

Gavi CSO funding mechanism

# Technical Guidance

Completing reports on Grantelope

PUBLIC

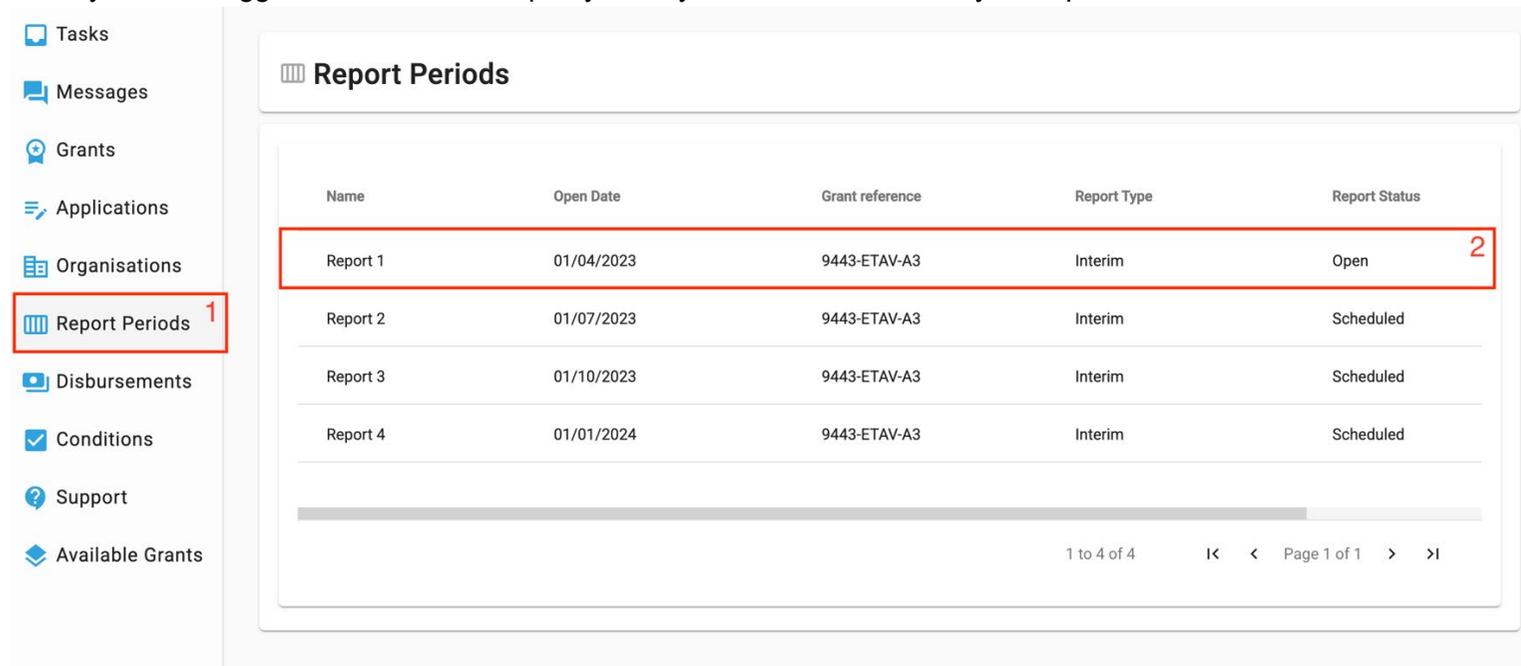
December 2024



## Introduction

This document provides a step-by-step guide to support grantees uploading and submitting reports on the Grantelope system.

Once you have logged into the Grantelope system, you will be able to see your reports.



The screenshot displays the Grantelope system interface. On the left, a navigation menu lists various options: Tasks, Messages, Grants, Applications, Organisations, Report Periods (highlighted with a red box and a red '1'), Disbursements, Conditions, Support, and Available Grants. The main content area is titled 'Report Periods' and contains a table with the following data:

Name	Open Date	Grant reference	Report Type	Report Status
Report 1	01/04/2023	9443-ETAV-A3	Interim	Open
Report 2	01/07/2023	9443-ETAV-A3	Interim	Scheduled
Report 3	01/10/2023	9443-ETAV-A3	Interim	Scheduled
Report 4	01/01/2024	9443-ETAV-A3	Interim	Scheduled

At the bottom of the table, there is a pagination bar showing '1 to 4 of 4' and navigation icons for 'Page 1 of 1'.

Your report schedule can be found by clicking “Report Periods” in the left-hand menu (1) once you’ve logged in. Click on the report you are interested in (2).

