Progress Reports in EDCTPgrants

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 were they can login directly to the progress report and download the templates.
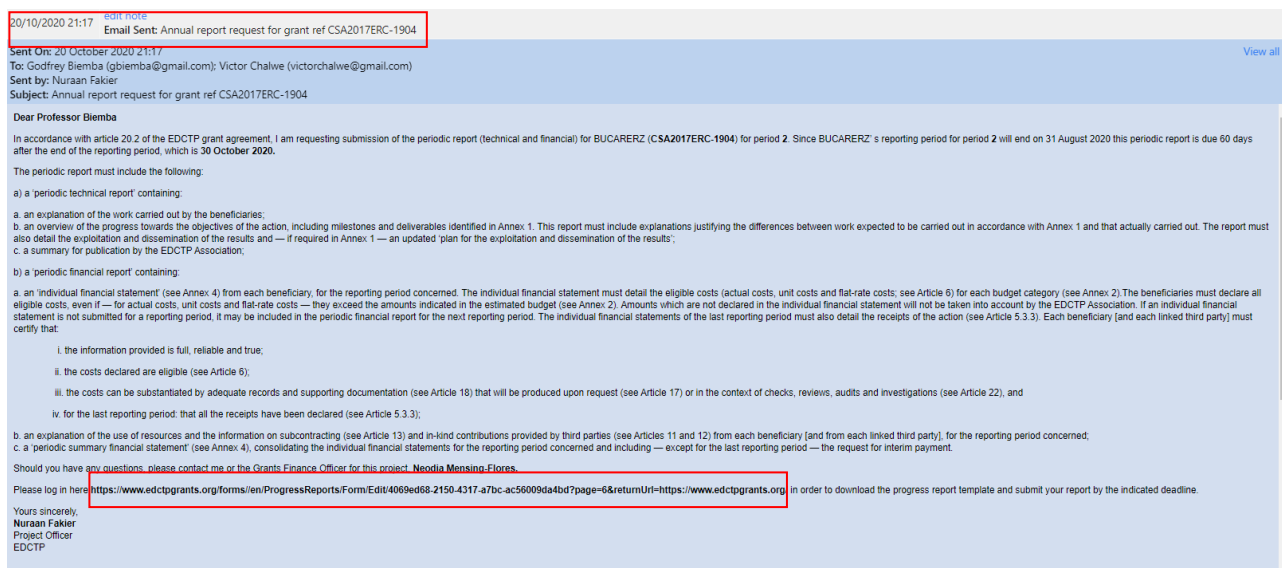
1.1.1 Received request email

