

Submitting Reports in the Fluxx System

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Narrative Report Submission

- The Narrative Report submission process has changed from our previous system. Now the narrative information should be entered directly into an online form, and should no longer be uploaded as a separate document. If you have miscellaneous materials to be uploaded, you can do so under the Requirement Documents section at the bottom of the form by clicking on the green button with the plus sign, **but these materials will NOT be accepted in lieu of completing the online narrative report form.**
- Within the Grantee portal, click “Request Reports” on the left-hand side of the screen. The list of outstanding reports will be in chronological order by due date.

The screenshot displays the Hogg Foundation for Mental Health Grantee Portal. On the left is a navigation menu with sections: INFORMATION (Grantee Portal, Start Application), APPLICATIONS (Pending Applications, Applications to Edit, Submitted Applications), ORGANIZATIONS (Organizations), GRANTS (Active, Closed), and REQUEST REPORTS (Reports Due, Reports to Edit, Submitted Reports). A red arrow points to the 'Reports Due' link. The main content area shows a list of reports for 'Test Organization (TEST-002)'. The first report is a 'Narrative Report' due 2/28/2019, with status 'State: New / Pending Submission'. Below this, there are links for 'Current Budget Change' and 'Fiscal Report', both also due 2/28/2019. Further down are links for 'Supplemental Materials' and 'Future Budget Revision', both due 2/28/2019. The right side of the screen shows the 'Narrative Report' form, with a green header 'Save frequently during report process'. It includes fields for 'Due On:' (2/28/2019) and 'Approved On:'. A yellow box contains a 'Please note:' section with five bullet points indicating that questions 1(a), 1(b), 2, 3(a), 3(b), and 4 require answers. Below this is a link to 'Download instructions here.' and a paragraph stating that all required questions must contain text before saving. At the bottom, a note explains that miscellaneous materials uploaded under the Requirement Documents section will not be accepted in lieu of completing the online narrative report form.

Search...
Test Organization (TEST-002) Narrative Report Due: 2/28/2019 State: New / Pending Submission
Test Organization (TEST-002) Current Budget Change Due: 2/28/2019 State: New / Pending Submission
Test Organization (TEST-002) Fiscal Report Due: 2/28/2019 State: New / Pending Submission
Test Organization (TEST-002) Supplemental Materials Due: 2/28/2019 State: New / Pending Submission
Test Organization (TEST-002) Future Budget Revision Due: 2/28/2019 State: New / Pending Submission

Save frequently during report process

Narrative Report

Due On: 2/28/2019

Approved On:

Please note:


- ▲ Question 1.(a) requires an answer.
- ▲ Question 1.(b) requires an answer.
- ▲ Question 2 requires an answer.
- ▲ Question 3.(a) requires an answer.
- ▲ Question 3.(b) requires an answer.
- ▲ Question 4 requires an answer.

[Download instructions here.](#)

All required questions must contain text before the system will save your answers. If you would like to save and complete your report later, please put placeholder text (such as "to be completed") for the unanswered questions to allow the system to save your completed answers.

If you have miscellaneous materials to be uploaded, you can do so under the Requirement Documents section at the bottom of the form by clicking on the green button with the plus sign, but these materials will not be accepted in lieu of completing the online narrative report form.

- Please be certain to select the Narrative Report for the specific grant and grant year, and click on that link (there may be several if you have a multi-year grant). You will then see the form you will need to complete. At the top of the form, click the Edit button. This will open up the form with text boxes.



Hogg Foundation
for Mental Health
ADVANCING RECOVERY AND WELLNESS IN TEXAS

Test Organization

INFORMATION

Grantee Portal

Start Application

APPLICATIONS

Pending Applications

Applications to Edit

Submitted Applications

ORGANIZATIONS

Organizations

GRANTS

Active

Closed

REQUEST REPORTS

Reports Due

Reports to Edit

Submitted Reports

Search...

Test Organization (TEST-002)

Narrative Report

Due: 2/28/2019

State: New / Pending Submission

Test Organization (TEST-002)

Current Budget Change

Due: 2/28/2019

State: New / Pending Submission

Test Organization (TEST-002)

Fiscal Report

Due: 2/28/2019

State: New / Pending Submission

Test Organization (TEST-002)

Supplemental Materials

Due: 2/28/2019

State: New / Pending Submission

Test Organization (TEST-002)

Future Budget Revision

Due: 2/28/2019

State: New / Pending Submission

Save frequently during report process

Narrative Report

Due On:

2/28/2019

Approved On:

Please note:

⚠ Question 1.(a) requires an answer.

⚠ Question 1.(b) requires an answer.

⚠ Question 2 requires an answer.

⚠ Question 3.(a) requires an answer.

⚠ Question 3.(b) requires an answer.

⚠ Question 4 requires an answer.

Download instructions here.

All required questions must contain text before the system will save your answers. If you would like to save and complete your report later, please put placeh (such as "to be completed") for the unanswered questions to allow the system to save your completed answers.

If you have miscellaneous materials to be uploaded, you can do so under the Requirement Documents section at the bottom of the form by clicking on the gre with the plus sign, but these materials will not be accepted in lieu of completing the online narrative report form.

3 | Page

- You can either type directly into those boxes or copy and paste text into them from another source. The yellow box will clarify which questions on this form require a response. Also, please be aware that if you use either the “less than” or “greater than” symbols (< or >) in the text boxes, you must put a space both before and after the symbol or your text may not be visible after you save it. **Please be sure to save your report frequently, as this system will log you out after 30 minutes of inactivity.**

Save frequently during report process

Narrative Report

Due On

Approved On

Please note:

- ▲ Question 1.(a) requires an answer.
- ▲ Question 1.(b) requires an answer.
- ▲ Question 2 requires an answer.
- ▲ Question 3.(a) requires an answer.
- ▲ Question 3.(b) requires an answer.
- ▲ Question 4 requires an answer.

[Download instructions here.](#)

All required questions must contain text before the system will save your answers. If you would like to save and complete your report later, please put placeholder text (such as "to be completed") for the unanswered questions to allow the system to save your completed answers.

If you have miscellaneous materials to be uploaded, you can do so under the Requirement Documents section at the bottom of the form by clicking on the green button with the plus sign, but these materials will not be accepted in lieu of completing the online narrative report form.

Narrative Information

For the Final Report, please comment to your progress against your attainment of the objectives of the Project.

1. PROGRESS TOWARD PROJECT GOALS.

(a) Describe the goals of the funded grant project (i.e., what program or services were supposed to be developed or delivered as a result of this grant?).

T **B** *i* u ↺ ↻ S' S, := ≡

Enter text here.

(b) Describe progress made toward the goals of the funded grant project.

