



EDCTP

The power of sharing science

EDCTP Workshop: Reporting for EDCTP Regional Networks

8 December 2022

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Housekeeping

- Please note that this session is being recorded. The slides and the recording will be made available. (Please contact info@edctp.org if you have any questions about this.)
- If you have any burning questions, please use the Q&A function; there is also room for questions at the end of the presentations.

Team

- Technical reporting; led by Michelle Nderu and team:
 - Tom Nyirenda
 - Nuraan Fakier
 - Jean Marie Habarugira
- Financial reporting, led by Neodia Flores with Jane Coloma-Egelink
- Logistics & Admin : Andreia Coelho and Suzanne Hoogervost

Outline of technical session

1. Welcome, Overview of NoEs and Workshop Objectives

2. Understanding the EDCTP2 Grant Agreement

3. Anatomy of the periodic report (technical)

4. EDCTP review to finalisation

5. Questions & answers

1

Welcome

2

Understanding the EDCTP2 Grant Agreement

Grant Agreement

Overall structure

The Agreement is composed of:

Terms and Conditions

Annex 1: Description of the Action (DoA) Technical description of activities

Annex 2: Estimated budget for the action

Annex 3: Accession forms

Annex 4: Model for the financial statements

Annex 5: Model for the certificate on the financial statements

Annex 6: Model for the certificate on the methodology

Annex 7: Model for technical reports

Grant Agreement

Section 2: Rights & Obligations related to Grant Administration (Articles 17-20)

ARTICLE 17 — GENERAL OBLIGATION TO INFORM

- Each beneficiary must provide – during or after the action – any information requested to verify eligibility of the costs, proper implementation of the action and compliance with any other obligation under the Agreement.
- Each beneficiary has an obligation to keep information up to date and to immediately inform the coordinator who must immediately inform EDCTP and other beneficiaries about events and circumstances likely to affect the Agreement such as
 - changes to organisation (name, address, legal representative etc)
 - events which are likely to affect significantly or delay the implementation of the action or the EDCTP Association's financial interests;
 - circumstances affecting the decision to award the grant or compliance with requirements under the Agreement.

In other words: keep in touch!

- Keep in contact with the NoE coordinator, Project manager, PO and GFO
- Keep us informed about key events in the project
- Let us know about newsworthy items in advance (press releases, publications, awards/prizes to people)
- Let us know about important delays
- Let us know immediately if something goes seriously wrong

Grant Agreement

Section 2: Rights & Obligations related to Grant Administration (Articles 17-20)

ARTICLE 18 — KEEPING RECORDS — SUPPORTING DOCUMENTATION

- Records, documents and other supporting documentation on scientific and technical implementation of the action must be kept and preserved in line with the accepted standards
- Records must be kept for 5 years following the end of the project
- Documentation (originals) must be made available upon request
- Digital and digitalised documents are considered originals if they are authorised by the applicable national law.

Grant Agreement

Section 2: Rights & Obligations related to Grant Administration (Articles 17-20)

ARTICLE 19 — SUBMISSION OF DELIVERABLES

19.1 Obligation to submit deliverables

The coordinator must submit the '**deliverables**' identified in Annex 1, in accordance with the timing and conditions set out in it.

- Online reporting is open 4 months before report is due
- Key deliverables can be shared by email with PO (and also have to be shared again with the periodic report)

Grant Agreement

Reporting requirements (Article 20)

ARTICLE 20 — REPORTING — PAYMENT REQUESTS

20.1 Obligation to submit reports

The coordinator must submit to the EDCTP Association (see Article 52) the technical and financial reports set out in this Article. The financial reports must be drawn up using the forms and templates provided in Annexes 4 and 5. These reports include the requests for payment. The technical reports must be drawn up using the forms and templates provided in Annex 7.

