

Submitting reports

If you have an active grant, you can submit grantee reports in the Grantee Portal. This article outlines the steps to submit pending reports.

Click the Grantee Reports tab to review open grantee reports. Click the Edit button to attach reports.

The screenshot shows the Open Society Foundations Grantee Dashboard. The top navigation bar includes 'Profile', 'Grantee Dashboard', and 'Explore Grant Opportunities'. The left sidebar has a 'Dashboard' header and four tabs: 'Proposals/Grants', 'Concept Papers/LOIs', 'Grantee Reports' (highlighted with a red box), and 'Amendments'. The main content area is titled 'Grantee Reports' and has two sub-tabs: 'Open Items' (active) and 'Closed Items'. Below these are filters for 'Show 10 Entries' and dropdown menus for 'Report Type', 'Report Name', and 'Grant Number'. A table lists several reports with columns for 'Edit', 'View', 'Delete', 'Report Type', 'Report Name', 'Grant Number', and a status column. The 'Edit' column contains document icons, with one icon highlighted by a red box and a red arrow pointing to it from the 'Grantee Reports' tab in the sidebar.

Edit	View	Delete	Report Type	Report Name	Grant Number	
			All	All	All	
			Narrative Interim	GR-000404992	OR2018-XXXXXX	S
			Financial Final	GR-000421573	OR2018-XXXXXX	S
			Financial Final	GR-000404993	OR2018-XXXXXX	S
			Narrative Final	GR-000404994	OR2018-XXXXXX	S
			Financial Interim	GR-000404991	OR2018-XXXXXX	S

On the Details page, enter any comments related to the report you are uploading. Click Save & Next.

Financial Final
GR-000404993

Details

Attachments

Financial Final Report

Below is summary information about your grant. You may enter comments about your financial final report here. Click here to be sure to express expenditures in USD.

Proposal

Enhancing Constitutional Culture

Grant Number

OR2018-

Comment

1

We underspent on the travel line items

Amount Expended (This Report)

2

150000

Amount Unexpended (All Reports)

USD 235,000.00

Due Date

1/31/2021

Submission Date

3

Save

Save & Next

Clear Changes



If you are uploading a financial report, you can enter the amount spent for this reporting period.

On the Attachments tab, choose the file from your computer, add a description and upload your report.

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Profile
Grantee Dashboard
Explore Grant Opportunities

Financial Final
GR-000404993

Details
Attachments

Please upload your Financial Final Report in the space below. Be sure to click "Upload" after you have selected you


Sr. Number	File Name	Attachment Description (Optional)
No Attachments		
2	Final financial report	
1	<div> <div>Choose file</div> <div>Upload</div> </div>	Budget Template.xlsx

Note that if you click "Save" after uploading, it may appear that your file is not saved even though it successfully uploaded. If you refresh and navigate back to this tab, it will appear.

Click "Review/Submit" to submit your financial final report.

Save
Clear Changes

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 Please note, once you have clicked the upload button you will need to refresh the page BEFORE the attachment will display as uploaded.

Click on the Review/Submit button.

Profile Grantee Dashboard Explore Grant Opportunities

Financial Final
GR-000404993

Details

Attachments

Cancel

Review/Submit

Please upload your Financial Final Report in the space below. Be sure to click "Upload" after you have selected your file. *

Sr. Number	File Name	Attachment Description (Optional)	Created Date	Action
1	Budget Template.xlsx	Final financial report	09/22/20	Delete

Attachment Description (Optional)

0 of 1000 Characters

Choose file

Upload

No file chosen

Note that if you click "Save" after uploading, it may appear that your file is not saved even though it successfully uploaded. If you refresh and navigate back to this tab, it will appear.

Click "Review/Submit" to submit your financial final report.

Save

Clear Changes

Review the details and ensure you have uploaded the correct documents. Click Submit.

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Sandbox: STAGE

Stella Sanders

Profile Grantee Dashboard Explore Grant Opportunities

Review/Submit
GR-000404993

Back to Record Print Submit

Details

Proposal Enhancing Constitutional Culture in the MENA Region

Grant Number OR2018-42146

Comment We underspent on the travel line items

Amount Expended (This Report) 150000.00

Amount Unexpended (All Reports) 235000.00

Due Date Sun Jan 31 00:00:00 GMT 2021

Submission Date

Attachments

Please upload your Financial Final Report in the space below. Be sure to click "Upload" after you have selected your file.

Sr. Number	File Name	Attachment Description (Optional)	Created Date
1	Budget Template.xlsx	Final financial report	09/22/20

Back to Record Print Submit

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Click OK to confirm submission.

Back to Record Print Su

Are you sure you want to submit? You will not be able to edit this form once it has been submitted.

Cancel OK

Amount Expended (This Report) 150000.00