

# Instructions for the final submission of the annual report

**- New deadline Monday 07.02.2022 -**

**Please take into account that the coordinator of each project is responsible to prepare and submit the annual reports for the CSP ERANET.**

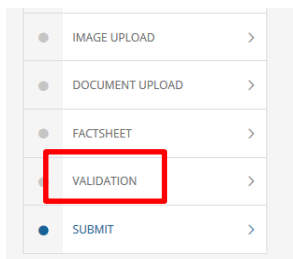
For the upload of the final report both parties, coordinator and partners, are required, as you already have experienced in previous phases during application and set up of the dissemination plan!

Please carry out the following procedure:

## **1. Preparation of the report (Coordinator):**

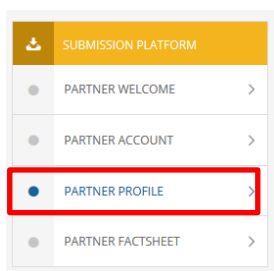
- Most of the sections are “read only” and have been automatically transferred from the previous phases. For the current reporting the following sections are mandatory.
  - M. “Publishable Summary of Project Progress“
  - “Survey”
- In addition you can upload further information in the section
  - “Image upload” (max. 5 images)
  - “Document upload” (pdf, max. 2 MB, max. 5 pages)
  - “Literature” (overview of publications, Endnote, xml)

- The section “Validation” on the left hand side gives you an overview, which steps are missing for a final submission. The consent of the coordinator and of all partners is mandatory!



## 2. Consent of the report (Coordinator and Partners):

Log in as coordinator/partner and go to section “Coordinator Profile” / “Partner Profile”



At the end of the section, you have to activate the checkbox “Confirm report”. If the coordinator has additional information (concerning the consortium agreement) it can be included it in the field “additional text”.

Confirm report: \*

I declare that I read the content of the report drafted by the coordinator. I further declare that the content, and particularly regarding the status of the consortium agreement in the report is correct and hereby consent to the submission of the report.

Additional Text \* Max. 500 characters

yes

### 3. Submission of the Report (Coordinator):

After all parties involved have agreed, the coordinator is able to submit the final version of the report.

<input type="radio"/>	IMAGE UPLOAD	>
<input type="radio"/>	DOCUMENT UPLOAD	>
<input type="radio"/>	FACTSHEET	>
<input type="radio"/>	VALIDATION	>
<input checked="" type="radio"/>	SUBMIT	>