

SUBMITTABLE – GRANT MANAGEMENT

Grantee User Guide

Nov 4, 2025 | Version 1.1



CHANGE LOG

Page Number	Version	Description	Date	Updated By
28	1.1	Updated Submittable support link	11/04/2025	NE

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SUBMITTABLE AND USER GUIDE INTRODUCTION

The Oregon Health Authority (OHA)'s Submittable platform facilitates M110/BHRN grant-related behavioral health data collection to meet mandatory reporting requirements to keep the M110/BHRN grant program running.

Submittable is a platform required only for M110 BHRN Partners. It is a grant management software that helps both OHA grant administrators and grantees communicate, submit progress data, and manage expenditures all in one place.

ABOUT THIS GUIDE

This user guide provides an overview of the Submittable platform structure, step-by-step instructions on common tasks, and reference materials.

It is important to note that this user guide and the below resources are elements of the M110 Grant Management bundle and can be found [here](#).

- Submittable Reference Guide
- Submittable Data Dictionary
- BHRN Partner FAQ Supplement
- BHRN Partner Handbook
- BHRN Partner Metrics & Expenditure Report Training Recording
- Submittable Training Recordings
- Quarterly Reporting Excel Template/Tool

What are the goals of Submittable?



Reduce provider administrative burden



Meet new and changing legislative requirements



Streamline grant management processes

AUDIENCE

This user guide is for Providers/M110 BHRN Grantees utilizing the Submittable system. Whether physician, nurse, administrative staff, or allied health professional, this guide will serve as a comprehensive manual to familiarize users with the system's functionalities and features.

HIGHLIGHTS

Text boxes throughout the guide highlight additional information to ease navigation and maximize functionality within the Submittable platform.

- *Notes* provide additional information or reminders that complement the primary instructions. They provide extra clarity or highlight important points to keep in mind while using the system.
- *Pro Tips* are designed to help users get the most out of the system and include shortcuts or advice for best practices. Pro Tips help to improve efficiency, productivity, and overall system experience.
- *Warning* callouts signify important information that requires attention to prevent potential errors or adverse outcomes.



NOTE

Necessary information for a seamless experience.



PRO TIP

Shortcuts, easier methods, and best practices.



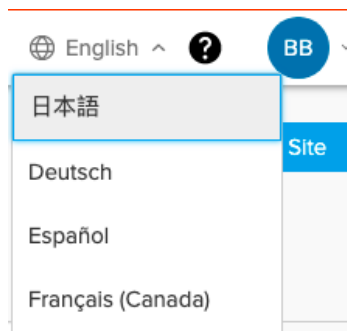
WARNING

Cautionary advice to avoid risks and errors.

GENERAL CONSIDERATIONS

Consider the following when using Submittable:

- **Browser:** Use the latest version of Google Chrome or Microsoft Edge for optimal performance in Submittable.
 - a. **Submittable does NOT support Internet Explorer 11 or versions of Microsoft Edge prior to version 20.**
 - b. [Read More About Browsers and Submittable](#)
- **Languages:** Submittable allows any user to change the language in the upper right corner of the screen.



Amharic	German	Indonesian	Serbian (Latin)
Arabic	Greek	Italian	Spanish
Bosnian	Haitian Creole	Japanese	Tagalog (Filipino)
Chinese	Hawaiian	Korean	Thai
Chinese (Traditional)	Hebrew	Polish	Ukrainian
Czech	Hindi	Portuguese	Vietnamese
French	Hmong	Punjabi	
French (Canada)	Hungarian	Russian	

- [More Details About Languages in Submittable](#)
- **Clickable Links:** Some actions within Submittable are within links instead of actual buttons. When text is underlined in blue, the user can click on the text and a hyperlink will navigate the user to additional information.

PORTAL USER GUIDE OVERVIEW

This user guide is divided into five general sections: [User Guide Introduction](#); [Login Process](#); [Using Your Submittable Portal](#); [How to Submit a Quarterly BHRN Report](#) and [Technical Support Resources](#). A brief overview of each section is below.

1. **Submittable User Guide Introduction:** Establishes the purpose and value of this document. Sections include:
 - About This Guide
 - General Considerations
2. **Login Process:** Introduces how to kickstart a grantee's journey in using the Submittable platform. Sections include:
 - Login Process
3. **Using Your Submittable Portal:** Introduces the Submittable Grantee Portal features and navigation. Sections include:
 - Record of Submissions
 - Drafts
 - Collaborations
 - Manage Submissions
 - Messaging
 - Awards & Payments



NOTE

Save or bookmark the link to this User Guide for easy access. Check the M110/BHRN OHA website for document updates.

4. **How to Submit a Quarterly BHRN Report:** Introduces the new Quarterly BHRN Report form. Sections include:
 - Form Fields
 - Making Changes/Edits to an already submitted form
5. **Technical Support Resources:** Explains how to contact technical support.

LOGIN PROCESS

On July 16, 2025 at least one contact from each BHRN Partner organization received an email invitation to Submittable. Invitations were sent out according to [this list](#), which we recognize may not have captured everyone.

If you wish to change your organization's primary contact, please email Sean.McMahon2@oha.oregon.gov with your organization's name, county, preferred contact's first name, last name, and email address.

You should've received invitations from notifications@email.submittable.com that look like this in Outlook:



NOTE

Bookmark the Submittable login page for easy future access!

You've Been Added to OHA's New BHRN Grant Management Software



reply-to+eabcf49-7e84-430b-b19e-09add4bd22bf@email.submittable.com
To Egeler Nicole E

Retention Policy 7 Year Retention Policy - Email (7 years)

Expires 9/6/2032

This sender reply-to+eabcf49-7e84-430b-b19e-09add4bd22bf@email.submittable.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Mon 9/8/2025 2:13 PM

You don't often get email from reply-to+eabcf49-7e84-430b-b19e-09add4bd22bf@email.submittable.com. [Learn why this is important](#)

Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.

Submittable

Dear Nicole,

You are receiving this message because a Submittable profile has been created for you as part of the 2025-2029 Behavioral Health Resource Network (BHRN) grant cycle 2 data collection requirement.

The Oregon Health Authority (OHA) is using Submittable as its grant management platform.

If you did not already have a Submittable account, an account has been created for you. Your temporary login information can be found below.

Thank you for your partnership,

Measure 110/BHRN Team

You did not have an account in our system, so one has been created for you.

You can sign in using the following information:

URL: <https://manager.submittable.com/login>

Username: emailaddress@email.com

To access your account, please use Forgot Password link.

Or like this in Gmail:

Submittable Notifications <notifications@email.submittable.com>
to me ▾

1:55 PM (2 minutes ago) ☆ ☺ ↶

Submittable 

Welcome to Submittable.

You've been added as a reviewer to the DEV/TEST for M110 account on Submittable, the best platform out there to collect, review, and select content. It's easy to get started, and below you'll find a ton of resources to help you out.

Should any questions pop up, visit our [Help Center](#), where you can also contact our friendly support team.

Thanks for joining Submittable. We're glad you're here!

—The SubmittableTeam

To get started, follow these steps:

- 1) Click the 'Accept Invitation' button below
- 2) At the Login window, click 'Sign Up' (next to 'Don't have an account?')
- 3) Now, enter the email address that was used to invite you to Submittable, followed by your personal information. Then hit 'Continue'.
- 4) Choose a password for your account, and hit 'Continue'.
- 5) Complete the following steps to validate your email address.
- 6) Once you have verified your email address, proceed to your account.

ACCEPT INVITATION

Getting Started

Watch this quick video to learn more about Submittable.



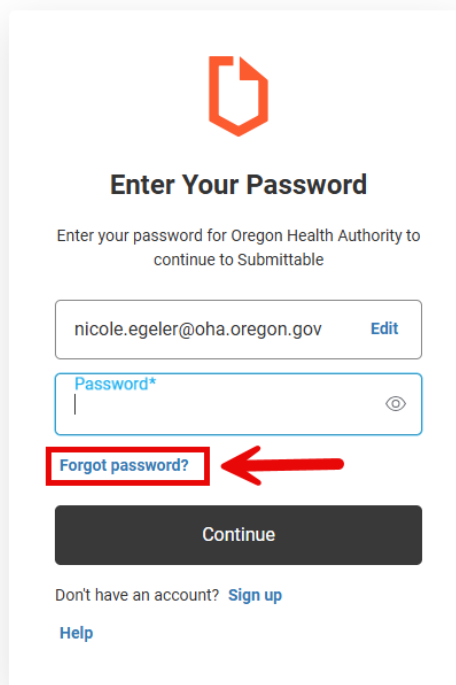
WARNING

- **EACH ORGANIZATION MAY ONLY HAVE 1 PRIMARY CONTACT** (but you may invite others to collaborate on a Quarterly BHRN Report Form with you, or transfer ownership to another primary contact)

FIRST TIME LOG IN

1. If you still have your July 16th email invitation, click “**Accept Invitation**” to get started.
2. If you DON'T still have the original email invitation, go to [Submittable.com](https://submittable.com) and log in using your email address, and clicking **Forgot Password** to create a 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.



