SESAM

On-Line Submission of Questionnaires and Reports

Version 4 – January 2006

Marie Curie Actions

The submission of Marie Curie questionnaires and reports is done through a fully electronic submission tool, also called SESAM.

1. ACCESSING SESAM

- **Directly**: by typing the url in the address bar of your internet explorer :
  http://webgate.cec.eu.int/sesam (secure access https://webgate.cec.eu.int/sesam).

- Through **Cordis** :

  Ø **FP6 Project Management Page**

  http://www.cordis.lu/fp6/project-management.htm

  → click on "Reporting (using the SESAM online reporting tool)" for reporting

  → or click on the link under "Marie Curie Questionnaires" for questionnaires

  Ø **Marie Curie Page**

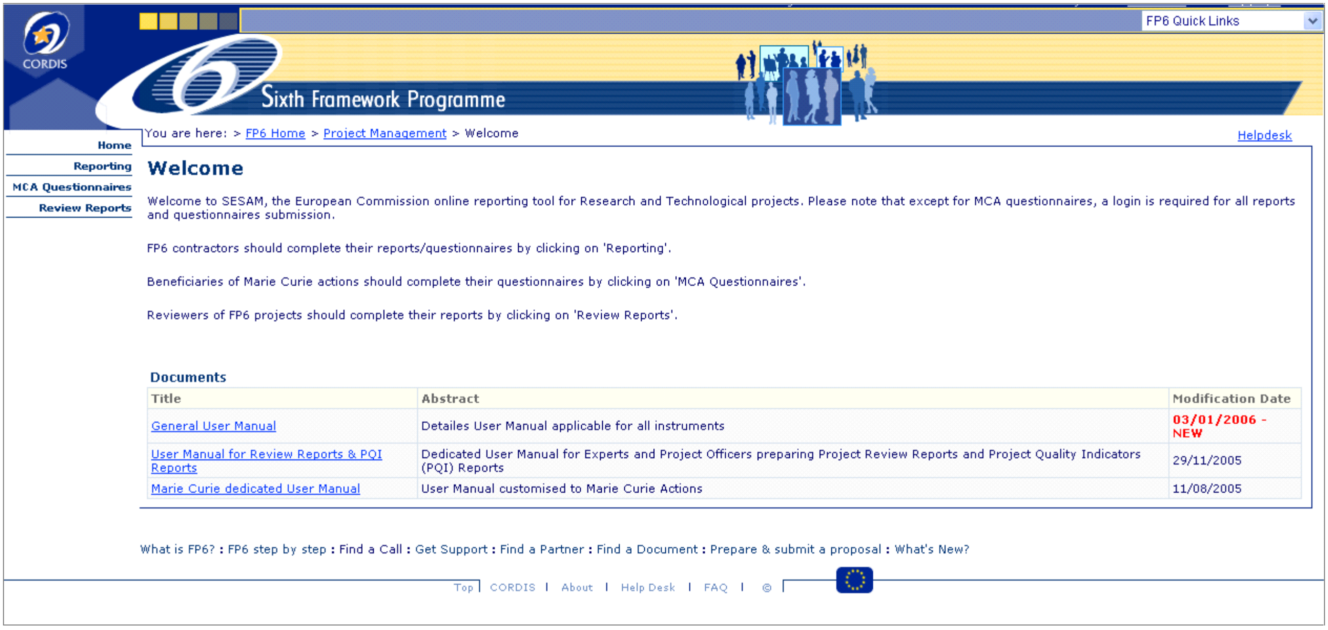
  http://www.cordis.lu/mariecurie-actions/

  → Select the Marie Curie Action

  → click on "How to manage your project"

  → click on relevant link under "Submission of reports and questionnaires"

2. WELCOME



On the SESAM homepage, you will find useful documents, such as the latest version of the user manuals.

To access the **Marie Curie Questionnaires** [1], beneficiaries should click on MCA Questionnaires.

The questionnaires are anonymous and no username or password is needed to access them.

To access the online tool for submission of **Scientific and Financial Reports**, project coordinators should click on Reporting.

Project coordinators will need a CIRCA username and password sent to them by email (from circa@fp6cp.cc.cec.eu.int), after the signature of their contract. Project coordinators who run several FP6 projects, will receive only one single username and password, which will be sent to them after the signature of the first contract. They will use these credentials for all subsequent projects, for which they are registered in circa as coordinator or scientist in charge.

Note : the following examples have been chosen for the purpose of the user manual :

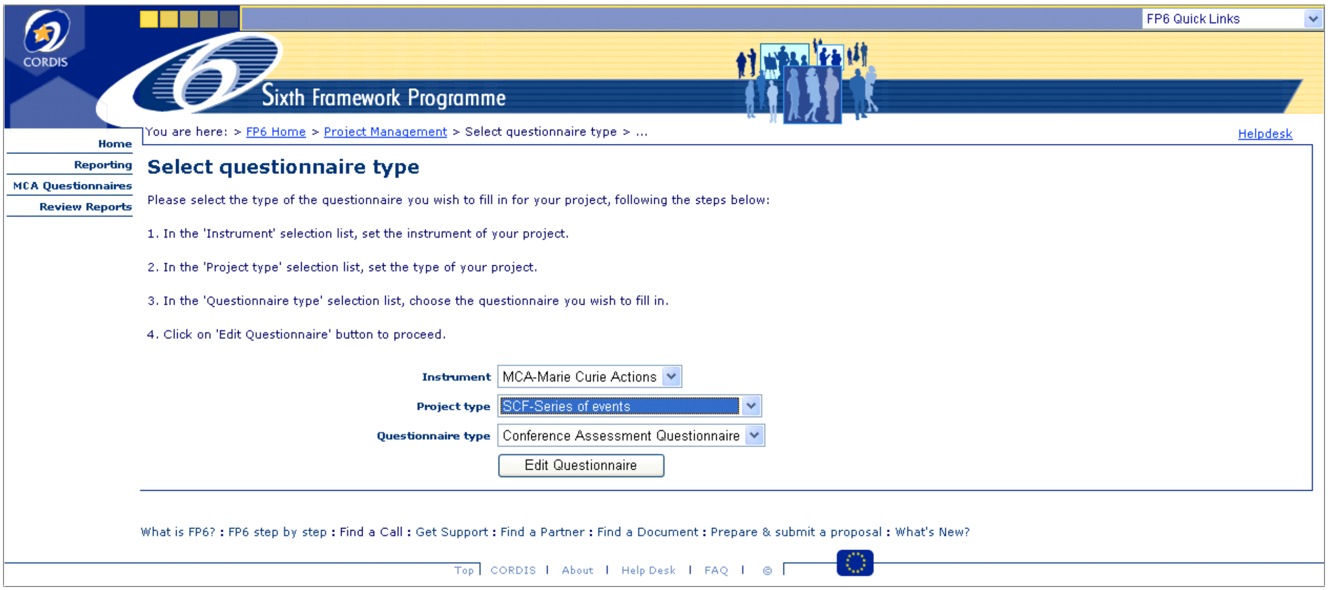
- Marie Curie Conferences and Training Courses – Assessment Questionnaire
- Marie Curie Conferences and Training Courses – Periodic Activity Report
- RTN- MCA Financial Statement for Multi-Partner Contracts

[1] Please refer to the Reporting Guidance Notes of the Specific Marie Curie Excellence action for more information on the Questionnaires to be completed and the beneficiaries of each Marie Curie Action.

3. SUBMISSION OF QUESTIONNAIRES BY BENEFICIARIES

On the Sesam homepage click on **MCA Questionnaires**

The **“Select questionnaire type”** page is presented.



