

# Reporting in Foundgood PEP – Partnerships for Education of Health Professionals

# This step-by-step guide includes

- **How to get to your report**
- **How to report**
  - Overview
  - Inputs
  - Activities
  - Results
  - Learnings
- **How to submit your report**

# How to get to your report

From your initiatives overview...

**foundgood**

- Initiatives
- Reports
- Dashboard

## Initiatives

Search by initiative title or application ID

Funder category ... Funding area is ... Funding start date is ... Funding end date is ...

Humanitarian

Rasmus Grantee, Doing Good Abroad (HUM)  
**Test grant for Partnership for Education of Health Professionals - PEP**  
Supported by Anders Nielsen Foundation + 2 others

Next report 01.01.2025  
**Annual** In progress

Initiative period  
**01.01.2023 - 31.12.2024**

You can access your report with an upcoming deadline by clicking on this box.

# How to get started reporting

To start editing the report...

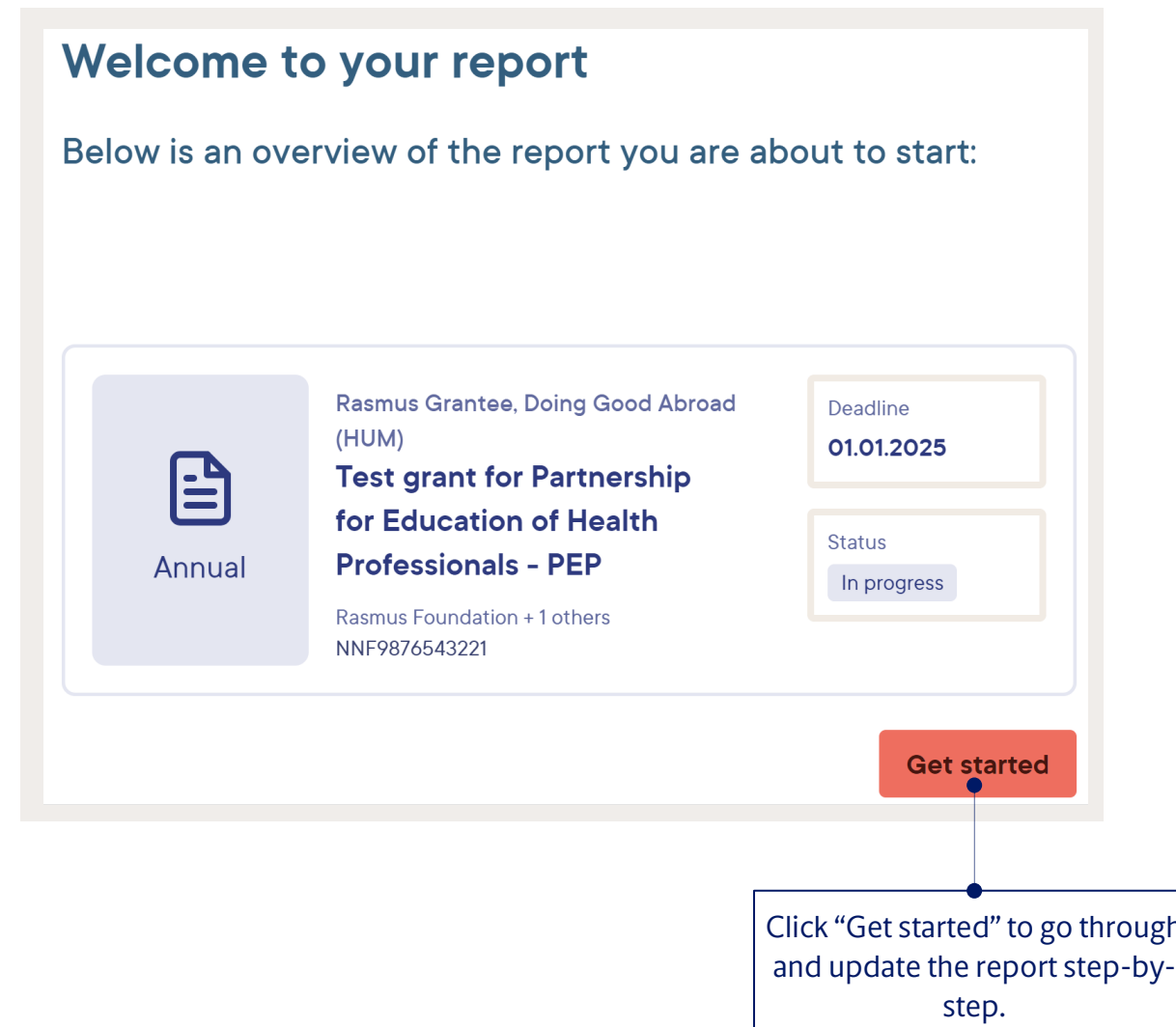
The screenshot shows a web interface for reporting on an initiative. On the left is a sidebar with the 'fg' logo and navigation options: 'Initiative', 'Test grant for Partnership for Education of Health Professionals - PEP', 'Overview', 'Milestones', 'Reporting' (highlighted), and 'Initiative data'. The main content area has a top bar with 'Go to reporting', 'Save as PDF', and 'Submit' buttons. Below this, it says 'Rasmus Grantee + 1 others' and displays the title 'Test grant for Partnership for Education of Health Professionals - PEP'. Under 'About this report', there is a card with a document icon labeled 'Annual', the ID 'NNF9876543221', the name 'Rasmus Foundation, Novo Nordisk Foundation', and the grant amount 'DKK 1,000,000'. To the right of this card are two boxes: 'Deadline 01.01.2025' and 'Status In progress'. At the bottom, there is an 'Overview' section with the text 'All the basic administrative information about the initiative' and an illustration of a person with a telescope.