MORE PASSWORD/LOGIN SUPPORT

- [Password Requirements](#)
- [Forgot Password/Reset Password](#)
- [How to Update Your Profile](#)
 - a. Please update any profile information or email OHA's COMPASS Program Data Coordinator Sean.McMahon2@oha.oregon.gov for assistance
- [Transfer Submission Ownership](#)

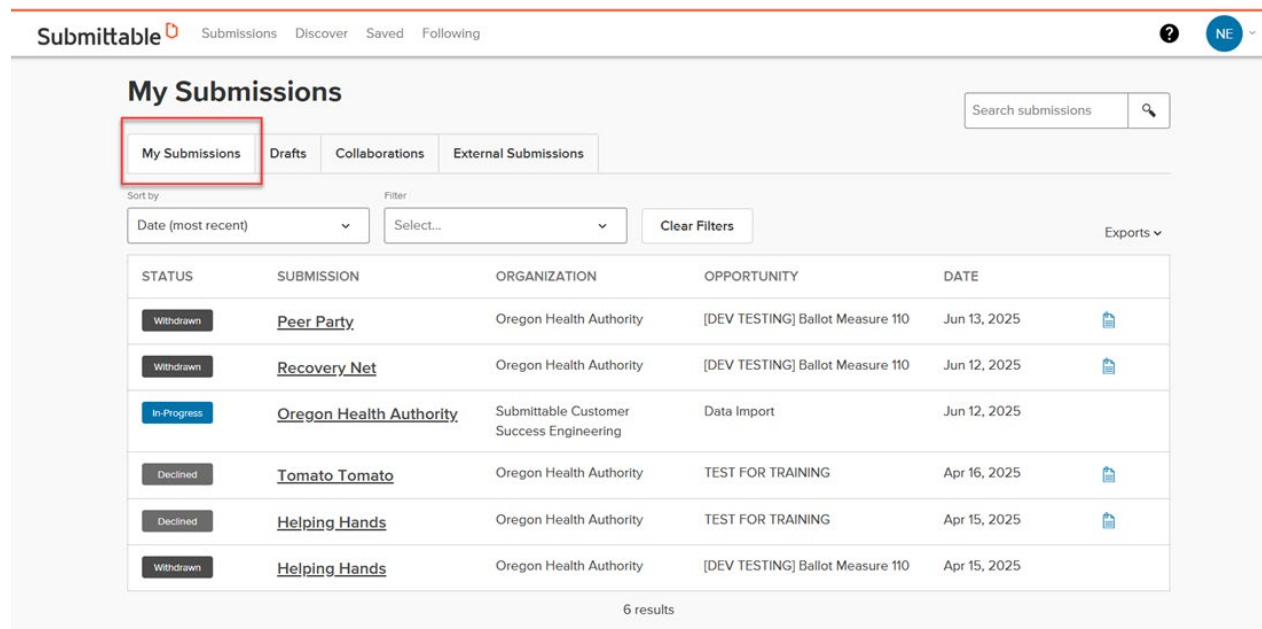
USING YOUR SUBMITTABLE PORTAL

Overview: [Manage My Submissions](#)

- Navigating the My Submissions page
- How to view submission statuses and details
- How to view Drafts
- How to Collaborate

MY SUBMISSIONS

After logging in, you will be automatically routed to the My Submissions page.



My Submissions

Search submissions

My Submissions Drafts Collaborations External Submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025
In-Progress	Oregon Health Authority	Submittable Customer Success Engineering	Data Import	Jun 12, 2025
Declined	Tomato Tomato	Oregon Health Authority	TEST FOR TRAINING	Apr 16, 2025
Declined	Helping Hands	Oregon Health Authority	TEST FOR TRAINING	Apr 15, 2025
Withdrawn	Helping Hands	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Apr 15, 2025

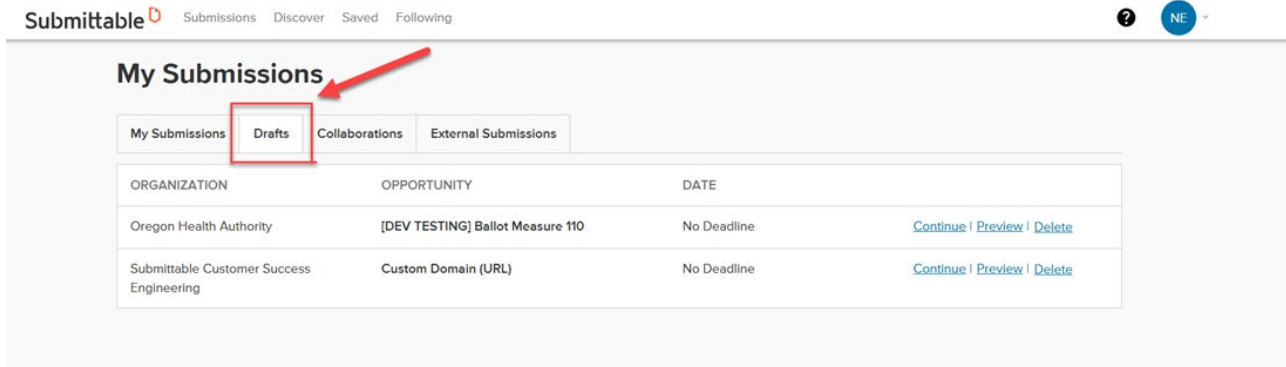
6 results

Having Trouble in the “My Submissions” page?

- [Can't Find My Submissions in My Account](#)
- [How to Sort or Rearrange Submissions List](#)

DRAFTS

The “**Drafts**” tab is where you can find your saved drafts for any type of submission, including the Quarterly BHRN Report Form.



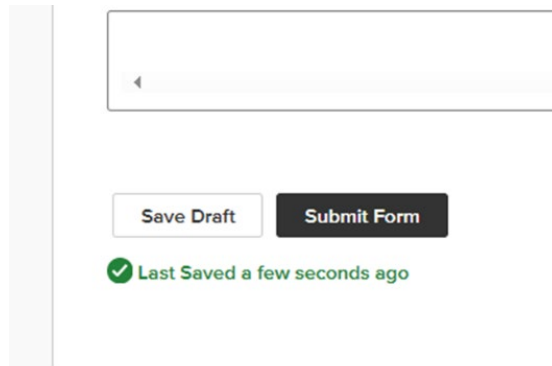
Submittable Submissions Discover Saved Following

My Submissions

My Submissions **Drafts** Collaborations External Submissions

ORGANIZATION	OPPORTUNITY	DATE	
Oregon Health Authority	[DEV TESTING] Ballot Measure 110	No Deadline	Continue Preview Delete
Submittable Customer Success Engineering	Custom Domain (URL)	No Deadline	Continue Preview Delete

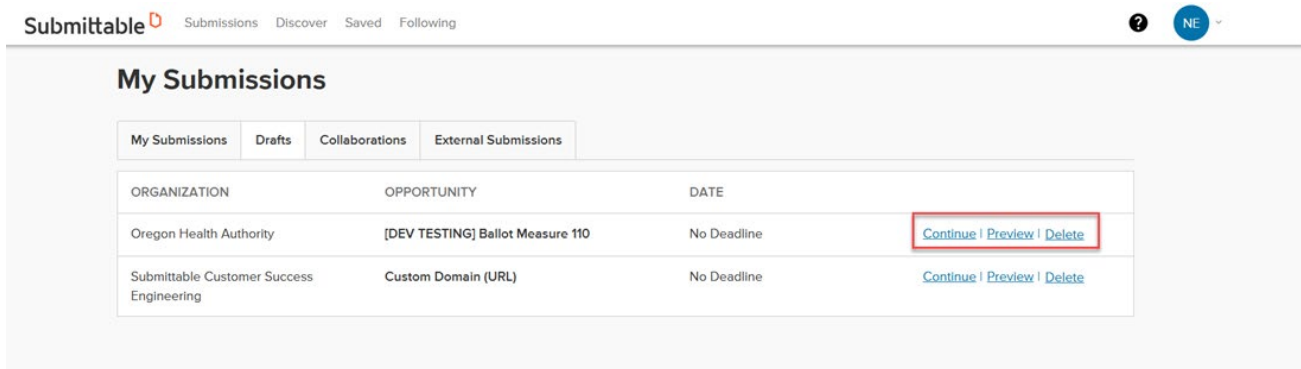
- The platform auto-saves anything you’ve started working on periodically, but to be sure that you’ve saved the latest version, it is best practice to click the **Save Draft** button at the bottom of any form.



Save Draft Submit Form

✓ Last Saved a few seconds ago

- Note that OHA Grant Administrators can view your Drafts in case you need assistance.



