M110/BHRN Grantee Training

Welcome
We're so glad you're here!

Presented by:

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Grantee Training Topics

- Logging In

- Navigating Your Submittable Portal

- Submission Management

- Messaging
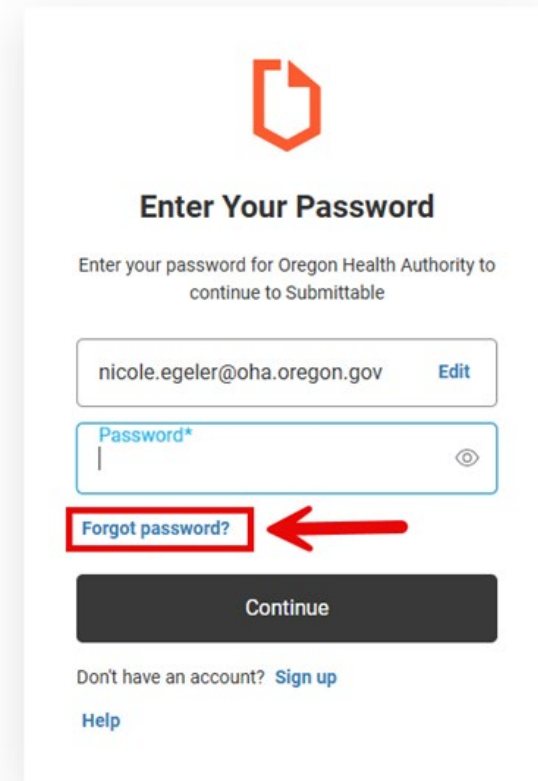
- How to Submit a Quarterly BHRN Report

Logins for Each Organization

- **EACH ORGANIZATION MAY ONLY HAVE 1 PRIMARY CONTACT**

- You may invite others to collaborate on a Quarterly BHRN Report Form (*covered in this training & user guide*)

- **OR**, you may Transfer Ownership to a new primary contact (*covered in this training & user guide*)

Logging In

- If you still have your **July 16th email invitation**, click **"Accept Invitation."**

- If you no longer have the email, go to the [Submittable login page](#) and log in using your email address. Click **"Forgot Password"** to create a new password.

New to Submittable? Click 'Sign up' below to create an account.

Been here before? It's time to reset your password. Click 'Forgot password' below.

Enter Your Password

Enter your password for Oregon Health Authority to continue to Submittable

nicole.egeler@oha.oregon.gov   Edit

Password*

Forgot password?