T **B** *i* u ↺ ↻ S' S, := ≡

Enter text here.

2. SUCCESSES AND CHALLENGES.

Describe the significant successes and challenges your organization has experienced related to the funded grant.

T **B** *i* u ↺ ↻ S' S, := ≡

Enter text here.

3. LESSONS LEARNED AND OUTCOMES.

(a) Describe what your organization has learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or organizational changes that you plan to make based upon these lessons learned.

T **B** *i* u ↺ ↻ S' S, := ≡

Enter text here.

(b) Summarize progress toward project outcomes (i.e., what results were expected if the project [or phases of the project] was successful?) and include key evaluation results related to the funded grant project. [If possible, attach the most recent evaluation report of results and/or findings.]

T **B** *i* u ↺ ↻ S' S, := ≡

- If you have other materials you would like to attach related to your narrative report (e.g., brochures, publications, etc.), you can attach them at the bottom of the page by clicking the blue plus sign and uploading them from your computer.

(b) Summarize progress toward project outcomes (i.e., what results were expected if the project [or phases of the project] was successful?) and include key evaluation results related to the funded grant project. [If possible, attach the most recent evaluation report of results and/or findings.]

T **B** *i* u

Enter text here.

4. SUSTAINABILITY.

What have you done to further the sustainability of the project? [OPTIONAL: What do you plan to do during the next grant period to promote sustainability?]

T **B** *i* u

Enter text here.

5. FEEDBACK ABOUT INTERACTIONS WITH THE FOUNDATION.

Provide feedback about the Hogg Foundation's grantmaking and grant management process. What worked and what didn't work about your organization's interactions with the foundation, required meetings, reports, etc.?

T **B** *i* u

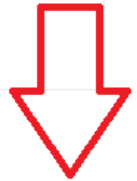
Enter text here.

6. ADDITIONAL INFORMATION.

Please include any additional information you would like us to know.

T **B** *i* u

Enter text here.