You will be able to see details, such as the time period that the report covers, when it will open and the date it is due. If you scroll to the bottom of this screen, you will be able to click “Show Grantee Report” to view a copy of the report (3), so you can see what questions will be asked in advance of it opening.

- Tasks
- Messages
- Grants
- Applications
- Organisations
- Report Periods
- Disbursements
- Conditions

Upload file

### Any other files

#### Other uploads

Description: Two  
File name: [Demo file TWO.docx](#) (13Kb)  
Uploaded: 12/12/2024 16:26:35

Description: Three  
File name: [Demo file THREE.docx](#) (13Kb)  
Uploaded: 12/12/2024 16:26:45

#### View Report

Show Grantee Report <sup>3</sup>

Once you have opened this, you can then print the report to PDF by scrolling to the bottom of the window and clicking “Print Grantee Report” (4).

**Grantee Report**

can be a story of a grant beneficiary, of a community, or of an organisation. \*

3.5: Please tell us about any relevant partnerships, networks or collaborative initiatives that you engaged in within the past reporting period, including with other MannionDaniels grantees. What were the key issues discussed? What were the outcomes? \*

**Section 4: Finance**

4.1: Do you need to make any changes to your original budget? \*

Yes  
 No

If yes, please update your budget and upload a new version to the additional files section of the system. Our fiduciary risk team will review the new version and provide feedback. Please note a new version must first be approved by MannionDaniels before changes are implemented.

Other uploads

4 Print Grantee Report Close

Tasks 5

Messages

Grants

Applications

Organisations

Report Periods

Disbursements

Conditions

## Tasks

Summary

My tasks (1) 6

Group tasks (1)

Portfolio tasks (0)

Oversight tasks (2)

