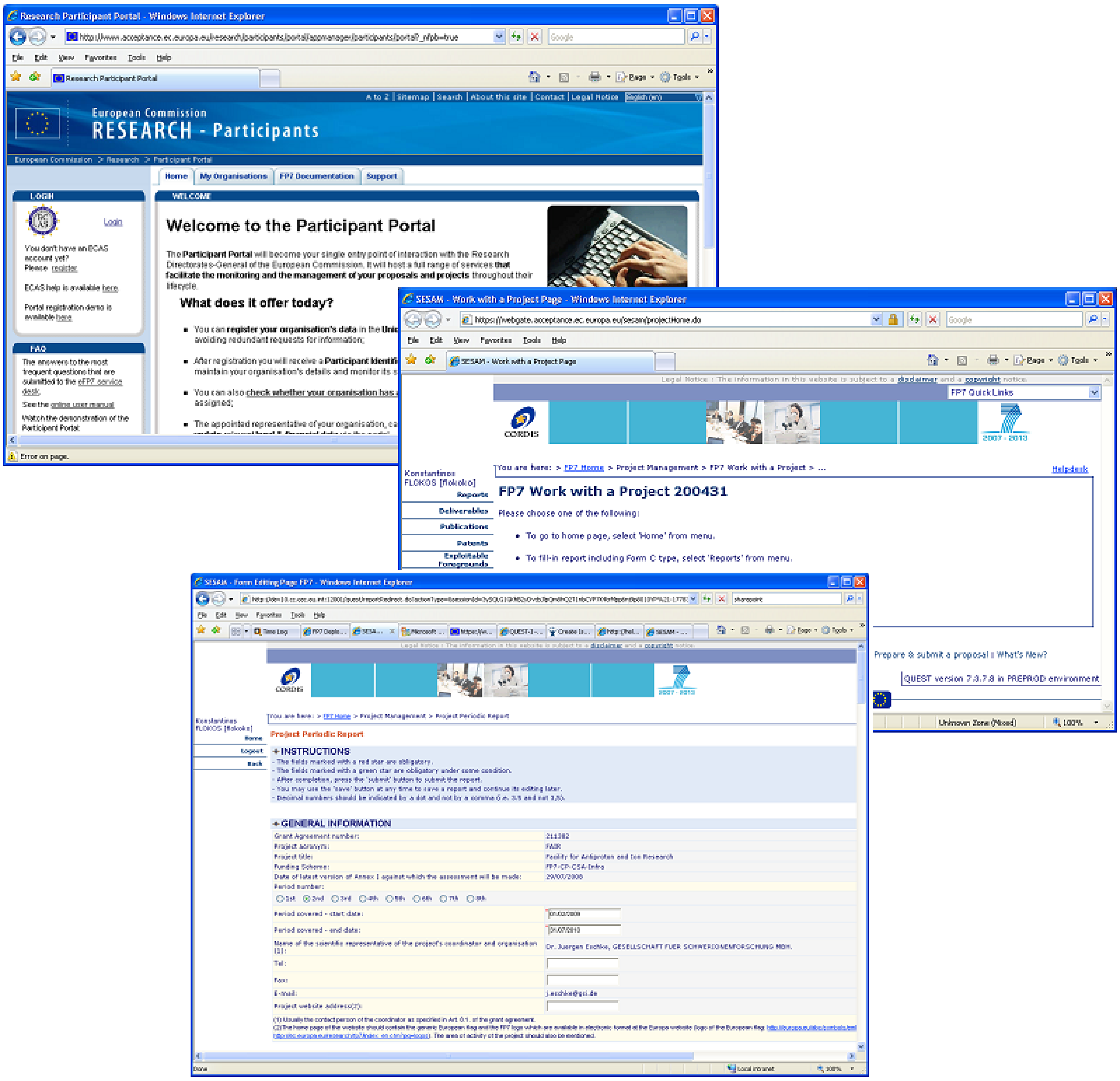
EUROPEAN COMMISSION
DIRECTORATE-GENERAL
RESEARCH

