



FP7 Project Review Tool

Quick guide for external experts

The screenshot shows the 'Welcome to the Participant Portal' page. It includes a login section, a 'WELCOME' message, and a 'What does it offer today?' section with the following points:

- You can register your organisation's data in the tool, avoiding redundant requests for information;
- After registration you will receive a Participant ID which maintains your organisation's details and monitor its lifecycle;
- You can also check whether your organisation has assigned;
- The appointed representative of your organisation, can create a report about the financial data on the tool.

The screenshot shows the 'FP7 Work with a Project 200431' page. It includes a 'Legal Notice' and a 'Please choose one of the following:' section with the following options:

- To go to home page, select 'Home' from menu.
- To fill-in report including Form C type, select 'Reports' from menu.

The screenshot shows the 'Project Periodic Report' form. It includes a 'Legal Notice' and a 'Please prepare & submit a proposal: What's New?' section with the following text:

QUEST version 7.3.7.8 in PREPROD environment.

The form includes the following sections:

- 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 'leave' 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. 5.5 and not 5,5).
- GENERAL INFORMATION**

Grant Agreement number:	211382
Project acronym:	FAIR
Project title:	Feasibility for distributed and big Research
Funding Scheme:	FP7-CP-CSA-Info
Date of latest version of Annex I against which the assessment will be made:	29/07/2005
Period covered - start date:	01/03/2009
Period covered - end date:	30/07/2010
Name of the scientific representative of the project's coordinator and organisation (I):	Dr. Juergen Essler, GESELLSCHAFT FUER SCHWERIONENFORSCHUNG MBH.
Tel:	
Fax:	
E-mail:	j.essler@f4g.de
Project website address(es):	

I. Create a Review Report as External Expert using the Reporting Tool

External experts engaged as reviewers for an FP7 research project have to complete and submit a review report. The following steps show how an external user may request access to the tool

Accessing the Reporting and Review Tool (SESAM)

Using the URL <https://webgate.ec.europa.eu/sesam> you arrive at the following screen:

Legal Notice : The information in this website is subject to a [disclaimer](#) and a [copyright](#) notice.

CORDIS 2002 - 2006 2007 - 2013

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

Home
Login

Welcome

Questionnaires Welcome to SESAM, the European Commission online reporting tool for Research and Technological projects. Please note that except for MCA quest and questionnaires submission.

Starting from the release 7, SESAM is using the European Commission Authentication Service (ECAS). Apart from the authentication management of the user accounts (e.g. user registration, manage password, manage personal details). For more info about ECAS, <https://webgate.ec.europa.eu/ecas>

If you have been already registered as a SESAM user and you don't have the ECAS account yet, in order to continue using the syst initialized during the migration) must be upgraded. Please click on 'Login' in the menu and then follow 'Don't yet have an ECAS pas SESAM username or e-mail address. Only in case you were notified by the e-mail that your old SESAM username was changed you make sure that the domain that is selected in ECAS is 'External', not 'European Commission'. Please choose your password wisely provided on the pages. When you have completed these steps, your account will be automatically activated. Once your account ha SESAM.

If you did not manage to upgrade your account (username or email address were not recognized by ECAS), this is probably becau not possible. In such case you will have to register to ECAS as a new user.

The new users can register their accounts following the appropriate link on the ECAS Login page (after clicking on 'Login' in the m

Once you have been registered to SESAM you can register to a project. Each request for registration to a project will be notified to the correspondin to be validated by him. The requesting user will be notified of the validation by e-mail.

FP6/FP7 participants should complete their reports by logging in, choosing appropriate project and the type of the forms they want to work with ('Reg 'Notifications' in the menu).

Reviewers of FP6/FP7 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.

Click on the "Login" link to authenticate yourself.

Identify yourself using ECAS

In order to be able to use the application you must authenticate yourself using the European Commission Authentication System (ECAS). If you do not yet have an ECAS account, please create one at the following web site: (creation of an ECAS account is simple and quick).

Once you have an ECAS account, provide your ECAS user name and password (the same that you use for many other ECAS enabled applications, as e.g. SYSPER2) following the "Login" link shown at the screenshot above.