Description

Category

Priority

Assignee

Complete reporting questionnaire & upload files

Report

High  
 Normal  
 Low

Me

7

Resume

Release

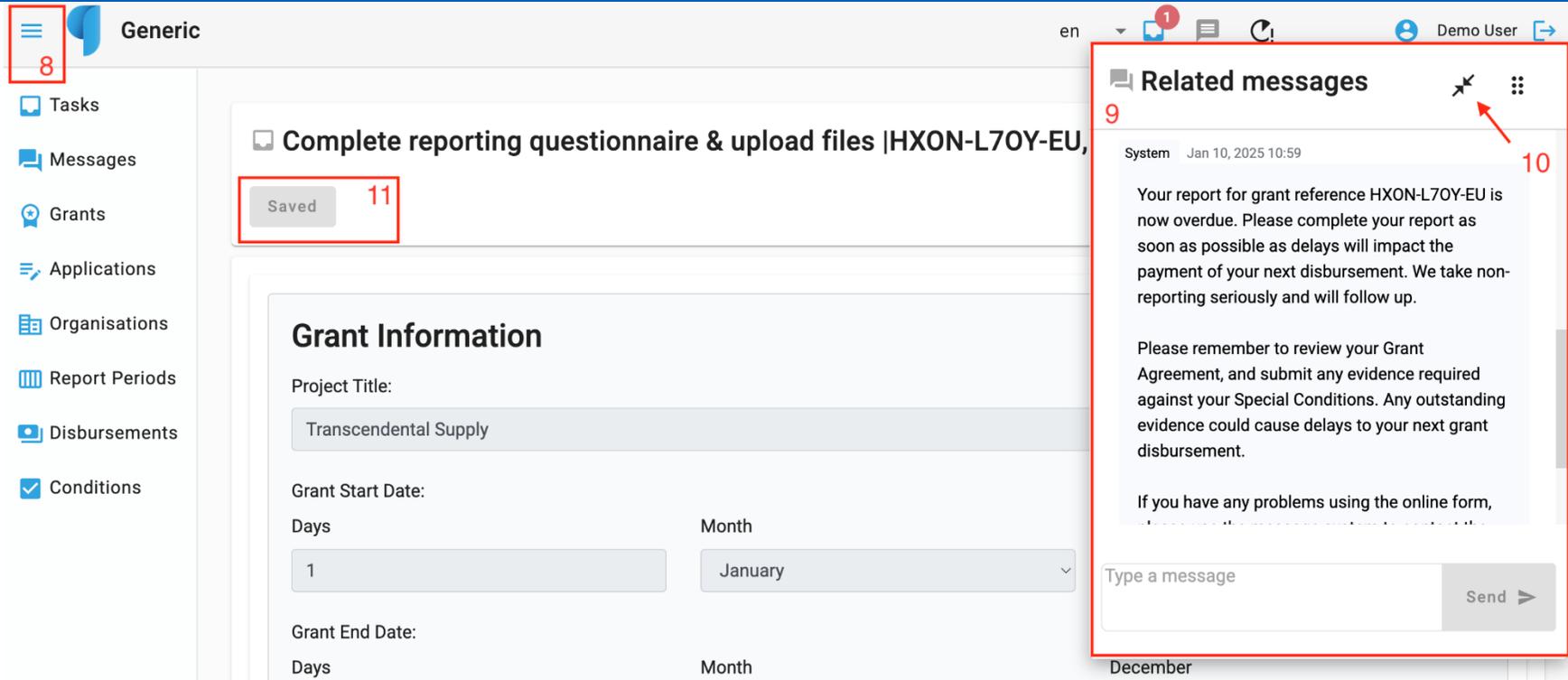
Reassign

Select this tab on entry

Your report will open once the period you are reporting against has finished. Once your report has opened, you will receive it as a task. Click on “Tasks” in the top left-hand menu (5).

Click “My tasks” (6).

Click “Begin” or “Resume” to open the task and begin completing your responses (7).



The screenshot displays the Gavi CSO Reporting interface. On the left, a navigation menu is partially collapsed, indicated by a red box with the number 8. The main content area shows a task titled "Complete reporting questionnaire & upload files |HXON-L70Y-EU," with a "Saved" button highlighted by a red box with the number 11. Below this is a "Grant Information" form with fields for Project Title (Transcendental Supply), Grant Start Date (1 day, January), and Grant End Date. A "Related messages" pop-up window is open on the right, containing a system message about an overdue report and a "Send" button. A red box with the number 9 highlights the pop-up's title bar, and a red box with the number 10 highlights the close button in the top right corner of the pop-up.

When you go into your task, you will be able to collapse the left-hand menu to provide you with more screen space (8). You will also be able to see any messages that have been sent alongside the report. This is where feedback will appear if your report is returned to you later (9). You can also choose to hide these messages to provide you with a more focused view (10).

At the top is a button to tell you the 'save' status of the form (11). Forms automatically save when there is a stable internet connection and the button will indicate this; however, you can also click this button to manually save. This will only work if you are currently connected to the internet.

**Section 1: General**

1.1: Select from the list below which Sustainable Development Goal (SDG) best aligns with your project. \* 12

1.2: Are you reporting on behalf of a coalition? \*

Yes

No

**Section 2: Project Progress**

2.1: Tell us how you feel your project is progressing. Please provide a short summary of the progress and key outcomes you have achieved over the past reporting period. \*

Required questions will be marked with a red asterisk (12) and will need to be completed to be able to submit your report. If you are working on a narrative response, you can expand the text box by clicking and dragging in the bottom right corner of the box (13).

If yes, please update your budget and upload a new version to the additional files section of the system. Our files are updated automatically and provide feedback. Please provide feedback on the system.

**Upload supporting documents**

**Required files**

Workplan \*

Financial claim form \*

Indicator and Milestones \*

**Upload file**

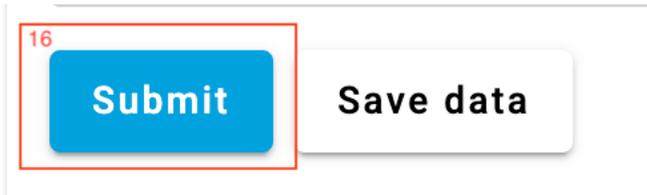
Enter description of file to upload (maximum 200 characters)\* 14

Drag and drop file here or 15

Click to select file

Upload file Re-select Close

You will be asked to upload files alongside your report. These will appear as questions in the task. You should provide a clear summary of the file you are uploading in the description field (14) and then choose the appropriate file (15).



Once you have entered all required fields and uploaded all required files, you will be able to submit by clicking the “Submit” button at the bottom (16). The task will then disappear from your list as it is sent for review.

Your reviewers may choose to return your report for amendments. If this happens, you will receive a notification that a task needs to be claimed via email. You will then need to log into your account, claim the “Task” and view it again. Messages will detail why the report has been returned (9) and what you need to do to satisfy requirements.

Once your report is approved, you will receive a message from your reviewers with any final feedback. You can go back and check your report messages at any time by clicking “Messages” in the left-hand menu and finding the specific report (see guidance “Logging in and Navigating Grantelope”).

Once submitted you can also see your report form and any files you uploaded relating to it by clicking “Reports” in the left-hand menu and selecting the report. Near the bottom of the screen will be any files you uploaded, and at the bottom you will be able to view and download a PDF of your report form.