Continue

Don't have an account? **Sign up**
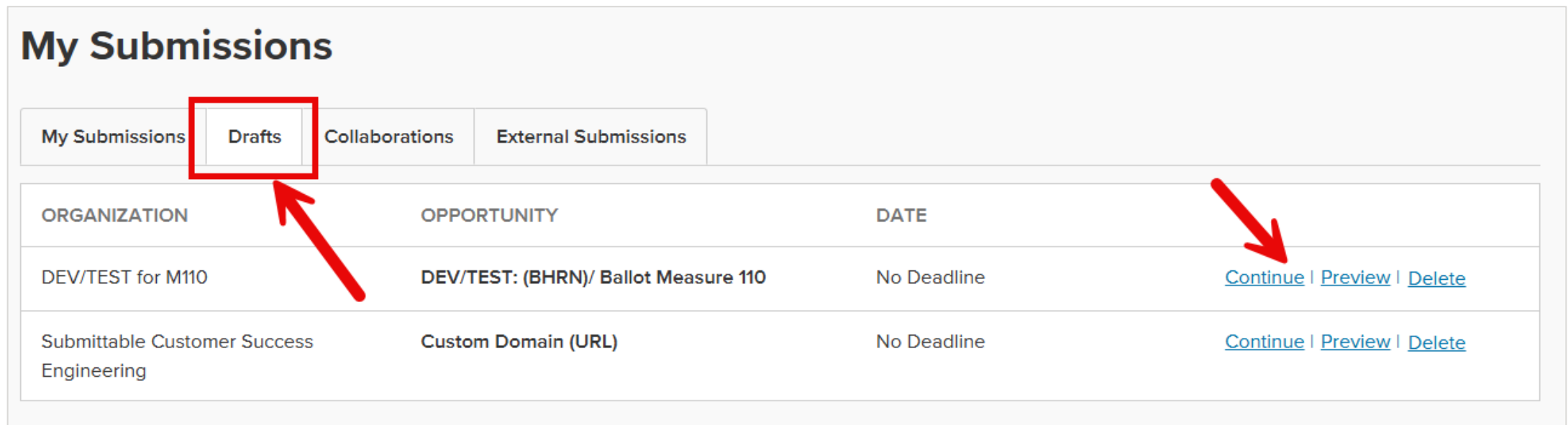
Help

Navigating Your Submittable Portal

My Submissions - Drafts

The Drafts tab is where you can find your saved drafts for any type of submission, including the Quarterly BHRN Report Form.
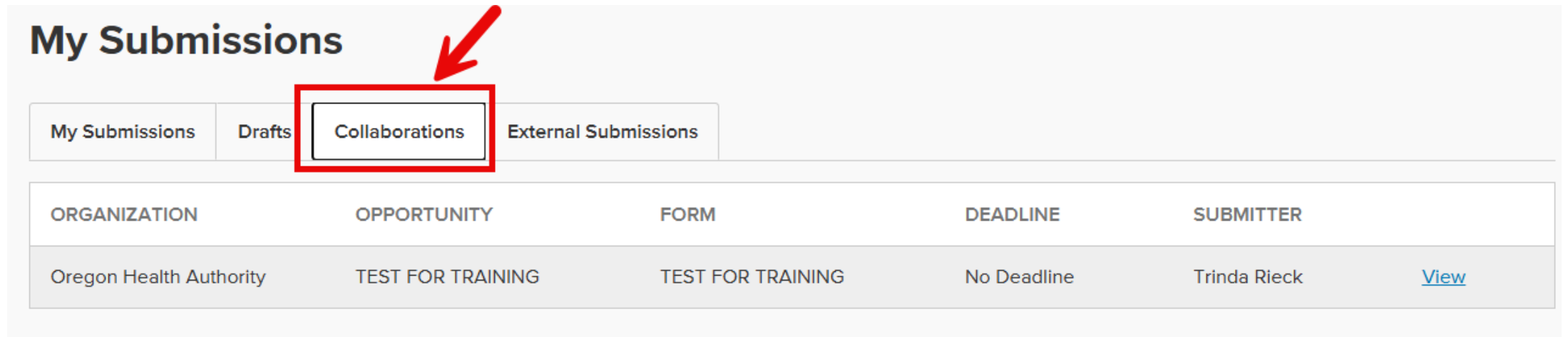
My Submissions - Collaborations

- If you've been invited to a submission as a collaborator, you can view those in the "Collaborations" tab.

- When you invite a colleague to collaborate, they will receive an email notification.

