

# **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

CORDIS

Sixth Framework Programme

You are here: > [FP6 Home](#) > [Project Management](#) > Welcome

Home

Reporting

MCA Questionnaires

Review Reports

### Welcome

Welcome to SESAM, the European Commission online reporting tool for Research and Technological projects. Please note that except for MCA questionnaires, a login is required for all reports and questionnaires submission.

FP6 contractors should complete their reports/questionnaires by clicking on 'Reporting'.

Beneficiaries of Marie Curie actions should complete their questionnaires by clicking on 'MCA Questionnaires'.

Reviewers of FP6 projects should complete their reports by clicking on 'Review Reports'.

#### Documents

Title	Abstract	Modification Date
<a href="#">General User Manual</a>	Details User Manual applicable for all instruments	03/01/2006 - NEW
<a href="#">User Manual for Review Reports &amp; PQI Reports</a>	Dedicated User Manual for Experts and Project Officers preparing Project Review Reports and Project Quality Indicators (PQI) Reports	29/11/2005
<a href="#">Marie Curie dedicated User Manual</a>	User Manual customised to Marie Curie Actions	11/08/2005

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

To access the **Marie Curie Questionnaires**<sup>1</sup>, 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](mailto: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

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<sup>1</sup> 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.

The screenshot shows the 'Select questionnaire type' page within the Sesam system. The page header includes the CORDIS logo and the text 'Sixth Framework Programme'. A breadcrumb trail indicates the user's path: 'You are here: > [FP6 Home](#) > [Project Management](#) > Select questionnaire type > ...'. A 'Helpdesk' link is visible in the top right corner. The main content area is titled 'Select questionnaire type' and contains the following instructions:

1. In the 'Instrument' selection list, set the instrument of your project.
2. In the 'Project type' selection list, set the type of your project.
3. In the 'Questionnaire type' selection list, choose the questionnaire you wish to fill in.
4. Click on 'Edit Questionnaire' button to proceed.

Below the instructions, there are three dropdown menus and one button:

- Instrument:** MCA-Marie Curie Actions
- Project type:** SCF-Series of events
- Questionnaire type:** Conference Assessment Questionnaire
- Edit Questionnaire** button

At the bottom of the page, there is a footer with the text: '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?' and a navigation bar with links for 'Top', 'CORDIS', 'About', 'Help Desk', 'FAQ', and a copyright symbol. The European Union flag is also present in the footer.

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.

The screenshot shows the 'Project Identification' page. At the top, there is a header with the GORDIS logo and 'Sixth Framework Programme'. Below the header, a breadcrumb trail reads: 'You are here: > FP6 Home > Project Management > Project Identification > ...'. On the right side of the header, there is a 'FP6 Quick Links' dropdown menu and a 'Helpdesk' link. The main content area is titled 'Project Identification' and contains a form. The form has a 'Project type' dropdown menu set to 'SCF-Series of events'. Below it is a 'Project ID' text input field containing the value '012578'. Underneath the input field are two buttons: 'Clear' and 'Validate'. Below the form, there is a footer with the text '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?' and a navigation bar with links for 'Top', 'CORDIS', 'About', 'Help Desk', 'FAQ', and a copyright symbol. The European Union flag is also visible in the footer.

In the field [Project ID], beneficiaries<sup>2</sup> 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.**

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<sup>2</sup> In the case of SCF and LCF, beneficiaries will be the event participants.

# The “MCA Conferences and Training Courses Assessment Questionnaire” is presented.

**CORDIS** Sixth Framework Programme

You are here: > [FP6 Home](#) > [Project Management](#) > MCA Conferences and Training Courses Assessment Questionnaire

**MCA Conferences and Training Courses Assessment Questionnaire**

**INSTRUCTIONS**  
Please complete the entire questionnaire before submission. The questionnaire should be filled in entirely and submitted. Use the scroll bar to reveal the remaining questions as you move through the questionnaire. Please be assured that all information provided will remain anonymous.  
- The fields marked with a red star are obligatory.  
- After completion, press the 'submit' button to submit the questionnaire.  
- Should you press the 'submit' button without completing all the questions, you will be asked to confirm your submission.  
- Alternatively, you may use the 'cancel' button at any time to stop the questionnaire.

Contract No.:  
Event start date:  
Event Title:  
Event location:

**PERSONAL INFORMATION**

**Nationality:**

**Country of Work:**

**Gender:**  
 Male  Female

**Age:**  
 < 25  25-30  30-35  35-40  > 40

**Professional level:**  
 Pre Doctoral  Doctoral  Post Doctoral  Other

**Job situation:**  
 Permanent Staff  Temporary Staff  Research Fellow  Other

**Employer activity:**  
 Research  High Education  Industry  Other

**Employer Legal Status:**  
European Economic Interest Group (EEIG) created by Council Regulation 2137/85 of 25 July 1985 (Official Journal No L 199 of 31 July 1985) is a legal instrument allowing companies to cooperate with partners based in other Community countries for the realization of a specific project in a loose, flexible form of association and on an equal legal footing while maintaining their economic and legal independence.

