



Education and Culture

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Workshop 2 on Reporting on activities and outcomes

**Report on the Action's Implementation and
Summary Report for publication
(JEP_IR1 online)**

**Project representatives Meeting
Brussels, January 2006**



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Agenda

- 1. Steps to submit your online report**
- 2. Added values of online reporting**
- 3. Features but also Tips and Tricks to fill-in your on-line report**

Based on questions arose from Grantholders having already submitted the report

- 4. Questions and Answers**



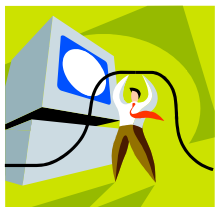
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Steps to submit your online report



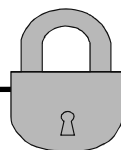


First and Subsequent login



First login through the Welcome Message sent to Grantholders

(grantholder) Username



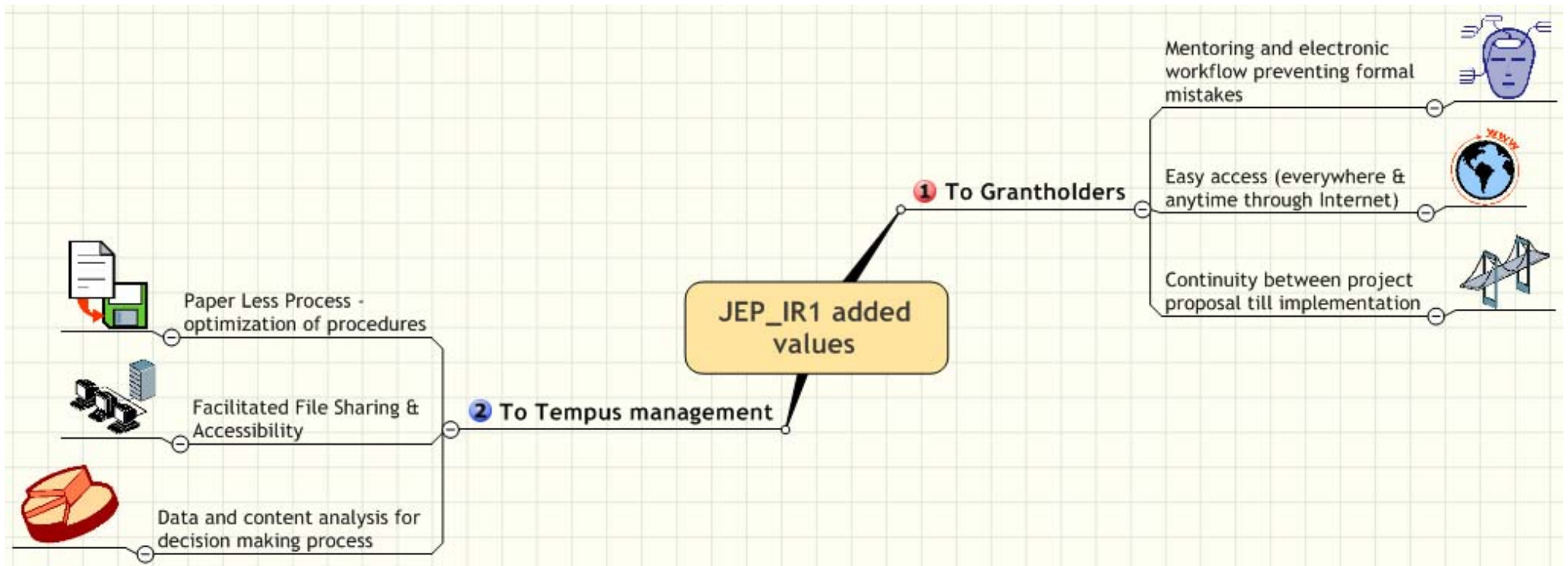
JEP_IR1

- A JEP_IR1 can be ONLY accessed by ONE username
- The GH can decide to share its username with other consortium members
- !! Link was not always working because the URL was split into 2 lines !!



Subsequent login from the Tempus Website
BUT ALWAYS WITH the USERNAME OF FIRST LOGIN

Added values of online reporting










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Welcome page

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JEP First Report
Welcome to JEP First Reports e-Forms



e_Forms Quick Guide

TO OPEN your First JEP Report

1. Click on 'My First JEP Report'
2. Click on your JEP application number .

TO FILL IN your First JEP Report

1. Click on "My First JEP Report" and then click on your JEP application number
2. Fill in all sections and fields
3. To check progress while filling-in, click on "My Mentor" and as result you shall see any warning/error which could prevent the submission
4. Do not forget to click on "Save"
5. Click on Declaration
6. Fill in all fields
7. Tick the confirmation box at the end
8. Click on "Save"
9. Click on "Submit"

TO PRINT your First JEP Report

1. Click on "Print All"
2. Click on "Print"

To return to Tempus Home Page ...

