

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					
 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 <u>Biogen Grants & Giving Portal</u> , 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: <u>grantsandgiving.biogen.com</u> Portal: <u>biogengrantsandgivingportal.com</u>					
 Sign into the Global Grants and Giving Portal by entering your username and password and clicking 'Sign in' 	Jon.smith					



open an	Navigate to the Reconciliation section of the dashboard rom here, you can see ad closed reconciliations ails of each application		Bic Dashboard Applicat		Contact Us	econciliation		
4.	To complete the reconciliation report, select the dropdown button and click 'Edit'	Copen Items Test Org Test Org	16	pplication ID 5002-G-ME 5002-G-ME	Application Title Test Test	Created Date Due Date 11/13/2020 628 PM 2/11/202 10/17/2020 10.35 AM 1/15/202	1 Reco	n ncliation Requested V
5.	From the Reconciliation Overview tab, review the information that was pre-populated from the application and complete the blank questions Click 'Save' or 'Save & Next'	P	Grant GR-0000102 Reconciliation Over Vease review the ini Account Name	view Activitie	es And Attendees Reconciliation	Budget Reconciliation	Attachments	
reconcil allowing b. 'Save reconcil	 will save the iation as a draft, g you to return to it later & Next' will save the iation as a draft and you to the next tab 	F	inal Awarded Amou	Save	Save & Next	Clear Changes]	



7.	Complete the Activities							
	and Attendees	GR-000010262						
	Reconciliation tab	Reconcilation Overview Activities And Attendees Reconciliation Dudget Reconciliation Attachments Cancel						
	(required for medical	Please click the "Edit" button to confirm the required details for each activity below.	Search					
	education and patient	Original Zip Original Country Original State Original City Original Venue Original End Date Original Start Date Cancelled	Action					
	education grants only)	2127 Australia New South Wales Sydney Test 12/16/2020 12/13/2020	Edit View					
	5 · · · · //	GR-000010262						
		Reconciliation Overview Activities And Attendees Reconciliation Budget Reconciliation Attachments						
0								
8.	Click 'Edit' to complete	Please confirm activity information below.						
	each activity by							
	entering all actual	Original Activity Type						
	details	Enduring: eNewsletter						
9.	When complete, click	Actual Activity Type						
9.		Available	*					
	'Save'	Other Endurng: eNewsletter						
		Enduring: Journal Enduring: Newsletter Enduring: Podcast						
		Enduring: Web Portal Enduring: Webcast	•					
		Live: Conference/Symposium Live: Satellite Symposium Live: Satellite Symposium	*					
		Cancelled						
Note: T	nese details pertain to							
the actu	al activity information	Save Cancel						
	project or program	Save Calicer						
		GR-000010263						
Dudaat	Deconstitution Tab	Reconciliation Overview Activities And Attendeess Reconciliation Budget Reconciliation Attachments	Cancel					
Duaget	Reconciliation Tab							
		Please complete for Medical Education and Pablent Education grants only						
Medica	Education and Patient	Parent Category Category Budget Amount Actual Amount Variance Budget Details	Search					
Educati	on	Parent Category Category Budget Amount Actual Amount Variance Budget Details Program Hangement Fees Explicit Management Sees USD 0.00 (AUD 0.00) USD 0.00 (AUD 0.00) Explicit Management Sees	Edit View					
		Program Management Fees Content USD 0.00 (AUD 0.00) USD 0.00 (AUD 0.00)	Edit View					
10.	Complete the Budget	Program Management Fees Editorial Berlieur USD 0.00 (AUD 0.00) USD 0.00 (AUD 0.00)	Edit View					
	Reconciliation tab	GR-000010263						
		Reconciliation Overview Activities And Attendees Reconciliation Budget Reconciliation Attachments						
11	Future the entire l							
11.	Enter the actual	Category						
	expense for each line	Project Management						
	item in the Actual							
	Amount column by	Budget Amount						
	clicking 'Edit' on each	USD 0.00 (AUD 0.00)						
	line							
	lille	Actual Amount						
12.	Click 'Save' after each							
	budget entry							
		Variance						
		USD 0.00 (AUD 0.00)						
		Save Cancel						



Attachments Tab	Budget Reconciliation Resumed for all Application types except for Medical Education and Patient Education Grants						
 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 	Immerrie lie Name • Created Date Action To Attachments • • • Field cleases Immerrie lie Name • • • Field cleases Immerrie lie Name • • • No Attachments • • • • Immerrie lie Name • • • • Immerrie lie Name • • • • No Attachments • • • • Immerrie lie Name • • • • No Attachments • • • • Immerrie lie Name • • • • No Attachments • • • • Immerrie lie Name • • • • No Attachments • • • • Immerrie lie Name • •						
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						
15. When you have completed the reconciliation report in its entirety, select 'Review/Submit'	Reconciliation Overview Activities And Attendees Reconciliation Budget Reconciliation Attachments Cancel						



 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 	Reconcilation Overview			Bet	to Record BPrint Salemit
17. Confirm the submission by clicking 'ОК'		Are you sure you wa form once it has bee		Il not be able to edit this Cancel O	_
 Once you submit your reconciliation, you will see it listed on the dashboard under Reconciliations, in a Submitted status 	Reconciliation Open Items Closed Items				
Note : You will receive a confirmation email confirming the reconciliation submission	Organization Test Org	Application ID 16002-0-ME	Application Title Test	Created Date Due Date Submission 11/13/2020 6/28 PM 2/11/2021 11/13/2020	
You will be notified if additional information is required					

Information

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