

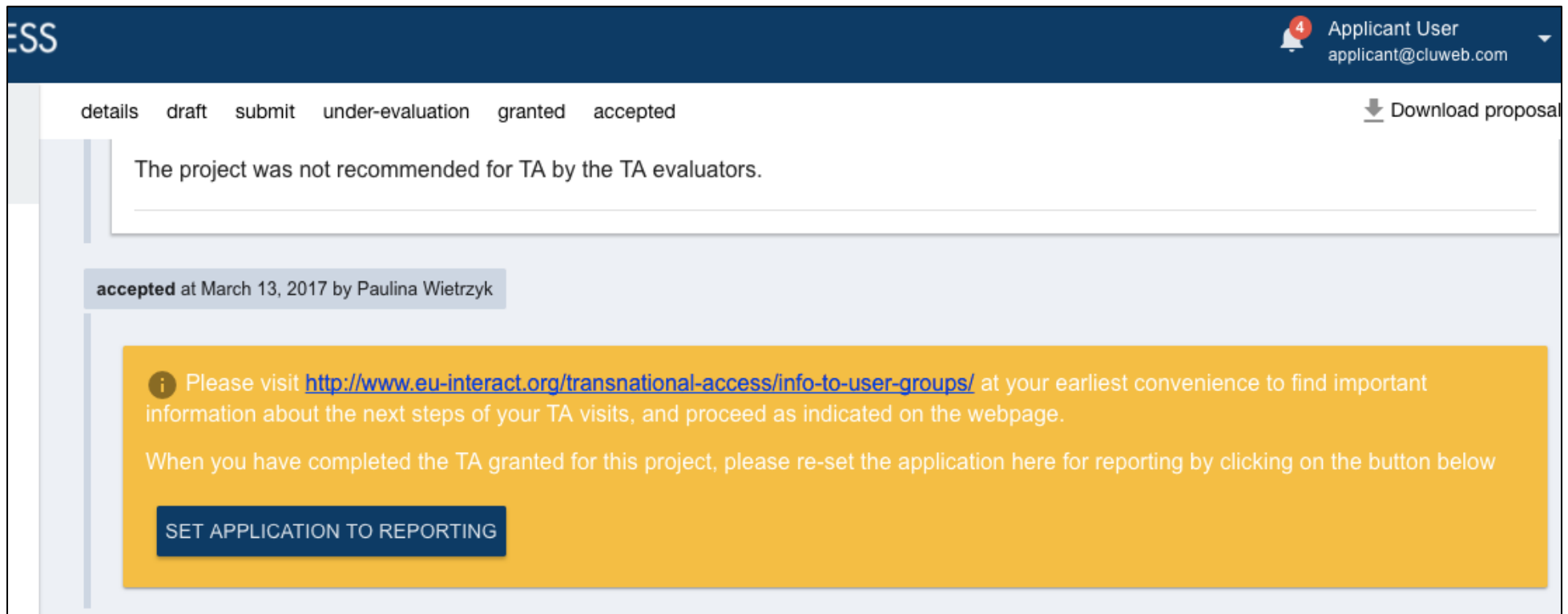
Project Summary Report - Instructions to User Group leaders

General instructions:


Login to your INTERACCESS account.

Once logged in, go to "My Applications" on the left-hand side menu, and select the project that you are reporting


At the bottom of the project application, click on "SET APPLICATION TO REPORTING" and wait to reload.

A screenshot of the INTERACCESS web application interface. The top navigation bar is dark blue with the text "ESS" on the left and a user profile dropdown on the right labeled "Applicant User" with the email "applicant@cluweb.com" and a notification bell icon with the number "4". Below the navigation bar is a horizontal menu with tabs: "details", "draft", "submit", "under-evaluation", "granted", and "accepted". A "Download proposal" button with a download icon is on the right. The main content area shows a message: "The project was not recommended for TA by the TA evaluators." Below this is a status bar indicating "accepted at March 13, 2017 by Paulina Wietrzyk". A large yellow information box contains the following text: "Please visit <http://www.eu-interact.org/transnational-access/info-to-user-groups/> at your earliest convenience to find important information about the next steps of your TA visits, and proceed as indicated on the webpage. When you have completed the TA granted for this project, please re-set the application here for reporting by clicking on the button below". At the bottom of the yellow box is a dark blue button with the text "SET APPLICATION TO REPORTING".