Submission Management – Activity

- Click on the name of a submission under My Submissions to view more functions

- The "**Activity**" tab includes a history of all activity related to that submission.
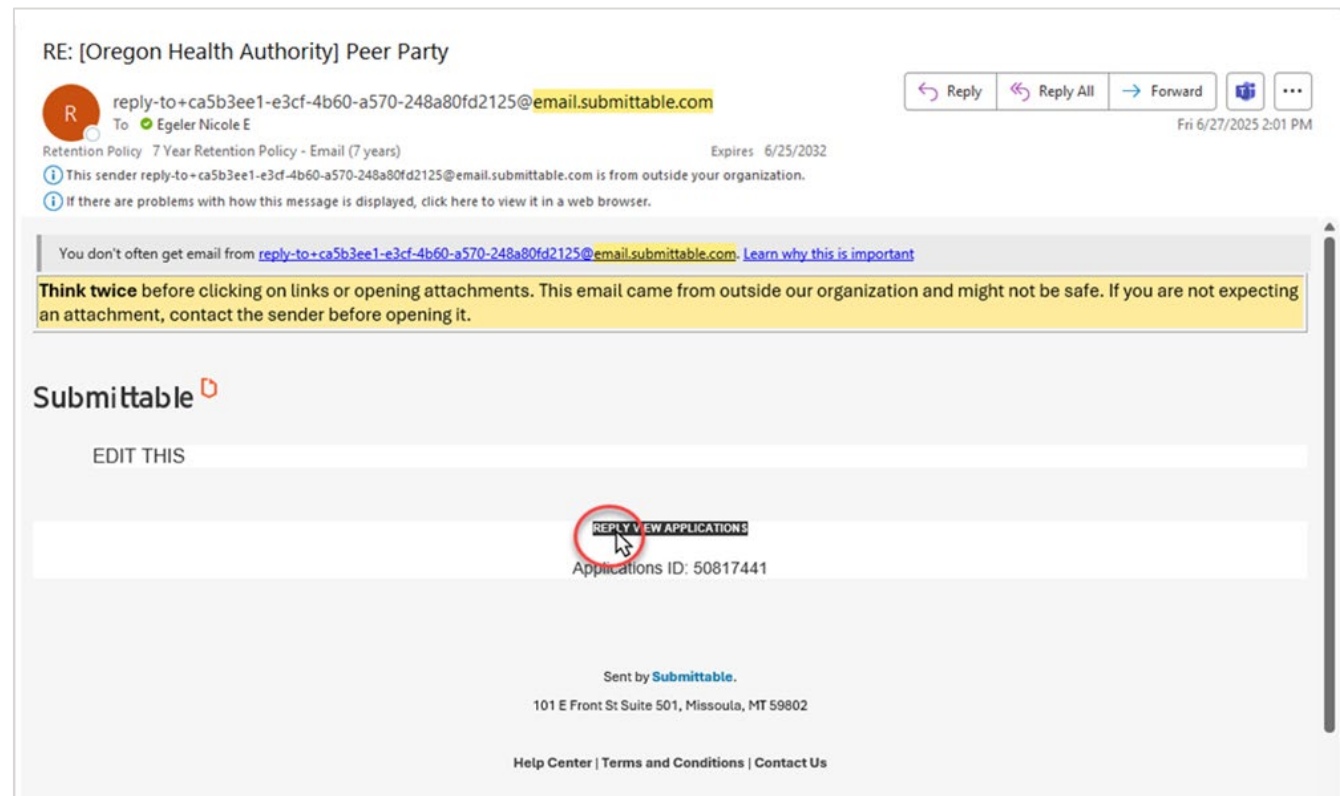
Submission Management – Messages

The "**Messages**" tab allows you to:

