

# Assign a Reporting Period to a Project

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For a project to report results in DevResults, the reporting period that the project's indicators report on must be assigned to that project. There are two ways in which reporting periods can be added to a project:

- **Add reporting periods**
- **Add reporting periods by date**

## Add Reporting Periods

First, navigate to the project index at **Program Info > Projects**, select your project, and then go to that project's **Overview** tab.

Scroll down to the **Details** section and click on **Add Reporting Periods**.

Home > Program Info > Activities > Definitive Data LLC

## Definitive Data LLC

Technical Team

**Overview** Performance Budget Geography Checklists Forms Documents

### Details

**Status** Active

**Mechanism** Select...

**Dates** 1 Oct 2014 - 31 Dec 2020

**Reporting Periods** No reporting periods assigned

**+ Add reporting periods** **+ Add reporting periods by dates**

**Classification**

In the pop-up window that appears, select all reporting periods that the indicators assigned to that project will have entered data.

Add New Reporting Periods

Search reporting periods

36 reporting periods

	Name	Start Date	End Date	Submission Start Date	Submission End Date	% Complete	Reporting Cycle
<input checked="" type="checkbox"/>	2022 Q2	1 Jan 2018				0%	Annual
<input checked="" type="checkbox"/>	2015 Q1	1 Jan 2015	30 Mar 2015	1 Apr 2015	30 Apr 2015	0%	Quarterly
<input checked="" type="checkbox"/>	2015 Q2	1 Apr 2015	30 Jun 2015	1 Jul 2015	31 Jul 2015	0%	Quarterly
<input checked="" type="checkbox"/>	2015 Q3	1 Jul 2015	30 Sep 2015	1 Oct 2015	31 Oct 2015	0%	Quarterly
<input checked="" type="checkbox"/>	2015 Year	1 Jan 2015	31 Dec 2015	1 Jan 2016	31 Jan 2016	0%	Annual
<input checked="" type="checkbox"/>	2015 Q4	1 Oct 2015	31 Dec 2015	1 Jan 2016	31 Jan 2016	0%	Quarterly
<input checked="" type="checkbox"/>	2016 Q1	1 Jan 2016	30 Mar 2016	1 Apr 2016	30 Apr 2016	100%	Quarterly
<input checked="" type="checkbox"/>	2016 Q2	1 Apr 2016	30 Jun 2016	1 Jul 2016	31 Jul 2016	0%	Quarterly
<input checked="" type="checkbox"/>	2016 Q3	1 Jul 2016	30 Sep 2016	1 Oct 2016	31 Oct 2016	0%	Quarterly
<input checked="" type="checkbox"/>	2016 Year	1 Jan 2016	31 Dec 2016	1 Jan 2017	31 Jan 2017	0%	Annual
<input checked="" type="checkbox"/>	2016 Q4	1 Oct 2016	31 Dec 2016	1 Jan 2017	31 Jan 2017	0%	Quarterly
<input checked="" type="checkbox"/>	2017 Q1	1 Jan 2017	31 Mar 2017	1 Apr 2017	30 Apr 2017	0%	Quarterly

You can filter the available reporting periods by searching for key terms like year.

0 reporting periods

	Name	Start Date	End Date	Submission Start Date	Submission End Date	% Complete	Reporting Cycle
<input type="checkbox"/>	2022 Q2	1 Jan 2018				0%	Annual
<input type="checkbox"/>	2022 Q1	1 Jan 2022	31 Mar 2022	1 Apr 2022	30 Apr 2022	0%	Quarterly

2 reporting periods

Cancel Assign

Once you've selected your reporting periods, click **+ Add Reporting Periods**.