20.2 Reporting periods

The action is divided into the following '**reporting periods**':

- RP1: from month 1 to month 12
- RP2: from month 13 to month 24
- RP3: from month 25 to month 36

Grant Agreement

Understanding the reporting cycle

- Periodic reports must be submitted **within 60 days** following the end of the reporting period
 - Example: A grant that started on 1 April 2020 with a first reporting period of 12 months needs to report over the first 12 months (1 April 2020 – 31 March 2021) on 30 May 2021.
- Review of reports is done by EDCTP project (technical review) and finance (financial review) officers; reports are approved by EDCTP management.
- EDCTP has 90 days to approve reports **from the date the complete version is received (no further questions)**
- At the end of the project, in addition to the periodic report a final report is also required (see article 20.4)

Grant Agreement

Consequences of non-compliance

- We do not offer extensions for submission of reports, late=late
- Repeated failure to submit a report (or revision) in time is a breach of the grant agreement
- An official warning letter will be sent to the NoE coordinator for action – follow-up with the legal representative of your institution or escalation to the steering committee for action
- If this is not addressed, then EDCTP may suspend the grant or terminate the Agreement or the participation of one or more beneficiaries
- This could result in you and your institution having to return funds
- Delays in reporting from your site/institution has an impact on the entire consortium.

Amendments to the grant agreement

- Amendments to the grant agreement and/or its annexes may be requested for various reasons
 - Change in bank details
 - Addition or removal of beneficiary
 - Changes to Annex 1
 - Changes to Annex 2

<https://www.edctp.org/event/webinar-requesting-amendments-to-the-grant-agreement/>

3

Anatomy of the technical periodic report

EDCTP – PERIODIC REPORT of the ACTION

Grant Title

Grant Acronym

DURATION (MONTHS)

EDCTP BUDGET TOTAL (€)

COORDINATOR

1. Insert legal entity name, country and (name of the Coordinator)

BENEFICIARIES

2. Insert legal entity name, country and (name of co-applicant)

3. Insert legal entity name, country and (name of co-applicant) etc, ***Follow the order in the grant agreement***

Some general tips to start

- Familiarise yourself with the template so you know what information to collect/ report on and provide the NoE coordinating office
- Make certain that the activities you report are due in the reporting period in question (including items that were delayed from a previous year).
- Check the previous approved reports for items that were not completed/achieved – project managers can provide you with a copy
- Follow the guidance given in the report template
- Stick to the word limit for each section
- Run a spell check, keep the font size and style consistent - deliver an easy to follow and read report

Yes, the report is repetitive at times, but you must still complete all sections and be consistent.

Website , include correct acknowledgement

PERIODIC REPORT of the ACTION

Please complete the table below

Grant code	Insert details
Acronym	Project acronym
Title	Title of project
Periodic report	Insert year covered by report (1, 2, 3, 4, 5 etc)
Period covered by report	From to
Start date of the action	Project start date
End date of the action	Project end date
Version and date of report	Version number, date submitted
The report is elaborated on the basis of the: Original or amended grant agreement	Amended Grant Agreement through amendment number (insert number – amendment 1, 2, 3 etc)

Action website address

Please provide the URL of the action (project) website. The action website must display the EDCTP logo (available in electronic format from the EDCTP website – see the EDCTP Media Kit link) and the European emblem (available in electronic format at http://europa.eu/abc/symbols/emblem/index_en.htm). The action website must include the following text: "This project (grant code) is part of the EDCTP2 programme supported by the European Union". The website should acknowledge any other cofunders of the action, including the display of the cofunders' logos.

If there is no action (project) website, the participants should include details of the project on their organisation/personal web page and provide more details about this (including the URLs) in the report.

Insert URL

Explanation of the work carried out by the beneficiaries and overview of progress

Follow the suggested structure

1. Objectives

Describe the objectives and progress made towards these in high level terms- we can read more details under section 2. Provide clear and measurable details.

2. Explanation of the work carried out by work package

Describe the work done during the reporting period for each work package. If each work package has tasks specified in Annex 1, present updates for each task

If something is not yet due, you can simply state that: work package 4- data analysis: not due this reporting period.

