Reporting Process

User guide
The current user guide is covering the Reporting Process for MARP (Multi Annual Research Programs e.g. CORE, INTER, ATTRACT, PEARL). As the FNR Online Tool is treating the Annual Report and Final Report similarly, we shall refer to them as Report everywhere in this document.
Automatic Process

- You and your Coordinating Institution will receive an email announcing that you have new activities in your AIMS Inbox. You have to log in the Online Application System.
1. Log In

Enter your registered email address and the password.

If you forgot the old password please use the *Forgot your password?* link.
2. Find a Report Submission task

Assure yourself that you selected the Inbox.

In the Inbox you can find all tasks to do linked to your applications. Please open the concerning Reporting tasks by clicking a Submit Annual/Final Report link.
INFO Report Entry Form (1)

The highlighted area represents the Step 1 section. Here you find all the actions needed to be carried out within this task. Please fulfill them one by one. Depending on the type of the action or if you push the button next to them, the action will move in the Green (Done?) or Red (Not Applicable) sections.
INFO Report Entry Form (2)

The highlighted area represents the Step 2 section. After you have fulfilled all the proposed actions in the To Do list (To Do list is empty), you can forward the activity to the Institutional Check by clicking the button in this section.
The first To Do is **Download the Report Template**. You will download the .doc file containing all the reporting required information. The link is located in the instructions box and is pointing to http://www.fnr.lu/reporting

After download, push the **Done** Button.
4. Open the Online Report

The second To Do is click on Report link
5. Reporting Form – Entry page

Click Report link

This is the Main Page of the Reporting Form. The Report is splitted in 2 sections with several subsections. From this page you can enter directly in any section by simply clicking on its title.
In any moment of the application you can check and print the Reporting form by clicking the View the whole form in one file (for printing)
5. Reporting Period and Legal and Ethical Requirements

This is the subsection 1.1 of the Reporting Form containing information related to the Reporting period. Both fields are mandatory. You can use the calendar button for easy selection of dates.

In section 2 you have to enter any information related to the Legal and Ethical Requirements. This field is mandatory. If there is no relevant information type in No or Not Applicable.
5. Human Resources

Please enter all the Human Resources involved in the project relevant information.

After all the required data is filled in, don’t forget to push the Add button, otherwise the information will not be saved.

The fields are mandatory. Please use the scroll bar to access the fields not included in current view.

Repeat the steps above for each person involved in the project.
5. Financial Information

This is the Financial Information section, regarding the CONTRACTING PARTNERS. The form will be prepopulated with information from the Full Proposal. N/A fields will be filled automatically with the name of the contracting partners. Please enter all the relevant information, if applicable.
As previous, the form will be prepopulated with information from the Full Proposal. Fill in the number of non-contacting partners, and the Person*Month and the financial contribution for each partner.
5. Remaining Sections

Fill in all the relevant information if applicable. They refer to:

1.6 PhD Training
1.7 Scientific Peer Reviewed Publication
1.8 Other Published Publications
1.9 Conference Contributions
1.10 Public Information Events
1.11 Intellectual Property
1.12 Other Tangible Outputs
1.13 Extension request
1.14 Candidates for the extra year PhD request
1.15 Indication on the publication or conferences that will be done during the prolongation year

After one line of data is filled in, don’t forget to push the Add button, otherwise the information will not be saved. Please use the scroll bar to access the fields not included in current view.

Click the Save Draft & Continue to Next Section button
5. Attachments

In Section 2 must be attached the FNR Annual/Final Report and Annual/Final Report Gantt Chart you’ve downloaded. (see chapter 3)

Please attach only .pdf files. Also please ensure that the size of each file is not more than 20MB. Do not attach archived files (.zip, .rar).
6. Closing the Form

Don’t forget to tick the Conforming declaration.

Close the application by clicking the Save Draft & Continue to Next Section button.

This step is closing the Report Form, save data in database fields and prepare the forms and the attached documents for the following PDF generation.
Problems with your input

After pushing the *Form fully completed and ready for PDF generation* button, the following message could occur. Please make a note of the section number and navigate to the corresponding section of the Smartform by using the *Back* button of your Internet Navigator. Complete the missing information (mandatory fields are marked with a *), save the application again and push again the *Form fully completed and ready for PDF generation* button.

Repeat this step till the message will disappear.
### Documents Tab

All the documents attached to the application could be retrieved here.

The Report can be accessed and (depending of it’s status) modified following this link.

