

# **CHANCE functional on-line monitoring system Final term reporting Call 2021**

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## 1. About the system

The CHANSE Call 2021 on-line monitoring tool is based on The Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) electronic platform that facilitates the implementation of R&D project calls and implementation (<https://uefiscdi-direct.ro/>). As part of the existing electronic system, an on-line tool has been designed for the monitoring and reporting of the CHANSE projects. The present document is designed to guide you through the reporting process and ensure a smooth monitoring.

Project Leader of the funded project is responsible for reporting on behalf of the entire consortium and has access to the on-line tool. For technical support, Project Leaders are advised to contact: [support@uefiscdi-direct.ro](mailto:support@uefiscdi-direct.ro).

Please, note that each modified page in the submission platform must be saved (using the “Save” button) before moving on to another page.

## 2. Access data

To enter the on-line monitoring tool, the Project Leader (PL) will use the **user name (e-mail)** in order to authenticate/**log** into the system and access their own page:

- Using an internet browser, write the following **webpage** address for the online reporting platform <https://uefiscdi-direct.ro/>. Next, the following form will be displayed:



Log In | Sign Up

Home UDiManager

Cookies Policy

Terms and Conditions

Support & Contact

» Home UDiManager»

### Welcome to UDiManager platform!

UDiManager is a „one-stop shop” platform that facilitates the implementation of R&D project calls, being an important instrument in reducing administrative burden in public R&D funding process. The Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) has developed this platform in order to:

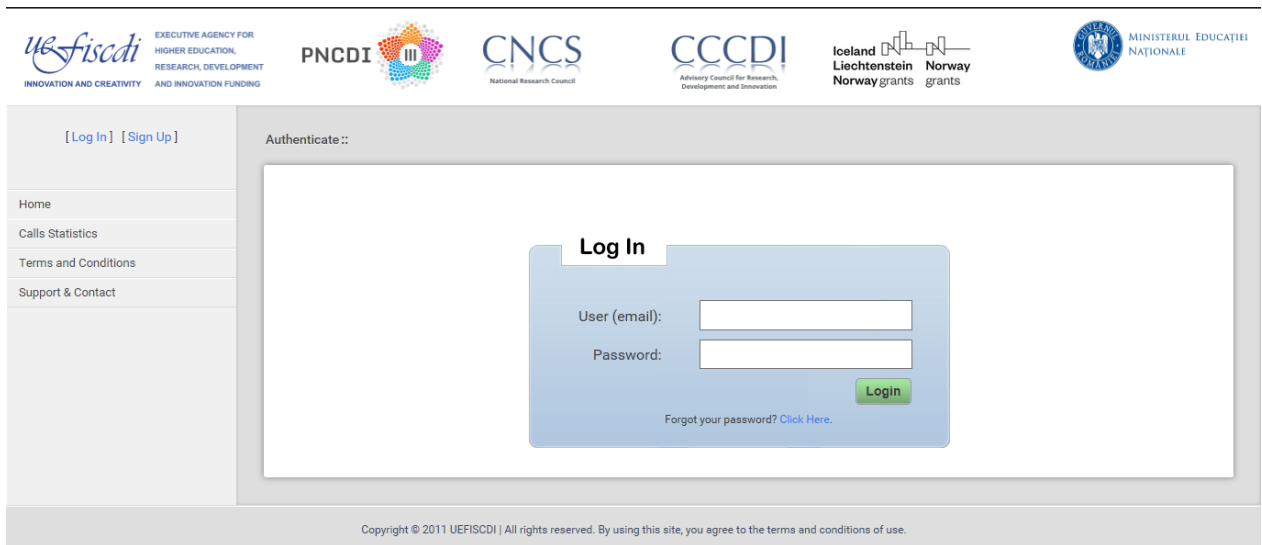
- Ensure the appropriate run of the calls from the National Research, Development and Innovation Plan (PNCDI II & PNCDI III & PNCDI IV) Programmes, scientifically coordinated by National Research Council and Advisory Council for Research, Development and Innovation;
- Support other Programmes: EEA & Norway Financial Mechanismes, AAL 2014 Forum, FLAG-ERA Joint Transnational Call (JTC) 2016, CHIST-ERA reporting, QuantERA reporting, INNOVOUCHER 2018 Call, ERA-NET Cofund Urban Transformation Capacities ENUTC 2021 Call, ERA-NET Cofund Urban Accessibility and Connectivity ENUAC 2022 Call, Driving Urban Transitions Partnership DUT 2022 Call, National Recovery and Resilience Plan (PNRR) - Education and Research.