Explanation of the work carried out by the beneficiaries and overview of progress

3. Impact

Include whether the information provided in the Annex 1 on Impact of the NoE is still relevant or needs to be updated. Where an update has been made, please include more details to explain the changes.

For example, there may be changes due to new research results reported elsewhere or changes in policy affecting how your results would be viewed, and you can include this information here

Or if there were no updates: The information provided in the Annex 1 on Impact is still relevant

Update plan for exploitation and dissemination/ data management plan

I.1.1 Update of the plan for exploitation and dissemination of results (if applicable)

Include in this section whether the plan for exploitation and dissemination of results has been updated and give details.

I.1.2 Update of the data management plan (if applicable)

The Data Management Plan (DMP) should give details of what data the action will generate, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved. The purpose of the DMP is to support the data management life cycle for all data that will be collected, processed or generated by the action (project). Include in this section whether the data management plan has been updated.

If an update has been made, please give details to explain the changes.

Provide information on any updates to the plans- they might be included as deliverables in the Annex 1 – **Check**

Communication plan – What's in it for the network?

Suitably framed messages can help to:

- Increase the **success rate of your proposal** (provided you have a good communication and dissemination plan);
- Draw the attention of national governments, regional authorities and other public and private funding sources to the **need for** the research/results/capacity in the network;
- Attract the interest of potential **partners**;
- Encourage **talented students and scientists** to join your partner institutes;
- Enhance your **reputation and visibility** at local, national and international level;
- improve the search for financial backers, licensees or industrial implementers to **exploit your results or use your sites**;
- Generate **market demand** for the capacity available within the network including your sites

■ Deviations from Annex 1 and/or Annex 2 (if applicable)

- Provide in this section explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks and on the available resources and the overall planning.

For example, due to Covid-19 planned training could not start during month 16 as originally planned and is foreseen to start during month 26. As a result of this delay,..... etc.

- Explanations on deviations of the use of resources between actual and planned use of resources in Annex 1 (Description of the Action), especially related to person-months (human effort/amount of time) per work package.

Unforeseen subcontracting/ use of in-kind contribution from third party

If subcontracting and in-kind contribution from third parties that weren't included in Annex 1 and 2 took place you must report this here

Summary for publication

- Summaries are published on the EDCTP website (Public Portal: <https://www.edctpgrants.org/publicportal#/search>), so don't include confidential data
- The summary must be written as a stand-alone text, be of suitable quality and easy to read for the general public
- Make sure the summary includes:
 - A summary description of the context and overall objectives of the project.
 - A description of the work performed from **the beginning of the action to the end of the period covered by the report**, and the main results achieved so far.
 - Where applicable: Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the action so far) = highlight extremely positive/ground-breaking results
 - The address (URL) of the action's public website if applicable.

Deliverables and milestones (D&M)

Description of Action (Annex 1)

9. WORK PACKAGES

WORK PACKAGE(S) 1

Work package identifier	1.0
Work package title	Epidemiological and surveillance studies on malaria, tuberculosis, HIV/AIDS, NTDs and COVID-19
Organisation that leads the work package	Centre de Recherches Médicales de Lambaréné (CERMEL)
Start month of work package	1.0
End month of work package	36.0
Objectives	

Generate reliable data necessary for future clinical trials that will be available on CANTAM website and on publications generated by students and staff

List of Deliverables from Work packages (Mandatory)

Deliverable Number	Deliverable Name	Lead Participant Organisation	Type of deliverable	Dissemination Level	Month of project when deliverable will be achieved
1.1	Membership and Terms of Reference of Epidemiological review task force	Centre de Recherches Médicales de Lambaréné (CERMEL)	R	PU	2
1.2	Central African database of TB/HIV/COVID-19 co-morbidities	Centre de Recherches Médicales de Lambaréné (CERMEL)	Other	PU	12

Deliverables and milestones (D&M)

- Copy the deliverables and milestones exactly like described in Annex 1 – **do not update text/dates**
- Report on all D&M due in the reporting period or those delayed from previous years
- Use actual delivery dates for D&M due (not when you submit the report to EDCTP)
- For D&M not achieved (or partially achieved) – project and indicate when you will deliver these
- Provide an explanation in the tables for all D&M not met or where changes were made compared to annex 1.

