How to Submit a Report

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.

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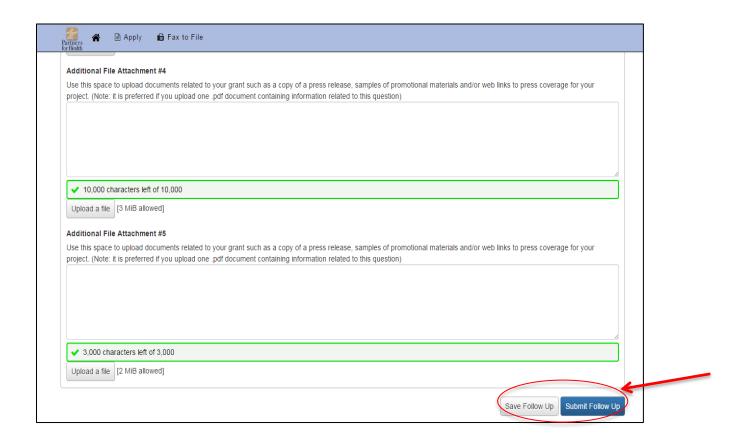
Scroll down through the submitted and approved applications until you locate your current grant (in this case, "Project ABC"). Locate the "Follow Up Forms" section and the appropriate form under "Form Name." In this case, "Grant Final Report Form." To the right of this, you will be able to select "Edit"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

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 progess 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".

If you have any questions, please reach out to Program and Evaluation Officer, Jackie Gifuni, at jgifuni@partnersfdn.org.