Reporting in Foundgood

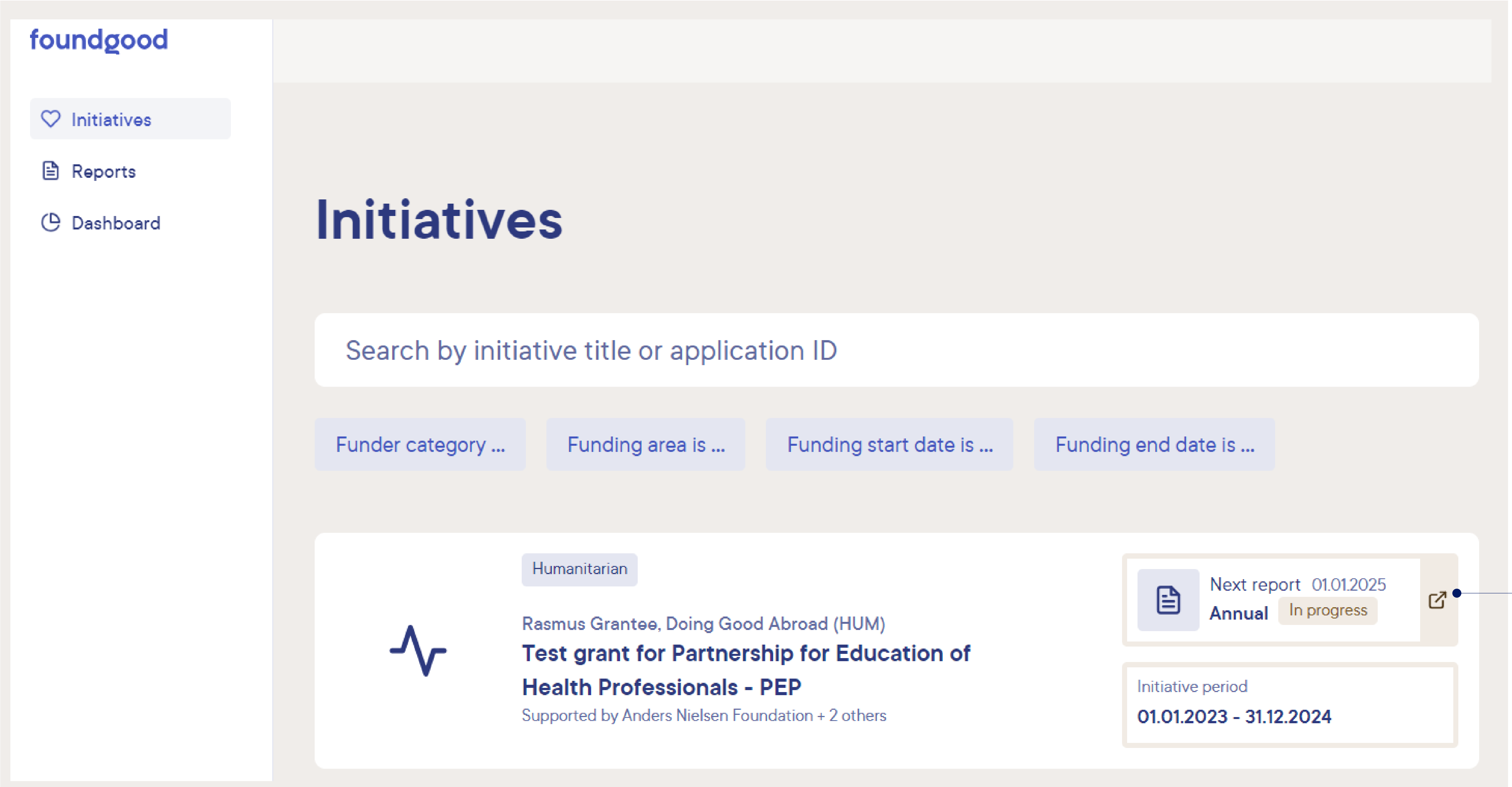
PEP – Partnerships for Education of Health Professionals

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

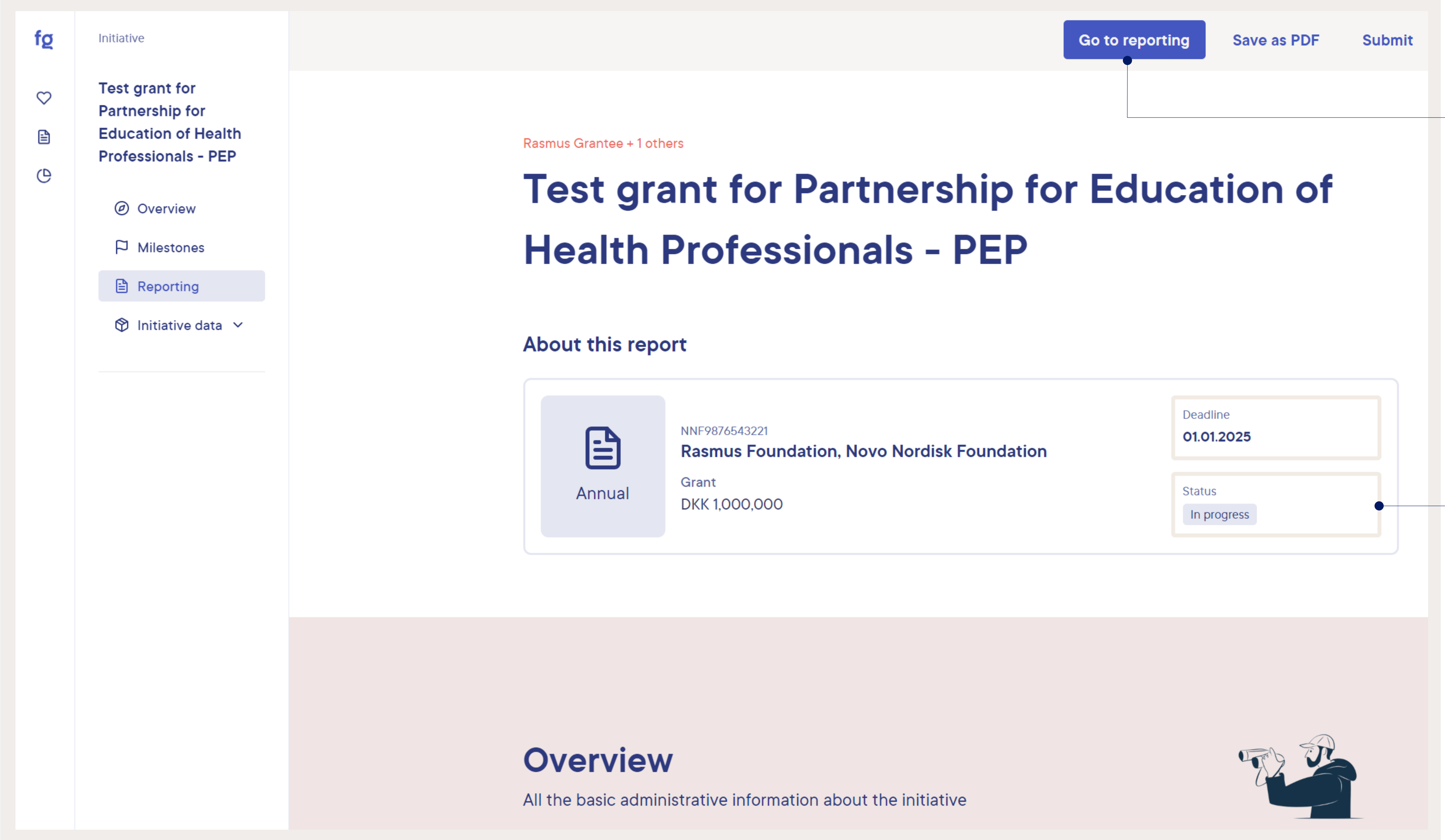
From your initiatives overview…



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

How to get started reporting

To start editing the report…



Click on “Go to reporting”.

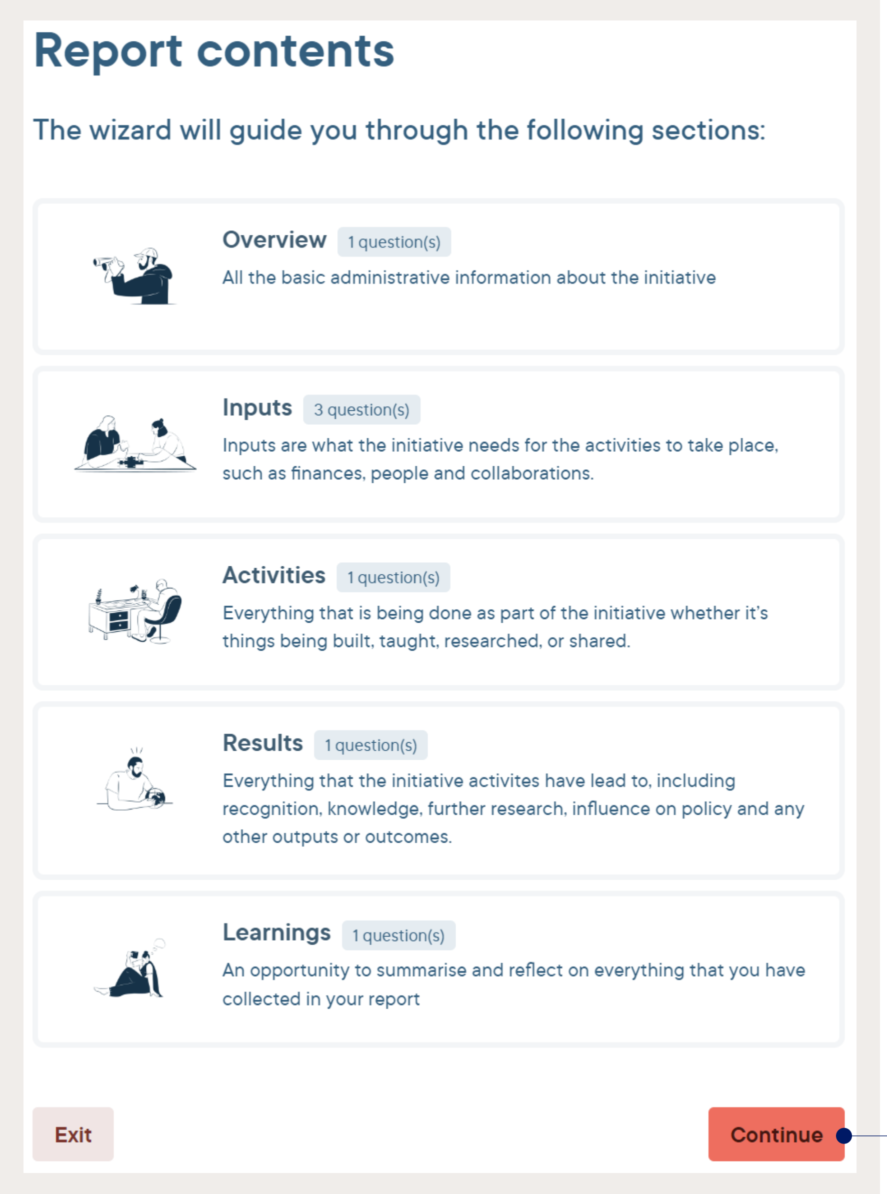
The report status will be “In progress”, when you start reporting.

