



SESAM

User's Guide for Project Participants

2011-01-20 Release 7

1. Introduction

Scope

This document applies to the Development and Maintenance project of the SESAM system. It is part of a maintenance delivery for the Specific Contract SC202, performed by AR η S Developments for DG RTD. The initial version of the document was produced under another contract by European Dynamics.

The FP6 and FP7 are the Sixth and Seventh European Community framework programmes for Research, Technological development and Demonstration.

The implementation of the framework programmes objectives is achieved through a number of RTD projects as well as various support activities carried out by the research DGs – RTD, INFSO, TREN, ENTR and MARE. The key business process spans from the publication of the call, then submission, evaluation, and funding of proposals, followed by project contracting, follow-up and reporting.

In context of the project follow-up, the Commission seeks an integrated service to support timely acquisition and analysis of the relevant information about project organisation, progress and continuous alignment to EC research key objectives. After aggregation, the statistics shall then feed a dashboard or used for reports generation.

The required business functions shall be supported by SESAM, an IT application made up of 2 dedicated modules, specialising in data acquisition (QUEST), and QUEST administration (QUEST-I).

The QUEST represents the main data input module in SESAM architecture, which provides users with means to fill-in various on-line forms. In general, the high-level functionality of SESAM - QUEST is to:

- Allow Internet users to fill-in Forms in a user-friendly way.
- Store in a central repository collected Forms, in the structured (XML) format, thus allowing their further processing and performing various kinds of statistical analysis.
- Generate printable version of collected Forms (PDF format) and store them to central repository.

The herein document provides the comprehensive description of the SESAM - QUEST functionality, from the GUI usage point of view. The following functionalities are described in details, using a step-by-step approach:

- Submit Questionnaire – allows filling-in and submitting Questionnaire for specified project.
- Save/Submit Report – allows filling-in, saving and submitting Report for specified project and Project Participant.
- Manage Reports – allows displaying existing Forms for specified project and Project Participant, as well as, additional manipulation of displayed Reports (e.g. accessing of PDF files and attachments).
-
- Fill-In Form – allows filling-in Forms in a user-friendly way, including sub-functionalities like the management of publications, applications for patent, exploitable foregrounds or dissemination activities.
- Access User Document – allows accessing User Documents.

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- Send Email to Helpdesk – allows sending emails to the helpdesk.
- Register as a New Participant – allows registering as a new Project Participant.
- FP6/FP7 layout – a different layout (logo and links) for the FP6/FP7 project selected.
- Manage Deliverables – allows accessing, uploading, updating and deleting Deliverables.
- Manage Publications – allows accessing, updating and deleting Publications.
- Manage Dissemination Activities – allows accessing, updating and deleting Dissemination Activities.
- Manage Applications for Patent – allows accessing, updating and deleting Applications for Patent.
- Manage Exploitable Foregrounds – allows accessing, updating and deleting Exploitable Foregrounds.
- Manage Partners – allows accessing, updating and deleting Partners list.
- Manage Fellows' data – allows accessing, updating and deleting Fellows' data.

Definitions, Acronyms, and Abbreviations

| Term | Definition |
|--------------------------|--|
| EC | European Commission |
| FP6 | Sixth EU Framework Programme for Research and Technological Development |
| FP7 | Seventh EU Framework Programme for Research and Technological Development |
| ERA | European Research Area |
| RTD | Research, Technological Development and Demonstration |
| RTD Project | A project within FP6/FP7 |
| SECUNDA | FP6/FP7 Security module hosting user competences |
| ECAS | European Commission Authentication Service |
| CPF | Contract Preparation Forms |
| CPM | Contract and Project Management module |
| FORCE | Form C Editing module |
| SESAM | SED, ESS, ARI, MCA requirements implementation project |
| MCA | SESAM user group – Marie Curie Actions |
| SED | SESAM user group – Socio-Economic Dimensions |
| GAP | Gender Action Plan |
| QUEST | SESAM module – Questionnaires Module |
| QUEST-I | SESAM module – Questionnaires Internal Module |
| Project ID (Contract ID) | Six-digit number, uniquely identifying a project (contract) |
| User | General term used to describe any type of user. |
| Actor | Concept used in the context of use cases. It describes a user who performs one or more actions. |
| Form | General term used to describe any kind of feedback or survey form that can be submitted through QUEST. |

| | |
|----------------------------|--|
| Questionnaire | Form created by anonymous user. |
| Report | Form created by authenticated user (username/password combination). |
| Vacancy | Job Vacancy managed in SESAM in order to be exported to EURAXESS finally. |
| Uncompleted Report/Vacancy | Report/Vacancy that is temporarily saved within the system, eventually to be completed and submitted (extracted in case of Vacancy). |
| Completed Report/Vacancy | Report/Vacancy that is completed and submitted by the Project Contractor (different than Project Coordinator), eventually to be checked and submitted (extracted in case of Vacancy) by the Project Coordinator. |
| Intermediate Report | Common term for Uncompleted and Completed Reports.. |
| Submitted Report | Report that is completed and submitted within the system. |
| Exported Vacancy | Vacancy that is completed and submitted within the system being exported to EURAXESS. |
| Replicated Report | Kind of Submitted Report, which was completed and submitted within the system, but afterwards rejected by the Project Officer (using QUEST-I) in order to be corrected. |
| Project Contractor | Person representing one contractor (participant) on the project. |
| Project Coordinator | Project Contractor that coordinates the project on behalf of the contractors (participant index 1). |
| Project Reviewer | Person representing a reviewer of the project progress. |
| Project Rapporteur | Person representing a project reviewer that is responsible of creation and submission of the consolidated review report. This notion only concerns FP7 projects. |
| Project Participant | Person participating in a project by submitting reports through QUEST, i.e. common term for Project Contractors and Reviewers. |
| Link (Active Link) | Information linking particular QUEST Internet user to particular Project Participant, thus allowing him/her to create various QUEST Reports for the project. A link is represented by a combination of username (used by user to be authenticated in QUEST as a Project Participant), Project ID (identifying the project) and participant index (identifying the particular Project Participant). |
| Pending Link | Link not allowing particular QUEST Internet user to create various QUEST Reports for the project, but can be activated by the QUEST-I Administrator or Project Coordinator. |
| Review Session | Review session is a period during while the project reviewer is able to create, save and submit the review report. Session created by the Project Officer. |
| | |

Table 1-1: Definitions

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2. User Manual

The SESAM - QUEST GUI implements the following functionality:

- filling-in and submitting Questionnaires
- filling-in, saving and submitting Reports
- deleting Intermediate Reports
- accessing PDF files of Intermediate Reports
- accessing PDF files of Submitted Reports
- accessing attachments of Submitted Reports
- accessing User Documents
- sending emails to helpdesk
- different layout for the FP7 project selected.
- managing of the Participant Registrations (Project Links) by Project Coordinator
- managing Project Publications
- managing Project Dissemination Activities
- managing Project Applications for Patent
- managing Project Exploitable Foregrounds
- managing Deliverables

Submit Questionnaire

This option allows submitting Questionnaire for specified project.

Note: if you access to the application through the Participant Portal, this functionality is not available.

In order to submit Questionnaire, the following steps should be considered:

1. Click the link QUESTIONNAIRES inside the menu of Home page. The QUESTIONNAIRE TYPE SELECTION PAGE is presented (Figure 2-1).

Figure 2-1: Questionnaire Type Selection Page (With Selected Questionnaire Type)

2. Specify Questionnaire type:
 - a. Select instrument using the drop-down list INSTRUMENT.
 - b. Select project type using the drop-down list PROJECT TYPE.
 - c. Select Questionnaire type using the drop-down list QUESTIONNAIRE TYPE.
3. Click the button EDIT QUESTIONNAIRE. The PROJECT IDENTIFICATION PAGE is presented (Figure 2-2).

Figure 2-2: Project Identification Page (With Entered Project ID)

4. Enter Project ID in the field PROJECT ID.

5. Click the button VALIDATE. In case of successful project identification the FORM EDITING PAGE is presented (Figure 2-12); otherwise appropriate error message is presented.
6. Fill-in all Form fields (please refer to Fill-In Form).
7. Click the button SUBMIT.
 - In case of successful submission (i.e. if all Form fields are properly filled-in) the QUESTIONNAIRE TYPE SELECTION PAGE is presented (Figure 2-1), accompanied with the COMPLETION MESSAGE BOX (Figure 2-3).

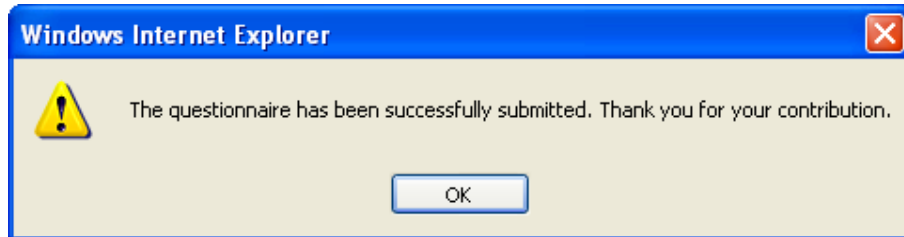


Figure 2-3: Completion Message Box

- In case of unsuccessful submission (i.e. if some Form fields are not properly filled-in) the refreshed FORM EDITING PAGE is displayed, clearly presenting the invalid fields (please refer to Fill-In Form). Please proceed with Step 6.

Save/Submit Report

This option allows saving/submitting Report for specified project and Project Participant.

If you access the application through the Participant Portal, you can directly jump to the step 4. Steps 1 to 3 are not accessible. The project selection must be done using the Participant Portal.

In order to save/submit Report, the following steps should be considered:

1. After the successful user authentication (see Login) the SELECT PROJECT PAGE is presented (Figure 2-4).

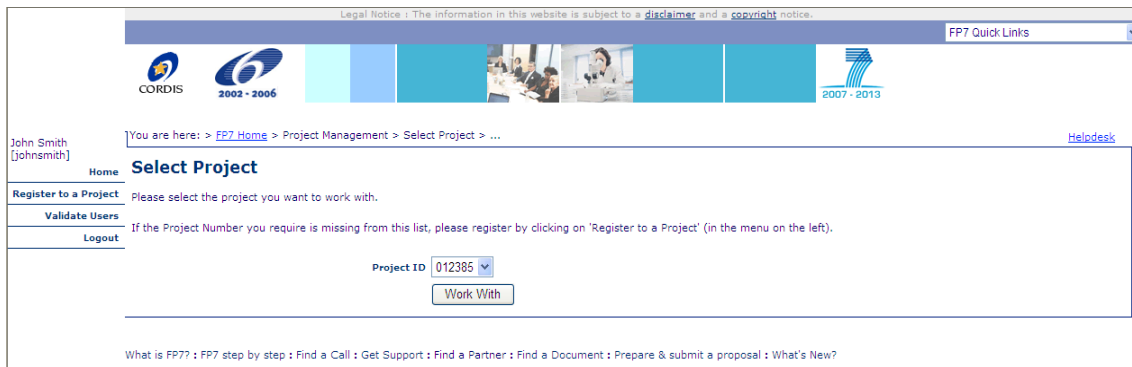


Figure 2-4: Select Project Page

2. Select the project Id from drop-down list PROJECT ID.
3. Click the button WORK WITH. The WORK WITH A PROJECT PAGE is presented (Figure 2-5).

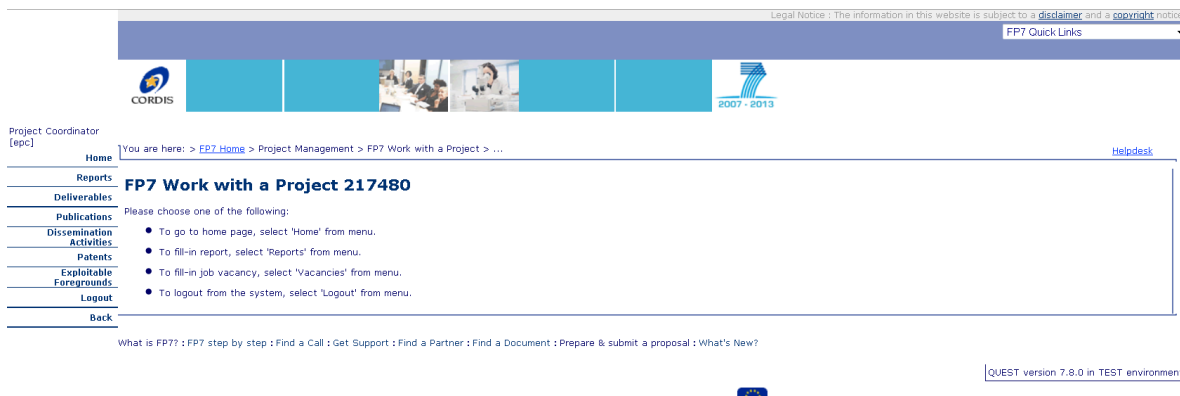




Figure 2-5: Work with a Project Page

4. Click on one of the following available links in the menu: REPORTS, REVIEW REPORTS, ASSESSMENT REPORTS, DOCUMENTS, AMENDMENT REQUESTS OR NOTIFICATIONS. The REPORT SELECTION PAGE for specified project and particular Project Participant is presented (Figure 2-6 or Figure 2-7).
5. Specify Report:
 - a. Select form type using the drop-down list REPORT / REVIEW REPORT / DOCUMENT / AMENDMENT / NOTIFICATION TYPE.
 - b. If applicable, select participant using the drop-down list PARTICIPANT.
 - c. If applicable, select the review session using the drop-down list REVIEW SESSION.

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- d. If applicable, select the project reviewer using the drop-down list PROJECT REVIEWER.
 - e. If applicable, select REPORTING PERIOD for which the report will be submitted
6. Open Report for editing
- a. Create new report:
 - i. Click the button CREATE NEW REPORT / REVIEW REPORT / DOCUMENT / AMENDMENT REQUEST / NOTIFICATION.
 - In case that data may be imported from some previously submitted Report (e.g. the Report to be created is periodic one and there are Reports submitted for previous reporting periods), the DATA IMPORT WINDOW is presented (Figure 2-8 or Figure 2-9). To proceed without data import, click the button NO; the FORM EDITING PAGE is presented (Figure 2-12), displaying the Report without imported data. Otherwise, specify the Report from which to import the data, by selecting the participant index (the drop-down list PARTICIPANT INDEX) and reporting period (the drop-down list REPORTING PERIOD), and click the button YES. The FORM EDITING PAGE is presented (Figure 2-12), displaying the Report with imported data.