Deliverables and milestones (D&M)

Report template

Deliverables

Please add the deliverables due in this reporting period **exactly as mentioned in Annex 1** of the Grant Agreement in terms of the numbering (e.g. 1.2) and name of the deliverable

Reporting is only required for those deliverables that fall within the reporting period (or were delayed from previous years).

Deliverable no.	Deliverable name <i>Exactly as given in Annex 1</i>	Responsible organisation <i>From Annex 1- if different from responsible organisation in Annex 1, elaborate below</i>	Type of deliverable	Dissemination level	Delivery date from Annex I (project month)	Actual delivery date	Forecast delivery date if appropriate <i>If deliverable has not been submitted on time</i>
Numeric	Text	Organisation	R, DEC, DEM, Other	PU, CO, CL	e.g. M30	Date	Insert month & date e.g. M40, June 2024
1.1							
1.2							

Provide details for deliverables not reached or where changes were made compared to Annex 1 including justification in the comments' box

Deliverable number	Comments
Number e.g. 3.1	Give details to explain

D&M continued

- Be diligent and check the Annex 1 and previous approved reports so that no items are missed
- Make sure all D&M achieved are provided as evidence with the report (uploaded as an annex), clearly labelled.
- Prepare the cover page (using the template provided) for each D&M and name the files with the deliverable or milestone number associated; e.g. D2.1_study_protocol
- In cases where an item features for multiple deliverables/milestones this should be indicated on the cover sheet and in the naming of the file; e.g. D2.1_M1.1_study_protocol

**More on formatting of appendices including coversheets
later**

Ethical issues (1)

- Ethics evaluation identified issues to be addressed – take these into consideration as you conduct your research
- Ethics-related deliverables should be included in the report, such as
 - Ethical/regulatory approvals
 - Ethics mentor, Terms of Reference and reports
 - Data protection plan/statement
- Ethical compliance may be checked during audits, site visits
- Ensure record-keeping is consistent and accurate

Ethical issues (2)

- Provide a list of all ethical/regulatory reviews required (and obtained) for the research studies conducted by the NoE as part of annex 1. Insert details on which body provided the review, what date the approval was granted and for how long approval was given (to see when a renewal is needed)
- Ensure that the ethical approval makes reference to the EDCTP project (title, code, etc)
- For research studies that might be embedded in a larger study where the approval refers to the parent study, you must demonstrate that the approval also covers the NoE study
- Include reports from ethics mentor/ethics board (if not already a deliverable) as well
- Provide approval letters as attachments (if not already provided as a deliverable/milestone)

Critical implementation risks and mitigation actions

- Copy the risks from Annex 1 exactly and provide updates:
 - Where the mitigation strategies applied (Yes/No)
 - Did the risk materialize (Yes/No)
 - If a yes is answered, please provide further explanations.
- New risks identified during the project should be added, for instance COVID-19

Scientific publications (1)

- Article 29.2 - Open access to scientific publications
 - Each beneficiary must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results.
- Complete the table for each scientific publication, providing details as requested (and where applicable)
 - Indicate whether access is gold or green
- Make sure EDCTP/EU are correctly acknowledged.
- If acknowledgement is missing- you must correct this with journal (and if not corrected, cost may not be eligible)
- Only report on publications directly related to the action

Scientific publications (2)

- Propose two types of publication acknowledgements:

1- EDCTP/NoE funded acknowledgment - publication is a result of research activity that can be directly linked to research activities specified in the action and is partly or wholly supported by EDCTP

This study is part of the EDCTP2 programme supported by the European Union (grant number CSA2020NoE-3103-WANETAM3).