Introduction to reporting

First the front page of your report will show

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

Next you will se the content of the report



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

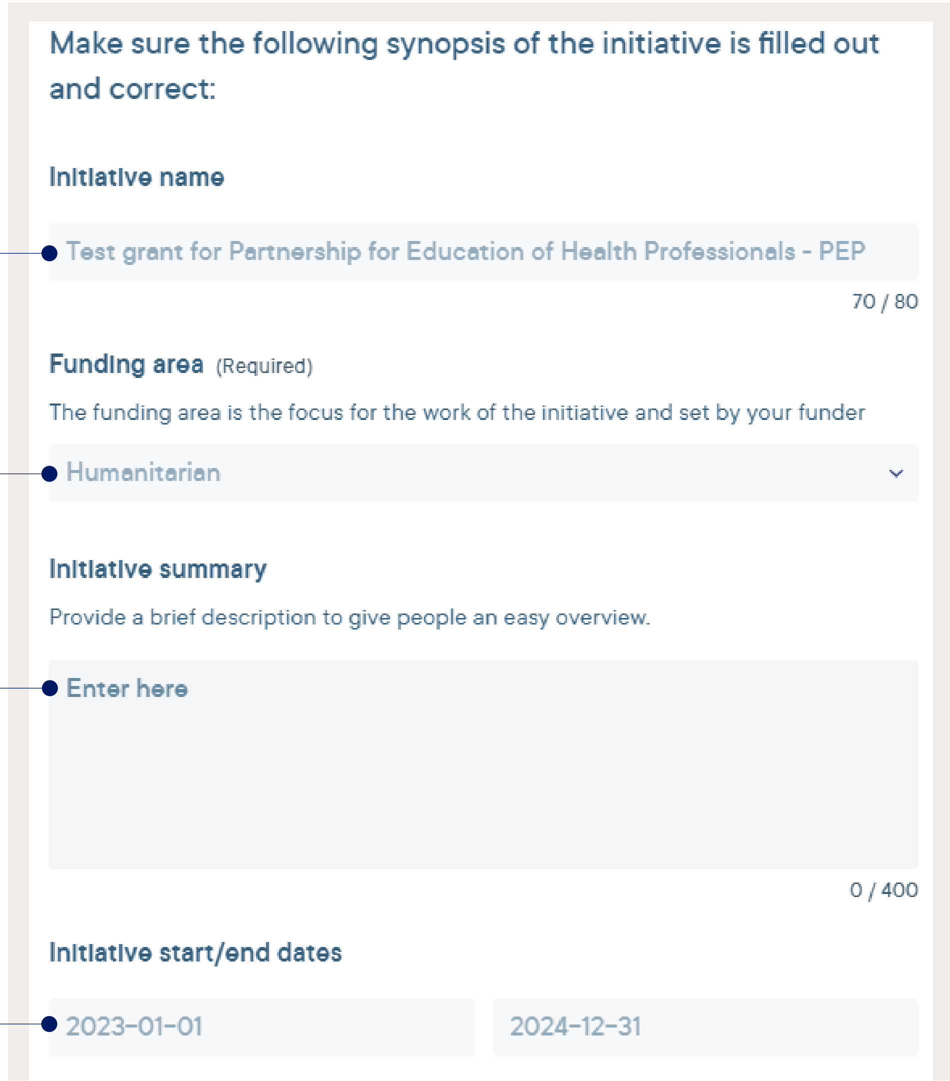
1

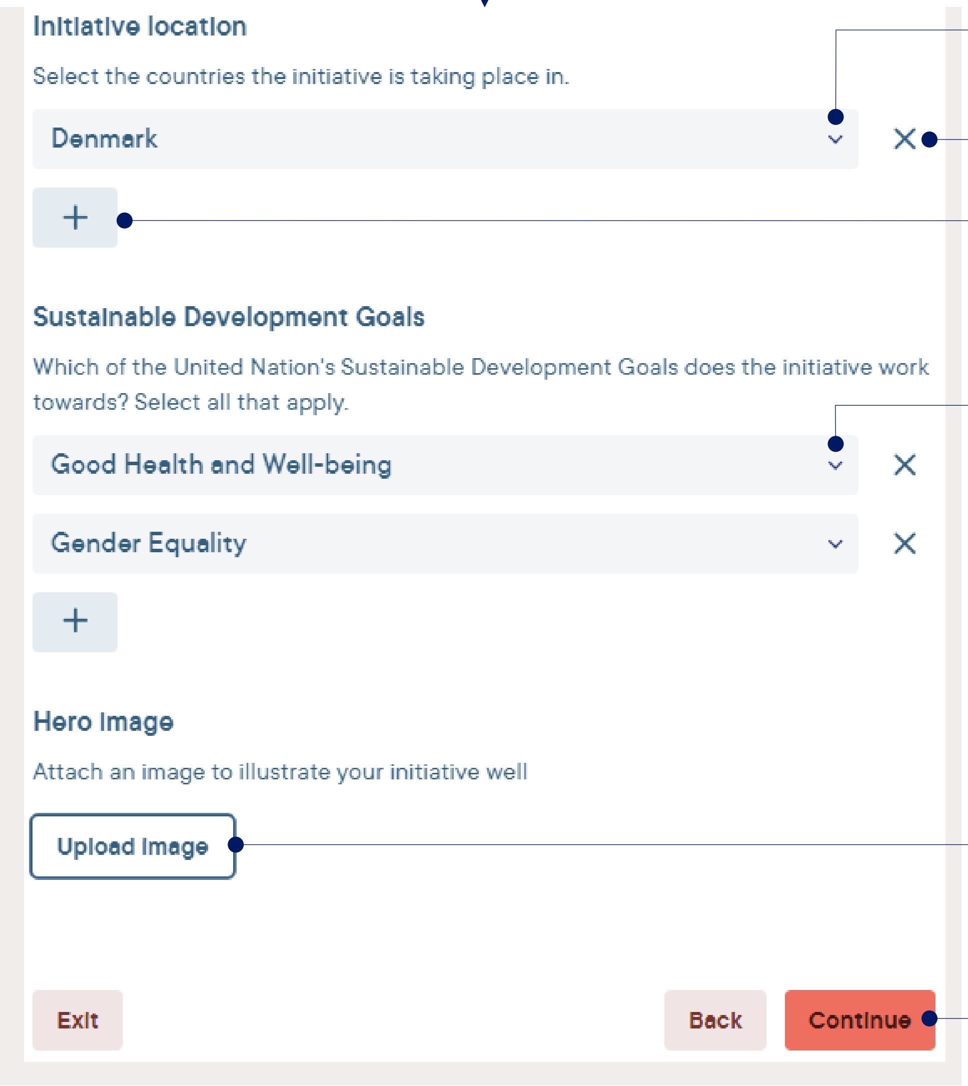
Initiative Overview

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.





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.

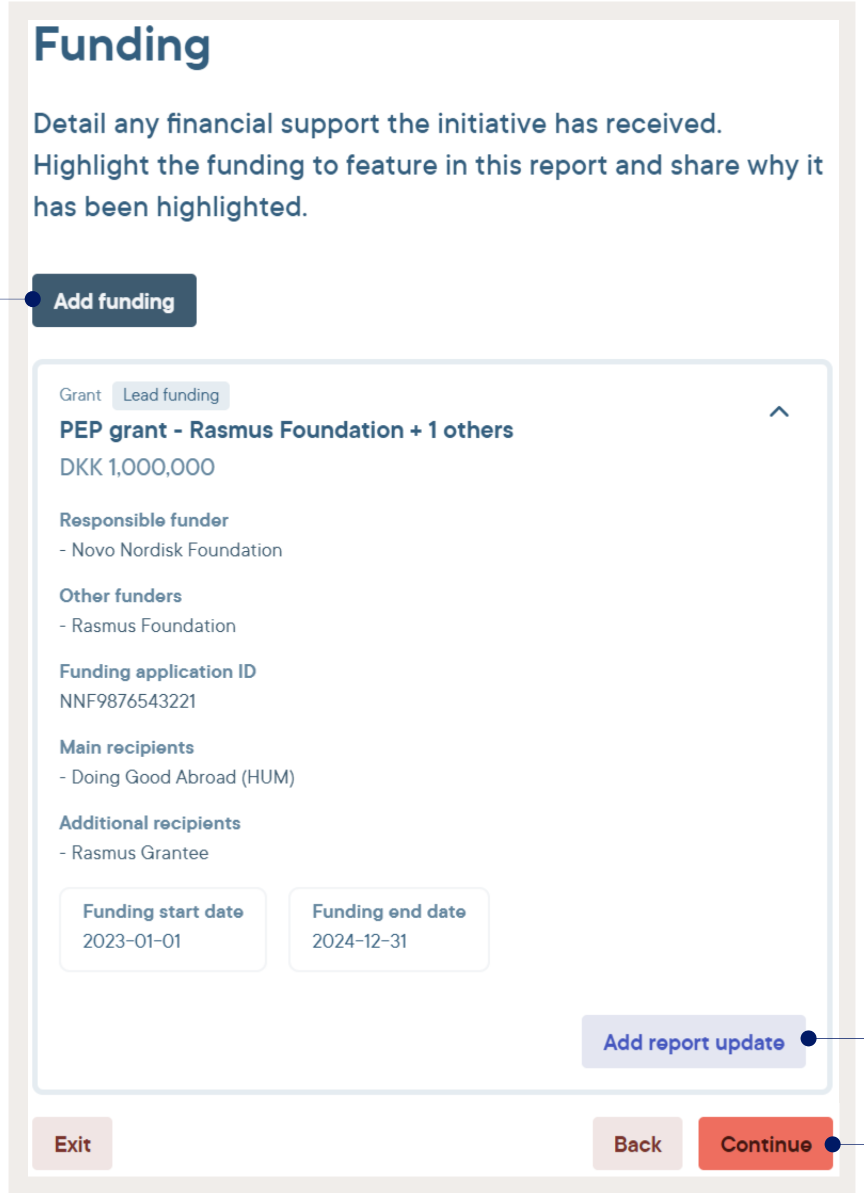
Use the "Upload Image" button to add a cover picture to your initiative.

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

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.

