QuantERA functional on-line monitoring system
Mid-term reporting Call 2021

Contents

1. About the system

The QuantERA Call 2021 on-line monitoring tool is based on The Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) electronic platform that facilitates the implementation of R&D project calls and implementation (https://uefiscdi-direct.ro/). As part of the existing electronic system, an on-line tool has been designed for the monitoring and reporting of the QuantERA projects. The present document is designed to guide you through the reporting process and ensure a smooth monitoring.

Project Coordinator of the funded project is responsible for reporting on behalf of the entire consortium and has access to the on-line tool. For technical support, Project Coordinators are advised to contact: support@uefiscdi-direct.ro.

Please, note that each modified page in the submission platform must be saved (using the "Save" button) before moving on to another page.

2. Access data

To enter the on-line monitoring tool, the Project Coordinator (PC) will use the **user name (e-mail)** in order to authenticate/**log** into the system and access their own page:

▪ Using an internet browser, write the following **webpage** address for the online reporting platform **www.uefiscdi-direct.ro**. Next, the following form will be displayed:

3. Authentication

▪ Click on [Log In] button for the authentication; next form will be displayed:
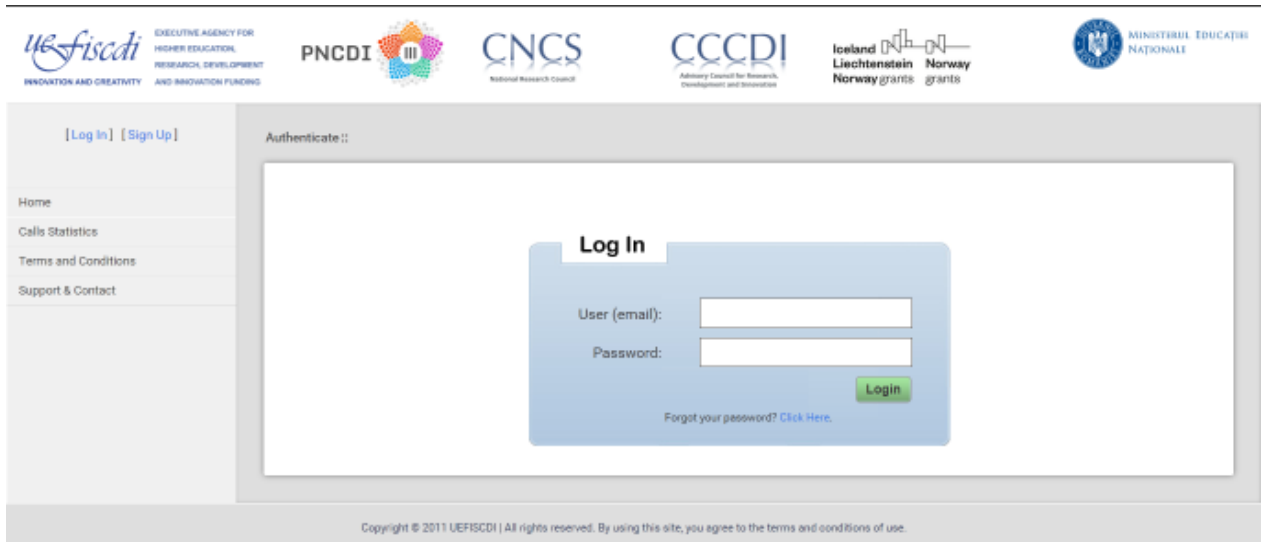
- Each Project Coordinator already has an account with User (email) the same as the email address provided when submitting the QuantERA proposal;

- In order to obtain a password, please press the [Click Here.] button and follow the instruction received by email. Check Spam folder if you can't find the email with password reset instruction, some email servers (usually Gmail) delivers automatically generated emails to Spam folder.