Click on "Go to reporting".

The report status will be "In progress", when you start reporting.

# Introduction to reporting

First the front page of your report will show



**Welcome to your report**

Below is an overview of the report you are about to start:

**Annual**

Rasmus Grantee, Doing Good Abroad (HUM)  
**Test grant for Partnership for Education of Health Professionals - PEP**  
Rasmus Foundation + 1 others  
NNF9876543221

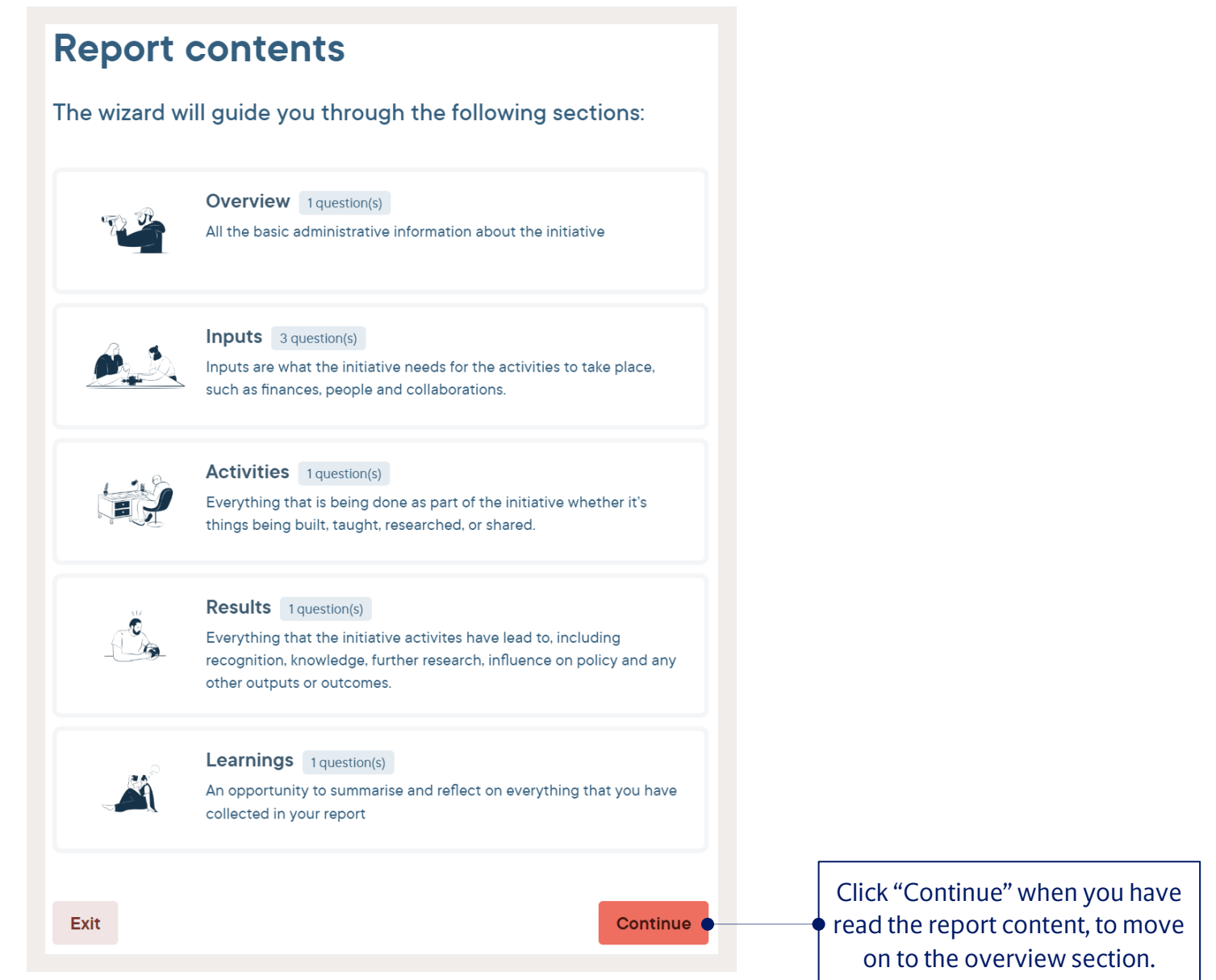
Deadline  
**01.01.2025**

Status  
In progress

**Get started**

Click "Get started" to go through and update the report step-by-step.

Next you will see the content of the report



**Report contents**

The wizard will guide you through the following sections:

- Overview** 1 question(s)  
All the basic administrative information about the initiative
- Inputs** 3 question(s)  
Inputs are what the initiative needs for the activities to take place, such as finances, people and collaborations.
- Activities** 1 question(s)  
Everything that is being done as part of the initiative whether it's things being built, taught, researched, or shared.
- Results** 1 question(s)  
Everything that the initiative activities have lead to, including recognition, knowledge, further research, influence on policy and any other outputs or outcomes.
- Learnings** 1 question(s)  
An opportunity to summarise and reflect on everything that you have collected in your report

**Exit** **Continue**

Click "Continue" when you have read the report content, to move on to the overview section.

# Section 1: How to edit and update the overview

1

## Initiative Overview

Make sure the following synopsis of the initiative is filled out and correct:

**Initiative name**

● Test grant for Partnership for Education of Health Professionals - PEP 70 / 80

**Funding area** (Required)  
The funding area is the focus for the work of the initiative and set by your funder

● Humanitarian

**Initiative summary**  
Provide a brief description to give people an easy overview.

● Enter here