FP7 Quick Links

Project Coordinator [epc]
You are here: > [FP7 Home](#) > Project Management > Select report > ...
[Helpdesk](#)

Select Report

Please choose one of the following:

1. Create a new report by clicking the button 'Create New Report'.
2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' for target Report.
3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument CP - Collaborative project

Project Information 217480

Username epc

Report type Periodic Report

Participant All

Intermediate Reports

| Username | Participant Index | Form name | Period | Date created | Date last updated | Status | Delete | Print |
|----------|-------------------|---------------------------------|--------|-------------------------|-------------------------|-------------|------------------------|-----------------------------|
| epc | All | Periodic Report | 4 | 09/11/2010 18:00:24 CET | 09/11/2010 18:00:25 CET | Uncompleted | delete | print draft |
| epc | All | Periodic Report | 3 | 12/08/2010 13:36:27 CET | 09/11/2010 17:18:04 CET | Uncompleted | delete | print draft |
| epcs | All | Periodic Report | 5 | 11/08/2010 17:37:04 CET | 11/08/2010 17:37:04 CET | Uncompleted | delete | print draft |
| ebu | All | Periodic Report | 1 | 11/08/2010 11:28:13 CET | 11/08/2010 11:28:14 CET | Uncompleted | delete | print draft |
| ebu2 | All | Periodic Report | 6 | 14/07/2010 18:10:10 CET | 15/07/2010 16:44:56 CET | Uncompleted | delete | print draft |

Reporting Period 7

Submitted Reports

Report status Submitted and Rejected

| Username | Participant Index | Form name | Attachments | Period | Date submitted | Date rejected | Status | Comment | ARES Reg. N. | Acknowledgement |
|----------|-------------------|---------------------------------|--------------------------|--------|-------------------------|-------------------------|-----------|---------|---|---|
| epcs2 | All | Periodic Report | download | 8 | 12/08/2010 14:56:24 CET | | Submitted | | - | - |
| epcs | All | Periodic Report | download | 5 | 11/08/2010 14:05:18 CET | 11/08/2010 17:37:04 CET | Rejected | | Ares(2010)1281528368206 | Ares(2010)1281528368409 |
| epcs | All | Periodic Report | download | 5 | 11/08/2010 13:45:50 CET | 11/08/2010 13:47:18 CET | Rejected | | Ares(2010)1281527163925 | Ares(2010)1281527166075 |
| epcs | All | Periodic Report | download | 5 | 11/08/2010 13:33:53 CET | 11/08/2010 13:35:21 CET | Rejected | | Ares(2010)1281526454859 | Ares(2010)1281526455162 |
| epc | All | Periodic Report | download | 5 | 09/12/2009 19:26:29 CET | 11/08/2010 11:50:18 CET | Rejected | | - | - |
| epcs2 | All | Periodic Report | download | 7 | 15/07/2010 10:51:41 CET | 11/08/2010 11:31:17 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 3 | 08/09/2009 04:22:24 CET | 15/07/2010 16:04:12 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 1 | 10/12/2009 07:39:31 CET | 14/07/2010 18:28:54 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 6 | 28/01/2010 15:54:06 CET | 14/07/2010 18:27:53 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 7 | 26/04/2010 09:35:19 CET | 21/06/2010 18:03:23 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 8 | 29/04/2010 08:25:51 CET | 21/06/2010 18:03:02 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 4 | 29/04/2010 15:10:26 CET | 29/04/2010 15:33:24 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 4 | 22/09/2009 03:21:19 CET | 29/04/2010 11:51:48 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 7 | 26/04/2010 09:30:37 CET | 26/04/2010 09:52:33 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 7 | 26/04/2010 09:28:13 CET | 26/04/2010 09:47:41 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 7 | 26/04/2010 08:48:42 CET | 26/04/2010 09:44:37 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 6 | 10/12/2009 20:19:25 CET | 28/01/2010 16:10:01 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 1 | 09/12/2009 10:50:21 CET | 10/12/2009 07:54:08 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 1 | 07/09/2009 10:23:32 CET | 21/09/2009 13:51:55 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 1 | 07/09/2009 08:52:13 CET | 07/09/2009 15:20:37 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 2 | 07/09/2009 08:57:02 CET | 07/09/2009 15:20:32 CET | Rejected | | - | - |
| epc | All | Periodic Report | download | 2 | 07/09/2009 10:19:14 CET | | Submitted | | - | - |

What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

QUEST version 7.8.0 in TEST environmen

Figure 2-6: Report Selection Page



Figure 2-7: Review Report Selection Page

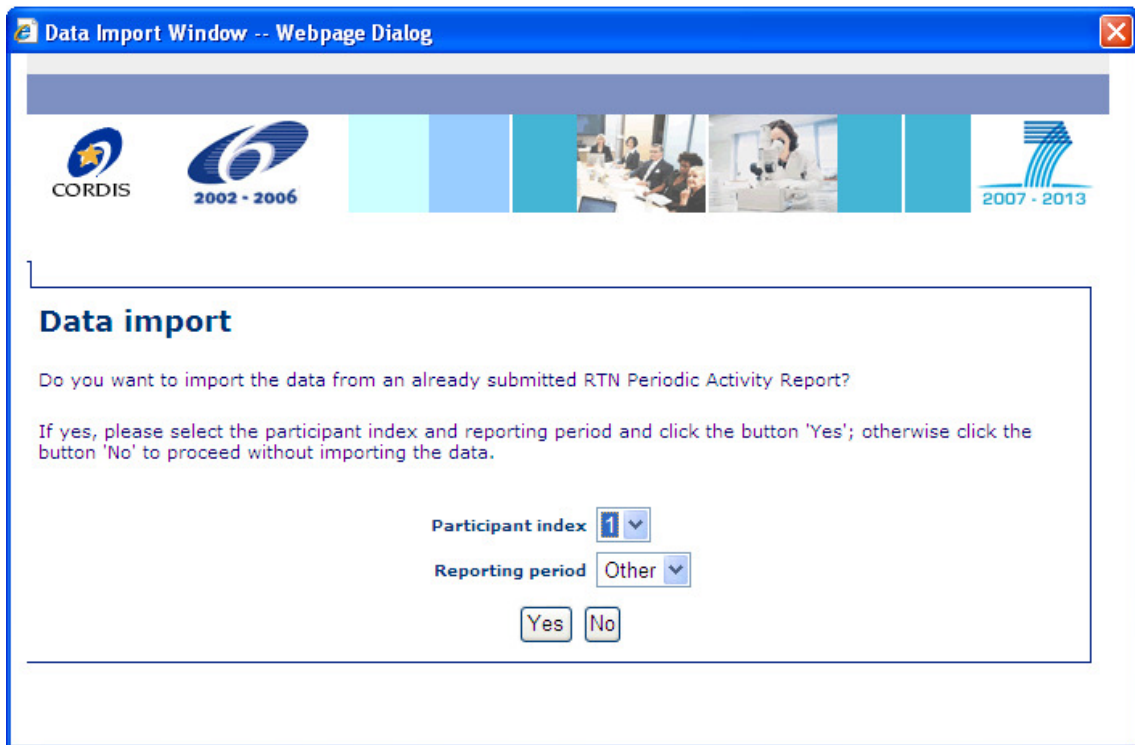


Figure 2-8: Data Import Window

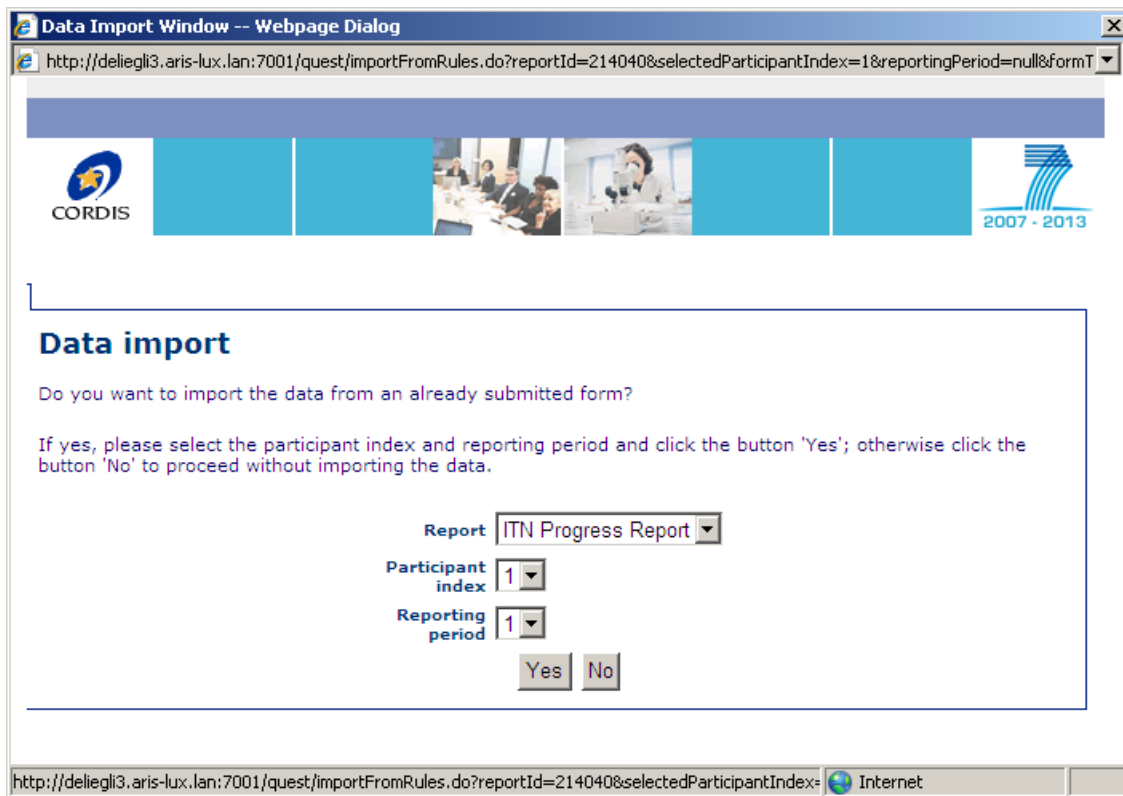


Figure 2-9: Data Import Window

- In case that data cannot be imported from some previously submitted Report (e.g. the Report to be created is not periodic one or there are no Reports submitted for previous reporting periods), the FORM EDITING PAGE is presented (Figure 2-12).
 - In case that the Project Participant is a Project Coordinator, s/he should not be able to create new Reports for other Project Contractors, if not explicitly linked through QUEST-I to the particular Project Contractor.
 - In case the Project Participant is a Project Reviewer, s/he should not be able to create new Review Reports for other Project Reviewers.
- b. Open previously saved Report:
 - i. Click the hyperlink in the column FORM NAME of the INTERMEDIATE REPORTS table for target Report. The FORM EDITING PAGE is presented (Figure 2-12), displaying the selected Report.
 - Project Contractors different than Project Coordinator should not be able to edit Reports with status COMPLETED.
 - Project Reviewers should not be able to edit Review Reports of other Project Reviewers.
7. Fill-in Form (please refer to Fill-In Form).
 8. Save/Submit Report
 - a. Save Report
 - i. Click the SAVE button. The REPORT SELECTION PAGE from which complete action was initiated is presented (Figure 2-6).
 - b. Submit Report:
 - i. Click the SUBMIT button.

- In case of successful submission (i.e. if all Form fields are properly filled-in) the REPORT SELECTION PAGE from which complete action was initiated is presented (Figure 2-6 or Figure 2-7).
 - If you are the Project Coordinator, a Project Reviewer or a Project Rapporteur, the report/review report/consolidated review report is moved in the SUBMITTED REPORTS table and become read-only. Depending on the Sub-funding Scheme and Unit of the project, you might receive an Acknowledgement of Receipt by email.
 - If you are not the Project Contractor, the Report is stored as a Completed Report and displayed in the INTERMEDIATE REPORTS table with status COMPLETED. Afterwards, the Report may be further edited and submitted finally by the Project Coordinator.
- In case of unsuccessful submission (i.e. if some Form fields are not properly filled-in) the refreshed FORM EDITING PAGE is displayed, clearly presenting the invalid fields (please refer to Fill-In Form). Please proceed with Step 10.b.

Manage Reports

This option allows displaying existing Forms for specified project and Project Participant, as well as, additional manipulation of displayed Reports (e.g. accessing of PDF files and attachments).

In order to manage Reports, the following steps should be considered:

1. Reach the REPORT SELECTION PAGE (Figure 2-6 or Figure 2-7). Please refer to 0 Save/Submit Report.
2. **Select Report Type or Review Report Type:** A type of Reports to be managed may be modified by using the drop-down list REPORT TYPE or REVIEW REPORT TYPE. The REPORT SELECTION PAGE is refreshed, displaying in the tables INTERMEDIATE REPORTS and SUBMITTED REPORTS existing Reports of selected type.
3. **Select Review Session:** Drop-down list REVIEW SESSION contains all the review sessions available for the Project Participant (open and/or closed). After selection, the REPORT SELECTION PAGE is refreshed, displaying in the tables INTERMEDIATE REPORTS and SUBMITTED REPORTS existing Reports of selected Project Participant.
4. **Select Project Reviewer:** The Project Reviewer may be modified by using the drop-down list PROJECT REVIEWER. The REPORT SELECTION PAGE is refreshed, displaying in the tables INTERMEDIATE REPORTS and SUBMITTED REPORTS existing Reports of selected Project Reviewer.
 - a. For Project Reviewer, the drop-down list Project Reviewer contains the different Project Reviewers related to the selected Review Session, as well as, entry All representing all Project Reviewers.
 - b. For Project Rapporteur, the drop-down list Project Reviewer contains entry All representing the unique Project Rapporteur.
5. **Select Project Participant:** A Project Participant, for which to manage Reports, may be modified by using the drop-down list Participant. The Report Selection Page is refreshed, displaying in the tables Intermediate Reports and Submitted Reports existing Reports of selected Project Participant.
 - a. For Project Coordinators the drop-down list Participant contains all Project Participants, as well as, entry All representing all Project Participants. In this way, Project Coordinators may access Completed Reports of other Project Contractors, in order to check and submit them finally.
6. **Select Reporting Period:** Drop-down list Reporting Period contains the remaining values of period(s) for which new report can be created. Selected value is the period that contains the day of creating new report. If report has been already fulfilled for that period, the first available period will be pre-selected. If the Final report or Document or Amendment Request or Notification is selected, the Reporting Period select box is not displayed. If the Periodic report is selected and the report has been fulfilled for all the reporting periods by the selected participant, the Reporting Period select box is displayed but disabled.
7. **Select Report Status:** A status of Submitted Reports to be managed may be modified by using the drop-down list Report Status. The Report Selection Page is refreshed, displaying in the table Submitted Reports existing Reports of selected statuses.
8. **Edit Intermediate Report:** A previously saved Report may be edited by clicking the hyperlink in the column Form name of the Intermediate Reports table. The Form Editing Page (Figure 2-12) is presented, displaying the selected Report.
 - a. Not for Review Report, Project Contractors different than Project Coordinator are not able to edit Completed Reports (Reports with status COMPLETED).
9. **Delete Intermediate Report:** A previously saved Report may be deleted by clicking the hyperlink delete in the column Delete of the Intermediate Reports table. The Report Selection Page is refreshed, reflecting the modified information about Intermediate Reports.
 - a. Not for Review Report, Project Contractors different than Project Coordinator are not able to delete Completed Reports (Reports with status COMPLETED).

- 10. Access Intermediate Report PDF:** The PDF file of a previously saved Report may be accessed by clicking the hyperlink print draft in the column Print of the Intermediate Reports table. The PDF file, clearly marked as draft one, is created and the File Download Window is displayed (Figure 2-10).

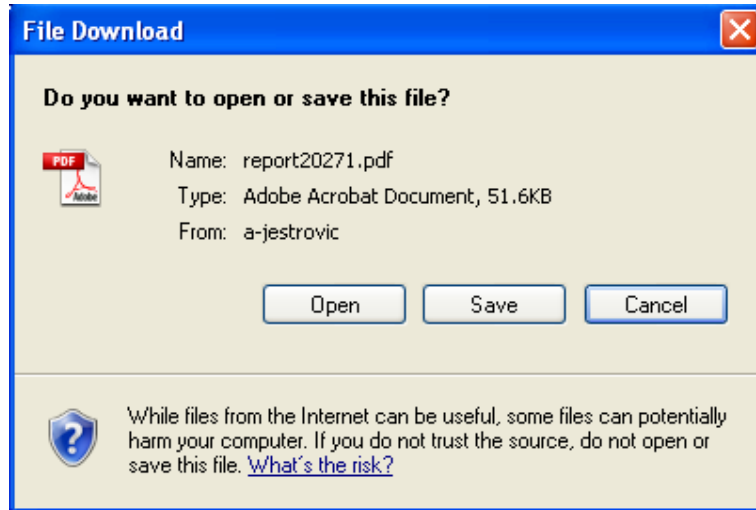


Figure 2-10: File Download Window

- 11. Access Submitted Report PDF:** The PDF file of a Submitted Report may be accessed by clicking the hyperlink in the column Form name of the Submitted Reports table. If the PDF file exists for selected Report, the File Download Window is displayed (Figure 2-10); otherwise, if PDF file does not exist (still not created), appropriate error message is displayed (Figure 2-11).