Figure 1 Received request email

1.1.2 Online progress report

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

Figure 2 Scheduled progress report

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

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.
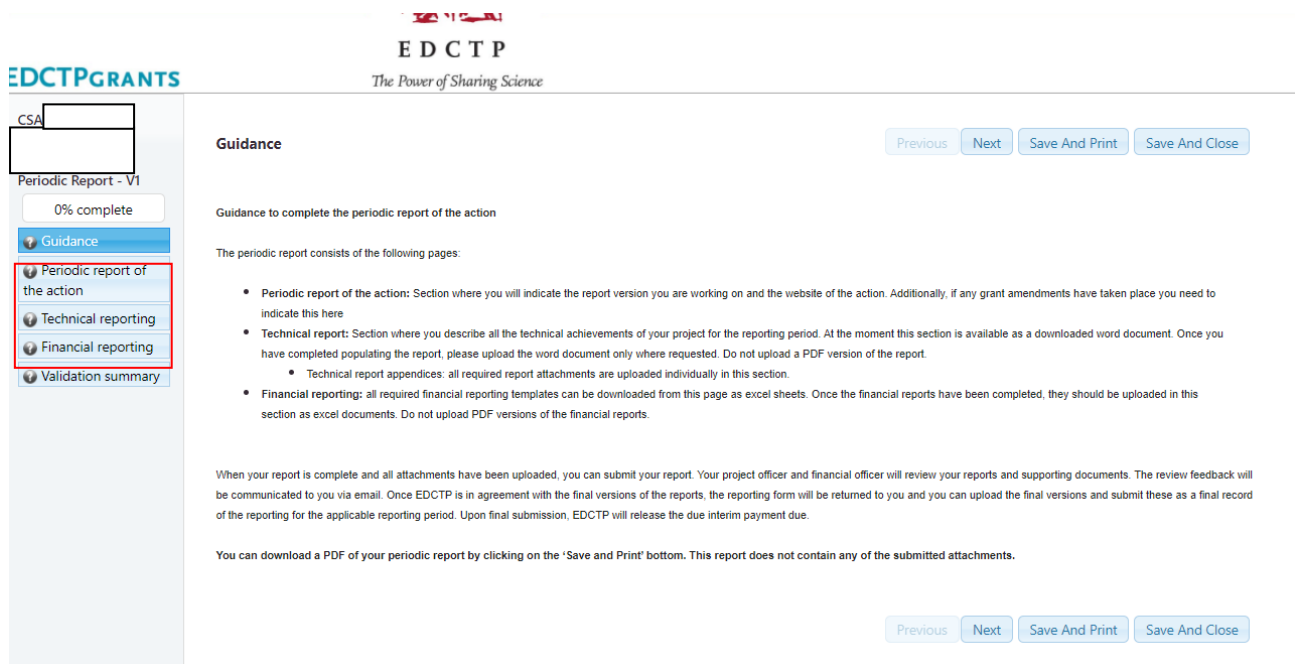
Figure 5 Online progress report (grantee's side)