This study is part of the EDCTP2 programme supported by the European Union (grant number CSA2020NoE-3100-CANTAM3) and the MRC/DFID/ Wellcome Trust's Joint Global Health Trials (JGHT) scheme to the Liverpool School of Tropical Medicine'

2- EDCTP/NoE affiliated author acknowledgment –publication as a result of a non-EDCTP supported research activity but the author(s) is partly or wholly supported by EDCTP/NoE

Prof xxx is supported by the European Union (grant number CSA2020NoE-3103-WANETAM3)

This study was partly supported by the European Union (grant number CSA2020NoE-3103-WANETAM3)

Inform the PO in advance about publications. We can also review the acknowledgement to ensure its correct before going to print

Europe PMC

- EDCTP signed up as a member to Europe PMC
<https://europepmc.org/> - online repository publications
- EDCTP expects that electronic copies of any research papers that have been accepted for publication in a peer-reviewed journal, and are supported in whole or in part by funding from EDCTP, needs to be made available through Europe PMC, as soon as possible and in any event within six months of the journal publisher's official date of final publication.
- Publication is automatically deposited in Europe PMC for many journals if you acknowledge EDCTP correctly
- More information: <https://www.edctp.org/event/webinar-making-edctp-funded-research-open-with-europe-pmc-plus/>

Dissemination and communication activities

- Include all dissemination/communication events that took place during the reporting period
- Only provide information for events directly related to the action
- Estimate attendance if no exact number is known (if this is truly impossible you can write 'unknown')
- Make sure EDCTP is correctly acknowledged when disseminating information, such as on your poster/slides for a conference (if this is not done - it may affect eligibility of the cost)
- Submit evidence of these activities (such as slides presented) as appendix with the report.

Dissemination and communication activities

- Please confirm whether you acknowledged EDCTP/EU as per article 29

Only list activities directly linked to the project.

Please confirm that the EDCTP Association and the EU has been acknowledged as per Article 29 of the Grant Agreement. - Yes/No

Type of activity	Date	Type of audience reached	Number of persons reached/attending event	Details
Choose one of the following: Organisation of or participation in conference, workshop, stakeholder or policymakers meeting, community engagement event, other event, including events organised by EDCTP or H2020 Exhibition Radio, TV event Video/film Social media Website, databases Press release Policy document Flyer Training manual Other	Month, year	E.g. scientists, clinicians, government officials, patient group, public	Enter number	Open text – maximum 250 words per event

Clinical studies

- Section needs to be completed if your WP is conducting a research study
- Try and complete all the sections, stating not applicable in case something is not applicable to your study (for instance no TSC, no DSMB and etc).
- Provide information on any deviations from timelines or changes to sample size
- Provide copies of protocols etc if not already shared as deliverables

Capacity building (1)

- Short term trainings and workshops table
 - Give details of any short course and workshops conducted under the action
- Long term training table
 - Include details of trainees supported by the project, these are most commonly MSc/PhD students
 - Be mindful of timelines for completion of training (if this is after grant end date we expect institution to guarantee completion)
 - Also include details of trainees using data/resources from the project (but supported elsewhere) – these can be captured as working 0% on the action
 - If any trainee withdraws - simply indicates this
- Briefly summarise training activities in the 'Capacity building summary of progress' box, focusing both on short- and long-term trainings
- Highlight career development and any promotions of staff that have occurred during the reporting period.

Capacity building (2)

- Infrastructure improvements
 - Give details of any site upgrade or improvement
 - Provide pictures where relevant as attachment
- Other comments
 - Here you can share other noteworthy information such as winning a prize or attraction of additional funding as a result of being part of the NoE , or a promotion.
 - These are best shared with the Project manager and EDCTP in advance/when they occur so we can publicize your achievements

Open research data

- The grant agreement requests that research data is made available for use by others (article 29.3)
 - Beneficiaries must **deposit in a research data repository** and take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate – free of charge for any user – the following:
 - (i) the data, including associated metadata, needed to validate the results presented in scientific publications as soon as possible
 - (ii) other data, including associated metadata, as specified and within the deadlines laid down in the 'data management plan' (part of Annex 1)
- NoEs opted into this, provide information on where datasets have been deposited (making sure no personal data are being shared)

Gender

- Provide gender statistics on personnel working **on the action (researchers and non-researchers)** according to the categories indicated in the table
- Gender dimension in the action (i.e research question) - This question refers to the project activities and whether gender is a variable relevant to the research.








Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and actions.

Other items

- IP, SMEs – if applicable complete these tables. If not answer No
- Infrastructures- this is not applicable to EDCTP grants (so just say No)

Appendices

- Provide a list of appendices provided with the report
- Label appendices correctly and informatively
 - D1.1_Strategic Business plan
 - D2.3 Communication plan

-  Article2_Exploring_clustering_2021
-  D3.2_M3.2_Report_on_DR_confidential(2)
-  D6.3_PEOPLE Minutes Annual meeting
-  D7.4_Dissemination_communication_pla...
-  M1.3_Progress_report_ppt_July2021_conf...
-  M3.1_Validation_DeepLex Myc-Lep
-  M8.1_shipping list PEOPLE COVID

■ Appendices – use of coversheets

- Each deliverable and milestone provided should start on page 1 with a coversheet where details as requested are noted. These details should match the information provided in the tables
- Do not
 - Send us a separate coversheet with each attachment, these should be combined into one file
 - Prepare coversheets for items not achieved, these can be provided when the item is delivered (next year).

Example of coversheet used




DRIA2014-306-DiTECT-HAT

Grant code	DRIA2014-306-DiTECT-HAT
Project title	Diagnostic Tools for Human African Trypanosomiasis Elimination and Clinical Trials
Deliverable number	1.4
Deliverable name	Final consortium meeting
Deliverable type	R
Milestone number	
Milestone name	
Work Package	WP1
Organisation and person responsible	PNLTHA-RDC
Dissemination level	Public
Contractual delivery date (month)	58
Actual delivery date (month)	50
Version	v1.0
Total number of pages	12

Final report

- At the end of the project, in addition to a periodic report you must also submit the final report
 - This is a separate template to be completed

	
<i>EDCTP - FINAL REPORT of the ACTION</i>	
Grant Title:	
Grant Acronym:	
DURATION (MONTHS):	EDCTP TOTAL CONTRIBUTION (€):
COORDINATOR:	
<u>PARTICIPANTS</u> :	

Final report

This template consists of one textbox that must cover the following elements:

- A lay summary of the action and the overall objectives
- A description of the work performed during the **entire duration** of action
- An overview of the results (outputs, achievements) and their exploitation and dissemination
- The conclusion of the action
- Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the action so far), including the address (URL) of the action's public website.

Break – 5mins break



4

EDCTP review to finalisation

My Grant details

Periodic Reports overview



EDCTP

The Power of Sharing Science

Name
Email address



CC Grant Tracker

EDCTPgrants

Name

Home

My Applications

My Grants

TMA2019CDF

Details

Manage My Details

Contact Us

Logout

System Help

Lead Applicant

Active Project

Title

Reference

Organisation

Grant Manager

Total Awarded

Details of your project

Grant Type TMA2019CDF - Career Development Fellowships

Master Grant Type TMA

Start Date 01 October 2020

Duration 36 months

Current End Date 30 September 2023

Progress Reports 1 Periodic report due by 29 November 2021

2 Scheduled

1 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.

Contact Us

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.

