

ONLINE SUBMISSION INSTRUCTIONS

PREPARATION

Read this document before starting the report submission process.

All final reports must be submitted through NYSHealth's online grantee portal system. Remember that some requested information may require collaboration from other departments in your organization.

Helpful tips:

- **Timing Out** – The grantee portal is set to time out after one hour. Please *regularly* save while working.
- **Complete Report as a Word Document** – Complete the report as a Word document first; then copy and paste into the appropriate online fields. Each section lists a maximum character limit.
- **Online Formatting** – Narrative fields in the online reporting form are plain text format and do not support any formatting. List any references/footnotes parenthetically in the text.
- **Save and Return** – You do not have to complete the reporting form all at once. You can save your work and return at a later time by logging on to the grantee portal.

GRANTEE SUPPORT

For programmatic questions regarding your report, please contact the Foundation staff member overseeing your grant.

If you have questions or difficulties using the grantee portal, please contact our Grants Management Department at grantsmanagement@nyshealth.org or call (212) 584-7689; please leave your telephone number.

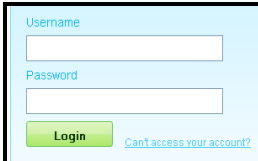
GRANTEE PORTAL LOG ON

To access NYSHealth's grantee portal, use this link:

<https://NewYorkStateHealth.foundationconnect.org/GrantsManager/Pages/Login/Login.aspx?OrgID=00D8000000d0Xq>
(This link is available on our website.)

Do not create new credentials. Use your existing credentials, created during your application process, to log in.

- **Forgot Your Password?** Click on 'Can't access your account?' to receive a temporary password.
- **Forgot Your Username?** Please contact NYSHealth Grants Management as listed above.

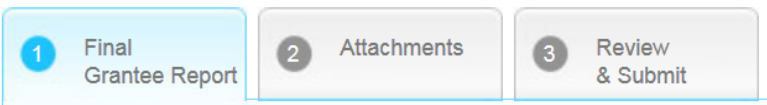


ACCESSING THE GRANTEE PORTAL REPORT FORM

Once logged in, you will see this dashboard. Identify the grant number (ID Number) assigned to your project. The report(s) required for your grant are listed below the ID Number. Select the report that you will be submitting by clicking on the **Edit** icon.

Open Items		History				
Edit	View	ID Number	Project Name	Type	Record Type	Status
				All	All	All
▼	🔍	15-03208	Sample Grant - with Goals & Outcomes	Grant / Application	Test Page Layout Design	Awarded
	🔍		GR-000002474 due 09/30/2016	Grant Report	Final Grantee Report(s)	Scheduled
	🔍		GR-000002475 due 09/30/2015	Grant Report	Interim Grantee Report(s)	Scheduled

STEP 1 COMPLETING THE FINAL GRANTEE REPORT



Note: Depending on the nature of the project being funded, grantees may be asked to provide reports that differ from these general guidelines. Please consult with your designated Foundation staff member prior to preparing any reports.

I) **SECTION ONE – Grantee Information**

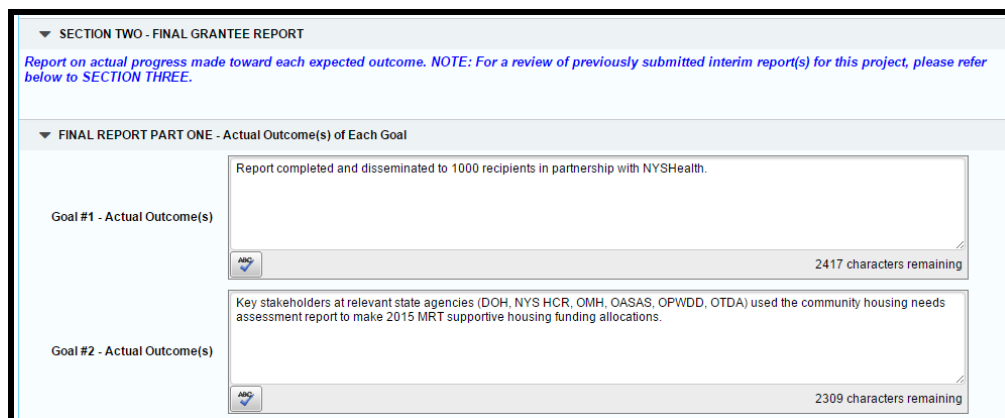
The summary sections reflect information from your original grant application.

II) **SECTION TWO – Final Grantee Report**

For your reference, your organization's previously submitted goals and outcomes and interim report(s) are listed at the bottom of the form under section three.

A. Part One: Actual Outcome(s) of Each Goal

Document the actual outcomes of each goal in this section. (**Recommended Length: Up to 2,500 characters with spaces**)



SECTION TWO - FINAL GRANTEE REPORT

Report on actual progress made toward each expected outcome. NOTE: For a review of previously submitted interim report(s) for this project, please refer below to SECTION THREE.

FINAL REPORT PART ONE - Actual Outcome(s) of Each Goal

Goal #1 - Actual Outcome(s)

Report completed and disseminated to 1000 recipients in partnership with NYSHealth.

2417 characters remaining

Goal #2 - Actual Outcome(s)

Key stakeholders at relevant state agencies (DOH, NYS HCR, OMH, OASAS, OPWDD, OTDA) used the community housing needs assessment report to make 2015 MRT supportive housing funding allocations.

2309 characters remaining

B. Part Two: Actual Outcomes Narrative

1) **Activities (Recommend Length: Up to 5,000 characters with spaces):**

Describe the major activities of the project. Refer to your original work plan as necessary. Tell us which of these activities you successfully completed and which activities you either did not complete or that changed in nature.

