Instructions for the submission of the annual report (3rd report)

- Deadline Wednesday 31.01.2024 -

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

The content from the previous reporting phase is automatically transferred to this phase. Following upload of the final version of the 3rd report, both parties, coordinator and partners, will obtain a confirmation E-Mail. Further changes can be made to the finalized report and submitted until the deadline.
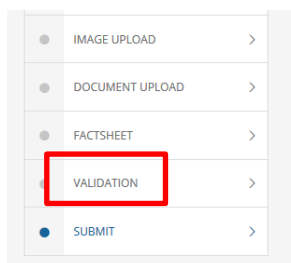
This report focusses on the 3rd year of the project duration only. You will be informed separately concerning the submission of the upcoming "Final Report".

Please carry out the following procedure:

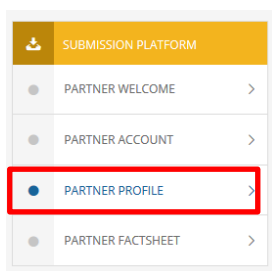1. **Preparation of the report (Coordinator):**

    - 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.

        o M. "Publishable Summary of Project Progress (3rd year three only)"

        o "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. <u>The consent of the coordinator and of all partners is mandatory!</u>

	IMAGE UPLOAD	>
	DOCUMENT UPLOAD	>
	FACTSHEET	>
	VALIDATION	>
●	SUBMIT	>

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

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

⬇	SUBMISSION PLATFORM	
	PARTNER WELCOME	>
	PARTNER ACCOUNT	>
●	PARTNER PROFILE	>
	PARTNER FACTSHEET	>

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):

Please make sure that you have updated respective information in all the sections. You will be prompted, that "You have already submitted a proposal but you can resubmit at any time until the closing date." The changes made to the document will be submitted, once you press the "submit" button.