Annual reporting

Tool manual for project team members

Last update: 14 November 2023

1. Gain access to the report

Please note that you will find all information on your annual report in a separate form (i.e. **not** your project proposal) in the tool.

If you are the Flemish or partner promoter of a project, we have granted you access to your annual report. Any other team members can be added by the Flemish promoter, by taking the following steps.

1. Go to your report dossier in the tool.
2. Click the "Users" tab in the menu.
3. Click the "Add user" button.
4. Fill in the Name and Email address.
5. Choose the Role for the user:
   a. Dossier admin: can edit all modules, and submit the report.
   b. Member: can edit modules you choose.
   c. Student: not relevant for reports.
6. Click the "Save" button.

Please note that any users you added will **not** receive an email. You will have to let them know that they now have access to your report dossier.

If you wish to watch the above explanation as a short video manual, please click here.

2. Upload your report

Please read the "Introduction" module first, before uploading the files of your report for the first time. The introduction also contains a link to our video manual library. You can then upload all your files in the "Report" module.

2.1. First submission

Most report dossiers have four separate sections, each containing a number of boxes where you can upload specific files of your report:

1. Annual Financial Report (AFR)

2. Annual Progress Report (APR)
3. Other files
4. Pictures

Which boxes are available to upload in each section depends on your type of project. Please note that you can only upload one type of file (pdf, Excel or Word) in a box (as indicated next to its title).

Both the Annual Financial Report (AFR) and Annual Progress Report (APR) sections also contain a feedback text box, in which you can add any general comments to that part of your report.

In the Pictures section, you can find a text box in which you can provide pictures, either by adding a link to an online location (which is accessible to us), or by copying and pasting the pictures directly. You can, of course, also paste pictures in a Word document and upload that file in the Other files section.

You can upload files in a box by taking the following steps:

1. Click the "Choose files" button of the relevant box.
2. Browse your file server for the files you wish to upload.
3. Click "Open" in the file server pop-up.
4. Click the "Save" button.

Please note that at the bottom of the page you must indicate whether we can use the information in your report for communication purposes. Please indicate "Yes" if you agree. This is a mandatory question, so you will need to answer it before you can submit your report.

If you wish to watch the above explanation in a short video manual, please click here.

Please continue reading if this is not the first submission of your report. If not, you can skip to the next section (Submit your report).

2.2. Subsequent submissions

If you are preparing for a second, third, or final submission, you will need to take the following into consideration.

Your report dossier will now contain:

1. the files, as reviewed by us (generally the AFR, APR and indicators files), **which replaced the original files (as uploaded by you)**;
2. any other files that were not reviewed by us;
3. any feedback you wrote in your previous submission.

You are now asked to answer to our comments inside the reviewed files. Please note that you can download each file by clicking the "arrow" icon next to the file.

After you have answered our comments, you can upload your new version of each file. You can do this by taking the following steps:

1. Click the "dustbin" icon next to the old file (i.e. the file as reviewed by us).
2. Click the "Save" button".
3. Click the "Choose files" button of the relevant box.
4. Browse your file server for the relevant file with your answers.
5. Click "Open" in the file server pop-up.
6. Click the "Save" button.

Please note that you should leave any files you previously submitted that we did not review in the boxes. **Do not delete them**. You can, of course, add as many new files as you wish.

Before submitting, please remove any comments in the feedback text boxes you sent us in your previous submission. You can, of course, write any new comments for your current submission.

If you wish to watch the above explanation in a short video manual, please *click here*.

3. Submit your report

Once you uploaded all files and provided feedback to us (if any), you are ready to submit your report. Please note that submitting your report only means you submit it to your institution. ICOS or GEO will validate your report. If they have no remarks, they will submit your report to us. If they do have remarks, they will contact you.

You can submit your report by taking the following steps:

1. Click the "Submit" tab in the menu.
2. Click the "Submit" button.
3. Click "Yes" in the pop-up ("Are you sure you wish to submit?").

4. Communication

During the process of submitting and reviewing the annual report for your report, you will receive a number of e-mails. You can find all of these e-mails in the table below. Please note that by default the Flemish promoter and the ICOS or GEO of the Flemish institution will receive all these e-mails. Please contact us if you wish any other team members to also receive these e-mails.

Subject	When
Submitted to institution	After submitting your report
Submitted to VLIR-UOS	After the ICOS or GEO submitted your report to us
Report ready for review	After we have done some preliminary checks, and made (the latest version of) your AFR available in a dashboard
Review is done	After we finalised the review of your previous submission
Review is final	After we finalised the review of your final submission

Please also note that e-mails are sent a maximum of one hour later than the action that was taken (e.g. submission).

5. Dashboard

We will also make available the contents of your Annual Financial Report (AFR) in a dashboard that you can access in the tool. This dashboard contains all information from the following three sheets in the AFR Excel file:

1. Belgian expenditures
2. Rate(s) (if relevant)
3. Partner expenditures (if relevant)

The dashboard will always contain the latest version of the AFR file. This means it will also contain all comments given during reviews.

You can access the dashboard by clicking the "Dashboard" tab in the menu. This will open a new tab in your browser, where the dashboard will be shown.

If you wish to watch the above explanation in a short video manual, please click here.