**Initiative start/end dates**

● 2023-01-01 2024-12-31

Check that the Initiative name and the funding area is filled out correctly.

Add a brief description of your initiative to the report.

Check that the Initiative start, and end dates are correct.

**Initiative location**  
Select the countries the initiative is taking place in.

Denmark

+

**Sustainable Development Goals**  
Which of the United Nation's Sustainable Development Goals does the initiative work towards? Select all that apply.

Good Health and Well-being

Gender Equality

+

**Hero Image**  
Attach an image to illustrate your initiative well

Upload Image

Exit Back Continue

Select the countries where the initiative is taking place.

Use the "X" to delete the country, and the "+" to add another country.

Select which Sustainable Development Goals the initiative works towards.

Use the "Upload Image" button to add a cover picture to your initiative.

Click "Continue" to move on to the next section on inputs.

# Section 2: Provide update to previously reported funding

## 2

### Inputs – Funding

Use the “Add funding” button to add financial support not previously reported that the initiative has received.  
Please note that, co-funding from own institution is not regarded as additional funding that should be reported

#### Funding

Detail any financial support the initiative has received. Highlight the funding to feature in this report and share why it has been highlighted.

**Add funding**

Grant Lead funding

**PEP grant - Rasmus Foundation + 1 others**  
DKK 1,000,000

**Responsible funder**  
- Novo Nordisk Foundation

**Other funders**  
- Rasmus Foundation

**Funding application ID**  
NNF9876543221

**Main recipients**  
- Doing Good Abroad (HUM)

**Additional recipients**  
- Rasmus Grantee

**Funding start date**  
2023-01-01

**Funding end date**  
2024-12-31

**Add report update**

**Exit** **Back** **Continue**

Use the “Add report update” button to provide a comments to the added funding and to include the funding the report.