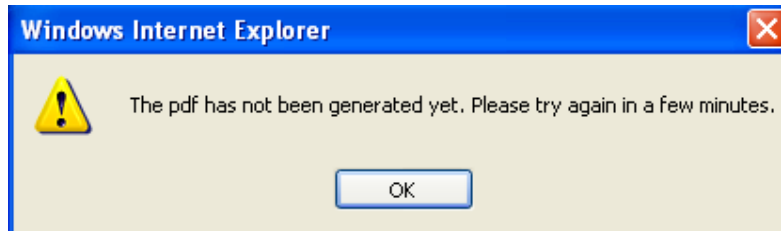


Figure 2-11: PDF Creation Error Message

- 12. Access Submitted Report Attachments:** The attachments of a Submitted Report (as a ZIP archive) may be accessed by clicking the hyperlink in the column Attachments of the Submitted Reports table. The File Download Window is displayed (Figure 2-10).
- 13. View Submitted/Rejected Report Comment:** When a comment is available on a Submitted or Rejected Report, an icon is displayed in the Comment column. Click this icon to view the comment, as shown in Figure 2-6.
- 14. Download ARES Documents:** The ARES registration number appears in the ARES column. Click this hyperlink in order to download the report, its XML version and its attachments as they are stored in ARES as a ZIP archive. The File Download Window is displayed (Figure 2-10).
- 15. Download the Acknowledgement of Receipt:** The Acknowledgement of Receipt (AoR) registration number appears in the Acknowledgement column. Click this hyperlink in order to download it. The File Download Window is displayed (Figure 2-10).

Fill-In Form

This option allows filling-in various Forms in a user-friendly way, using the FORM EDITING PAGE (Figure 2-12). The Forms have been designed in such a way that the possibility of errors during their completion is minimised:

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- Radio buttons and selection lists are used for filling-in questions with limited number of answers.
- Date fields are filled-in through dedicated functionality (0 Fill-In Date Field), using the DATE WINDOW (Figure 2-14).
- Country fields are filled-in through dedicated functionality (0 Fill-In Country Form Field), using the COUNTRY WINDOW (Figure 2-15).

Filling-in tables with variable number of rows is supported as well (0 Fill-In Table with Variable Number of Rows). It is also possible to attach annexes (0 Manage Report Attachments) to Reports (not Questionnaires) to be submitted.

Submission of Forms involves filling-in all obligatory (mandatory) fields, which are indicated by a red asterisk next to them. Furthermore, some fields may be conditionally obligatory (mandatory), i.e. obligatory under some conditions, for example depending on the answer to some previous question. Such fields are indicated by a green asterisk next to them.

Process of Form submission includes the validation of filled-in Form. In case of unsuccessful submission (i.e. if some Form fields are not properly filled-in) the refreshed FORM EDITING PAGE is displayed, clearly presenting the invalid fields (Figure 2-13). In general, 2 kinds of validation are performed:

- **Validation of obligatory fields:** It is validated if obligatory field (or conditionally obligatory field, if related condition is fulfilled) is filled-in with any value.
- **Validation of type:** It is validated if the field is filled-in with a value of appropriate type. The following types are supported:
 - String: Any text (no type validation).
 - Integer: Number (e.g. 1)
 - Double: Decimal number (e.g. 1.5). It should be noted that “.” (character dot) is used as decimal character and not “,” (character comma).
 - Amount: Decimal number (e.g. 1.5) between -99 999 999.99 and 99 999 999.99 with 2 decimals. The formatting is applied automatically so that 2 decimals are always shown (e.g. 1 → 1.00; 1.5 → 1.50). If more than 2 decimals are inserted, the value will be rounded to the nearest second decimal (e.g. 1.234 → 1.23; 1.235 → 1.24).

The most common validation errors are the following:

- Obligatory field (or conditionally obligatory field, if related condition is fulfilled) is not filled-in.
- Integer field is filled-in with a decimal number (e.g. 1.5 instead of 1).
- Double field is filled-in with a decimal number using “,” as decimal character (e.g. 1,5 instead of 1.5).

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FP7 Quick Links

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Final Report - EU Financial Contribution Distribution

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INSTRUCTIONS

- The fields marked with a red star are obligatory.
- The fields marked with a green star are obligatory under some condition.
- After completion, press the 'submit' button to submit the report.
- You may use the 'save' button at any time to save a report and continue its editing later.
- Decimal numbers should be indicated by a dot and not by a comma (i.e. 3.5 and not 3,5).

GENERAL INFORMATION

Grant Agreement number: 222125

Project acronym: HUMID

Project title: An innovative passive humidification device delivering improved performance, reduced healthcare costs and greater patient care

Funding Scheme: FP7-BSG-SME

Project starting date: 01/06/2008

Project end date: 31/05/2010

Name of the scientific representative of the project's coordinator and organisation(1): Mr. Mark Gaddes, THE UK MATERIALS TECHNOLOGY RESEARCH INSTITUTE LIMITED

Tel: 111

Fax: 222

E-mail: mark.gaddes@uk-matri.org

Project website address(2):

(1) Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement.
 (2) The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/abc/symbols/emblem/index_en.htm; logo of the 7th FP: http://ec.europa.eu/rcs/arc/7th/index_en.cfm?pg=logo). The area of activity of the project should also be mentioned.

5. Final report on the distribution of the EU financial contribution

The Report on the distribution of the EU financial contribution between beneficiaries shall submit to the Commission within 30 days after receipt of the final payment of the EU financial contribution.

| Distribution of the EU financial contribution between beneficiaries | |
|---|---|
| Name of beneficiary | Final amount of EU contribution per beneficiary |
| THE UK MATERIALS TECHNOLOGY RESEARCH INSTITUTE LIMITED | 12 |
| SIA SKAN-TOOLING | 12 |
| NOLIAC AIS | 12 |
| VESLATEC OY | 12 |
| MIF FILTER SYSTEMS LIMITED | 12 |
| INTERSURGICAL LIMITED | 12 |
| TEKNOLOGISK INSTITUTT AS | 12 |
| SAECHSISCHES TEXTILFORSCHUNGSINSTITUT E. V. | 12 |
| SIA SKAN-TOOLING | 2 |
| IOLIAC AIS | 3 |
| VESLATEC OY | 4 |
| MIF FILTER SYSTEMS LIMITED | 5 |
| INTERSURGICAL LIMITED | 6 |
| TEKNOLOGISK INSTITUTT AS | 7 |
| SAECHSISCHES TEXTILFORSCHUNGSINSTITUT E. V. | 8 |
| Total | 131 |

cancel check spelling save submit attachments calculate

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Figure 2-12: Form Editing Page

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 E-mail: mark.gaddes@uk-matri.org
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(1) Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement.
 (2) The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/abc/avmb/els/emb/lem/index_en.htm; logo of the 7th FP: http://ec.europa.eu/research/fp7/index_en.cfm?c=fp7logo). The area of activity of the project should also be mentioned.

5. Final report on the distribution of the EU financial contribution

The Report on the distribution of the EU financial contribution between beneficiaries shall submit to the Commission within 30 days after receipt of the final payment of the EU financial contribution.

| Distribution of the EU financial contribution between beneficiaries | |
|---|---|
| Name of beneficiary | Final amount of EU contribution per beneficiary |
| THE UK MATERIALS TECHNOLOGY RESEARCH INSTITUTE LIMITED | 12 |
| SIA SKAN-TOOLING | 12 |
| NOLIAC A/S | * The specified value is invalid |
| VESLATEC OY | 12 |
| MIF FILTER SYSTEMS LIMITED | 12 |
| INTERSURGICAL LIMITED | 12 |
| TEKNOLOGISK INSTITUTT AS | 12 |
| SAECHSISCHES TEXTILFORSCHUNGSINSTITUT E. V. | 12 |
| SIA SKAN-TOOLING | 2 |
| NOLIAC A/S | 3 |
| VESLATEC OY | *aeueau The specified value is invalid |
| MIF FILTER SYSTEMS LIMITED | 5 |
| INTERSURGICAL LIMITED | 6 |
| TEKNOLOGISK INSTITUTT AS | 7 |
| SAECHSISCHES TEXTILFORSCHUNGSINSTITUT E. V. | 8 |
| Total | 0 |

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Figure 2-13: Form Editing Page (With Displayed Invalid Fields)

Fill-In Date Field

This option allows filling-in date form fields in a user-friendly way.

In order to fill-in date form field, the following steps should be considered:

1. Reach the FORM EDITING PAGE (Figure 2-12) displaying the Form with at least one date field.
2. Click inside the date field. The DATE WINDOW is displayed (Figure 2-14).



Figure 2-14: Date Window

3. Browse for a date and click on a date. The DATE WINDOW is closed and the selected date is displayed in the edited field on the FORM EDITING PAGE from which complete action was initiated.

Fill-In Country Form Field

This option allows filling-in country form fields in a user-friendly way.

In order to fill-in country form field, the following steps should be considered:

1. Reach the FORM EDITING PAGE (Figure 2-12) displaying the Form with at least one country field.
2. Click inside the country field. The COUNTRY WINDOW is displayed (Figure 2-15).

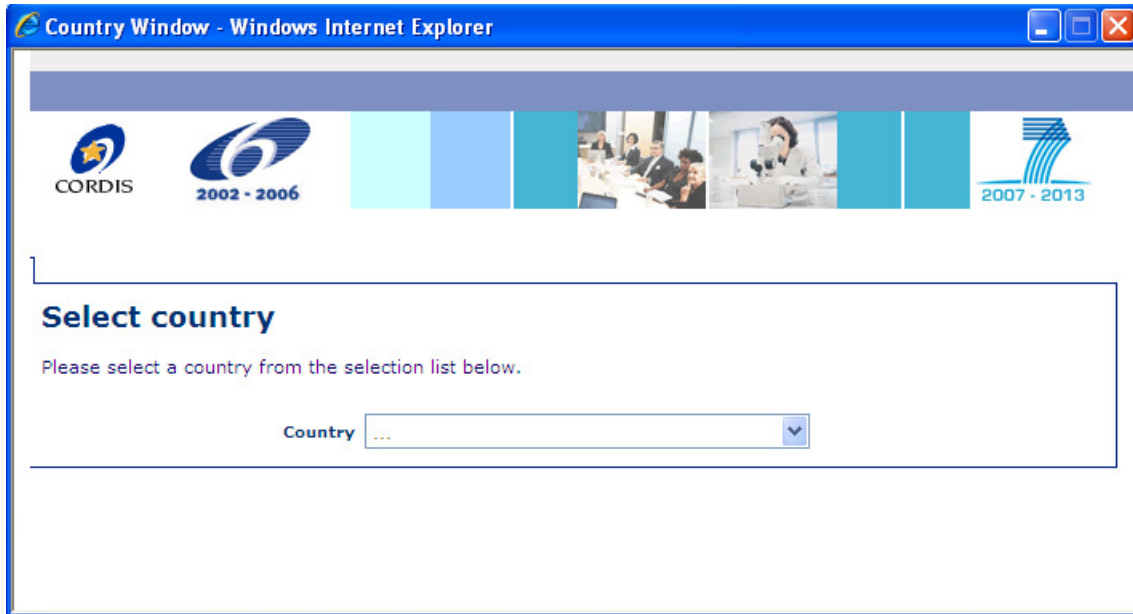


Figure 2-15: Country Window

3. Select a country from the drop-down list COUNTRY. The COUNTRY WINDOW is closed and the selected country is displayed in the edited field on the FORM EDITING PAGE from which complete action was initiated.

Fill-In Table with Variable Number of Rows

This option allows filling-in tables with variable number of rows.

In order to fill-in table with variable number of rows, the following steps should be considered:

1. Reach the FORM EDITING PAGE (Figure 2-12) displaying the Form with at least one table with variable number of rows.
2. **Insert Row:** Click the button INSERT ROW (Figure 2-16). The FORM EDITING PAGE is refreshed, displaying the table with inserted row at the table bottom.
3. **Delete Row:** Click the button DELETE ROW (Figure 2-16). The FORM EDITING PAGE is refreshed, displaying the table with the last row deleted.

It should be noted that completely empty rows (without any filled-in field) do not have to be deleted manually, even if they contain obligatory fields; the completely empty rows will be automatically removed by the system on the Form submission.

✦ Contractor: UNIVERSITETET I BERGEN

| Name of the Researcher (as stated at time of selection) | Type | Origin | | Gender | Start date of recruitment | End date of recruitment | No. of full-time equivalent months covered by this recruitment during this reporting period |
|---|-----------------|---------------------|------|--------|---------------------------|-------------------------|---|
| | | Country | LFR | | | | |
| * John Stevens | ESR (<4 years) | * UK-United Kingdom | * No | * Male | * 01/01/2005 | * 30/06/2005 | * 6 |
| * Frederic Patrique | ER (4-10 years) | * BE-Belgium | * No | * Male | * 01/08/2005 | * 31/12/2005 | * 3 |

insert row

delete row

Figure 2-16: Table with Variable Number of Rows (Form Editing Page)

Check Spelling

It is possible to check the spelling of all the text areas of a report by following these steps:

1. Reach the FORM EDITING PAGE (Figure 2-12) displaying the Form with at least one table with variable number of rows.
2. Click the check spelling button at the bottom on the form.
3. Wait for the Spell Checker to load (Figure 2-17).

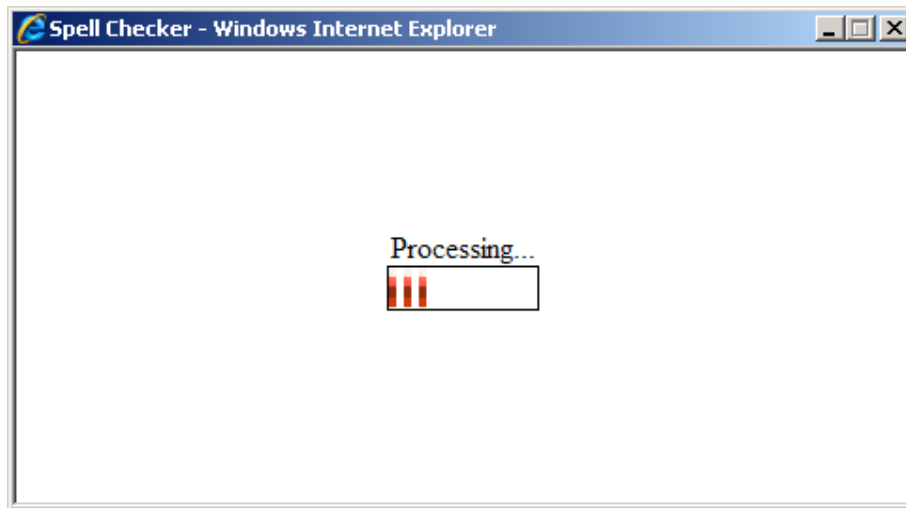


Figure 2-17: Spell Checker Loading

4. Once loaded, the Spell Checker will process each text area as shown in Figure 2-18. In the Spell Checker, the following options are available:
 - a. **The upper left text area** shows a part of the text, with an unrecognized word indicated in red.
 - b. **Ignore Once:** ignore a single occurrence of the unrecognized word
 - c. **Ignore all in this field:** ignore all occurrences of the unrecognized word within the current text area
 - d. **Suggestions:** shows a list of known words that are similar to the unrecognized one. Click on a word to select it, and then click on CHANGE for replacing the current word with the selected one, or CHANGE ALL for replacing all occurrences of the current word with the selected one (within the current text area).
 - e. **Next Field:** click this button to skip the processing of the rest of the current text area, and continue with the next (non-empty) one. If the current one is the last one, this button is changed to "DONE" and clicking it will close the Spell Checker.
 - f. **Manual Edit:** click in the upper left text area (with the unrecognized word) in order to switch en Edit Mode (Figure 2-19). In this mode you can modify the text area and then click CHANGE for applying your modifications. To cancel your modifications and switch back to the normal mode, click on UNDO EDIT.