- Access your message history

- Start a new message to your grant administrator

- Reply to messages
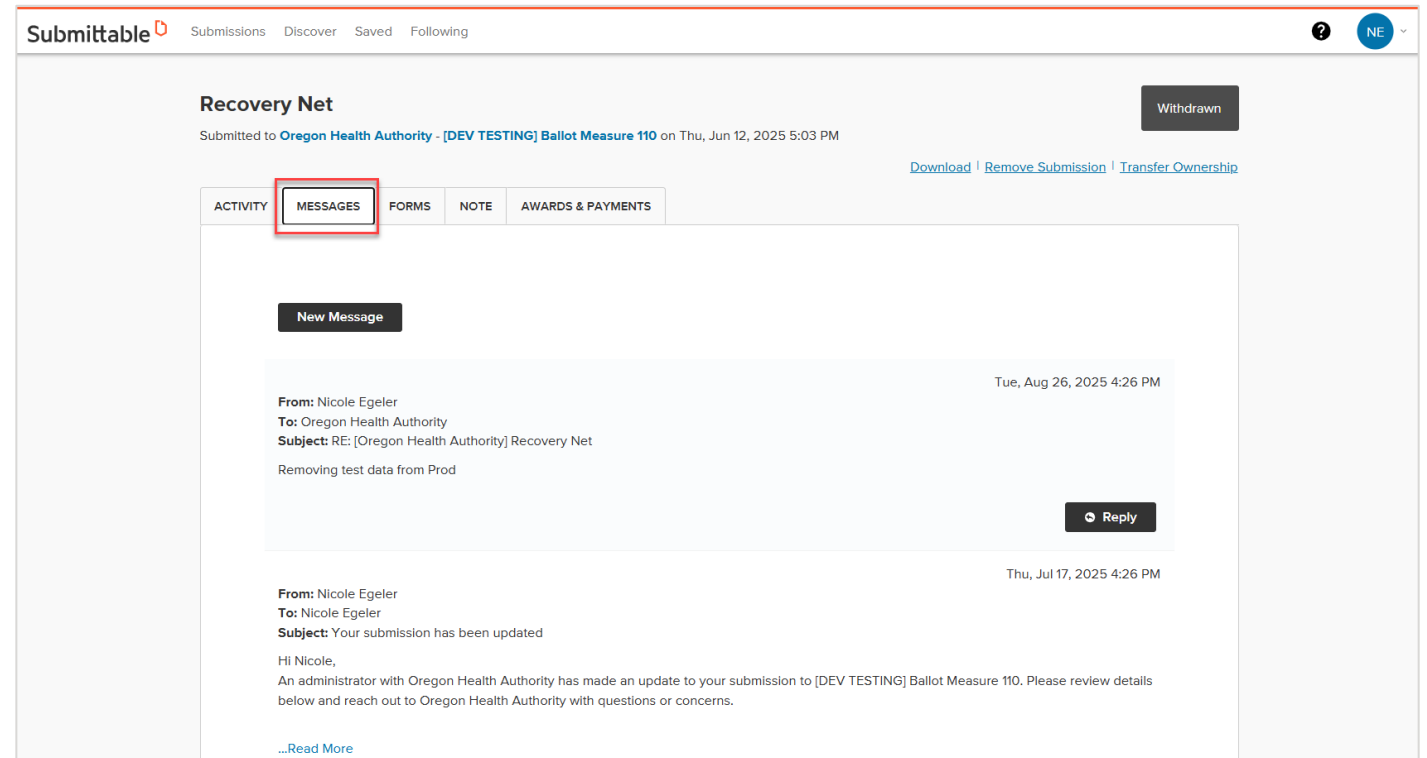
Message from Email

Whether you reply via email or from within the platform, it will all be tracked in the "Messages" tab

Submission Management - Forms

Q1: Quarterly BHRN Report Forms will be released at 8AM on Oct 1st, 2025

Deadline for submissions is Oct 30th, 2025

Submission Management - Notes

- The "Notes" tab is an optional place where you can record notes for your organization.

- These notes are private and not visible by the OHA.
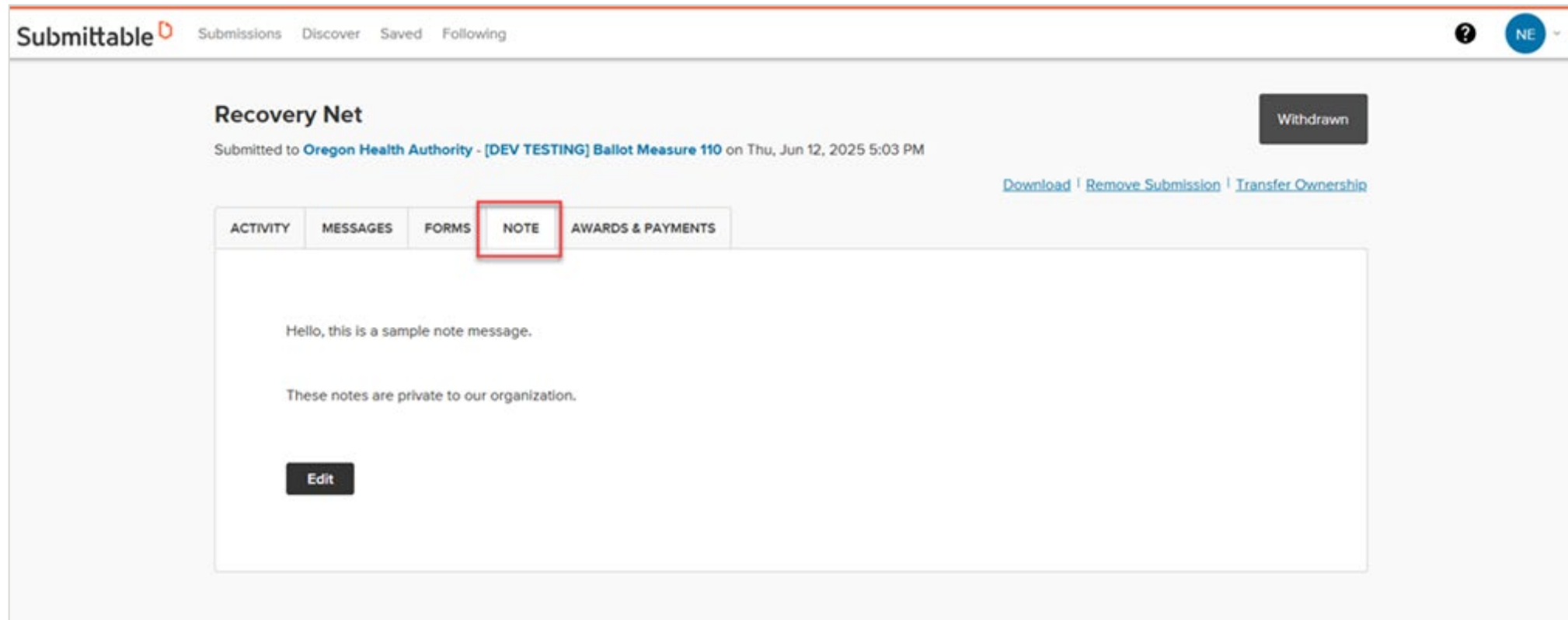
Submission Management – Awards & Payments

Think of Awards & Payments as a tool for organizing and documenting your financial reporting, rather than a reflection of real-time transactions.

