SwissCollNet - Projects Call 2

Reporting - guidelines

A. Key information

- A complete report includes an **activity report** and a **financial report**.
- The intermediate report should focus on the activities, expenses, contributions from project start until the end of 2023. Final reports should focus on the expenses of the last calendar year, but summarise the results reached over the entire project. For projects with a duration of up to 12 months only a final report is requested, which should focus on the whole duration of the project for both, the financial and the activity part.
- Main grantees have the exclusive access to the online platform to submit report(s). Depending on project duration and project end date, main grantees should submit report(s) as follows:

	Project duration up to 12 months	Project duration >12 months
Intermediate report Deadline :15th Feb. 2024	No	Yes
Final report Deadline: 2 months after the end of the project	Yes	Yes
	1 report	**2 reports**

Exceptions:

- Projects lasting until the end of April 2024 that should in principle submit 2 complete reports might submit only one final activity report. Please make the request at support.swisscollnet@scnat.ch until January 15th, 2024. The obligation to submit two financial reports remains (1 intermediate, 1 final).

B. Documents available

All documents are available online on swisscollnet.scnat.ch/en/implementation/grant_documents

Regulations and information

- Guidelines grant lifetime management SwissCollNet – Call November 2022 – the document describing the grant lifetime management, including general reporting information.
- Reporting – guidelines Call2 (this document): this document describing the reporting procedure and contents required to submit your report(s).

Reports (templates for the grantees)

- Activity report - template: a word file to submit your activity report, including potential figures/tables and references. To be uploaded online as PDF.
- Financial report notice - template: a word file to submit your financial report notice. To be uploaded online as PDF.
- Project account summary- template: an excel file containing the expenses summarized for all partner institutions of the project. To be uploaded online.
- Individual account - template: an excel file containing the detailed expenses to be filled in individually by each institution (main, co-). To be uploaded online.
- Guarantee letter for salary costs– template: a word file to certify the costs for internal staff salaries. To be uploaded online as PDF with the receipts.
- Release of funds - template: a word file to submit your request for the next release of funds (see section D.). To be uploaded online.

C. Reporting procedure

STEP 1 – centralise the necessary information

Only the main grantee has access to the project online and will be the contact person for all subsequent questions regarding the report. The necessary documents have to be centralised by the main grantee. All completed documents that must be collected and handed in by the main grantee are:

Document	Filled in by whom	What to do	Template available?
Activity report (mandatory)	Main	Upload as PDF	Yes
Financial report notice (mandatory)	Main	Upload as PDF	Yes
Project account summary (mandatory)	Main (possibly related grant administration office)	Upload as XLS	Yes
Institution(s) individual account(s) (mandatory)	Individually by main- and co- (possibly related grant administration offices)	Upload as XLS, one per institution	Yes
Receipts (mandatory)	Individually by main and co- (possibly related grant administration offices)	Upload as PDF, one per institution	No
Guarantee letter for salary costs (mandatory)	Individually by main and co- (must be signed by institution head management or grant administration offices)	Upload as a single PDF with the receipts, one per institution	Yes
Request for fund release (Not required for final reports)	Main (see section D.)	Upload as PDF	Yes

REMARKS

- **Institution individual account sheet:** Main and co- grantees (possibly with the help of respective grant administration offices) should use the template and fill it individually for required reporting year(s). The documents should then be sent by each co-grantee to the main grantee. The main grantee is responsible for uploading the documents (including her/his own) on the online form. Main and co- grantees keep their individual account file for upcoming report(s) and complete respective years until final reporting.

- **Project account summary sheet**: First, the main grantee (possibly with the help of her/his grant administration office) copies into the account summary template the necessary amounts as indicated in the individual account sheets sent by co-grantees and in her/his own. The main grantee is responsible for uploading the account summary on the online form. Then, the main grantee will have to copy the content of the summary fields automatically

calculated (indicated by orange fields with arrows) from the summary template into the online form (for the expenses and contribution per category and per institution). The total expenses and contributions can be found in bold on the top of the template respectively in the blue and green cells. Main grantee keeps the project account summary file for upcoming report(s) and complete respective years until final reporting.

- **Receipts**: Each co-grantee sends all her/his receipts or relevant documents concerning the use of SwissCollNet funds or the provided matching funds in a single PDF file (with receipts numbers as indicated in her/his individual account sheet) to the main grantee. The main grantee is responsible for uploading the documents (one for each institution, including her/his own) on the online form.

- **Guarantee letter for salary costs**: This letter is requested for all salary costs (SwissCollNet contributions and matching funds) of persons dedicated to the project and hired by the institutions of the grantees or co-grantees (including permanent staff). This document must be attached to the other receipts of each co-grantee and then be uploaded in a single PDF file on the submission portal by the main grantee. This document does not apply to external staff hired under a mandate. In this case, invoices or receipts must be provided.

STEP 2 – complete the report online

Use the online platform https://webportalapp.com/sp/swisscollnet_application_2022 for the submission of your report(s). Only the main grantee has access to the project online and is the contact person for all subsequent questions regarding the report(s).

1. To access the online form for activity and financial reporting, the main grantee will have to login to the online platform. She or he then has to open the section "Reports submission" of the project and to open the form corresponding to the correct report (intermediate report, final report).
2. The main grantee completes the online reporting by uploading all requested documents and by filling the required fields.
3. If the main grantee does not upload all documents or does not complete all fields, she/he can save the form as a draft (Save Draft).
4. When all fields are completed, she/he hits the "mark complete" button to finalize the report.
5. It is possible to view the report and download a PDF of it.
6. The main grantee confirms the completion of his report online to SwissCollNet at support.swisscollnet@scnat.ch

After reporting

The main grantee will be notified when the report is being accepted and if adjustments to the course of the project have to be made (possibly before next fund release).

D. Next requests for fund release

The following fund release might be requested by the main grantee using the template "Release of funds SwissCollNet" and uploading it on the online form for reporting:

- For project carrying after the end of April 2024, the remaining amount granted by SwissCollNet can be requested while submitting the intermediate report in February 2024. Once the intermediate report is accepted, the last instalment will be authorized and transferred in April 2024.