

# Submitting Grant Reports

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## SUBMITTING A NARRATIVE REPORT

1. Navigate to the **Grant Reports > To Submit** section.
2. Select the report that corresponds to the grant period.
3. Click **Edit** in the top right corner.
4. Complete all sections displayed on the report form.
5. Click **Save** and **Submit**.

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## REVISING AND RE-SUBMITTING A NARRATIVE REPORT

1. Navigate to the **Grant Reports > To Edit** section.
2. Select the report that corresponds to the grant period.
3. Review any comments from Foundation staff in the **Comments to Grantee** box at the top of the form.
4. Click **Edit** in the top right corner to make changes.
5. If desired, you may provide any comments to the Foundation in the field **Comments from Grantee**.
6. Click **Save** and **Re-Submit**.

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## SUBMITTING A FINANCIAL REPORT

1. Navigate to the Grant Budgets > Financial Reports section.
2. Select the financial report that corresponds to the grant period.
3. Click **Edit** in the top right corner.
4. Enter actuals for each budget category.
5. Click **Save** and **Submit**.

**Please note:** Both the narrative and financial reports must be submitted to the Foundation for the report to be considered complete and ready for review by the Foundation.

For grants awarded prior to April 2018, financial reports should be prepared on the same Budget and Financial Report template submitted with the proposal or with the approved Revised Budget and Financial Report template, if applicable. The Budget and Financial Report template should be uploaded to the Documents section of the Report form.

**For technical support, please contact:**

[fluxxusers@mellon.org](mailto:fluxxusers@mellon.org) or (212) 500-2484, Mon-Fri, 9:00am-5:30pm ET