

EDCTP Workshop: Reporting for Fellows

7-8 June 2022

Online

13:00-16:00 CEST

Tuesday 7 June 2022		
Time	Details	Who
13.00-13.15	Welcome Overview of EDCTP Fellowships	TN MH
13.15-13.30	Understanding the EDCTP2 Grant Agreement <ul style="list-style-type: none"> Section 2: Rights & Obligations related to Grant Administration (Articles 17-20) Reporting requirements (Article 20) Understanding the reporting cycle 	MH
13.30-14.30	Anatomy of the periodic report (technical) <ul style="list-style-type: none"> Explanation of the work carried out/overview of progress Summary for publication Deliverables and milestones Ethical issues Risks and mitigation Scientific publications and open access, acknowledging EDCTP <ul style="list-style-type: none"> Europe PMC plus Dissemination and communication Clinical studies Capacity building and training Other sections (IP, open research data, gender) Appendices Final reports	MH
14.30-14.40	Break	
14.40-15.00	Reporting in the EDCTPgrants system <ul style="list-style-type: none"> Navigating the system Requests and reminders Downloading and uploading the report 	MH/AC
15.00-15:30	EDCTP review to finalisation <ul style="list-style-type: none"> Questions and version control Submission of approved version in the system 	MH
15:30-16:00	Questions & answers	

Wednesday 8 June 2022		
Time	Details	Who
13.00-13.15	Welcome Introduction to financial reporting	TN NF
13.15-13.50	Understanding the EDCTP2 Grant Agreement <ul style="list-style-type: none"> • Chapter 3 (GRANT) • Article 5 Grant amount, form of grant, reimbursement rates, forms of costs • Article 6 Eligible and ineligible costs 	NF
13:50-14:20	Anatomy of the periodic report (financial) <ul style="list-style-type: none"> • Report on explanations on the use of resources (UoR) • Annex 4 • Certificate of truth, accuracy and completeness (CTAC), • Payment request form • Supporting documents Final financial reports Certificate on the Financial Statement (SF & SFP only)	NF
14.15-14.25	Break	
14.30-15.00	EDCTP review to finalisation <ul style="list-style-type: none"> • Common issues and questions • Avoiding errors, Tips • Signature and payments Q&A	NF
15.00-15:30	EDCTP Alumni Communication and dissemination	MN DP/IB
15:30	Meeting close	TN

Information pack:

- Slides
- Guide to reporting
- Template report with notes (pdf)
- Financial guidelines
- Acknowledging EDCTP
- Europe PMC – links to guides