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.
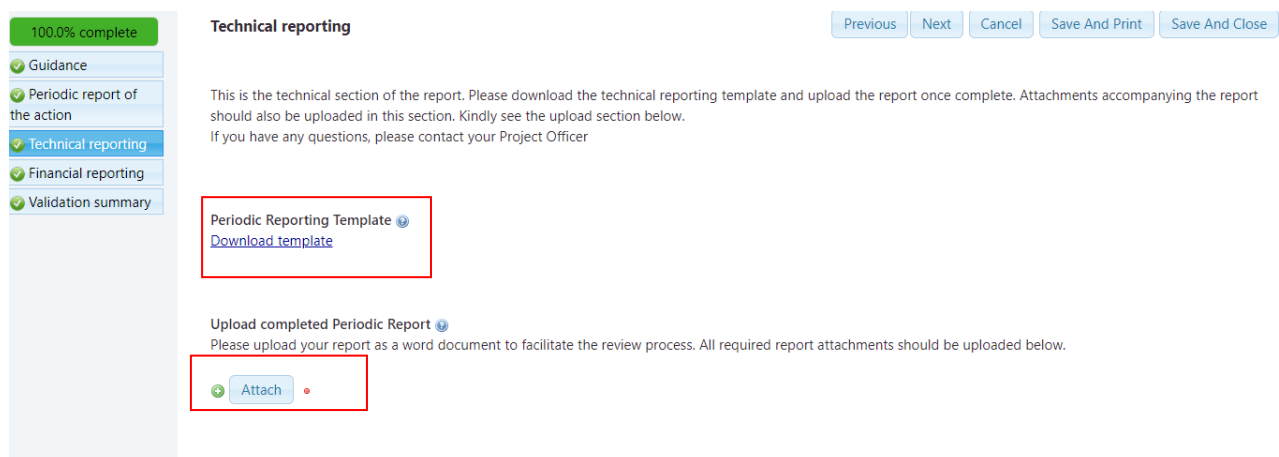
Figure 6 Download template for technical reporting and upload button for completed technical reporting
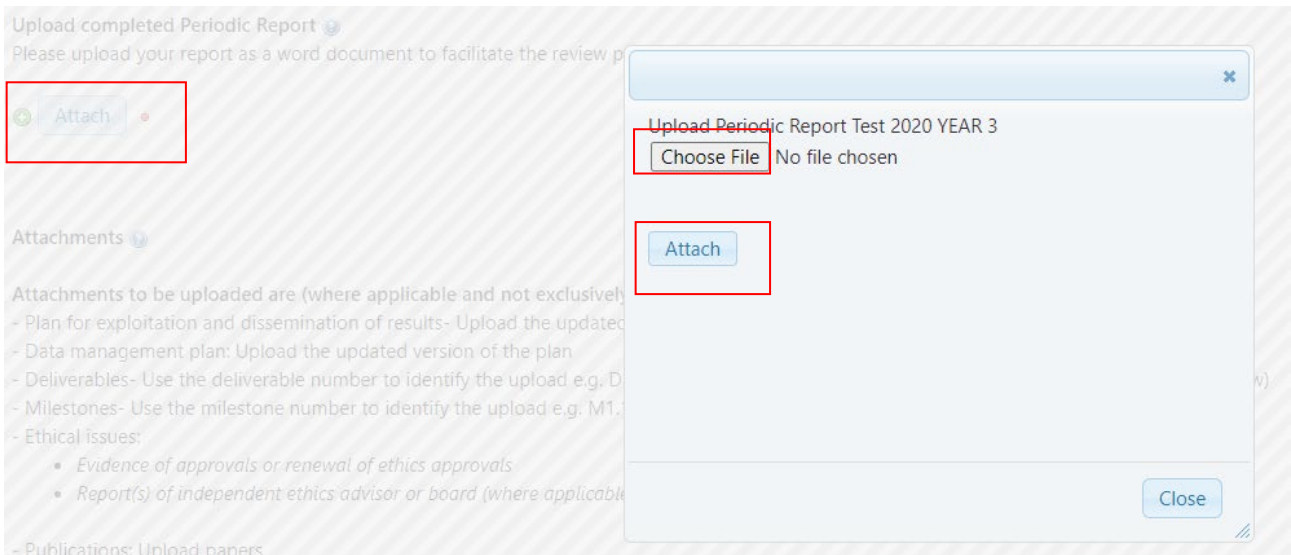
Figure 7 Choose file from grantee's pc and then attach the document