Click “Continue” when your inputs on funding is complete.

#### Update on this funding

Learnings from or comments to this report period

Enter here

0 / 750

**Cancel** **Save**

# Section 2: How to add new funding

## 2

### Inputs – Add funding

After clicking “Add funding” this window will show up.

**Funding details**

**Responsible funder (Required)**  
The funder who is responsible for this funding

Novo Nordisk Foundation

**Other funders**  
Other funders who are part of this funding

Please select

**Funding type (Required)**

Please select

**Funding title**  
Give a name to your funding that is commonly understood between the organisation involved

Enter here 0 / 80

**Funding application ID (Required)**

Enter here 0 / 15

Callout boxes:  
- Select the responsible funder. Contact [support@foundgood.org](mailto:support@foundgood.org) if the responsible funder is not in the list.  
- Select other funders who are a part of the same funding if necessary.  
- Select the granting type: Grant, Investment, Loan or Prize.  
- Give the funding an understandable title.  
- Add the funding application ID as received by the funder.

**Amount**  
If this is shared funding, detail the specific amount that this initiative has received.

0

**Currency**

Please select

**Funding start/end dates (Required)**

yyyy-mm-dd yyyy-mm-dd

**Main recipients (Required)**  
The lead applicants and recipients of the funding

Københavns Universitet

**Additional recipients**  
Add other organisations that have been part of the application for the funding that aren't the main applicant

Please select

Cancel Save

Callout boxes:  
- Add the funding amount.  
- Add the currency: EUR/DKK.  
- Add the funding start and end dates.  
- Select the main recipients of the funding. Contact [support@foundgood.org](mailto:support@foundgood.org) if the organization is not in the list.  
- Add any additional recipients of the funding here.  
- Click “save” to move on to the next part of inputs.



# Section 2: How to add collaboration partners

## 2

### Inputs – Collaboration partners

**Collaboration partners**

List the partnering organisations who are helping with the initiative and describe the nature of their partnership. Highlight the collaborations to feature in this report and share why they have been highlighted.

No collaborators have been added yet

**Add collaborator**

Exit Back Continue

Click "Add collaborator" to add any partners helping with the initiative.

Click "Continue" when collaboration partners (if any) are added, to continue to the last part of the inputs.

**Collaboration partner details**

**Organisation name** (Required)  
If your collaboration partner is not in this list, please contact support@foundgood.org

Please select

**Input type**  
What is this collaborator providing you with

Please select

**Description**

Enter here

0 / 400

**Collaboration period**  
The period of the collaboration

yyyy-mm-dd yyyy-mm-dd

Cancel Save

Select the collaboration partner. Contact support@foundgood.org if your partner is not in the list.

Add the input type the collaborator is providing.

Describe the collaboration partners contribution to the initiative.

Add the collaboration start and end dates.

Click "Save" when collaboration partner details are filled out.

# Section 2: How to add employees supported by the funding

2

## Inputs – Employees supported by funding

**Employees supported by funding**

List the people working on the initiative who are paid for by funding. Highlight the team members to feature in this report and share why they have been highlighted.

No employees added

**Add employee**

**Exit** **Back** **Continue**

Click "Add collaborator" to add any partners helping with the initiative.

Click "Continue" when employees supported by funding (if any) have been added, to move on to the next section on activities.

**Employee funded details**

**Full name**  
Provide the full name  
Enter here 0 / 80

**Gender**  
Identify gender if possible  
Please select Other gender

**Job title (Required)**  
Provide the specific job title for the employee in this initiative  
Enter here 0 / 80

**Location (Required)**  
In what location is this employee primarily located?  
Please select

**Role type (Required)**  
Select the type of role the employee has on this initiative  
Please select

**Duration**  
Provide the start and end dates of the employees work on the initiative  
yyyy-mm-dd yyyy-mm-dd

**Education**  
Select the education level of the employee  
Please select

**Cancel** **Save**

Enter the employee's full name.

Add the employee's gender if possible.

Enter the employees job title.

Add the location for where the employee is located.