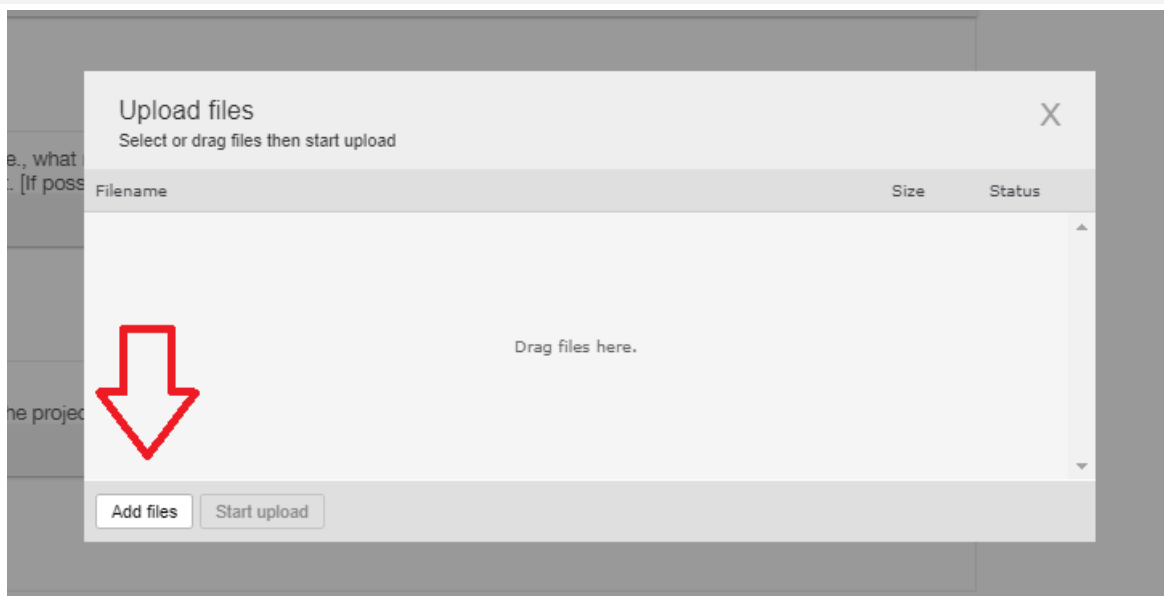


Requirement Documents

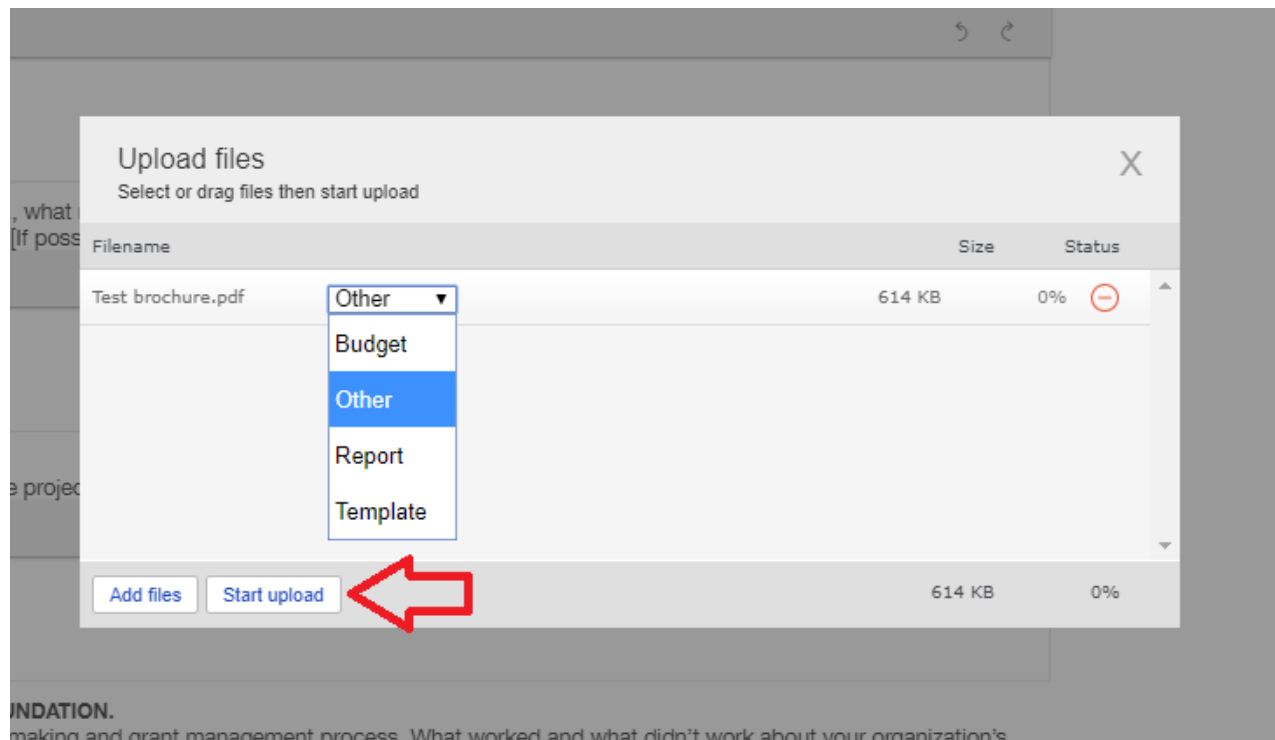
Cancel

ABC

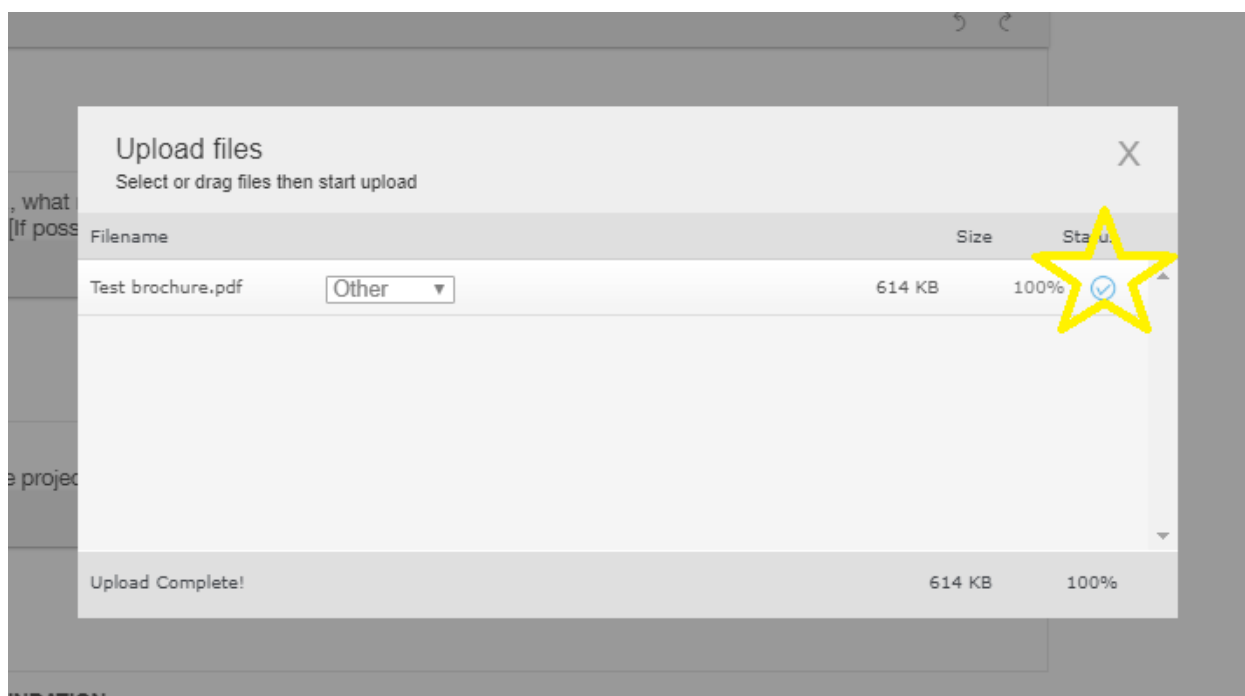
Save



- After attaching any additional files, select Other from the drop-down menu and click “Start upload”. If you are adding multiple files, they must be added one at a time, but can be uploaded all at once.



- The upload is complete when you see “Upload Complete!” in the bottom left-hand corner of the Upload files box and the Status shows 100% with a blue checkmark to the right. You can then close the Upload box by clicking the white “X” in the upper right-hand corner.



- After you have answered all the required questions and uploading any additional materials to your report, **save** it for the final time, and click the green Submit button at the bottom of the page. A box with “Note for Submit” will pop up, giving you the opportunity to provide brief information about the document you’ve uploaded if you so choose to, however, you are not required to enter anything in that box. Click “OK” to complete submission of your narrative requirement.

Enter text here.

3. LESSONS LEARNED AND OUTCOMES.
(a) Describe what your organization has learned based upon the results, such as programmatic, evaluative, or organizational changes that you plan to make.

Enter text here.

(b) Summarize progress toward project outcomes (i.e., what results were expected) and include key evaluation results related to the funded grant project. [If possible, include a link to the evaluation report.]

Enter text here.

4. SUSTAINABILITY.
What have you done to further the sustainability of the project? [OPTIONAL: What do you plan to do during the next grant period to promote sustainability?]

Enter text here.

5. FEEDBACK ABOUT INTERACTIONS WITH THE FOUNDATION.
Provide feedback about the Hogg Foundation's grantmaking and grant management process. What worked and what didn't work about your organization's interactions with the foundation, required meetings, reports, etc.?

Enter text here.

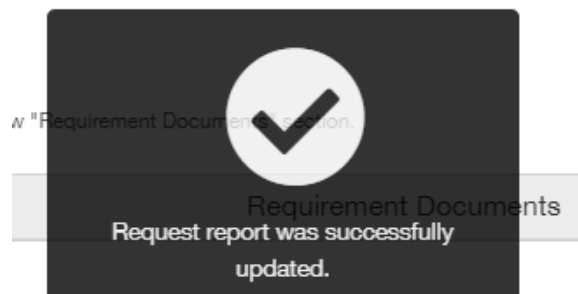
6. ADDITIONAL INFORMATION.
Please include any additional information you would like us to know.

Enter text here.

Requirement Documents

Test brochure.pdf
Other
Added by Test Grantee at 12:48 PM on February 28, 2019

Submit



Fiscal Report Submission

- Fiscal Reports are uploaded in an Excel spreadsheet template that we provide you.
- To access your fiscal report template, within the Grantee portal, click “Request Reports” under “Request Reports” on the left-hand side of the screen and select the report for the grant period you are reporting on.

