

## SUBMITTING REPORTS FOR MONITORING ONGOING PROJECTS

At the start of your granted proposal you will receive a Report scheme with the types of reports we expect to receive during your granted proposal. If needed the Dutch Heart Foundation will put payments on hold. An email is sent at least two months in advance, informing you that the Dutch Heart Foundation requests a report. We have the following reports:

Report type	Upload or fields	Purpose
Datamanagement report	Upload	Document to indicate how the storage and access of data is arranged. Please visit our website <a href="#">Toegankelijke data pagina</a> for more information
Impact plan	Upload	Currently only requested for Dekker grants when the applicants will attend the Impact workshop
Progress report	Fields	Yearly report to monitor the progress of the granted proposal
Milestone report	Upload	Instead of progress report if the project is driving on certain milestones
Midterm report	Fields	Report halfway the duration of project, with more detailed questions than a progress report
Endterm report	Fields	Report after the project has ended, to present the main results and further proceedings of the project
Financial report	Upload Excel-file	To monitor the financial progress of the granted proposal. This is in most cases linked to a progress, milestone, midterm or endterm report. Can also be requested without another report
Major donor report	Upload	Report to inform a major donor that is connected to a granted proposal. Preferably to be written in Dutch and in layman's language
Adhoc report	Upload	In case information is requested during an ongoing granted proposal. This can be diverse. You will receive the information on what kind of information we request separately.

### Submitting a report

Please log into your account and open your dashboard. You can find requested Reports in the Pending Reports box.



**Action needed on the following**

 <p><b>0</b> Pre-Application Requires Attention Pre-applications requiring attention</p>	 <p><b>4</b> Applications - Requires Attention Applications requiring attention</p>	 <p><b>0</b> Provisionally Granted Projects Provisionally Granted Projects requiring attention</p>
 <p><b>4</b> Required Signatures (Pre-)Applications Awaiting Signing</p>	 <p><b>1</b> Intra-Consortium Agreement (ICA) ICA concept version to submit to DHF</p>	 <p><b>0</b> Rebuttal Rebuttal on Review to submit to DHF</p>
 <p><b>6</b> Pending Reports Reports to be submitted to DHF</p>	 <p><b>1</b> Rebuttal Reports Rebuttal on Reviewed Reports to submit to DHF</p>	 <p><b>1</b> Output Output in draft and not yet submitted</p>
 <p><b>2</b> Change Requests Change Requests in draft and not yet submitted</p>	 <p><b>1</b> Personnel Appointed Activities Personnel Appointed Activities in draft and not yet submitted</p>	

After navigating to the list of reports, please search and open the report with the corresponding application reference number as mentioned in the e-mail.

- If applicable: please fill in all the required fields. Use the 'Save Draft' button to save any information in case the report is not submitted right away.
- If applicable upload the report
- Financial report: please use the correct Excel file to fill in your financial data and after filling in please upload. In the instructions for the budget upload you can read which excel-file you need to use.

**Instruction:**

*In the financial report you provide us with the actuals of the costs spent for "Personnel costs", "Other costs" and (if applicable) "Animal costs" for all parties.*

*Please use the latest approved budget in the field above. For example if this is your first financial report and no change request for budget is agreed on, you can use the excel-file approved budget (1). If a financial report (2) or a budget change (3) has been submitted and approved before, please use the excel-file with the latest approved date to submit your financial report.*

*The reason we ask you to use this Excel-file is that this makes use of a so-called parser. The parser makes it possible to autoload a selection of the information in the budget sheet into the system.*

*If you have questions which budget file to use or no budget file is available in the field above please contact us via [research@hartstichting.nl](mailto:research@hartstichting.nl).*