Section 2: How to add new funding

2

Inputs – Add funding

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

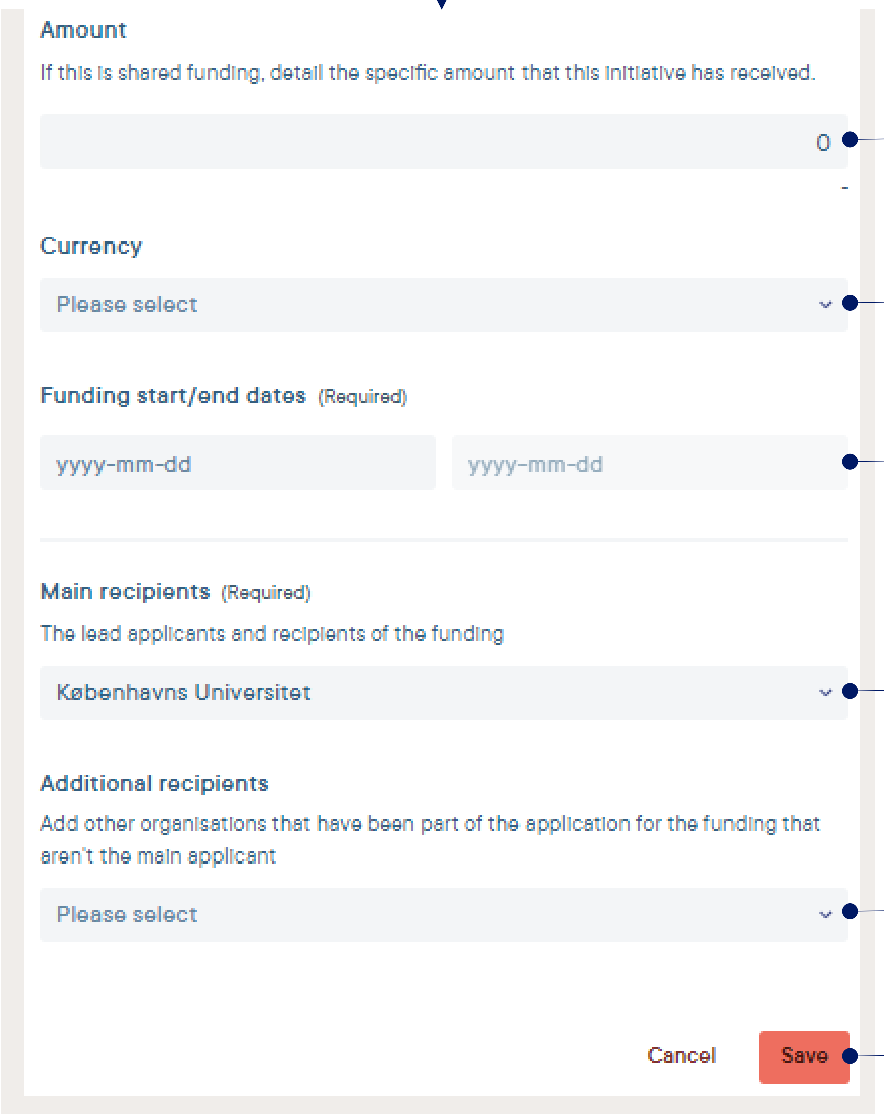
Select the responsible funder. Contact support@foundgood.org if the responsible funder is not in the list.

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.



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 if the organization is not in the list.

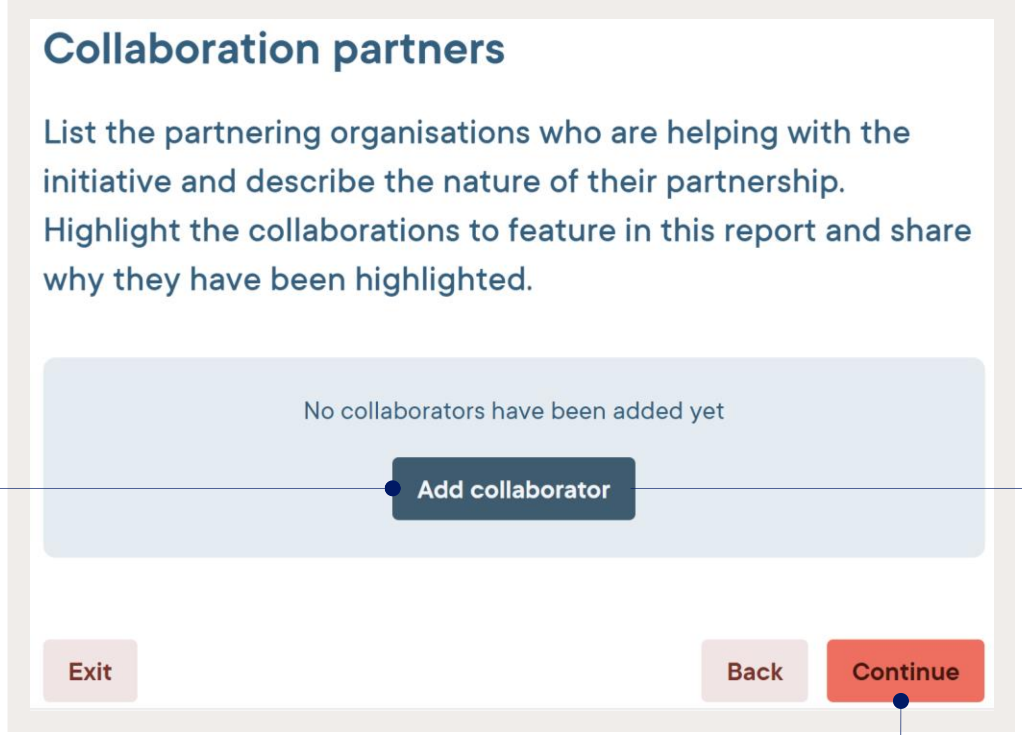
Add any additional recipients of the funding here.

Click “save” to move on to the next part of inputs.

Section 2: How to add colaboration partners

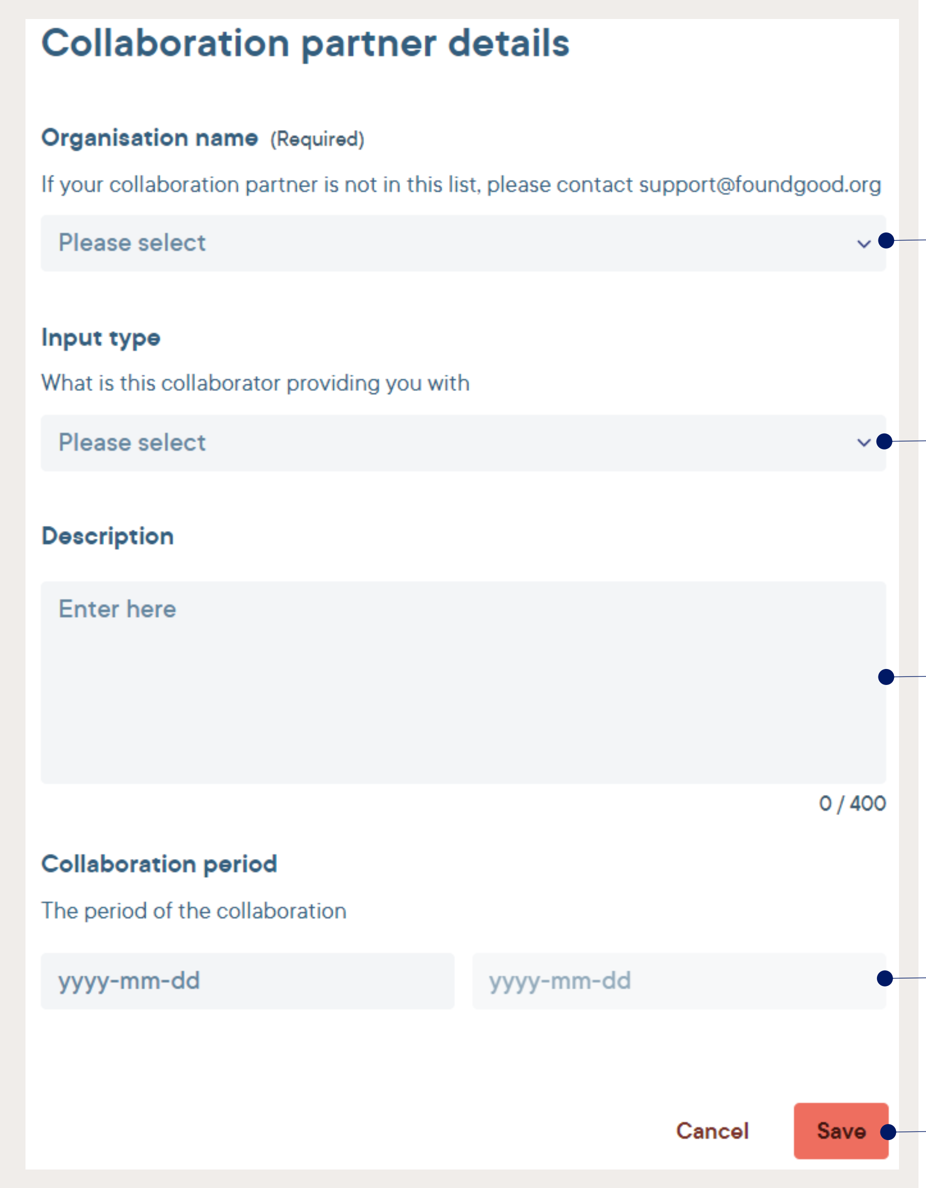
2

Inputs – Collaboration partners



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.



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.

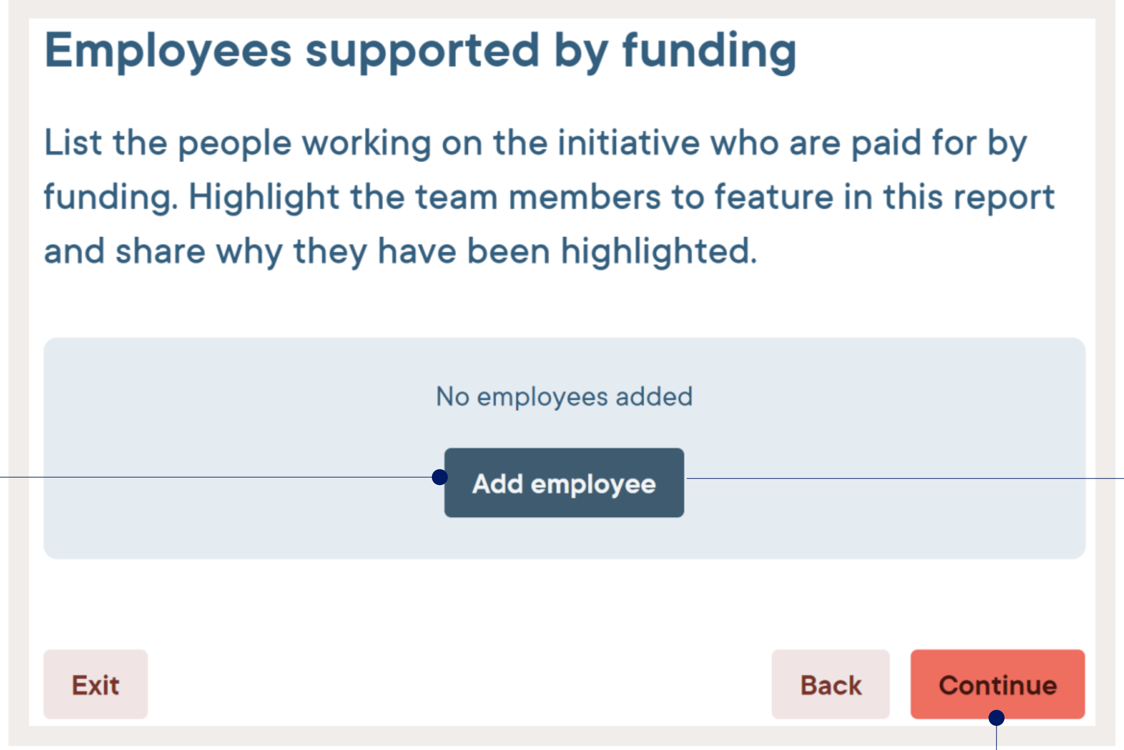
Add the collaboration start and end dates.