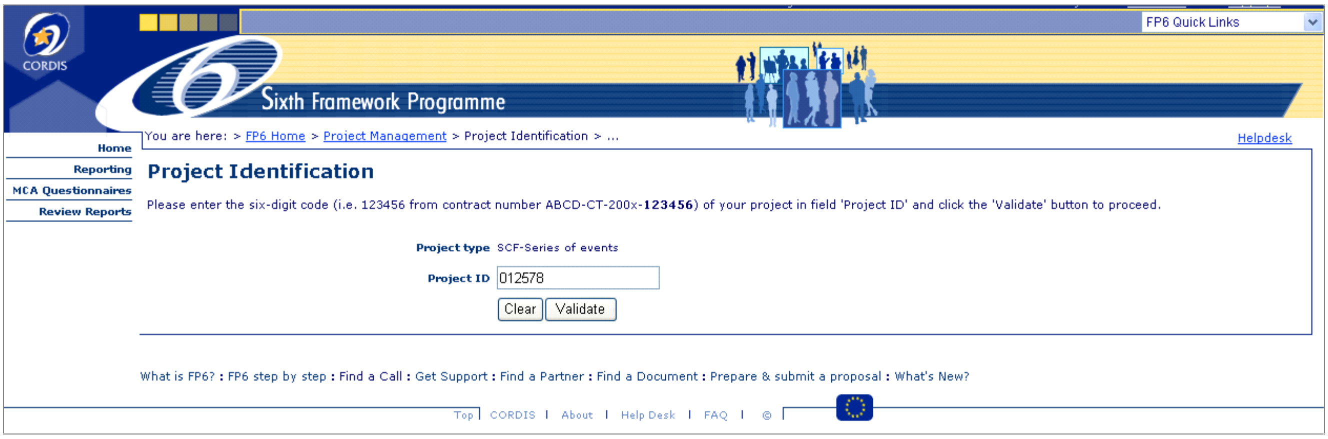
1. In the ‘Instrument’ selection list, set “MCA-Marie Curie Actions”

2. In the ‘Project type’ selection list, set “SCF-Series of Events” or “LCF-Large Conferences”

3. In the ‘Questionnaire type’ selection list, the “Conference Assessment Questionnaire” will automatically appear.

Click on the box [Edit Questionnaire]

The **“Project Identification”** page is presented.

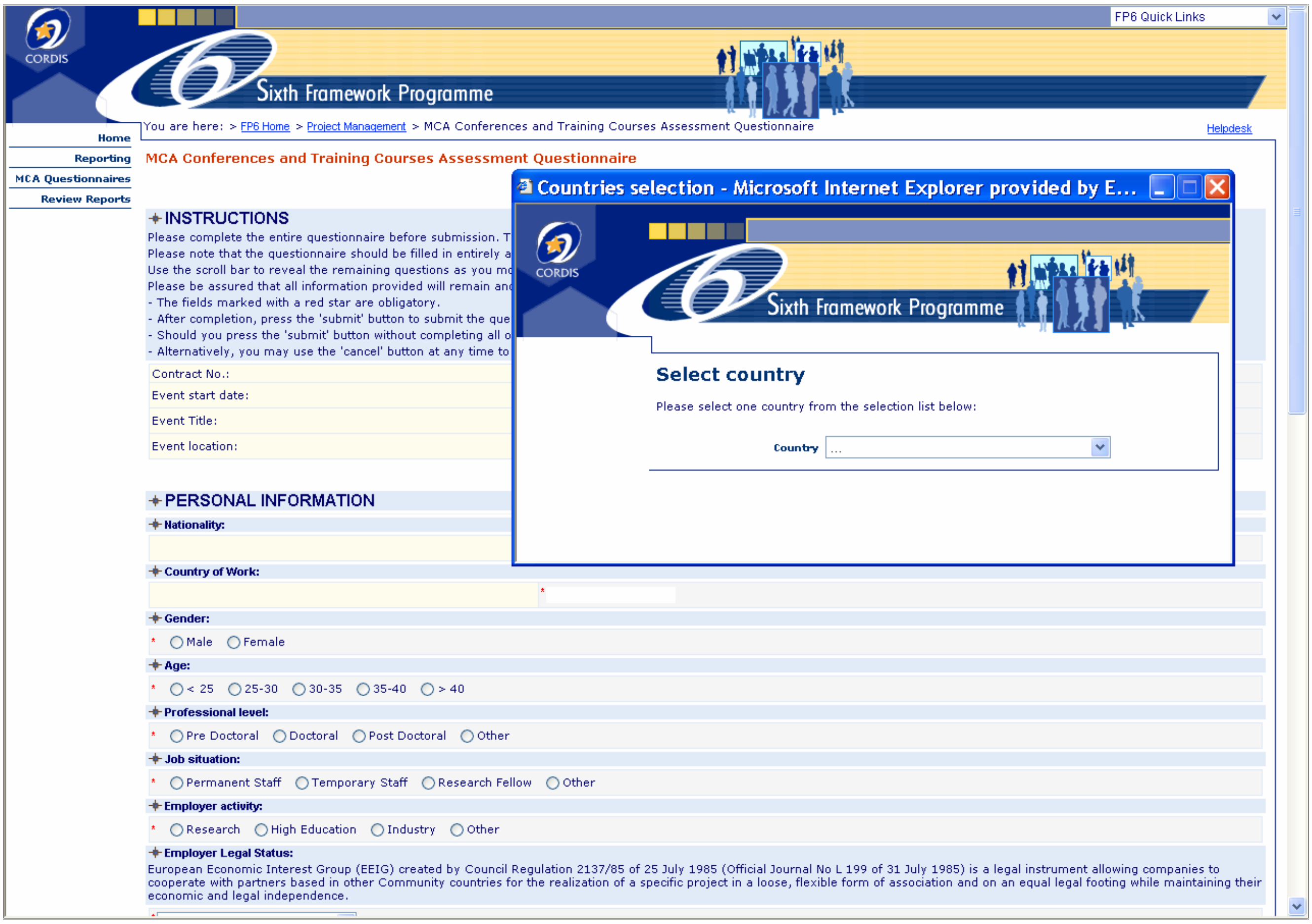


In the field [Project ID], beneficiaries [2] should fill in the six-digit project identification which has been provided by the project coordinator.

Press the [Clear] button to empty the field or the [Validate button] to **edit the questionnaire.**

[2] In the case of SCF and LCF, beneficiaries will be the event participants.

The **"MCA Conferences and Training Courses Assessment Questionnaire"** is presented.



Questions should be answered by clicking on the radio button corresponding to the answer.

When clicking in a box related to a date or a country, a drop down list with countries or a calendar will appear within few seconds. By clicking on the selected country or date, the box will be completed automatically will appear.

When clicking in the box corresponding to "Employer Legal Status", a drop down list with different types of status. After having selected the status, the box will be completed automatically.

“MCA Conferences and Training Courses Assessment Questionnaire” (Cont’d)

Fields with a red * must be completed.

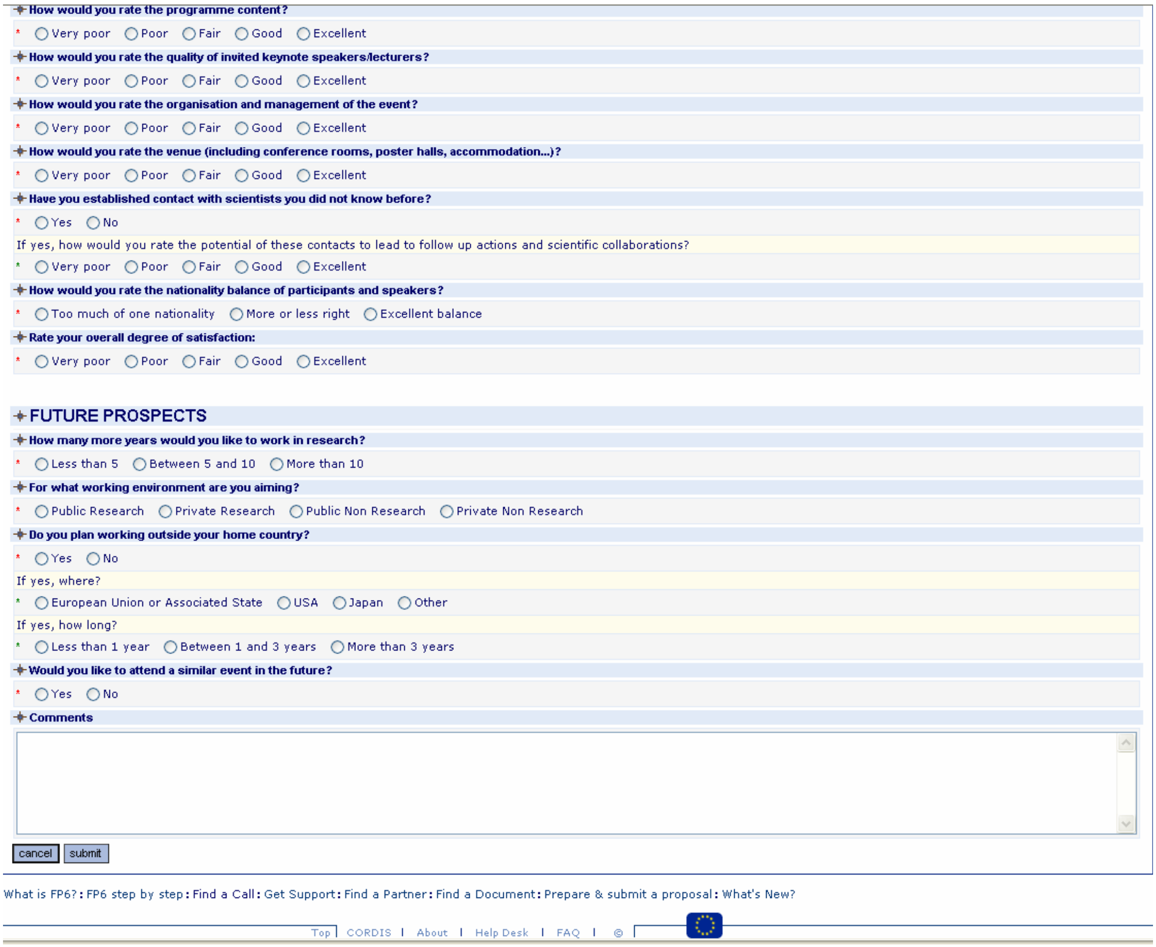
Fields with a green * need not be completed if the question does not apply to the type of project.

