

# **Information sheet** Reporting the progress of your grant or fellowship

# Introduction

Monitoring and reviewing research activity we fund is important to us and it provides us with valuable insight on the work in which we invest. You will use the <u>Grant Application Portal</u> (<u>GAP</u>) to **submit** your progress reports as well as to **import** publications.

## Reporting your progress on funded activities

Requirements in terms of reporting are listed in the Grant Application Portal as described below. Once you submit your report online, they will be examined by the relevant bodies. The Scientific Office will inform recipients once their reports have been approved.

Any funding granted but not used must be paid back to us upon completion of the research work. Please contact the Scientific Office on how to proceed in such cases.

Report any publications arising from research and other activities we support via the Grant Application Portal as soon as the publication is published.

# How to submit your research outputs / scientific publications

Login to the Grant Application Portal (GAP)

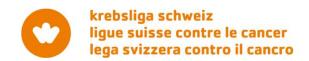
# Navigate to My Grants

The following screen will be displayed.

	Home							
	My Applications	My Grants						
	My Co-applications							
+	My Grants							
	My Research Outputs	Active projects						
	My Approvals	You have 2 active p	mierte					
	My Reviews							
	Manage My Details	To view more details	or update a projects please select it from the grid below.					
	Contact Us	Reference	Title	Last Updated	Status			
	Logout	HSR	Fostering implementation of health services research	03.11.2017 11:23:52	Active			
	System Help ว	KFS-2929-09-2017	rostening implementation of health services research		Active			
		KLS-2901-08-2012	Boosting immunotherapy treatments to treat pancreatic cancer	10.03.2017 14:31:30	Active	<b>;</b>		

Select the project on which you wish to report your progress.

krebsforschung schweiz
recherche suisse contre le cancer
ricerca svizzera contro il cancro
swiss cancer research



The following screen will be displayed with details on your grant:



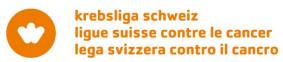
Select **Research Outputs** – **Import** – **Select Records** >> to first Search and then Import information on publications related to **this** grant.

Home					
My Applications	Select Source	<u> </u>	Select Records	>	Complete Import
My Co-applications	Diana alat ni immantanuna				
My Grants	Please select an import source. Source: Europe PMC V				
KLS-2901-08-2012					
Details	Select Records >>				
Staff Positions					
Research Outputs					
Search					
Import					

Note: You must first Search to view the available records to import as demonstrated in the following example. You need not fill in all fields in the Search frame. Select the records to import and **Complete Import**.

Home						
My Applications	Select Source	>	Select Records	<u> </u>	Complete Imp	ort
My Co-applications	Discourse the security of security secure the	and all the "Carro				
My Grants	Please enter the required search parameters and click the "Search" button to view the available records to import.					
KLS-2901-08-2012	Search					
Details	Author Lüscher	Title Dopar	nine	Grant Reference		
Staff Positions	External ID	Source				
Research Outputs			,			
Search	Search					
Import	Please select the records on this page to im	port:				
Progress Reports	Show 10 🗸 entries				Search:	
Budget Requests						
My Research Outputs	Source ID Title				<b>⊽</b> Ρι	ublished D
My Approvals	PPR46509     Dopamine neu	rons projecting to me	dial shell of the nucleus acc	umbens drive heroin re	inforcement 04	4.08.2018

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## How to submit scientific progress reports

Login to the Grant Application Portal (GAP)

## Navigate to My Grants

The following screen will be displayed.

Home My Applications My Co-applications My Grants	My Grants				
My Research Outputs My Approvals My Reviews Manage My Details	Active projects You have 2 active p To view more details	rojects. : or update a projects please select it from the grid below.			
Contact Us	Reference	Title	Last Updated	Status	
Logout System Help ว	HSR KFS-2929-09-2017	Fostering implementation of health services research	03.11.2017 11:23:52	Active	<b>;</b>
System Help 🖉	KLS-2901-08-2012	Boosting immunotherapy treatments to treat pancreatic cancer	10.03.2017 14:31:30	Active	<b>;</b>

Select the project on which you wish to report your progress.

The following screen will be displayed with details on your grant:

Home			
My Applications			
My Co-applications		Active Project	Contact Us
My Grants	Lead Applicant	Lisa Lüscher	Once an application form has been submitted it is not possible for you to change it.
KLS-2901-08-2012	Title	Boosting immunotherapy treatments to treat pancreatic cancer	
	Reference	KLS-2901-08-2012	If you would like to make alterations, or wish the
Details	Organisation	Hôpital du Chablais	application to be withdrawn from the review process, you can get in touch by clicking on the
Staff Positions	Total Awarded	CHF 120,000.00	'Contact Us' button below.
Research Outputs			Contact Us
Progress Reports	Grant Type	Research Grant (v2)	Contact Us
Budget Requests	Master Grant Type	Research Grant	
My Research Outputs	Start Date	28 February 2013	PDF the application (Print)
	Duration	90 months	Please click on the 'View/Print' button to
My Approvals	Current End Date	30 August 2020	generate this application form as a PDF file.
My Reviews	Progress Reports		Please note: if your browser blocks the file
Manage My Details	Progress Reports	Final Scientific due by 24 April 2017     O Scheduled	download, please follow the instructions to allow
Contact Us		<ul> <li>O scheduled</li> <li>S Completed</li> </ul>	the file to be downloaded.
Logout		S Completed	View/Print
System Help 🗊	-		Viewy Print
			Progress Reports Please click on the 'Reports' button to submit progress reports.
			Reports

Select **Reports** to report on progress.

A list of the reports required for the project will be displayed. Select the appropriate report type. The system will guide you through the reporting process.

*Please note:* A description of the research work carried out during the reporting period and summary of the results will be required. This information is to be uploaded in a single pdf file and may not exceed 20 pages.



Once a report is in either the **Required** or **Requested** status, you will be able to complete and submit the progress report. Any progress reports that have been received by the Scientific Office can also be viewed here.

## How to submit financial progress reports

Interim and final financial reports must be uploaded via the Grant Application Portal. We accept either financial reports generated by your organization or the completed financial report form below.

Keep receipts related to this grant for at least six years, but **do not submit** them to our office. It's probably a good idea to scan and store receipts in a safe folder at your institution.

Hardcopies of your reports and publications are not required.

Questions? Contact us.