



Progress Reports in EDCTPgrants



1.1.1 Received request email3
1.1.2 Online progress report3

1 Online Progress Reporting – EDCTPgrants Portal

On the grantees' side once the progress report is available on the system, they receive an email notifying them about the progress report and including the link where they can login directly to the progress report and download the templates.

1.1.1 Received request email

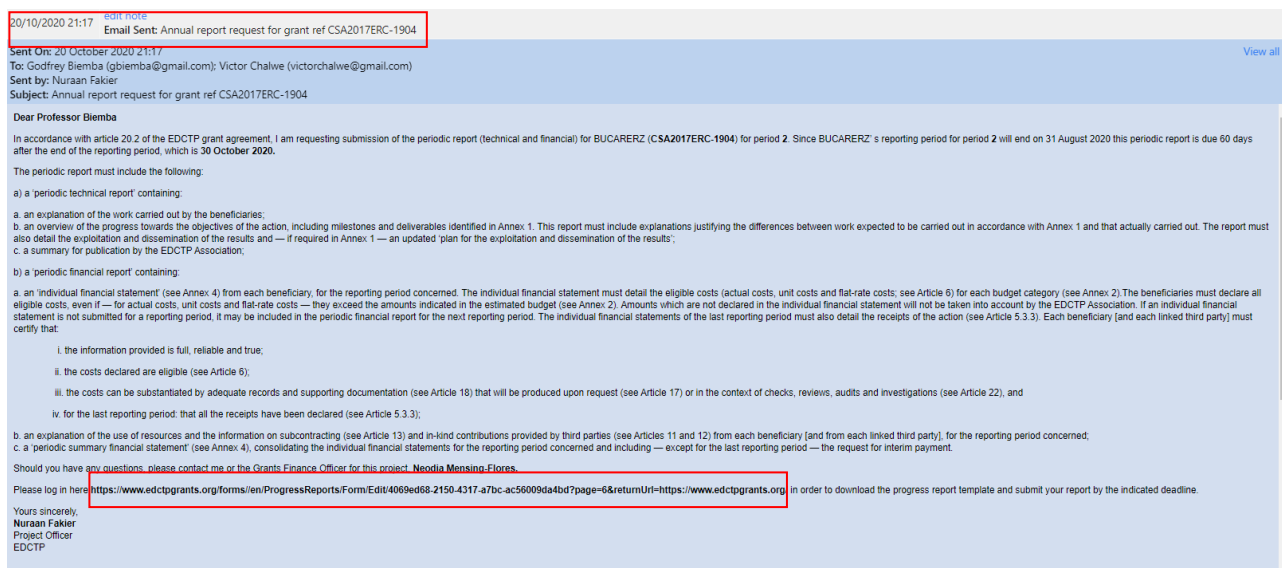


Figure 1 Received request email

1.1.2 Online progress report

Once the grantee logs in to his/her account will see the pending progress report that has been scheduled for the grant that he/she is responsible.

Home

- My Applications
- My Co-applications
- My Grants
- My Review Responses
- Manage My Details
- Contact Us
- Logout
- System Help

This is your online portal to EDCTP where:

- Registered users can create and submit applications to open calls;
- Applicants and co-applicants can complete tasks related to applications under review;
- Grant holders communicate with EDCTP on ongoing grants
- Participating States Representatives can access, complete and submit Participating States Initiated Activity (PSIA) forms.

Please note that where applicable, applications forms will automatically populate personal details such as employment history and education directly from your profile. Therefore if you are applying to any of our open calls for proposals, please update your profile under the 'Manage My Details' link found on the left of this page and complete any missing information. You will not be able to edit this information directly within an application form. You will have to return to this page if you wish to update/edit your CV.

- Please enter the details of your CV at [My Details](#).
- This information is required for the submission of an application.
- Note: You will not be able to edit this information directly from an application form. You will have to return to this page if you wish to update/edit your CV.

New Grant Application

To apply to one of our open Calls for Proposals or submit a PSIA / PS Other Contributions form, please click [here](#).

You have...

3	unsubmitted grant applications	Click here
5	submitted grant applications	Click here
2	active grants	Click here
2	unsubmitted grant co-applications	Click here
1	submitted grant co-application	Click here
1	Periodic report due for grant CSA2017ERC-1904 by 30 October 2020	Click here

Figure 2 Scheduled progress report

If the grantee clicks on "Click here" will see the details for this grant and progress reports.