The screenshot shows the Hogg Foundation for Mental Health dashboard at the URL <https://hogg.fluxio.io/dashboard/index>. The left sidebar contains a navigation menu with categories: INFORMATION (Grantee Portal, Start Application), APPLICATIONS (Pending Applications, Applications to Edit, Submitted Applications), ORGANIZATIONS (Organizations), GRANTS (Active, Closed), REQUEST REPORTS (Reports Due, Reports to Edit, Submitted Reports), and PAYMENTS (Contingent, Scheduled, Paid). A red arrow points to the 'Reports Due' link under 'REQUEST REPORTS'. The main content area is titled 'Fiscal Report' and includes a search bar, a list of report entries, and a 'Requirement Documents' section. The report list shows three entries for 'Test Organization (TEST-002)'. A red arrow points to the 'Fiscal Report' entry, and a green arrow points to the 'Test 2019 Fiscal Report.xlsx' file in the 'Requirement Documents' section. The 'Requirement Documents' section also includes a link to 'Download report instructions here.' and a note: 'Please attach the Fiscal Report to the below "Requirement Documents" section.'

Hogg Foundation for Mental Health

Search...

Test Organization (TEST-002)
Current Budget Change
Due: 2/28/2019
State: New / Pending Submission

Test Organization (TEST-002)
Supplemental Materials
Due: 2/28/2019
State: New / Pending Submission

Test Organization (TEST-002)
Fiscal Report
Due: 2/28/2019
State: New / Pending Submission

Test Organization (TEST-002)
Future Budget Revision
Due: 2/28/2019
State: New / Pending Submission

Due On: 2/28/2019

Approved On:

[Download report instructions here.](#)

Please attach the Fiscal Report to the below "Requirement Documents" section.

Requirement Documents

Test 2019 Fiscal Report.xlsx
Template
Added by Lexi Arons at 12:59 PM on February 28, 2019

- In the Requirement Documents section, you should see a file with the word “Template” below the file name. Clicking on that link will allow you to download the template to your computer.

- Enter your expenditures from the grant period you are reporting on into the spreadsheet. Please utilize the Narrative column to explain all variances in expenditures, whether over-expenditures or under-expenditures.
- Please DO NOT change the formulas, fields, or the template other than entering expenditures and variances.
- Once complete, please save the file (using the same file name) in Excel format, not as a PDF.
- Return to the “Request Reports” section of the Fluxx Grantee portal where you downloaded your template. Again, select the link for the specific grant and grant year you are reporting on.
- Click the green button with the plus sign in the Requirement Documents box.

Edit

Fiscal Report

Due On: 2/28/2019

Approved On:

[Download report instructions here.](#)

Please attach the Fiscal Report to the below "Requirement Documents" section.

Requirement Documents +

Test 2019 Fiscal Report.xlsx
Template
Added by Lexi Arons at 12:59 PM on February 28, 2019

- You will then see the Upload files box.

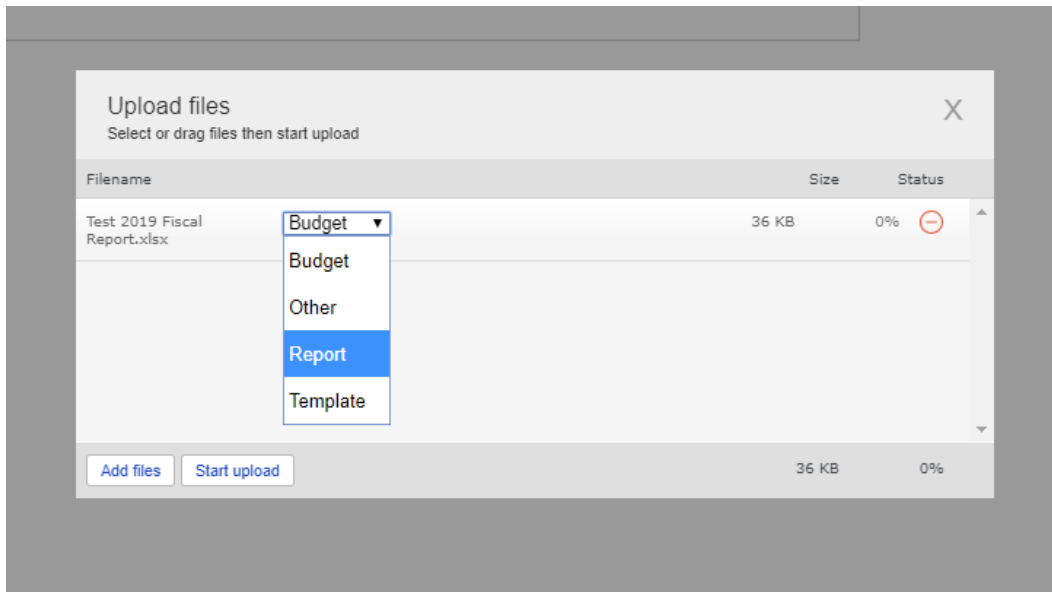
Upload files X

Select or drag files then start upload

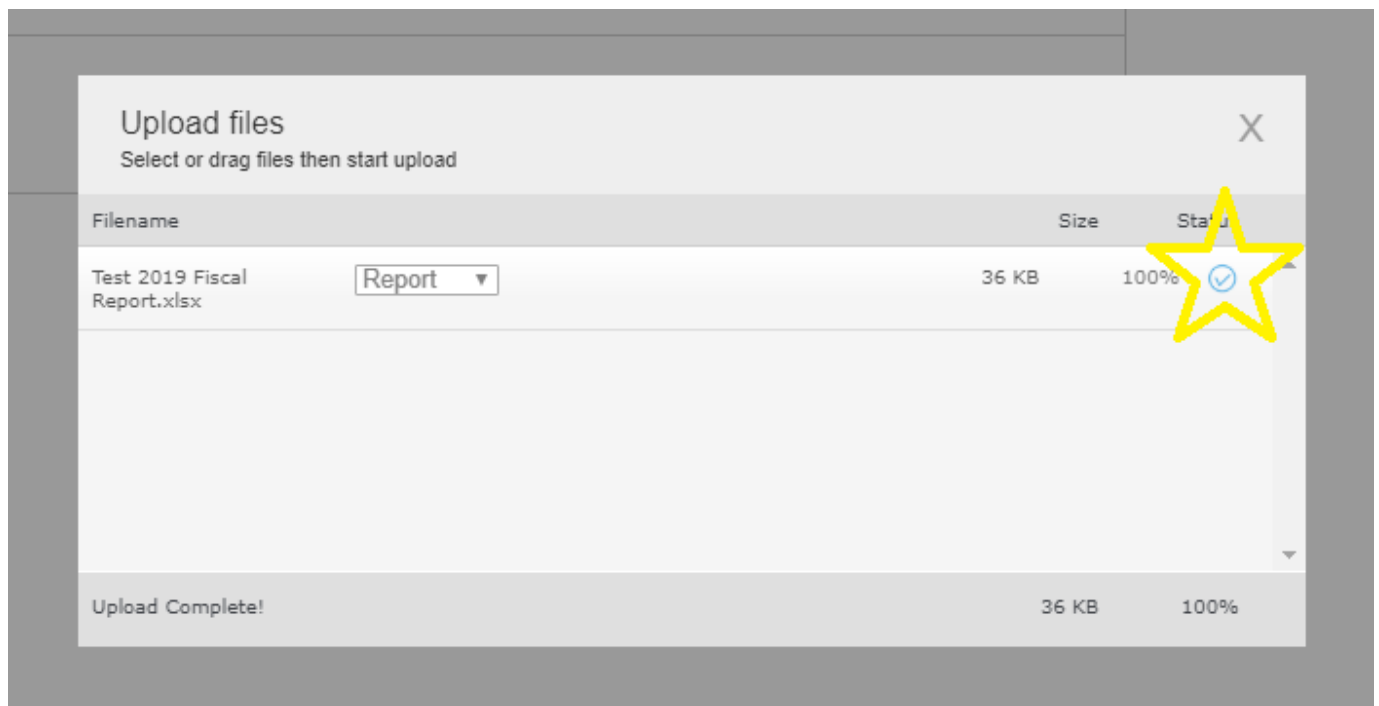
Filename	Size	Status
Drag files here.		