**Countries selection - Microsoft Internet Explorer provided by E...**

**Select country**

Please select one country from the selection list below:

Country: ...

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.

<b>* How would you rate the programme content?</b>
<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
<b>* How would you rate the quality of invited keynote speakers/lecturers?</b>
<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
<b>* How would you rate the organisation and management of the event?</b>
<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
<b>* How would you rate the venue (including conference rooms, poster halls, accommodation...)?</b>
<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
<b>* Have you established contact with scientists you did not know before?</b>
<input type="radio"/> Yes <input type="radio"/> No
If yes, how would you rate the potential of these contacts to lead to follow up actions and scientific collaborations?
<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
<b>* How would you rate the nationality balance of participants and speakers?</b>
<input type="radio"/> Too much of one nationality <input type="radio"/> More or less right <input type="radio"/> Excellent balance
<b>* Rate your overall degree of satisfaction:</b>
<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
<b>* FUTURE PROSPECTS</b>
<b>* How many more years would you like to work in research?</b>
<input type="radio"/> Less than 5 <input type="radio"/> Between 5 and 10 <input type="radio"/> More than 10
<b>* For what working environment are you aiming?</b>
<input type="radio"/> Public Research <input type="radio"/> Private Research <input type="radio"/> Public Non Research <input type="radio"/> Private Non Research
<b>* Do you plan working outside your home country?</b>
<input type="radio"/> Yes <input type="radio"/> No
If yes, where?
<input type="radio"/> European Union or Associated State <input type="radio"/> USA <input type="radio"/> Japan <input type="radio"/> Other
If yes, how long?
<input type="radio"/> Less than 1 year <input type="radio"/> Between 1 and 3 years <input type="radio"/> More than 3 years
<b>* Would you like to attend a similar event in the future?</b>
<input type="radio"/> Yes <input type="radio"/> No
<b>* Comments</b>
<input type="text"/>
<input type="button" value="cancel"/> <input type="button" value="submit"/>

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

→ One or more fields have not been completed:

The screenshot shows a web form titled "INSTRUCTIONS" and "PERSONAL INFORMATION". The form contains several fields with red asterisks indicating required information. A modal dialog box from Microsoft Internet Explorer is overlaid on the form, displaying a yellow warning icon and the message: "Your form failed to submit due to some invalid fields". Below the dialog, the form fields are visible, including "Contract No.", "Event start date", "Event Title", "Event location", "Nationality", "Country of Work", "Gender", "Age", "Professional level", "Job situation", and "Employer activity". Several of these fields have red boxes around them with the text "The specified value is invalid".

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.

The screenshot shows the "Select questionnaire type" page. The page header includes the CORDIS logo and the text "Sixth Framework Programme". The main content area has a navigation menu with "Reporting", "MCA Questionnaires", and "Review Reports". Below the menu, there is a section titled "Select questionnaire type" with instructions: "Please select the type of the questionnaire you wish to fill in for your project, following the steps below:". The instructions are numbered 1 through 4. Below the instructions, there are two dropdown menus labeled "Instrument" and "Project type". A modal dialog box from Microsoft Internet Explorer is overlaid on the page, displaying a yellow warning icon and the message: "The questionnaire has been successfully submitted. Thank you for your contribution." Below the dialog, there is an "OK" button.

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 <sup>3</sup>  
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]**

<sup>3</sup> To be used also by coordinators of Single-partner contracts.

## USER IDENTIFICATION

The “User Identification” page is presented..

The screenshot shows the 'User Identification' page. At the top, there is a header with the 'CORDIS' logo, the 'Sixth Framework Programme' logo, and a navigation menu. The main content area contains instructions: 'Please enter the username and password sent to you through an automatically generated email (circa@fp6cp.cc.cec.eu.int) and then click on 'Validate' to proceed.' Below this, there are two input fields: 'Username' with the value 'duponpa' and 'Password' with masked characters. There are 'Clear' and 'Validate' buttons. At the bottom, there is a footer with navigation links and the European Union flag.

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..

The screenshot shows the 'Project Identification' page. At the top, there is a header with the 'CORDIS' logo, the 'Sixth Framework Programme' logo, and a navigation menu. The main content area contains instructions: 'Please enter the six-digit code (i.e. 123456 from contract number ABCD-CT-200x-123456) of your project in field 'Project ID' and click the 'Validate' button to proceed.' Below this, there is a 'Project type' dropdown menu set to 'SCF-Series of events' and a 'Project ID' input field with the value '012578'. There are 'Clear' and 'Validate' buttons. At the bottom, there is a footer with navigation links and the European Union flag.

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..

