



## 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 [Grant Application Portal \(GAP\)](#) 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 Co-applications

My Grants

My Research Outputs  
My Approvals  
My Reviews  
Manage My Details  
Contact Us  
Logout

System Help

My Grants

Active projects

You have 2 active projects.

To view more details or update a projects please select it from the grid below.

Reference	Title	Last Updated	Status	
HSR KFS-2929-09-2017	Fostering implementation of health services research	03.11.2017 11:23:52	Active	
KLS-2901-08-2012	Boosting immunotherapy treatments to treat pancreatic cancer	10.03.2017 14:31:30	Active	

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



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.

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**.

Source ID	Title	Published D
<input type="checkbox"/>	PPR46509 Dopamine neurons projecting to medial shell of the nucleus accumbens drive heroin reinforcement	04.08.2018



## How to submit scientific progress reports

Login to the [Grant Application Portal \(GAP\)](#)

### Navigate to **My Grants**

The following screen will be displayed.

Reference	Title	Last Updated	Status
HSR KFS-2929-09-2017	Fostering implementation of health services research	03.11.2017 11:23:52	Active
KLS-2901-08-2012	Boosting immunotherapy treatments to treat pancreatic cancer	10.03.2017 14:31:30	Active

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

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

**Active Project**

Lead Applicant: Lisa Lüscher  
 Title: Boosting immunotherapy treatments to treat pancreatic cancer  
 Reference: KLS-2901-08-2012  
 Organisation: Hôpital du Chablais  
 Total Awarded: CHF 120,000.00

Grant Type: Research Grant (v2)  
 Master Grant Type: Research Grant  
 Start Date: 28 February 2013  
 Duration: 90 months  
 Current End Date: 30 August 2020

Progress Reports: ! Final Scientific due by 24 April 2017  
0 Scheduled  
3 Completed

**Contact Us**  
 Once an application form has been submitted it is not possible for you to change it.  
 If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.

**PDF the application (Print)**  
 Please click on the 'View/Print' button to generate this application form as a PDF file.  
 Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

**Progress Reports**  
 Please click on the 'Reports' button to submit progress 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**

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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](#).