



## Information sheet

# Reporting the progress of your funded grant or bursary

### Introduction

Monitoring and reviewing research activity we fund is important to us and it provides us with valuable insight on the work in which we invest. The [Grant Application Portal \(GAP\)](#) is our web platform designed for the online interaction between applicants, reviewers and the Scientific Office of the Swiss Cancer League (SCL) and the Swiss Cancer Research foundation (SCR).

Please **submit** your progress reports and **import** publications via this portal.

### Reporting your progress on funded activities

Requirements in terms of reporting were noted in your decision letter and are listed in GAP as described below. Upon receipt via the online Portal, the progress reports will be examined by the relevant bodies. The Scientific Office will inform recipients once their reports have been approved.

Any funding granted but not used must be paid back to SCL/SCR upon completion of the research work. Please contact the Scientific Office on how to proceed in such cases.

Publications arising from SCL/SCR funding should be reported to the Scientific Office via the Grant Application Portal as soon as the publication is published.

### How to submit scientific progress reports and publications

Login to the [Grant Application Portal \(GAP\)](#)

#### Navigate to **My Grants**

The following screen will be displayed.

Reference	Title	Last Updated	Status	
HSR KFS-2929-09-2017	Fostering implementation of health services research	03.11.2017 11:23:52	Active	
KLS-2901-08-2012	Boosting immunotherapy treatments to treat pancreatic cancer	10.03.2017 14:31:30	Active	

Select the project on which you wish to report your progress.



The following screen will be displayed:

Home  
My Applications  
My Co-applications  
My Grants  
KLS-2901-08-2012

Details  
Staff Positions  
Research Outputs  
Progress Reports  
Budget Requests  
My Research Outputs  
My Approvals  
My Reviews  
Manage My Details  
Contact Us  
Logout  
System Help

Active Project  
Lead Applicant: Lisa Lüscher  
Title: Boosting immunotherapy treatments to treat pancreatic cancer  
Reference: KLS-2901-08-2012  
Organisation: Hôpital du Chablais  
Total Awarded: CHF 120,000.00  
Grant Type: Research Grant (v2)  
Master Grant Type: Research Grant  
Start Date: 28 February 2013  
Duration: 90 months  
Current End Date: 30 August 2020  
Progress Reports: 1 Final Scientific due by 24 April 2017, 0 Scheduled, 3 Completed

Contact Us  
Once an application form has been submitted it is not possible for you to change it.  
If you would like to make alterations, or wish the application to be withdrawn from the review process, you can get in touch by clicking on the 'Contact Us' button below.  
Contact Us

PDF the application (Print)  
Please click on the 'View/Print' button to generate this application form as a PDF file.  
Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.  
View/Print

Progress Reports  
Please click on the 'Reports' button to submit progress reports.  
Reports

Select **My Research Outputs** to import information on publications related to this grant.

To import **Research Outputs** not directly related to this grant, navigate to **Home – My Research Outputs – Import**.

Home  
My Applications  
My Grants  
My Research Outputs  
Search  
Import  
Manage My Details  
Contact Us  
Logout  
System Help

Select Source | Select Records | Complete Import

Please select an import source.  
Source: Europe PMC  
Select Records >>

Select **Reports** to report on progress.

A list of the reports required for the project will be displayed. Select the appropriate report type. The system will guide you through the reporting process.

*Please note:* A description of the research work carried out during the reporting period and summary of the results will be required. This information is to be uploaded in a single pdf file and may not exceed 20 pages.

Once a report is in either the **Required** or **Requested** status, you will be able to complete and submit the progress report. Any progress reports that have been received by the Scientific Office can also be viewed here.



### **How to submit financial progress reports**

---

Financial reporting is carried out outside of our Grant Application Portal.

Please download and complete the [financial report form](#) from our [research funding website](#). Detailed instructions on how to proceed are noted on that form.

Alternatively, we accept financial reports generated by your organization. Please send related receipts via e-mail or postal mail.

### **Print and send reports**

---

Be sure to send hardcopies of your reports and publications to the address below.

**Questions?** Contact us at [scientific-office@swisscancer.ch](mailto:scientific-office@swisscancer.ch)