Add files
Start upload


- Click the “Add files” button to select the completed fiscal report on your computer. From the drop-down menu, select Report. Click “Start Upload”.



- The upload is complete when you see “Upload Complete!” in the bottom left-hand corner of the Upload files box and the Status shows 100% with a blue checkmark to the right. You can then close the Upload box by clicking the white “X” in the upper right-hand corner.



- You will then see both the original template and the report you just uploaded in the Requirement Documents section. Click the green “Submit” button at the bottom right-hand side of the page to submit your fiscal report. A box with “Note for Submit” will pop up, giving you the opportunity to provide brief information if you so choose, but you are not required to enter anything in it. Please click “OK” to complete submission of your fiscal report.

[Edit](#) 

Fiscal Report


Due On: 2/28/2019


Approved On:


[Download report instructions here.](#)

Please attach the Fiscal Report to the below "Requirement Documents" section.

Requirement Documents

 [Test 2019 Fiscal Report.xlsx](#)
Report
Added by Test Grantee at 1:15 PM on February 28, 2019

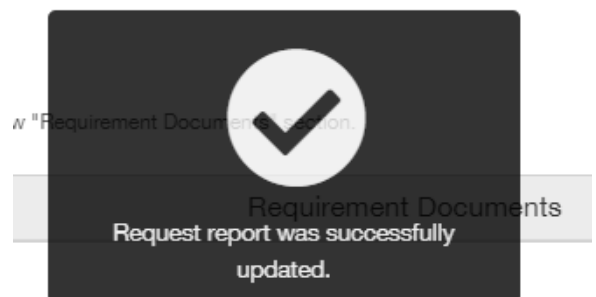
 [Test 2019 Fiscal Report.xlsx](#)
Template
Added by Lasi Arons at 12:59 PM on February 28, 2019


[Submit](#)

Note for Submit

Cancel

OK



Budget Change Request Submission

- As with fiscal reports, budget change requests are uploaded in an Excel spreadsheet template that we provide you.
- To access your budget template, within the Grantee portal, click “Request Reports” under “Request Reports” on the left-hand side of the screen and select the report for the grant period you are reporting on.

The screenshot displays the Hogg Foundation for Mental Health Grantee Portal. The left sidebar contains a navigation menu with categories: INFORMATION (Grantee Portal, Start Application), APPLICATIONS (Pending Applications, Applications to Edit, Submitted Applications), ORGANIZATIONS (Organizations), GRANTS (Active, Closed), REQUEST REPORTS (Reports Due, Reports to Edit, Submitted Reports), and PAYMENTS (Contingent, Scheduled, Paid, Refunded). Red arrows point to 'Test Organization' in the dropdown, 'Reports Due' in the REQUEST REPORTS section, and the 'Test 2019 Future Budget Revision.xlsx' file in the Requirement Documents section.

Test Organization
Hogg Foundation for Mental Health
ADVANCING MENTAL HEALTH AND WELLNESS IN TEXAS

Search...

Test Organization (TEST-002)
Current Budget Change
Due: 2/28/2019
State: New / Pending Submission

Test Organization (TEST-002)
Supplemental Materials
Due: 2/28/2019
State: New / Pending Submission

Test Organization (TEST-002)
Future Budget Revision
Due: 2/28/2019
State: New / Pending Submission

Future Budget Revision

Due On: 2/28/2019

Approved On:

Please note:

- ▲ Question 1 requires an answer.
- ▲ Question 2 requires an answer.
- ▲ Question 3 requires an answer.
- ▲ Question 4 requires an answer.

[Download instructions here.](#)

Future Budget Revision Information

Please note this request cannot result in an increase in the final approved budget amount reflected in your Statement of Agreement.

1. What is the total amount you are requesting to reallocate? \$0.00
2. Please indicate the line item(s) and amount from which you would like to subtract funding. For example: Bob Bookkeeper -\$1000; Materials and supplies -\$4000.
3. Please indicate the line item(s) and amount to which you would like to add funding. For example: Jane Contractor +\$5000.
4. Briefly describe the reasons why you are requesting these changes. For example: Bob is no longer with the organization; Jane will assume responsibilities and materials and supplies are included in her fee.

Please attach the Revised Budget to the below "Requirement Documents" section.

Requirement Documents

Test 2019 Future Budget Revision.xlsx
Template
Added by Lexi Arons at 1:50 PM on February 28, 2019

FLUXX

1 - 3 of 3

Submit

- In the Requirement Documents section, you should see a file with the word “Template” below the file name. Clicking on that link will allow you to download the template to your computer.

- Enter the proposed changes where appropriate into the spreadsheet. Please utilize the Narrative column to explain all requested changes.
- Please DO NOT change the formulas, fields, or the template other than entering proposed amount changes and variances.
- Once complete, please save the file (using the same file name) in Excel format, not as a PDF.
- Return to the “Request Reports” section of the Fluxx Grantee portal where you downloaded your template. Again, select the link for the specific grant and grant year you are reporting on.
- Click the blue plus sign in the Requirement Documents box.


Please attach the Revised Budget to the below "Requirement Documents" section.

+

Test 2019 Future Budget Revision.xlsx

Template

Added by Lexi Arons at 1:50 PM on February 28, 2019



- You will then see the Upload files box.

