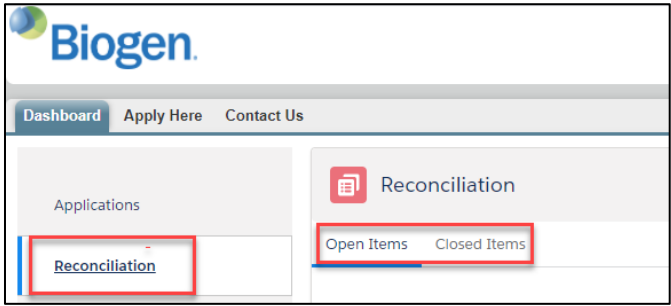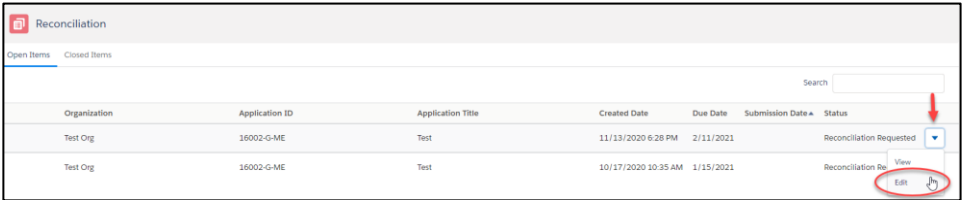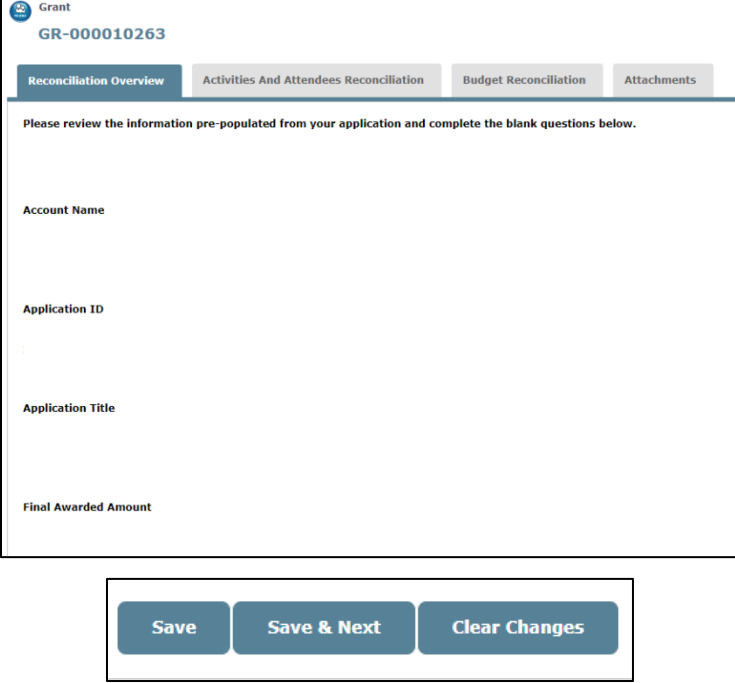# How to Submit a Reconciliation in the Global Grants and Giving Portal

Purpose

This document illustrates the process of submitting a Reconciliation in the Global Grants and Giving Portal.

Process Steps

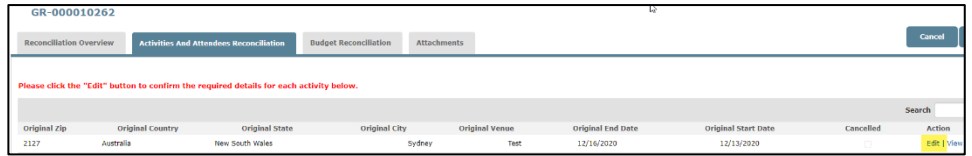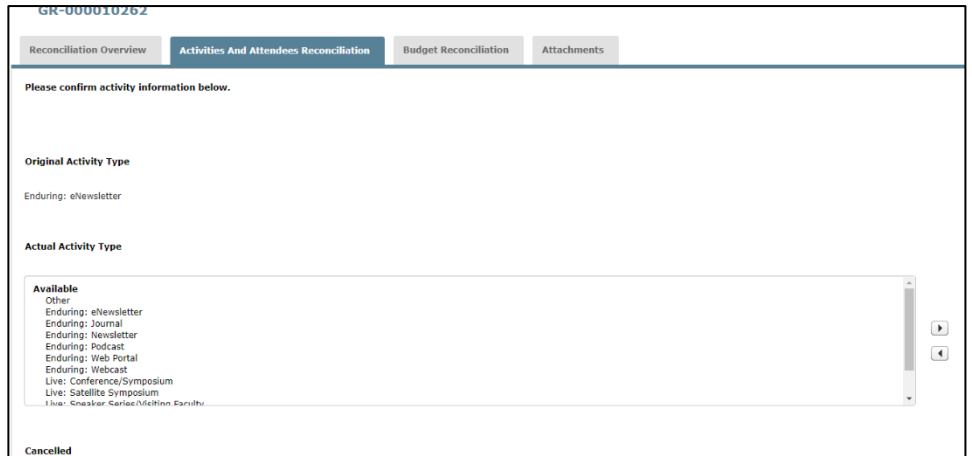| Process Step	Screenshot
1. Once the project or program is complete, you will receive an email informing you that you are assigned to complete the reconciliation	Application ID: XXX Application Title: XXX Dear [NAME], The program or activity referenced above is completed and your reconciliation is due within the next 90 days, on or before [DATE]. Please log in to the Biogen Grants & Giving Portal, to provide the required information to reconcile your account and remit any unused funds in order to close out the award and be eligible for future funding from Biogen. Kind Regards, Biogen Grants Management & Strategic Giving Office Website: grantsandgiving.biogen.com Portal: biogengrantsandgivingportal.com
2. Sign into the Global Grants and Giving Portal by entering your username and password and clicking **'Sign in'**	