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

Section 2: How to add employees supported by the funding

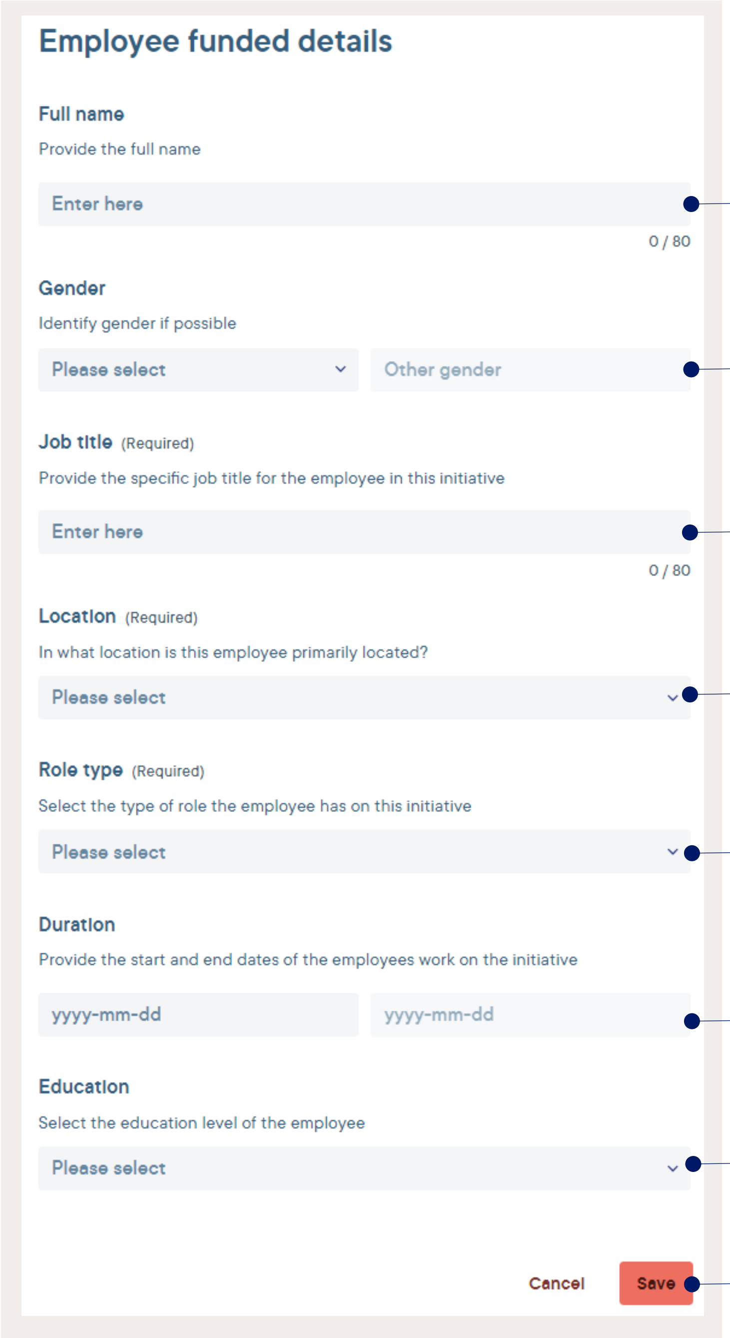
2

Inputs – Employees supported by funding



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.



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.

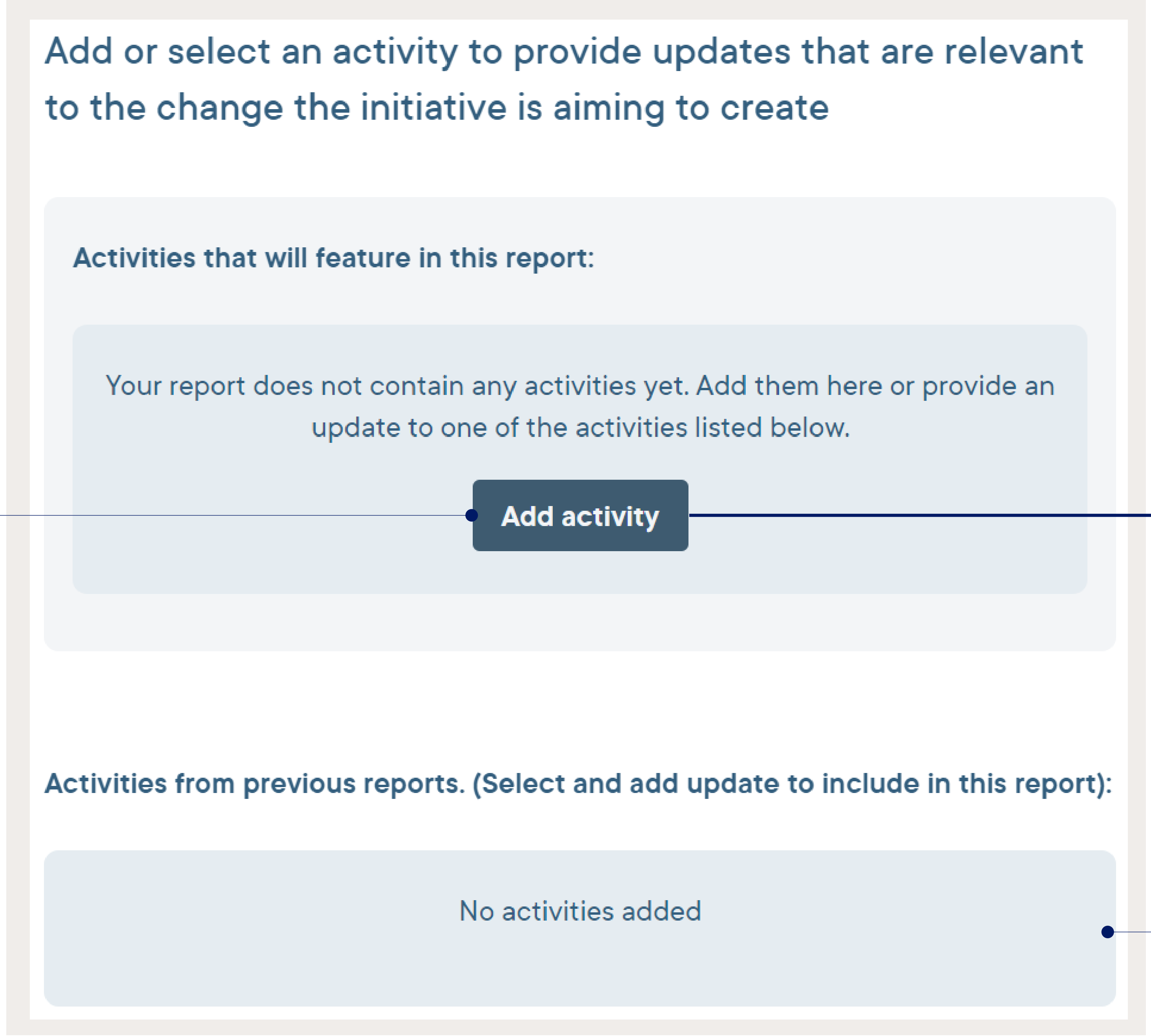
Select the level of education for the employee.

Click "Save" when the details have been added.

Section 3: How to add activities step 1

3

Activities – Add activities



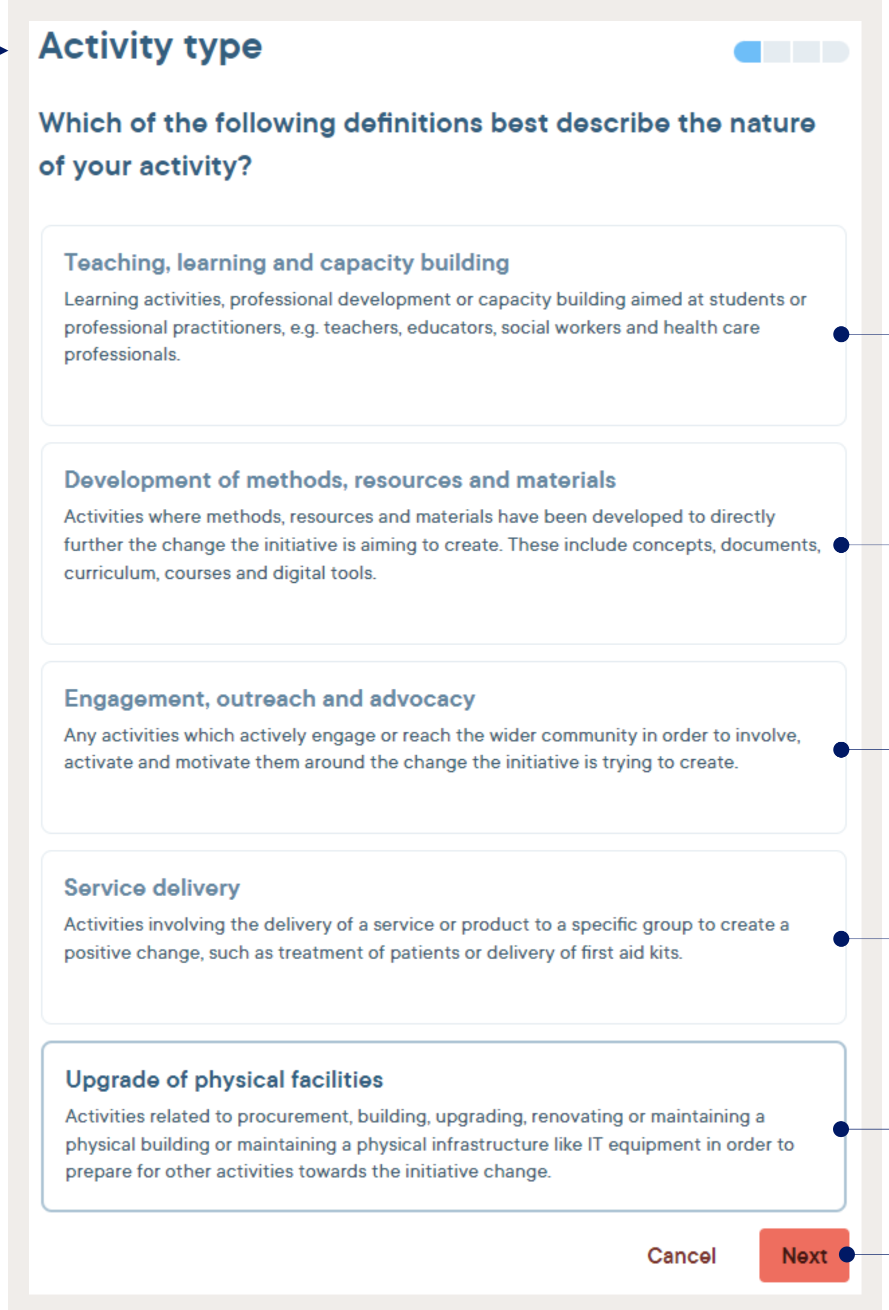
Click “Add activity” to add anything that is being done as a part of the initiative e.g., things being built, taught, researched, or shared.

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



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.

