EUROPEAN COMMISSION

DIRECTORATE-GENERAL

RESEARCH

FP7 Project Reporting Tool

Quick guide for beneficiaries

Visit the Participant Portal

The Participant Portal is the main entry point for users involved in projects under FP7[1]. It also provides the access point for the FP7 Project Reporting Tool. Use the following URL to connect to the Participant Portal:
http://ec.europa.eu/research/participants/portal/appmanager/participants/portal

Identify yourself using ECAS

Click on the "Login" link on the left hand side of the Participant Portal screen and provide the user name and password you have selected while registering for ECAS – the European Commission Authentication System.

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[1] Warning : From 1st October 2010, the access to the IT reporting tool will be only possible via the Participant Portal and not anymore via SESAM directly.

Identity and access management in the Participant Portal

The Participant Portal uses an Identity and Access Management system (IAM) based on roles of persons in projects and organisations, so that each user finds a personalised web space with projects and functions related to his/her specific roles.

In order for a user to have access to the Reporting functionality, s/he must have the role of scientific representative (either of the project coordinator or of another beneficiary in the grant). The information on the persons with this role comes from the grant agreement preparation forms that were completed in the negotiation tool NEF. Existing users of the reporting tool (FORCE and SESAM, before they were integrated into the Participant Portal) were migrated to the Participant Portal IAM database.

The current version of IAM provides more flexibility for consortia to manage access and roles themselves, via functions for assigning tasks and delegating roles, so that the necessary capabilities are available.

Accessing the reporting functions

After having logged in with your ECAS password you should see your personalised home page of the Participant Portal.

Select My Active Projects

Click on "My projects" at the top of the screen and then "Active" just below it. If the requested project is not in the presented list, please consider the following:

- Has the grant agreement already been signed by the Commission and is the project indeed active?
- Are you the scientific representative of one of the participating organisations and were your details and e-mail address (the same as used in your ECAS account) registered in NEF during negotiation?

If all the above are positive and you still do not see your project or the 'Reporting & Deliverables' link does not appear next to it, then please get in touch with the FP7 Helpdesk (ec-fp7-it-helpdesk@ec.europa.eu, +32 2 29 87 288).

Click on "Reporting & Deliverables" to reach the Reporting Tool.

Report results of the project

Periodic and final reports have to be submitted by their due dates as defined in your grant agreement. Other types of information can (and should) be submitted at any time. This concerns any deliverables (other than the periodic and final reports), information on publications, patents and other IPR. The reporting tool will gather all this information and will present it in the correct form in the periodic and final report, so that you do not have to introduce the same information twice.

Upload Deliverables

Click on the Deliverables menu item on the left side of the screen to manage the list of deliverables.

Using a small workflow system, you may already "upload" deliverables before finally "submitting" them later on. Uploaded deliverables appear in the "Deliverables in progress" list, while submitted ones in the "Submitted deliverables" list.

Once submitted, the deliverable is considered officially sent to the EC for approval and it is automatically registered as received. The user may not perform any changes to it afterwards. The list of submitted deliverables is assembled automatically by the tool for presentation in the Periodic Report.

Register publications, patents etc.

The lists of (i) publications, (ii) applications for patents and (iii) exploitable foreground are part of the Final Report. You are advised though to introduce the information already at the time it becomes available during the project to make the compilation easier when submitting the Final Report.

Each of the three lists is managed by clicking on the respective link on the main menu, on the left side of the screen.

Publications

Please introduce the publications as soon as essential information is available for the required fields. Once a publication introduced, the Coordinator may update or delete it and eventually change their order. That order will be kept when the list will be consolidated in the Final Report.

Applications for patents etc.

Similar to the Publications, this list is integrated in the Final Report.

If a URL is provided, then clicking on it will open a window with the application details as they appear in the Patent Office.

Exploitable Foreground

Similar to the Publications, this list is integrated in the Final Report.

Periodic Reporting

The report consists of a set of structured web forms that are prefilled with information already available on your project and one or more text documents with the "narrative" part of your report. The narrative part can be complemented by uploading pdf documents.

The different parts are the following

- The publishable summary (narrative part with a possibility to add a pdf document)
- Core of the project (a pdf document to be uploaded)
- Deliverables, Milestones (see below)
- Explanation of use of resources (one table per each participant to be filled)

Clicking on the back menu item, the user is returned to the project home page. Select 'Reports' to manage the reports to create and submit.

The system shows then the list of intermediate (draft and not submitted) and submitted reports for the selected type (Final Report in the example below).

In order to create a periodic report, you should select 'Periodic Report' in the drop down list box next to the label 'Report Type'.

