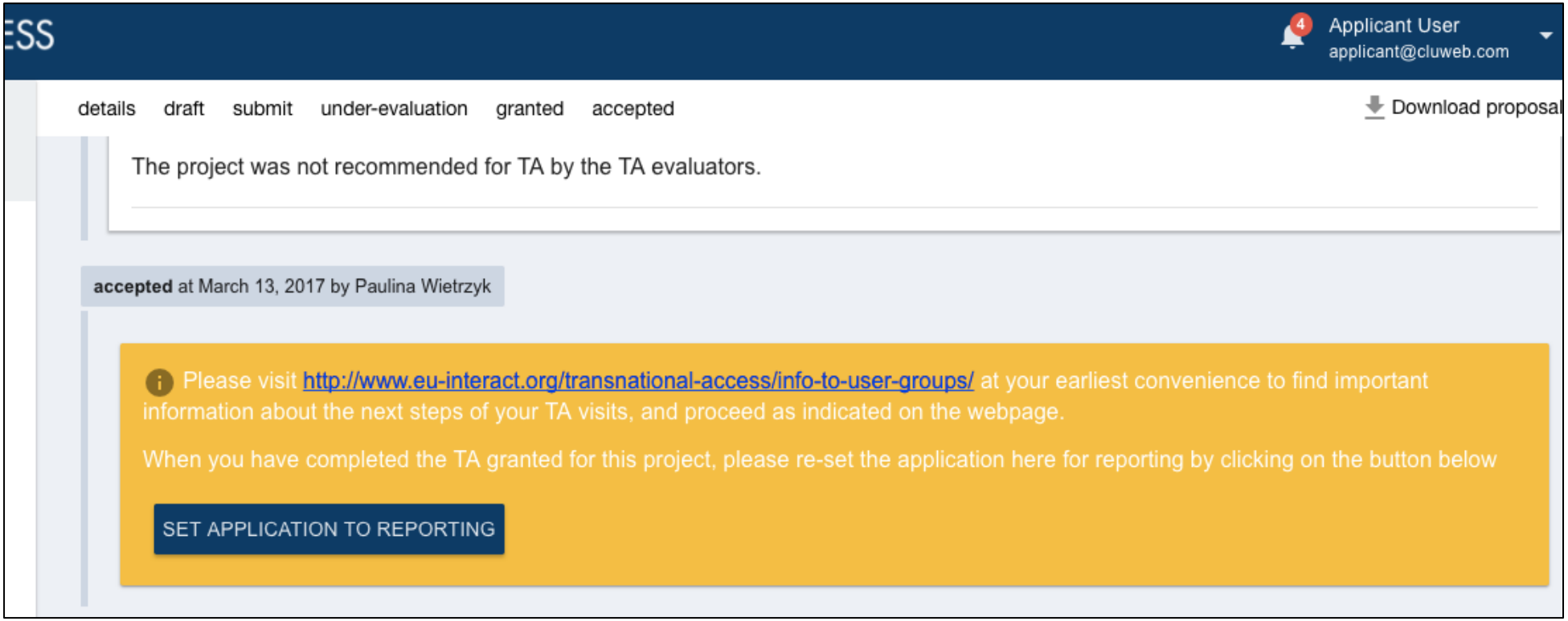
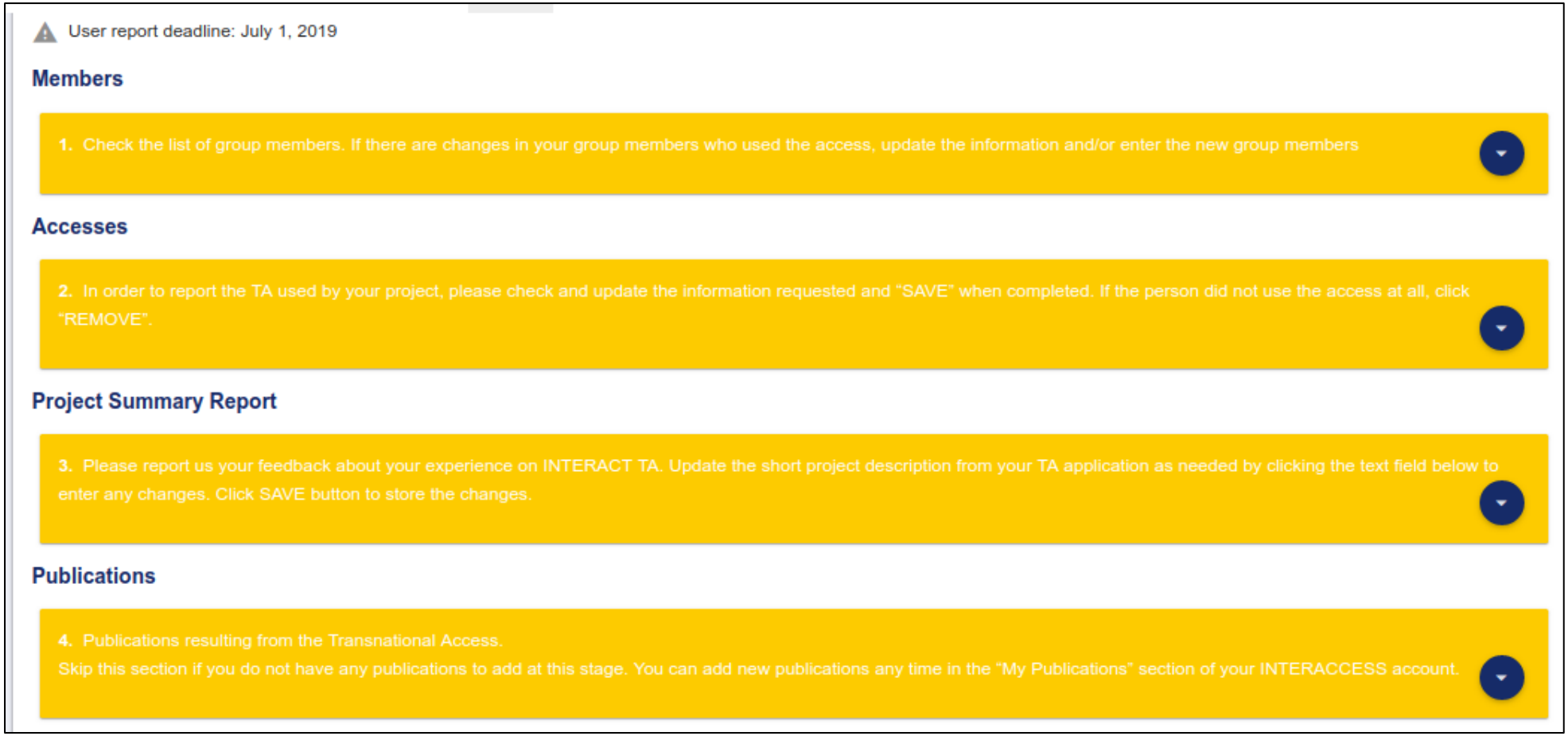
Project Summary Report - Instructions to User Group leaders