<table>
<thead>
<tr>
<th>Title</th>
<th>Comment Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>my file</td>
<td>Budget Gantt Chart</td>
<td>29-03-2011 15:54</td>
</tr>
<tr>
<td>Please attach the following: `br (Dock.jpg)</td>
<td>Budget Gantt Chart</td>
<td>23-03-2011 16:39</td>
</tr>
<tr>
<td>Please attach the following: `br (Desert Landscape.jpg)</td>
<td>Progress Report</td>
<td>23-03-2011 16:39</td>
</tr>
<tr>
<td>Generated PDF</td>
<td>Full Proposal PDF - Final</td>
<td>04-01-2011 13:36</td>
</tr>
<tr>
<td>Cover Sheet</td>
<td>Cover Sheet</td>
<td>04-01-2011 13:35</td>
</tr>
<tr>
<td>CORE Full Proposal Form</td>
<td>Full Proposal Form</td>
<td>04-01-2011 13:17</td>
</tr>
<tr>
<td>Project Description (Blue hills.jpg)</td>
<td>FP Project Description</td>
<td>04-01-2011 13:17</td>
</tr>
<tr>
<td>Applicant CV (Sunset.jpg)</td>
<td>FP Applicant CV</td>
<td>04-01-2011 13:17</td>
</tr>
<tr>
<td>Budget Sheet (Winter.jpg)</td>
<td>FP Budget Details</td>
<td>04-01-2011 13:17</td>
</tr>
<tr>
<td>Researchers CV's (Water lilies.jpg)</td>
<td>FP Consortium CV</td>
<td>04-01-2011 13:17</td>
</tr>
<tr>
<td>Project description (Frangipani Flowers.jpg)</td>
<td>FP Project Description</td>
<td>04-01-2011 13:17</td>
</tr>
<tr>
<td>Online Application Form</td>
<td>FP Project Description</td>
<td>16-12-2010 16:45</td>
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<tr>
<td>Recent CV (Dock.jpg)</td>
<td>FP Project Description</td>
<td>04-01-2011 13:17</td>
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7. Extension Request Form

This step is optional. Use it only if you need to request a prolongation to the running project. Applicable only for CORE/INTER projects accepted in 2010 and 2011. For more details please check the separate documentation.
8. PDF Generator

The generated PDF file contains the Online Application Form and the attached documents. This activity could last 1-2 minutes depending on the size of the attached documents. Please refresh the screen (F5) in order to retrieve the PDF file in the Documents area.
9. Submit the Application for Institutional Check

This is the last activity to be performed: push the *Submit for Institutional Check* button. The button will be active only if there are no other activities in the To Do list. If the activity is fulfilled correctly the system will generate two automatic emails: you will receive an acknowledgement of receipt mail and the Coordinating Institution has the task to validate your report and to submit it to FNR.
Modification of the attached files

If you want to modify a file already attached:
1. Download the concerning file from the Document tab
2. Modify the file on your computer
3. Open the Online Report Form
4. Remove the old file
5. Load the new file
6. SAVE THE APPLICATION

We recommend to change the file name after modification, for keeping track of versions.
You have to fulfill two steps:

Step 1:
Check the Report documents, and modify the Online Report, if needed

Step 2:
Submit the application to FNR, or return it back to Applicant
Institution Inbox

Log in to the Online Application system, in your Inbox you will retrieve all the Tasks to be performed. Choose the Report you want to check by clicking on the Task column link.

<table>
<thead>
<tr>
<th>Task ID</th>
<th>Applicant</th>
<th>Project/Job</th>
<th>Call</th>
<th>Project Registered</th>
<th>Task Started</th>
<th>Task Deadline</th>
<th>Task</th>
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<td>REPORTING 1</td>
<td>CORE/10/SR</td>
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<td>07-12-2010</td>
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<td>CORE/10/SR</td>
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<td>Laurent PFISTER</td>
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<td>16-11-2010</td>
<td></td>
<td>Institution Full Proposal Check</td>
</tr>
</tbody>
</table>
Step 1 - Check the Report Documents

First step is to check the Report Online Form and the attached documents. All the documents could be retrieved in the Documents tab:
- Online Report – it is editable, you can perform any modifications you want. For more details please check the previous slides
- Annual/Final Report
- Gantt Chart

After you finish, push the **Done?** button

The attached documents cannot be edited. If you want to modify them please read the slide « Modifications of the attached files »
Step 2 - Decision

If you need more information, return it to the applicant, and push *Return Report to P.I.*

If you decided that the Report could be submitted, push *Submit to FNR*

Before to proceed to Step 2, assure that there are no other activities in the *To Do* list

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12/18/2012
Support

Before filling out the forms, please check the guidelines and instructions on the FNR website and in the Grants system.

For any technical questions, contact us at tech-support@fnr.lu