View/Print

Progress Reports

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

Reports

Terms and Conditions

EDCTP Offices (The Hague and Cape Town) - COVID19

Please note that EDCTP staff in our offices in The Hague and Cape Town will be working from home until further notice. During this time, please contact us at EDCTPgrants@edctp.org

Home

My Applications

My Grants

TMA2019CDF-

Details

Manage My Details

Contact Us

Logout

System Help

	Type	Status	Available On	Required By	Received On	Contact Type	
✓	Periodic report	Complete (Rejected)	01/08/2021	29/11/2021	29/11/2021	Project Manager, Lead Applicant	View
⚠	Periodic report	Required	01/08/2021	29/11/2021		Project Manager, Lead Applicant	Edit
🕒	Periodic report	Scheduled	01/08/2022	29/11/2022		Project Manager, Lead Applicant	
🕒	Final	Scheduled	01/08/2023	29/11/2023		Project Manager, Lead Applicant	

Review of reports (1)

- Once submitted – PO/GFO review documents submitted:
 - If incomplete/major issues seen, report is rejected and the project manager is requested to submit a new version
 - Otherwise – review starts with questions to follow
- Review of documents/ next versions to be submitted happens over email (unless edits require many uploads and then EDCTPgrants may be used)
- The project managers use track changes when making edits so PO can quickly review updates
- Check that all comments have been addressed and all items requested have been provided so that we do not need to go through many rounds of revisions

Review of reports (2)

- Turn around report reviews in reasonable time or by internal deadline set by the project manager who then needs to meet the deadline set by EDCTP PO/GFO
- Once final versions are agreed upon, the project manager is requested to upload final files in EDCTPgrants and submit
- Project Mangers - Make sure any additional appendices shared over email are uploaded into the system so the online record reflects the final complete set of documents shared during the review
- Once the report is approved by EDCTP, the project coordinator and project manager receive a notification of approval via email, and payment (if applicable) occurs.
- The project manager can share a copy of the approved report with partners so that it is available to refer to when completing the next report

Common issues seen (1)

- Report submitted with incomplete sections- must complete all sections
- Wrong grant code reflected
- Deliverables/milestones forgotten - check against Annex 1 and the previous approved report
- Incorrect use of delivery dates for D&M- this is not the date the report was submitted to EDCTP
- Incorrect supporting evidence for D&M submitted
- Incorrect labelling of deliverables/milestones – impossible to find items
- Incorrect use of coversheets (not combining coversheet with item)
- Not providing a list of appendices

Common issues seen (2)

- Sloppy reports- formatting all over the place
- Incoherent report
- Reporting on activities not in the DoA
- Taking a long time to respond to queries/ submission of next draft
- Not uploading final files in EDCTPgrants – results in delay of approval/payment

Some final tips

- Read the guidance and follow these slides
- If you are unsure about something – ask the project manager who in turn can ask the PO/GFO
- Adhere to internal reporting deadlines and EDCTP deadlines. If delays occur that you cannot control- inform the project manager who will inform the PO
- Submit revisions in time and inform the project manager if delays occur
- Make sure you keep the project manager informed throughout the year and ensure that this information is relayed to EDCTP. Do not wait for the report to inform us about major deviations/delays (which may need an amendment) or excellent achievements/success.



EDCTP

PROJECTS

OUR WORK

FUNDING

NEWS & RESOURCES

ABOUT US

[HOME](#) / [FUNDING](#) / GUIDANCE FOR EDCTP GRANT HOLDERS

Guidance for EDCTP grant holders

Here you can find the necessary information to guide you in managing an existing EDCTP grant.

[Guidelines](#) [Finance](#) [Legal](#)

Guidelines

EDCTP guides

- [Acknowledging EDCTP: A guide for grantees](#) (PDF)
- [Online Progress Report in EDCTPgrants](#) – Guidelines for beneficiaries (PDF)
- [EDCTP2 policy on clinical trials registration, publication, and data sharing](#) (28/10/2021)
- [EDCTP2 privacy statement on grants management](#) (PDF)
- [EDCTP2 Grants Manual](#) for EDCTP2 Calls for proposals (PDF)
- [Guidance for applicants](#) for the online application procedure
- [EDCTP2's strategic research agenda](#) (PDF)

Reference documents

- [International Council on Harmonisation – Good Clinical Practice](#) (ICH-GCP)
- [Global Code of Conduct for Research in Resource-Poor Settings](#) (PDF)

<https://www.edctp.org/funding/templates-and-guidelines/>

Thank you



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Q&A

Break