Submittable Submissions Discover Saved Following

My Submissions

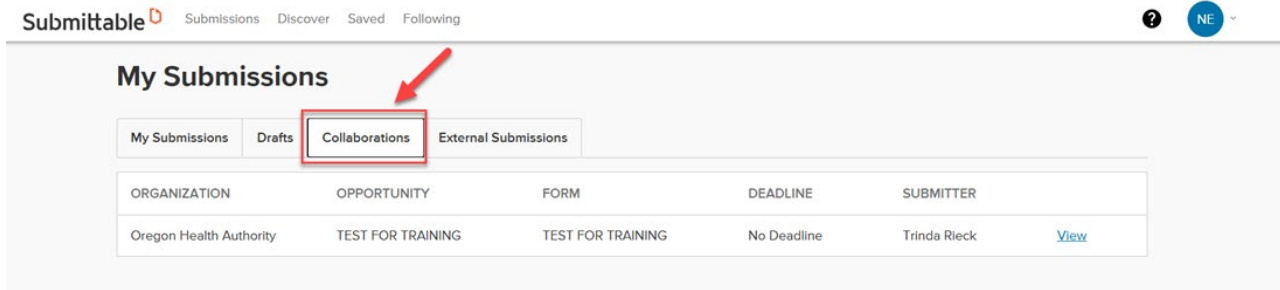
My Submissions **Drafts** Collaborations External Submissions

ORGANIZATION	OPPORTUNITY	DATE	
Oregon Health Authority	[DEV TESTING] Ballot Measure 110	No Deadline	Continue Preview Delete
Submittable Customer Success Engineering	Custom Domain (URL)	No Deadline	Continue Preview Delete

- Note the “Continue”, “Preview”, and “Delete” buttons once you have a draft started.
- [How to Return to a Saved Draft](#)

COLLABORATIONS

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



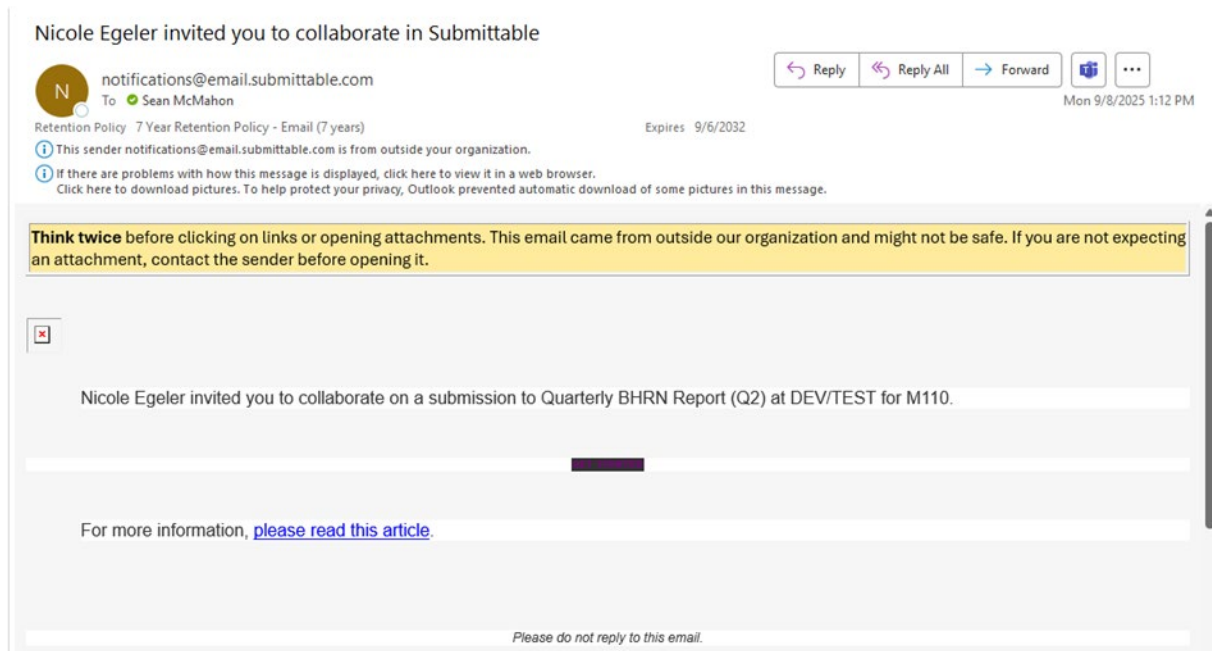
Submittable Submissions Discover Saved Following

My Submissions

My Submissions Drafts **Collaborations** External Submissions

ORGANIZATION	OPPORTUNITY	FORM	DEADLINE	SUBMITTER	
Oregon Health Authority	TEST FOR TRAINING	TEST FOR TRAINING	No Deadline	Trinda Rieck	View

- In the Collaborations tab you will be able to either continue collaborating or view a submitted form that you collaborated on.
- [How to Collaborate](#)
- When you invite a colleague to collaborate, they will receive an email notification. Below is a sample of what the email invitation to collaborate looks like.



Nicole Egeler invited you to collaborate in Submittable

notifications@email.submittable.com
To: Sean McMahon

Retention Policy 7 Year Retention Policy - Email (7 years) Expires 9/6/2032

This sender notifications@email.submittable.com is from outside your organization.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

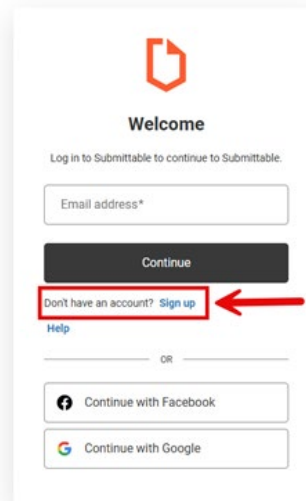
Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.

Nicole Egeler invited you to collaborate on a submission to Quarterly BHRN Report (Q2) at DEV/TEST for M110.

For more information, [please read this article](#).

Please do not reply to this email.

- When you invite someone to collaborate who has never used Submittable before, they must create an account by selecting “**Sign Up**” on the login page.



Welcome

Log in to Submittable to continue to Submittable.

Email address*

Continue

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

Help

OR

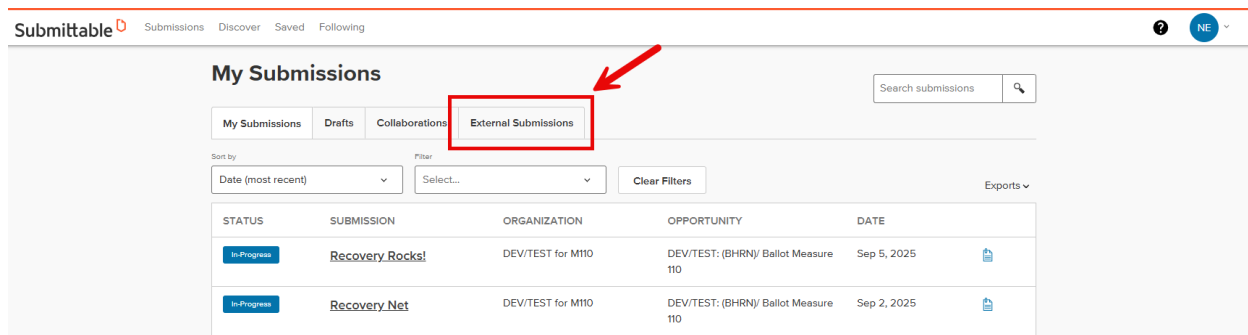
Continue with Facebook

Continue with Google

- Only the original Submission owner can submit the final draft of the form. However, **all collaborators will receive a confirmation email whenever the final draft of the form is submitted.**

EXTERNAL SUBMISSIONS

You may disregard the External Submissions tab. The External Submissions tab is optional and is intended for your own use if you'd like to track grant applications submitted outside of Submittable.



Submittable Submissions Discover Saved Following

My Submissions

My Submissions Drafts Collaborations **External Submissions**

Search submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In Progress	Recovery Rocks!	DEV/TEST for M110	DEV/TEST: (BHRN)/ Ballot Measure 110	Sep 5, 2025
In Progress	Recovery Net	DEV/TEST for M110	DEV/TEST: (BHRN)/ Ballot Measure 110	Sep 2, 2025

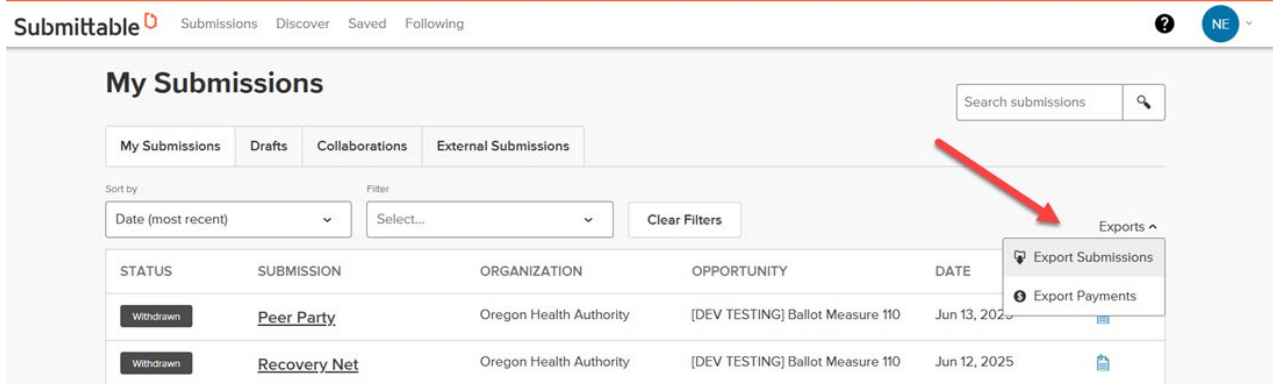


PRO TIP

Our recommendation is to use the Quarterly Reporting Excel Template/Tool instead, which provides an easy way to track your progress each quarter and allows you to quickly **copy and paste** the information into the Submittable Quarterly Report Form.

