EUROPEAN COMMISSION
DIRECTORATE-GENERAL
RESEARCH

FP7 Project Review Tool

Quick guide for external experts

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:

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.

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

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!

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 screen[1].

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

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:

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[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.

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:

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

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":

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-K████████

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

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

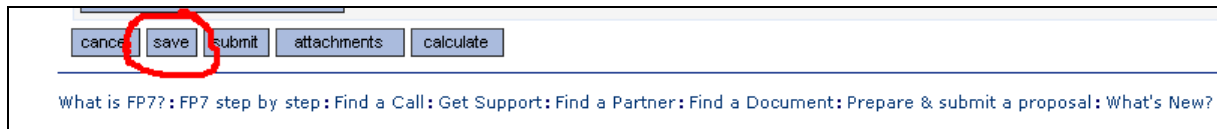|	
Grant Agreement number:	██████
Project acronym:	HYDROACTION
Project title:	Development and laboratory testing of improved action and Matrix hydro turbines designed by advanced analysis and optimization tools
Funding Scheme:	FP7-CP-FP
Project starting date:	01/09/2008
Project duration:	36
Name of the scientific representative of the project's coordinator and organisation:	Prof.████████, 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

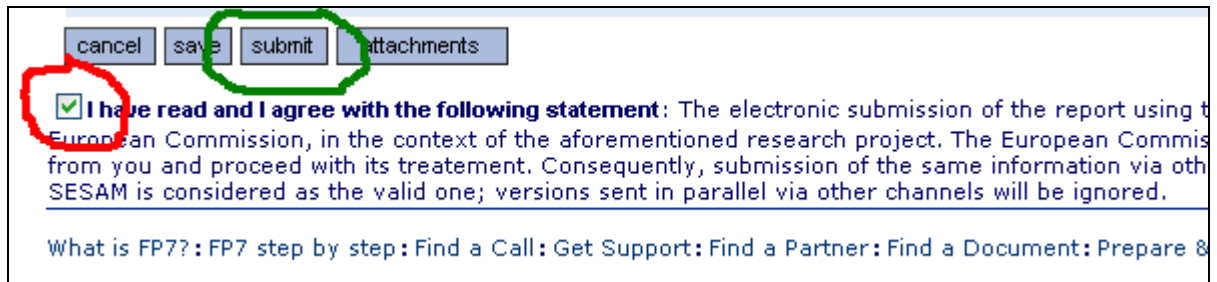After completing the report, save it (the 'Save' button is found at the end of the report.

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.

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).