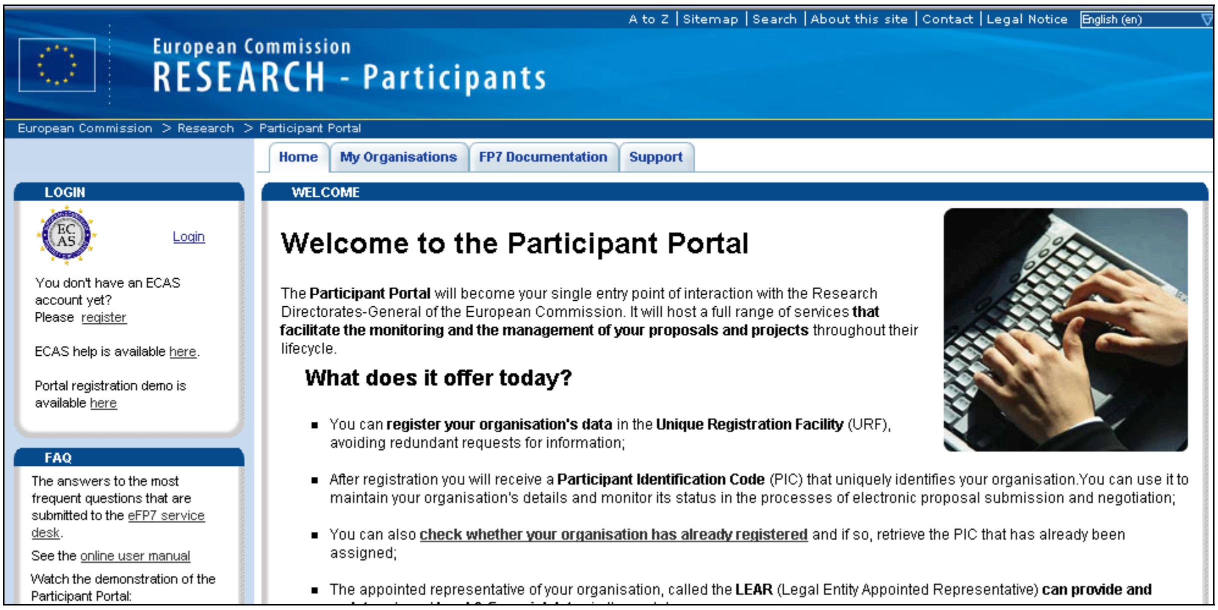
FP7 Project Reporting Tool

Quick guide for beneficiaries



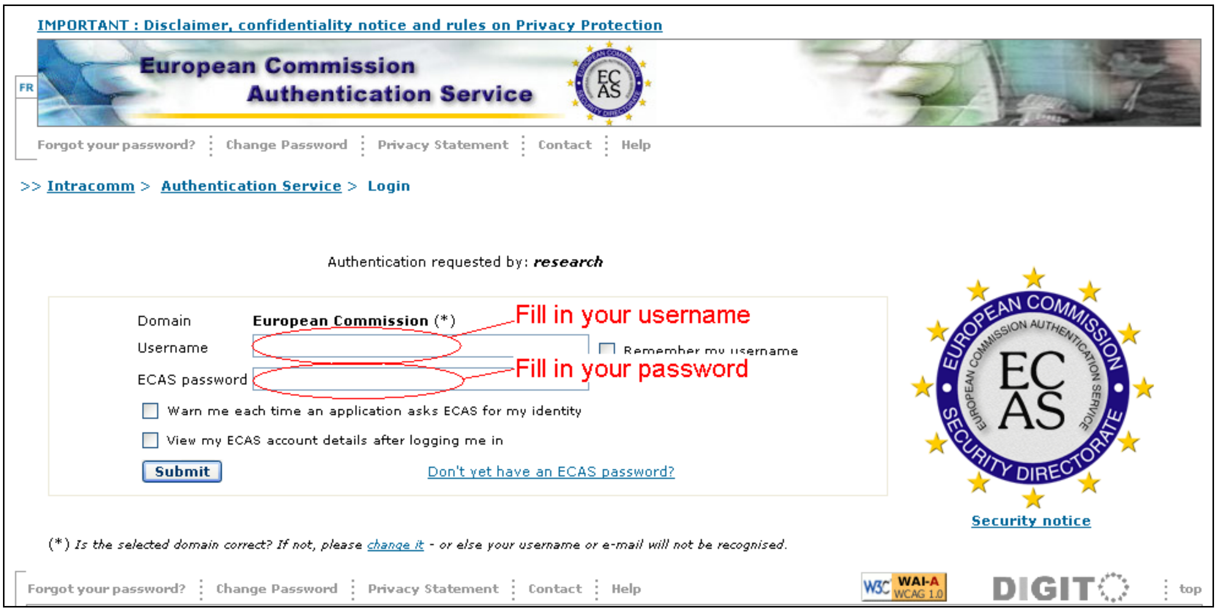
Visit the Participant Portal

The Participant Portal is the main entry point for users involved in projects under FP7. 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.



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 next version of the IAM (planned for March 2010) will provide more flexibility for consortia to manage access and roles themselves, via functions for assigning tasks and delegating roles, so that the necessary flexibility will be available.

Accessing the reporting functions

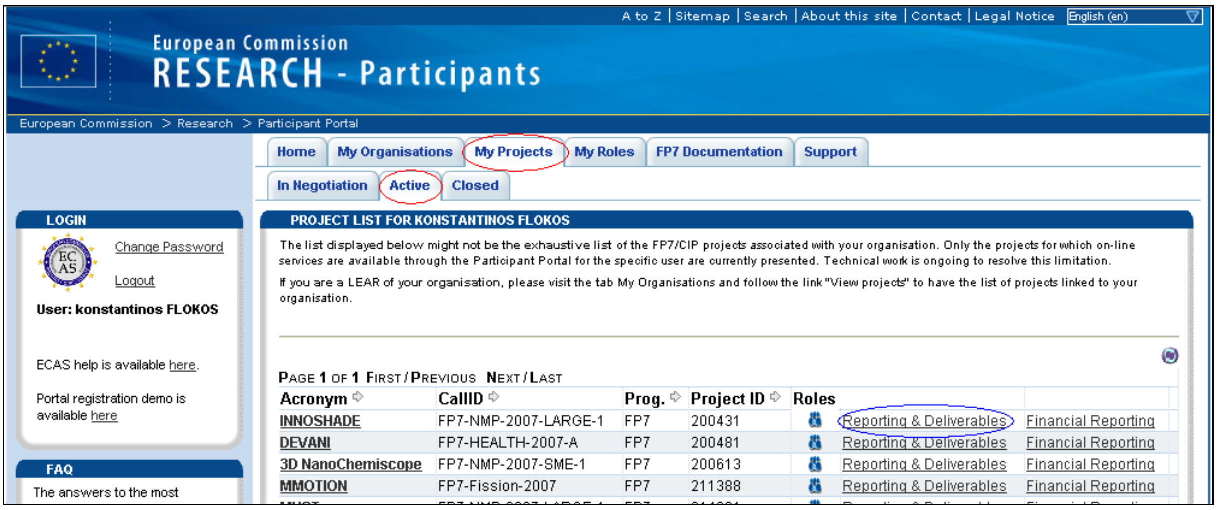
After having logged in with your ECAS password you should see your personalised home page of the Participant Portal.

