.00	\$1,000.00	\$1,000.00	
	Comments:					<a href="#">Edit</a>
	A/V Equipment - Rental & Labor	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	
	Comments:					<a href="#">Edit</a>
<b>Meals</b>						
	Breaks/Snacks	\$900.00	\$900.00	Not eligible to request funds from Olympus		
	Comments:					<a href="#">Edit</a>
	Lunch	\$1,875.00	\$1,875.00	Not eligible to request funds from Olympus		
	Comments:					<a href="#">Edit</a>
<b>Subtotal</b>	\$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.

<b>DIRECT ADMINISTRATIVE COSTS</b>					
<b>Accreditation</b>					
	Accreditation Costs	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
	Comments:				
<b>Content Development</b>					
		\$400.00	\$400.00	\$0.00	\$0.00
	Comments:				
<b>Subtotal</b>	\$18,900.00	\$18,900.00	\$1,500.00	\$1,500.00	
<b>Total</b>	\$37,020.00	\$37,675.00	\$5,000.00	\$5,000.00	
<i>Summary totals below only update when application is saved. Please click "Save" and confirm these totals are accurate before proceeding.</i>					
<b>Olympus Monetary Award:</b>					\$5,000.00
<b>Olympus Monetary Award Utilized:</b>					\$0
<b>Refund Due (unused monetary award funds):</b>					\$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

**▼ Financial Summary**

Currency: USD

**1** 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

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

- 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)

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

4) Revenue from Sponsorship/Exhibit Support - Actual:  Comments: less sponsorship than anticipated.

Total Revenue - Projected: \$37,000.00

5) 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.

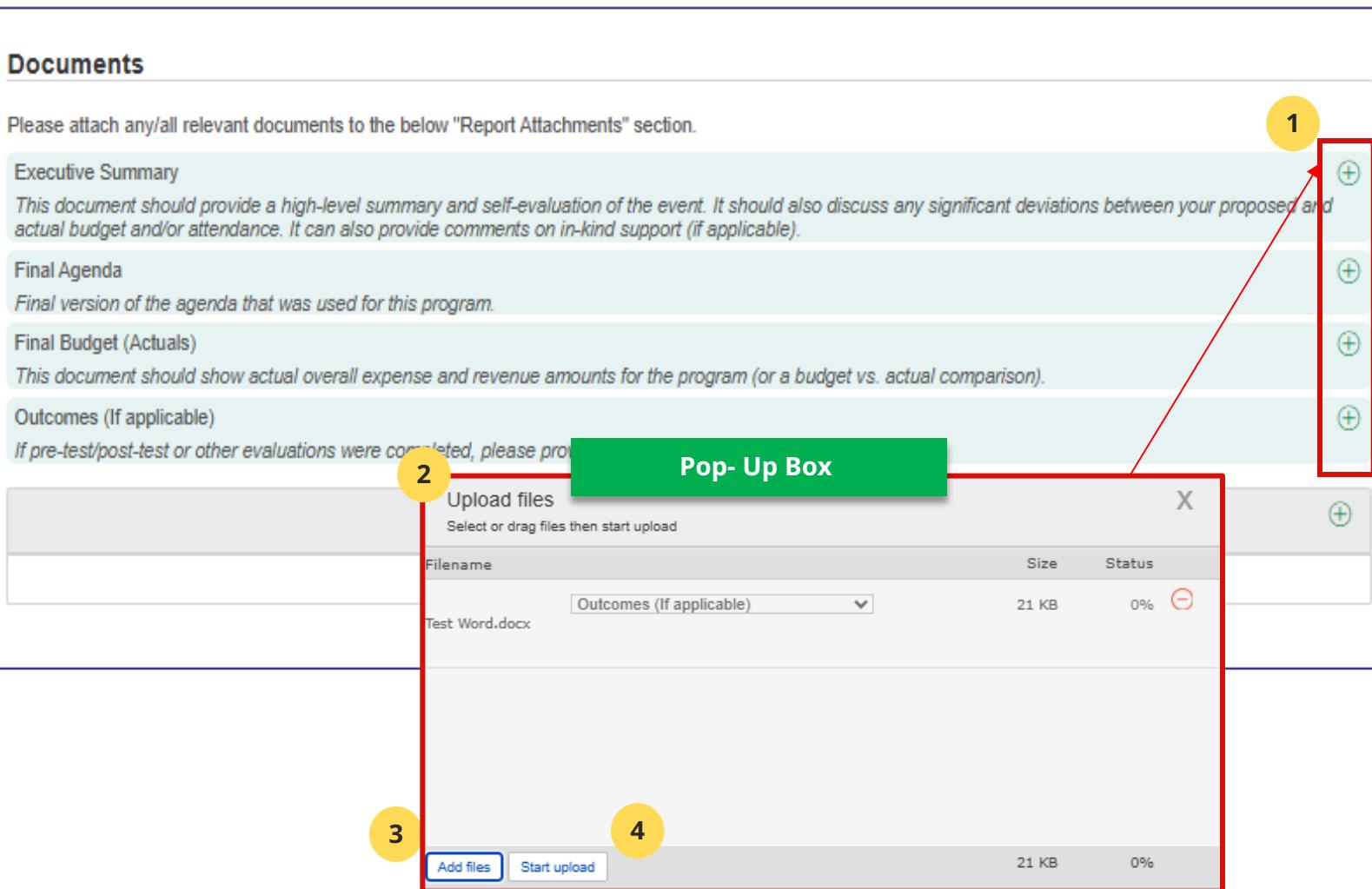
Executive Summary  
*This document should provide a high-level summary and self-evaluation of the event. It should also discuss any significant deviations between your proposed and actual budget and/or attendance. It can also provide comments on in-kind support (if applicable).*

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 results.*

**Pop- Up Box**



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.