My Applications

My Co-applications

My Grants

CSA [redacted]

Details

My Review Responses

Manage My Details

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System Help

Active Project

Lead Applicant: Professor Godfrey Biemba

Title: Building Capacity for Research Ethics and Regulation in Zambia

Reference: CSA2017ERC-1904

Organisation: National Health Research Authority (NHRA)

Co-Applicant: Assistant Professor Victor Chalwe

Grant Manager: Nuraan Fakier

Total Awarded: €297,596.85

Grant Type: CSA2017 - Ethics and Regulatory

Master Grant Type: CSA

Start Date: 01 September 2018

Duration: 30 months

Current End Date: 28 February 2021

Progress Reports

- 1 Periodic report due by 30 October 2020
- 0 Scheduled
- 0 Completed

Contact Us

Once an application form has been submitted it is not possible for you to change it. If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file. Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

Progress Reports

Please click on the 'Reports' button to submit progress reports.

Figure 3 Details for the grant with the progress report

The grantee can click on the periodic report which is a link or in Reports in the right block. Once clicks at one of these options he/she will be able to click on Edit button and start working on the progress report.

Home

My Applications

My Co-applications

My Grants

CSA [redacted]

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Manage My Details

Contact Us

Logout

Type	Status	Available On	Required By	Received On	Contact Type
Periodic report	Requested	02/07/2020	30/10/2020		Project Manager, Lead Applicant

Edit

Figure 4 Edit the progress report

The online progress report is like an application form. The first page Guidance has general instructions and then each page has specific instructions what should be filled in or uploaded by the grantee.

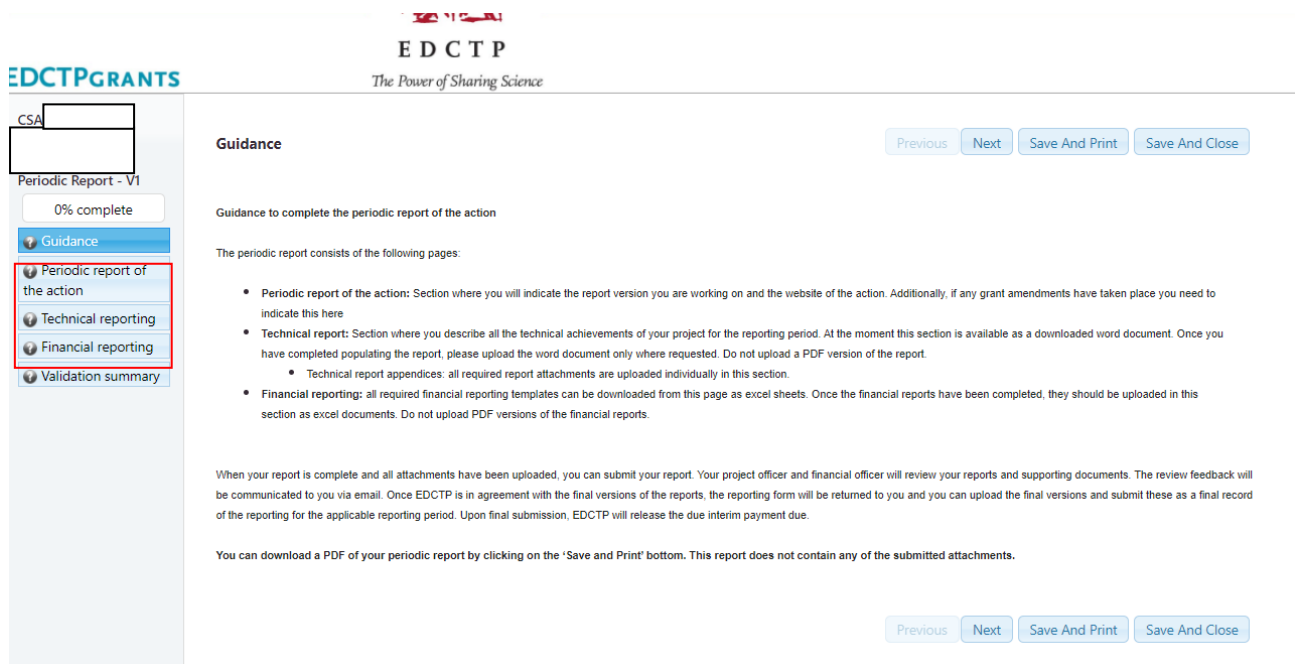


Figure 5 Online progress report (grantee's side)

The online progress report consists of 3 main pages:

Periodic report of the action: Most fields are already auto filled by the system and the grantee needs to feel in some extra information e.g. report version, project website etc.

