

# How to Submit a Report

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## Step 1: Sign In

To begin filling out your grant report, follow [this link](#) to login to the Partners for Health's online grants system. You will be using the email and password associated with your organization's account, the same as when you submitted your grant application.



### Logon Page

Email Address\*

The Email Address\* field is required.

Password\*

The Password\* field is required.

[Log On](#)

[Create New Account](#)

[Forgot your Password?](#)

## Step 2: Find the Appropriate Grant Cycle

When you login to your account, you will be taken to the “Applicant Dashboard” screen. This screen displays your organization name, personal information, and (if applicable) previously submitted grant applications.

Scroll down through the submitted and approved applications until you locate your current grant (in this case, “Project ABC”). Locate the “Follow Up Forms” section and the appropriate form under “Form Name.” In this case, “Grant Final Report Form.” To the right of this, you will be able to select “Edit” to open the report that is currently due.

Partners for Health

Org

Public Profile

Applicant: Org Admin X

Organization: Org ABC

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Project ABC

Process: Manual Entry Process for Historic Grants

Application	Submitted	01/12/2017	View Application
View Application			

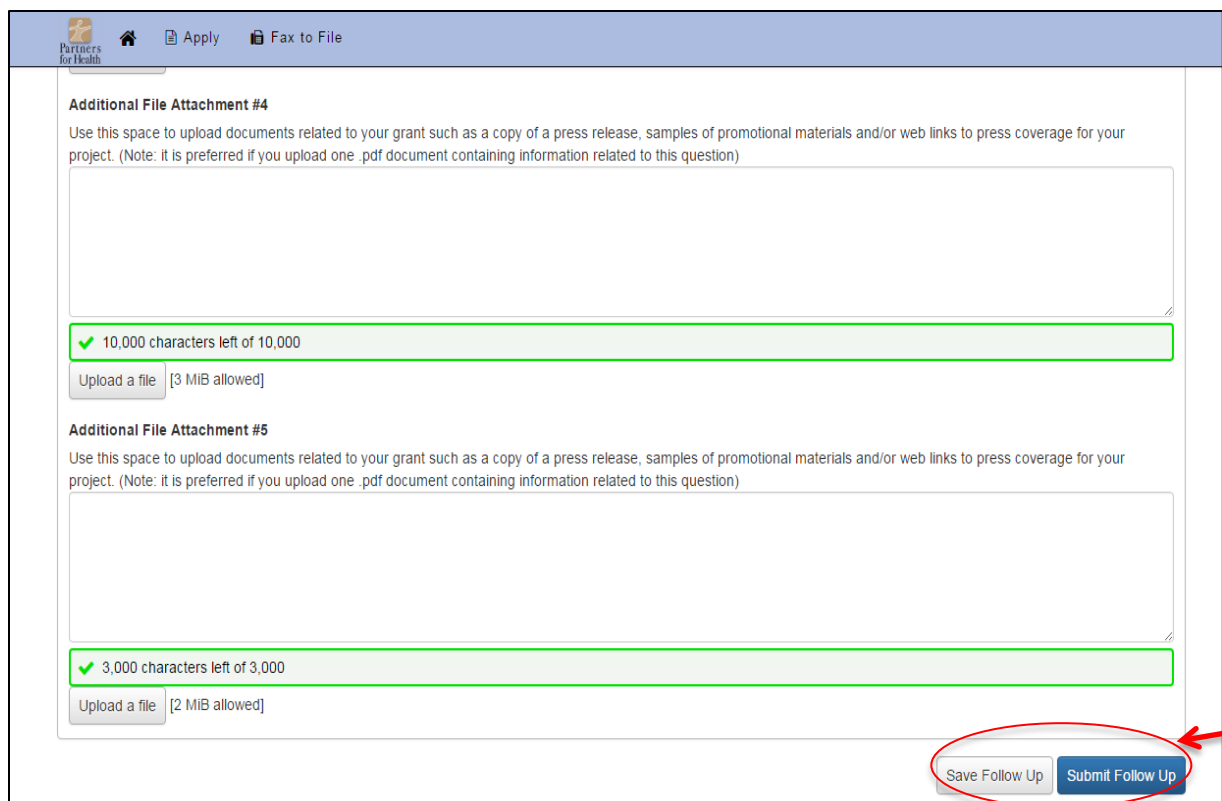
Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grantee Final Report Form - updated 4/12/16	Org Admin X	Overall Grant	01/30/2017	Assigned	<a href="#">Edit</a>

### Step 3: Report Form

Once you select “Edit,” you will be redirected to the report form page.

You will have the option to save any progress on the report and return to it later to finish by selecting “Save Follow Up”. When you are finished completing the form, select “Submit Follow Up” at the bottom of the form. NOTE: The report will not be considered complete until you select “Submit Follow Up”.



The screenshot displays the 'Partners for Health' report form interface. At the top, there is a navigation bar with a home icon, an 'Apply' button, and a 'Fax to File' button. The main content area contains two sections for file attachments, labeled 'Additional File Attachment #4' and 'Additional File Attachment #5'. Each section includes a text area for uploading documents, a character count bar (10,000 and 3,000 characters left respectively), and an 'Upload a file' button with a file size limit (3 MIB and 2 MIB allowed). At the bottom right of the form, there are two buttons: 'Save Follow Up' and 'Submit Follow Up'. The 'Submit Follow Up' button is highlighted with a red circle and a red arrow pointing to it from the right side of the page.

If you have any questions, please reach out to Program and Evaluation Officer, Jackie Gifuni, at [jgifuni@partnersfdn.org](mailto:jgifuni@partnersfdn.org).