Select My Active Projects

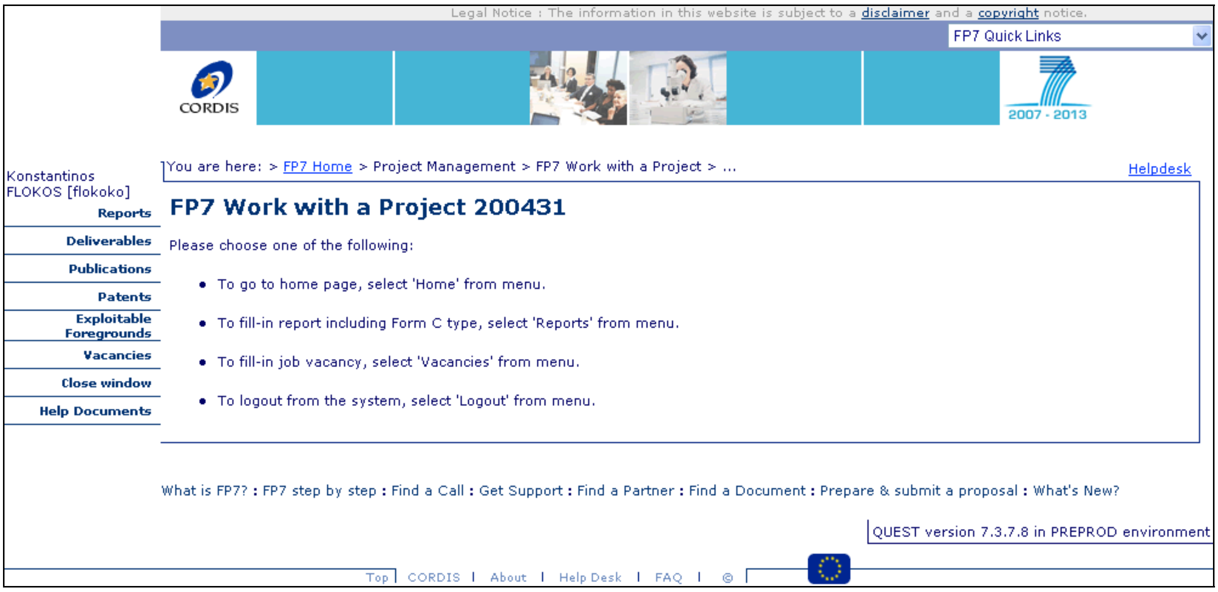
Click on "My projects" at the top of the screen and then "Active" just below it. If the requested project is not in the presented list, please consider the following:

- 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 23 33 760).



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.

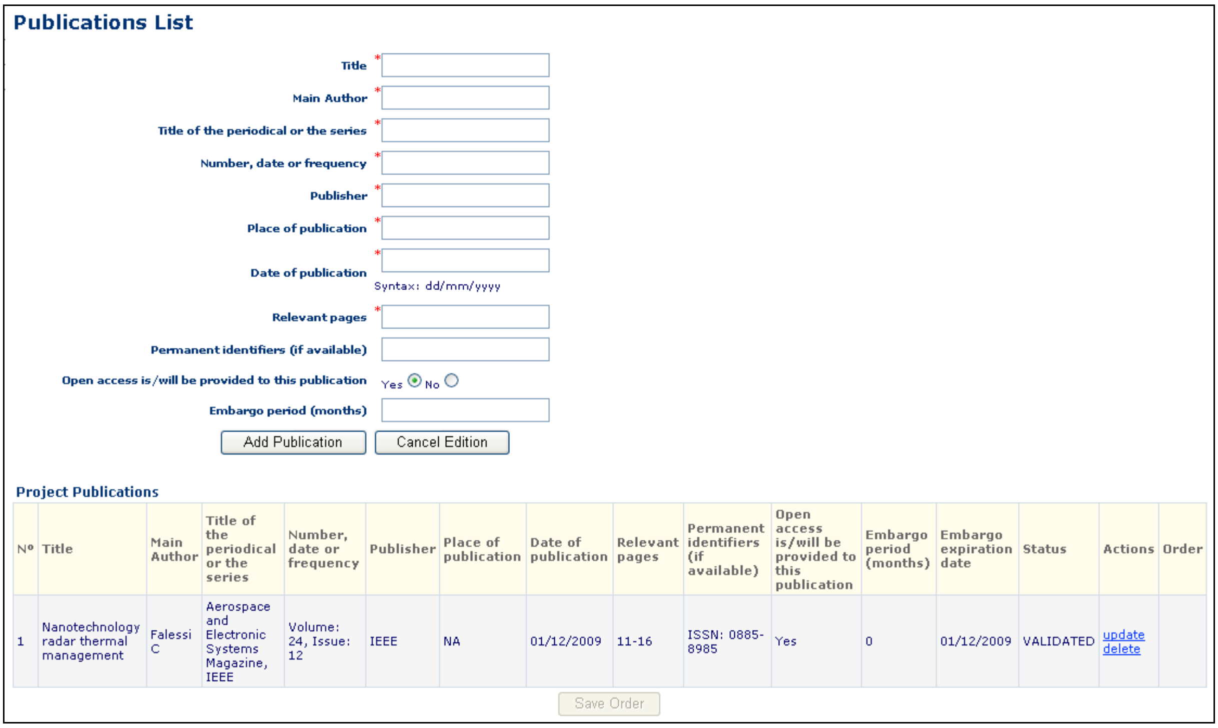
Register publications, patents etc.

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.



Publications List

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
Embargo period (months)

Add Publication | Cancel Edition

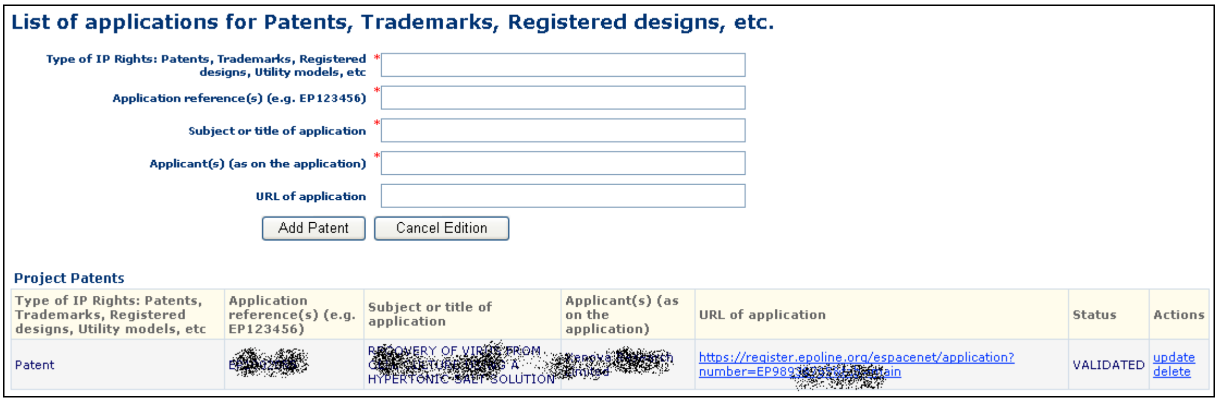
Project Publications

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	Embargo period (months)	Embargo expiration date	Status	Actions	Order
1	Nanotechnology radar thermal management	Falessi C	Aerospace and Electronic Systems Magazine, IEEE	Volume: 24, Issue: 12	IEEE	NA	01/12/2009	11-16	ISSN: 0885-8985	Yes	0	01/12/2009	VALIDATED	update delete	

Save Order

Applications for patents etc.

