

MANUAL DASHBOARD, ROLES AND LISTVIEWS

This instruction set explains how to find your application, reports and reviews.

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Roles in the system

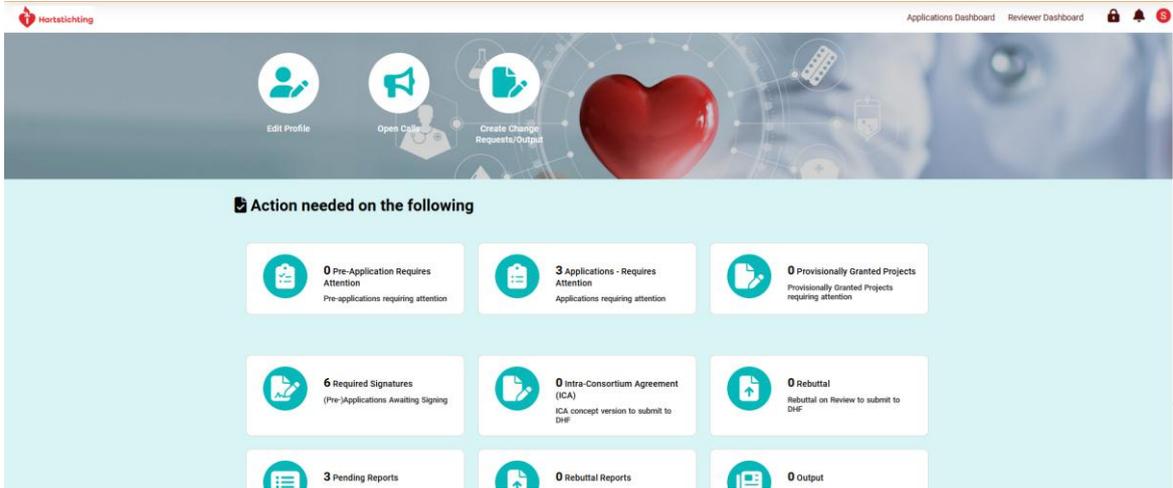
When you login into the system, you will first be guided to the homepage. We have two dashboards visible in top right corner: Applications Dashboard and Reviewer Dashboard. Depending on your roles you have access to one or both.



There are different predefined roles in the system. A role determines what you are allowed to do (editing, submitting an application, reading an application, signing etc). Below an overview of the different roles and rights:

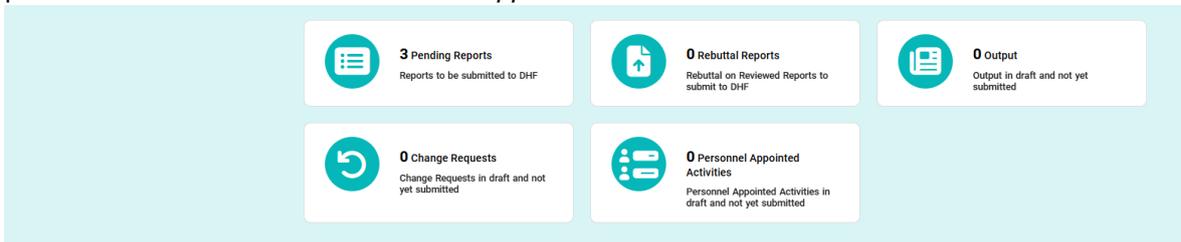
Role	Rights
(Lead) Applicant	Can edit and submit: applications, rebuttals and reports
Projectmanager, workpackage leader, talent coordinator	Can edit: applications, rebuttals and reports. They cannot submit.
Signers: board member, student coordinator, head of department, legal contact, project partner or valorisation officer.	Can view the application they have to sign.
Committee members	Can edit and submit the committee review of the assigned application or report
Reviewers	Can edit and submit the external review of the assigned application or report

Applications Dashboard



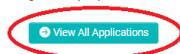
If you are an applicant or a participant you can find your (pre)applications by navigating to the 'Applications Dashboard'. Here you can edit your profile and find Open Calls.

If an action is needed for a (pre-)application or a funded project this is visible Under *Action needed on the following*. If you would like to view the applications and granted proposals you are involved in please scroll down and click on *View all applications*.



Applications & Granted proposals

The shortcuts above link to Applications and Activities that need action. Please click the button below, if you wish to view all applications and granted proposals where you are involved in.



Hereafter you see several listviews to view (pre-)applications or granted proposals. In the list view Activities you have the different 'activities' f.e. reports, changerequest, personnel appointed, output etc that are related to (pre-)applications or granted proposals. The role you have in an application is mentioned in the last column of these listviews.

📁 All Applications & Granted Proposals

In the overviews you can find your (Pre-) Applications and applications that are in the review proces or that are declined. You can also find your granted proposals that are still in the provisionally granted stage, are running or that are closed.

[PRE-APPLICATIONS \(0\)](#)
[APPLICATIONS \(2\)](#)
[PROVISIONALLY GRANTED \(0\)](#)
[ONGOING PROJECTS \(3\)](#)
[CLOSED \(0\)](#)
[DECLINED \(0\)](#)

0 of 0

#	Application Reference	Call Name	Applicant	Organisation	Title	Status	Your Role
No Results Found							

📁 Activities within your granted projects

In the overviews you can find all 'activities' that are linked to your granted proposal(s). This can be your reports, change requests, output, personal appointed etc.

[REPORTS \(8\)](#)
[CHANGE REQUESTS \(0\)](#)
[OUTPUT \(1\)](#)
[PERSONNEL APPOINTED \(2\)](#)
[ICA \(0\)](#)
[REBUTTAL \(0\)](#)
[REBUTTAL REPORTS \(0\)](#)

1-8 of 8

#	Application Reference	Applicant	Organisation	Title	Report Type	Status	Due Date	Your Role
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Reviewer Dashboard

If you are asked to review an application or report as an external reviewer or as committee member you will find all applications and projects we ask you to review in the Reviewer Dashboard.

Applications Dashboard **Reviewer Dashboard**

Action needed on the following

0 External Review Invitations Pending Acceptance
Please indicate if you can review this application

0 External Reviews Requiring Attention
Reviews in draft not yet submitted

0 Committee Reviews Pending Conflict Check
Please indicate if you have a conflict of interest

0 Committee Reviews Requiring Attention
Committee reviews in draft not yet submitted

0 Committee Assigned Committees

📁 All External & Committee Reviews

The shortcuts above link to External and Committee Reviews that need action. Please click the button below, if you wish to view all External and Committee reviews where you are involved.

[All Submitted External Reviews](#)

[All Submitted Committee Reviews](#)

First we ask you to indicate if you accept our invitation and fill if you have a Conflict of Interest. Hereafter you can start to review the requested application and/ or report. If you are a committee member you have access to the committee and to your reviews.