Technical reporting: Here the grantee needs to upload the technical report based on the provided template and then upload all the supportive documents (deliverables, milestones, publications, etc).

Financial reporting: Here the grantee needs to upload the financial report based on the provided templates. Below you can see some screenshots how to upload an attachment in the Technical and Financial reporting pages.

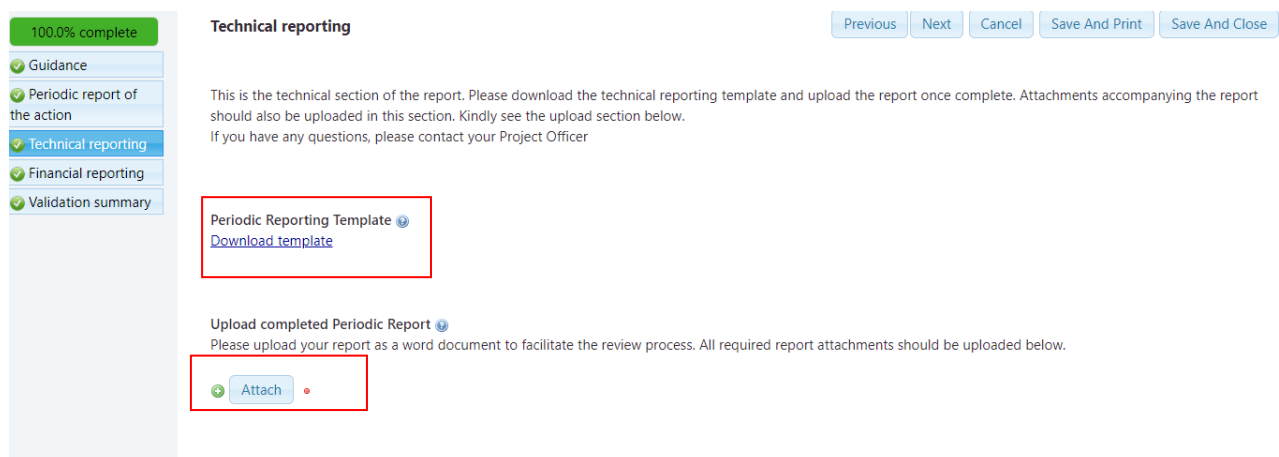


Figure 6 Download template for technical reporting and upload button for completed technical reporting