[IMPORTANT: Disclaimer, confidentiality notice and rules on Privacy Protection](#)

European Commission Authentication Service

FR

[Forgot your password?](#) | [Change Password](#) | [Privacy Statement](#) | [Contact](#) | [Help](#)

>> [Intracomm](#) > [Authentication Service](#) > [Login](#)

Authentication requested by: **research**

Domain: **European Commission (*)** *Fill in your username*


Username: Remember my username *Fill in your password*

ECAS password:

Warn me each time an application asks ECAS for my identity



View my ECAS account details after logging me in

[Don't yet have an ECAS password?](#)



() Is the selected domain correct? If not, please [change it](#) - or else your username or e-mail will not be recognised.*

[Forgot your password?](#) | [Change Password](#) | [Privacy Statement](#) | [Contact](#) | [Help](#)

  | [top](#)

You should now arrive at the project selection page of the Reporting and Review Tool.

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

Select Project

Please select the project you want to work with.

If the Project Number you require is missing from this list, please register by clicking on 'Register to a Project'.

Project ID: 212226

- 021090
- 207948
- 208079
- 208108
- 210080
- 211382
- 211407
- 211800
- 211900
- 212226**
- 212237
- 213238
- 214226

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Select the project for which you want to create the Review report and click on the "Work With" button.



The list of projects is empty!

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

Select Project

Register to a Project Please select the project you want to work with.

Logout If the Project Number you require is missing from this list, please register by clicking on 'Register to a Project' (in the menu on the left).

Project ID

If the project for which you have to prepare a review report does not appear on the list you must 'Register to a Project' by clicking on the respective menu item on the left side of the screen¹.

On the next screen, provide the basic parameters of project:

Register as new participant

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.

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

Personal Information

Username

Project Identification

Instrument * CP-CSA - Combination of CP & CSA

Project type * CP-CSA-Infra-Integrating Activities / e-Infrastructures

Project ID *

The funding scheme (Instrument) and the sub-funding scheme (Project Type) should correspond to the project ID. If all is correct clicking the 'Next' button will show the following page:

¹ In the future, this step will not be required and the external experts will be using the Reporting Tool via the Participant Portal, like the other Project Participants. An updated user guide will be distributed then to indicate the new way of working.

Register as new participant

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.

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

Personal Information

Username: [Redacted]

Project Identification

Instrument: CP - Collaborative project

Project type: CP-IP-Large-scale integrating project

Project ID: [Redacted]

Project Participant Identification

Project participant type: Project Reviewer

Beneficiary: [Redacted]

Reviewer type: 1000 - Consolidated review report - reviewer

Back Register Cancel

In the 'Project Participant Type' list box, you must select 'Project Reviewer' and then at the 'Reviewer Type' one of the 5 offered options (consolidated Reviewer or one of the four individual Reviewers).

Clicking on the 'Register' button would send a notification to the Project Officer who will establish your access to the project. After having received the notification of access (by email or other communication means) from the Project Officer you should repeat the steps above for accessing the system. The list of projects should now contain the project you are dealing with.

Review submitted reports

In order to properly evaluate the work performed by the project, you may view the periodic or final reports submitted by the Coordinator, by selecting the 'Reports' menu option:

You are here: > [FP7 Home](#) > Project Management > FP7 Work with a Project > ...

FP7 Work with a Project 211983

Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in review report, select 'Review Reports' from menu.
- To fill-in report, select 'Reports' from menu.
- To logout from the system, select 'Logout' from menu.

The list of reports submitted per report type is shown in the list below:

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 211983

Username flokoko

Report type CP-CSA-NoE Final Report 

Participant All

Intermediate Reports

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

Submitted Reports

Report status Submitted

Username	Participant Index	Form name	Attachments	Period	Date submitted	Date replicated	Status
flokoko	All	CP-CSA-NoE Final Report		1	03/09/2009 19:09:26 CET		Submitted

By selecting a report type, the respective reports (if any are submitted under this type) will be shown.

Clicking on the 'Form name' link will open the submitted report. If other documents have been attached to the report, a link in the 'Attachments' column will be shown; clicking on it will allow you to download a compressed .ZIP file containing all the submitted documents – attached to the report.

Create review report

In the list of options shown after selecting the project to work on, please select "Review Reports":

You are here: > [FP7 Home](#) > Project Management > FP7 Work with a Project > ...

FP7 Work with a Project 211983

Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in review report, select 'Review Reports' from menu.
- To fill-in report, select 'Reports' from menu.
- To logout from the system, select 'Logout' from menu.

The system shows then the list of intermediate (draft and not submitted) and submitted reports for the selected type, if any such exist already (Review Report in the example below).