EXPORTS

There is an Export button if you want to download an Excel .csv file of your submissions across all Programs (*anything you've ever submitted in Submittable*).



The screenshot shows the 'My Submissions' page on the Submittable platform. At the top, there's a navigation bar with 'Submittable' and links for 'Submissions', 'Discover', 'Saved', and 'Following'. Below this, the 'My Submissions' section has tabs for 'My Submissions', 'Drafts', 'Collaborations', and 'External Submissions'. A search bar is on the right. Below the tabs, there are 'Sort by' and 'Filter' dropdowns, and a 'Clear Filters' button. The main table lists submissions with columns: STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE. Two submissions are visible: 'Peer Party' and 'Recovery Net', both with a 'Withdrawn' status. On the right side of the table, there is an 'Exports' dropdown menu. A red arrow points to this menu, which is open, showing options for 'Export Submissions' and 'Export Payments'.

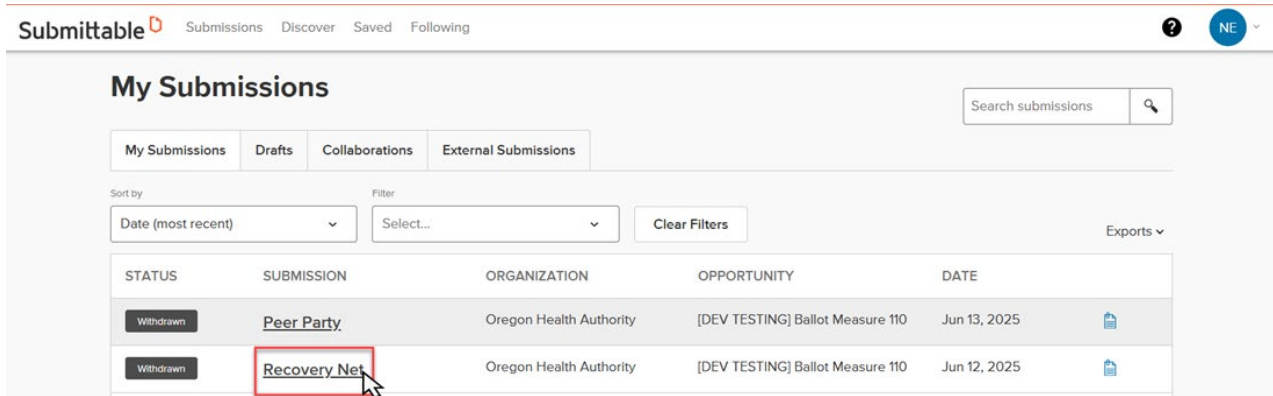


NOTE

This export does NOT include details such as answers to individual questions in a form. Those can be accessed by clicking on the Submission title and clicking the "Download" link.

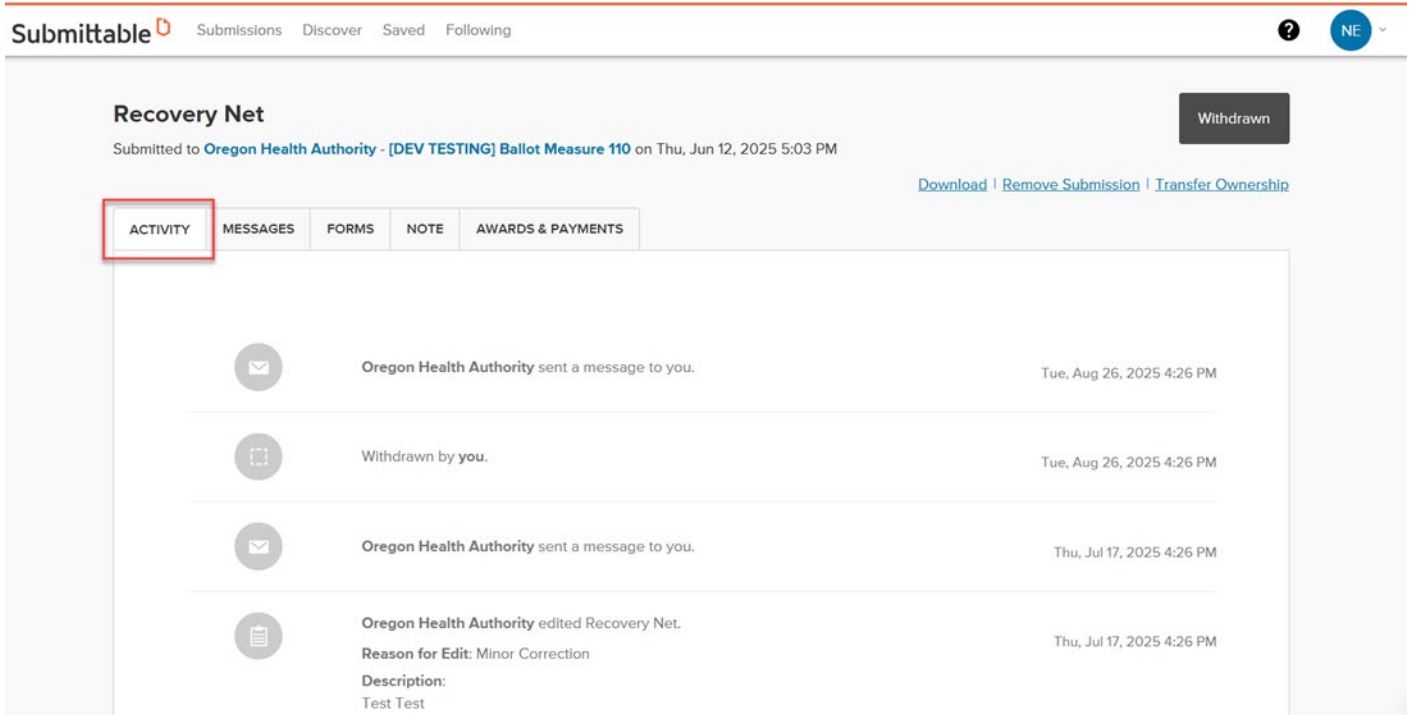
SUBMISSION MANAGEMENT

From the My Submissions page, click on a submission title to access more details.



This screenshot is similar to the one above, showing the 'My Submissions' page. However, in this version, the 'Exports' dropdown menu is not open. Instead, a red rectangular box is drawn around the 'Recovery Net' submission title in the table. A mouse cursor is visible pointing at the bottom right corner of this box, indicating where to click to view more details for that submission.

- The following page will open:







Recovery Net

Submitted to **Oregon Health Authority - [DEV TESTING] Ballot Measure 110** on Thu, Jun 12, 2025 5:03 PM

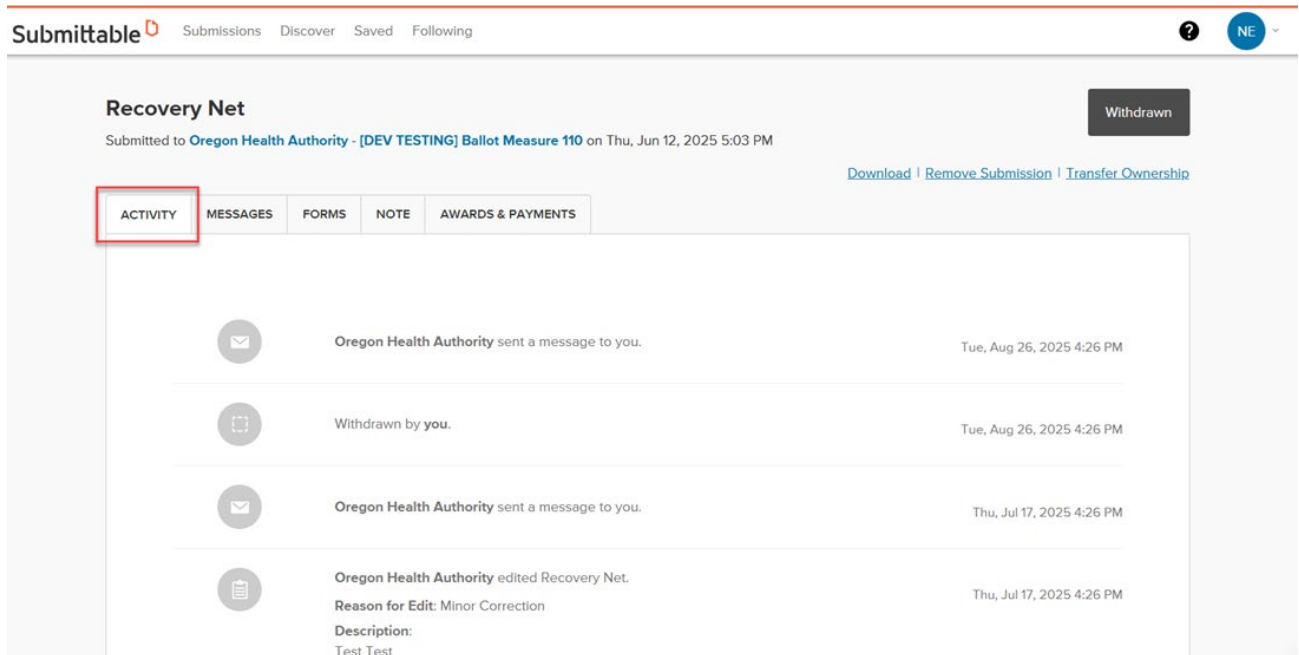
[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY | MESSAGES | FORMS | NOTE | AWARDS & PAYMENTS

-  Oregon Health Authority sent a message to you. Tue, Aug 26, 2025 4:26 PM
-  Withdrawn by you. Tue, Aug 26, 2025 4:26 PM
-  Oregon Health Authority sent a message to you. Thu, Jul 17, 2025 4:26 PM
-  Oregon Health Authority edited Recovery Net.
Reason for Edit: Minor Correction
Description: Test Test Thu, Jul 17, 2025 4:26 PM

ACTIVITY

The “**Activity**” tab includes a history of all activity related to that submission.