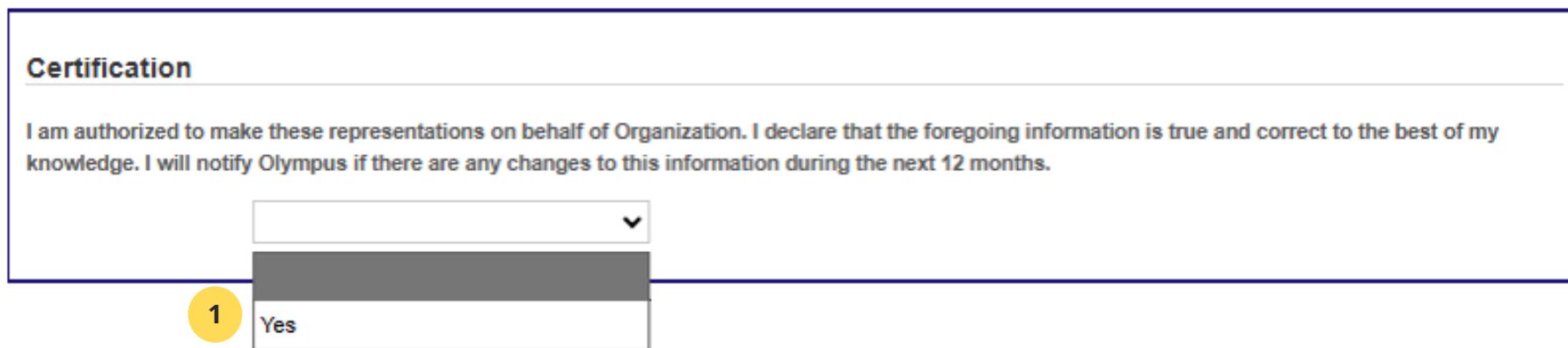
# Step 7: Complete the Certification

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

**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:  
Test reconciliation for resource materials.

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

Challenges / Lessons Learned:  
Test reconciliation for resource materials.

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

Submit

You are about to Submit this Reconciliations/ Conciliaciones/ Reconciliações form. Please confirm that you would like to proceed.

Cancel      OK

1

▼ 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							

Did the actual program details match the summary table No above?

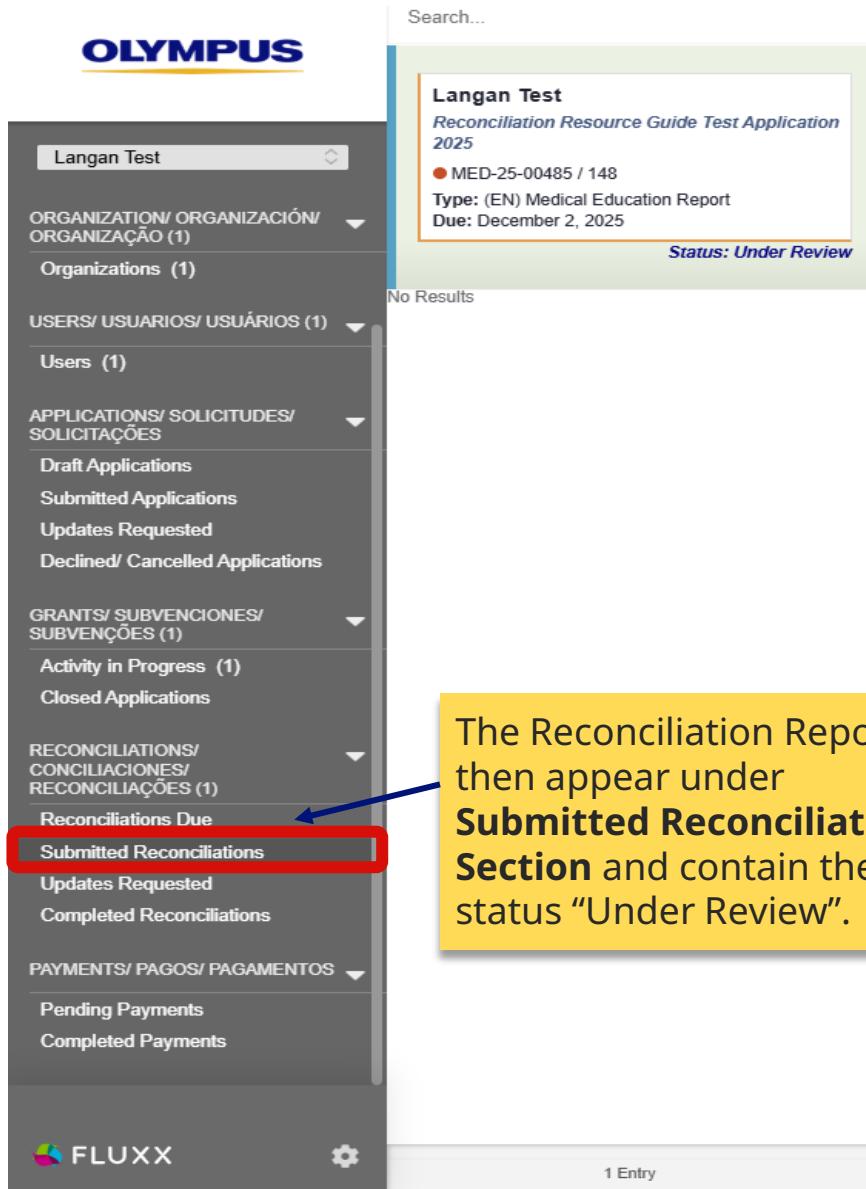
Did the program take place during the dates and at the venues listed?