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



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 *
Applicant(s) (as on the application) *
URL of application

Add Patent | Cancel Edition

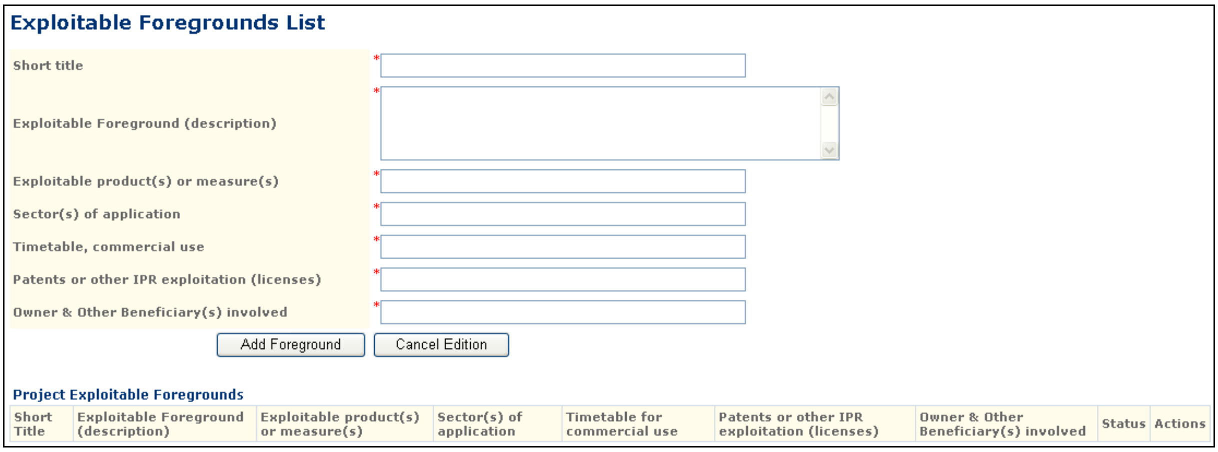
Project Patents

Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant(s) (as on the application)	URL of application	Status	Actions
Patent	[redacted]	[redacted] HYPERTONIC SALT SOLUTION	[redacted]	https://register.epoline.org/espacenet/application?number=EP98[redacted]	VALIDATED	update delete

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.

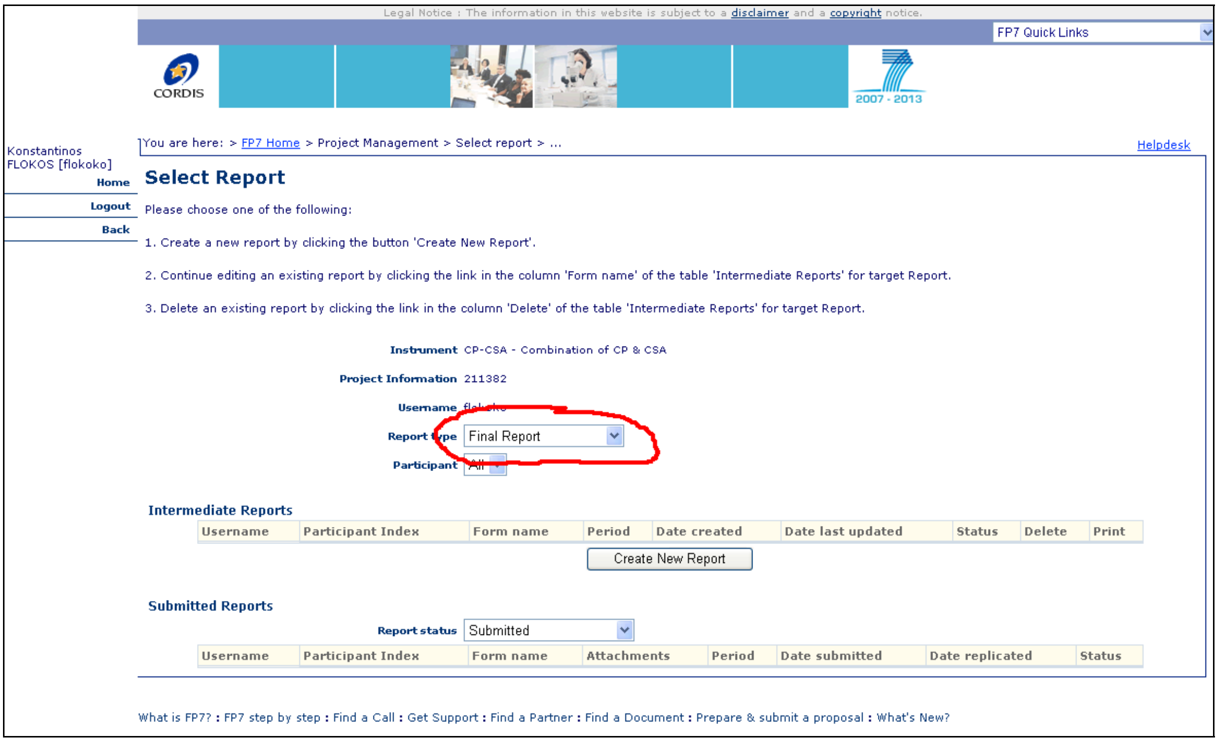


Periodic Reporting

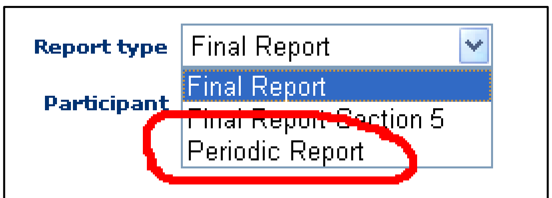
The report consists of a set of structured web forms that are prefilled with information already available on your project and one or more text documents with the "narrative" part of your report. The narrative part has to be uploaded in pdf format.

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.

