



## Information sheet

# Reporting the progress of your grant or fellowship

### 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. [Grant Application Portal \(GAP\)](#) is our web platform designed for the online interaction between applicants, reviewers and the Scientific Office of the Swiss Cancer Research foundation (SCR) and the Swiss Cancer League (SCL).

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 SCR/SCL upon completion of the research work. Please contact the Scientific Office on how to proceed in such cases.

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

### How to submit your research outputs / scientific publications

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

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

The following screen will be displayed.

Home  
My Applications  
My Co-applications

My Grants

My Research Outputs  
My Approvals  
My Reviews  
Manage My Details  
Contact Us  
Logout  
System Help

My Grants

Active projects

You have 2 active projects.

To view more details or update a projects please select it from the grid below.

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 with details on your grant:

Select **Research Outputs – Import – Select Records >>** to first Search and then Import information on publications related to **this** grant.

Note: You must first **Search** to view the available records to import as demonstrated in the following example. You need not fill in all fields in the Search frame. Select the records to import and Complete the Import.

Source ID	Title	Published D
<input checked="" type="checkbox"/>	PPR46509 Dopamine neurons projecting to medial shell of the nucleus accumbens drive heroin reinforcement	04.08.2018



## How to submit scientific progress reports

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

### Navigate to **My Grants**

The following screen will be displayed.

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

The following screen will be displayed with details on your grant:

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**

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

Please download and complete the financial report form found under [Reporting](#). Detailed instructions on how to proceed are noted on the form.

Alternatively, we accept financial reports generated by your organization. Please send related receipts via e-mail to [grants@swisscancer.ch](mailto:grants@swisscancer.ch).  
Hardcopies of your reports and publications are no longer required.

**Questions?** [Contact us](#).