4. Home page

When accessing www.uefiscdi-direct.ro portal, after the authentication process, the main page that will be displayed contains the following information:

- o **Home** – click this button when the return to home page is needed
- o **User information** – information on the account, password change
- o **QuantERA** – key information on the programme
- o **QuantERA Reporting** – enabling actions concerning reporting (explained below)
- o **Cookies Policy** – explains what Cookies are and how are used

- o **Terms and Conditions** – information which refer to the terms and conditions for the use of this site
- o **Support & Contact** – frequently asked questions and e-mail address for technical support: support@uefiscdi-direct.ro

5. Structure of monitoring tool

When accessing **QuantERA Reporting**, your project will appear and in order to proceed with the mid-term reporting, you need to press **Edit/View** under **Options**.

#	Project Code	Project Acronym	Project Owner	Reporting Status	Options
1	QuantERA2021-2TEST21	2TEST21	QuantERA TEST	Mid-Term - Working	EDIT/VIEW

5.1 Project details

- ▪ **Project details** in terms of the mid-term report include:
- o 1.1.1 **Project information**: this section contains the following information about each project: registration code, title, acronym, start & end date, duration, number of institutions, project proposal, website, publishable summary;
- o 1.1.2 **Consortium**: general data on each institution. Information in this area can be edited to update information in case of changes in the composition of the consortium;
- o 1.1.3 **Project team**: all personnel involved in the project;
- o 1.1.4 **Jobs created**: details on the jobs created under the framework of the project;
- o 1.1.5 **Consortium details**: queries on the consortium development and impact of QuantERA on initiating new collaborations

5.2 Progress and collaboration

- ▪ **Progress**, in terms of:
    - o Objectives addressed by the project;
    - o Activities implemented during the reporting period;
    - o Significant results;
    - o Deviations – technical or administrative and corrective measures;
    - o Queries on the project implementation and extension.

- **Deliverables and milestones**: the cumulative list of deliverables/milestones in the reporting period:

- **Collaboration** – description of transnational collaboration and interactions with the Quantum Flagship:

- **Consortium meetings** – a list of all consortium meetings:

- **Mobility** – a list of exchange incidents between partners

5.3 Project Outputs

- **Publications, presentations and posters**

- **Valorisation[1]** – a list of all outputs i.e. software, products, patents obtained/pending (international or national) spin-offs, etc. due in the reporting period. Knowledge valorisation is the process of creating social and economic value from knowledge. It links different areas and sectors and transforms data and research results into sustainable products and solutions that benefit society in terms of economic prosperity, environmental benefits, societal progress and better policymaking; *Valorising research through citizens' engagement How to run Hackathons with Citizens*.
- **Engagement** – actions related to education and public engagement
- **Gender equality** – activities undertaken in the field of gender equality

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[1] https://research-and-innovation.ec.europa.eu/research-area/industrial-research-and-innovation/eu-valorisation-policy_en

- **Open Science & ethics:**
    - **Open Science** – actions undertaken to address Open Science in the project
    - **Ethics** – actions undertaken to address any ethical issues in the project

- **Next steps:**
    - Planning and status – what are the next steps in the development of this project?
    - Impact of possible foreseeable deviations from the planned timetable and workplan if any;
    - Main challenges faced in the further implementation of the project
    - Has any additional funding been leveraged during this project?
    - Preview of planned events.

- **Other**
    - Additional comments, opinions, requests and suggestions for improvement to QuantERA

5.4 Reporting completion

In this section, PCs can verify whether the information they have provided is complete, in order to submit it. In case there is missing information, a message will appear containing the errors encountered, e.g.:

When all the information is complete, the following message will appear:

! Project Coordinator should be sure that all the information is correct and final, before clicking "Partial finalization" button.

After the partial finalization, PCs will be able to download a PDF file containing completed information. The PDF should then be signed and uploaded as a PDF in the same section:
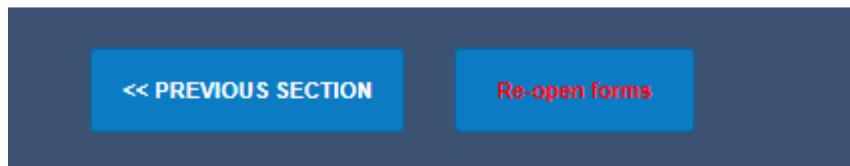

If Project Coordinators find mistakes in their data, they can use the re-opening button below, in order to correct the completed information:

After making the necessary corrections, an updated version of the report will be resubmitted.