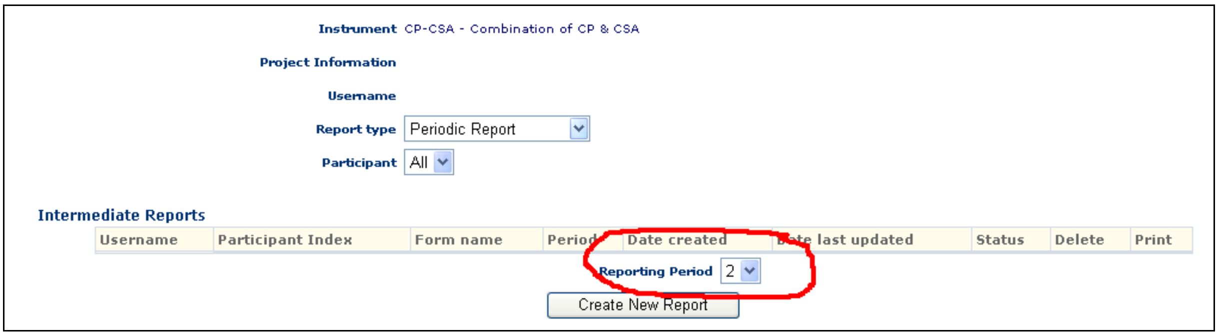
The system shows then the list of intermediate (draft and not submitted) and submitted reports for the selected type (Final Report in the example below).



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:



Instrument CP-CSA - Combination of CP & CSA

Project Information

Username

Report type: Periodic Report

Participant: All

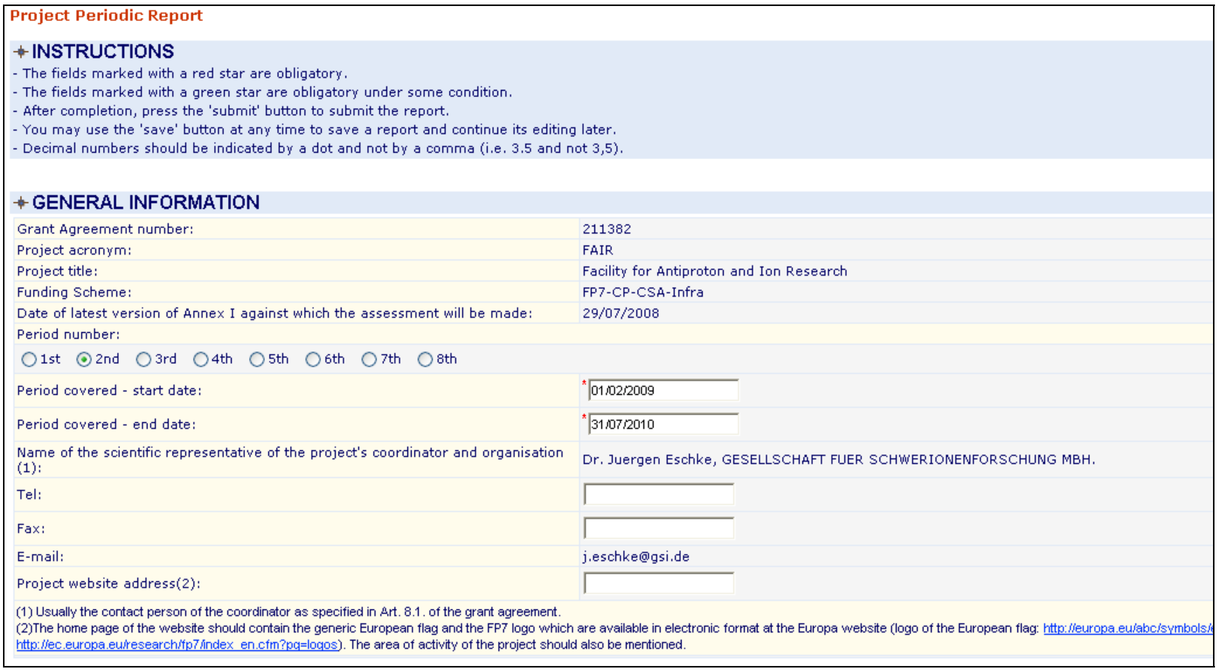
Intermediate Reports

Username	Participant Index	Form name	Period	Date created	Date last updated	Status	Delete	Print

Reporting Period: 2

Create New Report

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



Project Periodic Report

INSTRUCTIONS

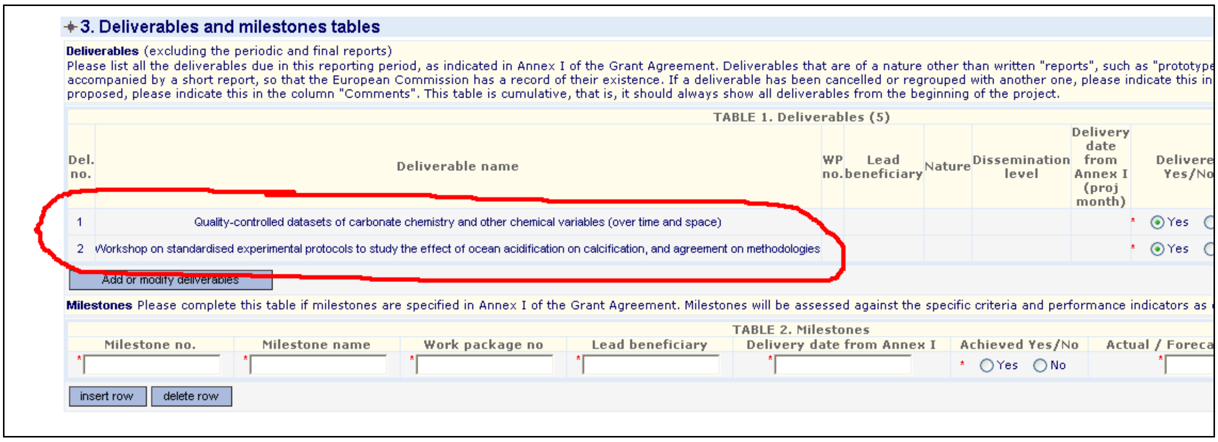
- The fields marked with a red star are obligatory.
- The fields marked with a green star are obligatory under some condition.
- After completion, press the 'submit' button to submit the report.
- You may use the 'save' button at any time to save a report and continue its editing later.
- Decimal numbers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

GENERAL INFORMATION

Grant Agreement number:	211382
Project acronym:	FAIR
Project title:	Facility for Antiproton and Ion Research
Funding Scheme:	FP7-CP-CSA-Infra
Date of latest version of Annex I against which the assessment will be made:	29/07/2008
Period number:	
○ 1st ◉ 2nd ○ 3rd ○ 4th ○ 5th ○ 6th ○ 7th ○ 8th	
Period covered - start date:	* 01/02/2009
Period covered - end date:	* 31/07/2010
Name of the scientific representative of the project's coordinator and organisation (1):	Dr. Juergen Eschke, GESELLSCHAFT FUER SCHWERIONENFORSCHUNG MBH.
Tel:	
Fax:	
E-mail:	j.eschke@gsi.de
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/ http://ec.europa.eu/research/fp7/index_en.cfm?pg=logos). The area of activity of the project should also be mentioned.

