

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

**Project Representatives' Meeting
Brussels, 19-20 March 2007**

Agenda

- 1. Steps to fill-in & submit your online report**
- 2. Added values of online reporting**
- 3. Features but also Tips and Tricks to fill-in your on-line report**
- 4. Lesson learnt based on questions arose from Grantholders from previous round**
- 5. Questions and Answers**

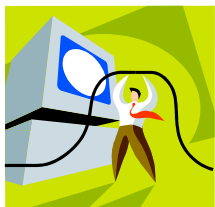
Steps to submit your online report



03/2007
**JEP_IR1 available on-line
and dispatch of WM
(first lot)**

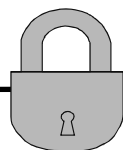
15/04/2007
**Submission deadline
(first lot)**

First and Subsequent login



First login through the Welcome Message sent to Grantholders

(grantholder) Username



JEP_IR1

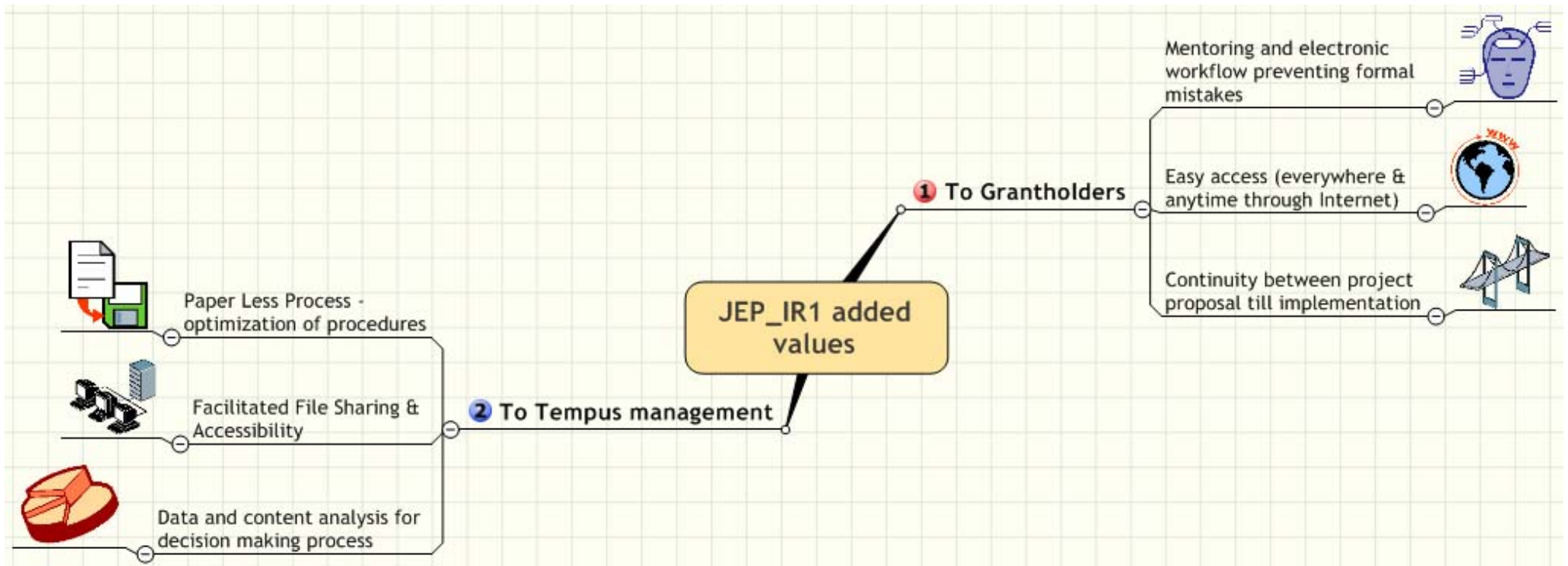
-A JEP_IR1 can be ONLY accessed by ONE username

-The GH can decide to share its username with other consortium members



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

Added values of online reporting





Welcome page

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- [My First JEP Report](#)
- [Return to Welcome Page](#)
- [Tempus](#)
- [Help](#)
- [Logout](#)

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"



Basic Details

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Tempus


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

 [Legend](#)

 Save
  Return to Welcome
  My Mentor
  Print All
  Submit

Section I

 [Basic Details](#)

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Click on "Legend" for more explanations on colour codes

Section I: Basic details

 Print Preview
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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



Reports on the action's...

