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

Project Representatives' Meeting
Brussels, 19-20 March 2007
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

1. Welcome Message (WM) (sent to Gransholders)
2. Fill-in and Submission of the report (Gransholders)
3. Acknowledgement of Receipt (sent to Gransholders)

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

-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

- Paper Less Process - optimization of procedures
- Facilitated File Sharing & Accessibility
- Data and content analysis for decision making process

To Grantholders
- Mentoring and electronic workflow preventing formal mistakes
- Easy access (everywhere & anytime through Internet)
- Continuity between project proposal till implementation

JEP_IR1 added values

To Tempus management
Welcome page

IMPORTANT LEGAL NOTICE: The information on this site is subject to a disclaimer and a copyright notice.

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"
## Section I: Basic details

<table>
<thead>
<tr>
<th>Agreement No.</th>
<th>CD_JEP-32112-2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of project</td>
<td>Curriculum Development</td>
</tr>
<tr>
<td>Project Title</td>
<td>Management of Maxillofacial Deformities: A New Curriculum</td>
</tr>
<tr>
<td>Acronym of the project</td>
<td>MMDNC</td>
</tr>
<tr>
<td>Project Objective</td>
<td>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 DNRSU and Al-Azhar staff members. 4. Implementation of programme courses at partner country.</td>
</tr>
<tr>
<td>Grantholder institution</td>
<td>SG, Glasgow - University of Glasgow</td>
</tr>
<tr>
<td>Co-ordinator institution</td>
<td>EG, Cairo - Ain Shams University</td>
</tr>
<tr>
<td>Other consortium members</td>
<td>EG, Cairo - Al-Azhar University</td>
</tr>
<tr>
<td></td>
<td>EG, Cairo - Egyptian Association of Oral and Maxillofacial Surgeons EAOMS</td>
</tr>
<tr>
<td></td>
<td>IE, National University of Ireland - UCC</td>
</tr>
<tr>
<td>Experts</td>
<td>None</td>
</tr>
<tr>
<td>Eligibility period</td>
<td>From 01/09/2005 to 31/08/2008</td>
</tr>
<tr>
<td>Project duration</td>
<td>3 year</td>
</tr>
<tr>
<td>Target Countries</td>
<td>EG</td>
</tr>
<tr>
<td>Consortium countries</td>
<td>EG, GB, IE</td>
</tr>
</tbody>
</table>
Reports on the action’s...
### Section II: Statistics and Indicators

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

#### Staff training

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of teaching staff trained or retrained</td>
<td>10</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of trainers trained</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of trainees trained</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of administrative staff trained or retrained</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Mobility

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of partner country - EU/Accessing/Candidate mobility flows</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of EU/Accessing/Candidate - partner country mobility flows</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of partner country internal mobility flows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of EU internal mobility flows</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of administrative mobility flows</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outcomes

- 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
... and for each Outcome
## Summary of the project

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

### 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 EACOMS
- IE, - National University of Ireland - UCC

### Project budget (with contacts details of contact person in the Partner country/ies and the EU)
Cost of the action is €74,191.00 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 OMSU and Al-Azhar staff members
4. Implementation of programme courses at partner country.

### Outcomes and Activities
1. IDENTIFICATION OF GENERAL PROJECT STRATEGY

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

Name of the grant holder institution: UNIVERSITY OF NEWCASTLE UPON TYNE
Name of the grant holder: ____________________________
Name of the legal representative: ______________________
Function: Senior Lecturer
Function: Pro Vice Chancellor for Teaching and Learning
Date of: ____________________________
Date of: ____________________________
Signature: ____________________________
Signature: ____________________________

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: ____________________________

[Additional fields and options for attachment]
How to check progress

1. My Mentor

- You are outside the submission period
  
**WARNING**

- The following error/s have been found:
  - Basic Details
    - Section OK
  - Reports on the action’s implementation
    - The field “Staff receiving” is missing
    - The field “Student mobility” is missing
    - The field “Equipment upgrade” is missing
    - The field “Television/radio communication” is missing
    - The field “Dissemination” is missing
  - Statistics and Indicators
    - Section OK
  - Outcomes
    - Outcome n°1
      - The field “Indicators of achievement and/or performance as indicated in the project proposal” is missing
    - Activity n°3
      - 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
  - Summary Report for Publication
    - Section OK
    - Declaration
      - The field “Name of the consultant” is missing
      - The field “Function/Duties” is missing
      - The field “Done at (Finsited by)” 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
     - Summary Report for Publication
   - Section V
     - Declaration

3. Report Status

   - Status Agreement Number: CD JEP-26088-2005 (UA)

4. Submit Report
How to Submit your Report

1. Please read and accept all the information/conditions below:
   - Once the First JEP report is submitted, it is not possible to make any additional change.
   - Only at a second stage as a result of the evaluation of your report, you may be asked to review some parts of your report or to submit a new one.
   - Following submission the Grant Holder will receive an acknowledgement of receipt via e-mail. This message will include your original JEP application number, which must be clearly indicated on all future correspondence.

2. We thank you for your report.
   Your on-line First JEP Report has been successfully submitted.
   You will receive within a few minutes an e-mail message confirming successful submission.

Close
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).
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