Recovery Net

Submitted to **Oregon Health Authority - [DEV TESTING] Ballot Measure 110** on Thu, Jun 12, 2025 5:03 PM

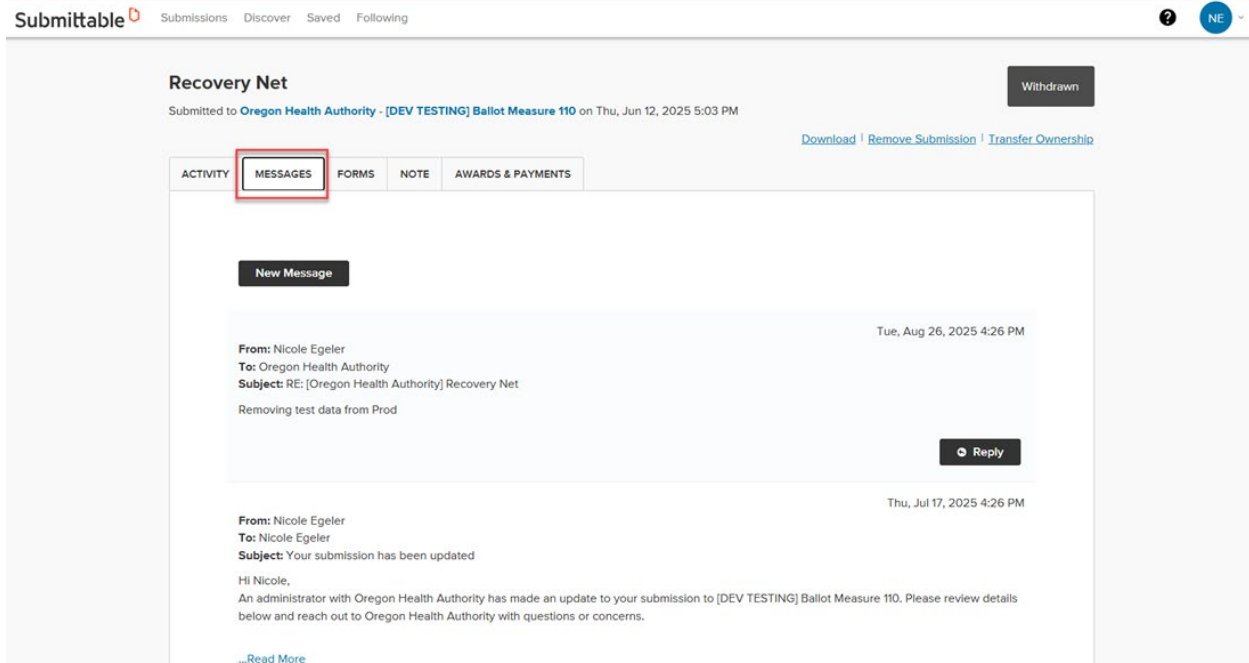
[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY | MESSAGES | FORMS | NOTE | AWARDS & PAYMENTS

-  Oregon Health Authority sent a message to you. Tue, Aug 26, 2025 4:26 PM
-  Withdrawn by you. Tue, Aug 26, 2025 4:26 PM
-  Oregon Health Authority sent a message to you. Thu, Jul 17, 2025 4:26 PM
-  Oregon Health Authority edited Recovery Net.
Reason for Edit: Minor Correction
Description: Test Test Thu, Jul 17, 2025 4:26 PM

MESSAGES

The “**Messages**” tab allows you to access your message history, as well as start a new message to your grant administrator.

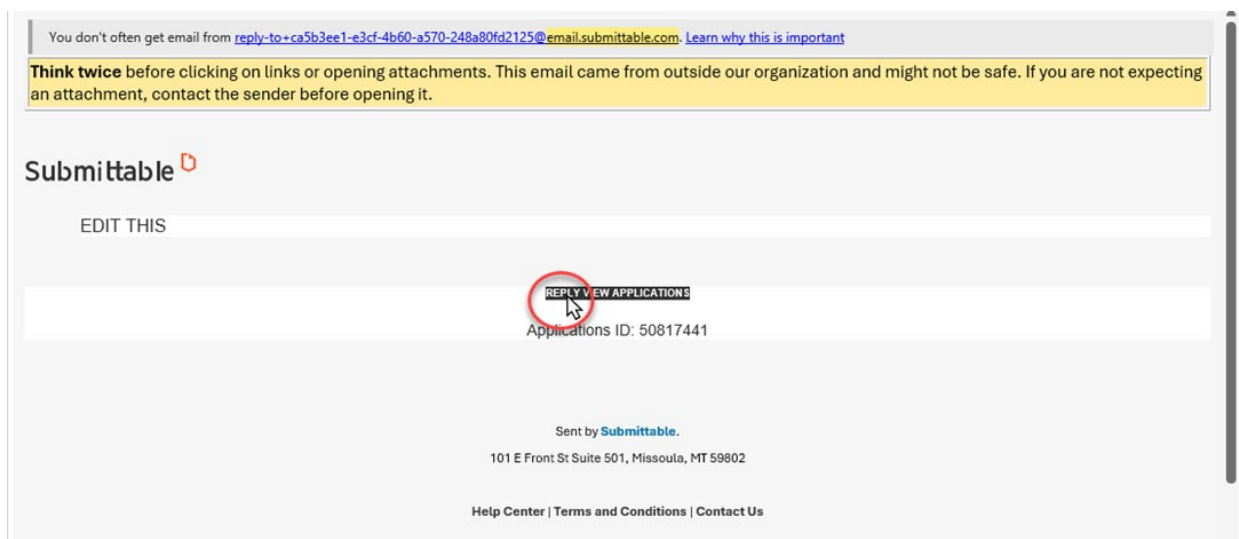


The screenshot shows the Submittable platform interface. At the top, the 'MESSAGES' tab is highlighted with a red box. Below the tab, there is a 'New Message' button. The message history shows two messages from Nicole Egeler to Oregon Health Authority. The first message is dated Tue, Aug 26, 2025 4:26 PM and has the subject 'RE: [Oregon Health Authority] Recovery Net' with the body 'Removing test data from Prod'. The second message is dated Thu, Jul 17, 2025 4:26 PM and has the subject 'Your submission has been updated' with the body 'Hi Nicole, An administrator with Oregon Health Authority has made an update to your submission to [DEV TESTING] Ballot Measure 110. Please review details below and reach out to Oregon Health Authority with questions or concerns.' A 'Withdrawn' button is visible in the top right corner.

- [How to Send a New Message to your OHA Grant Administrator](#)

How to Reply to a Message

- You can reply to messages from within your email as shown below, or from within the Messages tab of the platform.



The screenshot shows an email from Submittable. At the top, there is a warning: 'You don't often get email from reply-to+ca5b3ee1-e3cf-4b60-a570-248a80fd2125@email.submittable.com. Learn why this is important'. Below this, a yellow box contains the text: 'Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.' The Submittable logo is visible. Below the logo, there is a button labeled 'REPLY & VIEW APPLICATIONS' which is circled in red. Below the button, the text 'Applications ID: 50817441' is displayed. At the bottom, the email is signed 'Sent by Submittable.' with the address '101 E Front St Suite 501, Missoula, MT 59802' and links for 'Help Center | Terms and Conditions | Contact Us'.

FORMS

The “**Forms**” tab is where the Quarterly Report Form will be assigned to you each quarter.

- Additionally, you will receive email notification when the form has been assigned.

Recovery Net

In-Progress

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Tue, Sep 2, 2025 11:04 AM

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: DEV/TEST for M110

✓

DEV/TEST: (BHRN)/ Ballot Measure 110

Submitted on September 2, 2025

▼

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

⋮




Quarterly BHRN Report


Open

Title	Submission Date	Status
No form submitted		

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.

Submittable  Submissions Discover Saved Following  

Recovery Net 


Submitted to **Oregon Health Authority** - [DEV TESTING] Ballot Measure 110 on Thu, Jun 12, 2025 5:03 PM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
----------	----------	-------	-------------	-------------------

Hello, this is a sample note message.