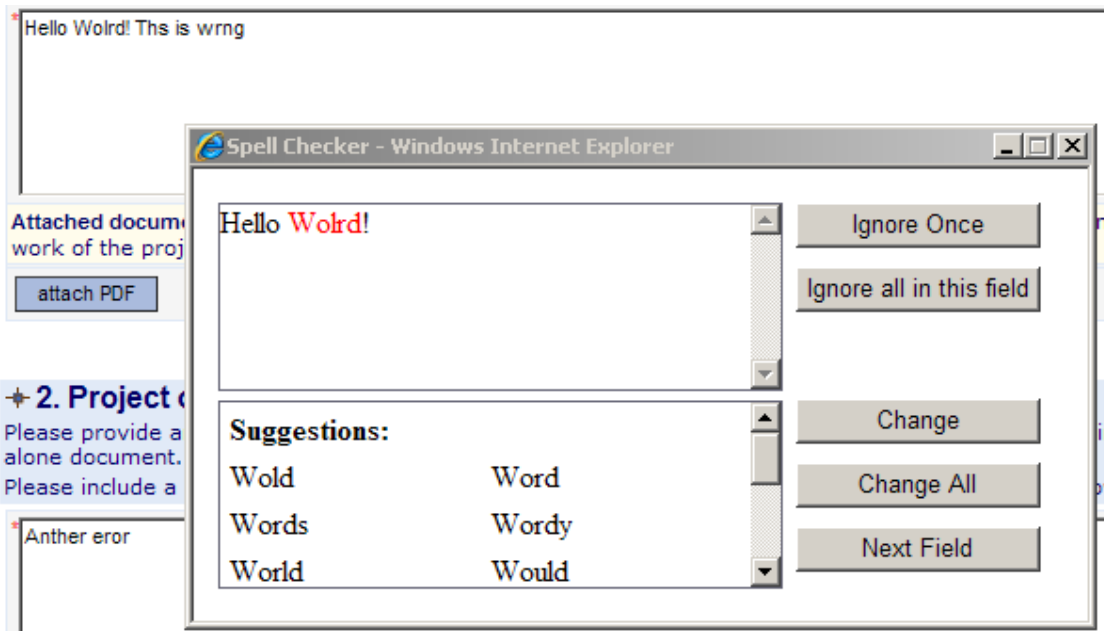


Figure 2-18: Spell Checker processing a text area

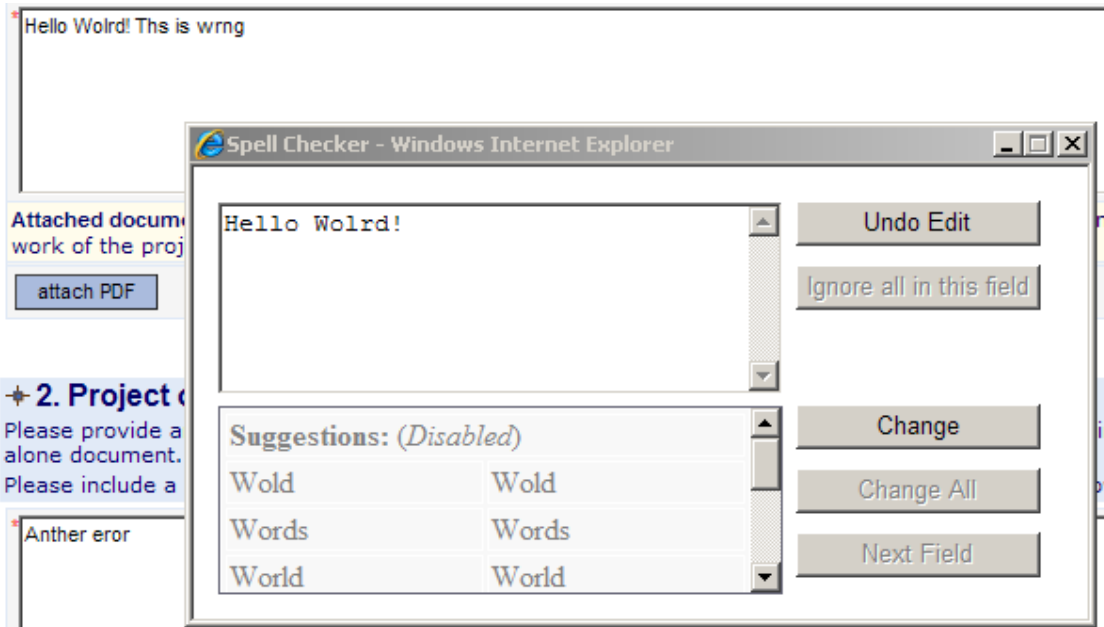


Figure 2-19: Spell Checker in Edit Mode

Manage Report Attachments

This option allows attaching annexes to the Reports to be submitted.

In order to attach annexes, the following steps should be considered:

1. Reach the FORM EDITING PAGE (Figure 2-12) by opening a previously saved Report. Please refer to 0 Manage Reports Step 8. If you are currently creating a new report, please save it first.
2. Click the button ATTACHMENTS at the bottom of the FORM EDITING PAGE or the button or attach PDF, Attach Document or attach Access database at the bottom of its sections (the button exists only for Reports that supports attaching annexes). The ATTACHMENTS WINDOW is displayed (Figure 2-20). If you clicked the button at the bottom of a section, the corresponding ATTACHMENT TYPE will be selected automatically.

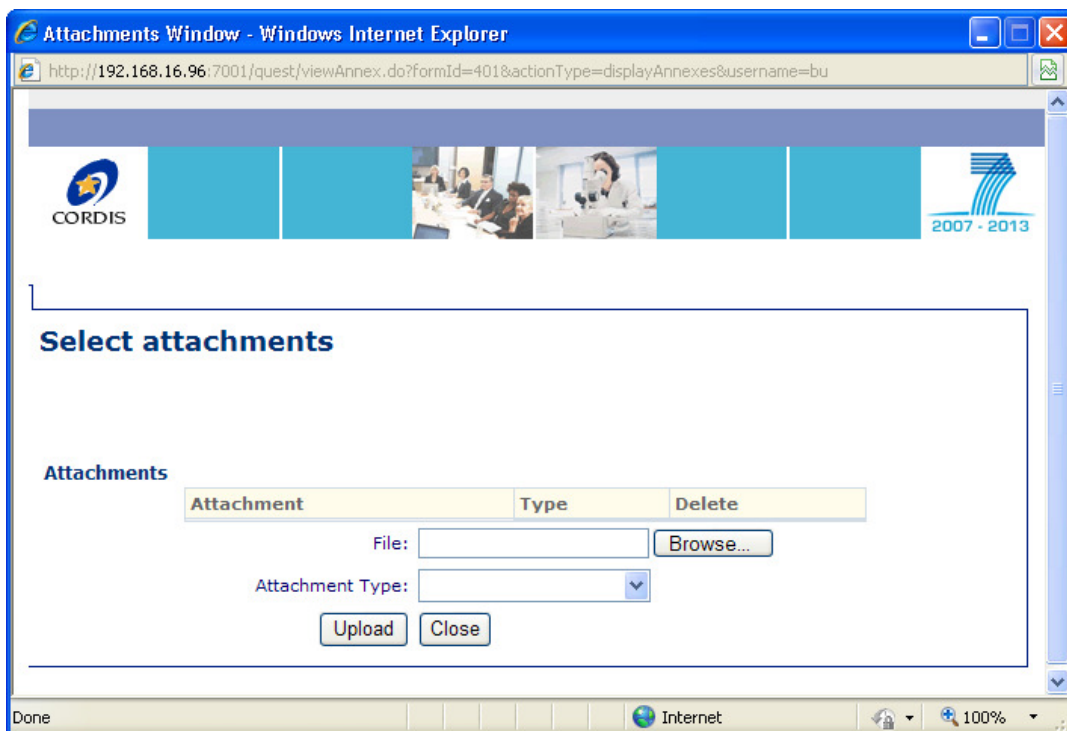


Figure 2-20: Attachments Window

3. Click the button BROWSE and browse for the attachment. If you accessed the Attachments Window using “attach PDF” from the Form Editing Page, you must select a PDF file. If you accessed the Attachments Window using “attach Access database” from the Form Editing Page, you must select a MDB file. If you accessed that window from the attachments button at the bottom of the Form Editing Page, the expected file format will depend on the Attachment Type you select at step 4. For Attachment Types different than “Other”, please refer to the corresponding section of the Form Editing Page in order to know the expected file format (PDF or any). The path of the selected file is displayed inside the field in front of the button BROWSE. The maximum file size is 250mb.
4. Select the ATTACHMENT TYPE from the drop-down list, if not already selected.
5. Click the button UPLOAD. The button UPLOAD becomes disabled and the uploading of the selected file as a Report attachment is initiated. After the file upload is finished, the button UPLOAD becomes enabled and refreshed ATTACHMENTS WINDOW is displayed, reflecting the modified information about the Report attachments.

- Access Attachment:** An attachment may be accessed by clicking the hyperlink in the column ATTACHMENT of the ATTACHMENTS table. The FILE DOWNLOAD WINDOW is displayed.
- Delete Attachment:** An attachment may be deleted by clicking the hyperlink in the column DELETE of the ATTACHMENTS table. The ATTACHMENTS WINDOW is refreshed, reflecting the modified information about the Report attachments.

Manage deliverables list

This option allows managing the deliverables list to the Reports to be submitted (on the reports where the deliverables available, e.g. "CP-CSA-NoE Periodic Report").

In order to manage the deliverables list, the following steps should be considered:

- Reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of deliverables as presented in Figure 2-21.

| TABLE 1. Deliverables (4) | | | | | | | | | | |
|---------------------------|-------------------|---------|--------|------------------|--------|-------------------------|---|---------------------------------|-----------------|----------|
| Del. no. | Deliverable name | Version | WP no. | Lead beneficiary | Nature | Dissemination level (5) | Delivery date from Annex I (proj month) | Actual / Forecast delivery date | Status | Comments |
| 1 | File Accepted - 2 | 1.0 | 1 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Submitted | |
| 10 | File Pending | 1.0 | 1 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Not Submitted | |
| 11 | File Accepted | 1.0 | 1 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Submitted | |
| 1 | File Reminded | 1.0 | 2 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Not Submitted | |
| 2 | File Accepted - 3 | 1.0 | 2 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Submitted | |
| 3 | File Accepted - 3 | 1.0 | 2 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Submitted | |
| 0 | File Rejected | 1.0 | 5 | Lead Beneficiary | Nature | Dissemination | 30 | *30/09/2010 | * Not Submitted | |

Add or modify deliverables

Figure 2-21: Table of deliverables (Form Editing Page)

- This table is automatically loaded with the deliverables associated to the current project. Having said that, if the list must be updated, click the ADD OR MODIFY DELIVERABLES button, to access the Deliverables Management Page (please refer to section 0).

Manage Report Publications

This option allows attaching publications to the Reports to be submitted (on the reports where the publications available, e.g. "IAPP-ITN Final Report").

In order to attach publications, the following steps should be considered:

- Reach the FORM EDITING PAGE (Figure 2-12), displaying the Form with at list one upload field (Figure 2-22), by opening a previously saved Report. Please refer to 0 Manage Reports Step 8.

| LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES | | | | | | | | | |
|--|-----------------------------|--------|----------|-------------|---------------------------------------|---------------------------|------------|----------------------|---------------------|
| No. | Title | Upload | Download | Main author | Title of the periodical or the series | Number, date or frequency | Publisher | Place of publication | Year of publication |
| 1 | User Manual | Public | download | John Smith | Manage Report Publication 2 | | John SMith | Athens | 2004 |
| 2 | http://cordis.europa.eu/fp7 | | download | | | | | | |

insert row
delete row

Figure 2-22: Table with the Upload Field (Form Editing Page)

- Click inside the upload field. The UPLOAD PUBLICATION WINDOW is displayed (Figure 2-23).

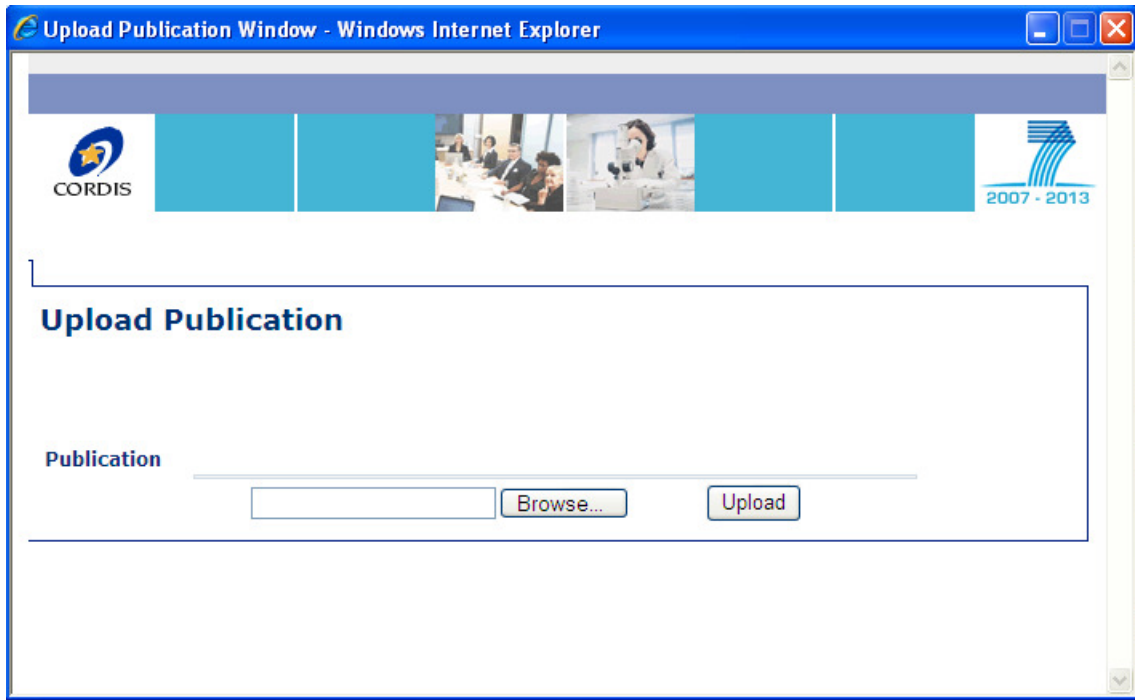


Figure 2-23: Upload Publication Window

3. Click the button BROWSE and browse for the attachment. The path of the selected file is displayed inside the field in front of the button BROWSE.
4. Click the button UPLOAD. The button UPLOAD becomes disabled and the uploading of the selected file is initiated. After the file upload is finished, publication file name is displayed in Title and Upload fields. The title name of uploaded publication can be changed.
5. **Access Publication:** Click the button DOWNLOAD. The FILE DOWNLOAD WINDOW is displayed.
6. **Delete Publication:** The publication file is deleted automatically by deleting row where the publication file is uploaded.

Manage publications list

This option allows managing the publications lists to the Reports to be submitted (on the reports where the publications available, e.g. "CP-CSA-NoE Final Report").

In order to manage the publications list, the following steps should be considered:

3. Reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of publications as presented in Figure 2-24.

| TEMPLATE A1 - LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES | | | | | | | | | | | |
|--|--------------------|--------------------|---------------------------------------|---------------------------|-----------------|----------------------|---------------------|----------------|---|---|-----|
| No. | Title | Main author | Title of the periodical or the series | Number, date or frequency | Publisher | Place of publication | Date of publication | Relevant pages | Permanent identifiers (3) (if applicable) | Is open access(4) provided to this publication? | |
| 1 | my publication | auiebage | áuei | i yi.bep | oeyx. | pboeyx. | 31/09/2009 | époépáe | | | Yes |
| 3 | ne | baunietn | bstnuiaet | ntbaépoftn | trfts | béfort | 31/01/2009 | uefrsté | épointupo | | Yes |
| 5 | pué.yioè, | yio.io | ie.yiex, | iyé.x | xye.ie, | x.e | 17/09/2009 | yuépoep | yápuéyep | | Yes |
| 6 | Badboy Publication | badboy | some periodical | 42 | badboy software | internet | 26/09/2009 | 42 | | | No |
| 7 | Publication Title | Publication Author | Periodic Title | Periodic Number | Publisher Name | Publication Place | 15/10/1990 | 42-64 | | | Yes |
| 8 | anuitseéEæ | anuitseéEæ | anuitseéEæ | anuitseéEæ | anuitseéEæ | anuitseéEæ | 14/10/2009 | anuitseéEæ | anuitseéEæ | | No |
| 9 | fes | fe | ef | fe | fe | zzae | 03/08/2010 | zeaze | zeaze | | Yes |
| 10 | Test | Test | Test | Test | Test | Test | 03/08/2010 | 7 | | | Yes |
| 11 | test zerrez | te | azer | azet | azer | azer | 24/08/2010 | 1 | | | Yes |
| 12 | fdg | fdgdg | fdgf | dfgd | fdg | fgfd | 30/09/2010 | 34 | rere | | Yes |

Figure 2-24: Table of publications (Form Editing Page)

- This table is automatically loaded with the publications associated to the current project. Having said that, if the list must be updated, click the ADD OR MODIFY PUBLICATIONS button, to access the Publications' List Page (please refer to section 0).