Select Review Report

Please choose one of the following:

1. Create a new review report by clicking the button 'Create New Review 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 211983

Username flokoko

Report type CP-CSA Review Report

Participant 1000-1000

Intermediate Reports

Username	Participant Index	Form name	Period	Date created	Date last updated	Status	Delete	Print
			Reporting Period 1					

Create New Review Report

Submitted Reports

Report status Submitted

Username	Participant Index	Form name	Attachments	Period	Date submitted	Date replicated	Status
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If a review report already exists and is in draft for the reporting period you are interested in, simply click the link with name "Review Report" corresponding to that period.

In order to create a new report, make sure the Report Type is set to Review Report; Before clicking the 'Create Report' button, make sure the reporting period is indeed the correct one (please pay attention to the arrows shown in the picture above).

Clicking on the "Create New Review Report" button takes you to the screen used to complete all information required for the Review Report.

Technical Review 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: [redacted]

Project acronym: H2020-RTD

Project title: Development and laboratory testing of improved action and Matrix hydro turbines designed by advanced analysis and optimization tools

Funding Scheme: FP7-CP-FP

Project starting date: * 01/09/2008

Project duration: * 36

Name of the scientific representative of the project's coordinator and organisation: Prof. Dr. G. S. FANTOMIS, NATIONAL TECHNICAL UNIVERSITY OF ATHENS

Period covered - from: * 01/09/2008

Period covered - to: * 28/02/2010

Date of review meeting (if applicable):

Name of the Project Officer drafting the report:

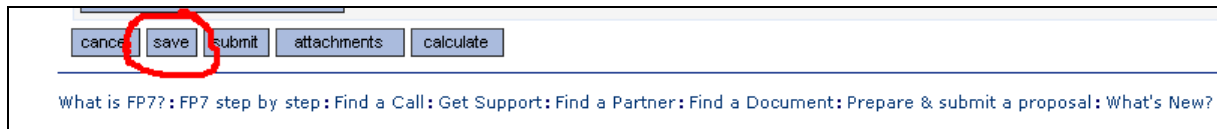
* Individual report Consolidated report

(1) Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement

Expert(s) Name(s) of expert(s)

insert row delete row

After completing the report, save it (the 'Save' button is found at the end of the report).

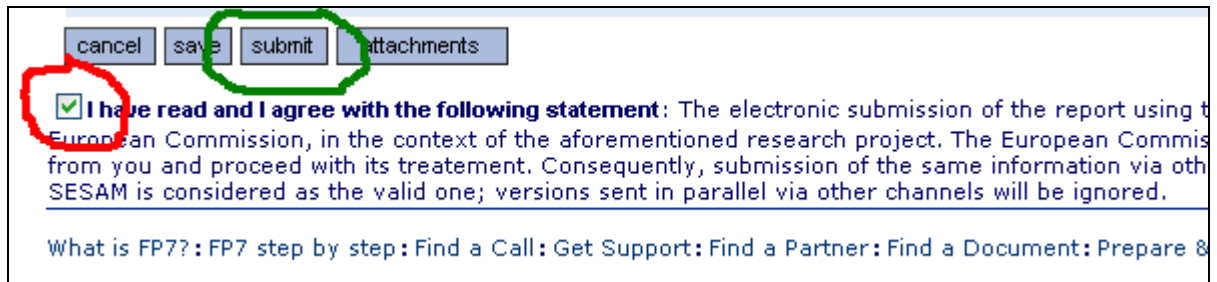


cancel save submit attachments calculate

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This is a mandatory step, before being able to submit the report.

After 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.



cancel save submit attachments

I have read and I agree with the following statement: The electronic submission of the report using the European Commission, in the context of the aforementioned research project. The European Commission will accept the information from you and proceed with its treatment. Consequently, submission of the same information via other channels than SESAM is considered as the valid one; versions sent in parallel via other channels will be ignored.

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

The report submitted is no longer accessible for editing by you and is automatically forwarded for registration and archiving by the European Commission.

The submitted report appears now in the list of 'Submitted Reports':

Clicking on the button with the report type – as indicated above – will show the generated PDF document containing the report.

Warning. The PDF is not generated instantly. Its creation may take a few minutes; during the period between the submission of the report and the PDF generation, the document is not accessible.

That concludes the steps required for the successful submission of a review report. For further information, please refer to the complete User Guide (Document 'SESAM 7 User Guide' found at the bottom of the home page of the application) and/or get in touch with the European Commission FP7 Helpdesk (ec-fp7-it-helpdesk@ec.europa.eu).