#### Current Calls:

● Programul Național pentru Reducerea Abandonului Școlar (PNRAS) - runda 2 - 2023	🕒 04 days, 06 hours, 52 minutes, 16 seconds
● PNCDI IV, P 5.1 - Exploratory Research Projects, PCE-2023	🕒 11 days, 05 hours, 52 minutes, 16 seconds
● PNCDI IV, SP 5.2.1 - Research Projects for Young Independent Teams, TE-2023	🕒 12 days, 05 hours, 52 minutes, 16 seconds

### 3. Authentication

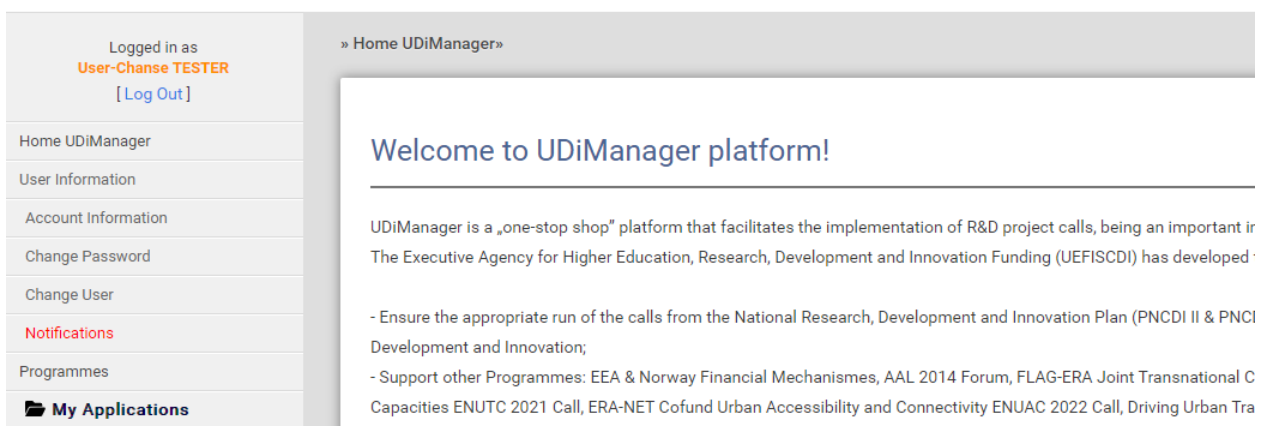
- Click on [ [Log In](#) ] button for the authentication; next form will be displayed:



- Each Project Leader already has an account with User (email) the same as the email address provided when submitting the CHANSE proposal;
- In order to obtain a password, please press the [Click Here.](#) button and follow the instruction received by email. Check Spam folder if you can't find the email with password reset instruction, some email servers (usually Gmail) delivers automatically generated emails to Spam folder.

### 4. Home page

When accessing <https://uefiscdi-direct.ro/> portal, after the authentication process, the main page that will be displayed contains the following information:

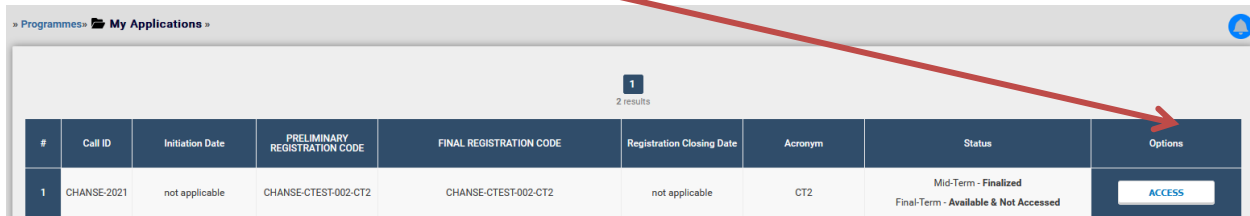


- Home – click this button when the return to home page is needed
- User information – information on the account, password change
- My application – here you have access to you reporting module

- o **Support & Contact** – frequently asked questions and e-mail address for technical support: [support@uefiscdi-direct.ro](mailto:support@uefiscdi-direct.ro)

## 5. Structure of monitoring tool

When accessing **My applications**, your project will appear and in order to proceed with the final term reporting, you need to press **Access** under **Options**.



