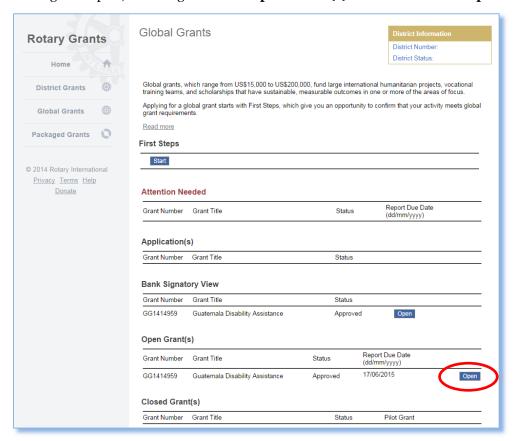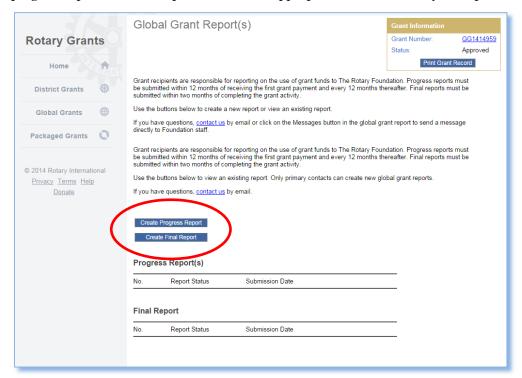# REPORTING ON GLOBAL GRANTS

The following screenshots and explanations will help you navigate the online reporting process for global grants. You can learn more about global grants at www.rotary.org/grants.
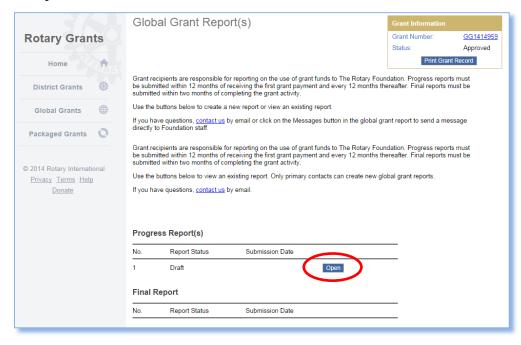
When you open the grant application tool, your approved grants will be visible in multiple locations. To start a grant report, find the grant in the **Open Grant(s)** section and choose **Open**.

If you're just starting a report for the grant you've chosen, you will see two options — you can create a progress report or a final report. Choose the appropriate button to start your report.

If you have already started a report, you will see the screen below. Choose **Open** to continue your work on the report.
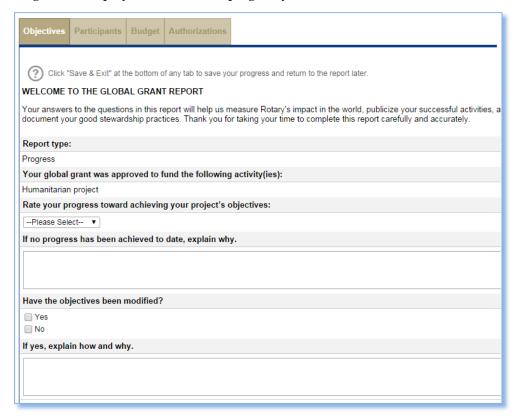
You can change the type of the grant report after starting it. Open the report and choose the **Change Report Type** link in the box in the upper right corner.
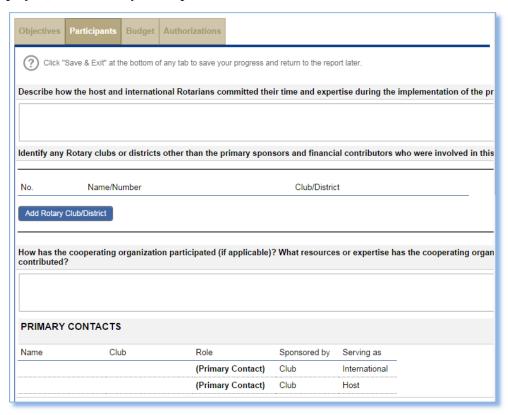

When the report is created, if the grant involves a scholar or vocational training team, a message is automatically sent to the scholar or the vocational training team leader asking them to complete their portion of the report.

