

Washington AIDS Partnership Online Report Form - Frequently Asked Questions

How do I submit my interim and/or final report to the Washington AIDS Partnership?

The Washington AIDS Partnership (WAP) has implemented a new online application and reporting system. Grantees who received grants as part of the spring 2011 grant round (#45) and any future grants must submit reports through this system. For grants awarded before 2011, grantees should follow the previous reporting process (email submission).

My organization already has an account with WAP's online grant system. How do I access my online report?

Before your report is due, the primary contact for your request/organization will receive an email prompt noting an online report needs to be completed. This email will include the report due date and a link to the account log-in page, https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM.

If your organization already has an account with WAP's online grant system, enter the email address and password previously used on the account log-in page. Once logged in, you will see a "Requirements" link at the top of the page. If you click on this link, you will be taken to your requirements page which will have a link to the online report form associated with your grant (under the "New" heading at top). The system WAP uses, hosted by GIFTS Online, sometimes uses weird language that cannot be changed, such as "requirements." Any time you see "requirements" in this system, it represents WAP online reports. On your account page, you may also see an "Applications" link at the top. This is where you can view in-process and submitted applications associated with the account.

My organization does not have an account with WAP's online grant system. How do I access my online report?

If your organization has not set up an account with WAP's online grant system, the primary request contact will receive an additional email message prompting him/her to log into the system with a link associated with the funded grant and temporary password. Once s/he logs in with the temporary password, s/he will be asked to change the password. After logging in, s/he will see a "Requirements" link at the top of the account page. If s/he clicks on this link, s/he will be taken to the requirements page which will have a link to the online report form associated with the grant (under the "New" heading at top). The system WAP uses, hosted by GIFTS Online, sometimes uses weird language that cannot be changed, such as "requirements." Any time you see "requirements" in this system, it represents WAP online reports.

I've logged in but I'm confused. What does "Requirements" mean and where can I find the online report form?

The system WAP uses, hosted by GIFTS Online, sometimes uses weird language that cannot be changed, such as "requirements." Any time you see "requirements" in this system, it represents WAP online reports. WAP staff will "publish" report forms to grantees in advance of when reports are due and they can be found on the requirements page of your account (link at top of account page).

I've logged in but there are no reports associated with my account.

WAP's online report form will be published to a staff person in your agency, i.e. to a specific email address. Only the WAP grants system account associated with that email will be able to access the report. Please contact WAP staff (contact info below) if the wrong staff person is associated with an online report form.

Are there different report forms for different types of grants?

Yes, WAP currently has two report forms: Positive Pathways Reporting Form (WAP's new Access to Care Initiative) and Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. Grants awarded under WAP's Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative funding categories will complete the Prevention, Medical Morale,

Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. Positive Pathways grantees will complete the Positive Pathways Reporting Form.

WAP staff will “publish” report forms to grantees in advance of when reports are due and they can be found on the requirements page (link at top of account page). If the report form available on your requirements page appears to not match your grant, please contact WAP staff (see contact information below) immediately.

I have multiple online reports due. How can I tell the difference?

New online report forms (i.e. forms you have not yet viewed) will show under the “New” heading on the requirements page of your account, with the name of the report hyperlinked, i.e. “Positive Pathways Reporting Form.” Once you have begun to work on a report and saved your progress to date/submitted a report, there will be a list of reports with these details: report form name (hyperlinked – click on this if you would like to open the report form), project title, report type, and due date.

As noted above, WAP currently has two report forms: Positive Pathways Reporting Form (WAP’s new Access to Care Initiative) and Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. Grants awarded under WAP’s Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative funding categories will complete the Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. Positive Pathways grantees will complete the Positive Pathways Reporting Form.

To confirm you have the correct report form or if you have multiple reports due at the same time and are not sure which report form is associated with which grant, go to the first page of the form where funding category, grant round, and request purpose are detailed.

Can I save my work and finish the report later? How do I log in and out?

If you need to log out, make sure to click the “Save & Finish Later” button at the bottom of the page to save what you have entered. You will be returned to your account page. Click “exit” at the top of the page which will log you out. To log back in, go to this link, https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM, and enter the email address and password you used to first log into the system, and click “log-in.”

Are there different report questions for interim and final reports?