Before clicking the 'Create Report' button, make sure the reporting period is indeed the correct one:

Clicking on the 'Create New Report' button takes you to the screen used to fill in the basic information for the Periodic Report.

Further below on the form, the list of submitted deliverables is prefilled and you can add comments to each deliverable:

After completing all the requested report details, save the report (the 'Save' button is found at the bottom of the screen.

This is a mandatory step, before being able to attach the core report (the "narrative part" in a pdf document) and other additional documents.

Click on the 'Attach PDF' document and select the file to upload.
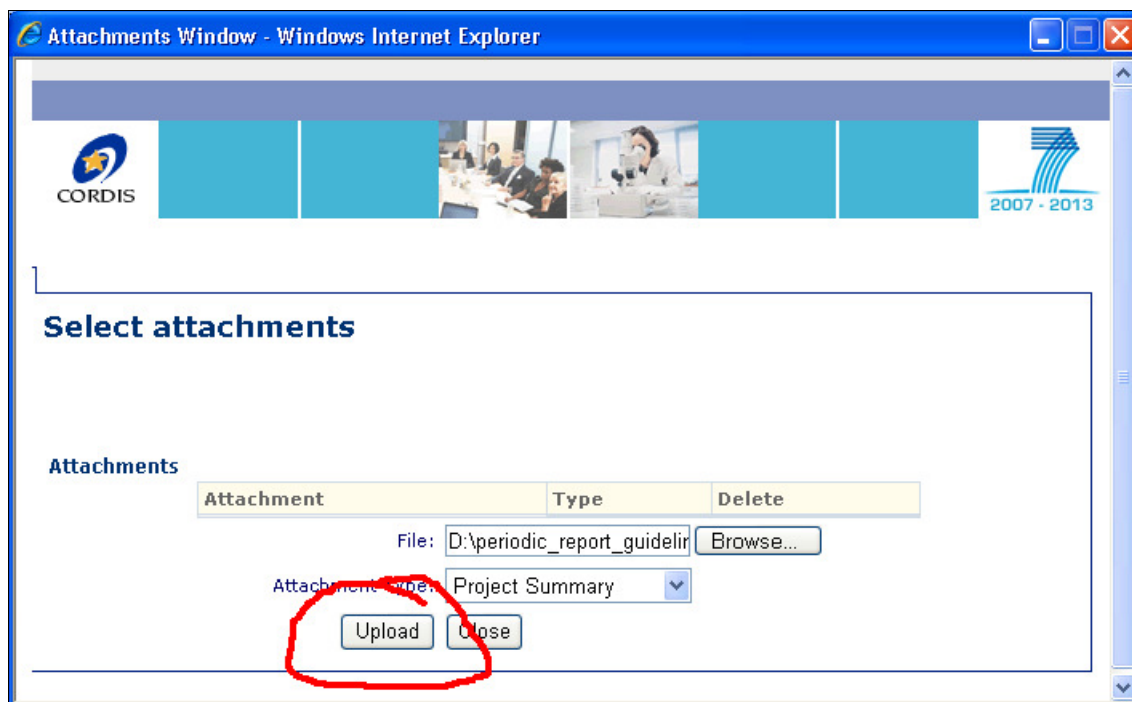
By clicking the 'Upload' button, the document is becoming an attachment of the draft report.

After attaching the document and making sure that all required information is provided, check the box indicating that you agree that this report will be registered and considered officially submitted.
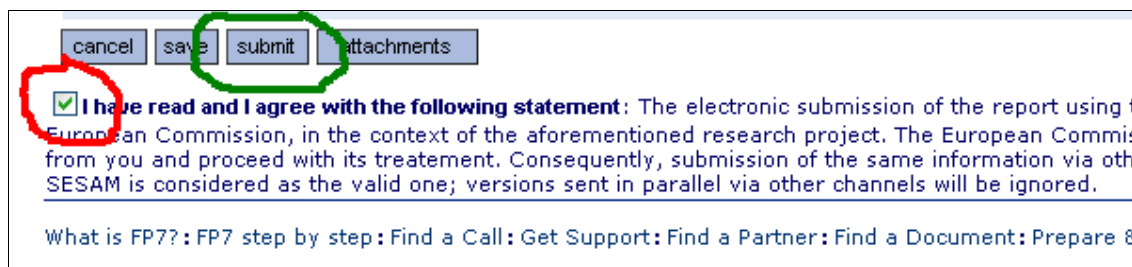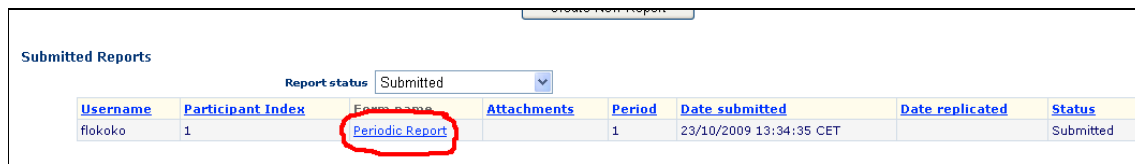
The text is repeated below:

I have read and I agree with the following statement: The electronic submission of the report using this IT reporting tool application stands for formal submission of the report and its attachments to the European Commission, in the context of the aforemention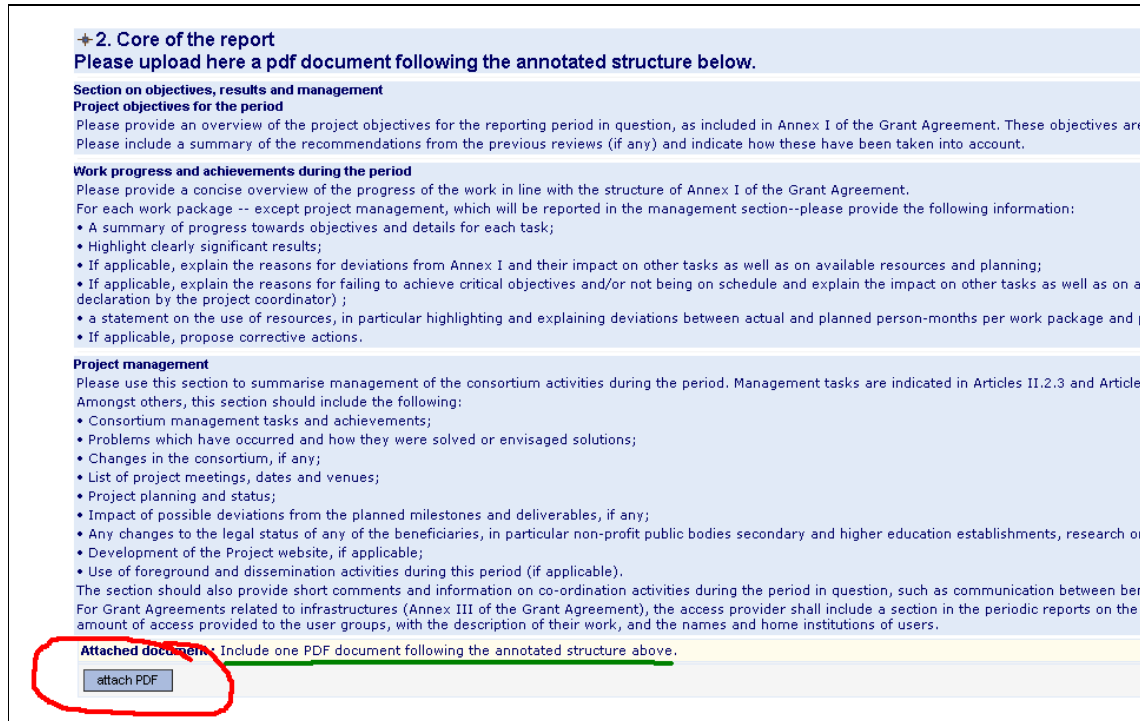ed research project. The European Commission will file and register the report and its attachments as formally received communication from you and proceed with its treatment. Consequently, submission of the same information via other channels (e.g. in paper format or by e-mail) is not necessary. Only the version submitted via the IT reporting tool is considered as the valid one; versions sent in parallel via other channels will be ignored.

Finally, press the Submit button, just above the declaration, in order for the report to be officially submitted.

The submitted report appears now in the list of 'Submitted Reports' and the consortium may not modify it any more (unless the Commission project officer rejects the report and reopens it for editing).

