

Online Report Form - Frequently Asked Questions

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

All grantee reports must be submitted through the Washington AIDS Partnership's (WAP) online application and reporting system, GIFTS Online. Grantees who received grants after 2011 must fill out applications and reports using this system unless otherwise specified.

My organization 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. If you are unsure what the email connected to your account is, please contact WAP staff (contact information listed below). Once logged in, you will be at the "Applications" tab of your account page, where you can view in-process or submitted applications associated with your account. In order to access your report forms, you will need to click on the non-highlighted tab titled "Reports." When you click on the "Reports" tab, you will be taken to the requirements page which will have a link to the online report form associated with your grant. 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.



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 contact from your organization 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 be at the "Applications" tab of your account page. In order to access the report forms, s/he will need to click on the non-highlighted tab titled "Reports" (located next to the highlighted "Applications" tab at the top). Please see above.

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 (for WAP's Access to Care Initiative) and the Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and

Wellness Reporting Form. Grants awarded under WAP's Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and Wellness funding categories will complete Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and Wellness Reporting Form.

WAP staff will "publish" report forms to grantees in advance of when reports are due and they can be found on the Reports page. If the report form available on your report 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 reports 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 OR submitted a report, there will be a list of reports with these details: report form name, title, report type, and due date.

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. For example, if your organization received a medical morale grant and prevention grant in the same round, you would need to complete the Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and Wellness Report Form. You would go to the first page of each report form to find the funding category which would list either prevention or medical morale.

I see more reports in my account than the number of reports that I have due, what does this mean?

If you have completed and submitted online reports to the Partnership in previous grant rounds, these submitted reports will still be saved in your GIFTS Online account. On your organization's "Reports" page, you will see a drop down menu to the right, where you will be able to choose which reports you would like to view, either "Submitted Requirements" or "In Progress Requirements." Submitted requirements will indicate those reports that you have already submitted to WAP for review.

"In Progress Requirements" will indicate reports you are still completing. New online report forms (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.

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. prevention grantees will use the Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and Wellness 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 on 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 for activities, outputs, and outcomes.

What questions do I answer if I have a Prevention, Medical Morale, or Sector Evolution grant?

Grants awarded under WAP’s Prevention, Medical Morale, or Sector Evolution funding categories will complete the Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and Wellness Reporting Form. In addition to completing page 1 of the form and uploading attachments, you must answer the Prevention, Medical Morale, and Sector Evolution grant-specific questions on page 2. Please disregard questions on pages 3 and 4. Page numbers are located at the top of each page as “tabs.” The non-highlighted page tabs must be clicked to move from page to page.



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Prevention, Sector Evolution, and Morale Grant Reporting Page

Printer Friendly Version | E-mail

***** Required before final submission

Instructions

Please answer the report questions on this page if your organization received a **prevention, sector evolution, or medical morale grant**. Go to page 3 for public policy grant report questions, and page 4 for LGBTQ health and wellness questions.

Progress Towards Planned Activities, Outputs, and Outcomes
In a narrative format, please detail the extent to which you have achieved or made progress towards proposed activities, outputs, and short-term and long-term outcomes/goals as stated in your application. For your organization's final report, please provide an update on activities since your interim report and make sure to provide measured results.

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, Public Policy, Sector Evolution, and LGBTQ Health and Wellness 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 pages 2 and 4. Page numbers are located at the top of each page as “tabs.” The non-highlighted page tabs must be clicked to move from page to page.



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Public Policy Grant Reporting Page

Printer Friendly Version | E-mail Draft

***** Required before final submission

Instructions

Please answer the report questions on this page if your organization received a **public policy grant**. Go to page 2 for prevention, sector evolution, and medical morale grant report questions. Go to page 4 for LGBTQ health and wellness grant report questions.

Your responses to these questions should reflect specific public policy work that was carried out during the current grant period.

Public Policy Targets
Who have been the targets (i.e. elected officials) of your public policy work during this grant period? In what ways have you engaged these targets (not allies or partners)?

What questions do I answer if I have a LGBTQ Health and Wellness grant?

Grants awarded under WAP’s LGBTQ Health and Wellness funding category will complete the Prevention, Medical Morale, Public Policy, Sector Evolution, and LGBTQ Health and Wellness Reporting Form. In addition to completing page 1 of the form and uploading attachments, you must answer the LGBTQ Health and Wellness grant-specific questions on page 4. Please disregard questions on pages 2 and 3. Page numbers are located at the top of each page as “tabs.” The non-highlighted page tabs must be clicked to move from page to page.



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LGBTQ Health & Wellness Grant Reporting Page | [Printer Friendly Version](#) | [E-mail](#)

* Required before final submission

Instructions

Please answer the report questions on this page if your organization received an **LGBTQ health and wellness grant**. Go to page 2 for prevention, sector evolution, and medical morale grant report questions. Go to page 3 for public policy grant report questions.

Progress Towards Planned Activities, Outputs, and Outcomes
In a narrative format, please detail the extent to which you have achieved or made progress towards proposed activities, outputs, and short-term and long-term outcomes/goals as stated in your application.

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

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

WASHINGTON AIDS PARTNERSHIP

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Request Information | [Printer Friendly Version](#) | [E-mail](#)

* Required before final submission

* Organization Name

Grant Round

Funding Category

Contract Amount

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.

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, below the “Contact Us” and “Exit” links. 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, below the “Contact Us” and “Exit” links. When you click on the link, it will take you to a new webpage where you can email the form to yourself or others.

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” allows you 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. If there is something that you forgot to add, please contact the WAP staff member listed below.

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 Julie Goldstein, Program Associate, goldstein@washingtongrantmakers.org.