#	Call ID	Initiation Date	PRELIMINARY REGISTRATION CODE	FINAL REGISTRATION CODE	Registration Closing Date	Acronym	Status	Options
1	CHANSE-2021	not applicable	CHANSE-CTEST-002-CT2	CHANSE-CTEST-002-CT2	not applicable	CT2	Mid-Term - Finalized Final-Term - Available & Not Accessed	<b>ACCESS</b>

After this step, you have access to both reports. In order to enter the Final term, you need to press **Final Term** on the upper site of the page:



### 5.1 Project details

**Project details** in terms of the final term report include:

- **5.1.1 Project information:** this section contains the following information about each project: registration code, title, acronym, start & end date, duration, number of institutions, project proposal, website, abstract;
- **5.1.2 Consortium:** general data on each institution. Information in this area can be edited to update information in case of changes in the composition of the consortium;
- **5.1.3 Project team:** all personnel involved in the project;
- **5.1.4 Cooperation partners;**
- **5.1.5 Consortium details:** queries on the consortium development and impact of CHANSE on initiating new collaborations;
- **5.1.6 Declaration:** In this section project leaders declare if the project is in line with the Terms and Conditions for the CHANSE grants.

### 5.2 Progress report

**Progress report** in terms of the final term report includes:

- **5.2.1 Progress:**
  - o Reply/comments to the mid-term review (optional)
  - o Work progress and achievements of the project since the submission of the project mid-term report;
  - o Potential areas for further research.

- **5.2.2 Dissemination**
  - Audience and user groups
  - Societal impact i.e. the demonstrable contribution that research makes to society and the economy.
  - Transnational impact i.e. is the effects generated from cross-border collaboration
- **5.2.3 Publications:** all publications submitted for printing, accepted for printing or published as a result of the project since submission of the mid-term report
- **5.2.4 Other outputs:** all other outputs due in this reporting period
- **5.2.5 Digital Sustainability:** I.e. steps that have been taken to ensure the digital sustainability (i.e. continued accessibility) to the project website and project outputs)

## 5.3 Quality and Ethics

**Quality and Ethics** in terms of the final term report include:

- **5.3.1 Management:** a summary of the management of the project activities during the reporting period;
- **5.3.2 Implementation:** Any relevant problems with the implementation of the work plan;
- **5.3.3 Ethics:** Any applicable ethical considerations with the project;
- **5.3.4 Summary & Other:** A publishable summary and any additional comments to improve CHANSE.

## 5.4 Final Term Reporting Completion

In this section, the Project Leader can verify whether the information they have provided is complete, in order to submit it. In case there is missing information, a message will appear containing the errors encountered, e.g.:

When all the information is complete, the following message will appear:

It seems all mandatory field have been filled.

However, please verify:

- the correctness of the completed information;
- if the uploaded files contain the requested information.

Please make sure that your information is correct and complete, before using the "Partial finalization" button at the end of the current page.

After the partial finalization you will be able to download a PDF file containing completed information.

**! Project Leader should be sure that all the information is correct and final, before clicking "Partial finalization" button.**

After the partial finalization, the Programme Committee will be able to download a PDF file containing completed information. The pdf should then be signed and uploaded as a pdf in the same section:

**Mid-term reporting status is PARTIALLY FINALIZED.**

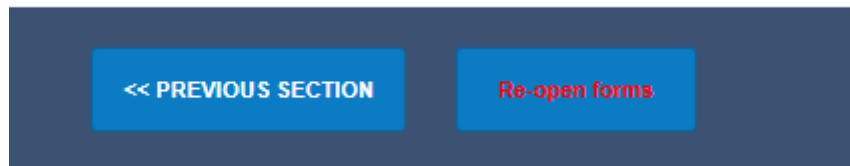
Click [\[HERE\]](#) download the PDF file containing the completed information.

Please sign downloaded document then upload it here. Click on this area or use drag & drop to upload the file.

If you have found mistakes in your data, please use the **"Re-open forms"** button below, in order to correct the completed information.

After uploading the document you will be able to finish the reporting, using the **"FINALIZE"** button.

If Project Leaders find mistakes in their data, they can use the re-opening button below, in order to correct the completed information:



After making the necessary corrections, an updated version of the report will be resubmitted.