In the [Comments] box, users can insert a text of maximum 256 characters with spaces.

After having completed the questionnaire, click on :

[cancel] in order **not to submit** the questionnaire. All data will be lost and the user will be redirected to the **“Select Questionnaire Type”**

[Submit to **submit** the questionnaire.



How would you rate the programme content?

* Very poor Poor Fair Good Excellent

How would you rate the quality of invited keynote speakers/lecturers?

* Very poor Poor Fair Good Excellent

How would you rate the organisation and management of the event?

* Very poor Poor Fair Good Excellent

How would you rate the venue (including conference rooms, poster halls, accommodation...)?

* Very poor Poor Fair Good Excellent

Have you established contact with scientists you did not know before?

* Yes No

If yes, how would you rate the potential of these contacts to lead to follow up actions and scientific collaborations?

* Very poor Poor Fair Good Excellent

How would you rate the nationality balance of participants and speakers?

* Too much of one nationality More or less right Excellent balance

Rate your overall degree of satisfaction:

* Very poor Poor Fair Good Excellent

FUTURE PROSPECTS

How many more years would you like to work in research?

* Less than 5 Between 5 and 10 More than 10

For what working environment are you aiming?

* Public Research Private Research Public Non Research Private Non Research

Do you plan working outside your home country?

* Yes No

If yes, where?

* European Union or Associated State USA Japan Other

If yes, how long?

* Less than 1 year Between 1 and 3 years More than 3 years

Would you like to attend a similar event in the future?

* Yes No

Comments

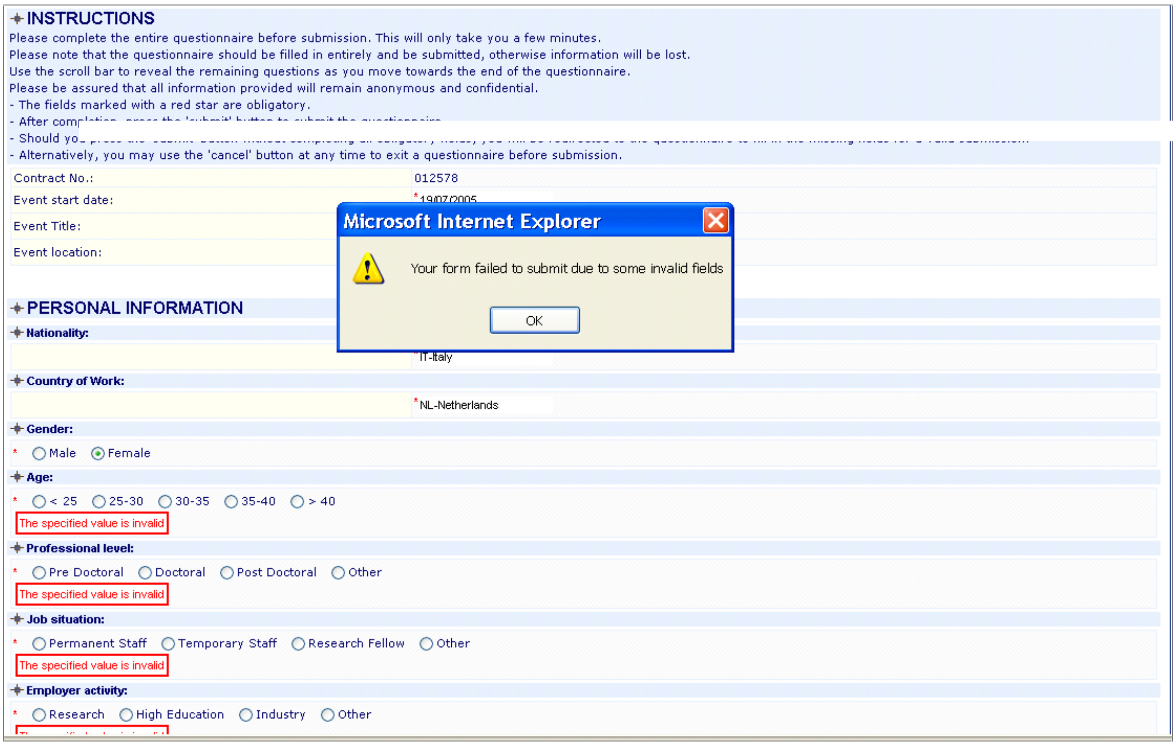
cancel submit

What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

Top | CORDIS | About | Help Desk | FAQ | ©

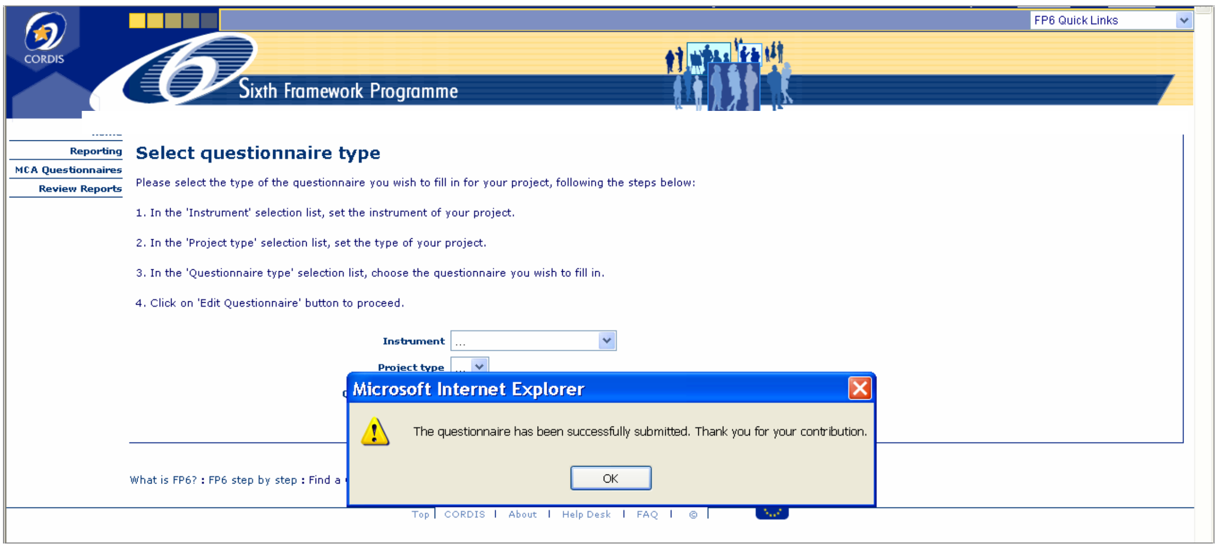
“MCA Conferences and Training Courses Assessment Questionnaire” (Cont’d)

→ **One or more fields have not been completed:**.



Click on [OK] and complete all fields.

