

Submit an Interim or Final Report for a Grant – Quick Reference Guide

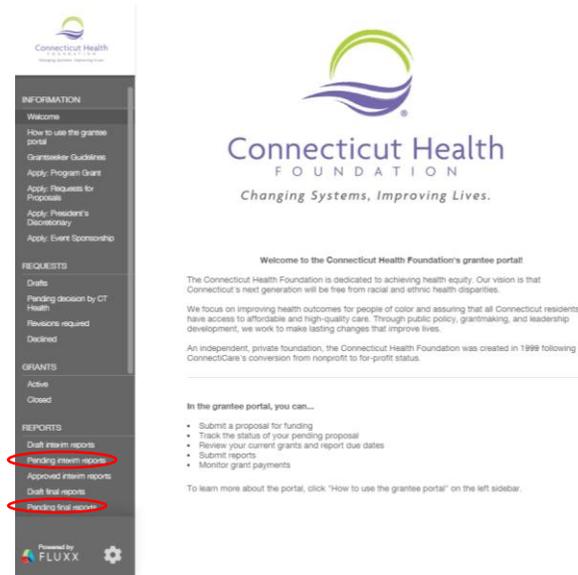


This guide walks grantees through the steps of submitting a grant reports through the Connecticut Health Foundation’s grantee portal.

1. Visit <https://cthealth.fluxx.io> and log into your account.



2. On the left navigation menu under Reports, click either “Draft interim reports” or “Draft final reports” depending what type of report you are submitting.



3. Locate the correct report based on the grant number and reporting period. Click “Edit” in the top right corner to complete the report. Complete all applicable fields.

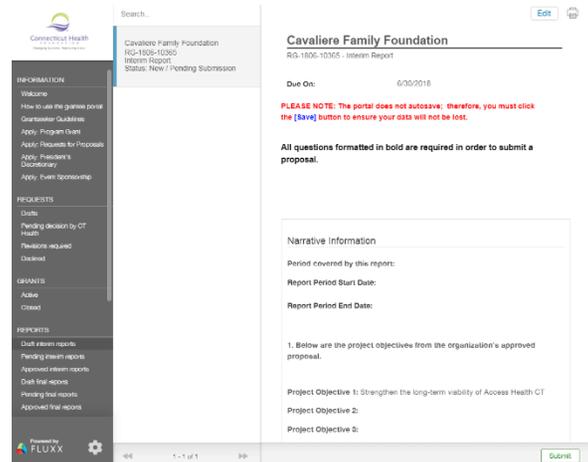
Press “Save” in the bottom right corner often. The system does not auto-save.

Once you press “Save,” a read-only screen will appear. From here you can either:

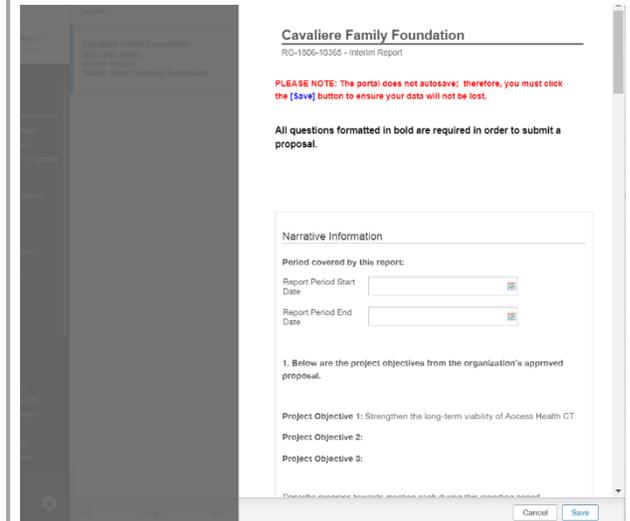
- Click “Edit” in the top right corner and continue working on your report or
- Click “Submit” in the bottom right corner to submit your report to the foundation.

Once you click submit, you will no longer be able to edit your report.