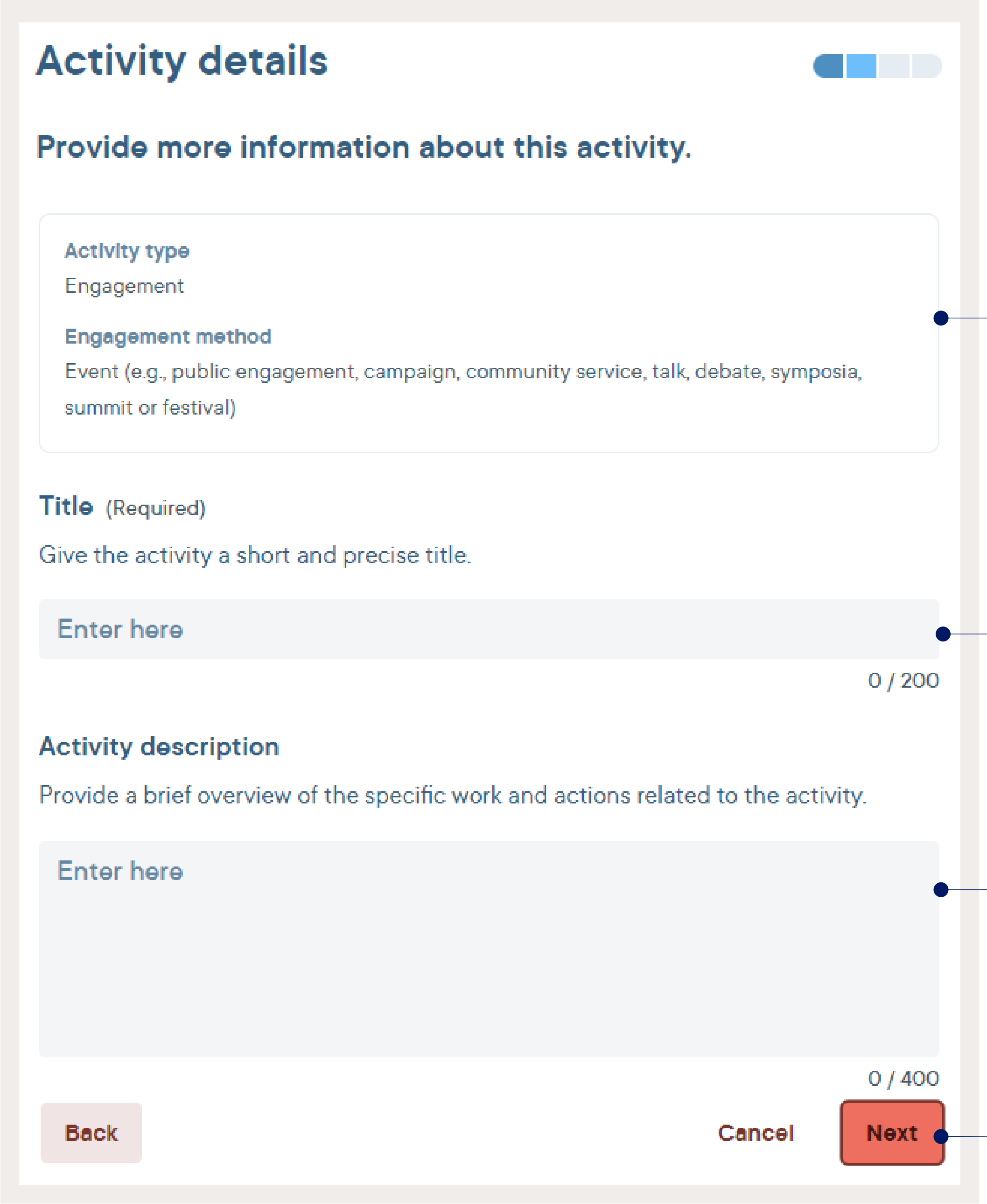
Click “Next” to continue to the activity details.

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 following is an example on how you can add the activity “Engagement, outreach and advocacy”.

Provide a precise title for the activity.

Provide a brief description of the features of the activity.

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.

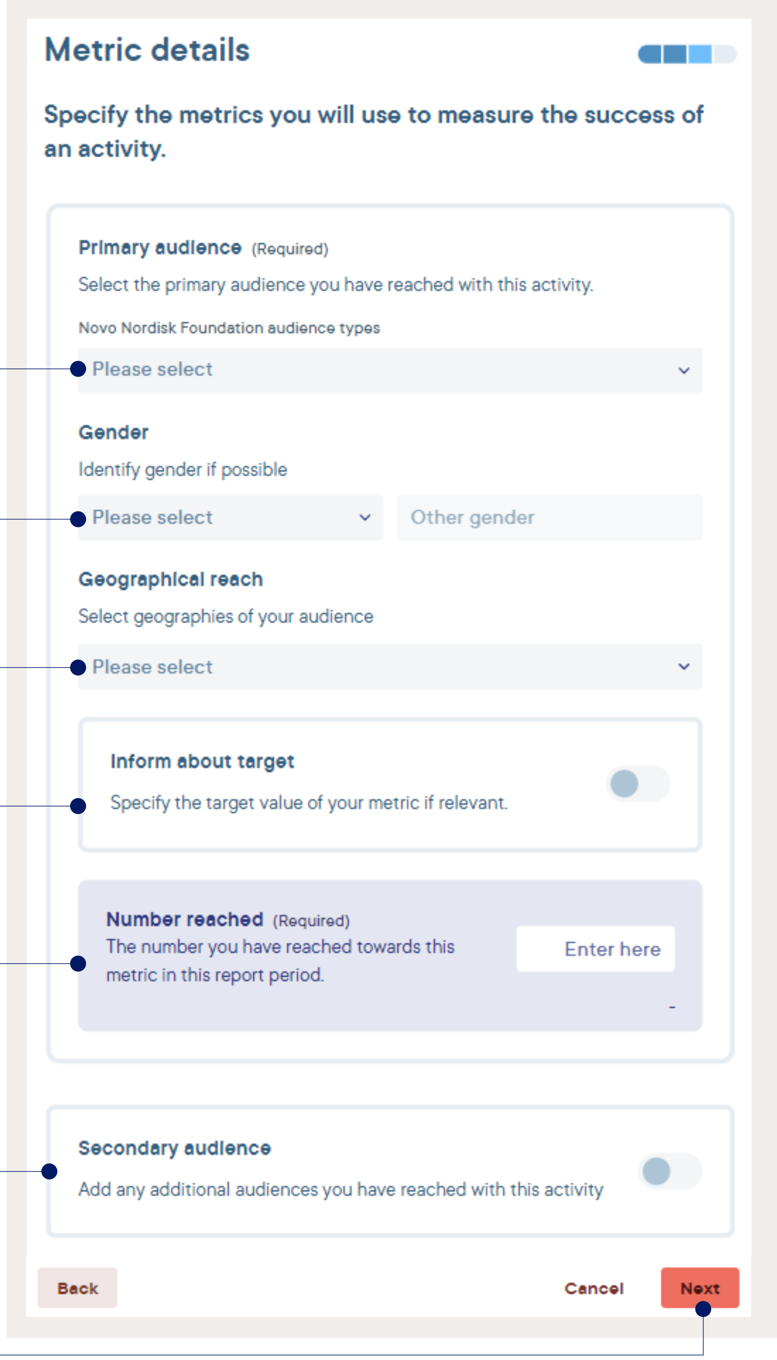
Choose the geographical reach for the primary audience.

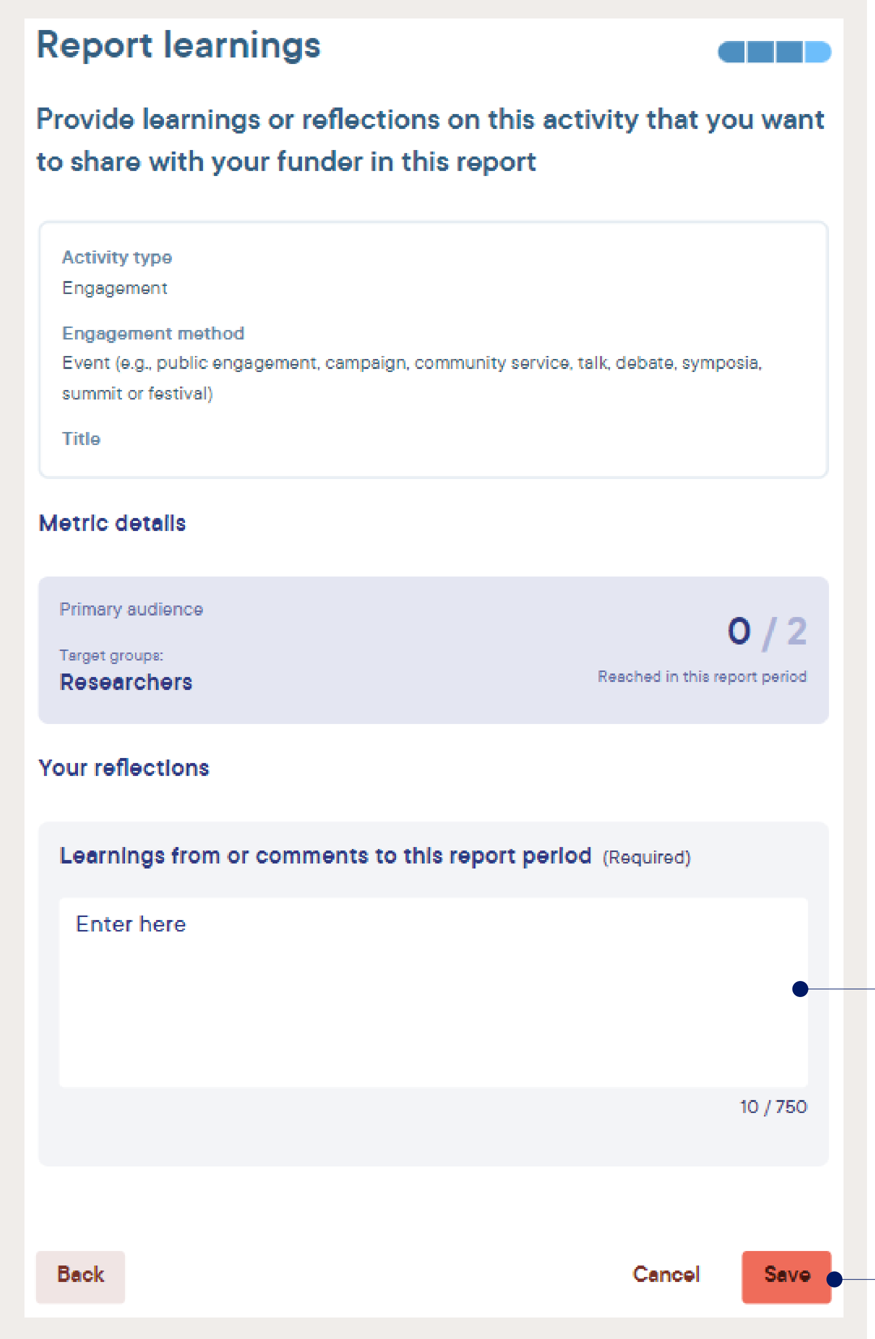
Use the toggle to set a numerical target for the primary audience group.

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.





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.