→ **When all fields have been completed correctly,** after the submission procedure, the user is redirected to the **“Select questionnaire type” page.**



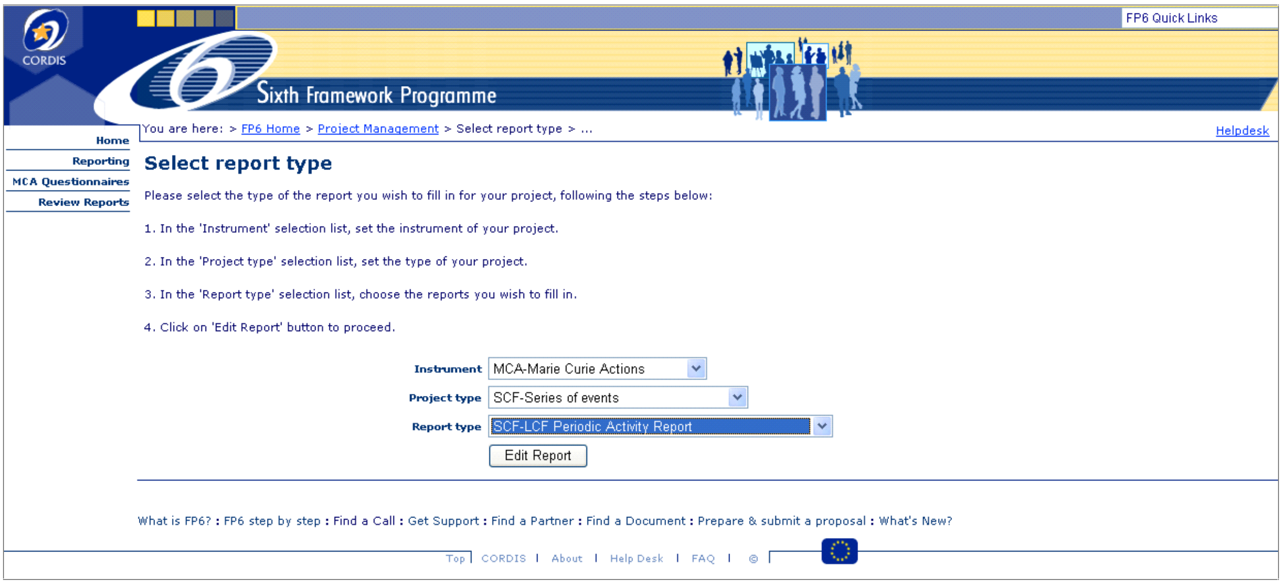
Click on [OK]

4. SUBMISSION OF SCIENTIFIC, FINANCIAL AND MID-TERM REVIEW REPORTS BY PROJECT COORDINATORS

The submission of scientific, financial and mid-term review reports is a tool restricted to project coordinators who can access it with a **username and password** sent to them by email (from circa@fp6cp.cc.cec.eu.int), after the signature of their contract.

On the SESAM home page (http://webgate.cec.eu.int/sesam or secure site : https://webgate.cec.eu.int/sesam), click on **Reporting**

→ New window : **"Select report type"**



4.1. CREATING AN ACTIVITY REPORT

1. In the 'Instrument' selection list, set **"MCA-Marie Curie Actions"**
2. In the 'Project Type' selection list, set **"SCF-Series of Events"** or **"LCF-Large Conferences"**
3. In the 'Report Type' selection list, select the **report** you wish to prepare/submit :

MCA Final Management Report
MCA Financial Statement for Multi-partner contracts [3]
MCA Funding Distribution Report
MCA Summary Financial Report
SCF-LCF Final Activity Report
SCF-LCF Periodic Activity Report
SCF-LCF Periodic Management Report

Click on the box [Edit Report]

[3] To be used also by coordinators of Single-partner contracts.

User Identification

The **"User Identification"** page is presented..

The username and password are communicated to project coordinators by an automatic email from the Circa services (circa@fp6cp.cc.cec.eu.int), shortly after the signature of the contract. Please contact your project officer if you have not received your username and password.

Project coordinators who run several FP6 projects, will receive only one single username and password, which will be sent to them after the signature of the first contract. They will use these credentials for all subsequent projects, for which they are registered as coordinator or scientist in charge.

Complete fields "Username" and "Password" and press the [Validate] button.

Important : the username and password identification is case sensitive; therefore, the identification data should be entered in lower cases (i.e. einstal and not EINSTAL).

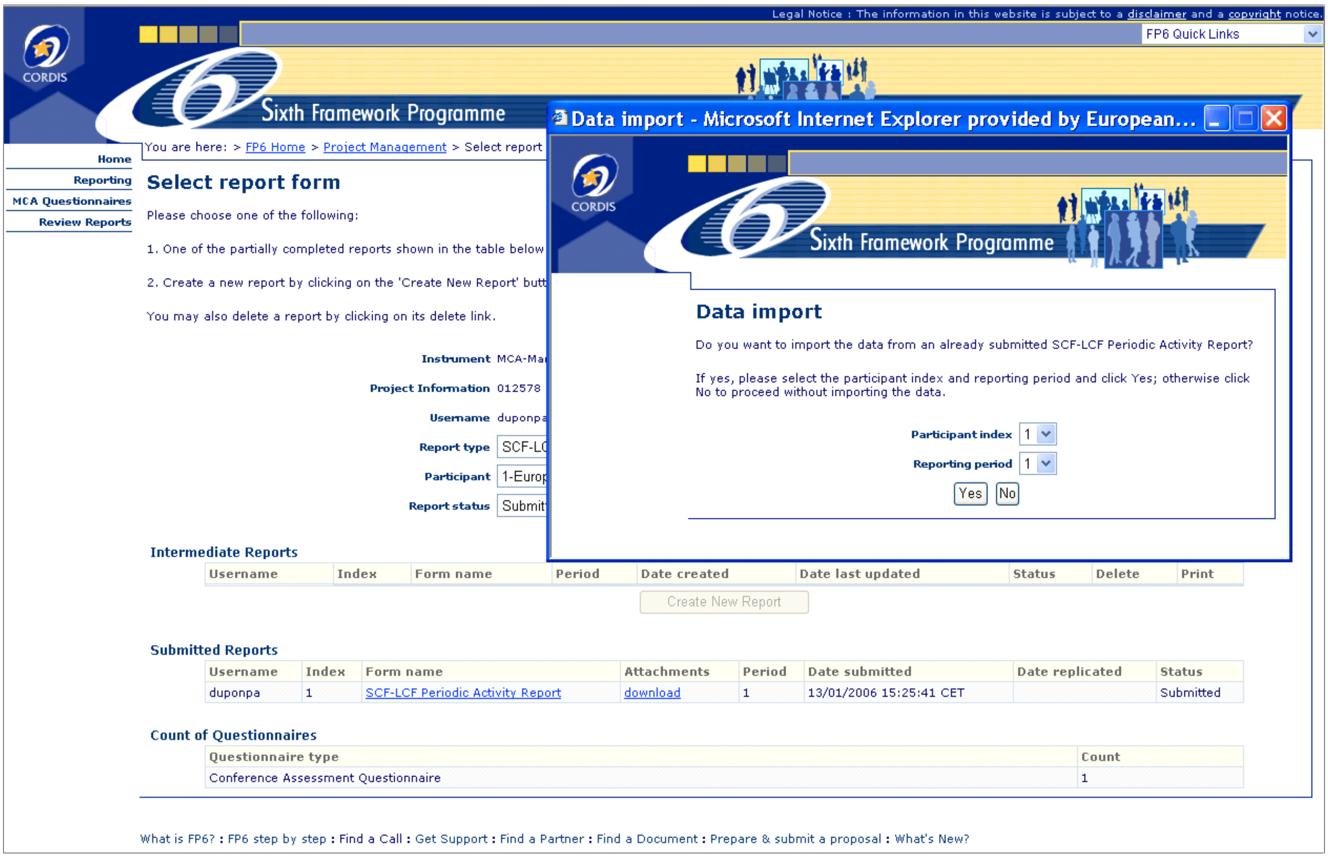
Project Identification

The **"Project Identification"** page is presented..

Fill in the six-digits of the project contract number and press the [Validate] button.

SELECT THE TYPE OF REPORT

The **“Select report form”** page is presented..



Under **Intermediate Reports**, the user can either

1. **Edit a draft report, (**i.e. a report which has been prepared and saved, but not yet submitted), by clicking on the name of the report.

   Note: a report can be saved several times before being submitted. Annexes can be added and deleted before submission.

2. **Create a new report** by clicking on the box [Create New Report]. The user can import data from a previous report via the “data import” pop-up window.