Enter all the required info in each section (see below for details), following the order: Members, Accesses, Project Summary Report, Publications (if any at this stage), by clicking on the blue button on the right.

 User report deadline: July 1, 2019


Members

1. Check the list of group members. If there are changes in your group members who used the access, update the information and/or enter the new group members 


Accesses

2. In order to report the TA used by your project, please check and update the information requested and "SAVE" when completed. If the person did not use the access at all, click "REMOVE". 

Project Summary Report

3. Please report us your feedback about your experience on INTERACT TA. Update the short project description from your TA application as needed by clicking the text field below to enter any changes. Click SAVE button to store the changes. 

Publications

4. Publications resulting from the Transnational Access.
Skip this section if you do not have any publications to add at this stage. You can add new publications any time in the "My Publications" section of your INTERACCESS account. 

Important: Each section of the Project Summary Report (Summary; Objectives; Achievements and Difficulties) should be around 250 words in length. The “Short Project Description” section of the Project Summary Report is public information and can be published on the INTERACT webpages about selected TA projects. You can find examples of the public project descriptions and their level of detail from the [Project Summary Reports from the previous field seasons](#).

After you have entered all required information and completed the reporting, click "SUBMIT REPORT" button, located in the very end of the report.

Publications

4. Publications resulting from the Transnational Access.
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When you have completed all requested information, submit your report clicking on the button below.

SUBMIT REPORT

Note! This action submits the report, and changes are possible only by [contacting the system support](#)

Instructions for specific parts of the reporting view

Members

If there are any new user group members, you can add their information and press "ADD" to store.

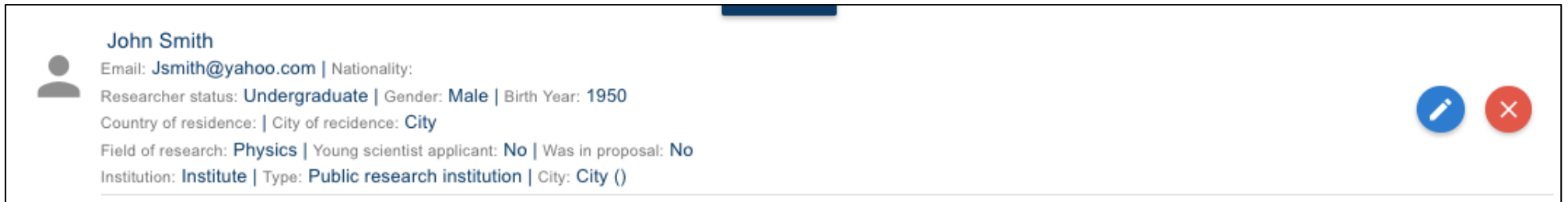
Members

1. Check the list of group members. If there are changes in your group that used the access, please make the updates or enter the new members



Name of group member * Please insert "Name Surname"		Email * Group member email address	
Researcher status *	Nationality *	Gender *	Birth Year * Ex "1980"
Institution country *	Institution type *	Institution * Ex "University of Yuppi"	Institution City * Ex "Helsinki"
Country of residence *	City of residence * Ex "Helsinki"		
Field of research *		<input type="checkbox"/> (less than 5 years from PhD degree, PhD student)	
<input type="checkbox"/> Has user previously visited any INTERACT stations?			
ADD			

John Smith
Email: Jsmith@yahoo.com | Nationality:

Check the pre-set information about the User Group members, by clicking on the blue icon on the right. Click on the red cross if you want to delete a user (delete button is available only if the member was not listed in proposal).



John Smith
Email: Jsmith@yahoo.com | Nationality:
Researcher status: **Undergraduate** | Gender: **Male** | Birth Year: **1950**
Country of residence: | City of residence: **City**
Field of research: **Physics** | Young scientist applicant: **No** | Was in proposal: **No**
Institution: **Institute** | Type: **Public research institution** | City: **City ()**



NOTE: Some group users could require additional information. If this is the case, press “REVIEW MEMBER”, enter the missing info and then Press “UPDATE” to save the entered information.