Manage dissemination activities list

This option allows managing the dissemination activities list to the Reports to be submitted (on the reports where the dissemination activities are available, e.g. "CP-CSA-NoE Final Report").

In order to manage the dissemination activities list, the following steps should be considered:

- Reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of dissemination activities as presented in Figure 2-25.

| TEMPLATE A2 - LIST OF DISSEMINATION ACTIVITIES | | | | | | | | |
|--|--------------------|----------------------|--------------|------------|----------|---|------------------|---------------------|
| No. | Type of activities | Main leader | Title | Date | Place | Type of audience | Size of audience | Countries addressed |
| 1 | Publication | UNIVERSITEIT UTRECHT | fezefz | 23/09/2010 | dsfsf | Scientific community (higher education, Research) - Civil society | 4345 | Belgium |
| 2 | Press releases | UNIVERSITY OF LEEDS | Dkfkjfskjsfd | 03/09/2009 | Brussels | Scientific community (higher education, Research) - Industry - Civil society - Policy makers - Medias | 2 | Belgium |

Add or modify dissemination activities

Figure 2-25: Table of dissemination activities (Form Editing Page)

- This table is automatically loaded with the dissemination activities associated to the current project. In case the list must be updated, click the ADD OR MODIFY DISSEMINATION ACTIVITIES button, to access the Dissemination Activities' List Page (please refer to section 0).

Manage applications for patent list

This option allows managing the applications for patent lists to the Reports to be submitted (on the reports where the application for patents available, e.g. "CP-CSA-NoE Final Report").

In order to manage the applications for patent list, the following steps should be considered:

- Reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of application for patents as presented in Figure 2-26.

| TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, UTILITY MODELS, ETC. | | | | | | |
|---|--------------|---------------------------------|--|---------------------------------|--------------------------------------|--|
| Type of IP Rights | Confidential | Foreseen embargo date dd/m/yyyy | Application reference(s) (e.g. EP123456) | Subject or title of application | Applicant(s) (as on the application) | |
| Patent | Yes | 09/09/2010 | EP000001 | Invention of the wheel | Mesopotamians | |

Add or modify applications

Figure 2-26: Table of applications for patent (Form Editing Page)

- This table is automatically loaded with the application associated to the current project. Having said that, if the list must be updated, click the ADD OR MODIFY APPLICATIONS button, to access the Applications' List Page (please refer to section 0).

Manage exploitable foregrounds list

This option allows managing the exploitable foregrounds lists to the Reports to be submitted (on the reports where the exploitable foregrounds available, e.g. "CP-CSA-NoE Final Report").

In order to manage the exploitable foregrounds list, the following steps should be considered:

1. Reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of exploitable foregrounds as presented in Figure 2-27.

| TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND | | | | | | | | |
|--|--|---------------------------|--------------------------|--------------------------------------|--------------------------|---|--|---|
| Type of Exploitable Foreground | Description of Exploitable Foreground | Confidential embargo date | Foreseen date dd/mm/yyyy | Exploitable product(s) or measure(s) | Sector(s) of application | Timetable for commercial use or any other use | Patents or other IPR exploitation (licences) | Owner and Other Beneficiary(s) involved |
| Which type of exploitable foreground | A very long description with a lot of words, which make just a little more than 100 characters long... | Yes | 09/09/2010 | Some Product | Transportation | 3600 ACN | EP000001 | Everybody |
| ADDITIONAL TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND (6) | | | | | | | | |
| Description of Exploitable Foreground | | | | | | Explain of the Exploitable Foreground | | |
| A very long description with a lot of words, which make just a little more than 100 characters long... | | | | | | | | |

Add or modify exploitable foregrounds

Figure 2-27: Table of exploitable foregrounds (Form Editing Page)

2. This table is automatically loaded with the exploitable foregrounds associated to the current project. Having said that, if the list must be updated, click the ADD OR MODIFY EXPLOITABLE FOREGROUNDS button, to access the Exploitable foregrounds’ List Page (Please refer to section 0).

Manage partners’ list

This option allows managing the partners’ lists to the Reports to be submitted (on the reports where the partners are available, e.g. “IRSES Periodic Report”).

In order to manage the partners’ list, the following steps should be considered:

1. Click the PARTNERS link from the WORK WITH A PROJECT PAGE (Figure 2-5) or reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of partners as presented in Figure 2-28.

| Partner: NORWEGIAN INSTITUTE FOR AIR RESEARCH | | | | | | | |
|---|------------------------|------|--------|---------------------|--------------------------|------------------------|--|
| WP No. | Name of the Researcher | Type | Gender | Seconded to Partner | Start date of secondment | End date of secondment | No. of full-time equivalent months covered by this secondment during this reporting period |
| Total | | | | | | | 0.0 |

insert row
delete row
Add or modify partners

Figure 2-28: Table of partners (Form Editing Page)

2. One table is automatically created for each partner associated to the current project. Having said that, if the list must be updated, click the ADD OR MODIFY PARTNERS button, to access the Partners’ List Page (please refer to section 0).

Manage fellows’ data

This option allows managing the fellows’ data lists to the Reports to be submitted (on the reports where the fellows’ data available, e.g. “COFUND Final Report”).

Fellows’ data are related to a specific instance of report. Before being able to manage these data, you must create and save the report for which the data will be used.

In order to manage the fellows’ data list, the following steps should be considered:

1. Click the FELLOWS’ DATA link from the WORK WITH A PROJECT PAGE (Figure 2-5) or reach the FORM EDITING PAGE (Figure 2-12), displaying the Form containing the List of fellows’ data as presented in Figure 2-29.

Development and Maintenance of SESAM - SESAM User Manual

| Full Legal Name | | Short name or abbreviation | | Name of department | | HOST ORGANIZATIONS Postal address Country | | Name of coordinator/supervisor | | E-mail of coordinator/supervisor | | | | | |
|---|------------------------------|----------------------------|--------|--------------------|-------------|---|------------------------------|---|---|----------------------------------|---|---|--|----------------------------------|---|
| TABLE 4: FULL REPORT WITH FELLOW'S DATA | | | | | | | | | | | | | | | |
| HOST ORGANIZATION | | FELLOW | | | | | | | | BUDGET | | | | | |
| Full Legal Name | Fellow Identification number | Name and first name | E-mail | Gender | Nationality | Country of residence at the time of selection | Discipline of the project(4) | Duration within reporting period (months) | Total fellowship duration at each host (months) | Starting date of the fellowship | Name of Fellowship scheme (as in Annex I) | Type of mobility (outgoing, incoming, re-integration) | Has the fellow been active in the Host Organisation before the Fellowship? (Y/N) | EU contribution per fellow/-year | Total EU contribution within reporting period |
| Total | | | | | | | | 0.0 | | | | | | | 0.0 |
| Add or modify fellows' data | | | | | | | | | | | | | | | |

Figure 2-29: Table of fellows' data (Form Editing Page)

- This table is automatically loaded with the fellows' data associated to the current project. Having said that, if the list must be updated, click the ADD OR MODIFY FELLOWS' DATA button, to access the Fellows' data' List Page (please refer to 0).

Access User Document

This option allows accessing User Documents. In order to access User Document, the following steps should be considered:

- Click the link HOME inside the menu of any SESAM - QUEST page. The HOME PAGE is presented (Figure 2-30).
- Click the hyperlink in the column TITLE of the table DOCUMENTS for the target User Document. The FILE DOWNLOAD WINDOW is displayed.

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Questionnaires

Welcome to SESAM, the European Commission online reporting tool for Research and Technological projects. Please note that except for MCA questionnaires, a login is required for all reports and questionnaires submission.

Please note that except for MCA questionnaires, a login is required for all forms and documents submission.

This access to the SESAM reporting tool has been disabled for the users of FP7 projects. The reporting tool has to be reached via Participant Portal link: <http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>. Please, update your bookmarks. Thank you.

The following information concerns only FP6 users:

- Once you have been registered to ECAS <https://webgate.ec.europa.eu/ecas> you can register to a project.
- Each request for registration to a project will be notified to the corresponding Project Coordinator or Officer and needs to be validated by him.
- The requesting user will be notified of the validation by e-mail.
- Beneficiaries of FP6 grants should complete their reports by logging in, choosing appropriate project and the type of the forms they want to work on ('Reports', 'Documents', 'Amendments' or 'Notifications' in the menu).
- Reviewers of FP6 projects should complete their reports by logging in, choosing appropriate project and 'Review Reports' option in the menu.

Beneficiaries of Marie Curie Actions should complete their questionnaires by clicking on 'Questionnaires' without any registration to the system.

| Title | Abstract | Modification Date |
|--|--|-------------------|
| Quest-I User Manual | azefazefazfzafzafz | 28/08/2009 |
| How to access and use Force (FormC) - Non MCA users Only I | For non MCA user only I - A guide to access and use OnLine FormC forms | 23/01/2009 |
| Change to the registration process | The Coordinator will now be able to control the participant registration Project Officers will now be able to select the projects and reports they want to be notified for | 22/01/2009 |
| Quest User Manual for Sesam 6.0.0 | Includes all new features and changes that will be available as from end of June 2008 | 13/06/2008 |
| User Manual for PTA to create Review Reports | Dedicated User Manual for PTAs preparing Review Reports for Marie Curie Actions | 13/12/2007 |
| User Manual for Review Reports & PQI Reports | Dedicated User Manual for PTAs preparing Project Review Reports and Project Quality Indicators Reports | 13/11/2007 |
| Guidelines to successful access on SESAM application | Guidelines to help users in successfully accessing the SESAM portal | 12/10/2006 |
| Quest User Manual | Detailed User Manual applicable for all instruments | 06/09/2006 |
| Marie Curie User Manual for SESAM Application | User manual to use as guidance for proper report submission of Marie Curie Reports | 31/01/2006 |

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Figure 2-30: Home Page

Send Email to Helpdesk

This option allows sending emails to the helpdesk.

In order to send email to the helpdesk, the following steps should be considered:

1. Click the hyperlink HELPDESK inside the header of any SESAM - QUEST page. The CREATE EMAIL WINDOW of the default email client application on the user computer is presented, with the following email parameters pre-populated:
 - Recipient – Helpdesk email address
 - Subject – QUEST USER SUPPORT (all pages except the ERROR PAGE) or QUEST ERROR MESSAGE (ERROR PAGE)
 - Body (ERROR PAGE only) – Error message displayed on the ERROR PAGE

Login and Register User

On the HOME PAGE (Figure 2-30) follow LOGIN link from the menu. It opens ECAS Login Page where user provides the username and password to be authenticated and sent back to QUEST application. Also, on the ECAS Login page the register link is present for the new users that need to register themselves first.

Register as a New Participant

This option allows creating new Project Participant account, assuming you are able to provide correct data identifying yourself as valid Project Participant.

In order to register as new Project Participant, the following steps should be considered:

1. Click the hyperlink REGISTER TO A PROJECT on the SELECT PROJECT PAGE (Figure 2-4). The NEW PARTICIPANT REGISTRATION PAGE is presented (Figure 2-31).

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FP7 Quick Links

CORDIS 2002 - 2006

2007 - 2013

You are here: > [FP7 Home](#) > [Project Management](#) > [New Participant Registration](#)

John Smith [johnsmith]

Home **Register as new participant** [Helpdesk](#)

Work with a Project This page is restricted to the existing users involved in more than one project or as more than one participant on a project. Before gaining the access for submission as each new project participant beyond the first, ad-hoc configuration is required through this page.

Logout

Please enter the project related information and click the button 'Next' to proceed with registration yourself as new participant.

Personal Information

Username johnsmith

Project Identification

Instrument: MCA - Marie Curie Actions

Project type: RTN-Research Training Networks

Project ID: 12385

Next Cancel

What is FP7? : [FP7 step by step](#) : [Find a Call](#) : [Get Support](#) : [Find a Partner](#) : [Find a Document](#) : [Prepare & submit a proposal](#) : [What's New?](#)

Figure 2-31: New Participant Registration Page

2. Provide project identification information:
 - a. Select instrument using the drop-down list INSTRUMENT.
 - b. Select project type using the drop-down list PROJECT TYPE.
 - c. Enter Project ID in the field PROJECT ID.
3. Click button NEXT. The NEW PARTICIPANT REGISTRATION PAGE is presented (Figure 2-32).
4. Provide Project Contractor or Project Reviewer identification information:
 - a. Provide Project Coordinator identification information:
 - i. Select PROJECT COORDINATOR from the drop-down list PROJECT PARTICIPANT TYPE.
 - b. Provide Project Contractor identification information:
 - i. Select PROJECT CONTRACTOR from the drop-down list PROJECT PARTICIPANT TYPE.
 - ii. Select PARTICIPANT NAME from the drop-down list PARTICIPANT.

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FP6 Quick Links

CORDIS 2002 - 2006 2007 - 2013

You are here: > [FP6 Home](#) > [Project Management](#) > New Participant Registration [Helpdesk](#)

John Smith [johnsmith]

Home **Register as new participant**

Work with a Project This page is restricted to the existing users involved in more than one project or as more than one participant on a project. Before gaining the access for submission as each new project participant beyond the first, ad-hoc configuration is required through this page.

Logout

Please enter the participant related information and click the button 'Register' to register yourself as new participant.

Personal Information

Username johnsmith

Project Identification

Instrument MCA - Marie Curie Actions

Project type RTN-Research Training Networks

Project ID 12385

Project Participant Identification

Project participant type Project Coordinator

Participant Leiden University Medical Center

Reviewer type 1000 - Consolidated review report - reviewer

Back Register Cancel

What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

Figure 2-32: New Participant Registration Page (with Project Participant Identification)

- C. Provide Project Reviewer identification information:
 - i. Select PROJECT REVIEWER from the drop-down list PROJECT PARTICIPANT TYPE.
 - ii. Select REVIEWER TYPE using the drop-down list REVIEWER TYPE.
5. Click the button REGISTER. The CONFIRMATION MESSAGE BOX is presented (Figure 2-33).

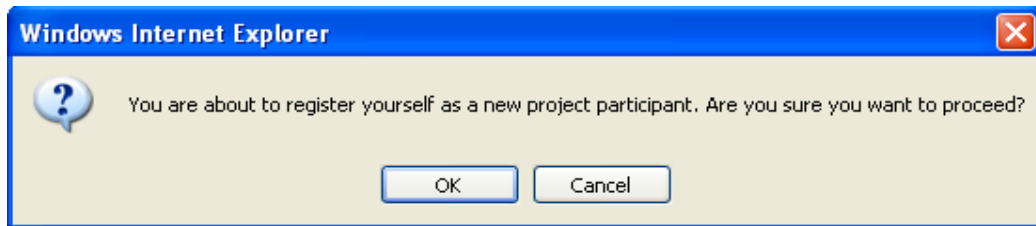


Figure 2-33: Confirmation Message Box

6. Click the button OK to proceed (or CANCEL otherwise). The SELECT PROJECT PAGE is presented, accompanied with the COMPLETION MESSAGE BOX (Figure 2-34).

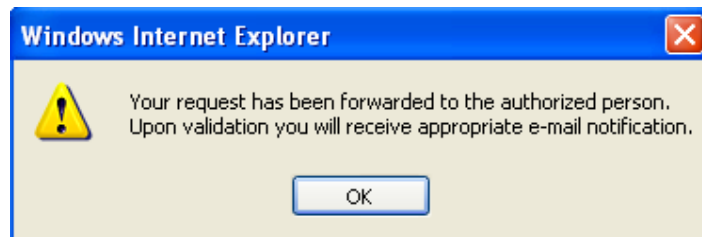


Figure 2-34: Completion Message Box

FP6/FP7 Layout - Different Layout for The FP6/FP7 Project Selected
 This option allows displaying a different layout for specified FP6/FP7 project.

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In order to display FP7 layout, on the PROJECT IDENTIFICATION PAGE (Figure 2-2) or SELECT PROJECT PAGE (Figure 2-4) specify the identifier of FP7 project. In case of the report selected, the layout of the appropriate Report Selection Page is the following:

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FP7 Quick Links

CORDIS

2007 - 2013

You are here: > [FP7 Home](#) > Project Management > Select notification > ...