Submission Management – View Award Details

Submission Management – Other Features

If you need to transfer your organization's account to a different primary contact, use the Transfer Ownership link.

Quarterly BHRN Report Form

Quarterly BHRN Report Form - Collaborating

Quarterly BHRN Report Form

Editing a Submission

Need to make changes after submitting? Use the **Edit** button to request your grant administrator reopen the form.

Not sure what to do?
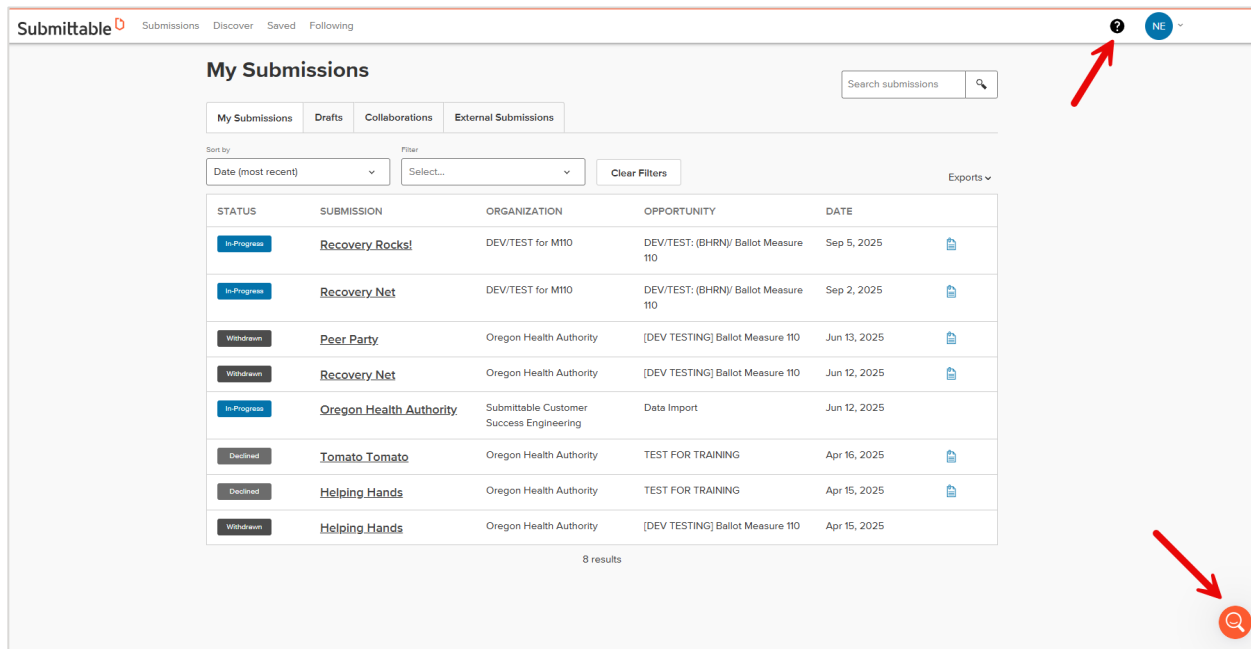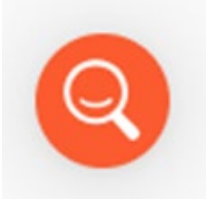Please ***contact your grant administrator***.

Resources & Support

Need Assistance? Contact Submittable Support:

>> Submittable Help Library & Customer Support

For financial or data-related questions, contact the OHA M110/BHRN Program Grant Administrators:
OHA.Measure110@oha.oregon.gov

For technical questions related to Submittable, contact the OHA COMPASS Program:
Sean.McMahon2@oha.oregon.gov

Thank you for joining us today!

If you have any lingering questions, or you think of a question later, let us know!

Let's stay in touch! Questions or Comments?

Sean McMahon: Sean.McMahon2@oha.oregon.gov