These notes are private to our organization.



AWARDS & PAYMENTS

- Full overview of [How to View Award Amounts](#)
- The “**Awards & Payments**” tab is used to track and align budgets and expenditures with the 2025-2029 M110/BHRN grant cycle.
- Think of it as a tool for organizing and documenting your financial reporting, rather than a reflection of real-time transactions.

Recovery Net

In-Progress

Submitted to [DEV/TEST for M110](#) - [DEV/TEST: \(BHRN\)/ Ballot Measure 110](#) on Tue, Sep 2, 2025 11:04 AM

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	REVIEWS	FORMS	NOTE	AWARDS & PAYMENTS						
<p>Award Summary ⓘ</p> <table border="1"> <thead> <tr> <th>Total Awarded</th> <th>Total Paid</th> <th>Remaining Balance</th> </tr> </thead> <tbody> <tr> <td>\$60,000.00</td> <td>\$0.00</td> <td>\$60,000.00</td> </tr> </tbody> </table> <p>Awards</p> <div> <p>CBH Needs Assessment Award Created on September 2, 2025</p> <p>Total Award: \$10,000.00</p> <p>View Award Details</p> </div> <div> <p>Harm Reduction Award Created on September 2, 2025</p> <p>Total Award: \$10,000.00</p> <p>View Award Details</p> </div> <div> <p>Housing Award Created on September 2, 2025</p> <p>Total Award: \$10,000.00</p> </div>						Total Awarded	Total Paid	Remaining Balance	\$60,000.00	\$0.00	\$60,000.00
Total Awarded	Total Paid	Remaining Balance									
\$60,000.00	\$0.00	\$60,000.00									

- Click “**View Award Details**” to see a budget category breakdown for that Service Area, and any fiscal memos from your grant administrator.

Recovery Net

In-Progress

Submitted to DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110 on Tue, Sep 2, 2025 11:04 AM

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	REVIEWS	FORMS	NOTE	AWARDS & PAYMENTS
----------	----------	---------	-------	------	-------------------

Award Summary ⓘ

Total Awarded	Total Paid	Remaining Balance
\$60,000.00	\$0.00	\$60,000.00

Awards

CBH Needs Assessment Award

Created on September 2, 2025

Total Award: \$10,000.00

[View Award Details](#)

Harm Reduction Award

Created on September 2, 2025

Total Award: \$10,000.00

[View Award Details](#)

- The following screenshot shows Award Details. Award Details shows how much funding is left per budget category, within the Service Area that you clicked on.
- Click “**View Memo**” to see any comments from your grant administrator regarding your awards.

Recovery Net

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Tue, Sep 2, 2025 11:04 AM

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

In-Progress

ACTIVITY

MESSAGES

REVIEWS

FORMS

NOTE

AWARDS & PAYMENTS

← Back to Awards

Screening Award

Created on September 2, 2025

Total Award: \$10,000.00

Used - \$3,250.00

Available - \$6,750.00

View Memo

Memo

Screening test

Amount per budget category

Hide

Training - \$1,000.00, Paid: \$50.00, Amount remaining: \$950.00

Services & Supplies - \$2,000.00, Paid: \$500.00, Amount remaining: \$1,500.00

Vehicle Purchase - \$5,000.00, Paid: \$2,000.00, Amount remaining: \$3,000.00

Personnel - \$1,000.00, Paid: \$200.00, Amount remaining: \$800.00

Administrative/Indirect - \$1,000.00, Paid: \$500.00, Amount remaining: \$500.00

● Amount used ● Amount available

Date

Identifier

Amount

Status

Payment Date

Memo

Sep 25, 2025

OvCZJ7U

\$3,250.00

● Disbursed

Sep 25, 2025

Disbursed & approved, NE 9/25/25

*The Award Details section will be relatively blank until after Q1 has been processed.

Oregon Health Authority

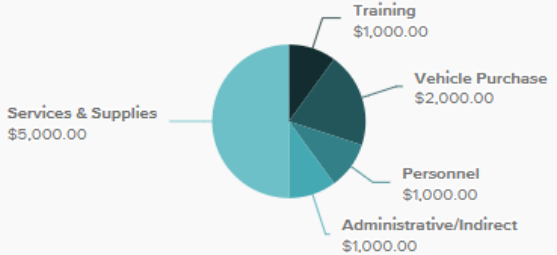
Page 19

Version # 1.1

Note: You will see a pie chart (*shown below*) in your Awards & Payments section ONLY AFTER Q1 has been completed and accepted by M110/BHRN grant administrators.

Recovery Net

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Tue, Sep 2, 2025 11:04 AM

ACTIVITY	MESSAGES	REVIEWS	FORMS	NOTE	AWARDS & PAYMENTS																		
<div> <p>Award Summary ⓘ</p> <table border="1"> <thead> <tr> <th>Total Awarded</th> <th>Total Paid</th> <th>Remaining Balance</th> </tr> </thead> <tbody> <tr> <td>\$60,000.00</td> <td>\$0.00</td> <td>\$60,000.00</td> </tr> </tbody> </table> </div> <div> <p>Awards</p> <p>Budget Category Summary Hide</p> <div>  <table border="1"> <thead> <tr> <th>Budget Category</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Services & Supplies</td> <td>\$5,000.00</td> </tr> <tr> <td>Training</td> <td>\$1,000.00</td> </tr> <tr> <td>Vehicle Purchase</td> <td>\$2,000.00</td> </tr> <tr> <td>Personnel</td> <td>\$1,000.00</td> </tr> <tr> <td>Administrative/Indirect</td> <td>\$1,000.00</td> </tr> </tbody> </table> </div> </div> <div> <p>CBH Needs Assessment Award</p> <p>Created on September 2, 2025</p> <p>Total Award: \$10,000.00</p> <p>View Award Details</p> </div>						Total Awarded	Total Paid	Remaining Balance	\$60,000.00	\$0.00	\$60,000.00	Budget Category	Amount	Services & Supplies	\$5,000.00	Training	\$1,000.00	Vehicle Purchase	\$2,000.00	Personnel	\$1,000.00	Administrative/Indirect	\$1,000.00
Total Awarded	Total Paid	Remaining Balance																					
\$60,000.00	\$0.00	\$60,000.00																					
Budget Category	Amount																						
Services & Supplies	\$5,000.00																						
Training	\$1,000.00																						
Vehicle Purchase	\$2,000.00																						
Personnel	\$1,000.00																						
Administrative/Indirect	\$1,000.00																						



OTHER FEATURES WITHIN SUBMISSION DETAILS

Recovery Net

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Tue, Sep 2, 2025 11:04 AM

In-Progress

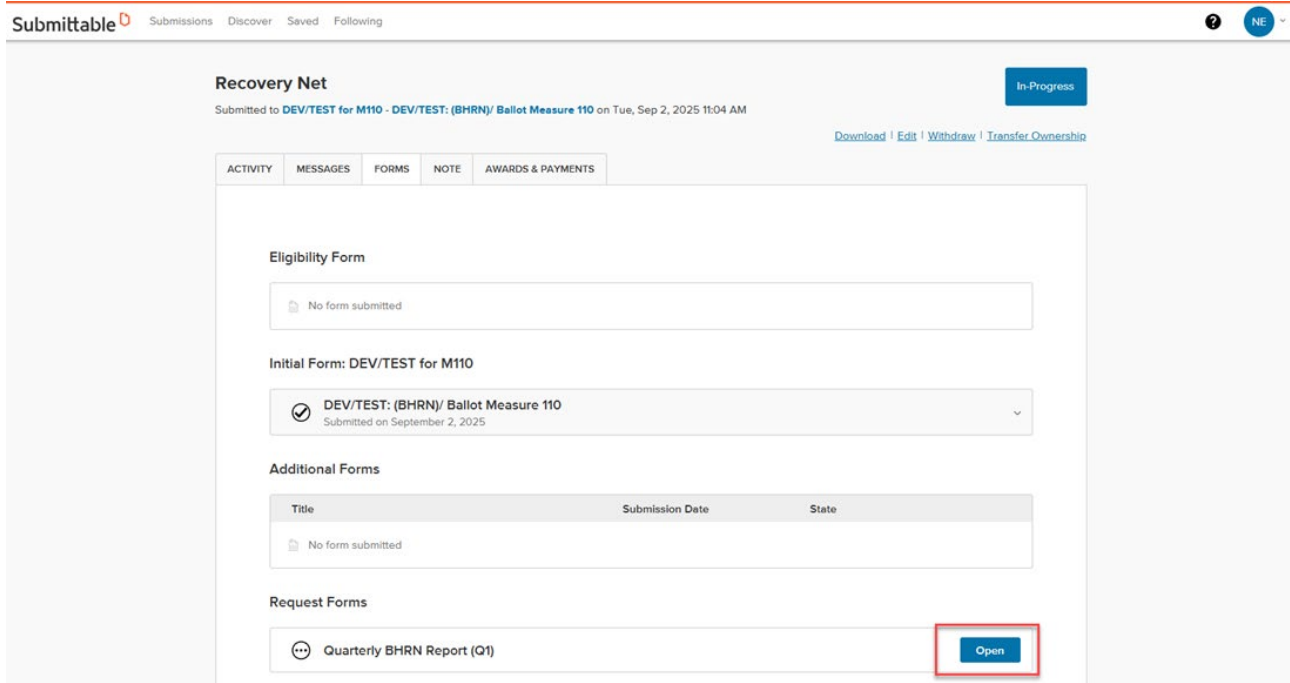
[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
<div>  <div>DEV/TEST for M110 sent a message to you.</div> <div>Wed, Sep 3, 2025 10:44 AM</div> </div>				
<div>  <div>DEV/TEST for M110 sent a message to you.</div> <div>Tue, Sep 2, 2025 3:12 PM</div> </div>				