2) **Outcomes, Analysis, and Interpretation (Recommend Length: Up to 5,000 characters with spaces):**

This is the most important section of the report and should be the most detailed. Describe the outcomes of your project, as well as any expected outcomes that were not achieved. Provide us with the results of your evaluation activities and the basis for your conclusions. Tell us about any obstacles that may have prevented you from achieving the expected outcomes.

Please reflect not only on the project's activities but also on the work itself—what does all of what you are doing mean? What is or could be the immediate and/or long-term impact of your work? Tell us whether the project is creating positive changes in policy or practice.

3) **Communications & Dissemination (Recommend Length: Up to 5,000 characters with spaces):**

Please describe (and attach) the major work products (reports and papers, videos, testimony, presentations, research tools) that resulted from your grant. What are your plans for disseminating your project's findings and products? Has there been any press coverage? Have others expressed

interest in the project and its results? Have you been asked to speak about this project or publish its results?

*If the grant included any products that were scheduled for public dissemination, please submit the final reports **after** the dissemination has occurred so any subsequent actions or impact can be captured and documented. For example, include all media coverage or other impact that occurred subsequent to the release of any reports, products, or other materials. Consult your Foundation staff member if this applies to your grant.*

4) **The Future (Recommend Length: Up to 5,000 characters with spaces):**

Will this project continue beyond the grant-funded period? If so, how will you sustain these future efforts? What impact did this project have on you or your organization? Has this project led to other opportunities to work in this area or gain additional funding? If you were to do this project over again, what would you have done differently?

III) SECTION THREE – Review of Information from Previously Submitted Interim Report(s)

This section contains a review of previously submitted interim report(s) for this project.

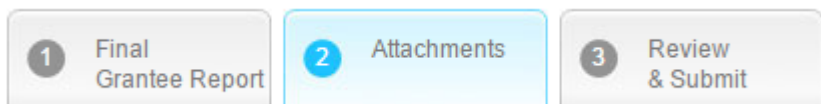
▼ REVIEW OF INFORMATION FROM PREVIOUSLY SUBMITTED INTERIM REPORT(S)

The following information is a review of previously submitted interim report(s) for this project.

▼ Review of Goals & Expected Outcome(s)

Goal #1	Produce a report of informed estimates of [...]	Goal #1 - Expected Outcome(s)	Completion and dissemination of report in partnership with NYSHHealth. Based on informal feedback from key stakeholders at state agencies [...]
Goal #2	To inform state-level decision making related to [...]	Goal #2 - Expected Outcome(s)	
Goal #3		Goal #3 - Expected Outcome(s)	
Goal #4		Goal #4 - Expected Outcome(s)	
Goal #5		Goal #5 - Expected Outcome(s)	

STEP 2 – ATTACHMENTS



Documents to Attach

1. **Final Financial Reporting Template (Required: Download template, complete, and upload to your application):**
Note: Should there be any changes to the original approved budget, please notify your designated Foundation staff member as soon as possible.

Please ensure that your budget fits an 8.5 X 11 sheet of paper and full number/dollar amounts are visible in their cells. If a worksheet is “protected,” the password is “nyshf.”

2. **Charts & Tables (Optional)**

This upload field is available to grantees who may have charts and/or tables, which are not supported in the online report narrative fields.

3. **Other Materials (Optional)**

Have you produced any new reports, products, or other materials since the creation of your proposal and work plan? Have there been any press announcements? If so, please upload them here. **Note:** The upload field holds one attachment only. Multiple documents should be included in one external document (Word) or a PDF.

Instructions for Downloading Templates and Uploading Documents

Downloading Templates:

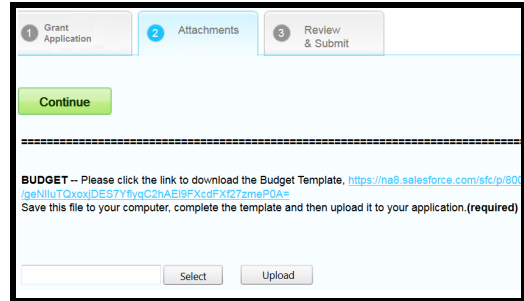
In the **Attachments** tab, click on the link of the template you need; then click **Download** in the lower left-hand corner of that screen.



Uploading Documents:

Step 1: Click on the **Select** button and search for the document you would like to upload.

Note: The upload field holds one attachment only. Multiple documents should be included in one external Word document or in a PDF.

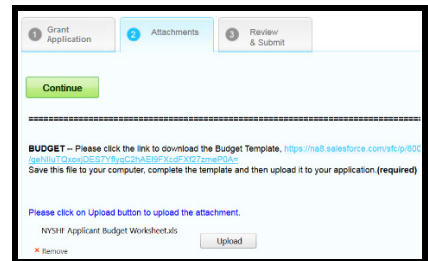


Step 2: Select the document, then click on the **Open** button from your directory.

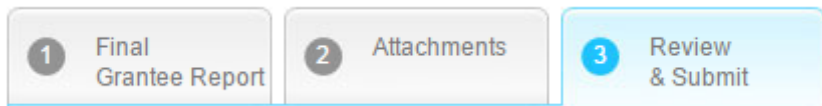


Step 3: The document name will appear in the section. Click the **Upload** button to complete the uploading process.

Note: If uploading assistance is needed, please contact NYSHealth Grants Management at (212) 584-7689.



STEP 3 – REVIEW & SUBMIT



When you have finished entering and reviewing all the necessary information, click **Submit**. You will receive an e-mail indicating that you have successfully submitted the report form.

Not ready to submit? Click **Save** and log out. Simply log back on to the grantee portal to continue editing at a later time.

FEEDBACK

We welcome and encourage your comments about your online experience. Please send your feedback to grantsmanagement@nyshealth.org.