Select the best fitting role the employee has on the initiative.

Add the start date and the end date (if such one exists) for the employee's work.

Select the level of education for the employee.

Click "Save" when the details have been added.

# Section 3: How to add activities step 1

3

## Activities – Add activities

Add or select an activity to provide updates that are relevant to the change the initiative is aiming to create

Activities that will feature in this report:

Your report does not contain any activities yet. Add them here or provide an update to one of the activities listed below.

**Add activity**

Activities from previous reports. (Select and add update to include in this report):

No activities added

Click "Add activity" to add anything that is being done as a part of the initiative e.g., things being built, taught, researched, or shared.

If you have any previous activities, you will be able to add these (again) here.

# Section 3: How to add activities step 2

## 3

### Activities – Choose between the relevant activity types and sub-types

The screenshot shows a form titled 'Activity type' with a progress indicator (3 of 4 steps). The main question is 'Which of the following definitions best describe the nature of your activity?'. There are five activity type options, each with a callout box listing its sub-types. At the bottom are 'Cancel' and 'Next' buttons. A final callout box points to the 'Next' button.

**Activity type**

Which of the following definitions best describe the nature of your activity?

- Teaching, learning and capacity building**  
Learning activities, professional development or capacity building aimed at students or professional practitioners, e.g. teachers, educators, social workers and health care professionals.
- Development of methods, resources and materials**  
Activities where methods, resources and materials have been developed to directly further the change the initiative is aiming to create. These include concepts, documents, curriculum, courses and digital tools.
- Engagement, outreach and advocacy**  
Any activities which actively engage or reach the wider community in order to involve, activate and motivate them around the change the initiative is trying to create.
- Service delivery**  
Activities involving the delivery of a service or product to a specific group to create a positive change, such as treatment of patients or delivery of first aid kits.
- Upgrade of physical facilities**  
Activities related to procurement, building, upgrading, renovating or maintaining a physical building or maintaining a physical infrastructure like IT equipment in order to prepare for other activities towards the initiative change.

**Sub-types**

- Professional development (capacity building) for practitioners and others (e.g., Teachers, Educators, digital experts, Social workers or Health care professionals)
- Learning activity for students at education institution (e.g., Classroom, Laboratory, Online teaching, Lecture, Excursion or Seminars)
- Learning activity for students at external learning environment (e.g., Workshop, Informal training, Competition, Institutional open day)

**Sub-types**

- Development of teaching method, curriculum or course
- Development of digital resource (e.g., Website, MOOC, Game, App, Video or Audio)
- Development of other resource (e.g., Laboratory equipment or Printed material)

**Sub-types**

- Event (e.g., Public engagement, campaign, community service, Talk, Debate, Symposia, Summit or Festival)
- Co-creation (e.g., programmatic workshops, Informal training, Network or Roundtable)
- Policy engagement (e.g. workshops, policy dialogue, stakeholder mobilization)
- Social media (e.g., Facebook, YouTube, Instagram, LinkedIn or X (twitter))
- Media (e.g., TV, Radio, Documentary, Podcast, Feature, Press release or Website)
- Printed material (e.g., Magazine, Opinion piece, Pamphlet, Flyer or News articles)

**Sub-types**

- Treatment provided
- Health consultation
- Health or Medical advice
- Support (e.g., Food aid, Humanitarian or social assistance, Knowledge sharing)
- Other

**Sub-types**

- No method description, only activity title and description is required.

Click "Next" to continue to the activity details.

# Section 3: How to add activities step 3

3

## Activities – An example on how to report on “Engagement, outreach and advocacy”

...with the sub-type being “Event”.

The screenshot shows a form titled "Activity details" with a progress indicator (3 of 3 steps). The form contains the following fields and callouts:

- Activity type:** Engagement. Callout: "The following is an example on how you can add the activity 'Engagement, outreach and advocacy'."
- Engagement method:** Event (e.g., public engagement, campaign, community service, talk, debate, symposia, summit or festival).
- Title (Required):** Give the activity a short and precise title. Callout: "Provide a precise title for the activity." The input field contains "Enter here" and has a character count of 0 / 200.
- Activity description:** Provide a brief overview of the specific work and actions related to the activity. Callout: "Provide a brief description of the features of the activity." The input field contains "Enter here" and has a character count of 0 / 400.
- Navigation:** "Back", "Cancel", and "Next" buttons. Callout: "Click 'Next' to continue to the metric details of the activity."