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.

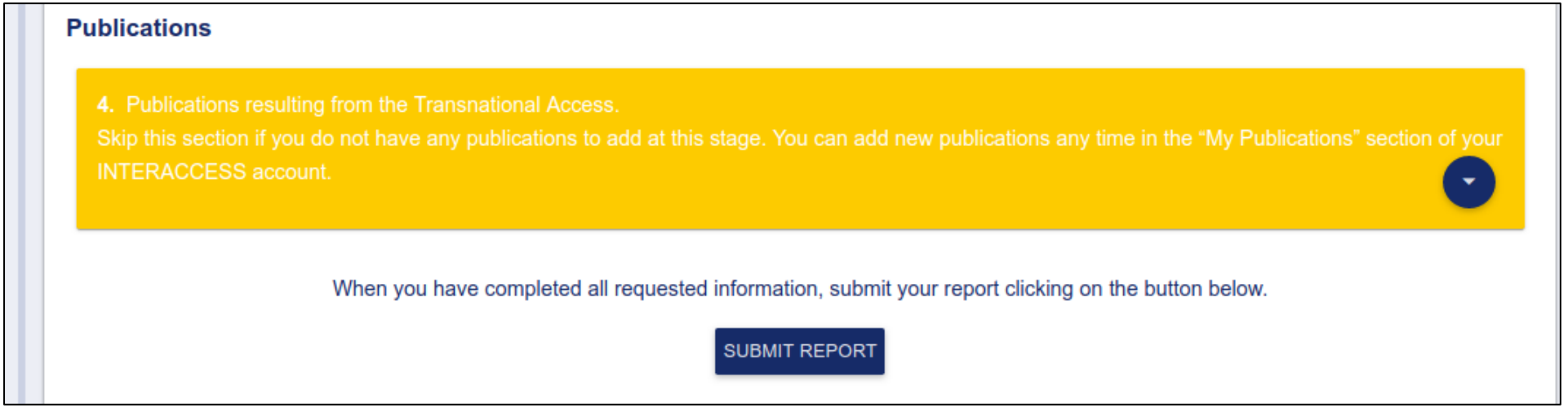


Enter all the required info in each section (see below for details), following the order: Members, Accesses, Project Summary Report, Publications (if any at this stage), by clicking on the blue button on the right.



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.

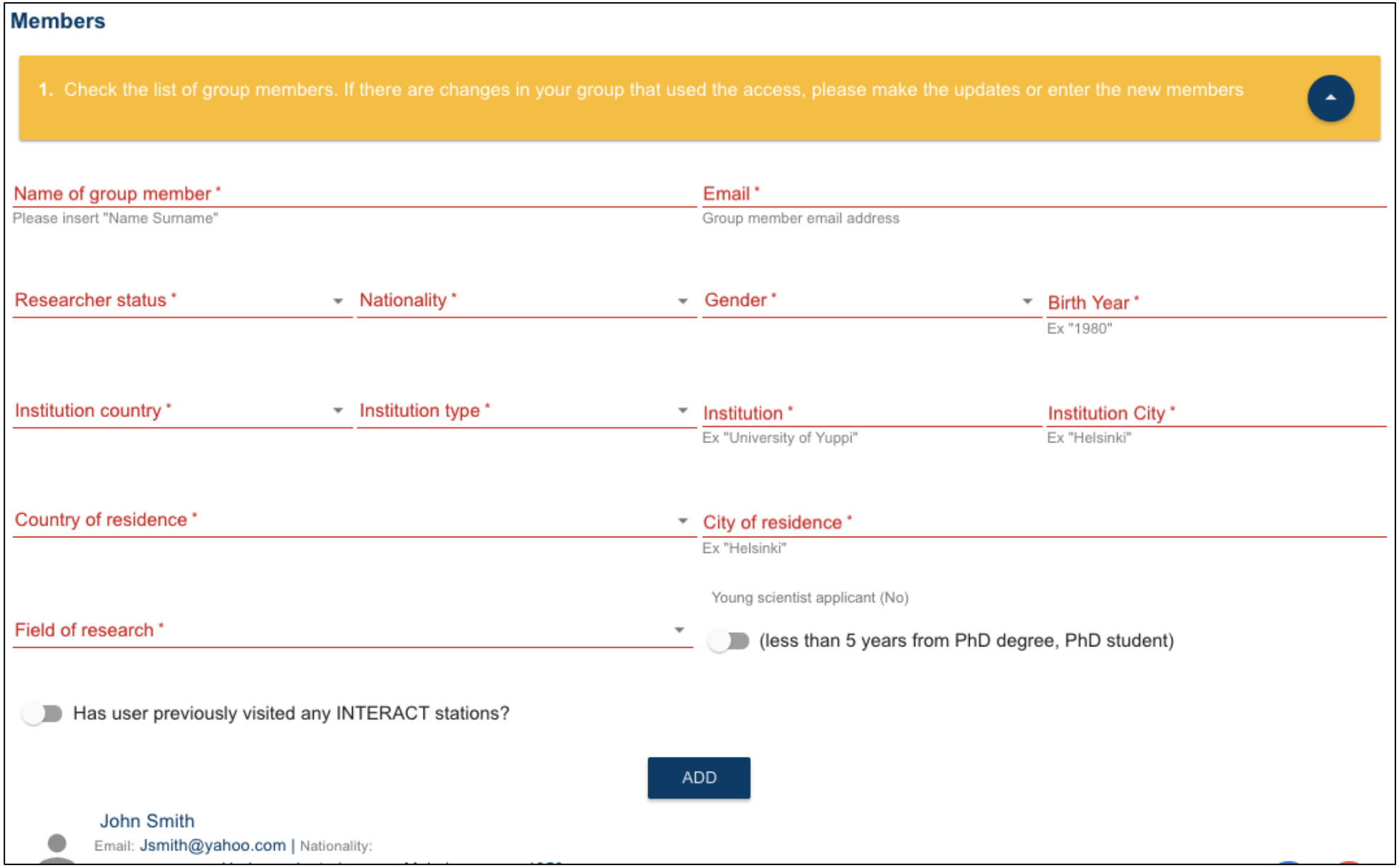


Note! This action submits the report, and changes are possible only by contacting the system support