Upload files

Select or drag files then start upload

X

Filename	Size	Status
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #0070c0; margin-right: 5px;"></div> <div> <p>TST-001 2019 Future Budget Revision.xlsx</p> </div> </div>	15 KB	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #0070c0; padding: 2px 5px; margin-right: 5px;"> Budget </div> <div style="margin-right: 5px;">▼</div> <div style="margin-right: 5px;">15 KB</div> <div style="margin-right: 5px;">0%</div> <div style="border: 1px solid #0070c0; padding: 2px 5px; margin-right: 5px;">-</div> <div style="margin-right: 5px;">▲</div> </div>

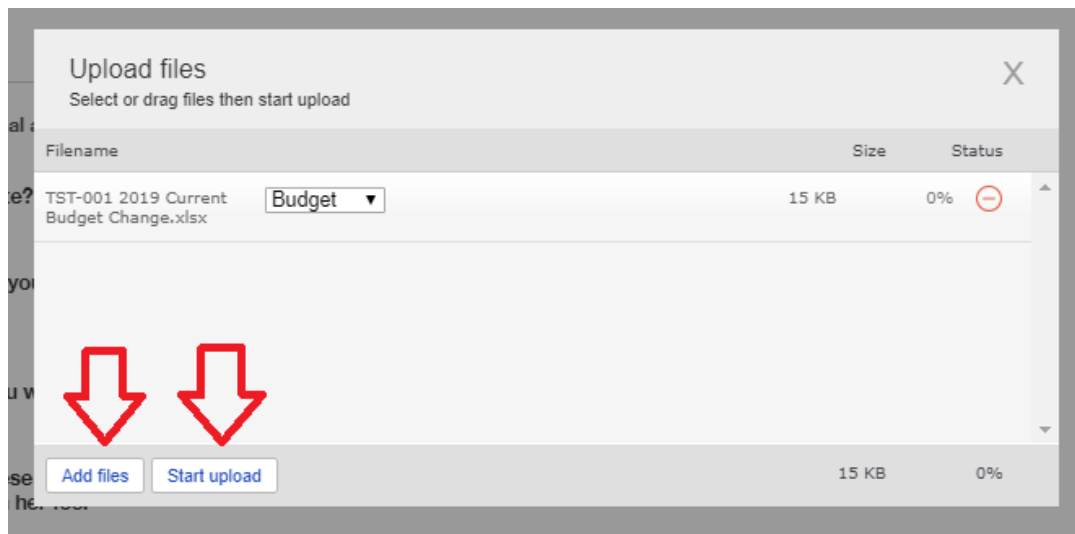
Add files

Start upload

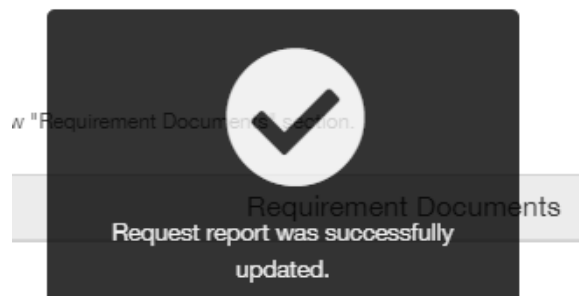
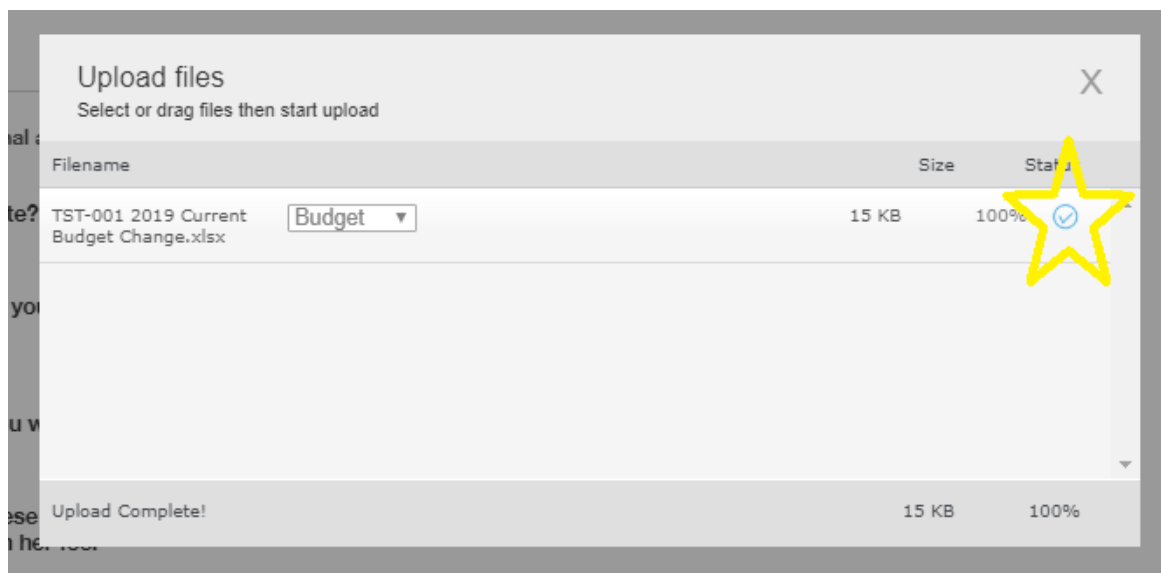
15 KB

0%

- Click the “Add files” button to select the completed budget revision document on your computer. From the drop-down menu, select Budget. Click “Start Upload”.



- The upload is complete when you see “Upload Complete!” in the bottom left-hand corner of the Upload files box and the Status shows 100% with a green checkmark to the right. You can then close the Upload files box by clicking the grey “X” in the upper right-hand corner.



- You will then see both the original template and the report you just uploaded in the Requirement Documents section. Click the green “Submit” button at the top right-hand side of the page to submit your fiscal report. A box with “Note for Submit” will pop up, giving you the opportunity to provide brief information if you so choose, but you are not required to enter anything in it. Please click the “OK” button to complete your submission.

Hogg Foundation for Mental Health

Test Organization

1 Update Available

Test Organization (TEST-002)
Current Budget Change
Due: 3/31/2019
State: New / Pending Submission

Test Organization (TEST-002)
Supplemental Materials
Due: 3/31/2019
State: New / Pending Submission

Test Organization (TEST-002)
Future Budget Revision
Due: 3/31/2019
State: New / Pending Submission

Future Budget Revision

Due On: 3/31/2019

Approved On:

[Download instructions here.](#)

Future Budget Revision Information

Please note this request cannot result in an increase in the final approved budget amount reflected in your Statement of Agreement.

1. What is the total amount you are requesting to reallocate? \$2,000.00

2. Please indicate the line item(s) and amount from which you would like to subtract funding. For example: Bob Bookkeeper -\$1000; Materials and supplies -\$4000.