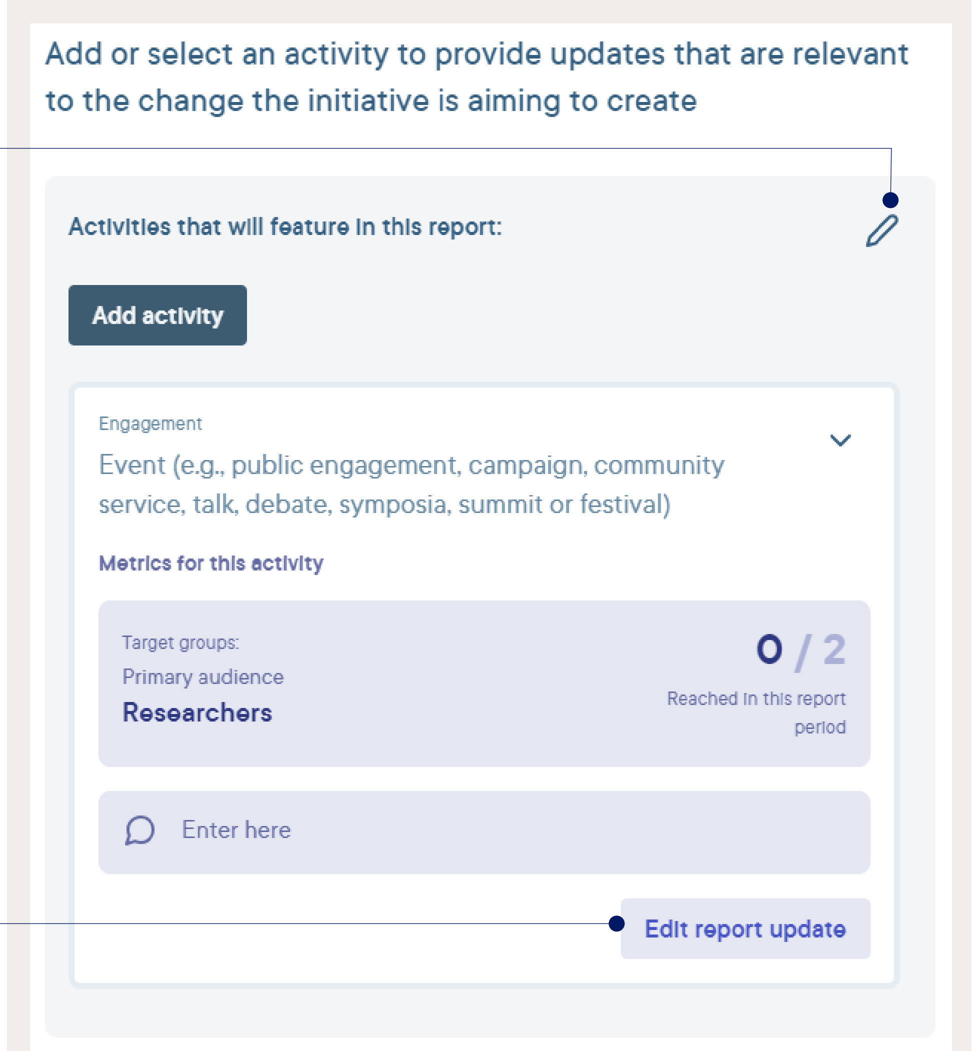
Section 3: How to edit activities or add previous activities

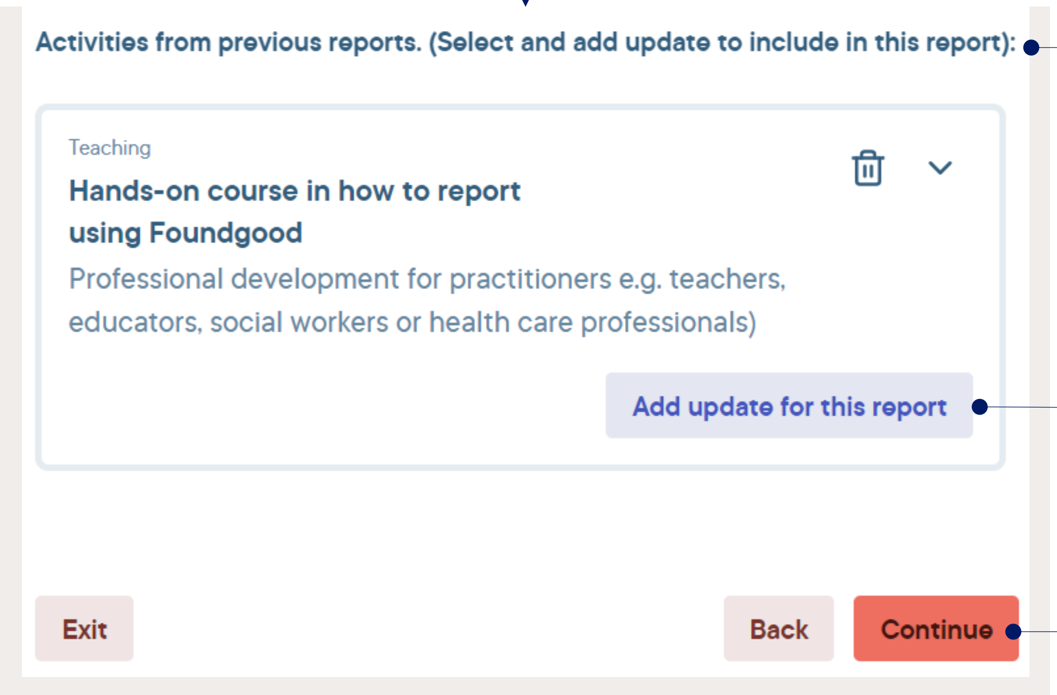
3

Activities

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

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





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”.

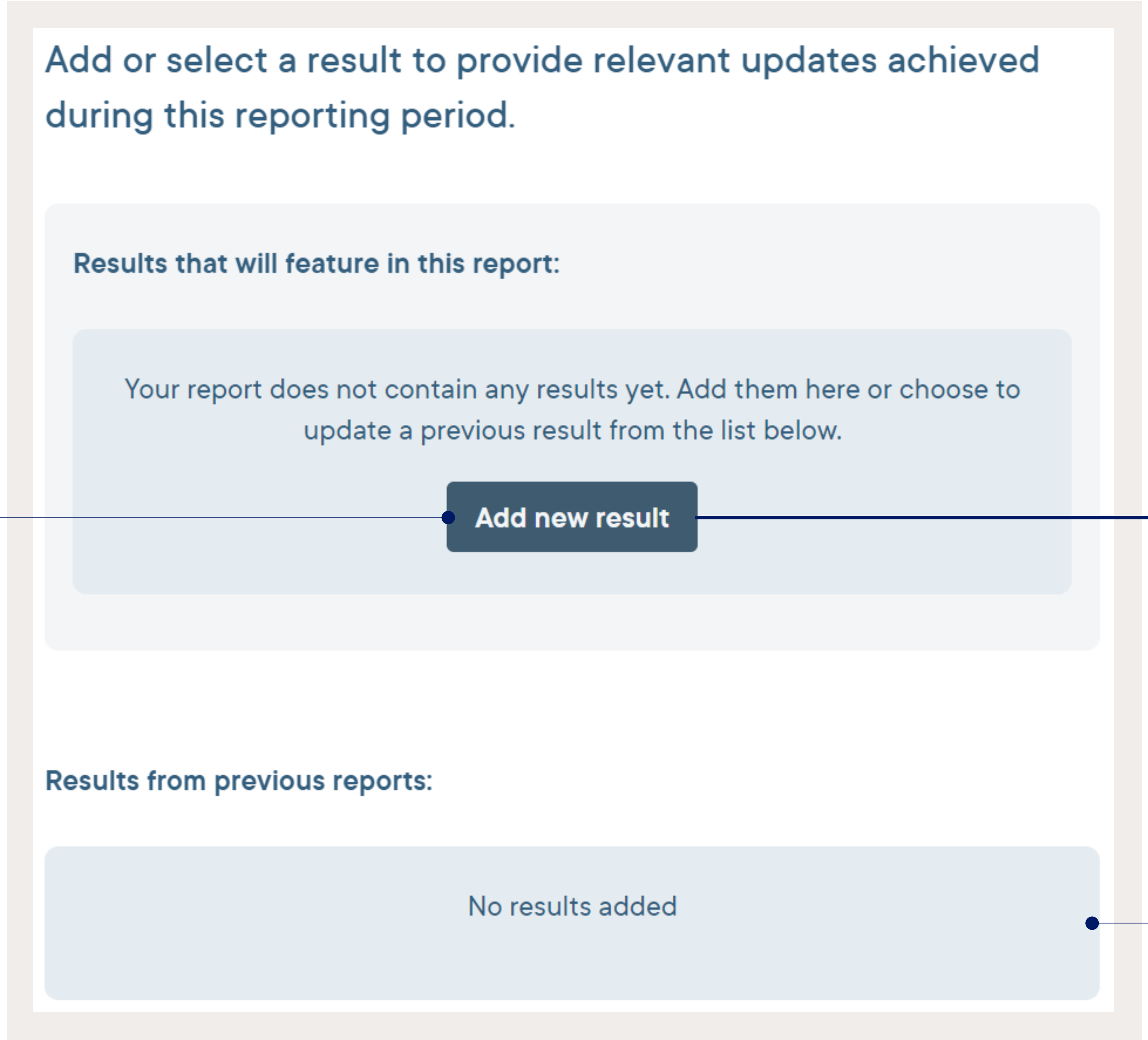
Click “Continue” when all relevant activities have been added and continue to the next section on results.

Section 4: How to add results step 1

4

Results – Add results

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



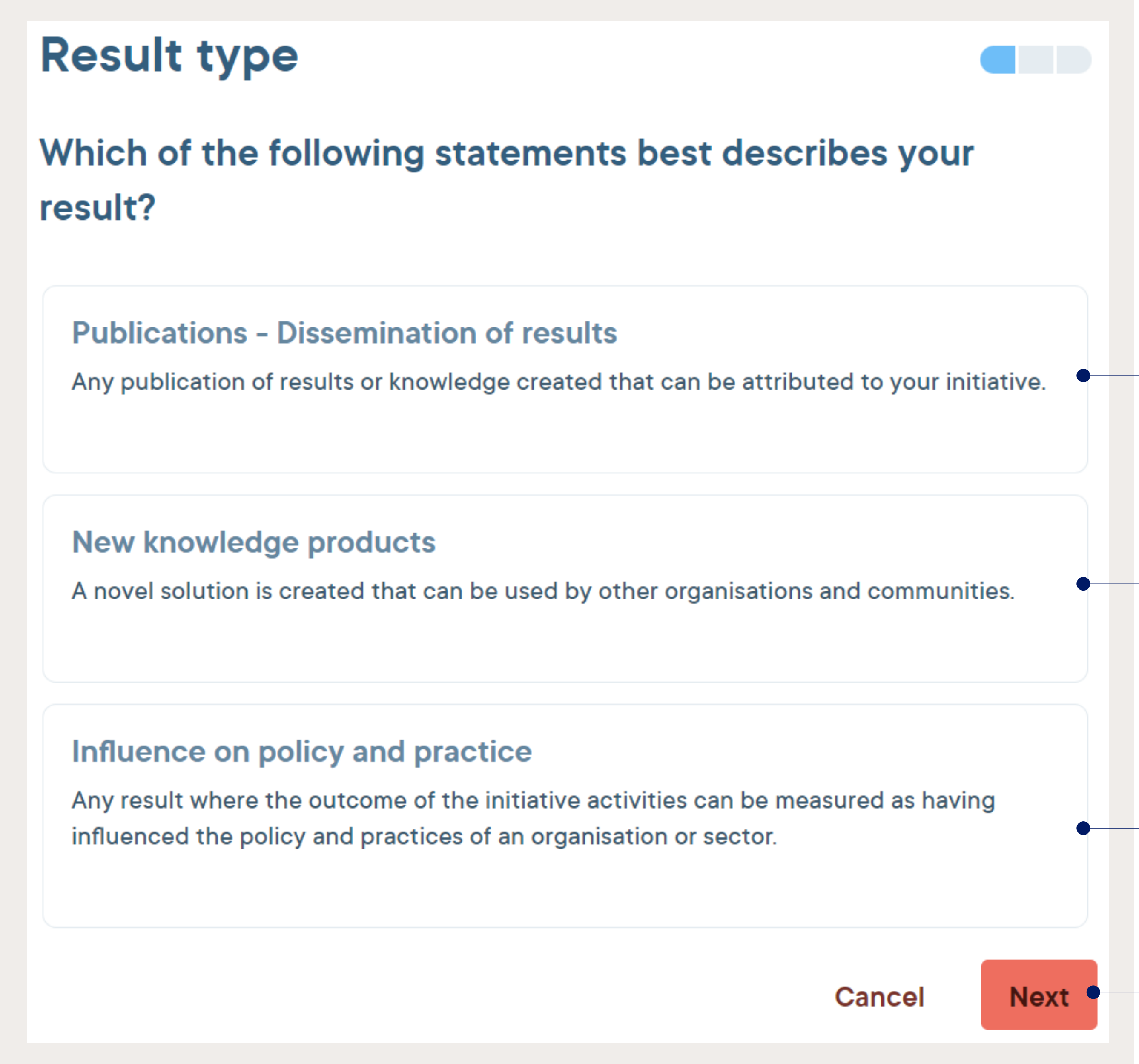
Click "Add new result" to add anything the initiative have led to, including recognition, knowledge, further research, influence on policy etc.