Clicking on the button with the report type – as indicated above – will show the generated PDF document containing the report. The same document is received by the Project Officer for his assessment.
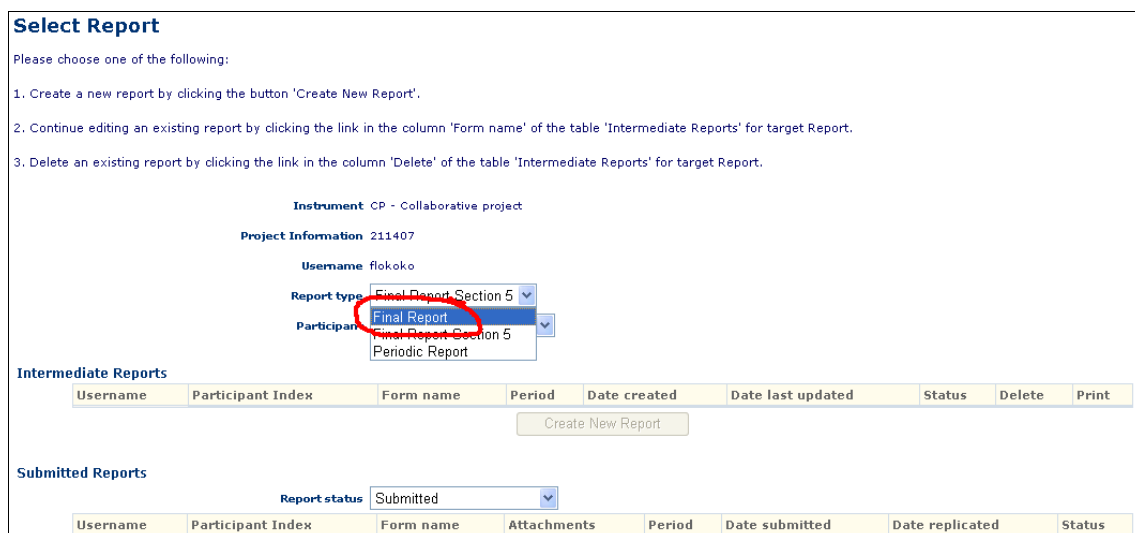
Warning: For reasons of system performance, the PDF is not instantly generated. This may take a few minutes; during the period between the submission of the report and the PDF generation, the system is not available for consultation.

The submission concludes the steps required for the successful submission of a periodic report. For further information, please refer to the complete User Guide (https://webgate.ec.europa.eu/sesam/index.do?action=view&id=39) and/or get in touch with the European Commission FP7 Helpdesk (ec-fp7-it-helpdesk@ec.europa.eu).

Final reporting

In order to complete the Final Report for the project, first make sure that you select the 'Reports' menu option on the left side of the screen.

In the following screen, make sure the report type Final Report is selected:

Then, click on the 'Create New Report' button or click on the Form name link to edit a draft Final Report that you had started drafting and saved in the past.

The following form is shown and has to be completed:

Project Final Report

+ 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).

+ INTRODUCTION
This final report shall comprise three separate parts as described hereafter.
a) A final publishable summary report covering results, conclusions and socio-economic impact of the project. The content of this report is described in section 4.1. It should be a self standing document carefully prepared.
b) A plan for use and dissemination of foreground. The content of this report is described in section 4.2.
c) A report covering the wider societal implications of the project, in the form of a questionnaire, including where applicable gender equality actions, ethical issues, efforts to involve other actors and to spread awareness.

+ GENERAL INFORMATION

Grant Agreement number:	211407
Project acronym:	PEGASE
Project title:	Pan European Grid Advanced Simulation and state Estimation
Funding Scheme:	FP7-CP-IP
Project starting date:	01/07/2008
Project end date:	
Name of the scientific representative of the project's coordinator and organisation(1):	
Tel:	
Fax:	
E-mail:	Konstantinos.FLOKOS@ext.ec.europa.eu
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/research/fp7/index_en.cfm?pg=logos). The area of activity of the project should also be mentioned.

+ 4.1 Final publishable summary report

The final report contains the following different parts:

- Final publishable summary (to be filled on line with a possibility to add a pdf document)
- Use and dissemination of foreground
    - List of dissemination activities
    - List of publications, list of patents, list of exploitable foreground (see below)
    - Questionnaire (to be filled on line in the IT reporting tool)

Fill in all mandatory information (form elements with a red asterisk next to them) and as much of the optional as possible.

The lists of publications, applications for patent and exploitable foreground are consolidated and presented in the report based on the information registered during the course of the projects (see above under section " Report results of the project":

If you want to add more entries to any of the lists, click on the respective button and manage the list as needed. When returning to the final report function, the respective list is automatically completed with the additional entry.

For all entries under "Exploitable Foreground" the "description" field must be completed mandatorily.

Finally, the Report on Societal Implications (questionnaire) must be completed by responding to all questions:

If all data is correct, save the report once and re-open it to proceed with the submission. Before clicking on the 'submit' button, make sure you have checked the box indicating that you agree that this report will be registered and considered officially submitted.

The text is repeated below:
I have read and I agree with the following statement: The electronic submission of the report using this application (SESAM) stands for formal submission of the report and its attachments to the European Commission, in the context of the aforementioned research project. The European Commission will file and register the report and its attachments as formally received communication from you and proceed with its treatment. Consequently, submission of the same information via other channels (e.g. in paper format or by e-mail) is not necessary. Only the version submitted via SESAM is considered as the valid one; versions sent in parallel via other channels will be ignored.

Finally, press the Submit button, just above the declaration, in order for the report to be officially submitted.