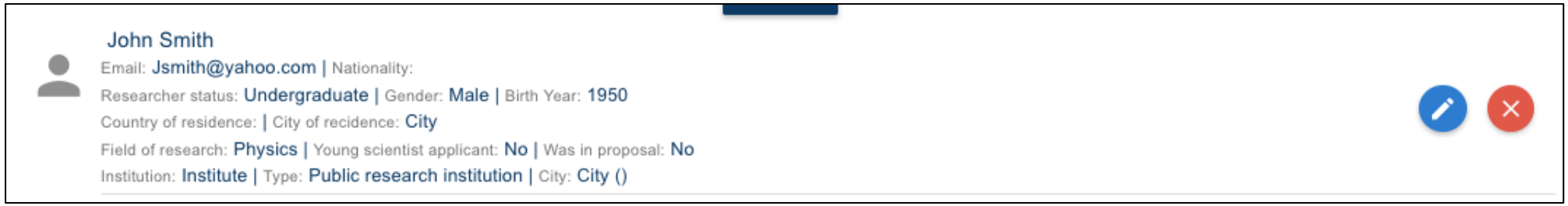
Instructions for specific parts of the reporting view

Members

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



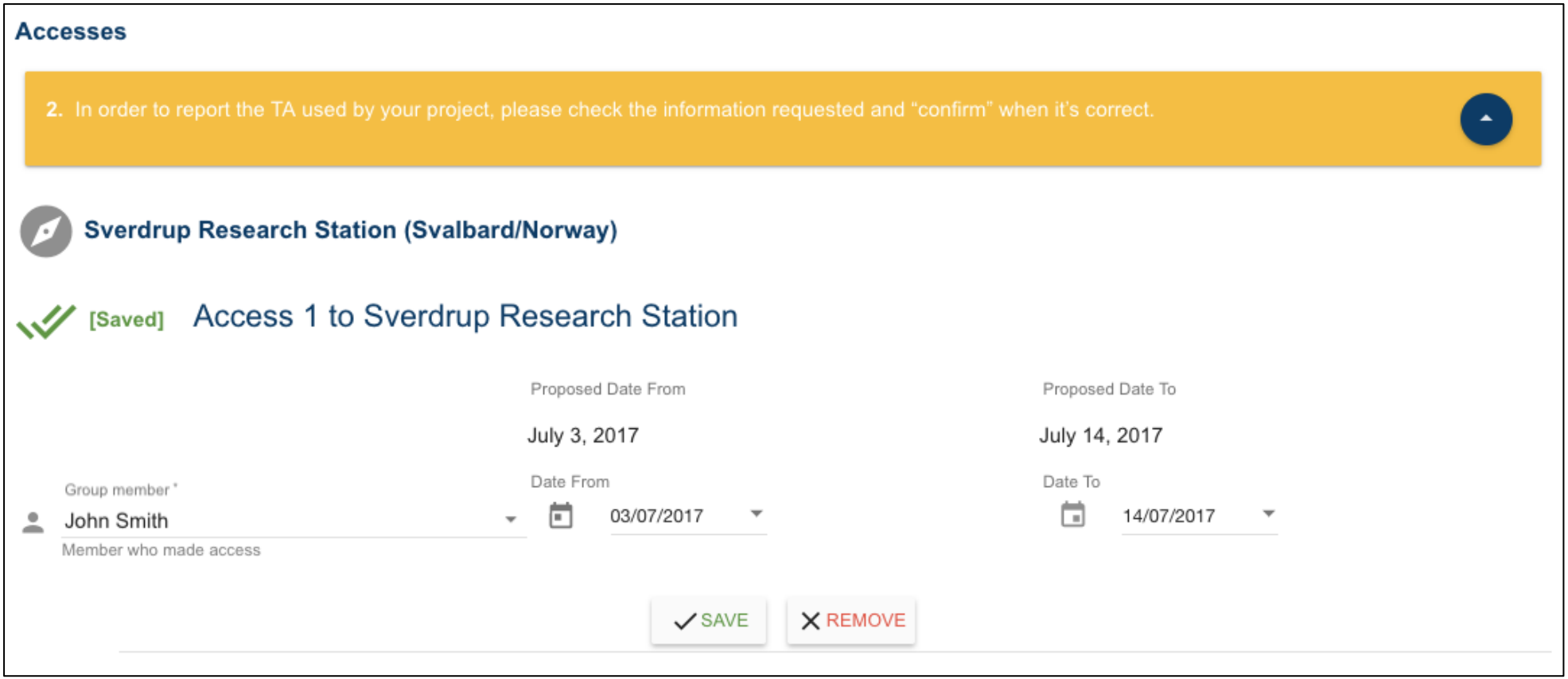
Check the pre-set information about the User Group members, by clicking on the blue icon on the right. Click on the red cross if you want to delete a user (delete button is available only if the member was not listed in proposal).