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Agreement Number: CD_JEP-2004

Legend

- Section I: [Basic Details](#)
- Section II: [Reports on the action's implementation](#) (highlighted)
- Section III: [Statistics and Indicators](#)
- Section IV: [Outcomes](#)
- Section V: [Declaration](#)

Click on "Legend" for more explanations on colour codes

Save | Return to Welcome | My Mentor | Print All | Submit

Section II: Reports on the action's implementation

Previous Page | Print Preview | Next Page

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

Comments on the start up activities ?

Up to 1800 characters – half page each

Academic co-ordination and administrative management ?

Comments on project methodology ?

Development of training programme ?

Staff retraining ?

Hilfe - Microsoft Internet Explorer
Hilfe
Close
Please provide a description of the preparatory activities that have already taken place. Please write in this section any change you foresee in comparison to the original plans described in the proposal.



Statistics and Indicators

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

i Legend

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

Save
Return to Welcome
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Section II: Statistics and Indicators

◀ Previous Page
Print Preview

This section aims to gather statistical data and indicators of performance 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	<input type="text"/> <input checked="" type="checkbox"/> N/A
Number of EU/ Acceding/Candidate - partner country mobility flows	?	<input type="text" value="3"/> <input type="checkbox"/> N/A	<input type="text"/> <input checked="" type="checkbox"/> N/A
Number of partner country internal mobility flows	?	<input type="text"/> <input checked="" type="checkbox"/> N/A	<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	<input type="text"/> <input checked="" type="checkbox"/> N/A
Number of administrative mobility flows	?	<input type="text"/> <input checked="" type="checkbox"/> N/A	<input type="text"/> <input checked="" type="checkbox"/> N/A

Help - Microsoft Internet Exp...

Help

Please indicate the number of teaching staff (by teaching staff we understand all staff involved in the teaching of students) trained and/or retrained at the time of submission of the report.

Close

9

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 Status **Draft**
 Agreement Number **CD_JEP-3** **2004**

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Click on "Legend" for more explanations on colour codes

 Save
  Return to Welcome
  My Mentor
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  Submit

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	
		

- List of Outcomes as in the application (not necessarily sorted in the same order)
- If necessary you can add other outcomes
- In case of mistakes, contact tempus_it_team@etf.europa.eu



Activities Outcomes

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Agreement Number: CD_JEP-2004

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Click on "Legend" for more explanations on colour codes

Return to list Save

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 ?

Empty text area for proposed changes.

... and for each Outcome

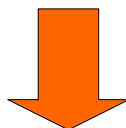
Summary of the project

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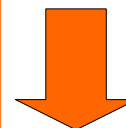
 Tempus			Status Draft
		Agreement Number CD_JEP-2004	

Legend	Save	Return to Welcome	My Mentor	Print All	Submit
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Section I Basic Details	Section IV: Summary Report for Publication		
Section II Reports on the action's implementation Statistics and Indicators	Previous Page	Print Preview	Next Page
Section III Outcomes	<p>Please note that the information provided in this section could be used by the European Commission for publication and dissemination purposes.</p> <p>font size: small medium big</p>		
Section IV Summary Report for Publication	<p>Project Title</p> <p>Management of Maxillofacial Deformities: A New Curriculum</p>		
Section V Declaration	<p>Project duration</p> <p>3</p>		
<p>Click on "Legend" for more explanations on colour codes</p>			
<p>Project partners (with contacts details of contact person in the Partner country/ies and the EU)</p> <p>EG, Cairo - Al-Azhar University EG, Cairo - Egyptian Association of Oral and Maxillofacial Surgeons EAOMS IE, - National University of Ireland - UCC</p>			
<p>Project budget (with contracts details of contact person in the Partner country/ies and the EU)</p> <p>Cost of the action is 474,191.00 euro out of which 25,000.00 euro are cofinanced</p>			
<p>Project Objective</p> <ol style="list-style-type: none"> 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. 			
<p>Outcomes and Activities</p> <p>1 - IDENTIFICATION OF GENERAL PROJECT STRATEGY</p>			



... and further below editable form fields to describe project progress for publication