- Download – Download a detailed copy of your submissions (including your responses to questions).
- Edit – Request to your grant administrator to open your submission for editing. If the OHA grants your request, you will receive an email with further instructions.
- Withdraw – Withdraw your organization from M110/BHRN Grants.
- Transfer Ownership – Make another person at your organization the Primary Contact for Submittable.
 - The new owner will gain access to all forms, messages, and attachments associated with this submission. The previous owner will lose access once the new owner accepts ownership. Some sensitive information will be permanently concealed from the new owner after transfer.
 - [How to Transfer Ownership](#)

HOW TO SUBMIT A QUARTERLY BHRN REPORT

The Quarterly BHRN Report will be made available for each quarter in the **"Forms"** tab of your profile.



Submittable Submissions Discover Saved Following

Recovery Net

Submitted to DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110 on Tue, Sep 2, 2025 11:04 AM

Download | Edit | Withdraw | Transfer Ownership

ACTIVITY MESSAGES FORMS NOTE AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: DEV/TEST for M110

DEV/TEST: (BHRN)/ Ballot Measure 110
Submitted on September 2, 2025

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

Quarterly BHRN Report (Q1) **Open**

- Click "Open" to see the Quarterly BHRN Report Form and simply answer the questions in the form.



PRO TIP

Refer to the Submittable Reference Guide and Data Dictionary if you want to know more details about reporting metrics.

[Homepage for M110 Grant Management Resources](#)

Not Seeing the Quarterly BHRN Report Form?

- The M110/BHRN grant administrators may not have released the form yet. You will receive email communications whenever the Quarterly BHRN Report Form becomes available for each quarter.
- After Q1 has been submitted, it will appear as shown in the screenshot below. You can see the historical Q1 submission and then you can also see the ability to submit Q2 has become available.



WARNING

Important: Even if you have already submitted your Q1 form, you will still see and be able to edit your Q1 form until Q2 is released. Please do not submit any quarter more than once.

Recovery Net In-Progress

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Tue, Sep 2, 2025 11:04 AM

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY | MESSAGES | **FORMS** | NOTE | AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: DEV/TEST for M110

DEV/TEST: (BHRN)/ Ballot Measure 110
Submitted on September 2, 2025

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

Quarterly BHRN Report (Q2)
Started

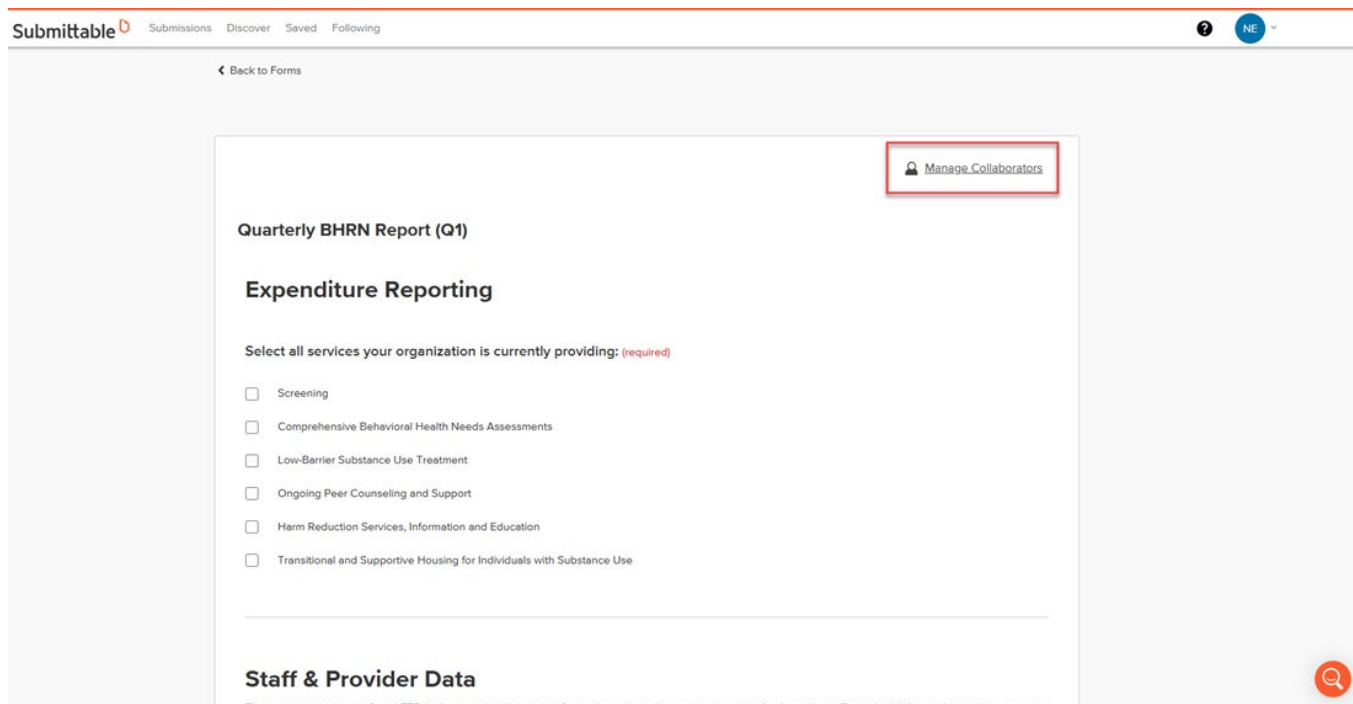
Continue

Title	Submission Date	Status
Quarterly BHRN Report (Q1)	Sep 5, 2025 10:37 AM	New

FILLING OUT THE QUARTERLY BHRN REPORT FORM

The Quarterly BHRN Report Form is an electronic questionnaire form where you answer questions based on the services that you provide under the M110/BHRN grant funding. Like any questionnaire, questions come in a variety of formats such as checkboxes, multiple choice, open narrative text boxes, and even a table for expenditures.

- The form follows logic where your answers to certain questions may prompt additional questions. This helps us gather the most accurate and useful information while minimizing additional questions.
- When the Primary Contact is in the Quarterly Form, they can click **"Manage Collaborators"** to add others from your organization to help fill out the form.



Submittable Submissions Discover Saved Following

Back to Forms

Manage Collaborators

Quarterly BHRN Report (Q1)

Expenditure Reporting

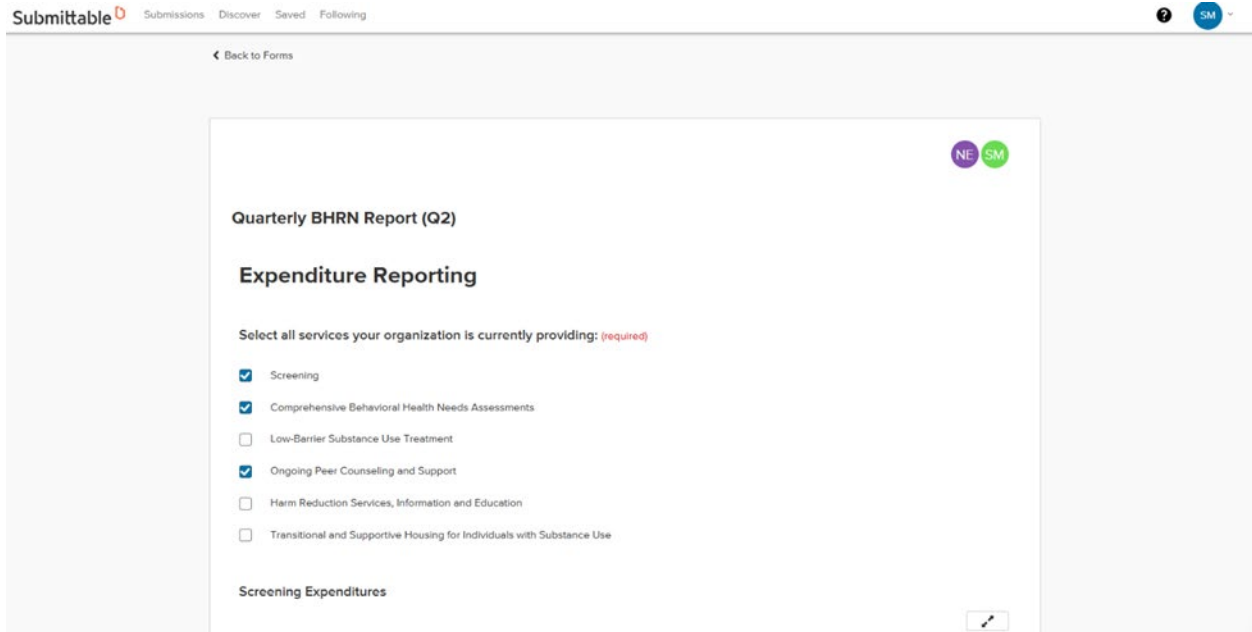
Select all services your organization is currently providing: (required)