1. Click on "Tempus"

TO READ THE GRANT AGREEMENT AND GUIDELINES

1. Click on "Help"



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Basic Details

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Status
Agreement Number **CD_JEP-2004** **Draft**

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Section I: Basic details

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Agreement N°	CD_JEP-32112-2004
Type of project	Curriculum Development
Project Title	Management of Maxillofacial Deformities: A New Curriculum
Acronym of the project	MMDNC
Project Objective	1. Development of new multi-disciplinary curriculum for management of maxillofacial deformities for dental students, university staff and general dental professionals. 2. Development of programme curricula, telemedicine system and preparation of bylaw for official endorsement. 3. EU training of OMRSU and Al-Azhar staff members. 4. Implementation of programme courses at partner country.
Grantholder institution	GB, Glasgow - University of Glasgow
Co-ordinator institution	EG, Cairo - Ain Shams University
Other consortium members	EG, Cairo - Al-Azhar University EG, Cairo - Egyptian Association of Oral and Maxillofacial Surgeons EAOMS IE, - National University of Ireland - UCC
Experts	None
Eligibility period	From 01/09/2005 To 31/08/2008
Project duration	3 year
Target Countries	EG
Consortium countries	EG,GB,IE



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Reports on the action's...

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Section II: Reports on the action's implementation

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font size: [small](#) [medium](#) **big**

Comments on the start up activities ?

Academic co-ordination and administrative management ?

Comments on project methodology ?

Development of training programme ?

Staff retraining ?



Statistics and Indicators

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Section II: Statistics and Indicators

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This section aims to gather statistical data and indicators of performance. Please provide information strictly focusing on the present state of play of your project.

Staff training

Number of teaching staff trained or retrained	?	<input type="text" value="10"/>	<input type="checkbox"/>	N/A
Number of trainers trained	?	<input type="text" value="2"/>	<input type="checkbox"/>	N/A
Number of trainees trained	?	<input type="text" value="1"/>	<input type="checkbox"/>	N/A
Number of administrative staff trained or retrained	?	<input type="text"/>	<input checked="" type="checkbox"/>	N/A

Mobility	Staff	Student
Number of partner country - EU/ Acceding/Candidate mobility flows	?	<input type="text" value="2"/> <input type="checkbox"/> N/A
Number of EU/ Acceding/Candidate - partner country mobility flows	?	<input type="text" value="3"/> <input type="checkbox"/> N/A
Number of partner country internal mobility flows	?	<input type="text"/> <input checked="" type="checkbox"/> N/A
Number of EU internal mobility flows	?	<input type="text" value="1"/> <input type="checkbox"/> N/A
Number of administrative mobility flows	?	<input type="text"/> <input checked="" type="checkbox"/> N/A

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Click on ".legend" for more explanations on colour codes



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Outcomes

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Section III: Outcomes

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Please complete a table for each outcome as in your project proposal

N°	List of outcomes	
1	IDENTIFICATION OF GENERAL PROJECT STRATEGY	
2	DEVELOPMENT OF PROGRAMME CURRICULUM AND TELEMEDICINE SYSTEM	
3	EU TRAINING OF OMRSU AND AL-AZHAR STAFF	
4	PRE-LAUNCHING PREPARATION OF THE PROGRAMME COURSE	
5	IMPLEMENTATION OF REFINED COURSES IN THE MEMBER COUNTRY	
6	DISSEMINATION	
7	SUSTAINABILITY	
8	QUALITY CONTROL AND MONITORING	
9	MANAGEMENT OF THE PROJECT	
		



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Activities Outcomes

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Outcome

[Print Preview](#)

Reference number of the outcome	1
Title of the outcome table	IDENTIFICATION OF GENERAL PROJECT STRATEGY
Indicators of achievement and/or performance as indicated in the project proposal	EZUDNERCNEYR

Activities carried out to date for the achievement of this outcome

Activity N.	Activity Title	Start Date	End Date	Place	Description of the activities carried out	Specific and measurable indicators of achievement	
1.1	HELP OK !	23/12/2005	25/12/2005	HELP OK !	HELP OK!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!	HELP OK !	
1.3	HELP OK !	05/01/2006	28/01/2006	test	length test length test length test leng	length test length test length test leng	

[Add activity](#)

Activities to be carried out for the achievement of this outcome (entire project period: 2 or 3 years)

Activity N.	Activity Title	Start Date	End Date	Place	Description of the activities to be carried out	Indicators of progress	
1.2	HELP OK !	23/12/2005	25/12/2005	HELP OK !		HELP OK !	
1.2	HELP OK !	23/12/2005	25/12/2005				
1.2	HELP OK !	23/12/2005	25/12/2005	HELP OK !	HELP DESK NOT OK!!!!!!!!!!!!!!!!!!!!!!	HELP OK !	

