Agenda

EDCTP Workshop: Reporting for multi-beneficiary grant holders

31 Jan 2023 | Online | 10:00-14:30 CET

Technical reporting

Time	Agenda item	Speaker
10.00-10.05	Welcome Overview of the workshop	Michelle Helinski
10.05-10.15	Understanding the EDCTP2 Grant Agreement • Section 2: Rights & Obligations related to Grant Administration (Articles 17-20) • Reporting requirements (Article 20) • Understanding the reporting cycle	Johanna Roth
10.15-11.00	Technical reporting - Anatomy of the periodic report • 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 - Europe PMC plus • Dissemination and communication • Clinical studies • Capacity building and training • Other sections (IP, open research data, gender) • Appendices Final reports	Michelle Helinski/Johanna Roth
11.00-11.15	Reporting in the EDCTPgrants system • Navigating the system • Requests and reminders • Downloading and uploading the report	Andreia Coelho
11.15-11:30	EDCTP review to finalisation • Questions and version control • Submission of approved version in the system	Johanna Roth
11:30-12:00	Questions & answers	All
12:00-12:30	**BREAK**	

FINANCIAL REPORTING

Time	Agenda item	Speaker
12.30-12.35	Welcome Introduction to financial reporting	Neodia Flores
12.35-13.00	Understanding the EDCTP2 Grant Agreement • Chapter 3 (GRANT) • Article 5 Grant amount, form of grant, reimbursement rates, forms of costs • Article 6 Eligible and ineligible costs	Neodia Flores
13:00-13:40	Anatomy of the periodic report (financial) • 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 (audit certificate)	Sayma Siddiqui
13.40-14.00	EDCTP review to finalisation • Common issues and questions • Avoiding errors, Tips • Signature and payments	Neodia Flores
14.00-14:30	Q&A	Sayma Siddiqui