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



3. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)
Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement. Deliverables that are of a nature other than written "reports", such as "prototype accompanied by a short report, so that the European Commission has a record of their existence. If a deliverable has been cancelled or regrouped with another one, please indicate this in proposed, please indicate this in the column "Comments". This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

TABLE 1. Deliverables (5)

Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Delivere Yes/No
1	Quality-controlled datasets of carbonate chemistry and other chemical variables (over time and space)					*	◉ Yes
2	Workshop on standardised experimental protocols to study the effect of ocean acidification on calcification, and agreement on methodologies					*	◉ Yes

Add or modify deliverables

Milestones Please complete this table if milestones are specified in Annex I of the Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as

TABLE 2. Milestones

Milestone no.	Milestone name	Work package no	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Foreca
*	*	*	*	*	* ○ Yes ○ No	*

insert row delete row

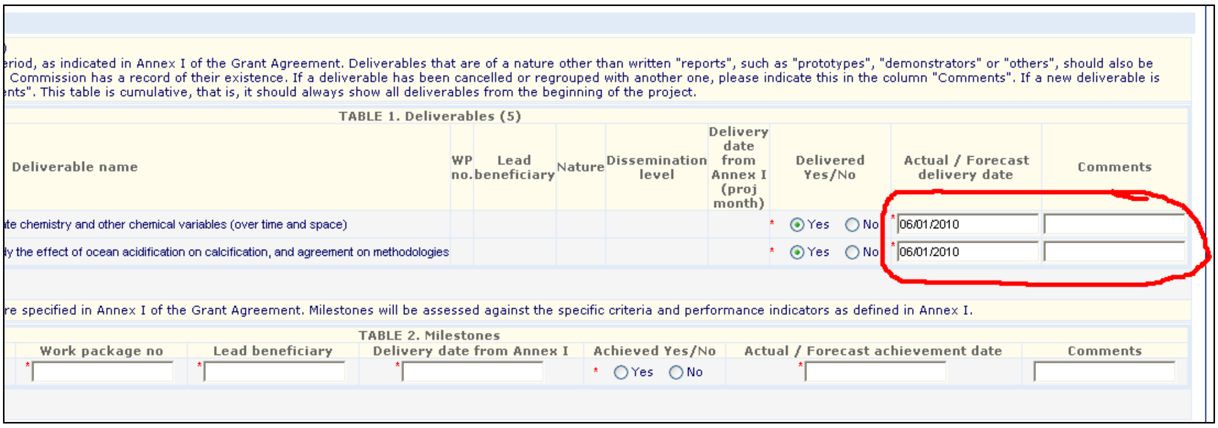

riod, as indicated in Annex I of the Grant Agreement. Deliverables that are of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be Commission has a record of their existence. If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments". If a new deliverable is nts". This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

TABLE 1. Deliverables (5)

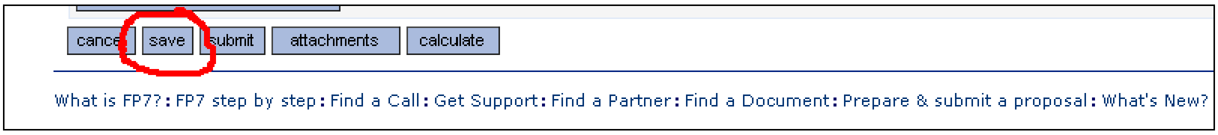
Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Delivered Yes/No	Actual / Forecast delivery date	Comments
te chemistry and other chemical variables (over time and space)					*	Yes No	* 06/01/2010	
y the effect of ocean acidification on calcification, and agreement on methodologies					*	Yes No	* 06/01/2010	

re specified in Annex I of the Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I.