Project Coordinator [epc] [Helpdesk](#)

Select Notification

Please choose one of the following:

1. Create a new notification by clicking the button 'Create New Notification'.
2. Continue editing an existing notification by clicking the link in the column 'Form name' of the table 'Intermediate Notifications' for target Notification.
3. Delete an existing notification by clicking the link in the column 'Delete' of the table 'Intermediate Notifications' for target Notification.

Instrument MC - Support for training and career development of researchers (Marie Curie)

Project Information 214040

Username epc

Notification type Change Address Notification

Participant 1-CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE (CNRS)

Intermediate Notifications

| Username | Participant Index | Form name | Date created | Date last updated | Status | Comment | Delete | Print |
|----------|-------------------|---|-------------------------|-------------------------|-------------|---------|------------------------|-----------------------------|
| epc | 1 | Change Address Notification | 15/11/2010 10:22:01 CET | 15/11/2010 10:22:01 CET | Uncompleted | | delete | print draft |

[Create New Notification](#)

Submitted Notifications

Notification status: Submitted

| Username | Participant Index | Form name | No. Attachments | Date submitted | Date rejected | Status | Request Status | Comment | ARES Reg. N. | Acknowledgement |
|----------|-------------------|---|-----------------|-------------------------|---------------|-----------|----------------|---------|--------------|-----------------|
| epc | 1 | Change Address Notification | | 15/11/2010 10:21:51 CET | | Submitted | Received | | - | - |
| epc | 1 | Change Address Notification | | 15/11/2010 10:21:32 CET | | Submitted | Received | | - | - |

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Figure 2-35: Report Selection Page (FP7 layout)

The FP7 layout is also applied as a default one (on the pages without project being selected or for the projects without framework programme specified in CPM).

In order to display FP6 layout, the same steps should be done but for the FP6 project. The resulting layout is:

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FP6 Quick Links

CORDIS 2002 - 2006 2007 - 2013

You are here: > [FP6 Home](#) > [Project Management](#) > [Select report](#) > ... [Helpdesk](#)

Project Coordinator [epc]

Select Report

Please choose one of the following:

1. Create a new report by clicking the button 'Create New Report'.
2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' for target Report.
3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument MCA - Marie Curie Actions

Project Information 5693

Username epc

Report type Periodic Activity Report

Participant 1-University of Rostock

Intermediate Reports

| Username | Participant Index | Form name | Period | Date created | Date last updated | Status | Delete | Print |
|----------|-------------------|--|--------|-------------------------|-------------------------|-------------|------------------------|-----------------------------|
| epc | 1 | Periodic Activity Report | Other | 15/11/2010 10:26:03 CET | 15/11/2010 10:26:03 CET | Uncompleted | delete | print draft |

Reporting Period

Create New Report

Submitted Reports

Report status Submitted

| Username | Participant Index | Form name | Attachments | Period | Date submitted | Date rejected | Status | Comment | ARES Reg. N. | Acknowledgement |
|----------|-------------------|--|--------------------------|--------|-------------------------|---------------|-----------|---------|---|---|
| epc | 1 | Periodic Activity Report | | 5 | 21/09/2010 10:15:29 CET | | Submitted | | Ares(2010)1289346755069 | Ares(2010)1289346755134 |
| epc | 1 | Periodic Activity Report | download | 4 | 21/09/2010 10:13:42 CET | | Submitted | | Ares(2010)1289346755694 | Ares(2010)1289346756161 |
| epc | 1 | Periodic Activity Report | | 3 | 21/09/2010 09:47:43 CET | | Submitted | | Ares(2010)1289346754544 | Ares(2010)1289346754673 |
| epc | 1 | Periodic Activity Report | | 1 | 12/08/2010 11:50:02 CET | | Submitted | | Ares(2010)1281606658555 | Ares(2010)1281606658602 |
| epc | 1 | Periodic Activity Report | | 2 | 11/08/2010 15:38:22 CET | | Submitted | | Ares(2010)1281571202979 | Ares(2010)1281614402670 |

Count of Questionnaires

| Questionnaire type | Count |
|--------------------------|-------|
| Assessment Questionnaire | 1 |
| Follow-up Questionnaire | 1 |

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Figure 2-36: Report Selection Page (FP6 layout)

Manage User-Project links

The user can display overview of active users that have pending or active links on the projects on which the actor is Coordinator, using a number of filtering criteria:

1. Click the link VALIDATE USERS inside the menu on SELECT PROJECT PAGE. The USERS VALIDATION SEARCH PAGE is presented (Figure 2-37).

Figure 2-37: Users Validation Search Page

2. Specify filtering criteria:
 - a. Enter username in the field USERNAME.
 - b. Enter first name in the field FIRST NAME.
 - c. Enter surname in the field SURNAME.
 - d. Enter email in the field EMAIL.

USERNAME filtering criterion supports the convention for wild characters:

- % – Any character
- * – Any characters

FIRST NAME, SURNAME and EMAIL support:

- * – Any characters

3. Click the button SEARCH. The USERS VALIDATION RESULTS PAGE is presented (Figure 2-38). The results are structured in the following columns:
 - USERNAME
 - FIRST NAME
 - SURNAME
 - EMAIL
 - ACTIVE LINKS – Space separated list of hyperlinks for deleting Active Links (format Project ID:Participant index)
 - PENDING LINKS – Space separated list of hyperlinks for activating Pending Links (format Project ID:Participant index)

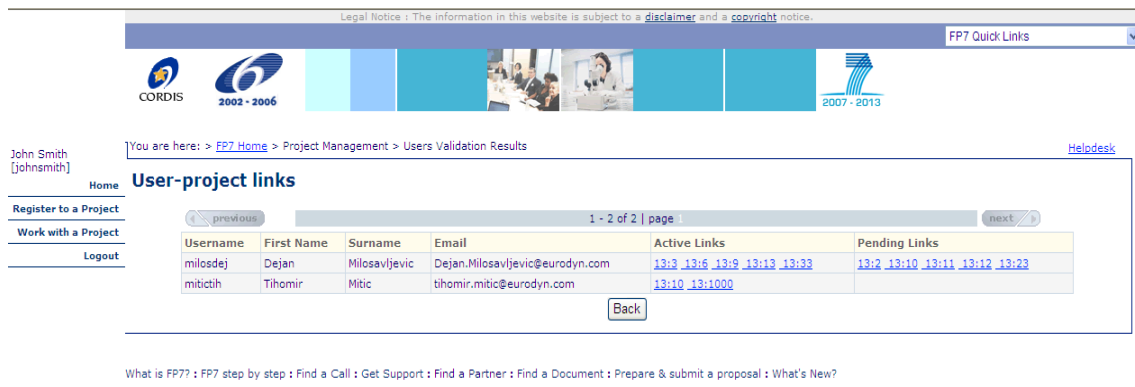


Figure 2-38: Users Validation Results Page

4. Navigate through users using links to particular pages, as well as, buttons PREVIOUS and NEXT.
5. **Activate Link:** A Pending Link may be activated by considering the following steps:
 - a. Click a hyperlink in the column PENDING LINKS for target Link. The CONFIRMATION MESSAGE BOX is presented (Figure 2-39).

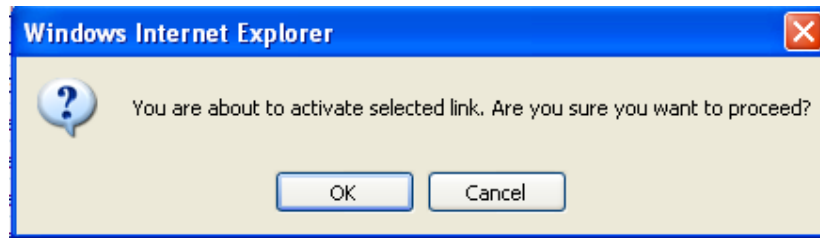


Figure 2-39: Confirmation message box

- b. Click the button OK to proceed (or CANCEL otherwise). The Link is activated and refreshed USERS VALIDATION RESULTS PAGE is displayed, reflecting the new status (the Link should appear in the column ACTIVE LINKS instead of PENDING LINKS).
6. **Delete Link:** An Active Link may be deleted by considering the following steps:
 - a. Click a hyperlink in the column ACTIVE LINKS for target Link. The CONFIRMATION MESSAGE BOX is presented (Figure 2-40).

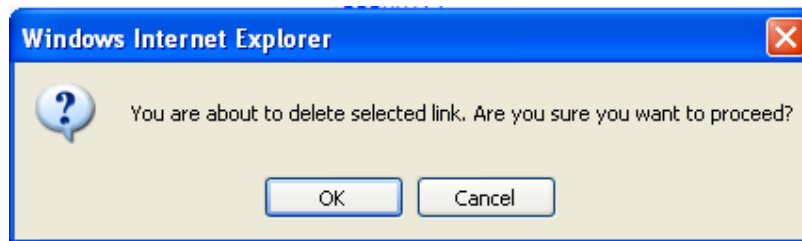


Figure 2-40: Confirmation message box

- b. Click the button OK to proceed (or CANCEL otherwise). The Link is deleted and refreshed USERS VALIDATION RESULTS PAGE is displayed, reflecting the new status (the Link should disappear from the column ACTIVE LINKS).

Manage Deliverables

This option allows accessing Deliverables. In order to access Deliverables, the following steps should be considered:

1. Click the DELIVERABLES link from the WORK WITH A PROJECT PAGE (Figure 2-5)
2. Click the hyperlink in the TITLE column of either “Submitted deliverables” or “Deliverables in progress” table where a hyperlink is activated, as presented in Figure 2-41.
3. The DOWNLOAD WINDOW pops-up.

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FP7 Quick Links

Project Coordinator [epc] You are here: > [FP7 Home](#) > Project Management > Deliverables Management [Helpdesk](#)

Deliverables Management

Instrument CP - Collaborative project

Project Information 217480

Username epc

Submitted deliverables

| WP n° | Deliverable N° | Title | Version | Lead beneficiary | Person months | Nature | Dissemination level | Document type | Delivery date from Annex I (proj month) | Actual date | Status | Status Date | Action |
|-------|----------------|-----------------------------------|---------|------------------|---------------|--------|---------------------|---------------|---|-------------|----------|-------------|--------|
| 1 | 1 | File Accepted - 2 | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 08/10/2010 (30 months) | 08/10/2010 | Accepted | 08/10/2010 | |
| 1 | 11 | File Accepted - 2 | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 08/10/2010 (30 months) | 08/10/2010 | Accepted | 08/10/2010 | |
| 2 | 2 | File Accepted - 3 | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 08/10/2010 (30 months) | 08/10/2010 | Accepted | 08/10/2010 | |
| 2 | 3 | File Accepted - 3 | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 08/10/2010 (30 months) | 08/10/2010 | Accepted | 08/10/2010 | |

Deliverables in progress

| WP n° | Deliverable N° | Title | Version | Lead beneficiary | Person months | Nature | Dissemination level | Document type | Delivery date from Annex I (proj month) | Forecast date | Status | Status Date | Action |
|-------|----------------|-------------------------------|---------|------------------------|---------------|-----------|---------------------|---------------|---|---------------|---------------------------------------|-------------|--|
| 2 | 1 | File Reminded | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 08/10/2010 (30 months) | 08/10/2010 | Reminded | 08/10/2010 | Upload |
| 1 | 10 | File Pending | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 24/08/2010 (28 months) | 08/10/2010 | Submission to backend systems failed | | |
| 1 | | aa | 1.0 | | | | | | 01/06/2008 (2 months) | | Removed | | Delete |
| 2 | | sdafsdgsdf | 1.0 | UNIVERSITAET BIELEFELD | | Prototype | PP | | 01/05/2012 (49 months) | | Submission to backend systems failed | | |
| 5 | 0 | File Rejected | 1.0 | Lead Beneficiary | 1.0 | Nature | Dissemination | | 23/08/2010 (28 months) | 08/10/2010 | Submission to backend systems ongoing | | |
| 7 | 0 | sgfsgd | 0.0 | | | | | | 01/06/2008 (2 months) | 04/08/2010 | Removed | | Delete |
| 7 | | SESAM-459_patch | 1.0 | | | | | | 01/10/2011 (42 months) | | Submission to backend systems ongoing | | |
| 7 | | test | 1.0 | | | | | | 01/10/2011 (42 months) | | Submission to backend systems ongoing | | |
| 7 | | test | 1.0 | | | | | | 01/10/2011 (42 months) | | Submission to backend systems failed | | |
| 23 | | hello 'world | 1.0 | | | | | | 01/10/2011 (42 months) | | Submission to backend systems ongoing | | |
| 27 | | test | 1.0 | | | | | | 01/10/2011 (42 months) | | Submission to backend systems failed | | |
| 34 | | efefz | 1.0 | | | | | | 01/02/2011 (34 months) | | Ready to submit | | Modify Delete Add to the periodic report |
| 42 | | aaaaaiaaa | 1.0 | | | | | | 01/10/2011 (42 months) | | Submission to backend systems ongoing | | |

[Create new deliverable](#)

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Figure 2-41: Deliverables management page

Upload deliverable: In the “Deliverables in progress” table, click on the hyperlink [UPLOAD](#) of one row of the Deliverables list where the deliverable is expected. The [UPLOAD DELIVERABLE PAGE](#) is displayed (Figure 2-42). Browse for the file to upload by clicking the [BROWSE](#) button. If the selected deliverable is an expected one¹ then, the other fields are prefilled and displayed for information. So it is mandatory to select a file to upload. Otherwise, if the deliverable is not expected, it is not mandatory to select a file to upload because a non-expected deliverable can be added without a version. Also, is the case of a non-expected deliverable the following fields are editable and should be filled or not according to some validation rules:

- Work package no is mandatory; it should be an integer.
- Title is mandatory; it is a free text.
- flag Related to a reporting period is not mandatory.

¹ An expected deliverable is a deliverable already defined in CPM. It is expected contractually speaking.

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- Reporting period is mandatory if the flag Related to a reporting period is checked.
- Lead beneficiary is not mandatory; it is chosen among a predefined list.
- Person months is not mandatory; it should be a real number with maximum 2 decimal digits.
- Nature is not mandatory; it is chosen among a predefined list.
- Dissemination level is not mandatory; it is chosen among a predefined list.
- Delivery date from Annex I is mandatory; it should represent a number of months.
- Document type is not mandatory; it is chosen among a predefined list.

Validate deliverable: For the project coordinator only! In the “Deliverables in progress” table, click the hyperlink VALIDATE of one row of the Deliverables list where the deliverable status is PENDING. The status is updated to READY TO SUBMIT.

Add new deliverable: click on the UPLOAD OTHER button to add a non expected deliverable (also called “non contractual” deliverable). The UPLOAD DELIVERABLE PAGE is displayed (Figure 2-42). Enter the following fields, at least the mandatory ones:

- Work package no is mandatory; it should be an integer.
- Title is mandatory; it is a free text.
- flag Related to a reporting period is not mandatory.
- Reporting period is mandatory if the flag Related to a reporting period is checked.
- Lead beneficiary is not mandatory; it is chosen among a predefined list.
- Person months is not mandatory; it should be a real number with maximum 2 decimal digits.
- Nature is not mandatory; it is chosen among a predefined list.
- Dissemination level is not mandatory; it is chosen among a predefined list.
- Delivery date from Annex I is mandatory; it should represent a number of months.
- Document type is not mandatory; it is chosen among a predefined list.

And then, browse for the file to upload by clicking the BROWSE button. The file name is displayed in the field FILE UPLOAD. It is not mandatory to select a file to upload because a non-expected deliverable can be added without a version. Click the UPLOAD button. The file is uploaded in the QUEST database and the DELIVERABLES MANAGEMENT PAGE is displayed, presenting the changes.

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FP7 Quick Links

CORDIS

2007 - 2013

You are here: > [FP7 Home](#) > Project Management > Deliverables Management [Helodesk](#)

Project Coordinator [epc]

Deliverables Upload

Home
Logout
Back

Instrument: CSA - Coordination and support action

Project Information: 221921

Username: epc

Work package no:

Title:

Related to a reporting period:

Reporting period:

Milestone no.: (Not available yet)

Milestone name: (Not available yet)

Lead beneficiary:

Person months:

Nature:

Dissemination Level:

Delivery date from Annex I:
Syntax: a number of months since the starting date of the project

Deliverable Document Type:

File Upload:

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Figure 2-42: Upload deliverable page

Delete deliverable: Click the hyperlink DELETE (or the REJECT link for Pending deliverables visible to Project Coordinator) of one row of the Deliverables list where a version of the deliverable exists. The deliverable is deleted and the DELIVERABLES MANAGEMENT PAGE is displayed, presenting the changes.