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.

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”.



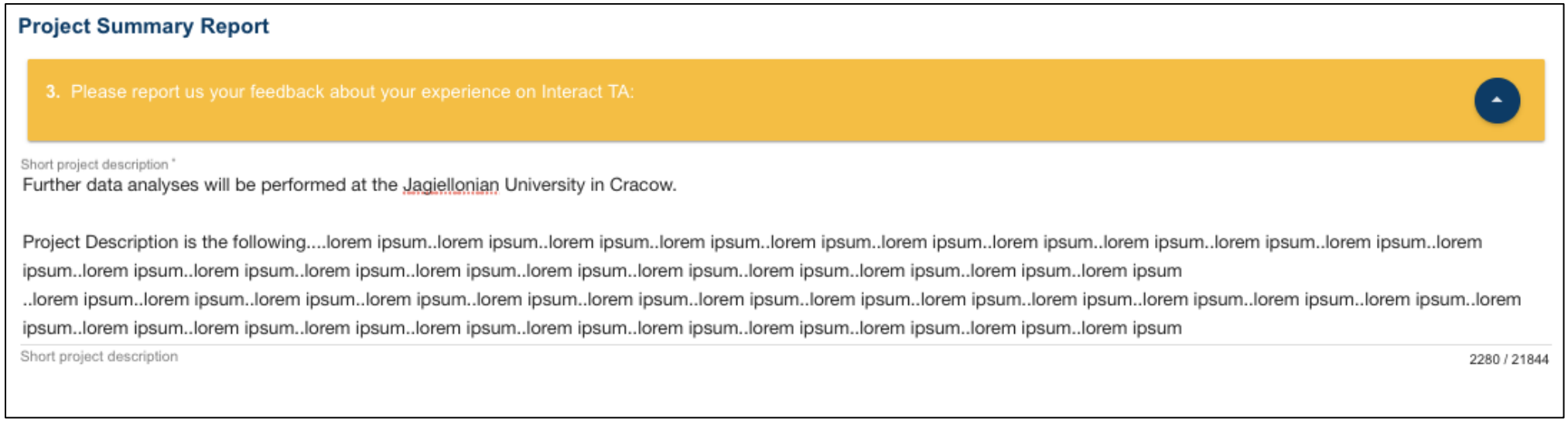
Date From > date when the user arrived to the station.
Date To > date when the user departed from the station.
Confirm by clicking “SAVE”.

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

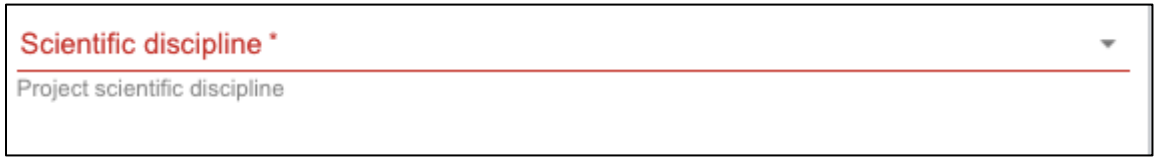
If the TA was not used at all by the group member, click “Remove”.
Once the access is removed, a red “Removed” marking appears and the text becomes transparent.