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



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

Click “Next” to continue to the result details.

Section 4: How to add results step 3

4

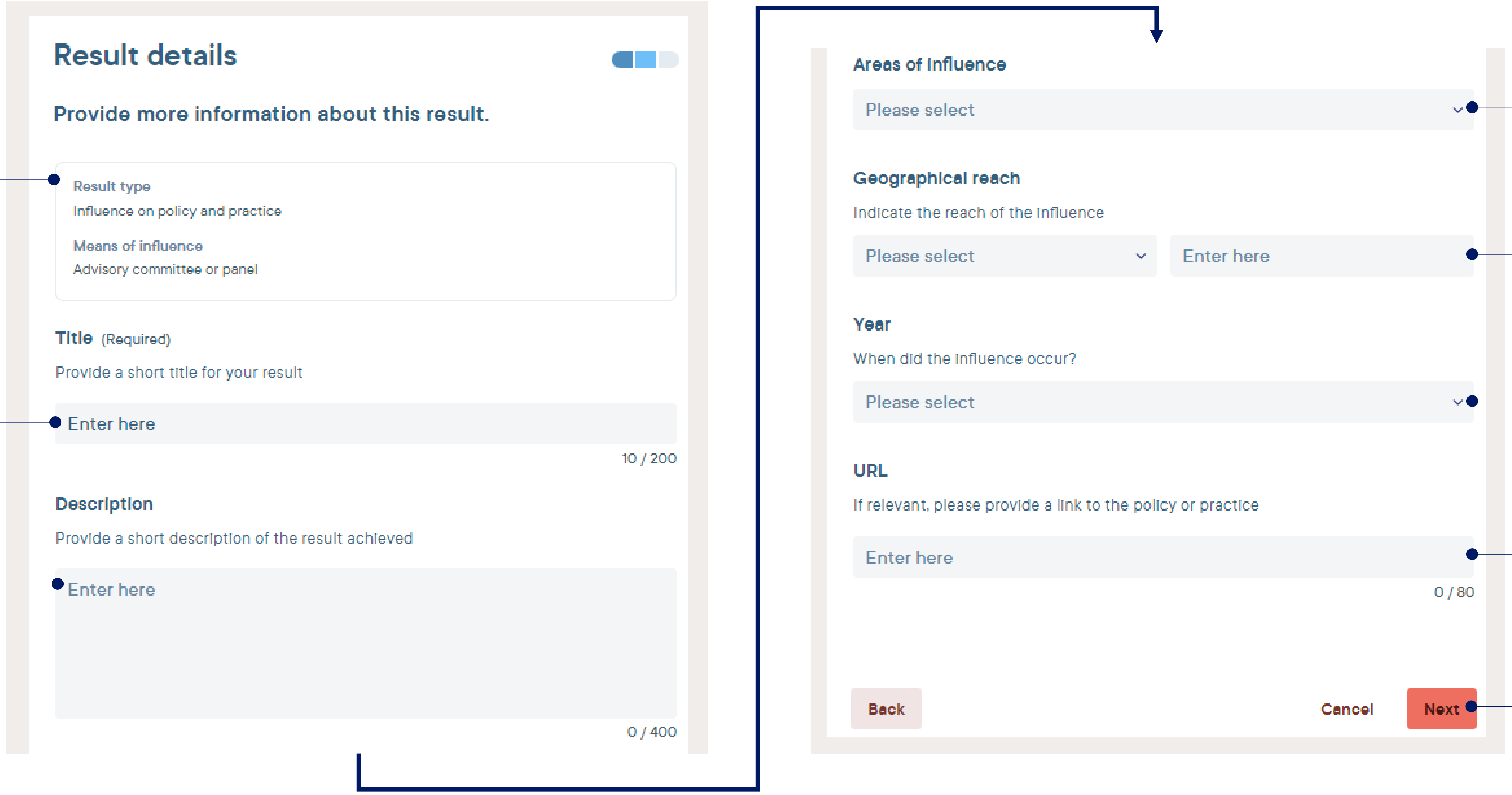
Results – An example on how to report on “Influence on policy and practice”

...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.



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.

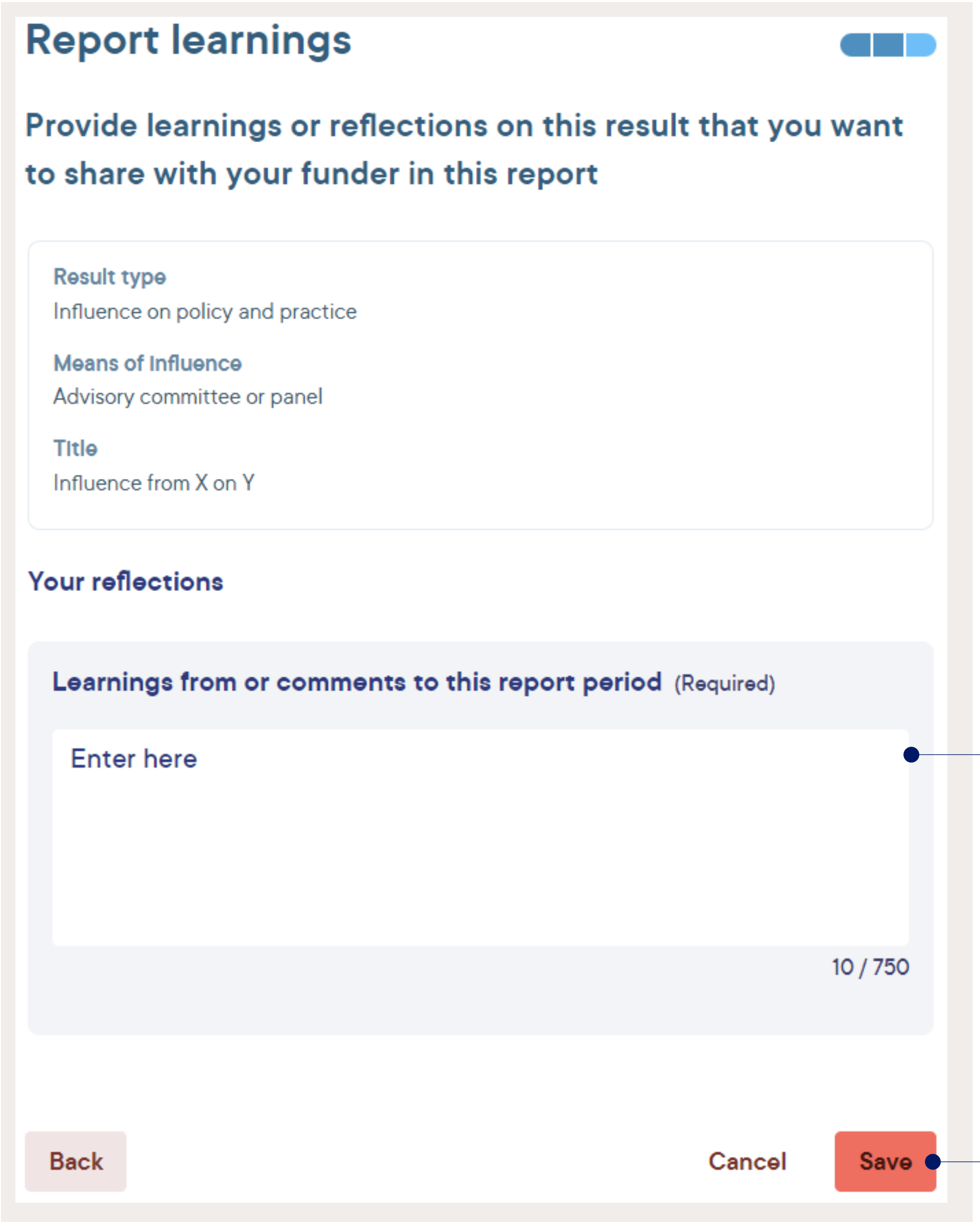
Click “Next” when you have filled out the result details.

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.



You should add learnings from or comments on your results.

Click "Save" to add the result to your report.

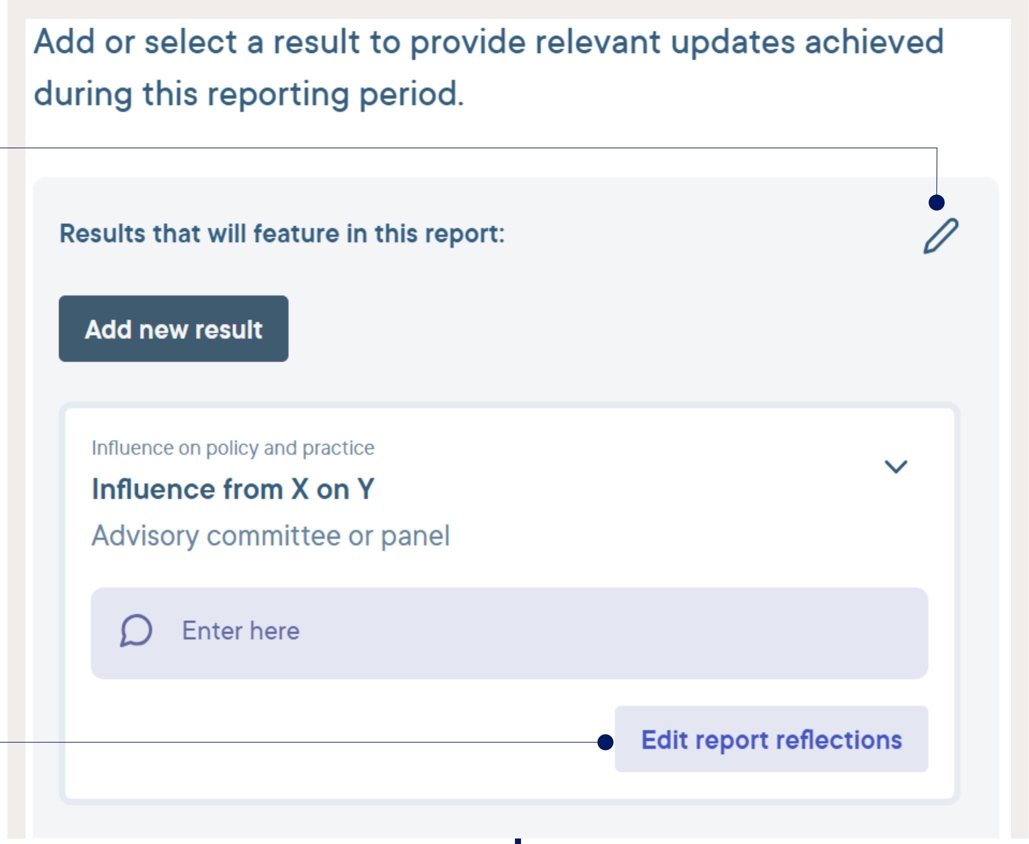
Section 4: How to edit results and add previous results