Submit

- 1) Click Submit and a confirmation pop-up will appear to finalize the submission of the reconciliation report.
- 2) Click **OK** in the pop-up to submit the reconciliation report.

**Tip:** If any fields are incomplete, error messages will appear to guide you in correcting them. You must resolve these issues before you can submit your reconciliation.

# Step 8: Submitting Reconciliation(Cont'd)



The screenshot shows the Olympus Medical Grants Portal interface. The top navigation bar includes the Olympus logo and a search bar. The main content area displays a reconciliation record for "Langan Test" with the following details:

- Reconciliation Resource Guide Test Application 2025
- MED-25-00485 / 148
- Type: (EN) Medical Education Report
- Due: December 2, 2025
- Status: Under Review

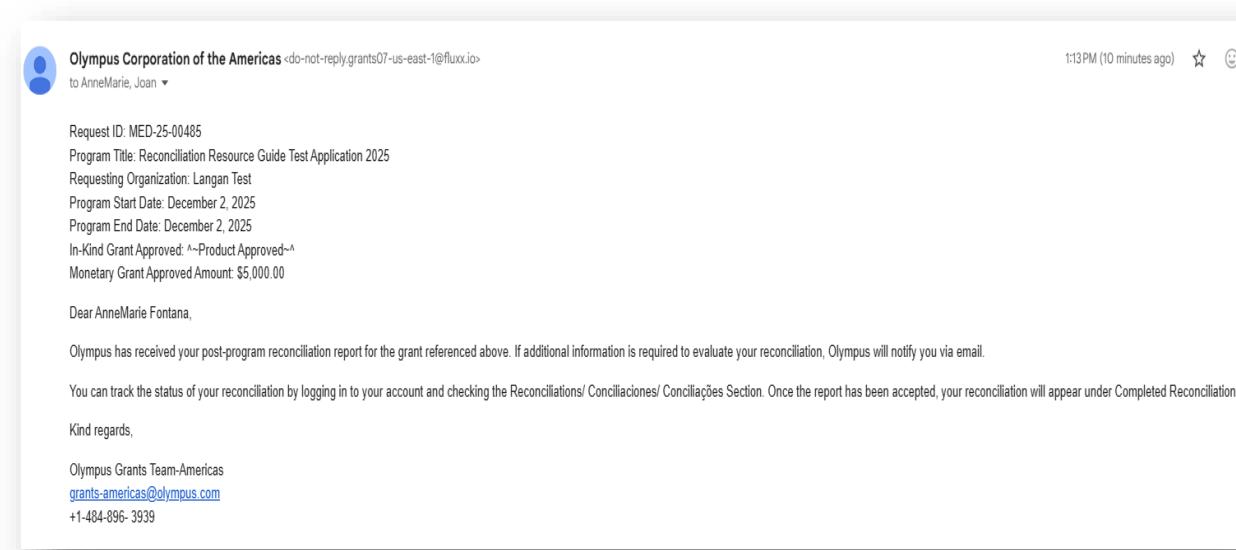
The left sidebar lists various categories and their counts, including:

- 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 (highlighted with a red box and an arrow points to it), Updates Requested, Completed Reconciliations
- PAYMENTS/ PAGOS/ PAGAMENTOS - Pending Payments, Completed Payments

At the bottom, there are FLUXX and settings icons, and a message indicating 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.



The email is from "Olympus Corporation of the Americas <do-not-reply.grants07-us-east-1@fluxx.io>" to "AnneMarie, Joan". The subject line is "Request ID: MED-25-00485". The email body contains the following information:

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-americas@olympus.com](mailto:grants-americas@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](mailto:grants-americas@olympus.com)

+1-484-896-3939

[www.olympusamerica.com/grants](http://www.olympusamerica.com/grants)

**OLYMPUS**

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