Figure 8 Once the technical reporting is uploaded

Attachments ⓘ

Attachments to be uploaded are (where applicable and not exclusively)
- Plan for exploitation and dissemination of results- Upload the updated version of the plan
- Data management plan: Upload the updated version of the plan
- Deliverables- Use the deliverable number to identify the upload e.g. D1.1 (Please download the template for deliverables which is available belo
- Milestones- Use the milestone number to identify the upload e.g. M1.1
- Ethical issues:
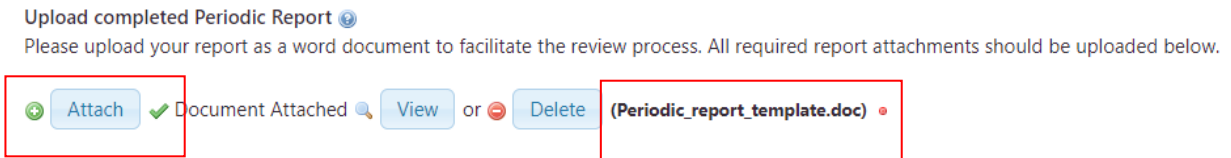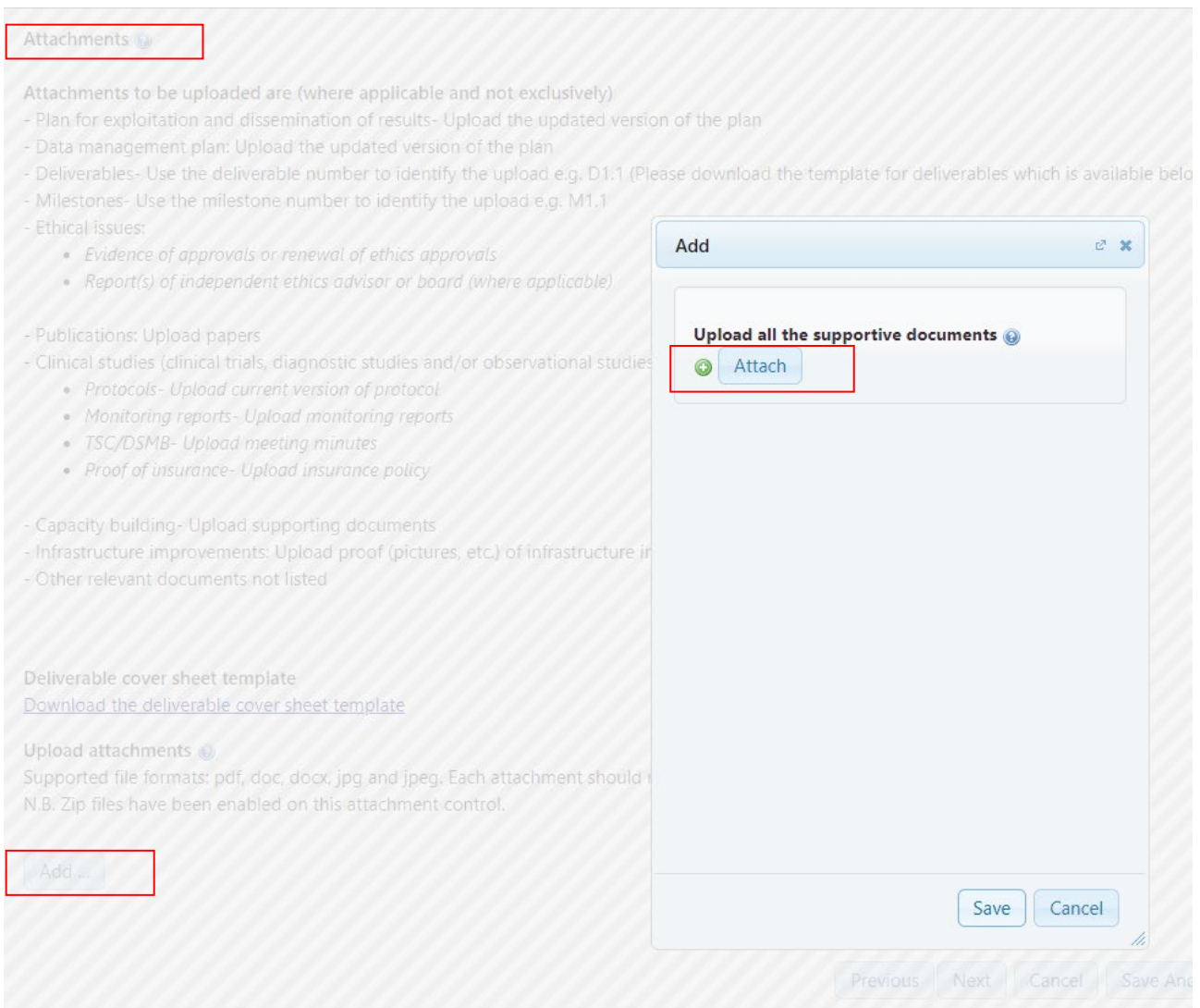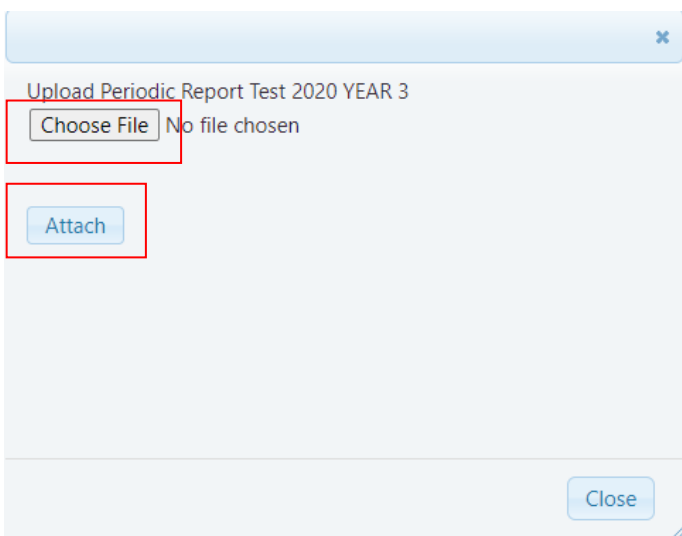   • Evidence of approvals or renewal of ethics approvals
   • Report(s) of independent ethics advisor or board (where applicable)