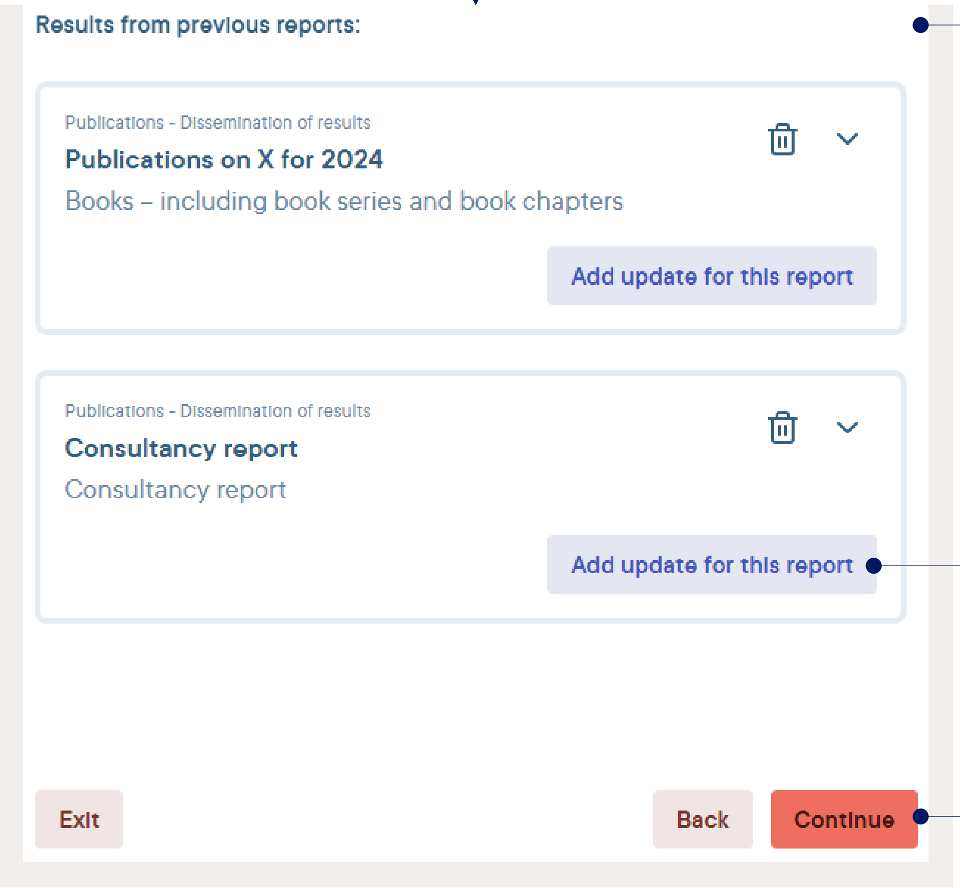
4

Results

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 will show in the bottom of the page.

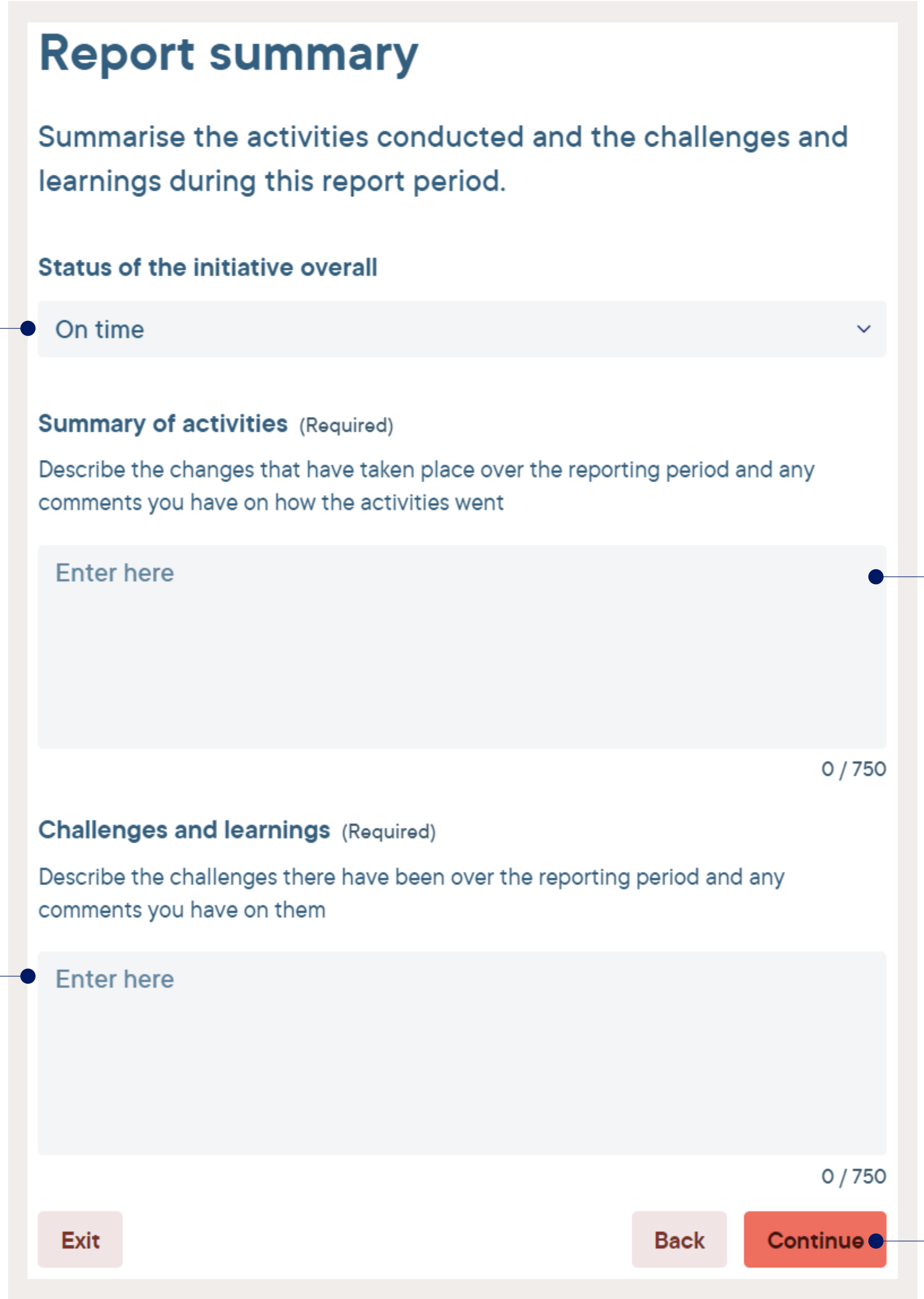
Click “Add update for this report” on the relevant previous result you want to add to the current report. After this the process will follow the one from the slides on “How to add results”.

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.

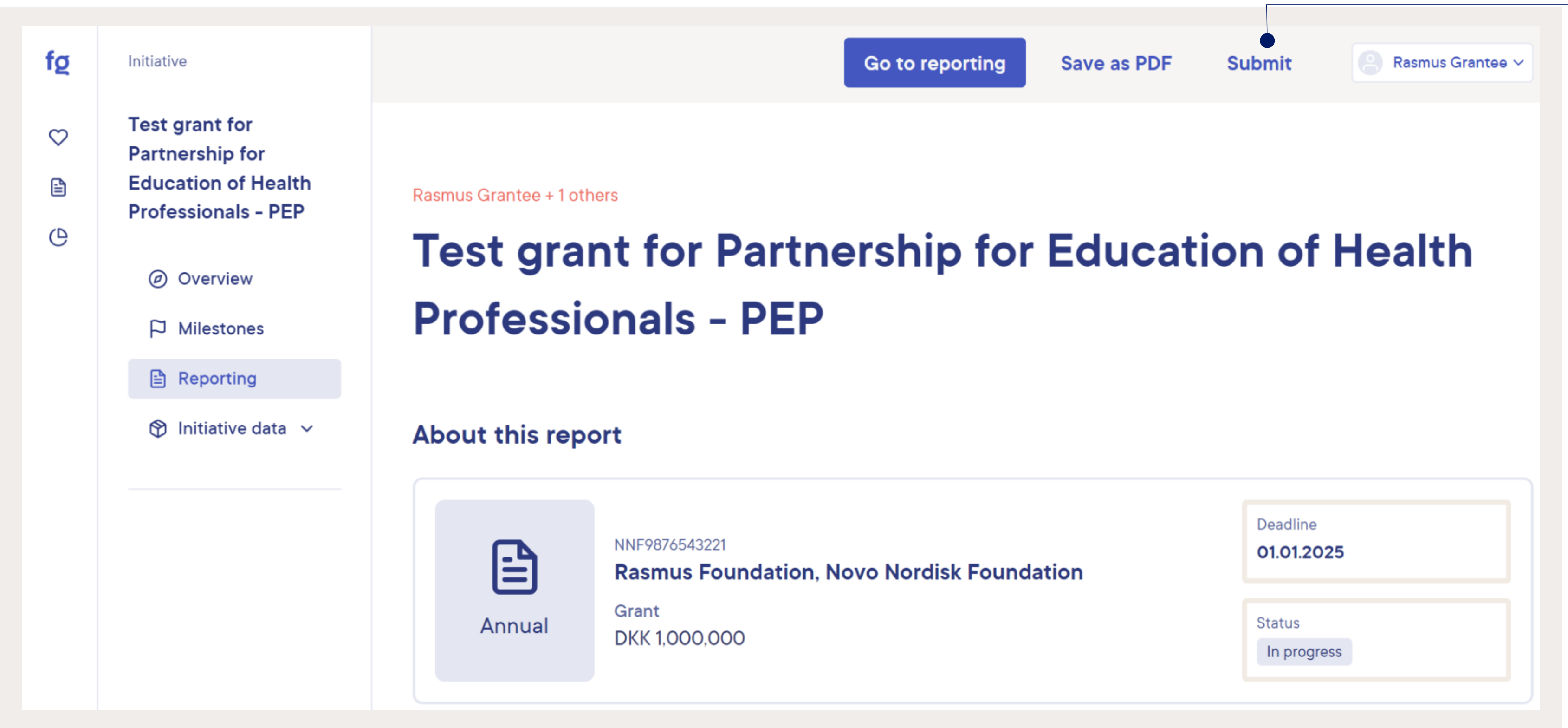
Click “Continue” when the details have been reported to finish the report.

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
- Who should I ask if I have questions about the content of my report? – Write to 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