

Dear global grant primary contacts:

This is a reminder that the updated global grant report will become available 23 January 2018. Information in global grant reports that are already in the system will be fitted to the new format. However, because the report has changed so much, some of what was entered earlier will stop being visible on 23 January 2018. This information will still be available to staff, and we can provide it on 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 2018, download a copy of your draft 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.

Thank you for your commitment to The Rotary Foundation, and for your patience and understanding as we make improvements to Foundation grants. If you have any questions, write to rotarysupportcenter@rotary.org.

Sincerely,

Abby McNear
Rotary Grants Manager
+1-847-425-5656
Rotary.org

ROTARY INTERNATIONAL | One Rotary Center | 1560 Sherman Avenue | Evanston, IL 60201, USA

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