# Section 3: How to add activities step 4

3

## Activities – An example on how to report on “Engagement, outreach and advocacy”

Choose the primary audience for the activity.

Choose the gender on the primary audience if possible.

Choose the geographical reach for the primary audience.

Use the toggle to set a numerical target for the primary audience group.

Update the number of the primary audience you have reached.

Add a secondary audience, if your initiative has more target groups.

Click “Next” to continue to report learnings.

**Metric details**

Specify the metrics you will use to measure the success of an activity.

**Primary audience** (Required)  
Select the primary audience you have reached with this activity.  
Novo Nordisk Foundation audience types  
Please select

**Gender**  
Identify gender if possible  
Please select Other gender

**Geographical reach**  
Select geographies of your audience  
Please select

**Inform about target**  
Specify the target value of your metric if relevant.

**Number reached** (Required)  
The number you have reached towards this metric in this report period. Enter here

**Secondary audience**  
Add any additional audiences you have reached with this activity

Back Cancel Next



**Report learnings**

Provide learnings or reflections on this activity that you want to share with your funder in this report

Activity type  
Engagement

Engagement method  
Event (e.g., public engagement, campaign, community service, talk, debate, symposia, summit or festival)

Title

**Metric details**

Primary audience  
Target groups: **Researchers** 0 / 2  
Reached in this report period

**Your reflections**

**Learnings from or comments to this report period** (Required)  
Enter here  
10 / 750

Back Cancel Save

Provide your reflections in terms of e.g., learnings from the report period.

Click “Save” to add the activity you have just created to your report.

# Section 3: How to edit activities or add previous activities

## 3

### Activities

When the activity is added, you can use the pen to edit or delete it if necessary.

Add or select an activity to provide updates that are relevant to the change the initiative is aiming to create

Activities that will feature in this report:

**Add activity**

Engagement ▼  
Event (e.g., public engagement, campaign, community service, talk, debate, symposia, summit or festival)

Metrics for this activity

Target groups: 0 / 2  
Primary audience  
**Researchers** Reached in this report period

Enter here

**Edit report update**

You can use the “Edit report update” button to edit any details previously added.

Activities from previous reports. (Select and add update to include in this report):

Teaching 🗑️ ▼  
**Hands-on course in how to report using Foundgood**  
Professional development for practitioners e.g. teachers, educators, social workers or health care professionals

**Add update for this report**

**Exit** **Back** **Continue**

Activities from previous reports will show in the bottom of the page.

Click “Add update for this report” on the relevant previous activity you want to add to the current report. After this the process will follow the one from the slides on “How to add activities”.

Click “Continue” when all relevant activities have been added and continue to the next section on results.

# Section 4: How to add results step 1

4

## Results – Add results

...if relevant as not all activities will have results.

Add or select a result to provide relevant updates achieved during this reporting period.

**Results that will feature in this report:**

Your report does not contain any results yet. Add them here or choose to update a previous result from the list below.

**Add new result**

**Results from previous reports:**

No results added

Click "Add new result" to add anything the initiative have led to, including recognition, knowledge, further research, influence on policy etc.

If you have any previous activities, you will be able to add these (again) here.



# Section 4: How to add results step 2

4

## Results – Choose between the relevant result types and sub-types

**Result type**

Which of the following statements best describes your result?

- Publications - Dissemination of results**  
Any publication of results or knowledge created that can be attributed to your initiative.
- New knowledge products**  
A novel solution is created that can be used by other organisations and communities.
- Influence on policy and practice**  
Any result where the outcome of the initiative activities can be measured as having influenced the policy and practices of an organisation or sector.

**Sub-types**

- Journal articles or review articles
- Books – including book series and book chapters
- Conference (Proceeding, Paper, Poster)
- Technical reports and technical standards
- Consultancy report
- Manuals and guidelines
- Policy reports or briefing
- Theses (Master or PhD)
- Working papers

**Sub-types**

- Method
- Tool
- Model
- Technical product
- Database or Dataset
- Digital product (e.g., Software, Webtool/application, Computer models or Algorithm)
- Other

**Sub-types**

- Influence on practice (e.g., Healthcare, educational or social)
- Policy documents
- Guideline update on revision (e.g., of curriculum)
- Advisory committee or panel
- Consortium
- Other

**Cancel** **Next**

Click "Next" to continue to the result details.