- Publications: Upload papers
- Clinical studies (clinical trials, diagnostic studies and/or observational studies
   • Protocols- Upload current version of protocol
   • Monitoring reports- Upload monitoring reports
   • TSC/DSMB- Upload meeting minutes
   • Proof of insurance- Upload insurance policy

- Capacity building- Upload supporting documents
- Infrastructure improvements: Upload proof (pictures, etc.) of infrastructure in
- Other relevant documents not listed

Deliverable cover sheet template
Download the deliverable cover sheet template

Upload attachments ⓘ
Supported file formats: pdf, doc, docx, jpg and jpeg. Each attachment should
N.B. Zip files have been enabled on this attachment control.

Add ...

Add ⤢ ✖

Upload all the supportive documents ⓘ
⊕ Attach

Save   Cancel

Figure 9 Add supportive attachments

✖

Upload Periodic Report Test 2020 YEAR 3
Choose File No file chosen

Attach

Close

Figure 10 Choose file from grantee's pc and then attach the document
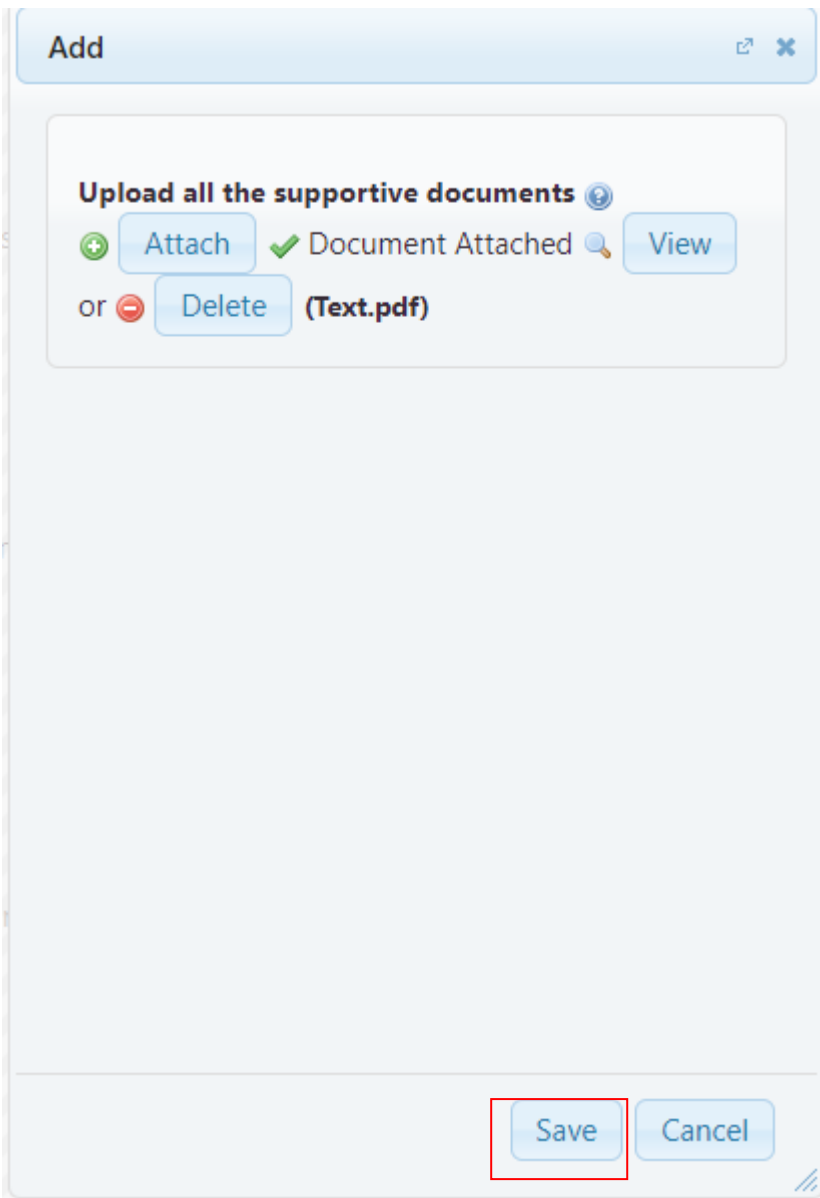
Figure 11 Save the attached the document
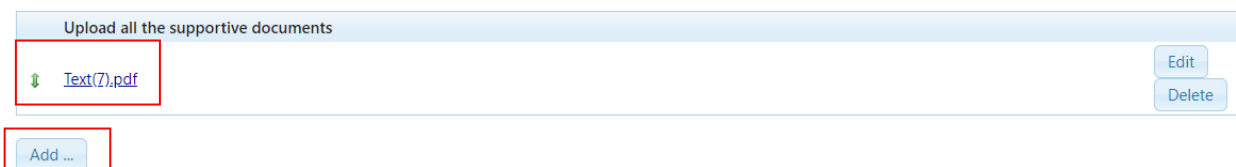

