Submitting a Report in the Grantee Portal

To see if you have a final report due, login to your grantee portal and select “Reports Due” on the left-hand side.

You should then see a list of final or interim reports due for each of your grants. Each entry contains the date your report is due, the request title, amount of the grant, and your grant start and end dates. If you have multiple reports due, please make sure you are selecting the correct report by referencing your grant agreement.

To enter into the report, simply click on it in the list. To begin filling out the report, click on the “edit” button at the top right of the page.
Once in the report, use the text boxes to answer the questions provided about your specific grant. Towards the bottom of the report is a section to upload additional documents related to your report such as financials. To do this, click on the “+.”

**Please describe how you plan to use the lessons learned to inform your future work.**

Please also upload, as a separate attachment, in the “Report Documents” box below:

1. Your organization’s Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) for the year(s) in which the grant was used.
2. If reporting on a specific program/project, also submit income and expenditure information compared to the approved budget for the program/project.

**Special Reporting Instructions**

- **Report Attachments**
- **Save**
- **Cancel**

**This will open up an upload box. You may drag and drop files into this box, or select “Add Files” to find them on your computer. Once you have the documents in the upload box, be sure to select the correct drop-down field associated with them. Finally, click “Start Upload” to upload your documents. When it is done uploading your documents, exit out of the upload box to return to your report. You should now see your documents under “Report Documents.”**

When you are finished with your report, click “Save” in the bottom right corner and then “Submit.”

Your report is now submitted and can be found under “Submitted Reports” on the left-hand side of the grantee portal. You may need to refresh your page for it to appear.