Declaration

Jep first report (IR1) - Microsoft Internet Explorer

Address: http://www.etf.europa.eu/jep_ir1_05.nsf/FormFrame?ReadForm&ID=CA22ECD48173EE6BC1257297004BEAC0&LAN=EN&07032007151623&url=http://www.etf.europa.eu/jep_ir1_05

Links: ABR, Anto, ALL STAFF - Tempus Website & On-line Systems, EU - COM, London 25-28 October, TempusWebSite & on-line Applications, More, La Repubblica

Legend

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JEP_IR1_05 online Report LIVE

Click on "Legend" for more explanations on colour codes

Save Return to Welcome My Mentor Print All Submit

European Commission
B - 1049 Brussels (Belgium)

Status: Draft
Agreement Number: CD_JEP-2 -2005 (UA)

Name of the grantholder institution: UNIVERSITY OF NEWCASTLE UPON TYNE

Name of the grantholder: Name of the legal representative:

Function: Senior Lecturer Function: Pro Vice Chancellor for Teaching and Learning

Done at: Done at:

Date: 16 Date: 16

Signature: _____ Signature: _____

Seal of the beneficiary institution:

Please attach a scanned signed copy of the above DECLARATION to the on-line report.

How to attach/detach a document...
To attach a document: Click on "Browse..." and select the file to attach -> Click on "attach"
To detach a document: Select the document to remove (click on the tick box) -> Click on "remove the attachment":

Attachment: * Browse... attach

How to check progress

1. My Mentor

WARNING

You are outside the submission period

The Following error/s have been found:

Section I
Basic Details
Section OK
Section II
Reports on the action's implementation
<ul style="list-style-type: none"> - 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
<p>Outcome n°2</p> <ul style="list-style-type: none"> - The field 'Indicators of achievement and/or performance as indicated in the project proposal' is missing <p>Outcome n°3</p> <ul style="list-style-type: none"> - Activity n°3.2 - The field 'Start Date' is missing - The field 'End Date' is missing <p>Outcome n°5</p> <ul style="list-style-type: none"> - The field 'Indicators of achievement and/or performance as indicated in the project proposal' is missing
Section IV
Summary Report for Publication
<ul style="list-style-type: none"> - 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
<ul style="list-style-type: none"> - The field 'Name of the grantholder:' is missing - The field 'Function (Grantholder)' is missing - The field 'Done at (Grantholder)' is missing

2. Section Status (left menu)

Section I

- [Basic Details](#)

Section II

- [Reports on the action's implementation](#)
- [Statistics and Indicators](#)

Section III

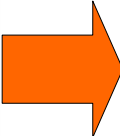
- [Outcomes](#)

Section IV

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- ▶ [Declaration](#)



Legend

- Section opened/completed
- Section not complete
- Section unopened
- ▶ Active section opened/completed
- ▶ Active section not completed
- ▶ Active section just opened
- Mandatory field.

* Other sign to mark mandatory field.

3. Report Status

Status	Draft
Agreement Number	CD_JEP-2008-2005 (UA)