Complete each section of the report, beginning with the **Objectives** tab. Be sure to explain any changes to the goals of the project as well as the progress you've made.
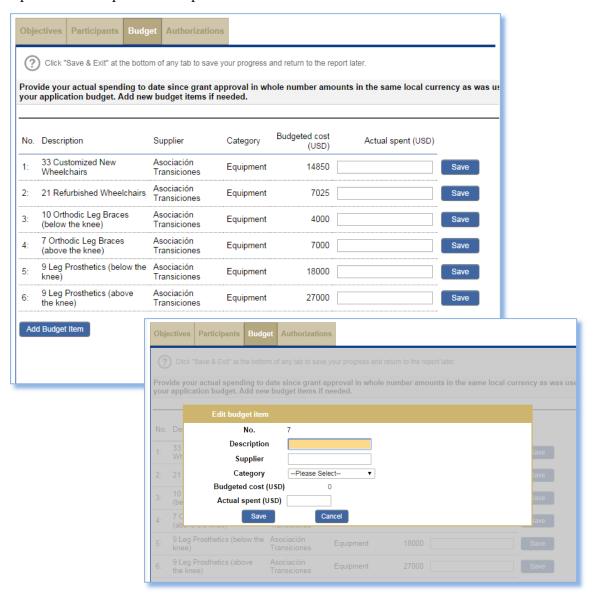
In the **Participants** tab, you will describe how the sponsoring Rotarians have participated in the project. You can also update the secondary members of the grant committee if any changes or additions have been made. If any other clubs or districts participated in the implementation of the project but did not contribute financially, they can also be entered here. If any cooperating organization is involved in the project, this is where you will provide details about their activities.
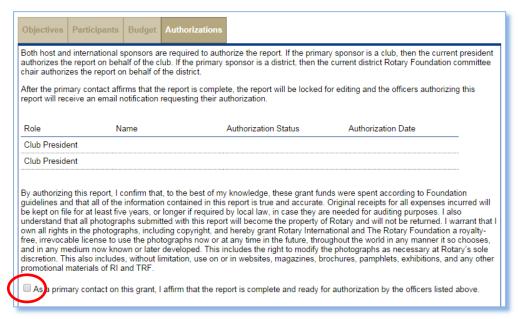
In the **Budget** tab, the budget that was supplied on the grant application will automatically appear. You will enter your actual expenditures, and you can add budget items that were not on the application if necessary. You will answer questions about the project's budget, financial management, and challenges. If you have any unused funds to return, the amount should be noted in this section.

For both progress and final reports, you must provide a bank statement. You may also upload any other documentation of the expenses in the budget. The bank statement should show the money from the Foundation entering the account and the same amount exiting the account. If anything is unclear to the Foundation staff members who review the report, they may request a ledger to help match the income and expenses in the report to the deposits and withdrawals in the bank statement.
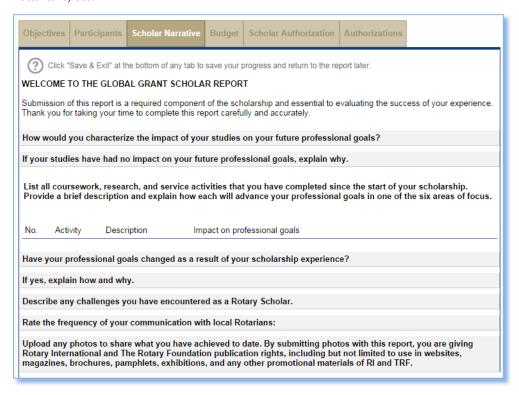
When the report is complete (and includes the scholar and VTT leader portions of the report, if applicable), go to the **Authorizations** tab. One of the grant's two primary contacts will be asked to check the box that's highlighted below to indicate that the report is ready for authorization.
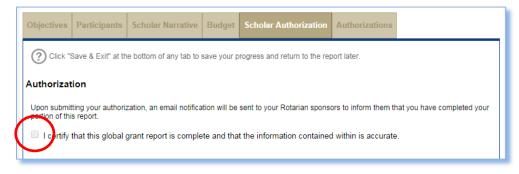

Once a primary contact indicates that the report is complete, the report's status changes to 'Authorizations Required,' and the report authorizers (club presidents or district Rotary Foundation committee chairs) from both the host and international sponsors will be notified that their authorization is required. When the second authorizer completes this step, he or she will see a message that says "Thank you for submitting this report to the Foundation." At this time, the report status switches to 'Submitted' and Foundation staff will see that the report is ready for review.
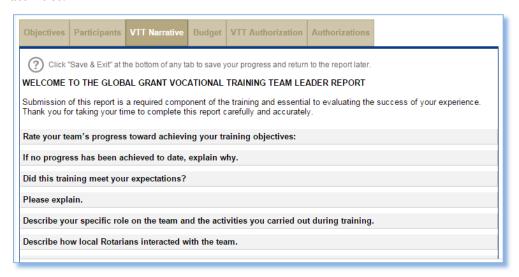
If your grant involves a scholar, the **Scholar Narrative** tab will be visible. This section must be completed by the scholar. The scholar will answer questions about coursework, interactions with host Rotarians, etc.
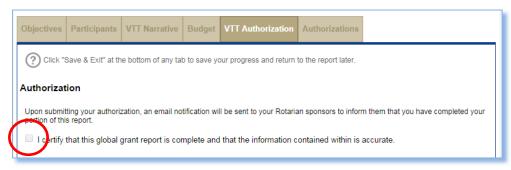

On the **Scholar Authorization** tab, the scholar must certify that the report is complete and accurate.

If your grant includes a vocational training team, the **VTT Narrative** tab will be visible. The section below must be completed by the VTT leader identified in the grant's records; team members and project contacts will not be able to complete this section. The team leader will provide details about the team's activities.

On the **VTT Authorization** tab, the team leader will certify that the grant report is complete.

If you are submitting a final report, the **Areas of Focus** tab will be visible. The information that was provided in the grant application will automatically appear here. You can also add other measures. You must report on at least one measure for humanitarian activities and vocational training teams. If your grant supports a scholar and has no other goals, you do not need to include measures.