3. Navigate to the **Reconciliation** section of the dashboard **Note**: From here, you can see open and closed reconciliations and details of each application	
4. To complete the reconciliation report, select the dropdown button and click **'Edit'**	
5. From the **Reconciliation Overview** tab, review the information that was pre-populated from the application and complete the blank questions 6. Click **'Save'** or **'Save & Next'** a. **'Save'** will save the reconciliation as a draft, allowing you to return to it later b. **'Save & Next'** will save the reconciliation as a draft and advance you to the next tab	

7. Complete the **Activities and Attendees Reconciliation** tab (required for medical education and patient education grants only)

8. Click **'Edit'** to complete each activity by entering all actual details

9. When complete, click **'Save'**

Note: These details pertain to the actual activity information for the project or program

Budget Reconciliation Tab

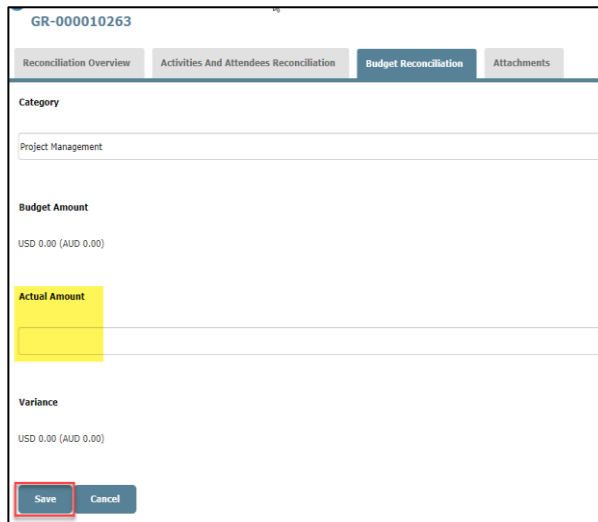**Medical Education and Patient Education**

10. Complete the **Budget Reconciliation** tab

11. Enter the actual expense for each line item in the **Actual Amount** column by clicking **'Edit'** on each line

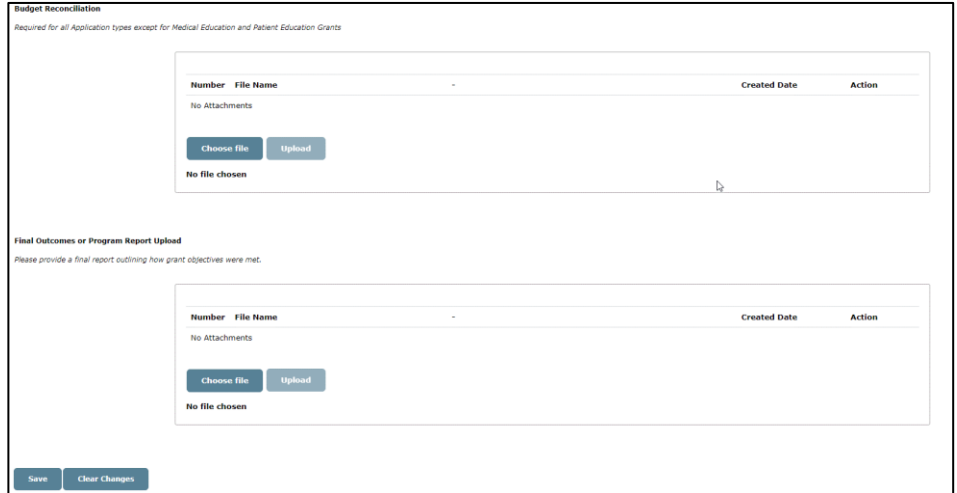12. Click **'Save'** after each budget entry

Attachments Tab

13. Complete appropriate documents and upload to the **Attachments** tab

a. For general grants, infrastructure grants, and fellowships, upload the **Budget Reconciliation** (in the same format that was submitted in the application)

b. For medical education grants, upload a **Final Outcomes Report**

Budget Reconciliation

Required for all Application types except for Medical Education and Patient Education Grants