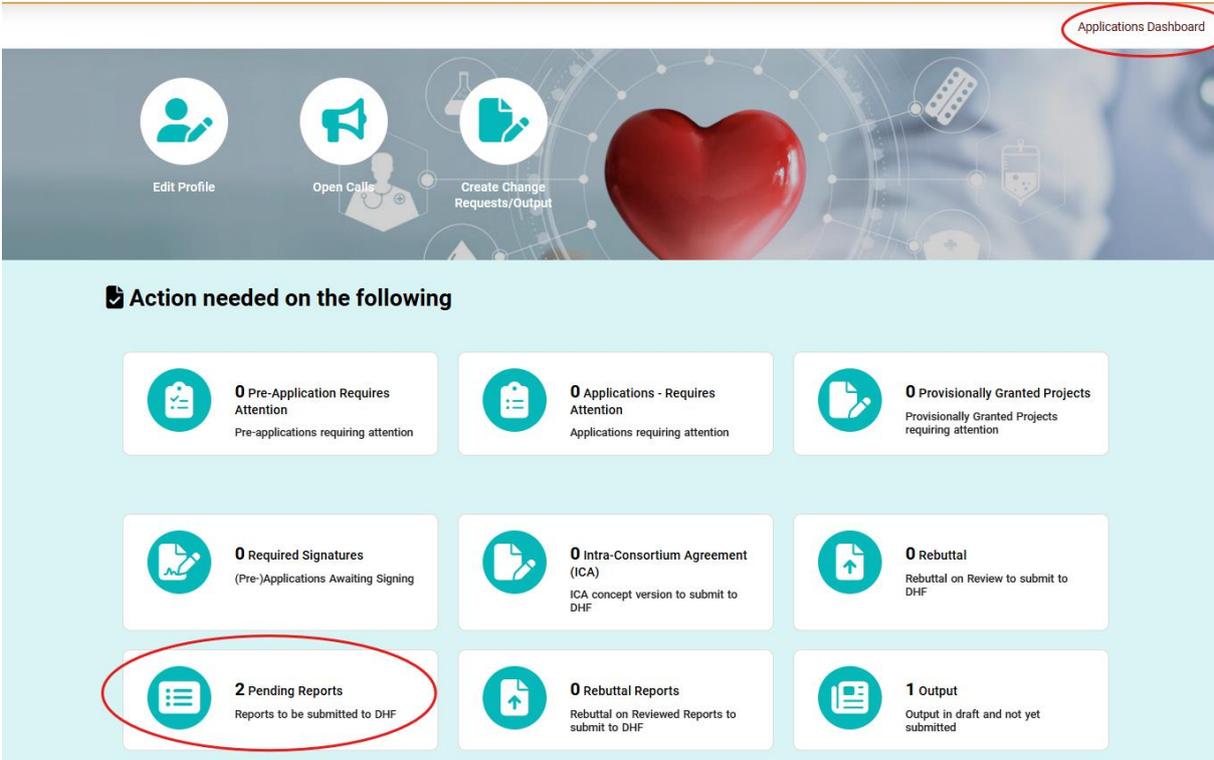
- Next, please submit the report using the 'Submit' button. The report is now sent to the corresponding staff member who will review the report. Only persons who have the role of Applicant in the application is authorised to submit a report.

## Output registration during progress, midterm or endterm report

If you are writing a Progress, Midterm or Endterm report you can also upload Output Activity. Please note that you **leave the report** if you choose to register an Output.

For that reason please **save your report** before you choose to enter a new Output.

After registration of a new Output you can open the report again via the Application Dashboard and navigate to Pending Reports box and hereafter to the report you were working on.



Applications Dashboard

Edit Profile    Open Calls    Create Change Requests/Output

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 <p><b>0</b> Required Signatures (Pre-)Applications Awaiting Signing</p>	 <p><b>0</b> Intra-Consortium Agreement (ICA) ICA concept version to submit to DHF</p>	 <p><b>0</b> Rebuttal Rebuttal on Review to submit to DHF</p>
 <p><b>2</b> Pending Reports Reports to be submitted to DHF</p>	 <p><b>0</b> Rebuttal Reports Rebuttal on Reviewed Reports to submit to DHF</p>	 <p><b>1</b> Output Output in draft and not yet submitted</p>

## Resubmitting Revisions

After the report is checked by the Dutch Heart Foundation, it will be either approved or additional information will be required. If applicable, an external advisor will inform the staff members how to proceed. The corresponding external advice will be added to the Ad-hoc report.

- If necessary, please re-edit the report if a request is made for a revision.
- Next, please re-submit your report.

## Approval

- If the report has been approved, you will receive a confirmation.
- If payments were put on hold, these will be rescheduled, if needed adjusted and the next payment will be paid.

## Rejection

- If a report is, even after (several) requests for additional information, not conform our specifications the Dutch Heart Foundation can reject the report. We will contact the applicant on how to proceed from there on. In that case the payment(s) that are put on hold, will stay on hold.