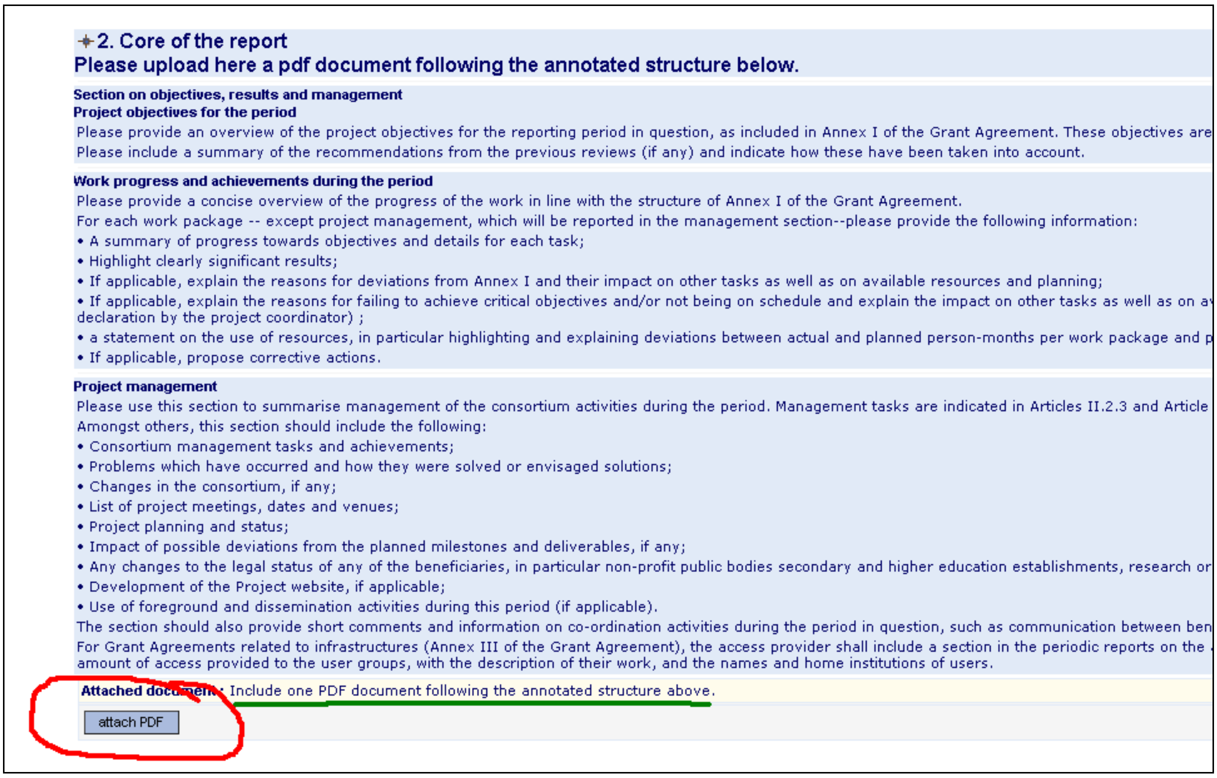
TABLE 2. Milestones

Work package no	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments
*	*	*	* Yes No	*	

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.


2. Core of the report
Please upload here a pdf document following the annotated structure below.

Section on objectives, results and management
Project objectives for the period
Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are
Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

Work progress and achievements during the period
Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.
For each work package -- except project management, which will be reported in the management section--please provide the following information:
- A summary of progress towards objectives and details for each task;
- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;
- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on a declaration by the project coordinator) ;
- a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and p
- If applicable, propose corrective actions.

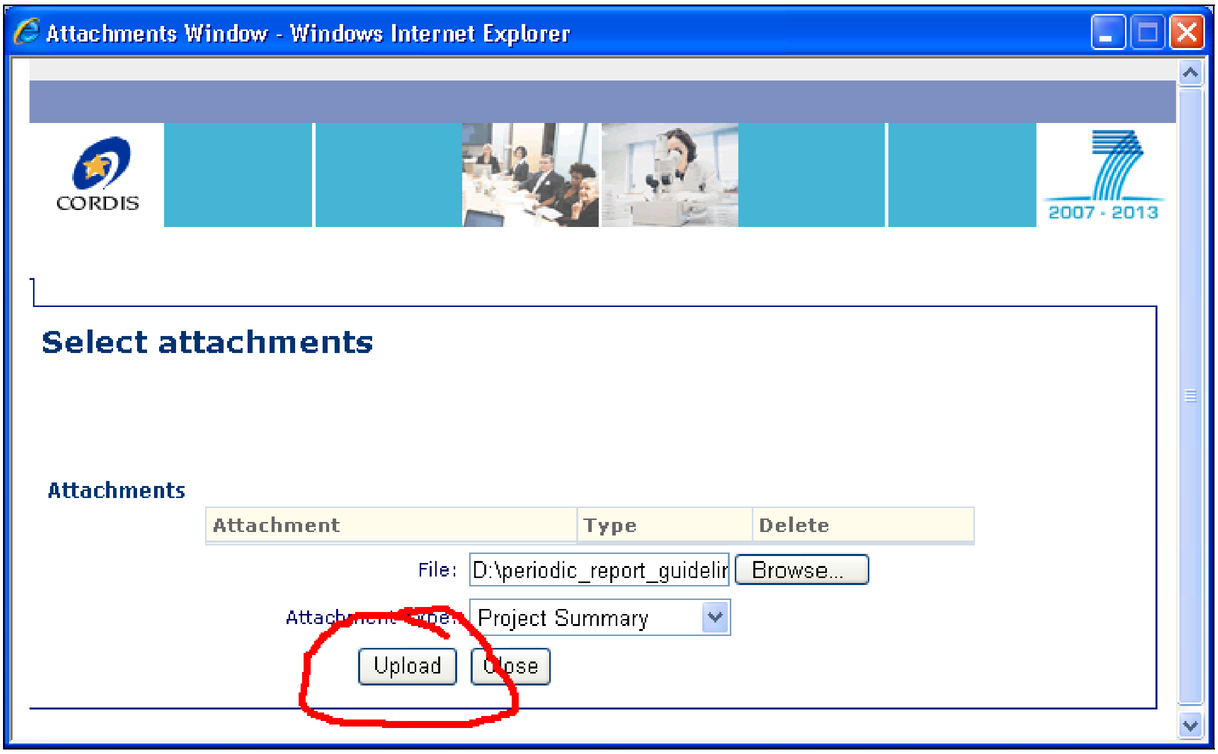
Project management
Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article
Amongst others, this section should include the following:
- Consortium management tasks and achievements;
- Problems which have occurred and how they were solved or envisaged solutions;
- Changes in the consortium, if any;
- List of project meetings, dates and venues;
- Project planning and status;
- Impact of possible deviations from the planned milestones and deliverables, if any;
- Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies secondary and higher education establishments, research or
- Development of the Project website, if applicable;
- Use of foreground and dissemination activities during this period (if applicable).

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between ben
For Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

Attached document: Include one PDF document following the annotated structure above.

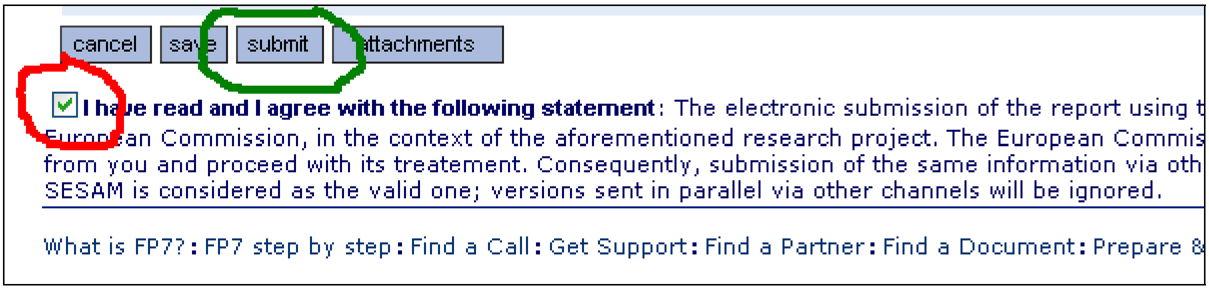
attach PDF

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.