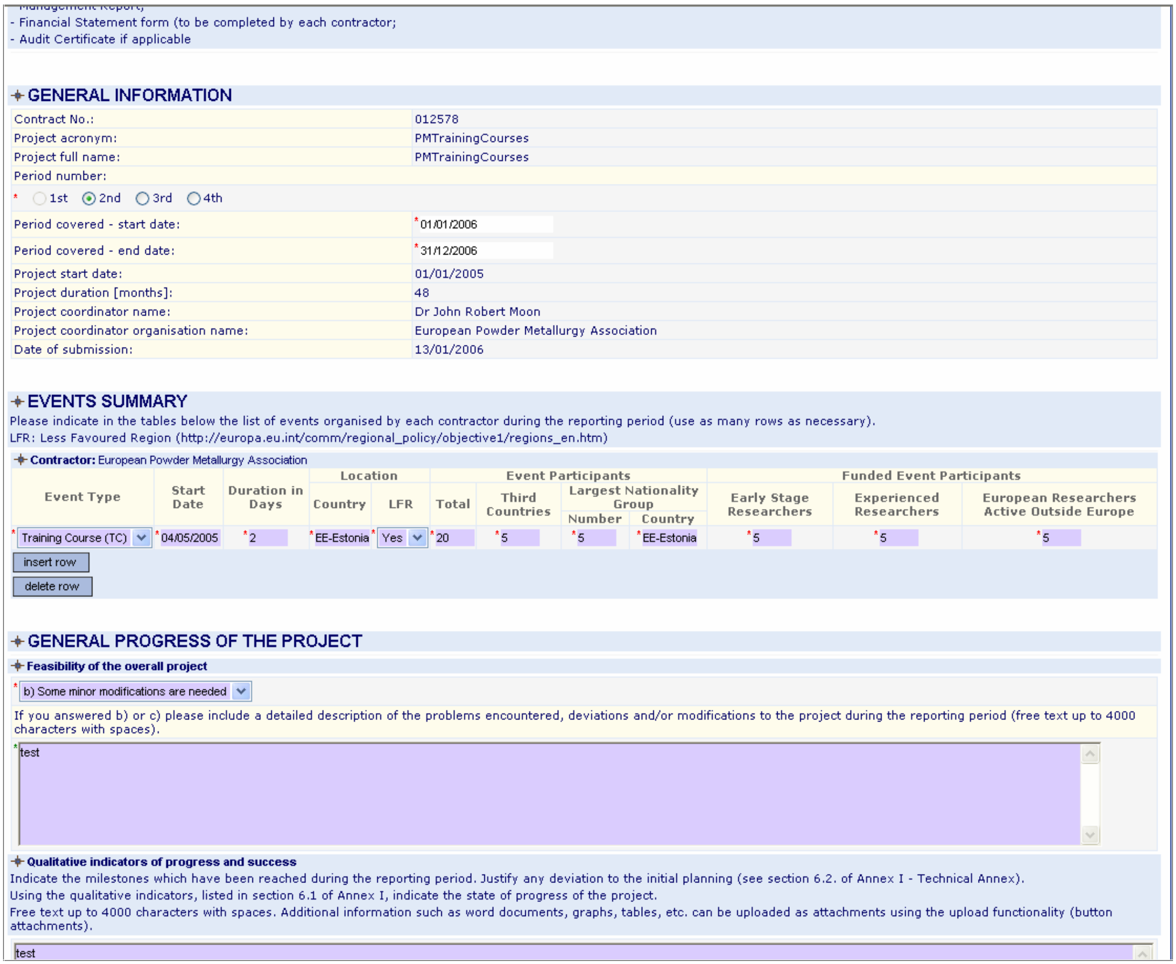
   [No] If the user chooses not to import data from a previous period, a blank form is created.

   [Yes] If the user chooses to import data from a previous period (by selecting the period from the dropdown list), a pre-filled form is created, which can be edited and modified. Imported fields are marked with a different colour than non-imported fields.

Under **Submitted Reports**, the user can view submitted reports for the current type of report. Submitted reports cannot be edited and modified anymore, but are downloadable in a pdf format. In order to be able to modify a submitted report, the coordinator should contact the EC project officer, who will replicate the report, and thereby make it again available for editing. All submitted versions will be stored under Submitted Reports.

Under **Count of Questionnaires**, the user can see the number of questionnaires submitted by the beneficiaries of the project.

The **"SCF-LCF Periodic Activity Report"** page is presented..
(Creation with import of data)



- Financial Statement form (to be completed by each contractor;
- Audit Certificate if applicable

GENERAL INFORMATION

Contract No.:	012578
Project acronym:	PMTrainingCourses
Project full name:	PMTrainingCourses
Period number:	
* 1st 2nd 3rd 4th	
Period covered - start date:	* 01/01/2006
Period covered - end date:	* 31/12/2006
Project start date:	01/01/2005
Project duration [months]:	48
Project coordinator name:	Dr John Robert Moon
Project coordinator organisation name:	European Powder Metallurgy Association
Date of submission:	13/01/2006

EVENTS SUMMARY

Please indicate in the tables below the list of events organised by each contractor during the reporting period (use as many rows as necessary).
LFR: Less Favoured Region (http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)

Contractor: European Powder Metallurgy Association

Event Type	Start Date	Duration in Days	Location		Event Participants				Funded Event Participants		
			Country	LFR	Total	Third Countries	Largest Nationality Group		Early Stage Researchers	Experienced Researchers	European Researchers Active Outside Europe
							Number	Country			
* Training Course (TC)	* 04/05/2005	* 2	* EE-Estonia	* Yes	* 20	* 5	* 5	* EE-Estonia	* 5	* 5	* 5

insert row
delete row

GENERAL PROGRESS OF THE PROJECT

Feasibility of the overall project

* b) Some minor modifications are needed

If you answered b) or c) please include a detailed description of the problems encountered, deviations and/or modifications to the project during the reporting period (free text up to 4000 characters with spaces).

* test

Qualitative indicators of progress and success

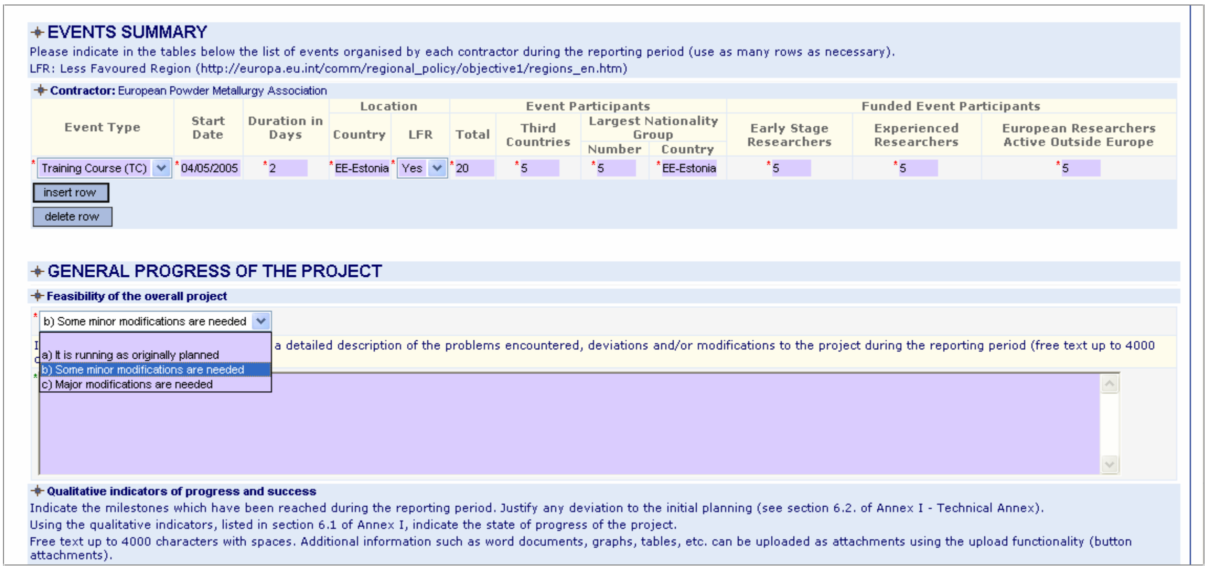
Indicate the milestones which have been reached during the reporting period. Justify any deviation to the initial planning (see section 6.2. of Annex I - Technical Annex).
Using the qualitative indicators, listed in section 6.1 of Annex I, indicate the state of progress of the project.
Free text up to 4000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).

test

Under * **General Information**: select the reporting period by clicking on the corresponding radio button.

Period covered – start date / **Period covered – end date**: click in the box to view the calendar and click on selected date.