Type text here.

3. Please indicate the line item(s) and amount to which you would like to add funding. For example: Jane Contractor +\$5000.

Type text here.

4. Briefly describe the reasons why you are requesting these changes. For example: Bob is no longer with the organization; Jane will assume responsibilities and materials and supplies are included in her fee.

Type text here.

Please attach the Revised Budget to the below "Requirement Documents" section.

Requirement Documents

TST-001 2019 Future Budget Revision.xlsx
Budget
Added by Test2 Grantee at 10:10 AM on March 11, 2019

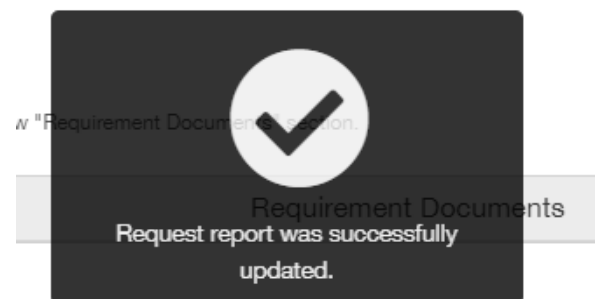
Test 2019 Future Budget Revision.xlsx
Template
Added by Lexi Arons at 1:50 PM on February 28, 2019

Submit

Note for Submit

Type text here..|

Cancel OK



Supplemental Materials Submission

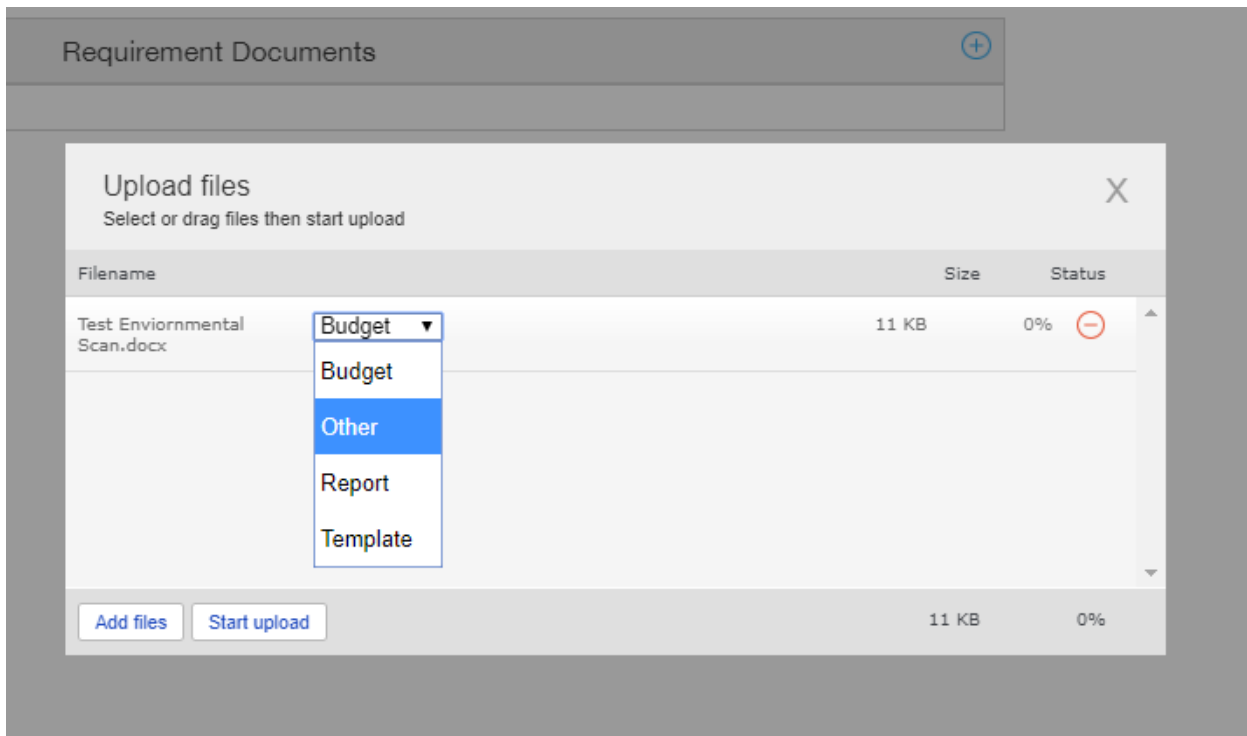
- Supplemental materials will each have their own report slot and are uploaded in a similar manner as Fiscal Reports.
- If supplemental materials (e.g., environmental scan or dissemination plan) have been requested, complete the required supplemental materials and save the files to your computer
- Return to the Fluxx Grantee portal and click “Request Reports” on the left-hand side of the screen. Click the Supplemental Materials for the specific grant and grant year for your report.

The screenshot shows the Hogg Foundation for Mental Health Fluxx portal. The left-hand navigation menu is open, showing the 'REQUEST REPORTS' section with a red arrow pointing to the 'Supplemental Materials' link. The search results show 'Test Organization (TEST-002) Supplemental Materials' with a due date of 3/31/2019, and a red arrow points to this link. The main content area shows the 'Supplemental Materials' page with a due date of 3/31/2019, an 'Approved On' date, and a 'Requirement Documents' box with a blue plus sign button.

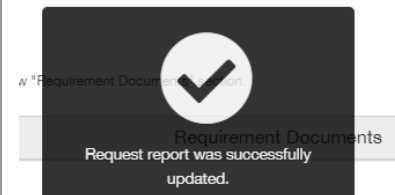
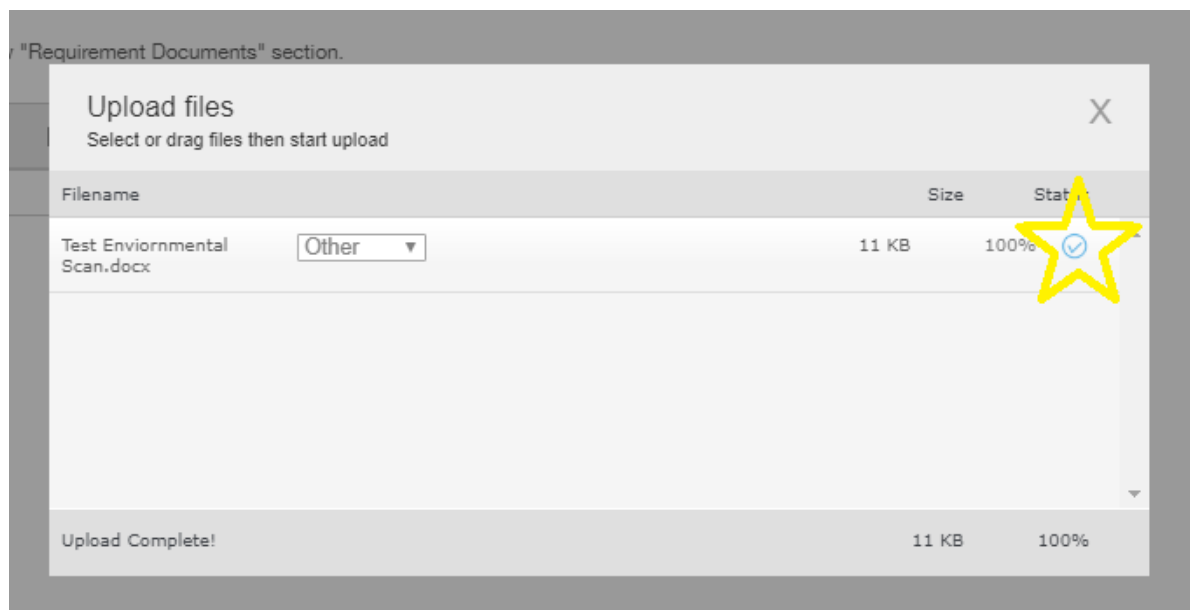
- Click the blue button with the plus sign in the Requirement Documents box.