36 reporting periods

	Name	Start Date	End Date	Submission Start Date	Submission End Date	% Complete	Reporting Cycle
<input checked="" type="checkbox"/>	2022 Q2	1 Jan 2018				0%	Annual
<input checked="" type="checkbox"/>	2025 Q1	1 Jan 2015	30 Mar 2015	1 Apr 2015	30 Apr 2015	0%	Quarterly
<input checked="" type="checkbox"/>	2015 Q2	1 Apr 2015	30 Jun 2015	1 Jul 2015	31 Jul 2015	0%	Quarterly
<input checked="" type="checkbox"/>	2015 Q3	1 Jul 2015	30 Sep 2015	1 Oct 2015	31 Oct 2015	0%	Quarterly
<input checked="" type="checkbox"/>	2015 Year	1 Jan 2015	31 Dec 2015	1 Jan 2016	31 Jan 2016	0%	Annual
<input checked="" type="checkbox"/>	2015 Q4	1 Oct 2015	31 Dec 2015	1 Jan 2016	31 Jan 2016	0%	Quarterly
<input checked="" type="checkbox"/>	2016 Q1	1 Jan 2016	30 Mar 2016	1 Apr 2016	30 Apr 2016	100%	Quarterly
<input checked="" type="checkbox"/>	2016 Q2	1 Apr 2016	30 Jun 2016	1 Jul 2016	31 Jul 2016	0%	Quarterly
<input checked="" type="checkbox"/>	2016 Q3	1 Jul 2016	30 Sep 2016	1 Oct 2016	31 Oct 2016	0%	Quarterly
<input checked="" type="checkbox"/>	2016 Year	1 Jan 2016	31 Dec 2016	1 Jan 2017	31 Jan 2017	0%	Annual
<input checked="" type="checkbox"/>	2016 Q4	1 Oct 2016	31 Dec 2016	1 Jan 2017	31 Jan 2017	0%	Quarterly
<input checked="" type="checkbox"/>	2017 Q1	1 Jan 2017	31 Mar 2017	1 Apr 2017	30 Apr 2017	0%	Quarterly

Cancel Assign

Your reporting periods will now appear in the project's **Details** section:

Reference

Name: ProTerre

Short Name: ProTerre

Reference #: 01-232-FCF-00-2929

Code: ProTerre

Details

Status: Completed

Mechanism: Other USG Direct

Dates: 28 Oct 2013 - 19 Jun 2016

Reporting Periods

Name	Start Date	End Date	Status
FY 2013	1 Oct 2012	30 Sep 2013	Approved
FY 2014	1 Oct 2013	30 Sep 2014	Approved
FY 2015	1 Oct 2014	30 Sep 2015	Approved
FY 2016	1 Oct 2015	30 Sep 2016	Approved

+ Add Reporting Periods

Done this activity Done

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## Add reporting periods by dates

First, navigate to the project index at **Program Info > Projects**, select your project, and then go to that project's **Overview** tab.

Scroll down to the **Details** section and fill in the **Dates** section. Next click on **Add Reporting Period By Dates**

Home > Program Info > Activities > Definitive Data LLC

## Definitive Data LLC

Technical Team

**Overview** Performance Budget Geography Checklists Forms Documents

### Details

**Status** Active

**Mechanism** Select...

**Dates** 1 Oct 2014 - 31 Dec 2020

**Reporting Periods** No reporting periods assigned

+ Add reporting periods + Add reporting periods by dates

### Classification

In the pop-up window that appears, select Yes to have DevResults automatically create and assign reporting periods within the **Date** interval.

Add Reporting Periods by Dates

Are you sure you want to add reporting periods to this activity based on its start and end dates?

No Yes

Your reporting periods will now appear in the project's **Details** section:

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Home > Activities > ProTerre

## ProTerre

ChemTronix International, Inc.

**Overview** Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion IATI

### Reference

**Name** ProTerre

**Short Name** ProTerre

**Reference #** 01-232-PCF-00-2929

**Code** ProTerre

### Details

**Status** Completed

**Mechanism** Other USG Direct

**Dates** 28 Oct 2013 - 19 Jun 2016

#### Reporting Periods

Name	Start Date	End Date	Status
FY 2013	1 Oct 2012	30 Sep 2013	Approved
FY 2014	1 Oct 2013	30 Sep 2014	Approved
FY 2015	1 Oct 2014	30 Sep 2015	Approved
FY 2016	1 Oct 2015	30 Sep 2016	Approved

+ Add Reporting Periods

### Description

**Context**  
Background on the development issues creating a need for this activity.

**Objectives**  
Objectives of this activity.

**Activity Summary**  
Key steps that will achieve the objectives of this activity.

**Expected Results**  
Key outcomes anticipated from this activity.

**Description of Beneficiaries**  
Brief description of the beneficiaries of this activity.

**Deliverables & Reporting**  
Summary of specific deliverables that the partner organization is asked to produce, and reporting requirements.

DevResults Delete this activity Done

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