“SCF-LCF Periodic Activity Report” (Continued)



EVENTS SUMMARY

Please indicate in the tables below the list of events organised by each contractor during the reporting period (use as many rows as necessary).
LFR: Less Favoured Region (http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)

Contractor: European Powder Metallurgy Association

Event Type	Start Date	Duration in Days	Location		Event Participants				Funded Event Participants		
			Country	LFR	Total	Third Countries	Largest Nationality Group Number	Largest Nationality Group Country	Early Stage Researchers	Experienced Researchers	European Researchers Active Outside Europe
Training Course (TC)	04/05/2005	2	EE-Estonia	Yes	20	5	5	EE-Estonia	5	5	5

insert row
delete row

GENERAL PROGRESS OF THE PROJECT

Feasibility of the overall project

b) Some minor modifications are needed

a) It is running as originally planned
b) Some minor modifications are needed
c) Major modifications are needed

a detailed description of the problems encountered, deviations and/or modifications to the project during the reporting period (free text up to 4000

Qualitative indicators of progress and success

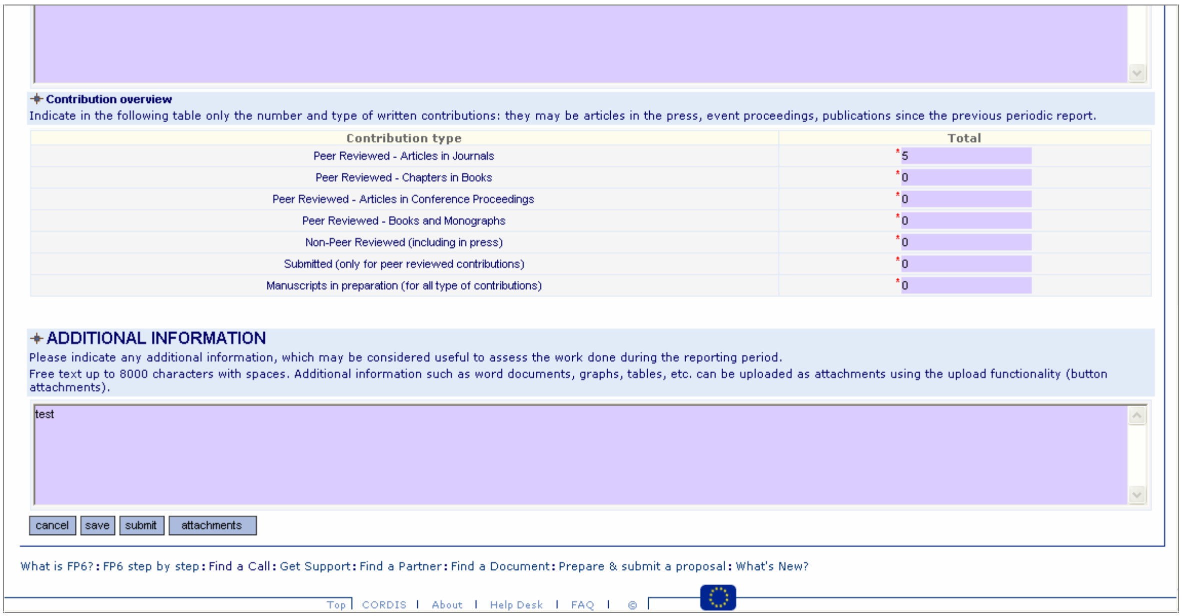
Indicate the milestones which have been reached during the reporting period. Justify any deviation to the initial planning (see section 6.2. of Annex I - Technical Annex).
Using the qualitative indicators, listed in section 6.1 of Annex I, indicate the state of progress of the project.
Free text up to 4000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).

The **event summary** should be completed for each contractor, by filling in the fields with numerical data and selecting the answer from the drop down menus.

Rows can be inserted or deleted by clicking on the appropriate boxes

Remark : the [delete row] function will delete the last row.

Fields in [ ] are pre-filled with imported data, and can be <u>modified</u>. Once the box has been edited, the colour of the box becomes white again



Contribution overview

Indicate in the following table only the number and type of written contributions: they may be articles in the press, event proceedings, publications since the previous periodic report.

Contribution type	Total
Peer Reviewed - Articles in Journals	5
Peer Reviewed - Chapters in Books	0
Peer Reviewed - Articles in Conference Proceedings	0
Peer Reviewed - Books and Monographs	0
Non-Peer Reviewed (including in press)	0
Submitted (only for peer reviewed contributions)	0
Manuscripts in preparation (for all type of contributions)	0

ADDITIONAL INFORMATION

Please indicate any additional information, which may be considered useful to assess the work done during the reporting period.
Free text up to 8000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).

test

cancel save submit attachments

What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

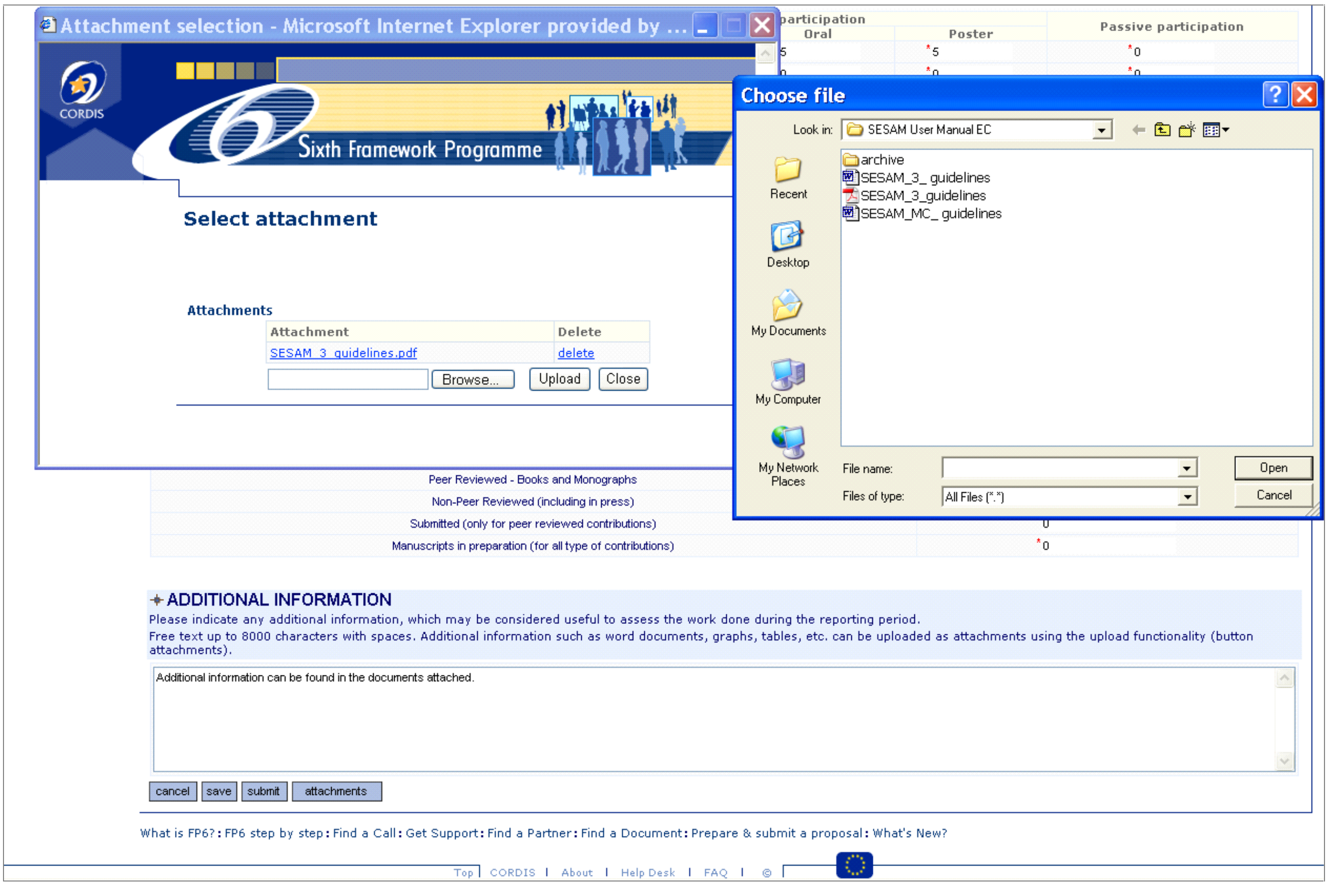
Top | CORDIS | About | Help Desk | FAQ |

General progress of the project: select the appropriate comment from the drop down list.

