

# Form Templates: Project

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The **Forms** tab in DevResults offers some basic tools to help you create reports in Microsoft Word (or PDFs). You can create form templates for projects, for a single reporting period/project combination, and for indicators. This page provides placeholders and access instructions for the Project Form Template type. For detailed instructions on how to use forms, create form templates, format dates, and format text, please see: [How to Use Forms](#).

**Note:** we are in the process of updating all of our training and help resources to use the term ' **project** ' rather than '**activity**'. Regardless of what term you site uses to describe 'projects', forms will continue to use the term 'activity' in the placeholder text for the time being.

## List of Project Form Template Placeholders

Description	Placeholder
Project - Name	[[Activity_Name]]
Project - Short Name	[[Activity_ShortName]]
Project - Code	[[Activity_Code]]
Project - Reference #	[[Activity_ReferenceNumber]]
Project - Start Date	[[Activity_StartDate]]
Project - End Date	[[Activity_EndDate]]
Project - Status	[[Activity_Status]]
Project - Mechanism	[[Activity_Mechanism]]
Project - Sectors List	[[Activity_Sectors]]
Project - Tags List	[[Activity_Tags]]
Project Users - Semicolon-separated list of users for the specified user Role	[[Activity_Users:Role=RoleName]] update 'RoleName'
Project Description - Context	[[Activity_Context]]
Project Description - Objectives	[[Activity_Objectives]]
Project Description - Summary	[[Activity_Summary]]
Project Description - Expected Results	[[Activity_ExpectedResults]]
Project Description - Beneficiary Description	[[Activity_BeneficiaryDescription]]
Project Description - Deliverables & Reporting	[[Activity_DeliverablesAndReporting]]
Project Description [ <b>custom field</b> ] - e.g. "Tasks & Dates"	[[Activity_TasksAndDates]] remove spaces, '&' => 'And'
Project's Assigned Geographies - Level 1s	[[Activity_GeoLevel1]]
Project's Assigned Geographies - Level 2s	[[Activity_GeoLevel2]]
Project's Assigned Geographies - Level 3s	[[Activity_GeoLevel3]]
Project's Assigned Geographies - Level 4s	[[Activity_GeoLevel4]]
Project's Assigned Geographies - Locations	[[Activity_Locations]]
IATI - Activity Scope	[[IATI_ActivityScope]]
IATI - Collaboration Type	[[IATI_CollaborationType]]
IATI - Default Aid Type	[[IATI_DefaultAidType]]
IATI - Default Finance Type	[[IATI_DefaultFinanceType]]
IATI - Default Flow Type	[[IATI_DefaultFlowType]]
IATI - Default Tied Status	[[IATI_DefaultTiedStatus]]
IATI - Capital Spending Percentage	[[IATI_CapitalSpendingPercentage]]
IATI - Recipient Countries	[[IATI_RecipientCountries]]

IATI - Recipient Countries with %	[[IATI_RecipientCountries%]]
IATI - Recipient Regions	[[IATI_RecipientRegions]]
IATI - Recipient Regions with %	[[IATI_RecipientRegions%]]
Partner Organizations - Semicolon-separated list of organization names for the specified Partner Role	[[PartnerOrgs:Role= <i>RoleName</i> ]] update 'RoleName'
Primary Organization - Name	[[PrimaryOrg_Name]]
Primary Organization - Short Name	[[PrimaryOrg_ShortName]]
Primary Organization - Phone	[[PrimaryOrg_Phone]]
Primary Organization - Fax	[[PrimaryOrg_Fax]]
Primary Organization - Address	[[PrimaryOrg_Address]]
Primary Organization - City	[[PrimaryOrg_City]]
Primary Organization - State	[[PrimaryOrg_State]]
Primary Organization - Zip	[[PrimaryOrg_Zip]]
Primary Organization - Country	[[PrimaryOrg_Country]]
Primary Organization - Website	[[PrimaryOrg_Website]]
Primary Organization - Organization Contact Email	[[PrimaryOrg_OrgContactEmail]]
Primary Organization - Organization Contact Name	[[PrimaryOrg_OrgContactName]]
Primary Organization - Organization Contact Job Title	[[PrimaryOrg_OrgContactJobTitle]]
Primary Organization - IATI Identifier	[[PrimaryOrg_IATI_ID]]
Primary Organization - Type	[[PrimaryOrg_Type]]
Primary Organization - Project Contact Name	[[PrimaryOrg_ActivityContactName]]
Primary Organization - Project Contact Email	[[PrimaryOrg_ActivityContactEmail]]
Primary Organization - Project Contact Title	[[PrimaryOrg_ActivityContactTitle]]
Primary Organization - Project Contact Department	[[PrimaryOrg_ActivityContactDepartment]]
Primary Organization - Project Contact Phone	[[PrimaryOrg_ActivityContactPhone]]
Awarding Organization - Name	[[AwardingOrg_Name]]
Awarding Organization - Short Name	[[AwardingOrg_ShortName]]
Awarding Organization - Phone	[[AwardingOrg_Phone]]
Awarding Organization - Fax	[[AwardingOrg_Fax]]
Awarding Organization - Address	[[AwardingOrg_Address]]
Awarding Organization - City	[[AwardingOrg_City]]
Awarding Organization - State	[[AwardingOrg_State]]
Awarding Organization - Zip	[[AwardingOrg_Zip]]
Awarding Organization - Country	[[AwardingOrg_Country]]
Awarding Organization - Website	[[AwardingOrg_Website]]
Awarding Organization - Contact Email	[[AwardingOrg_ContactEmail]]
Awarding Organization - Contact Name	[[AwardingOrg_ContactName]]
Awarding Organization - Contact Job Title	[[AwardingOrg_ContactJobTitle]]
Awarding Organization - IATI Identifier	[[AwardingOrg_IATI_ID]]
Project Budget - Number of Funding Sources for the Project	[[ActivityBudget_FundingSourceCount]]
Project Budget - Sum of the Budgeted column of the Funding Sources table	[[ActivityBudget]]
Project Budget - Sum of the Disbursed column of the Funding Sources table	[[ActivityBudget_Disbursements]]
Project Budget - Sum of the Expenses column of the Budget table	[[ActivityBudget_Expenses]]

Project Budget - Sum of the USD (or your primary currency) column of the Funding Sources table	[[ActivityBudget_Obligated]]
Project Budget - Calculates the Obligated value minus the Disbursed value	[[ActivityBudget_RemainingBudget]]
Project Budget - Budget value in your local currency	[[ActivityBudget_Local]]
Project Budget - Disbursed value in your local currency	[[ActivityBudget_Disbursements_Local]]
Project Budget - Sum of the Expenses column of the Budget table in your local currency	[[ActivityBudget_Expenses_Local]]
Project Budget - Obligated value in your local currency	[[ActivityBudget_Obligated_Local]]
Project Budget - Project Budget divided by total (site-wide) Budget	[[ActivityBudget_PercentOfSiteWideBudget]]
Site-Wide - Budget	[[SiteWide_Budget]]
Site-Wide - Disbursements	[[SiteWide_Disbursements]]
Site-Wide - Expenses	[[SiteWide_Expenses]]
Site-Wide - Obligated Amount	[[SiteWide_ObligatedAmount]]
Today's date	[[Today]]

## How to Access this Form

You can access a Project Form by following these steps:

1. Go to Projects and select the project you want to view.
2. Click the **Forms** tab.
3. Click on the Form you wish to see for this project; it should automatically download.

Didn't answer your question? Please email us at [athelp@devresults.com](mailto:athelp@devresults.com).

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