Project Summary Report

Check the text in the Short Project Description (text is preset from your project application) and make any updates or revise the whole text by clicking on the text area. The length of the short project description should be around 250 words.


Project Summary Report
3. Please report us your feedback about your experience on Interact TA:
Short project description *
Further data analyses will be performed at the Jagiellonian University in Cracow.
Project Description is the following....lorem ipsum..lorem ipsum..lorem ipsum..

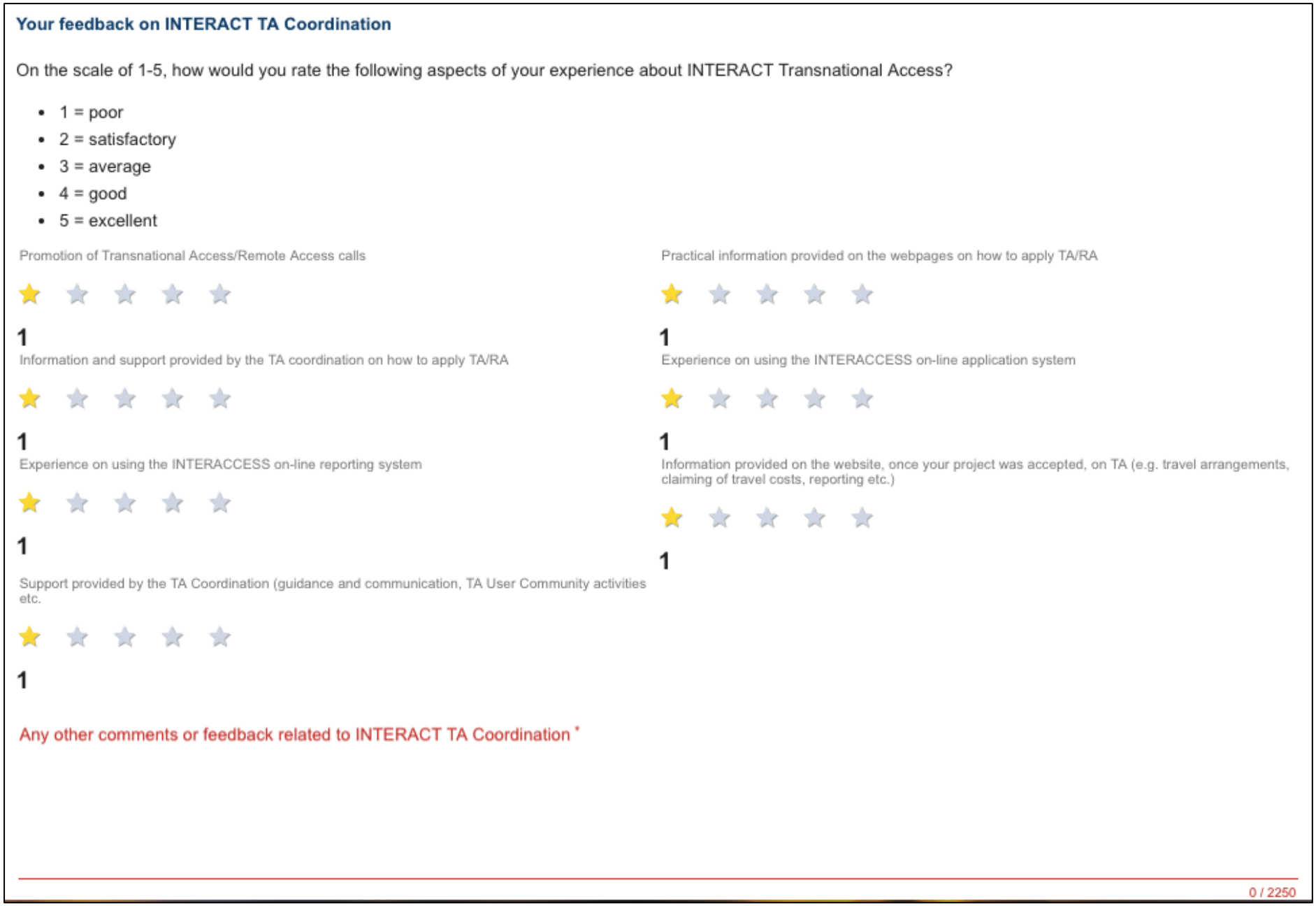
Select the Scientific discipline from the drop down menu.