Submit deliverable: For the project coordinator only! In the “Deliverables in progress” table, click the hyperlink ADD (NON-EXPECTED DELIEVRABLE WITHOUT ATTACHMENT) or SUBMIT (OTHER CASES) of one row of the Deliverables list where the deliverable status is READY TO SUBMIT. The status is updated to SUBMISSION TO BACKEND SYSTEM ONGOING, which is an automatic background task. Once the submission is successful, you might receive an Acknowledgement of Receipt by email, depending on the Unit and Sub-funding Scheme of the project. The deliverable will then be moved in the “Submitted deliverables” table and it will be visible in the reports. Furthermore, an email will be sent to the project officer informing him that a new deliverable has been submitted.

If a recoverable error occurs, the status will be updated to SUBMISSION TO BACKEND SYSTEM IN PROGRESS and the system will retry the submission later. If the deliverable is not submitted yet after one day, or if the status becomes SUBMISSION TO BACKEND SYSTEM FAILED, please contact the Help Desk.

Manage Publications

This option allows accessing directly to Publications.

1. Click the Publications link from the WORK WITH A PROJECT page (Figure 2-5). The MANAGE PUBLICATIONS PAGE is displayed (Figure 2-43).

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Project Coordinator [epc] You are here: > [FP7 Home](#) > Project Management > Publications List [Helpdesk](#)

Publications List

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Title
Main Author
Title of the periodical or the series
Number, date or frequency
Publisher
Place of publication
Date of publication Syntax: dd/mm/yyyy
Relevant pages
Permanent identifiers (if available)
Open access is/will be provided to this publication Yes No

Add Publication Cancel Edition

Project Publications

| Nº | Title | Main Author | Title of the periodical or the series | Number, date or frequency | Publisher | Place of publication | Date of publication | Relevant pages | Permanent identifiers (if available) | Open access is/will be provided to this publication | Status | Actions | Order |
|----|--------------------|--------------------|---------------------------------------|---------------------------|-----------------|----------------------|---------------------|----------------|--------------------------------------|---|-----------|--|-------|
| 1 | my publication | auabape | áuei | i.yi.bép | oeyx. | pboeyx. | 31/08/2009 | époépae | | Yes | VALIDATED | update delete | ↕ |
| 2 | test publ | auets | fráuefaut | frtsuáients | nrstuaientsb | nrstauierms | 20/10/2009 | nrstauierfts | naauie | No | PENDING | update validate reject | ↕ |
| 3 | ne | baunietn | bstruisaet | nstbaépoofs | trits | béfrst | 31/01/2009 | uefrsté | épontaupo | Yes | VALIDATED | update delete | ↕ |
| 4 | Publication Title | Publication Author | Periodic Title | Periodic Number | Publisher Name | Publication Place | 15/10/1990 | 42-64 | | Yes | PENDING | update validate reject | ↕ |
| 5 | puilé,yioé, | yio,lo | ie,yie,x | iyé,x | xye,le, | x,e | 17/09/2009 | yúépoep | yápueyep | Yes | VALIDATED | update delete | ↕ |
| 6 | Badboy Publication | badboy | some periodical | 42 | badboy software | internet | 26/09/2009 | 42 | | No | VALIDATED | update delete | ↕ |
| 7 | Publication Title | Publication Author | Periodic Title | Periodic Number | Publisher Name | Publication Place | 15/10/1990 | 42-64 | | Yes | VALIDATED | update delete | ↕ |
| 8 | anuitseéCæ | anuitseéCæ | anuitseéCæ | anuitseéCæ | anuitseéCæ | anuitseéCæ | 14/10/2009 | anuitseéCæ | anuitseéCæ | No | VALIDATED | update delete | ↕ |
| 9 | fes | fe | ef | fe | fe | zxae | 03/08/2010 | zeaze | zeaze | Yes | VALIDATED | update delete | ↕ |
| 10 | Test | Test | Test | Test | Test | Test | 03/08/2010 | 7 | | Yes | VALIDATED | update delete | ↕ |
| 11 | test zerre2 | te | azer | azet | azer | azer | 24/08/2010 | 1 | | Yes | VALIDATED | update delete | ↕ |
| 12 | fdg | fdfdg | fdgf | dfdf | fdf | fdfd | 30/09/2010 | 34 | rere | Yes | VALIDATED | update delete | ↕ |

Save Order

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Figure 2-43: Manage publications page

2. Enter:
 - a. TITLE: mandatory, maximum 512 characters,
 - b. MAIN AUTHOR: mandatory, maximum 512 characters,
 - c. TITLE OF THE PERIODICAL OR SERIES: mandatory, maximum 100 characters,
 - d. NUMBER DATE OR FREQUENCY: mandatory, maximum 100 characters,
 - e. PUBLISHER: mandatory, maximum 512 characters,
 - f. PLACE OF PUBLICATION: mandatory, maximum 512 characters,
 - g. YEAR OF PUBLICATION: mandatory, date format,
 - h. RELEVANT PAGES: mandatory, maximum 100 characters,
 - i. PERMANENT IDENTIFIERS (if applicable) fields: maximum 100 characters
 - j. OPEN ACCESS field.
3. Click the ADD PUBLICATION button. The publication is added and the publications list is refreshed to display the changes.

- Update Publication:** Click the link UPDATE of a row from the publications list. The field values are displayed on top of the page. Modify these values and click the UPDATE PUBLICATION button to save the changes, as presented in Figure 2-44. **Error! Reference source not found..** Click on Cancel Edition if you want to cancel the edition of the publication.

The screenshot shows the 'Publications List' page in the SESAM application. At the top, there is a navigation bar with the CORDIS logo and the text '2007 - 2013'. Below the navigation bar, there is a breadcrumb trail: 'You are here: > FP7 Home > Project Management > Publications List'. The main content area is titled 'Publications List' and contains a form for updating a publication. The form fields are: Title (ne), Main Author (bauietsn), Title of the periodical or the series (bstnuisaet), Number, date or frequency (nstbaépofrs), Publisher (tnlts), Place of publication (béfrst), Date of publication (19/12/2009), Relevant pages (uefirsté), Permanent identifiers (if available) (épointaupo), Open access is/will be provided to this publication (Yes selected), and Embargo period (months) (6). Below the form are buttons for 'Update Publication' and 'Cancel Edition'. Below the form is a table titled 'Project Publications' with the following data:

| Nº | Title | Main Author | Title of the periodical or the series | Number, date or frequency | Publisher | Place of publication | Date of publication | Relevant pages | Permanent identifiers (if available) | Open access is/will be provided to this publication | Embargo period (months) | Embargo expiration date | Status | Actions | Order |
|----|-------|-------------|---------------------------------------|---------------------------|-----------|----------------------|---------------------|----------------|--------------------------------------|---|-------------------------|-------------------------|-----------|--|-------|
| 1 | ne | bauietsn | bstnuisaet | nstbaépofrs | tnlts | béfrst | 19/12/2009 | uefirsté | épointaupo | Yes | 6 | 19/06/2010 | VALIDATED | update delete | ↓ ↓ |
| 2 | nst | auiebape | àuei | i.yi.bép | oeyx. | pboeyx. | 31/08/2009 | époépæ | | No | | | VALIDATED | update delete | ↑ ↑ |

Below the table is a 'Save Order' button. At the bottom of the page, there is a footer with the text 'What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?' and 'QUEST version 7.2.6.1 in TEST environment'.

Figure 2-44: Update publication

- Delete publication:** Click the DELETE link (or the REJECT link for Pending publications visible to Project Coordinator). The publication row is removed from the system and the publications list is refreshed accordingly.
- Validate publication:** For project coordinator only, click the VALIDATE button of one row having status PENDING. The status is updated to VALIDATED and the publication becomes therefore visible in the reports.
- Change publication order:** Click the arrows of the publications list as presented in Figure 2-45. **Error! Reference source not found..** The corresponding publication moves to the top, up, down or to the end, respectively from left to right. Click the CHANGE ORDER button to save the publications order.



Figure 2-45: change publication order

Manage Dissemination Activities

This option allows accessing directly to Dissemination Activities.

- Click the Dissemination Activities link from the WORK WITH A PROJECT page (Figure 2-5). The MANAGE DISSEMINATION ACTIVITIES PAGE is displayed (Figure 2-46).

The screenshot shows the 'List of Dissemination Activities' page. At the top, there is a navigation bar with 'CORDIS' and '2007 - 2013' logos. Below the navigation bar, there is a breadcrumb trail: 'You are here: > FP7 Home > Project Management > Dissemination Activities Page'. The main content area is titled 'List of Dissemination Activities.' and contains a form for adding or editing activities. The form fields include: 'Type of activities' (dropdown menu), 'Main Leader' (dropdown menu), 'Title' (text input), 'Date' (text input with syntax 'dd/mm/yyyy'), 'Place' (text input), 'Type of audience' (checkboxes for Scientific community, Industry, Civil society, Policy makers, Medias), 'Size of audience' (text input), and 'Countries addressed' (text input). There are 'Add Activity' and 'Cancel Edition' buttons. Below the form is a table titled 'Project Dissemination Activities' with columns: No, Type of activities, Main leader, Title, Date, Place, Type of audience, Size of audience, Countries addressed, Status, Actions, and Order. The table contains four rows of data. At the bottom of the page, there is a 'Save Order' button and a footer with 'What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?' and 'QUEST version 7.8.0 in TEST environment'.

Figure 2-46: Manage dissemination activities page

3. Select :

- a. TYPE OF ACTIVITIES,
- b. MAIN LEADER,
- c. TITLE: mandatory, maximum 100 characters,
- d. DATE: mandatory, date format,
- e. PLACE: mandatory, maximum 50 characters,
- f. TYPE OF AUDIENCE fields (at least one must be selected),
- g. SIZE OF AUDIENCE: mandatory, between 0 and 9999,
- h. COUNTRIES ADDRESSED fields.

4. Click the ADD ACTIVITY button. The dissemination activity is added and the dissemination activities list is refreshed to display the changes.

5. **Update Dissemination Activities:** Click the link UPDATE of a row from the dissemination activities list. The field values are displayed on top of the page. Modify these values and click the UPDATE ACTIVITY button to save the changes, as presented in Figure 2-47. Click on Cancel Edition if you want to cancel the edition of the dissemination activity.

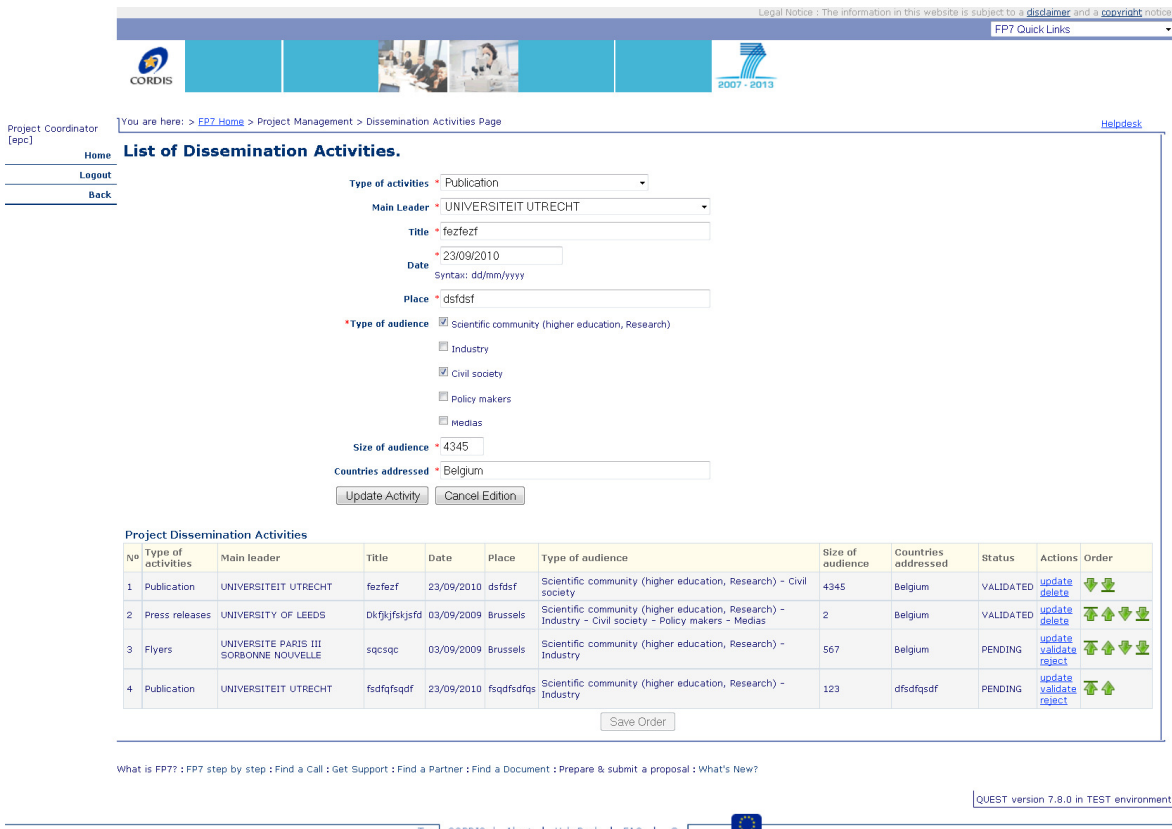


Figure 2-47: Update dissemination activity

6. **Delete dissemination activity:** Click the DELETE link (or the REJECT link for Pending dissemination activities visible to Project Coordinator). The dissemination activity row is removed from the system and the dissemination activities list is refreshed accordingly.
7. **Validate dissemination activity:** For project coordinator only, click the VALIDATE button of one row having status PENDING. The status is updated to VALIDATED and the dissemination activity becomes therefore visible in the reports.
8. **Change dissemination activities order:** Click the arrows of the dissemination activities list as presented in Figure 2-48. The corresponding dissemination activity moves to the top, up, down or to the end, respectively from left to right. Click the CHANGE ORDER button to save the dissemination activities order.



Figure 2-48: change dissemination activities order

Manage Applications for Patent

This option allows accessing directly to Applications for Patents.

1. Click the Patents link from the WORK WITH A PROJECT page (Figure 2-5). The MANAGE PATENTS PAGE is displayed (Figure 2-49).

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List of applications for Patents, Trademarks, Registered designs, etc.

Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc. *

Application reference(s) (e.g. EP123456) *

Subject or title of application *

Confidential Yes No

Foreseen embargo date
Syntax: dd/mm/yyyy

Applicant(s) (as on the application) *

URL of application

Project Patents

| Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc | Application reference(s) (e.g. EP123456) | Subject or title of application | Confidential | Foreseen embargo date | Applicant(s) (as on the application) | URL of application | Status | Actions |
|---|--|---------------------------------|--------------|-----------------------|--------------------------------------|---|-----------|--|
| Patent | EP000001 | Invention of the wheel | Yes | 09/09/2010 | Mesopotamians | | VALIDATED | update delete |
| Trademark | TM42 | Duff Beer | Yes | 09/09/2010 | The Simpsons | http://fr.wikipedia.org/wiki/Duff_%20Beer%26A8re%26 | PENDING | update validate reject |
| Patent | EP97987896 | Teleporter | No | 13/11/2010 | Aliens | | PENDING | update validate reject |

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Figure 2-49: Manage applications for patent page

3. Enter:
 - a. TYPE OF IP RIGHTS : mandatory, maximum 50 characters,
 - b. APPLICATION REFERENCE : mandatory, maximum 100 characters,
 - c. SUBJECT OR TITLE OF APPLICATION : mandatory, maximum 512 characters,
 - d. FORESEEN EMBARGO DATE : mandatory, date format,
 - e. APPLICANT(S) : mandatory, maximum 512 characters,
 - f. URL OF APPLICATION fields : maximum 256 characters,
 - g. CONFIDENTIAL field.
4. Click the ADD PATENT button. The application for patent is added and the applications list is refreshed to display the changes.
5. **Update Application:** Click the link UPDATE of a row from the applications list. The field values are displayed on top of the page. Modify these values and click the UPDATE APPLICATION FOR PATENT button to save the changes, as presented in Figure 2-50 **Error! Reference source not found.** Click on Cancel Edition if you want to cancel the edition of the publication.