[Add activity](#)

Proposed changes



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Summary of the project

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Section IV: Summary Report for Publication

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Please note that the information provided in this section could be used by the European Commission for publication and dissemination purposes.

Font size: [small](#) [medium](#) [big](#)

Project Title

Management of Maxillofacial Deformities: A New Curriculum

Project duration

3

Project partners (with contacts details of contact person in the Partner country/ies and the EU)

EG, Cairo - Al-Azhar University
EG, Cairo - Egyptian Association of Oral and Maxillofacial Surgeons EAOMS
IE, - National University of Ireland - UCC

Project budget (with contracts details of contact person in the Partner country/ies and the EU)

Cost of the action is 474,191.00 euro out of which 25,000.00 euro are cofinanced

Project Objective

1. Development of new multi-disciplinary curriculum for management of maxillofacial deformities for dental students, university staff and general dental professionals.
2. Development of programme curricula, telemedicine system and preparation of bylaw for official endorsement.
3. EU training of OMRSU and Al-Azhar staff members.
4. Implementation of programme courses at partner country.

Outcomes and Activities

1 - IDENTIFICATION OF GENERAL PROJECT STRATEGY



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Section V: Declaration

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DECLARATION

This declaration should be completed and signed by the following people

1. the grantholder of the Joint European Project
2. the person who is legally authorized to represent the grantholder institution.

I confirm that I will send four paper copies with the original signatures of this DECLARATION by registered mail (date as postmark) within ten days from the submission of the report to the following address:

Augusto González
 Head of Unit
 Tempus - Erasmus Mundus
 Office B7/6/68
 Directorate-General for Education and Culture
 European Commission
 B - 1049 Brussels (Belgium)

Name of the <u>grantholder institution</u> :	UNIVERSITY OF GLASGOW	Name of the <u>legal representative</u> :	<input type="text" value="Wray David"/>
Name of the <u>grantholder</u> :	<input type="text" value="Ashraf Ayoub"/>	Function:	<input type="text" value="Dean and Clinical Director"/>
Function:	<input type="text" value="Professor and Head of Biotechnology & Craniofacial Section"/>	Done at:	<input type="text" value=""/>
Date:	<input type="text" value="16"/>	Signature:	<input type="text" value=""/>



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My Mentor

WARNING

You are outside the submission period

The Following error/s have been found:

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Section OK

Section II

Reports on the action's implementation

- The field 'Staff retraining' is missing
- The field 'Staff mobility' is missing
- The field 'Student mobility' is missing
- The field 'Equipment upgrade' is missing
- The field 'New/Restructured institutions' is missing
- The field 'Dissemination' is missing

Statistics and Indicators

Section OK

Section III

Outcomes

Outcome n°2
- The field 'Indicators of achievement and/or performance as indicated in the project proposal' is missing

Outcome n°3
- **Activity n°3.2**
- The field 'Start Date' is missing
- The field 'End Date' is missing

Outcome n°5
- The field 'Indicators of achievement and/or performance as indicated in the project proposal' is missing

Section IV

Summary Report for Publication

- The field 'Outcomes' is missing
- The field 'Activities' is missing
- The field 'Problems in project implementation' is missing
- The field 'Progress to date' is missing
- The field 'Other remarks' is missing

Section V

Declaration

- The field 'Name of the grantholder;' is missing
- The field 'Function (Grantholder)' is missing
- The field 'Done at (Grantholder)' is missing



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Key Features – Tips - Tricks

- ✓ **First Login from the Welcome Message**
- ✓ **Mentor to prevent formal mistakes and to check progress**
- ✓ **Sharing of the online report is possible but...**
- ✓ **Acknowledge of receipt is sent to the GH on submission (including next steps)**
- ✓ **Online report fully tested with Internet Explorer (recommended).**



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Questions and Answers



**For technical question please address your request to
Tempus_IT_Team@etf.eu.int**



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Future improvement

Lesson Learnt...

...Most early work in Human Computer Interface was conducted in the context of computer systems with a single user. When computer systems are developed for use by multiple users, either simultaneously or at different times - what is sometimes known as '**groupware**' – evaluation becomes harder and requires more perspectives to be taken into account and new groupware functionality to be developed.

(source: Open University (UK) about Information system development and maintenance)