The screenshot shows the Hogg Foundation for Mental Health Fluxx portal. The left-hand navigation menu is open, showing the 'REQUEST REPORTS' section. The search results show 'Test Organization (TEST-002) Supplemental Materials' with a due date of 3/31/2019. The main content area shows the 'Supplemental Materials' page with a due date of 3/31/2019, an 'Approved On' date, and a 'Requirement Documents' box with a blue plus sign button. A red arrow points to this button.


- Click the “Add files” button to select the supplemental material file(s) on your computer. From the drop-down menu, select Other. Click “Start Upload”. If you are adding multiple files, they must be added one at a time, but can be uploaded all at once.



- The upload is complete when you see “Upload Complete!” in the bottom left-hand corner of the Upload files box and the Status shows 100% with a blue checkmark to the right. You can then close the Upload files box by clicking the grey “X” in the upper right-hand corner.



- You will then see the documents you have uploaded into the Supplemental Materials section. Click the green “Submit” button at the top right-hand side of the page to submit your supplemental materials. A box with “Note for Submit” will pop up, giving you the opportunity to provide brief information if you so choose, but you are not required to enter anything in it. Please click “OK” to complete your submission.

[Edit](#) 

Supplemental Materials


Due On: 3/31/2019


Approved On:


[Download instructions here.](#)

Ad Hoc Questions

Please attach the requested supplemental materials to the below "Requirement Documents" section.


Requirement Documents 

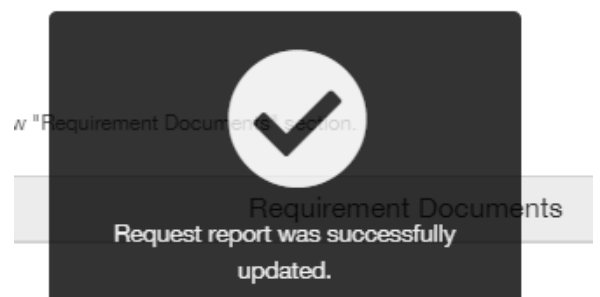
 [Test Enviornmental Scan.docx](#)
Other
Added by Test2 Grantee at 10:27 AM on March 11, 2019

 [Submit](#)

Note for Submit ✕


Type text here..|

 [Cancel](#) [OK](#)



Miscellaneous

- When you are finished submitting your reports, you can review all submitted reports by clicking Submitted Reports on the left-hand side of the page. You can also see the status of each report from this page (State). If you have recently submitted a report and don't see it in the list, you may see an orange oval at the top of the page that says "Update available". Clicking on that oval should update the list of submitted reports. If a report still isn't showing up in the Submitted Reports list, refresh your browser. However, if it still doesn't show up, return to the Request Reports list and confirm that you have actually hit the Submit button. **PLEASE NOTE: Do not click the Submit button until your report is completed.** You will not be able to edit it once you've submitted it. If you do so inadvertently, please contact the Program Officer and ask them to return the report to you for correction.



Test Organization

INFORMATION

Grantee Portal

Start Application

APPLICATIONS

Pending Applications

Applications to Edit

Submitted Applications

ORGANIZATIONS

Organizations

GRANTS

Active

Closed

REQUEST REPORTS

Reports Due

Reports to Edit

Submitted Reports

PAYMENTS

Contingent

Scheduled

Paid

Refunded

Search...

Test Organization (TEST-002)

Supplemental Materials

Due: 3/31/2019

State: Received

Test Organization (TEST-002)

Future Budget Revision

Due: 3/31/2019

State: Received

Test Organization (TEST-002)

Narrative Report

Due: 2/28/2019

State: Received

Test Organization (TEST-002)

Fiscal Report

Due: 2/28/2019

State: Received

Supplemental Materials

Due On:

Approved On:

[Download instructions here.](#)

Ad Hoc Questions

Please attach the requested supplemental materials to th

Test Enviornmental Scan.docx

Other

Added by Test2 Grantee at 10:27 AM on March 11, 2019

- If you receive notification that a report has been returned to you, you will find it under Reports to Edit.

The screenshot displays the Hogg Foundation for Mental Health portal. On the left is a dark sidebar menu with the following sections: INFORMATION (Grantee Portal, Start Application), APPLICATIONS (Pending Applications, Applications to Edit, Submitted Applications), ORGANIZATIONS (Organizations), GRANTS (Active, Closed), REQUEST REPORTS (Reports Due, Reports to Edit, Submitted Reports), and PAYMENTS (Contingent, Scheduled, Paid, Refunded). A red arrow points to the 'Reports to Edit' option. The top of the main content area features a search bar and a header for 'Test Organization (TEST-002) Supplemental Materials' with a due date of 3/31/2019 and a status of 'State: Sent Back'. The main content area is titled 'Supplemental Materials' and includes fields for 'Due On:' (3/31/2019) and 'Approved On:'. A red box highlights a 'Report Change Required' message with a 'Comments:' field. Below this is a link to 'Download instructions here.' and a section for 'Ad Hoc Questions'. A note states: 'Please attach the requested supplemental materials to the below "Requirement Documents" section.' The 'Requirement Documents' section contains a document titled 'Test Environmental Scan.docx' with a download icon, labeled 'Other', and a timestamp: 'Added by Test2 Grantee at 10:27 AM on March 11, 2019'. In the top right corner, there are 'Edit' and print icons.