

Dear global grant primary contacts:

On 23 January we'll unveil changes to the global grant reporting section of the [Grant Center](#). The updated report will match the layout and language in the global grant application, making it easier to understand and use. Both primary contacts are now required to authorize reports.

- Global grant reports that are now in the system will be modified to fit the new format. However, because we've changed the report so extensively, much of the information that was entered earlier will stop being visible on 23 January. This information will still be available to staff, and we can provide it upon request.

Here's how your reports will be affected and what you'll need to do, depending on their status:

- **Draft:** Because much of the information that was put in the report will no longer be visible, it must be added again using the new report. If you can't complete and submit the report before 23 January, download a copy of your draft and save it so you can use it to complete the new report.
- **Authorizations required:** Both primary contacts must authorize the report, and any remaining authorizations must be completed before the report can be submitted to the Foundation.
- **Submitted:** No action is needed. Your report will be adjusted to fit the new format but will be reviewed using the previous report format.
- **Accepted:** No action is needed.

If you have a report due before 23 January, please go ahead and submit it. Otherwise, you may wish to wait and use the new software, which Rotarian-testing has shown to be superior to the current system. I also encourage you to download PDFs of your reports, whether they're in progress or completed, for your records.

Thank you for your patience as we make these changes. We hope they will make it easier for clubs to report on the tremendous work that they accomplish through global grants. If you have any questions, write to rotarysupportcenter@rotary.org. Thank you for your commitment to The Rotary Foundation.

Sincerely,

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