The Great Lakes Fishery Trust will only accept progress and final reports submitted through the GLFT website (www.glft.org). To submit a report, log in to the GLFT website (www.glft.org) **using the account of the primary contact for your grant.**

If you do not know your password, click on "Forgot Your Password" and instructions for changing your password will be sent to your e-mail address. If you need technical assistance to access your user account, please contact trust staff at 517-371-7468 or glft@glft.org.

After logging in to the site:

1. Visit your "**Dashboard**" page, which will become available in the upper right corner of the website.
2. Navigate to and click the link under the "**Project**" heading, where you will see the grant number and the name of the project. Prior grants and proposals also will be displayed.
3. Navigate to and click the "**Progress Reports**" link on the left side of the page.
4. The "**Progress Reports**" page will provide your reporting schedule. Click on the link for the report that you are scheduled to submit.
5. Upload files, when prompted, for the
   a. Progress report narrative
   b. Financial report
   c. Financial supporting documentation
   d. Additional documents (if applicable)
6. Complete the "**Progress Report Summary**" by providing an update regarding the overall status of the project in 75 words or less. Note that grants awarded before November 2020 will not contain this section.

When completing the online submission:

- Remember to save your work often
- When uploading a document, click Save/Edit Later or Finish & Submit to complete the file transfer
- You may leave your work and return at a later time to complete the report by using the Save/Edit Later feature

- No changes can be made to the report once it is submitted. If an error was made, contact Trust Staff at 517-371-7468 or glft@glft.org.

Grantees are encouraged to log in to the site and review the reporting portal well in advance of the submission deadline.