 More information needed! [REVIEW MEMBER](#)


Accesses




Check the information on used TA below to make any necessary edits and then click "Save". If the TA has not been used by the group member, click "Remove".

Accesses

2. In order to report the TA used by your project, please check the information requested and "confirm" when it's correct.

 **Sverdrup Research Station (Svalbard/Norway)**

 [Saved] **Access 1 to Sverdrup Research Station**

	Proposed Date From	Proposed Date To
	July 3, 2017	July 14, 2017
Group member *	Date From	Date To
 John Smith	 03/07/2017	 14/07/2017
Member who made access		

Date From > date when the user arrived to the station.

Date To > date when the user departed from the station.

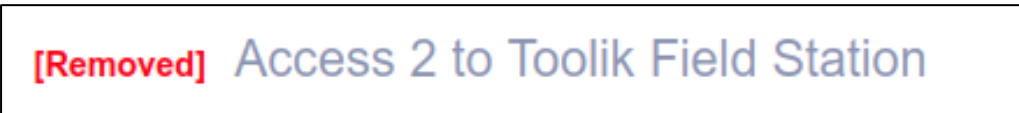
Confirm by clicking "SAVE".

Once the access is checked and saved, a green “Saved” marking appears.




If the TA was not used at all by the group member, click “Remove”.

Once the access is removed, a red “Removed” marking appears and the text becomes transparent.



Select the Scientific discipline from the drop down menu.

Scientific discipline * 

Project scientific discipline

Type in the Specific project objectives of your TA visit to the station(s). This part should be around 250 words in length.

Type in the main Achievements and Difficulties encountered during your TA visit(s) to station(s). The length of this part should be around 250 words.

Specific project objectives for the field season in question *

Specific project objectives for the field season in question

0 / 2250

Achievements and Difficulties *

Main achievements and difficulties encountered during the field season in question

0 / 2250

Feedback

Provide feedback about the INTERACT Transnational/Remote Access by rating the different aspects with stars. You can also provide free word feedback.

Your feedback on INTERACT TA Coordination

On the scale of 1-5, how would you rate the following aspects of your experience about INTERACT Transnational Access?

- 1 = poor
- 2 = satisfactory
- 3 = average
- 4 = good
- 5 = excellent

Promotion of Transnational Access/Remote Access calls



1

Information and support provided by the TA coordination on how to apply TA/RA



1

Experience on using the INTERACCESS on-line reporting system



1

Support provided by the TA Coordination (guidance and communication, TA User Community activities etc.)



1

Any other comments or feedback related to INTERACT TA Coordination *

Practical information provided on the webpages on how to apply TA/RA



1

Experience on using the INTERACCESS on-line application system



1

Information provided on the website, once your project was accepted, on TA (e.g. travel arrangements, claiming of travel costs, reporting etc.)



1

Store by clicking "SAVE" at the bottom of the Feedback section.

Any other comments or feedback related to your overall experience on INTERACT TA *

0 / 2250

SAVE

Publications

If you already have publications related to your TA/RA visit, you can add them here. Provide the full bibliographic information and link to a website or DOI (if available). Click "ADD" once you have entered all required information. If you do not have any publications at this stage, you can skip this part and add publications resulting from your TA/RA at later stage to INTERACCESS

Publications

4. Publications resulting from the Transnational Access.
Skip this section if you do not have any publications to add at this stage. You can add new publications any time in the "My Publications" section of your INTERACCESS account.

Publications resulting from the Transnational Access

Title * Title of the publication	Reference * Reference, including journal/book name, volume, number, pages, publisher (for books) etc.
Year * Ex "2017"	Type of publication * Type of publication
Authors * Authors, as in the publication	
Web Address (if any)	DOI (if any)

ADD

Once you have completed the reporting, submit the report by clicking “SUBMIT REPORT”.

Publications

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When you have completed all requested information, submit your report clicking on the button below.

SUBMIT REPORT

After this stage, changes are possible only by [contacting the system support](#).