Number	File Name	-	Created Date	Action
No Attachments				

Choose file   Upload

No file chosen

Final Outcomes or Program Report Upload

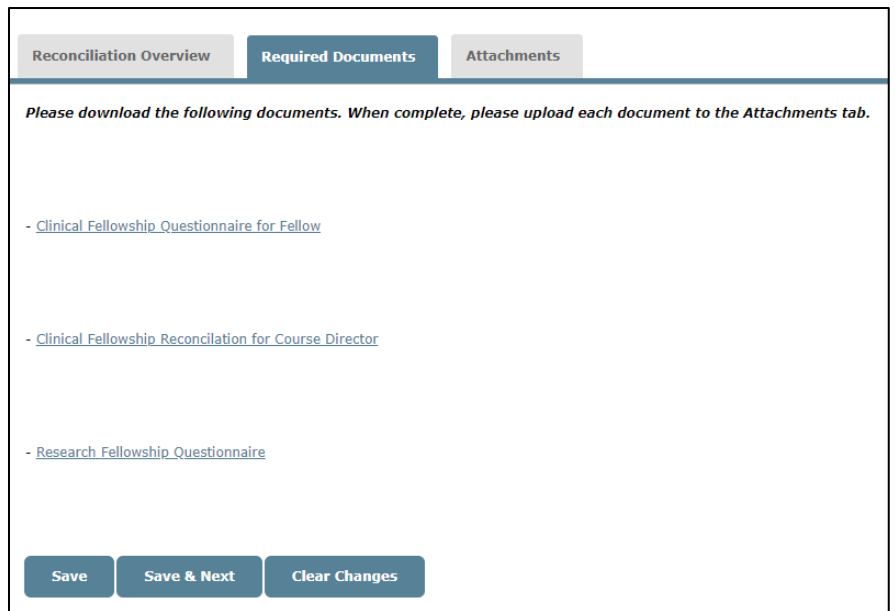*Please provide a final report outlining how grant objectives were met.*

Number	File Name	-	Created Date	Action
No Attachments				

Choose file   Upload

No file chosen

Save   Clear Changes

Fellowships

14. Download and complete appropriate documents from the **Required Documents** tab. Upload the completed documents to the **Attachments** tab.

Reconciliation Overview	**Required Documents**	Attachments

Please download the following documents. When complete, please upload each document to the Attachments tab.

- Clinical Fellowship Questionnaire for Fellow

- Clinical Fellowship Reconciliation for Course Director

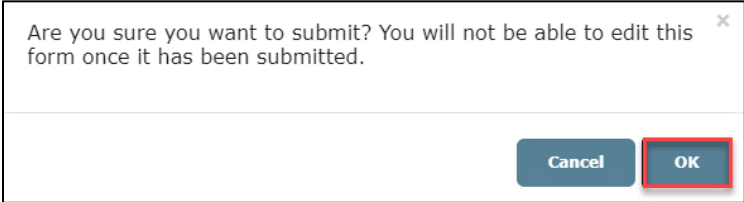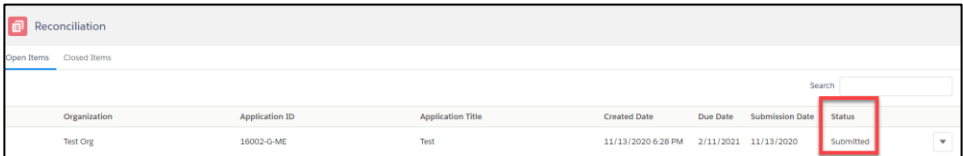- Research Fellowship Questionnaire

Save   Save & Next   Clear Changes

15. When you have completed the reconciliation report in its entirety, select **'Review/Submit'**

Reconciliation Overview | Activities And Attendees Reconciliation | Budget Reconciliation | Attachments   Cancel   Review/Submit

16. Click **'Submit'** to submit the reconciliation report a. **'Back to Record'** allows you to return the reconciliation report b. **'Print'** allows you to print the reconciliation report	Back to Record 🖨 Print Submit Reconciliation Overview
17. Confirm the submission by clicking **'OK'**	Are you sure you want to submit? You will not be able to edit this form once it has been submitted. ✕ Cancel OK
18. Once you submit your reconciliation, you will see it listed on the dashboard under Reconciliations, in a **Submitted** status **Note**: You will receive a confirmation email confirming the reconciliation submission You will be notified if additional information is required	Reconciliation Open Items Closed Items Search Organization, Application ID, Application Title, Created Date, Due Date, Submission Date, Status Test Org, 16002-G-ME, Test, 11/13/2020 6:28 PM, 2/11/2021, 11/13/2020, Submitted ▾

Information
For additional support, contact Grants Management & Strategic Giving at grantsandgiving@biogen.com