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.

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

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

1

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

1

Experience on using the INTERACCESS on-line application system

1

Experience on using the INTERACCESS on-line reporting 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

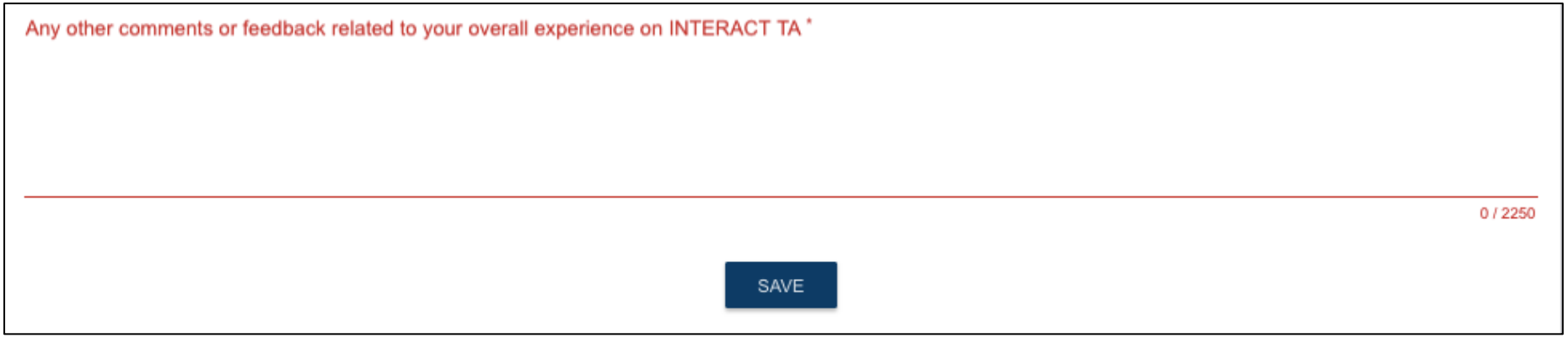
Support provided by the TA Coordination (guidance and communication, TA User Community activities etc.