# Section 4: How to add results step 3

4

## Results – An example on how to report on “Influence on policy and practice”

...with the sub-type being “Advisory committee or panel”

The following is an example on how you can add the result “Influence on policy and practice”.

Provide a precise title for the result.

Provide a brief description of what has been achieved.

**Result details** ☰

Provide more information about this result.

**Result type**  
Influence on policy and practice

**Means of influence**  
Advisory committee or panel

**Title (Required)**  
Provide a short title for your result

Enter here 10 / 200

**Description**  
Provide a short description of the result achieved

Enter here 0 / 400

**Areas of influence**

Please select ▼

**Geographical reach**  
Indicate the reach of the Influence

Please select ▼ Enter here

**Year**  
When did the influence occur?

Please select ▼

**URL**  
If relevant, please provide a link to the policy or practice

Enter here 0 / 80

[Back](#) [Cancel](#) [Next](#)

Enter the areas of influence from the drop-down menu.

Select the areas where the initiative has had an influence. You are also able to add a specific country.

Select the year of the influence.

If relevant you can provide a link to the result.

Click “Next” when you have filled out the result details.

# Section 4: How to add results step 4

4

## Results – An example of how to report on “Influence on policy and practice”

The result details you must provide differ depending on the type of result.

The screenshot shows a mobile application interface for reporting learnings. At the top, the title 'Report learnings' is displayed with a toggle switch. Below the title, a prompt asks the user to 'Provide learnings or reflections on this result that you want to share with your funder in this report'. The form contains several sections: 'Result type' with the value 'Influence on policy and practice', 'Means of Influence' with 'Advisory committee or panel', and 'Title' with 'Influence from X on Y'. A section titled 'Your reflections' contains a required text input field labeled 'Learnings from or comments to this report period (Required)'. The input field contains the placeholder text 'Enter here' and a character count '10 / 750'. At the bottom of the form are three buttons: 'Back', 'Cancel', and 'Save'. Two callout boxes provide instructions: one points to the text input field with the text 'You should add learnings from or comments on your results.', and another points to the 'Save' button with the text 'Click “Save” to add the result to your report.'

# Section 4: How to edit results and add previous results

## 4

### Results

Add or select a result to provide relevant updates achieved during this reporting period.

Results that will feature in this report:

**Add new result**

Influence on policy and practice  
**Influence from X on Y**  
Advisory committee or panel

Enter here

**Edit report reflections**

When the results are added, you can use the pen to edit or delete it if necessary.

You can use the “Edit report reflections” button to edit the reflections you previously have added.

Results from previous reports:

Publications - Dissemination of results  
**Publications on X for 2024**  
Books – including book series and book chapters

**Add update for this report**

Publications - Dissemination of results  
**Consultancy report**  
Consultancy report

**Add update for this report**

Exit Back Continue

Results from previous reports will show in the bottom of the page.

Click “Add update for this report” on the relevant previous result you want to add to the current report. After this the process will follow the one from the slides on “How to add results”.

Click “Continue” when all relevant results have been added and continue to the next section on learnings.

# Section 5: How to report on learnings

## 5

### Learnings

**Report summary**

Summarise the activities conducted and the challenges and learnings during this report period.

**Status of the initiative overall**

On time

**Summary of activities** (Required)  
Describe the changes that have taken place over the reporting period and any comments you have on how the activities went

Enter here

0 / 750

**Challenges and learnings** (Required)  
Describe the challenges there have been over the reporting period and any comments you have on them

Enter here

0 / 750

Exit Back Continue

Choose the status of the initiative: Not started, On time, Complete, Ahead of time, Delayed.

Summarise the changes that have happened over the reporting period.