Figure 12 Once a supportive document is uploaded

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.
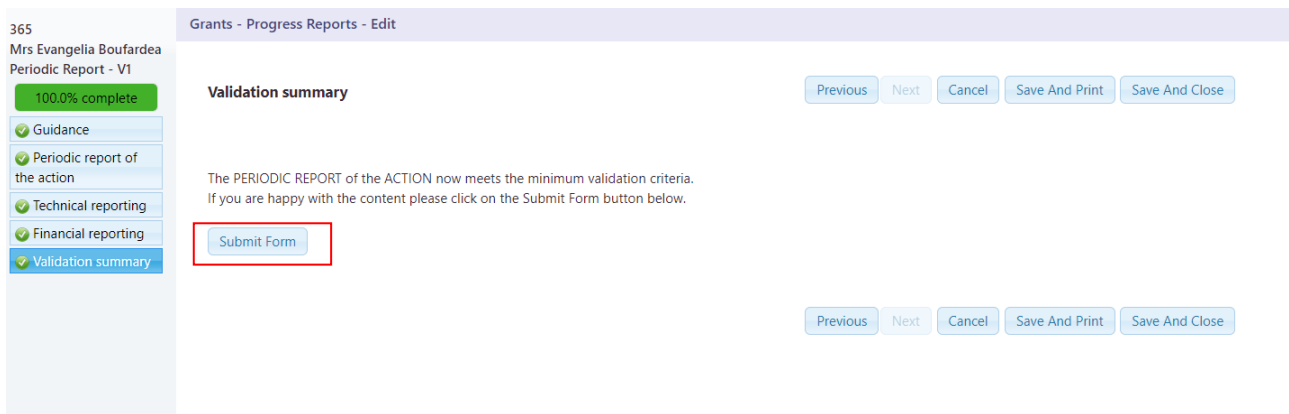
Figure 13 Progress report submission

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.