The boxes can be filled with non-formatted text limited to the number of characters mentioned above each box. Please note that if you paste text from a Microsoft programme (e.g. Word), formatting will be lost but carriage returns will be kept.

Additional documents, diagrams, figures, etc. can be added via the <u>attachments feature.</u>

ATTACHING A DOCUMENT



Note that an attachment can be uploaded after the form has first been saved.

After having pressed the [attachments] button, a new window pops up.

First click on [browse…] to select the attachment. When the attachments is displayed in the small window, click on [upload] to upload the attachment.

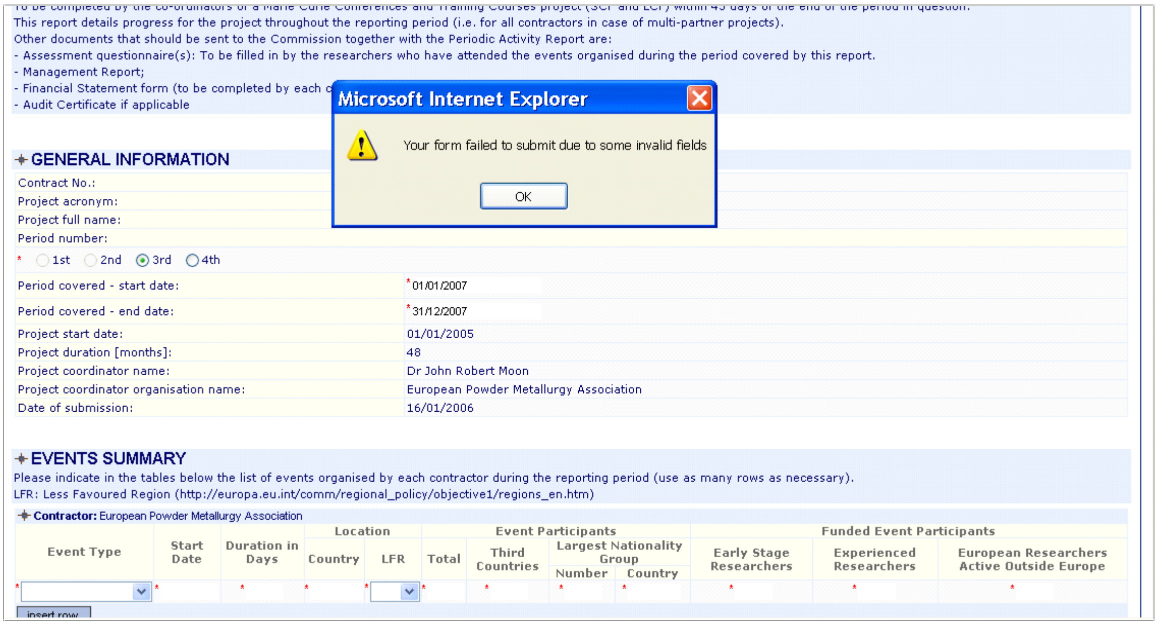
This procedure has to be repeated for each attachment. If a large number of attachments have to be uploaded, the user can first add all the attachments in a zipfile, and upload the zipfile.

The pop-up window has to be closed by clicking on the [close].

After having completed all information, the form can be saved or submitted.

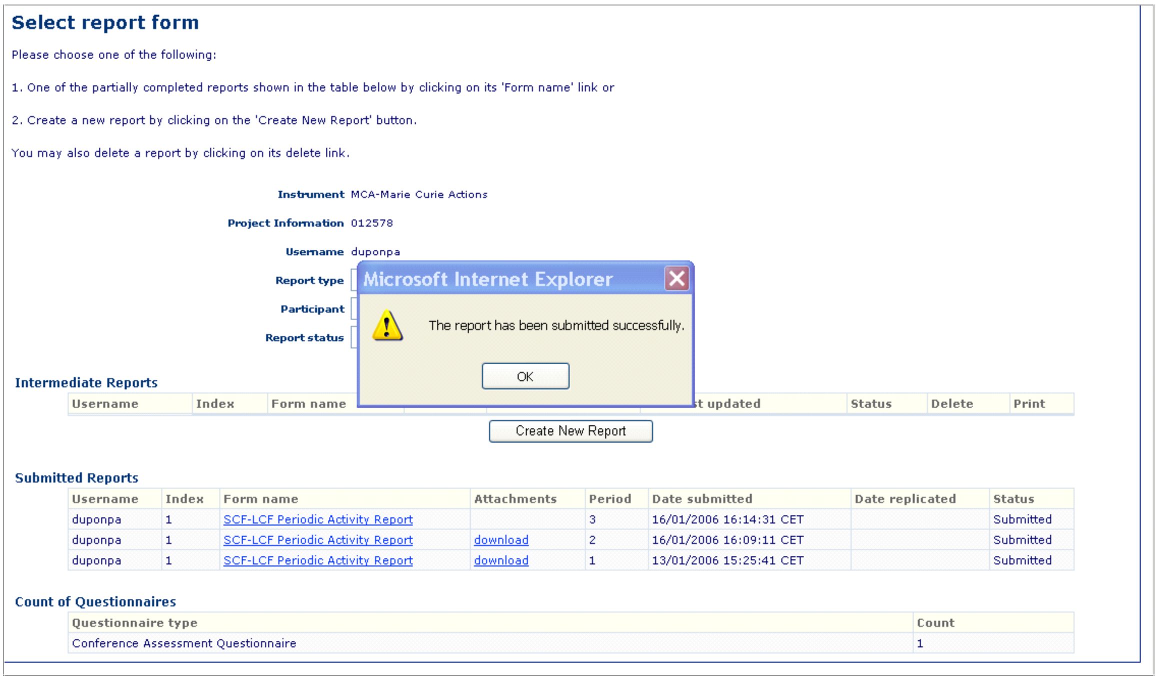
SUBMITTING A FORM

Submission will fail if compulsory boxes are left empty (i.e. boxes with a red *).



Click on [OK] and complete all fields.

After having completed all fields, the form will be successfully submitted.



After submission of the form, the user is redirected to the "Select report form" page.

The submitted report is stored under **Submitted Reports**. By clicking on the link, the report will be displayed as a pdf document and can be viewed/printed.

Remark : Only one specific report per period can be submitted. The coordinator who wishes to modify a submitted report, should contact the Project Officer, who will replicate the report. The replicated report is stored again under **Intermediate Reports,** and it can be edited / saved / submitted again by the coordinator.

4.2. CREATING A FINANCIAL STATEMENT (FORM C)

4.2.1. Financial Statement for **monopartners :** refer to the procedures under point 4.1

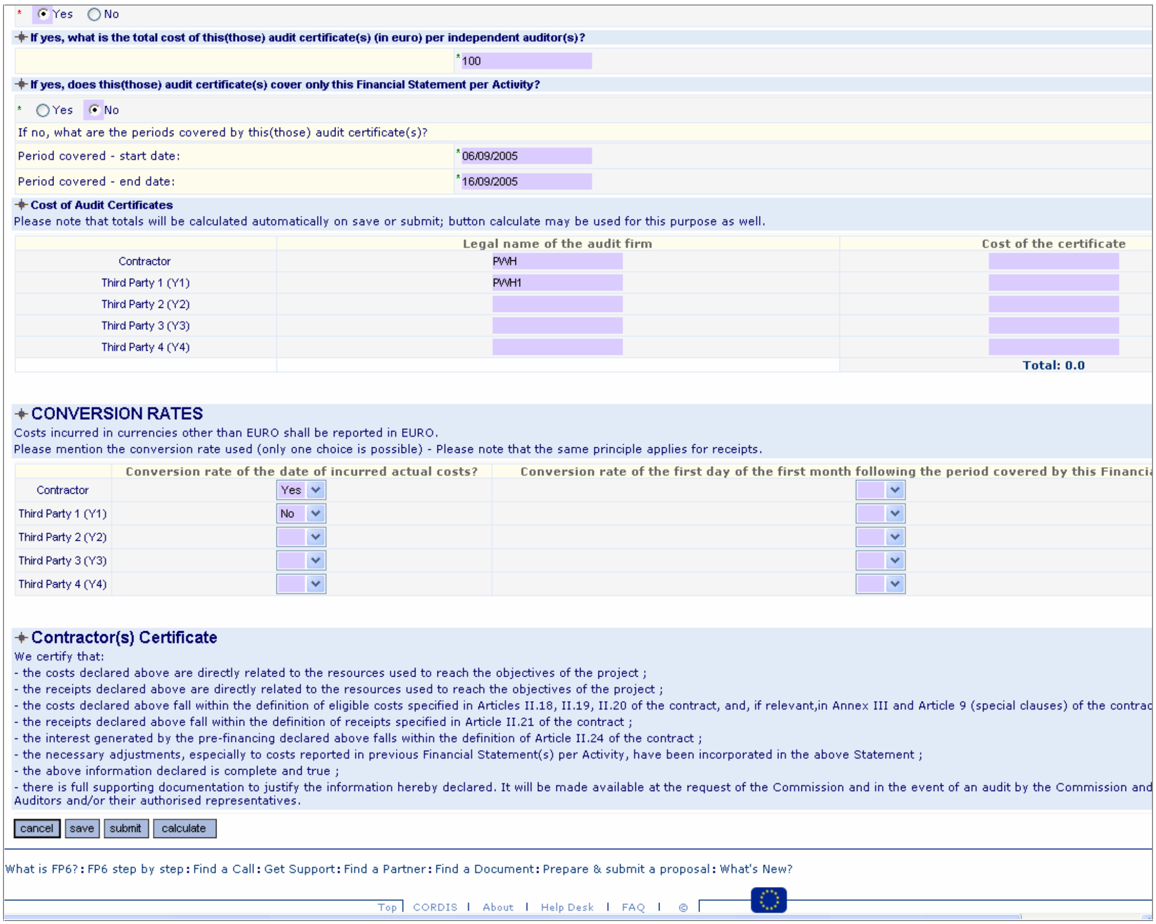
4.2.2. Financial Statement for **multipartners** :