The screenshot shows the 'Update application for patent' form in the SESAM web application. The form includes fields for 'Type of IP Rights', 'Application reference(s)', 'Subject or title of application', 'Confidential' status, 'Foreseen embargo date', and 'Applicant(s)'. Below the form is a table titled 'Project Patents' with columns for 'Type of IP Rights', 'Application reference(s)', 'Subject or title of application', 'Confidential', 'Foreseen embargo date', 'Applicant(s)', 'URL of application', 'Status', and 'Actions'.

| Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc | Application reference(s) (e.g. EP123456) | Subject or title of application | Confidential | Foreseen embargo date | Applicant(s) (as on the application) | URL of application | Status | Actions |
|---|--|---------------------------------|--------------|-----------------------|--------------------------------------|---|-----------|--|
| Patent | EP000001 | Invention of the wheel | Yes | 09/09/2010 | Mesopotamians | | VALIDATED | update delete |
| Trademark | TM42 | Duff Beer | Yes | 09/09/2010 | The Simpsons | http://fr.wikipedia.org/wiki/Duff_%28%C3%A8re%29 | PENDING | update validate reject |
| Patent | EP97987896 | Teleporter | No | 13/11/2010 | Aliens | | PENDING | update validate reject |

Figure 2-50: Update application for patent

- Delete application for patent:** Click the DELETE link (or the REJECT link for Pending applications for patent visible to Project Coordinator). The application for patent row is removed from the system and the applications list is refreshed accordingly.
- Validate application for patent:** For project coordinator only, click the VALIDATE button of one row having status PENDING. The status is updated to VALIDATED and the application for patent becomes therefore visible in the reports.

Manage Exploitable Foregrounds

This option allows accessing directly to Exploitable Foregrounds.

- Click the Exploitable Foregrounds link from the WORK WITH A PROJECT page (Figure 2-5). The MANAGE EXPLOITABLE FOREGROUNDS PAGE is displayed (Figure 2-51).

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Exploitable Foregrounds List

Type of exploitable foreground

Exploitable Foreground (description)

Confidential Yes No

Foreseen embargo date

Syntax: dd/mm/yyyy

Exploitable product(s) or measure(s)

Sector(s) of application

Timetable for commercial use or any other use

Patents or other IPR exploitation (licenses)

Owner & Other Beneficiary(s) involved

Project Exploitable Foregrounds

| Type of exploitable foreground | Exploitable Foreground (description) | Confidential | Foreseen embargo date | Exploitable product(s) or measure(s) | Sector(s) of application | Timetable for commercial use or any other use | Patents or other IPR exploitation (licenses) | Owner & Other Beneficiary(s) involved | Status | Actions |
|--|--|--------------|-----------------------|--------------------------------------|--------------------------|---|--|---------------------------------------|-----------|--|
| Which type of exploitable foreground | A very long description with a lot of words, which make just a little more than 100 characters long... | Yes | 09/09/2010 | Some Product | Transportation | 3500 ACN | EP000001 | Everybody | VALIDATED | update delete |
| Type of exploitable foreground | Another Description | Yes | 09/09/2010 | Another Product | Food | 2012 | EP234442 | The Owner | PENDING | update validate reject |
| A third type of exploitable foreground | A Third Description | No | 09/09/2010 | A Third Product | Finance | 2009 | NA | Another Owner | PENDING | update validate reject |

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Figure 2-51: Manage exploitable foregrounds page

3. Enter:
 - a. TYPE OF EXPLOITABLE FOREGROUND : mandatory, maximum 100 characters,
 - b. EXPLOITABLE FOREGROUND (DESCRIPTION) : mandatory, maximum 4000 characters,
 - c. FORESEEN EMBARGO DATE: mandatory, date format,
 - d. EXPLOITABLE PRODUCT(S) OR MEASURE(S) : mandatory, maximum 512 characters,
 - e. SECTOR(S) OF APPLICATION : mandatory, maximum 100 characters,
 - f. TIMETABLE COMMERCIAL USE : mandatory, maximum 512 characters,
 - g. PATENTS OR OTHER IPR EXPLOITATION : mandatory, maximum 100 characters,
 - h. OWNER & OTHER BENEFICIARIES INVOLVED fields : mandatory, maximum 512 characters,
 - i. CONFIDENTIAL field.
4. Click the ADD EXPLOITABLE FOREGROUND button. The exploitable foreground is added and the exploitable foregrounds list is refreshed to display the changes.
5. **Update Exploitable Foreground:** Click the link UPDATE of a row from the exploitable foregrounds list. The field values are displayed on top of the page. Modify these values and click the UPDATE EXPLOITABLE FOREGROUND button to save the changes, as presented in Figure 2-52 **Error! Reference source not found.** Click on Cancel Edition if you want to cancel the edition of the publication.

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Type of exploitable foreground: * Which type of exploitable foreground

Exploitable Foreground (description): * A very long description with a lot of words, which make just a little more than 100 characters long...

Confidential: * Yes No

Foreseen embargo date: 09/09/2010
Syntax: dd/mm/yyyy

Exploitable product(s) or measure(s): * Some Product

Sector(s) of application: * Transportation

Timetable for commercial use or any other use: * 3500 ACN

Patents or other IPR exploitation (licenses): * EP000001

Owner & Other Beneficiary(s) involved: * Everybody

Project Exploitable Foregrounds

| Type of exploitable foreground | Exploitable Foreground (description) | Confidential | Foreseen embargo date | Exploitable product(s) or measure(s) | Sector(s) of application | Timetable for commercial use or any other use | Patents or other IPR exploitation (licenses) | Owner & Other Beneficiary(s) involved | Status | Actions |
|--|--|--------------|-----------------------|--------------------------------------|--------------------------|---|--|---------------------------------------|-----------|--|
| Which type of exploitable foreground | A very long description with a lot of words, which make just a little more than 100 characters long... | Yes | 09/09/2010 | Some Product | Transportation | 3500 ACN | EP000001 | Everybody | VALIDATED | update delete |
| Type of exploitable foreground | Another Description | Yes | 09/09/2010 | Another Product | Food | 2012 | EP234442 | The Owner | PENDING | update validate reject |
| A third type of exploitable foreground | A Third Description | No | 09/09/2010 | A Third Product | Finance | 2009 | NA | Another Owner | PENDING | update validate reject |

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Figure 2-52: Update exploitable foreground

- Delete exploitable foreground:** Click the DELETE link (or the REJECT link for Pending exploitable foregrounds visible to Project Coordinator). The exploitable foreground row is removed from the system and the exploitable foregrounds list is refreshed accordingly.
- Validate exploitable foreground:** For project coordinator only, click the VALIDATE button of one row having status PENDING. The status is updated to VALIDATED and the exploitable foreground becomes therefore visible in the reports.

Manage Partners

This option allows accessing directly to Partners list.

- Click the Partners link from the WORK WITH A PROJECT page (Figure 2-5). The MANAGE PARTNERS PAGE is displayed (Figure 2-53).

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Short name *

Legal name *

PIC *

Start date *

Syntax: dd/mm/yyyy

End date *

Syntax: dd/mm/yyyy

Add Partner Cancel Edition

Project Partners

| Short name | Legal name | PIC | Start date | End date | Status | Actions |
|------------|--|-----------|------------|------------|-----------|--|
| NILU | NORSK INSTITYUTE FOR LUFTFORSKNING | 999011796 | 01/10/2007 | 31/10/2010 | VALIDATED | update delete |
| IPGP | INSTITUT DE PHYSIQUE DU GLOBE DE PARIS | 999011027 | 05/05/2005 | 04/05/2009 | VALIDATED | update delete |

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Figure 2-53: Manage partners page

3. Enter :
 - a. SHORT NAME : mandatory, maximum 100 characters,
 - b. LEGAL NAME : mandatory, maximum 100 characters,
 - c. PIC : mandatory, maximum 100 characters,
 - d. START DATE : mandatory, date format,
 - e. END DATE: mandatory, date format.
4. Click the ADD PARTNER button. The partner is added and the publications list is refreshed to display the changes.
5. **Update Partner:** Click the link UPDATE of a row from the partners list. The field values are displayed on top of the page. Modify these values and click the UPDATE PARTNER button to save the changes, as presented in Figure 2-54 **Error! Reference source not found.** Click on Cancel Edition if you want to cancel the edition of the partner.

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Short name

Legal name

PIC

Start date
Syntax: dd/mm/yyyy

End date
Syntax: dd/mm/yyyy

Project Partners

| Short name | Legal name | PIC | Start date | End date | Status | Actions |
|------------|--|-----------|------------|------------|-----------|--|
| NILU | NORSK INSTITYUTE FOR LUFTFORSKNING | 999011796 | 01/10/2007 | 31/10/2010 | VALIDATED | update delete |
| IPGP | INSTITUT DE PHYSIQUE DU GLOBE DE PARIS | 999011027 | 05/05/2005 | 04/05/2009 | VALIDATED | update delete |

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Figure 2-54: Update partner

- Delete partner:** Click the DELETE link (or the REJECT link for Pending partners visible to Project Coordinator). The partner row is removed from the system and the partners list is refreshed accordingly.
- Validate partner:** For project coordinator only, click the VALIDATE button of one row having status PENDING. The status is updated to VALIDATED and the partner becomes therefore visible in the reports.

Manage Fellows' data

This option allows accessing directly to Fellows' data.

- Click the Fellows' data link from the WORK WITH A PROJECT page (Figure 2-5). The MANAGE FELLOWS' DATA PAGE is displayed (Figure 2-55).

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Overview table With Host Organizations

Full Legal Name

Short name

Name of department

Postal address

Country

Name of coordinator/supervisor

E-mail of coordinator/supervisor

Project Host Organizations

| Full Legal Name | Short name | Name of department | Postal address | Country | Name of coordinator/supervisor | E-mail of coordinator/supervisor | Actions |
|--------------------------------|------------|------------------------------------|----------------------------------|---------|--------------------------------|----------------------------------|--|
| University of Heidelberg | UHE | Department of Chemical Engineering | Roedstrasse 49, 58100 Heidelberg | DE | project coordinator | | update delete |
| Ecole Nationale des Ingénieurs | ENI | Department of Chemical Engineering | Rue Bernard 4, 75100 Paris | FR | project supervisor | ps@eni.fr | update delete |

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Figure 2-55: Manage fellows' data page (first pane: Host Organisations)

2. In the pane HOST ORGANIZATIONS, the list of host organizations can be managed:

- Enter :
 - a. FULL LEGAL NAME : mandatory, maximum 100 characters,
 - b. SHORT NAME : mandatory, maximum 100 characters,
 - c. NAME OF DEPARTMENT : mandatory, maximum 100 characters,
 - d. POSTAL ADDRESS : mandatory, maximum 100 characters,
 - e. COUNTRY,
 - f. NAME OF COORDINATOR/SUPERVISOR : mandatory, maximum 100 characters,
 - g. E-MAIL OF COORDINATOR/SUPERVISOR fields.
- Click the ADD HOST ORGANIZATION button. The fellows' data is added and the host organizations list is refreshed to display the changes.
- **Update Host Organization:** Click the link UPDATE of a row from the host organization list. The field values are displayed on top of the page. Modify these values and click the UPDATE HOST ORGANIZATION button to save the changes, as presented in Figure 2-56. Click on Cancel Edition if you want to cancel the edition of the host organization.

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Overview table With Host Organizations

Full Legal Name
 Short name
 Name of department
 Postal address
 Country
 Name of coordinator/supervisor
 E-mail of coordinator/supervisor

Project Host Organizations

| Full Legal Name | Short name | Name of department | Postal address | Country | Name of coordinator/supervisor | E-mail of coordinator/supervisor | Actions |
|--------------------------------|------------|------------------------------------|----------------------------------|---------|--------------------------------|----------------------------------|--|
| University of Heidelberg | UHE | Department of Chemical Engineering | Roedstrasse 49, 58100 Heidelberg | DE | project coordinator | | update delete |
| Ecole Nationale des Ingénieurs | ENI | Department of Chemical Engineering | Rue Bernard 4, 75100 Paris | FR | project supervisor | ps@eni.fr | update delete |

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Figure 2-56: Update host organization

- **Delete host organization:** Click the DELETE link. If no fellow is associated to the selected host organization, the host organization row is removed from the system and the host organization list is refreshed accordingly. Otherwise, the system displays an error message.
3. In the pane FELLOWS' DATA, the list of Fellows' data can be managed:
- Chose an Host Organization, enter the NAME AND FIRST NAME, E-MAIL, GENDER, NATIONALITY, COUNTRY OF RESIDENCE, DISCIPLINE OF THE PROJECT, DURATION WITHIN REPORTING PERIOD (IN MONTHS), FELLOWSHIP DURATION AT EACH HOST (IN MONTHS), STARTING DATE OF THE FELLOWSHIP, NAME OF THE FELLOWSHIP SCHEME (AS IN ANNEX I), TYPE OF MOBILITY, EU CONTRIBUTION PER FELLOW/-YEAR AND CHECK WHETHER THE FELLOW HAS BEEN ACTIVE IN THE HOST ORGANISATION BEFORE TRE FELLOWSHIP. The TOTAL EU CONTRIBUTION WITHIN REPORTING PERIOD will be computed automatically from the DURATION WITHIN REPORTING PERIOD and the EU CONTRIBUTION PER FELLOW/-YEAR.
 - Click the ADD FELLOWS' DATA button. The fellows' data is added and the fellows' data list is refreshed to display the changes.
 - **Update Fellows' data:** Click the link UPDATE of a row from the fellows' data list. The field values are displayed on top of the page. Modify these values and click the UPDATE FELLOWS' DATA button to save the changes, as presented in Figure 2-57. **Error! Reference source not found.** Click on Cancel Edition if you want to cancel the edition of the fellows' data.

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Overview table With Fellows' Data

Host Organization - Full Legal Name: University of Heidelberg

Name and first name: Marc Alessi

E-mail: mallessi@yahoo.fr

Gender: Male

Nationality: FR

Country of residence at the time of selection: FR

Discipline of the project: CHE

Duration within reporting period (in months): 9

Total fellowship duration at each host (in months): 18

Starting date of the fellowship: 10/09/2009
Syntax: dd/mm/yyyy

Name of Fellowship scheme (as in Annex I): Go-Europe Fellowship

Type of mobility: Outgoing

Has the fellow been active in the Host Organisation before the Fellowship: Yes No

EU contribution per fellow /-year: 25000.5

Update FellowsData Cancel Edition

Project FellowsData

| Host Organization | Fellow | | | | | | | | | | | | | Budget | | Actions | Order | | |
|--------------------------------|--------|---------------------|---------------------|--------|-------------|---|---------------------------|----------------------------------|--|---------------------------------|---|------------------|---|-----------------------------------|---|------------------------|------------------------|--|--|
| Full Legal name | No | Name and first name | E-mail | Gender | Nationality | Country of residence at the time of selection | Discipline of the project | Duration within reporting period | Total fellowship duration at each host | Starting date of the fellowship | Name of Fellowship scheme (as in Annex I) | Type of mobility | Has the fellow been active in the Host Organisation before the Fellowship | EU contribution per fellow /-year | Total EU contribution within reporting period | update | delete | | |
| University of Heidelberg | 1 | Marc Alessi | mallessi@yahoo.fr | MALE | FR | FR | CHE | 9 | 18 | 10/09/2009 | Go-Europe Fellowship | OUTGOING | Yes | 25000.5 | 18750.38 | update | delete | | |
| Ecole Nationale des Ingénieurs | 2 | Steven Elebright | elebright@gmail.com | MALE | DE | DE | CHE | 3 | 6 | 10/04/2009 | Go-Europe Fellowship | REINTEGRATION | No | 6250 | 1562.5 | update | delete | | |

Save Order

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Figure 2-57: Update fellows' data

- **Delete fellows' data:** Click the DELETE link. The fellows' data row is removed from the system and the fellows' data list is refreshed accordingly.
- **Change fellows' data order:** Click the arrows of the fellows' data list as presented in Figure 2-58. The corresponding fellows' data moves to the top, up, down or to the end, respectively from left to right. Click the SAVE ORDER button to save the fellows' data order.



Figure 2-58: change fellows' data order

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