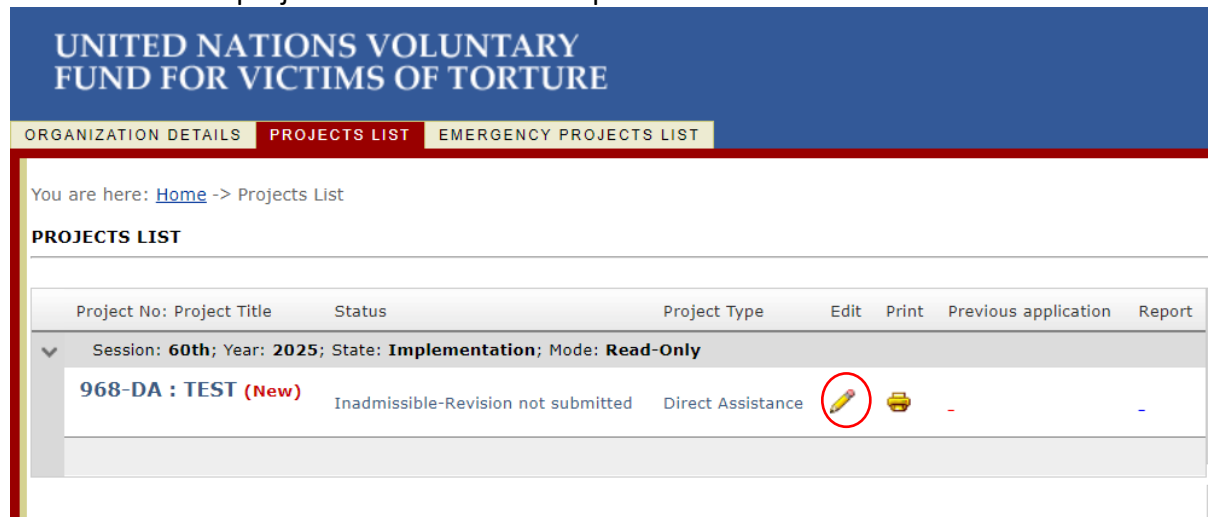


Progress Report Job Aid

From 2024 onwards, organizations receiving an annual grant must submit a Progress Report by **15 JULY** reflecting the first six months of project implementation.¹ This Job Aid provides some guidance on how to submit the Progress Report in the GMS / OHCHR eGrants Online System.

1. Login to the GMS / OHCHR eGrants Online System at:
<https://grants.ohchr.org/Default.aspx>
2. Go to the project list and click on the pen icon to edit.



UNITED NATIONS VOLUNTARY
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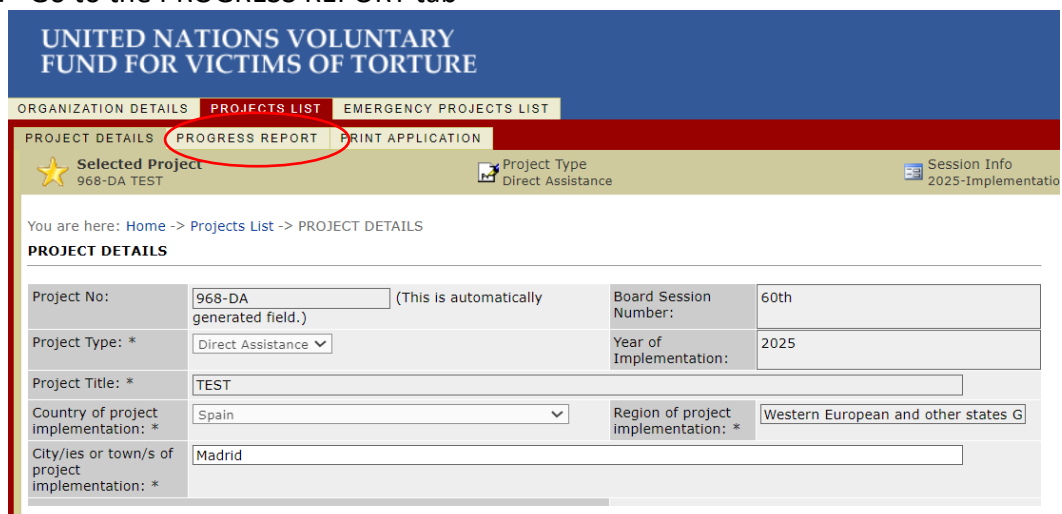
ORGANIZATION DETAILS PROJECTS LIST EMERGENCY PROJECTS LIST

You are here: [Home](#) -> Projects List

PROJECTS LIST

Project No:	Project Title	Status	Project Type	Edit	Print	Previous application	Report
Session: 60th; Year: 2025; State: Implementation; Mode: Read-Only							
968-DA	TEST (New)	Inadmissible-Revision not submitted	Direct Assistance			-	-

3. Go to the PROGRESS REPORT tab



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ORGANIZATION DETAILS PROJECTS LIST EMERGENCY PROJECTS LIST

PROJECT DETAILS PROGRESS REPORT PRINT APPLICATION

Selected Project 968-DA TEST Project Type Direct Assistance Session Info 2025-Implementatio

You are here: [Home](#) -> [Projects List](#) -> PROJECT DETAILS

PROJECT DETAILS

Project No:	968-DA (This is automatically generated field.)	Board Session Number:	60th
Project Type: *	Direct Assistance	Year of Implementation:	2025
Project Title: *	TEST		
Country of project implementation: *	Spain	Region of project implementation: *	Western European and other states G
City/ies or town/s of project implementation: *	Madrid		

¹ See paragraph 3.1 of the signed agreement and paragraph 124 of the [Fund's Guidelines for the Use of Applicants and Grantees](#)

4. Download and complete the Progress Report template.
5. Click on choose file to select your completed Progress Report file.
6. Click on Upload Progress Report.

ORGANIZATION DETAILS

PROJECTS LIST

EMERGENCY PROJECTS LIST

PROJECT DETAILS

PROGRESS REPORT

PRINT APPLICATION

★ Selected Project

968-DA TEST

Project Type

Direct Assistance

You are here: [Home](#) -> [Projects List](#) -> PROGRESS REPORT

PROGRESS REPORT TO BE ATTACHED

From 2024 onwards, all grantees are requested to submit a Progress Report by **15 July** every year on the use of the grant during the first six months of implementation of the projects.

Please note that according to the Fund's guidelines a pending instalment of a grant may be cancelled if the conditions are not satisfactorily met within the given deadline. Therefore, Organisations should never prepay budgeted expenditures nor assume that a pending instalment will be paid. The amount of the second instalment may be adjusted and reduced by the Secretariat on the basis of the progress report on the use of the first instalment.

Information in the progress report may include

- I. General information about the organisation
- II. Contact information of the organisation
- III. Narrative report
- IV. Financial report
- V. Signature

4. Please download the progress report template form by clicking on the link below.

[Download progress report template](#)

Once you have downloaded and filled in the progress report template, upload it by browsing below to the location where you have placed the file.

5.

Progress reports	Details of progress reports
View Delete	Progress report.docx Uploaded by Pascal TEST on 7/2/2024 8:38:44 PM

6.

The Progress Report will appear at the bottom of the page.

ORGANIZATION DETAILS

PROJECTS LIST

EMERGENCY PROJECTS LIST

PROJECT DETAILS

PROGRESS REPORT

PRINT APPLICATION

★ Selected Project

968-DA TEST

Project Type

Direct Assistance

You are here: [Home](#) -> [Projects List](#) -> PROGRESS REPORT

PROGRESS REPORT TO BE ATTACHED

File(s) uploaded successfully.

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