- ☐ Screening
- ☐ Comprehensive Behavioral Health Needs Assessments
- ☐ Low-Barrier Substance Use Treatment
- ☐ Ongoing Peer Counseling and Support
- ☐ Harm Reduction Services, Information and Education
- ☐ Transitional and Supportive Housing for Individuals with Substance Use

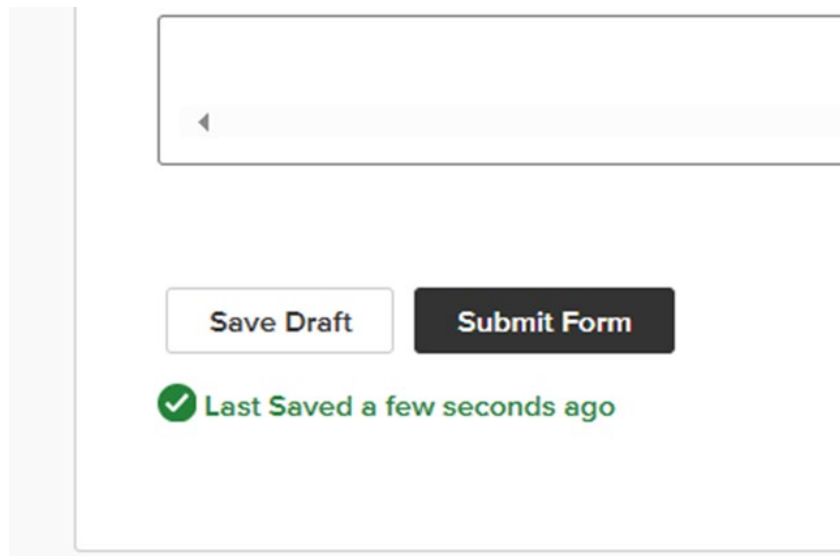
Staff & Provider Data

Please answer in terms of total FTE. In the narrative description for each position, please give more details about the staff member(s) day-to-day activities, service

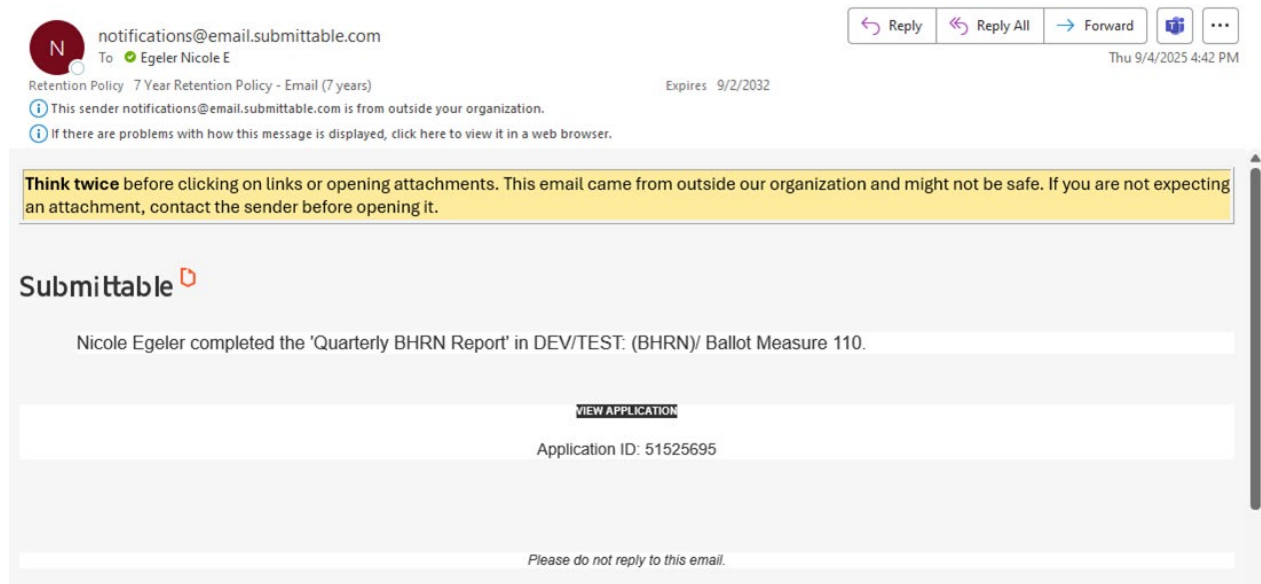
- Multiple people can be in the form at the same time. The initials icon shows you where they are actively working.



- Your Quarterly BHRN Report will **auto-save** periodically or you can click **Save Draft** at the bottom
- Once you are ready to submit, click **Submit Form**.



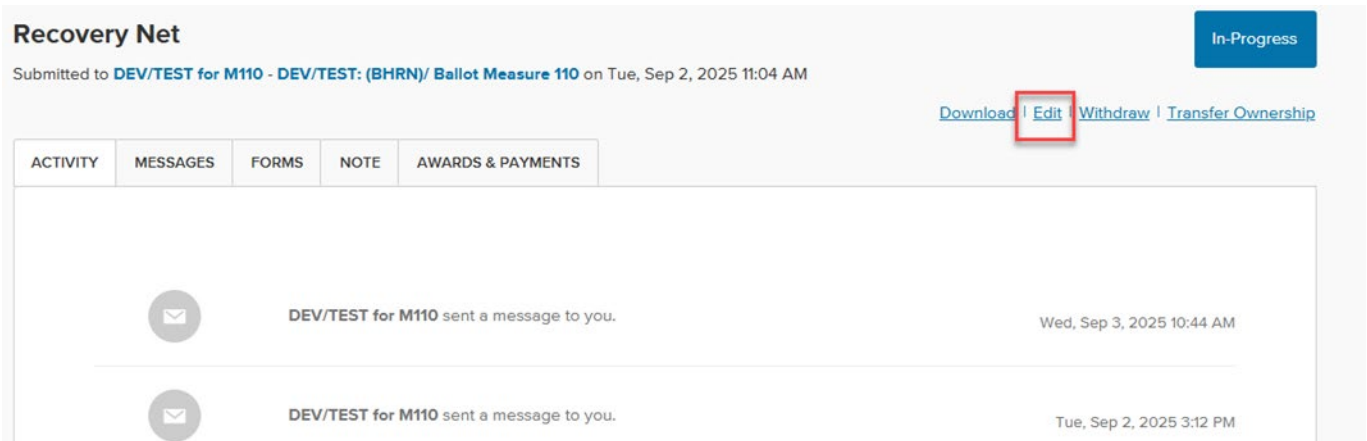
- Once you submit, you will receive a confirmation email, as shown below.



MAKING CHANGES TO YOUR FORM SUBMISSION

If you realize you need to change something after submitting, please contact your grant administrator. They can use the “Open the Form for Editing” feature to allow you to make corrections.

- Alternatively, you can use the **Edit** button (*pictured below*) to send a request to your grant administrator to open the form for editing.




- Grant administrators may edit on your behalf, or you can edit yourself. In both scenarios, you will receive an email notification if a grant

administrator edited your form, or grant administrators will receive notification if you edited the form yourself.

- Once your form has been “Opened for Editing”, you will see the below in your Forms tab.

Request Forms

 Quarterly BHRN Report (Q2)
Started

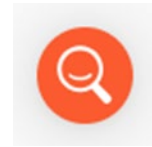
Continue

Title	Submission Date	Status	
Quarterly BHRN Report (Q1)	Sep 5, 2025 10:37 AM	● Editable	Edit Form

- **Thank you for reading this user guide!**

TECHNICAL SUPPORT RESOURCES & CONTACTS

Access Help Library & Customer Support:
<https://www.submittable.com/help/submitter/>



Built-in Submittable Help Library

Submittable Submissions Discover Saved Following

My Submissions Search submissions

My Submissions Drafts Collaborations External Submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	Recovery Rocks!	DEV/TEST for M110	DEV/TEST: (BHRN) Ballot Measure 110	Sep 5, 2025
In-Progress	Recovery Net	DEV/TEST for M110	DEV/TEST: (BHRN) Ballot Measure 110	Sep 2, 2025
Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025
In-Progress	Oregon Health Authority	Submittable Customer Success Engineering	Data Import	Jun 12, 2025
Declined	Tomato Tomato	Oregon Health Authority	TEST FOR TRAINING	Apr 16, 2025
Declined	Helping Hands	Oregon Health Authority	TEST FOR TRAINING	Apr 15, 2025
Withdrawn	Helping Hands	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Apr 15, 2025

8 results

- [Help Library for Submitters Homepage](#)

GLOSSARY

Acronym	Definition
BHRN	Behavioral Health Resource Network
GA, Grant Admin	OHA M110/BHRN Grant Administrator
M110	Ballot Measure 110
OHA	Oregon Health Authority