Your grant’s report form is the same for an interim or final report, i.e. Positive Pathways grantees will use the Positive Pathways Reporting Form for both their interim and final reports (submitting a separate form for each). WAP staff will occasionally add, update, or remove questions on the report forms. If you are completing a report form as your organization's interim report, provide information from the first six months of your grant. If you are completing a report form as your organization's final report, please make sure to provide year-end totals when providing information on activities, outputs, and outcomes.

What questions do I answer if I have a Public Policy grant?

Grants awarded under WAP’s Public Policy funding category will complete the Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. In addition to completing page 1 of the form and uploading attachments, you must answer public policy grant-specific questions on page 3. Please disregard questions on page 2 which are for Prevention Medical Morale, and Technical Assistance grants and on page 4 which are for Female Condom Initiative grants. Page numbers are located at the top of each page.

What questions do I answer if I have a Prevention, Medical Morale, or Technical Assistance grant?

Grants awarded under WAP’s Prevention, Medical Morale, and Technical Assistance funding categories will complete the Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. In addition to completing page 1 of the form and uploading attachments, you must answer the Prevention, Medical Morale, and Technical Assistance grant-specific questions on page 2. Please disregard

questions on page 3 which are for Public Policy grants and on page 4 which are for Female Condom Initiative grants. Page numbers are located at the top of each page.

What questions do I answer if I have a Female Condom Initiative grant?

Grants awarded under WAP's Female Condom Initiative funding category will complete the Prevention, Medical Morale, Technical Assistance, Public Policy, and Female Condom Initiative Reporting Form. In addition to completing page 1 of the form and uploading attachments, you must answer the Female Condom Initiative grant-specific questions on page 4. Please disregard questions on page 2 which are for Prevention, Medical Morale, and Technical Assistance grants and page 3 which are for Public Policy grants. Page numbers are located at the top of each page

What questions do I answer if I have Positive Pathways (Access to Care) grant?

Positive Pathways grantees will complete the Positive Pathways Reporting Form and answer all questions in this form, in addition to uploading the required attachments.

Where do I upload attachments (i.e. financials, press clippings, etc.)?

Required and optional attachments are explained on the last page of your report form, labeled "Attachments." Upload instructions are provided. Microsoft Office file types are strongly preferred (Word and Excel) to Adobe Acrobat PDFs. Please limit file size when possible and the use of graphics/logos in your attachments. Female Condom Initiative grants will also have to load one additional attachment on the Female Condom Initiative Reporting page

I have forgotten my password. What do I do?

If you have forgotten your account password, click on the "Forgot your password?" text link on the main log-in page (https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM) and a temporary password will be sent to the email address you provided when setting up your account.

Will I receive notification that my report was submitted successfully?

When you submit your report, you will receive an email notification containing a copy of the report.

Can I view my report before I submit it?

There are several ways you can review your report form. You can view your full report by clicking the "Review My Requirement" tab located at the top of each page of the report form. This will show every question/answer field in your form in one webpage. This is a very important step in the report process as you will be able to see the fields that are blank that require an answer (required questions have a red asterisk). If you try to submit your report form without answering all the required questions, the system will not let you submit it.

You can also view your report form by clicking the "Printer Friendly Version" link located at the top of each page of the report form. This will open a new webpage with a more printer-friendly version of your form.

Finally, you can also email a draft of your form to yourself and others. Click on the "Email Draft" link at the top of any of the pages of your form. When you click on the link, it will take you to a new webpage where you can email the form.

What's the difference between the "Save & Finish Later" and "Review & Submit" buttons? How do I submit my report form?

The "Save & Finish Later" button allows you to save your application and finish it later by logging back into the system. It's located at the bottom of each page of your report form. Make sure to save your report form often. Keep in mind that every time you click "Save & Finish Later", you will be taken back to your account page. You can access the report form again by clicking on the specific report form name link. The "Review & Submit" button is exactly what it implies...you click on this to review and submit your application. It is located on the bottom of the attachments page.

Is there a way to edit my report form once it is submitted?

Once you have submitted your report form, you will be unable to edit it. Please utilize all the options available for reviewing your report form before submitting it. This includes making sure your attachments are correct and uploaded.

I'm having trouble with the system and my question/issue is not addressed in this FAQ. Who should I contact?

If this FAQ does not address your question or issue, you can contact Sapna Khatri, Program Associate, khatri@washingtongrantmakers.org.