Submit screen (read-only):



Edit screen:

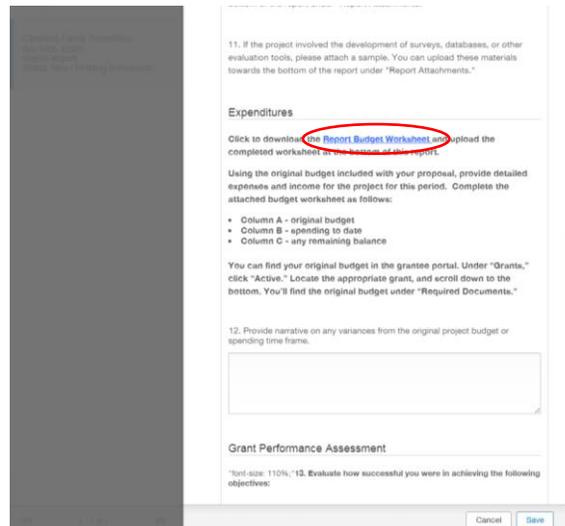


4. Before you submit your report, you must download the report budget worksheet, complete it, and upload it at the end of the report.

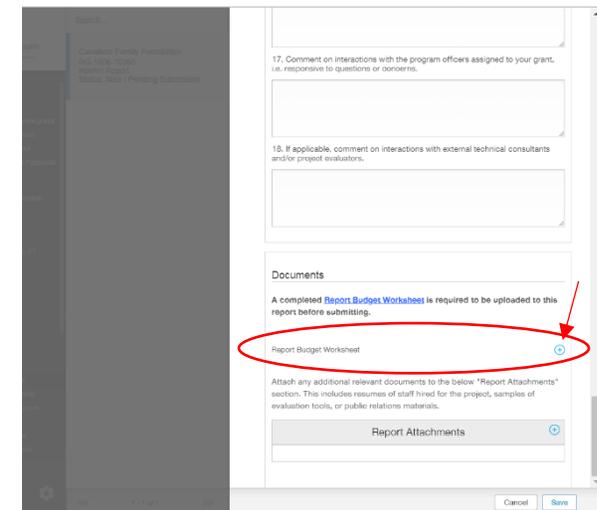
To download, under “Expenditures” on the report, click the hyperlinked “Report Budget Worksheet.”

To upload, scroll down to “Documents” at the end of the report. Click the blue circle with the + to upload the budget worksheet.

To download:



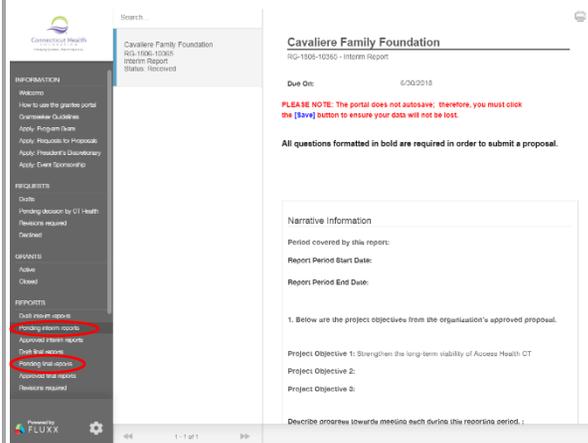
To upload the complete budget worksheet:



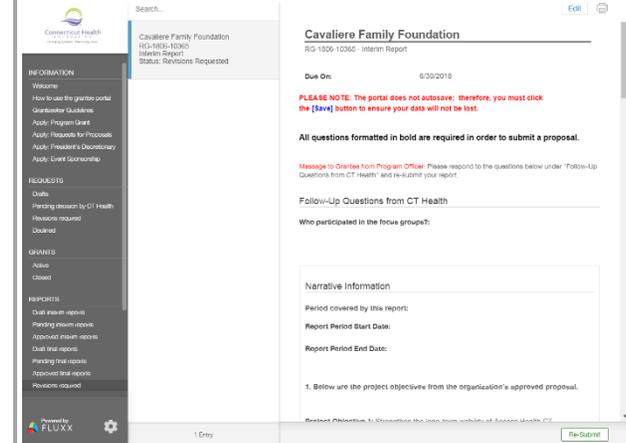
5. Once the report is submitted to the Connecticut Health Foundation, you can see the contents of the report under the reports tabs labeled “Pending interim reports” or “Pending final reports,” depending on the report type.

The foundation may ask for more information or revisions. If that happens, you will receive an email notification. Your report will appear under “Revisions required” where you can edit and re-submit the report.

Pending reports screen:



Revisions required screen:



When the program officer approves your report, you will be able to see a read-only version under either “Approved interim reports” or “Approved final reports” depending on the type of report.

If you have any questions at any point in this process, contact grants@cthealth.org.