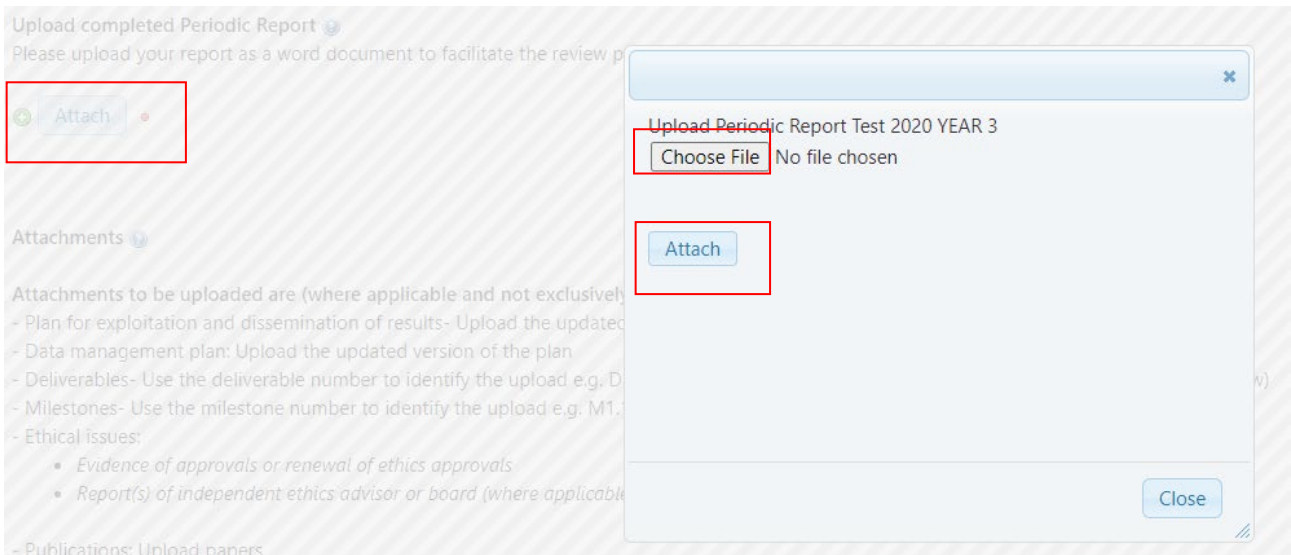


Figure 7 Choose file from grantee's pc and then attach the document

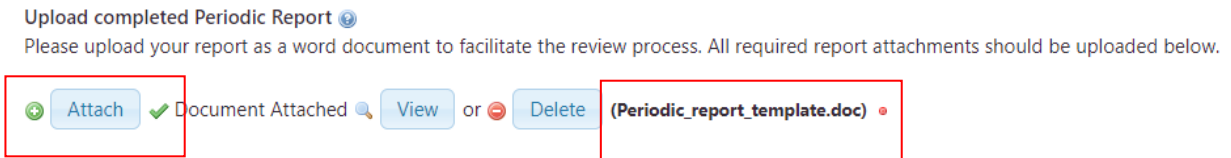


Figure 8 Once the technical reporting is uploaded

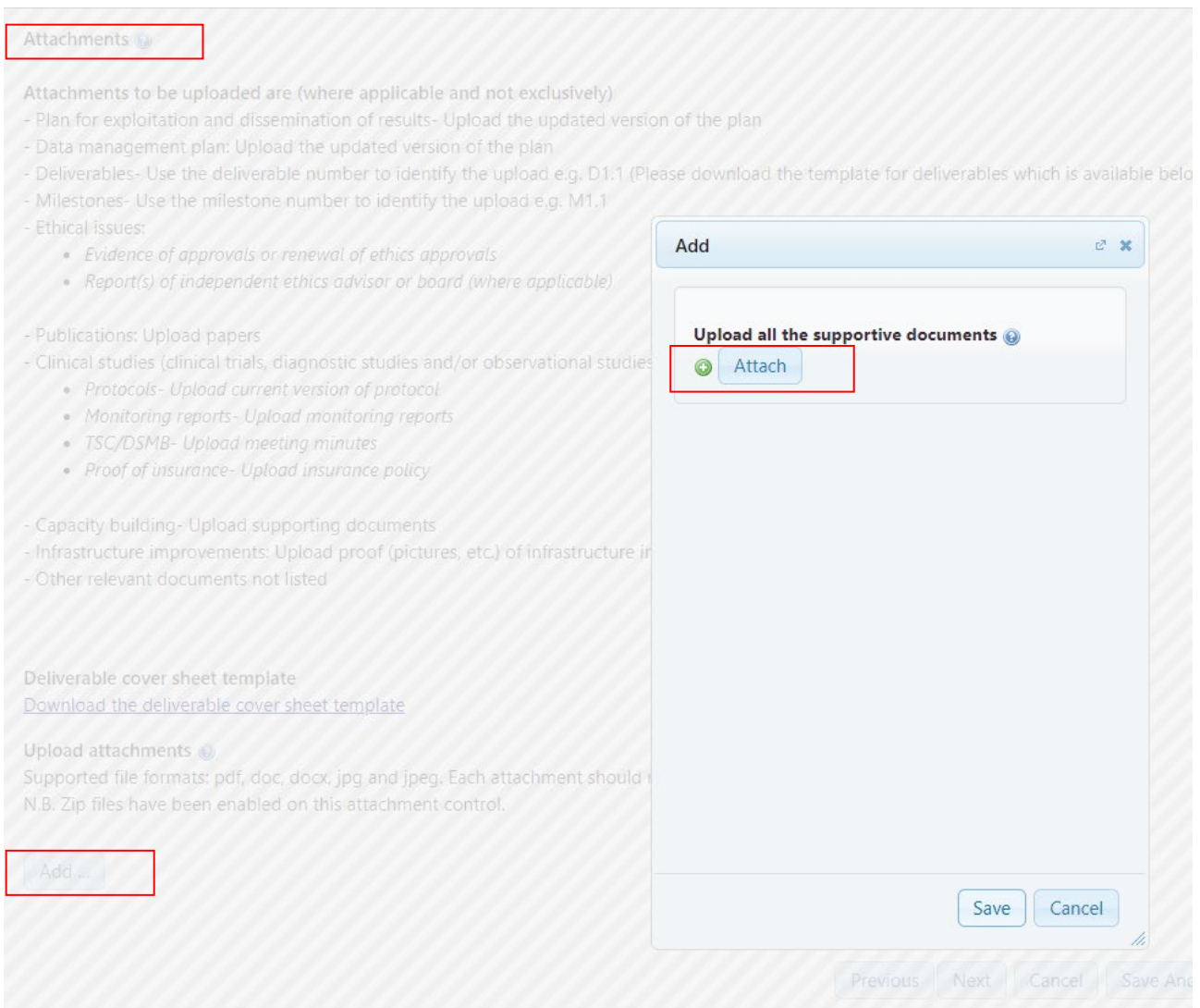


Figure 9 Add supportive attachments

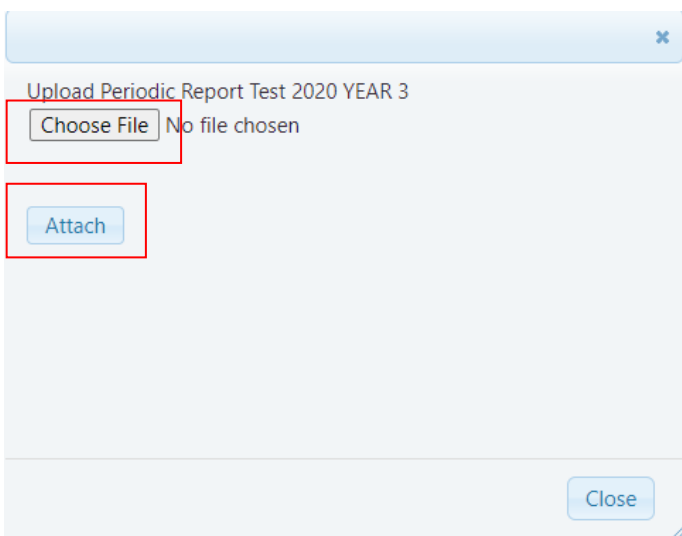


Figure 10 Choose file from grantee's pc and then attach the document

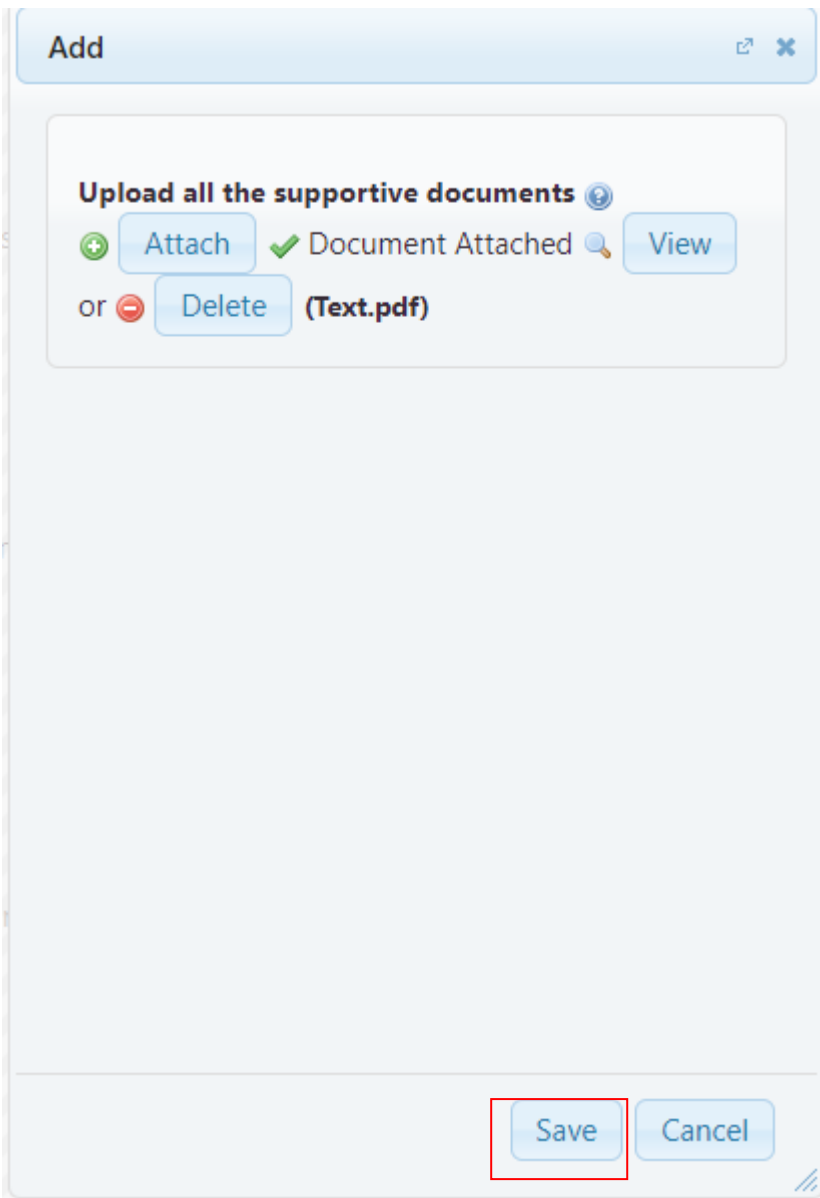


Figure 11 Save the attached the document

Deliverable cover sheet template
[Download the deliverable cover sheet template](#)

Upload attachments ⓘ