The Financial Statement for multipartners can be submitted in one or two-steps.

<u>One-step procedure</u>, only the coordinator of the project has a username and password to access Sesam. The coordinator collects the financial data from the other contractors and, on their behalf, submits the Financial Statement for each contractor.

<u>Two-step procedure</u>, each contractor receives a username and password to access Sesam [4]. Each contractor will complete her/his Financial statement. After submission by the contractor, the individual Financial Statements is be made available to the coordinator, under "intermediate reports". The coordinator can edit the Financial Statement from each contractor, modify it if necessary, and submit all Financial Statements.

"RTN Financial Statement for Multipartners"



* Yes No

If yes, what is the total cost of this(those) audit certificate(s) (in euro) per independent auditor(s)?

* 100

If yes, does this(those) audit certificate(s) cover only this Financial Statement per Activity?

* Yes No

If no, what are the periods covered by this(those) audit certificate(s)?

Period covered - start date: * 06/09/2005

Period covered - end date: * 16/09/2005

Cost of Audit Certificates

Please note that totals will be calculated automatically on save or submit; button calculate may be used for this purpose as well.

	Legal name of the audit firm	Cost of the certificate
Contractor	PWH	
Third Party 1 (Y1)	PWH1	
Third Party 2 (Y2)		
Third Party 3 (Y3)		
Third Party 4 (Y4)		
		Total: 0.0

CONVERSION RATES

Costs incurred in currencies other than EURO shall be reported in EURO.

Please mention the conversion rate used (only one choice is possible) - Please note that the same principle applies for receipts.

	Conversion rate of the date of incurred actual costs?	Conversion rate of the first day of the first month following the period covered by this Financi
Contractor	Yes	
Third Party 1 (Y1)	No	
Third Party 2 (Y2)		
Third Party 3 (Y3)		
Third Party 4 (Y4)		

Contractor(s) Certificate

We certify that:

- the costs declared above are directly related to the resources used to reach the objectives of the project ;
- the receipts declared above are directly related to the resources used to reach the objectives of the project ;
- the costs declared above fall within the definition of eligible costs specified in Articles II.18, II.19, II.20 of the contract, and, if relevant,in Annex III and Article 9 (special clauses) of the contrac
- the receipts declared above fall within the definition of receipts specified in Article II.21 of the contract ;
- the interest generated by the pre-financing declared above falls within the definition of Article II.24 of the contract ;
- the necessary adjustments, especially to costs reported in previous Financial Statement(s) per Activity, have been incorporated in the above Statement ;
- the above information declared is complete and true ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and Auditors and/or their authorised representatives.

cancel save submit calculate

What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

Top | CORDIS | About | Help Desk | FAQ | ©

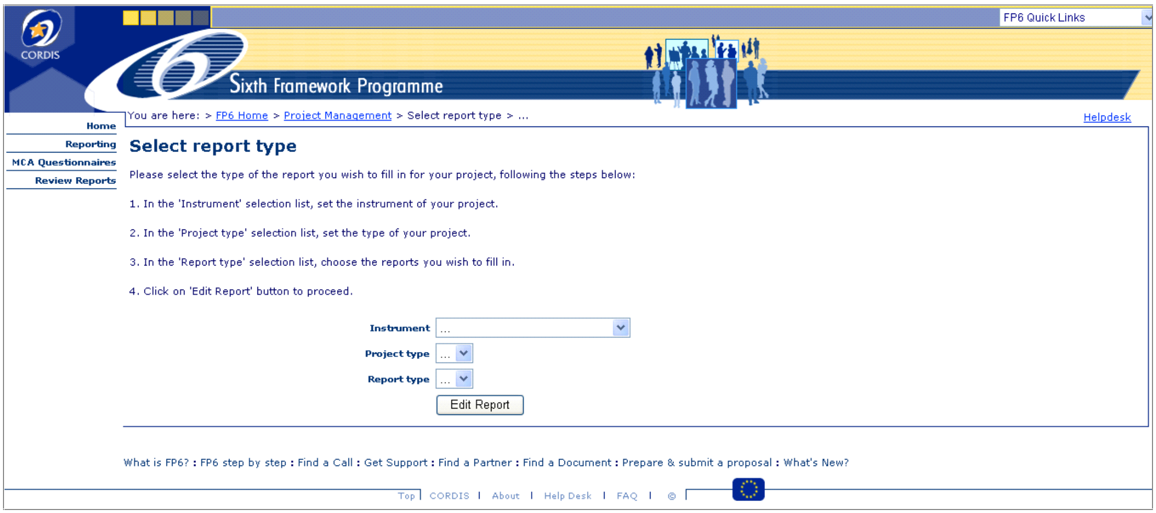
Decimal numbers should be indicated by a dot and not by a comma (i.e. 3.5 and not 3,5).

Totals are <u>automatically calculated</u> either after **saving** the form or by clicking the [**calculate**] button.

[4] After the signature of the contract, or upon the request of the Coordinator to the Commission services.

5. NAVIGATING THROUGH THE ONLINE TOOL

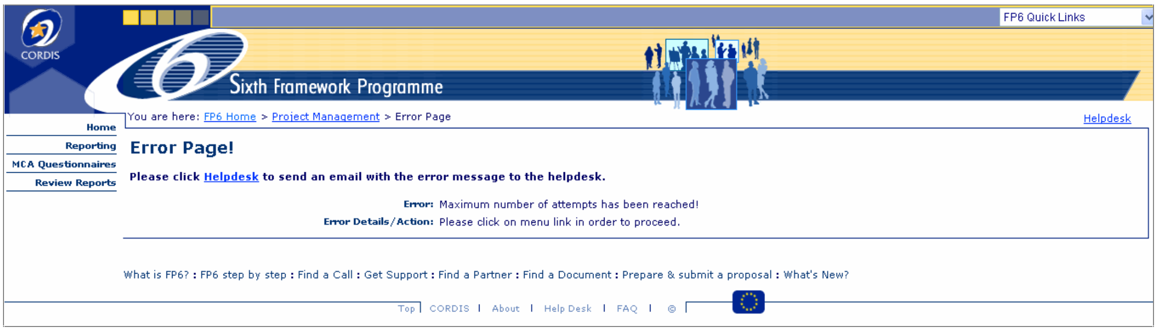
Do not use the BACK and FORWARD buttons in the Navigation bar, but click on the **links** to move through the submission tool :



6. CONTACTING THE HELPDESK

To contact the Helpdesk, click on the Helpdesk link and complete the generated email message.

After repeated errors, for example when the users enters a wrong username/password three times in a row, the Error page! will pop up and the user is asked to click the Helpdesk link.



Additional information regarding the reporting aspects of your contract may be found at http://www.cordis.lu/fp6/find-doc.htm#reporting