1

Any other comments or feedback related to INTERACT TA Coordination *

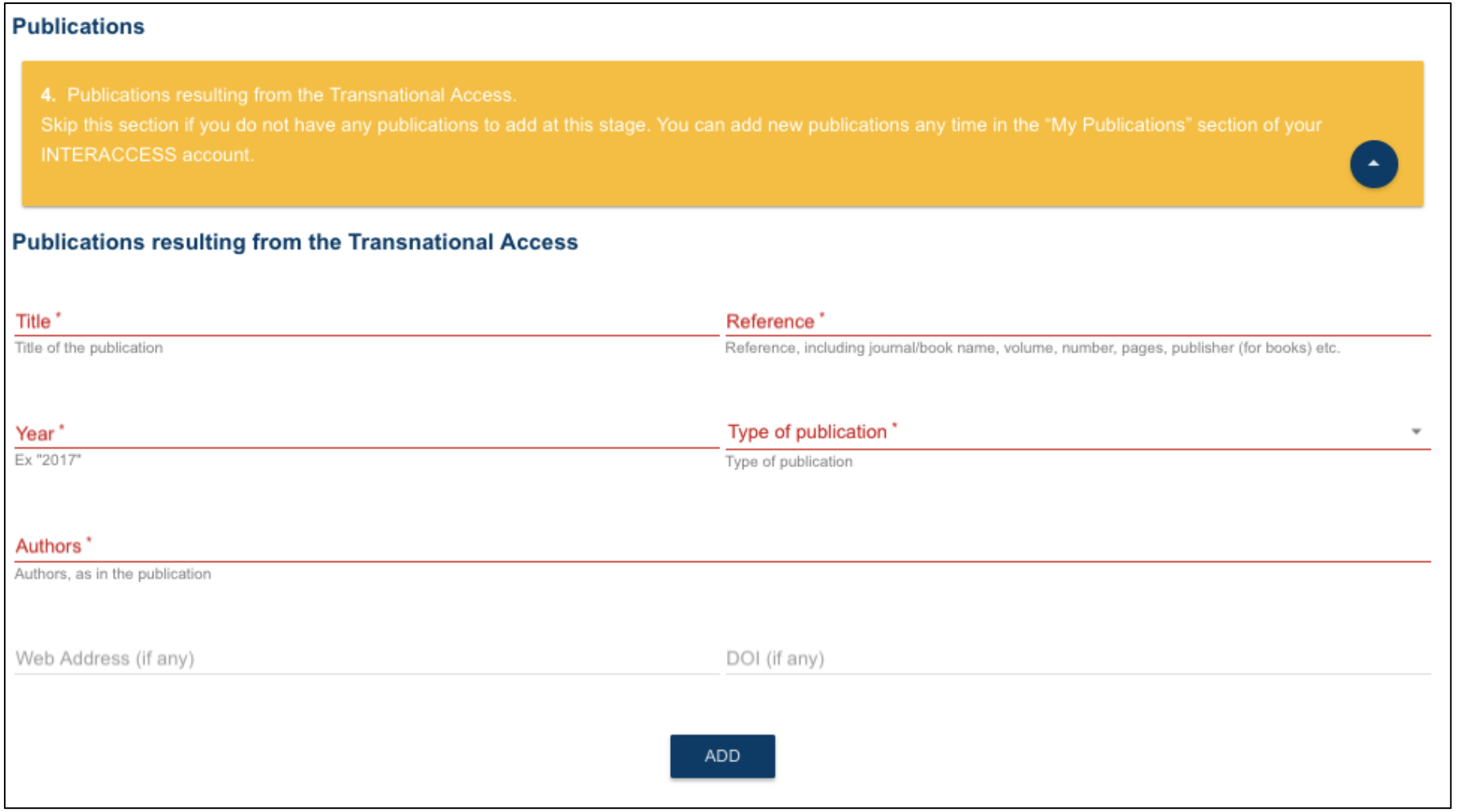
0 / 2250

Store by clicking “SAVE” at the bottom of the Feedback section.

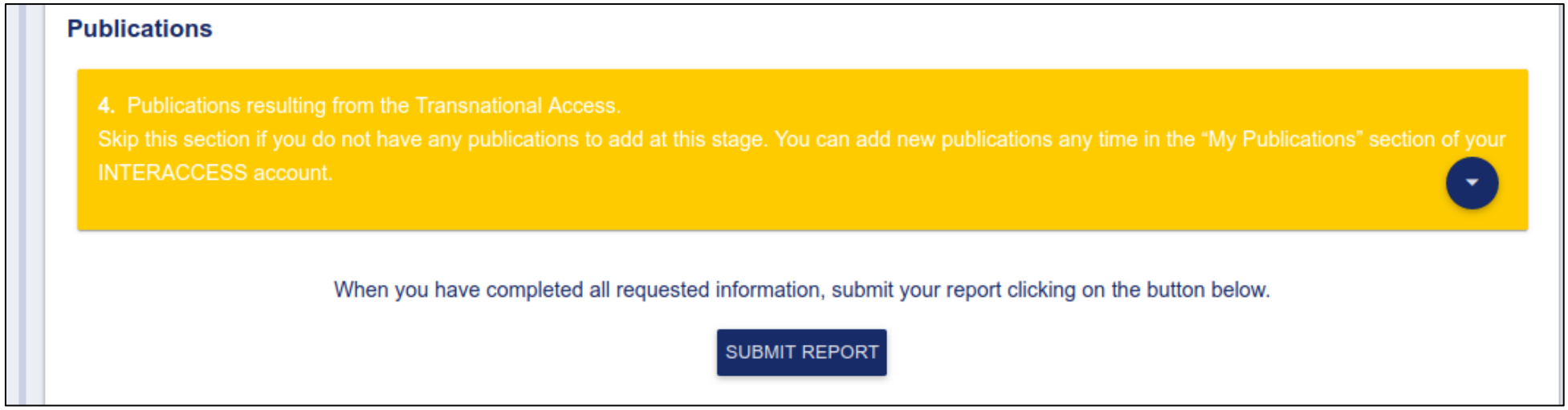


Publications

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



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



After this stage, changes are possible only by contacting the system support.