 Supported file formats: pdf, doc, docx, jpg and jpeg. Each attachment should not exceed 40MB.
 N.B. Zip files have been enabled on this attachment control.

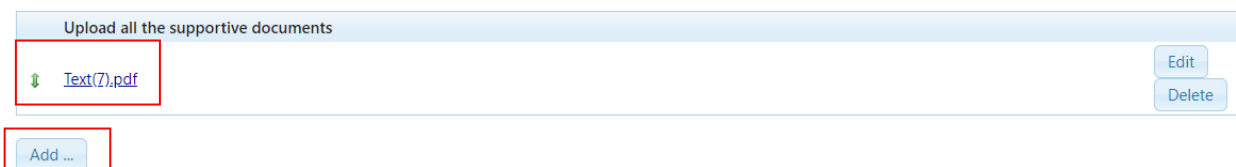


Figure 12 Once a supportive document is uploaded

The same process is for Financial reporting too. Please, read carefully the instructions in each upload section to be sure what type of document is allowed to be uploaded. The maximum size of each attachment is 40 MB.

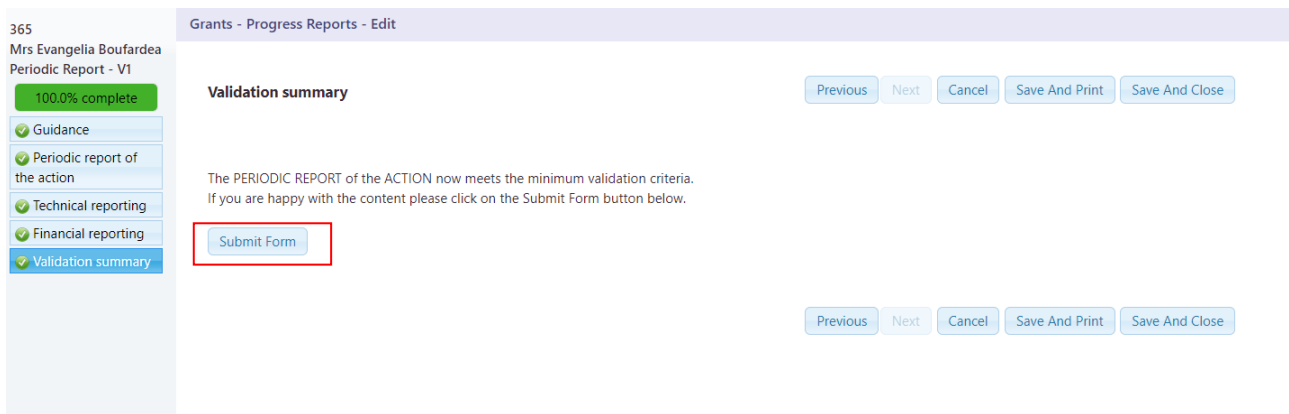


Figure 13 Progress report submission

Once the grantee submits the progress report all the uploaded documents are available to Project Officer and Grants Finance Officer. The grantee will receive an automated email from EDCTPgrants system that the progress report was submitted. The same time the PO and the GFO will get an email notifying them that the progress report was submitted. Moreover, the grantee will receive email for acceptance or rejection of this report, once the review of the report is completed. In case that changes will be asked to be done by PO or GFO the report will be rejected and the grantee will be able to make the necessary changes and submits again the progress report.