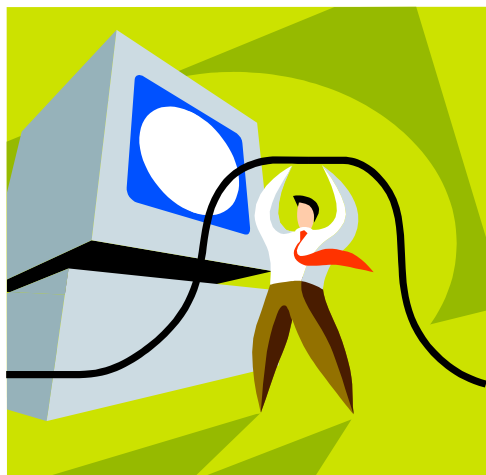
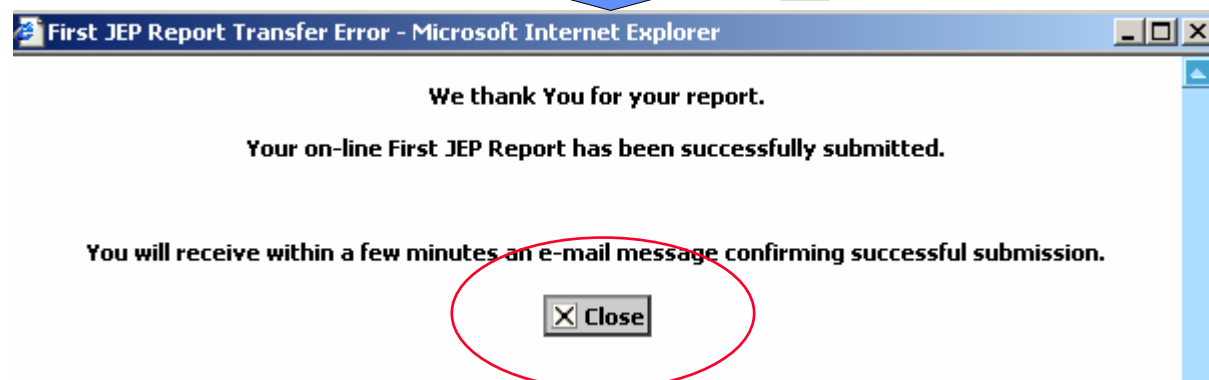
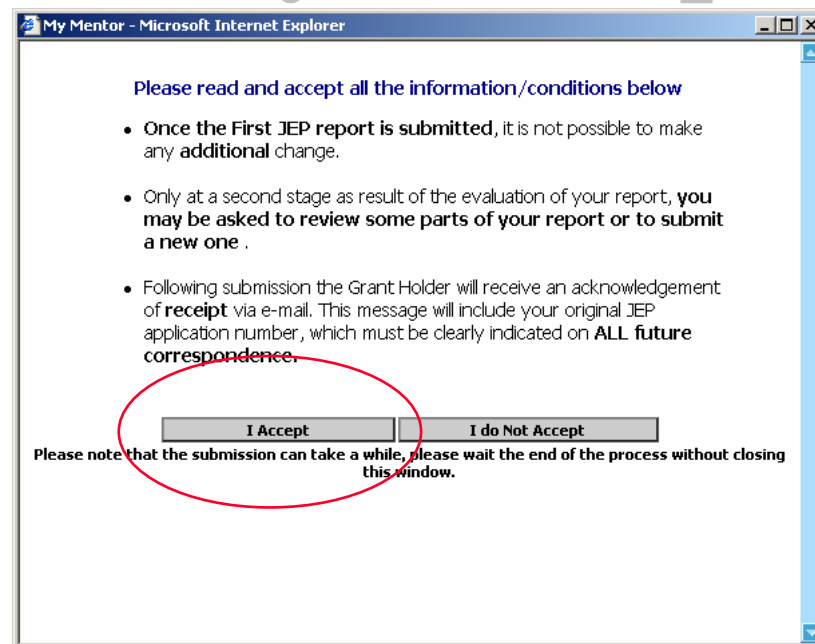
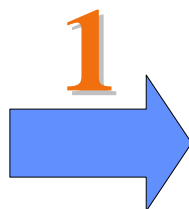
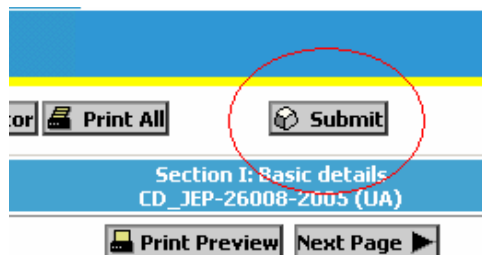
4. Submit Report

or **Print All**
 Submit

Section I: Basic details
CD_JEP-26008-2005 (UA)

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How to Submit your Report



Key Features & Guidelines (1)

- ✓ **First Login from the Welcome Message**
- ✓ **Mentor system to prevent formal mistakes**
- ✓ **Mentor system, status of each section/report to check progress...**
- ✓ **Acknowledge of receipt is sent to the GH on submission (including next steps)**
- ✓ **Online report fully tested with Internet Explorer (recommended).**

Key Features & Guidelines (2)

- ✓ **In case you are requested for further information or clarification: the online report is returned to you partially editable (announced by e-mail)**
- ✓ **In case your report is rejected: you are requested to fill-in a NEW online report (announced by e-mail)**
- ✓ **For those having received already the Welcome message please note that the report is editable but submission not allowed until 26/03/2007**

Questions and Answers



**For technical questions please address your requests to
Tempus_IT_Team@etf.europa.eu**