The screenshot shows the 'Select report form' page with the following details:

- Page Title:** Select report form
- Navigation:** Home, Reporting, MCA Questionnaires, Review Reports
- Form Fields:** Instrument (MCA-Ma), Project Information (012578), Username (duponpa), Report type (SCF-LC), Participant (1-Europ), Report status (Submit)
- Intermediate Reports Table:**

Username	Index	Form name	Period	Date created	Date last updated	Status	Delete	Print
								Create New Report
- Submitted Reports Table:**

Username	Index	Form name	Attachments	Period	Date submitted	Date replicated	Status
duponpa	1	<a href="#">SCF-LCF Periodic Activity Report</a>	<a href="#">download</a>	1	13/01/2006 15:25:41 CET		Submitted
- Count of Questionnaires Table:**

Questionnaire type	Count
Conference Assessment Questionnaire	1
- Pop-up Window:** Data import. Question: "Do you want to import the data from an already submitted SCF-LCF Periodic Activity Report?" Options: Participant index (1), Reporting period (1), Yes, No.

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)

Management reports  
- 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](http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm))

\* Contractor: European Powder Metallurgy Association

Event Type	Start Date	Duration in Days	Location		LFR	Event Participants			Funded Event Participants		
			Country	Country		Total	Third Countries	Largest Nationality Group Number	Country	Early Stage Researchers	Experienced Researchers
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 1 - Technical Annex).  
Using the qualitative indicators, listed in section 6.1. of Annex 1, 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](http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm))

Contractor: European Powder Metallurgy Association

Event Type	Start Date	Duration in Days	Location		Total	Event Participants			Funded Event Participants		
			Country	LFR		Third Countries	Largest Nationality Group Number	Nationality 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 detailed description of the problems encountered, deviations and/or modifications to the project during the reporting period (free text up to 4000)

It is running as originally planned  
 Some minor modifications are needed  
 Major modifications are needed

**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 modified. 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

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**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 attachments feature.

## ATTACHING A DOCUMENT

The screenshot shows a web browser window titled "Attachment selection - Microsoft Internet Explorer provided by ...". The page header includes the CORDIS logo and "Sixth Framework Programme". The main content area is titled "Select attachment" and contains a table of attachments. The table has columns for "Attachment" and "Delete". One attachment is listed: "SESAM\_3\_guidelines.pdf" with a "delete" link. Below the table are buttons for "Browse...", "Upload", and "Close".

A "Choose file" dialog box is open over the main window. The "Look in:" field shows "SESAM User Manual EC". The file list contains: "archive", "SESAM\_3\_guidelines", "SESAM\_3\_guidelines", and "SESAM\_MC\_guidelines". The "Files of type:" is set to "All Files (\*.\*)".

Below the attachment table, there are several status categories: "Peer Reviewed - Books and Monographs", "Non-Peer Reviewed (including in press)", "Submitted (only for peer reviewed contributions)", and "Manuscripts in preparation (for all type of contributions)".

The "ADDITIONAL INFORMATION" section contains a text area with the text: "Additional information can be found in the documents attached." Below the text area are buttons for "cancel", "save", "submit", and "attachments".

At the bottom of the page, there is a navigation bar with links: "Top | CORDIS | About | Help Desk | FAQ | ©" and a European Union flag.

**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.

One-step procedure, 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.

Two-step procedure, each contractor receives a username and password to access Sesam<sup>4</sup>. 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.

Contractor	Legal name of the audit firm	Cost of the certificate
Contractor	PMH	
Third Party 1 (Y1)	PMH	
Third Party 2 (Y2)		
Third Party 3 (Y3)		
Third Party 4 (Y4)		
		<b>Total: 0.0</b>

✚ 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.

Contractor	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 Financial Statement
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 contract ;
- 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.

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

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

<sup>4</sup> 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 :

The screenshot shows the 'Select report type' page of the FP6 online tool. The header includes the CORDIS logo and the 'Sixth Framework Programme' branding. The breadcrumb trail reads: 'You are here: > FP6 Home > Project Management > Select report type > ...'. The main content area is titled 'Select report type' and contains the following instructions:

1. In the 'Instrument' selection list, set the instrument of your project.
2. In the 'Project type' selection list, set the type of your project.
3. In the 'Report type' selection list, choose the reports you wish to fill in.
4. Click on 'Edit Report' button to proceed.

Below the instructions are three dropdown menus labeled 'Instrument', 'Project type', and 'Report type', each with a downward arrow. An 'Edit Report' button is positioned below these menus. At the bottom of the page, there is a footer with the text: '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?' and a navigation bar with links for 'Top', 'CORDIS', 'About', 'Help Desk', 'FAQ', and a logo.

## 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.

The screenshot shows the 'Error Page!' of the FP6 online tool. The header is identical to the previous screenshot. The breadcrumb trail reads: 'You are here: FP6 Home > Project Management > Error Page'. The main content area is titled 'Error Page!' and contains the following text:

Please click [Helpdesk](#) to send an email with the error message to the helpdesk.

**Error:** Maximum number of attempts has been reached!  
**Error Details/Action:** Please click on menu link in order to proceed.

At the bottom of the page, there is a footer with the text: '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?' and a navigation bar with links for 'Top', 'CORDIS', 'About', 'Help Desk', 'FAQ', and a logo.

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