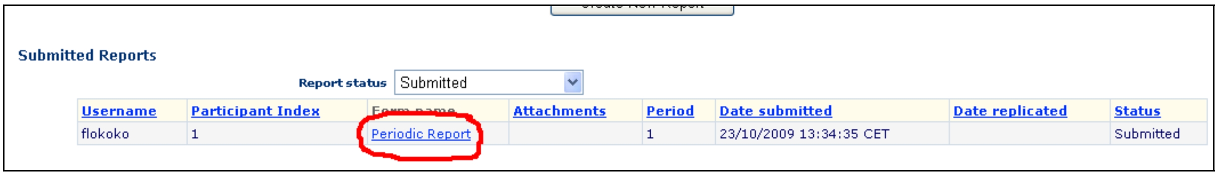
After attaching the document and making sure that all required information is provided, check the box indicating that you agree that this report will be registered and considered officially submitted.



The text is repeated below:
I have read and I agree with the following statement: *The electronic submission of the report using this 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.

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.

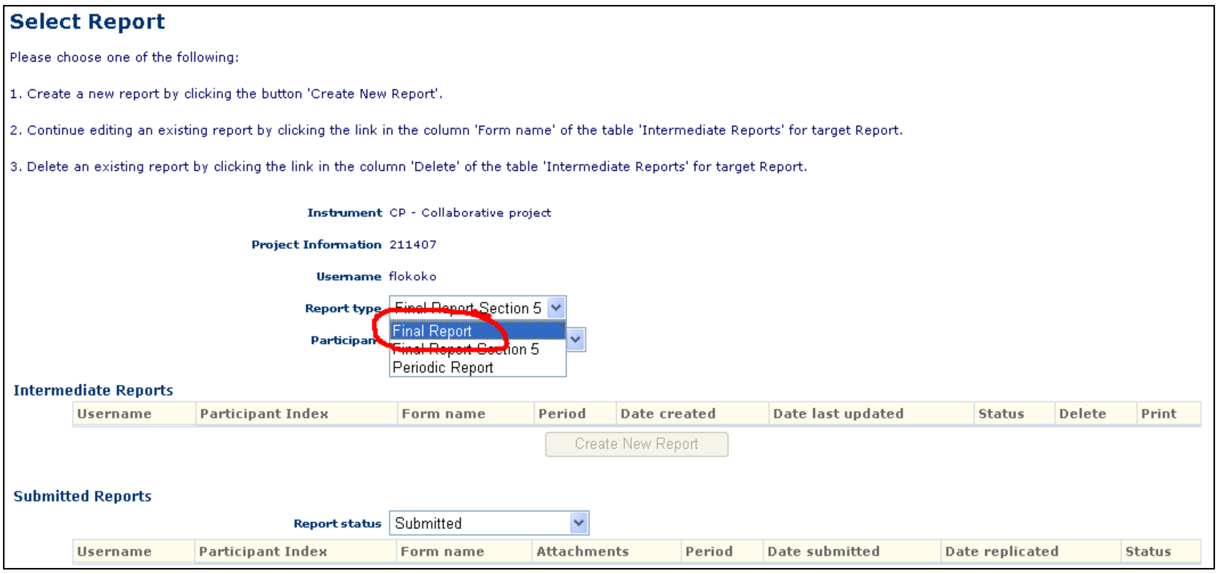
Warning: For reasons of system performance, the PDF is not instantly generated. This may take a few minutes; during the period between the submission of the report and the PDF generation, the system is not available for consultation.

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

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":

In addition, please provide a list of all scientific (peer reviewed) publications relating to the foreground of the project, starting with the most important ones, in the table below.

Publications (peer reviewed)

TEMPLATE A - 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	Embargo period (months)	Embargo expiration date
1	Nanotechnology radar thermal management	Falessi C	Aerospace and Electronic Systems Magazine, IEEE	Volume: 24, Issue: 12	IEEE	NA	01/12/2009	11-16	ISSN: 0885-8985	Yes	0	01/12/2009

Publications

Add or modify publications

(3) A permanent identifier should be a persistent link to the published version full text if open access or abstract if article is pay per view) or to the final manuscript accepted for publication (link to article in repository).
(4) Open Access is defined as free of charge access for anyone via the internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

+ Section B (confidential)

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter.
The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS,UTILITY MODELS, ETC.

Type of IP Rights	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant(s) (as on the application)
Patent	EP1002055	RECOVERY OF VIRUS FROM CELL CULTURE USING A HYPERTONIC SALT SOLUTION	Xenova Research Limited

Applications for patent

Add or modify applications

Please complete the table hereafter:

TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND

Exploitable Foreground (description)	Short Title	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use	Patents or other IPR exploitation (licences)	Owner and Other Beneficiary(s) involved

Exploitable foreground

ADDITIONAL TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND

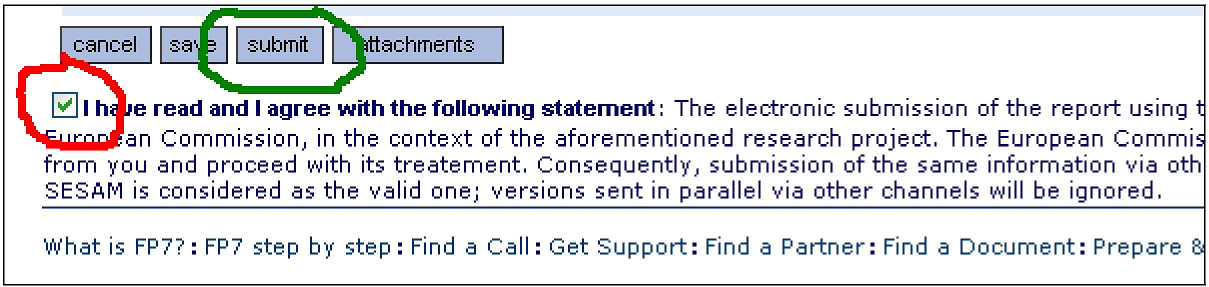
Exploitable Foreground (description)	Explain of the Exploitable Foreground
	*

Add or modify exploitable foregrounds

(5) In the table, for each row, please provide a text to explain the exploitable foreground, in particular:
- Its purpose
- How the foreground might be exploited, when and by whom
- IPR exploitable measures taken or intended
- Further research necessary, if any
- Potential/expected impact (quantify where possible)

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.