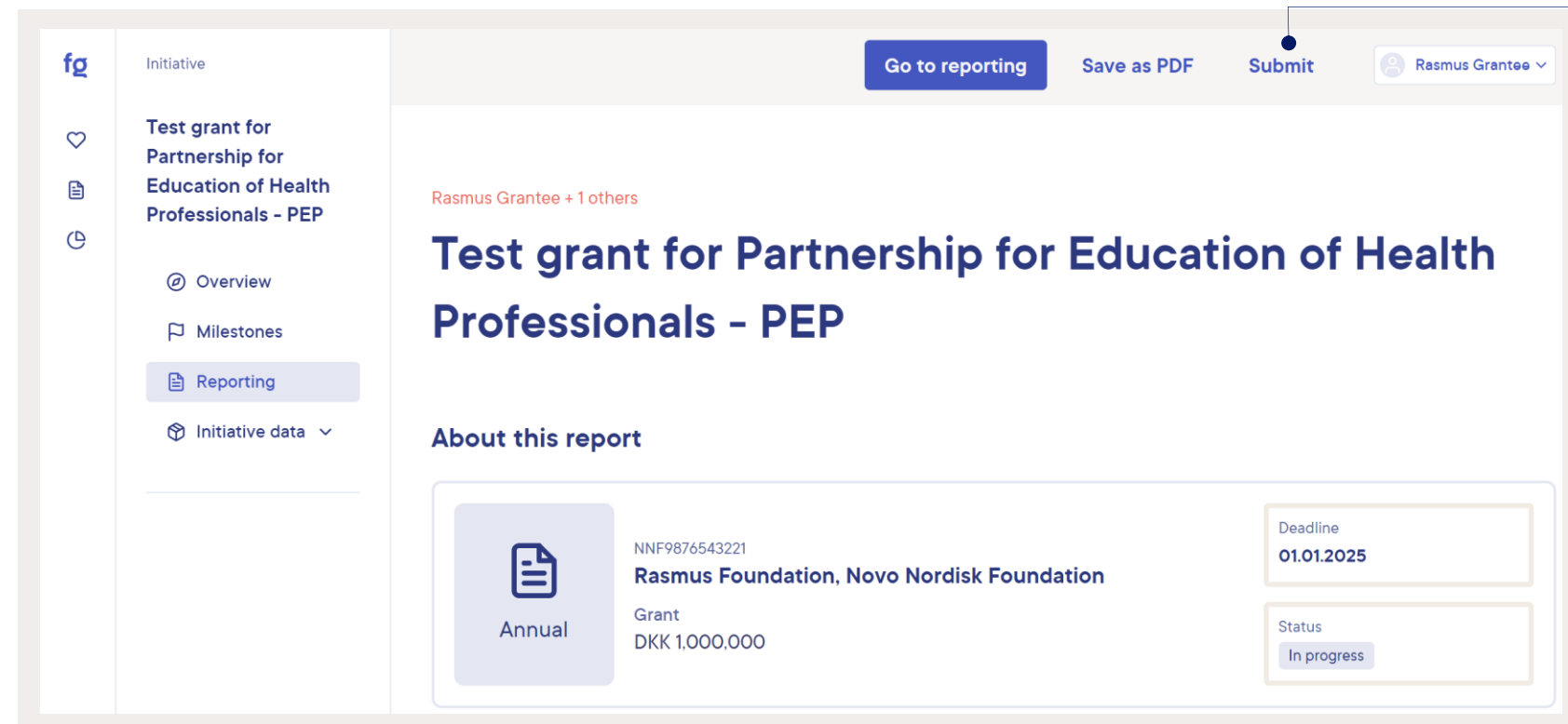
Reflect on any challenges there have been over the reporting period.

Click "Continue" when the details have been reported to finish the report.

# How to submit your report

## Before submitting you should

...Scroll through the report and make sure all activities and results you want to include in the report are there along with the report summary.



Click "Submit" to submit your report and make it available for the funder to review.

The report status will now have changed to "In review". This is a period of 60 days where the Novo Nordisk Foundation is reviewing the report. In these days you can edit the report, but the status will switch back to "in progress". In this case you will have to press "Submit" again after changes have been made.



# More help and information about reporting in Foundgood

- Who should I contact if I have technical problems, like issues related to login? – Write to [support@foundgood.org](mailto:support@foundgood.org)
- Who should I ask if I have questions about the content of my report? – Write to [reporting@novo.dk](mailto:reporting@novo.dk)
- A generic online guide to Foundgood is to be found on our webpage <https://novonordiskfonden.dk/foundgood-updated/> and more information about reporting in general is at our webpage <https://novonordiskfonden.dk/en/impact/reporting/?tab=foundgood>