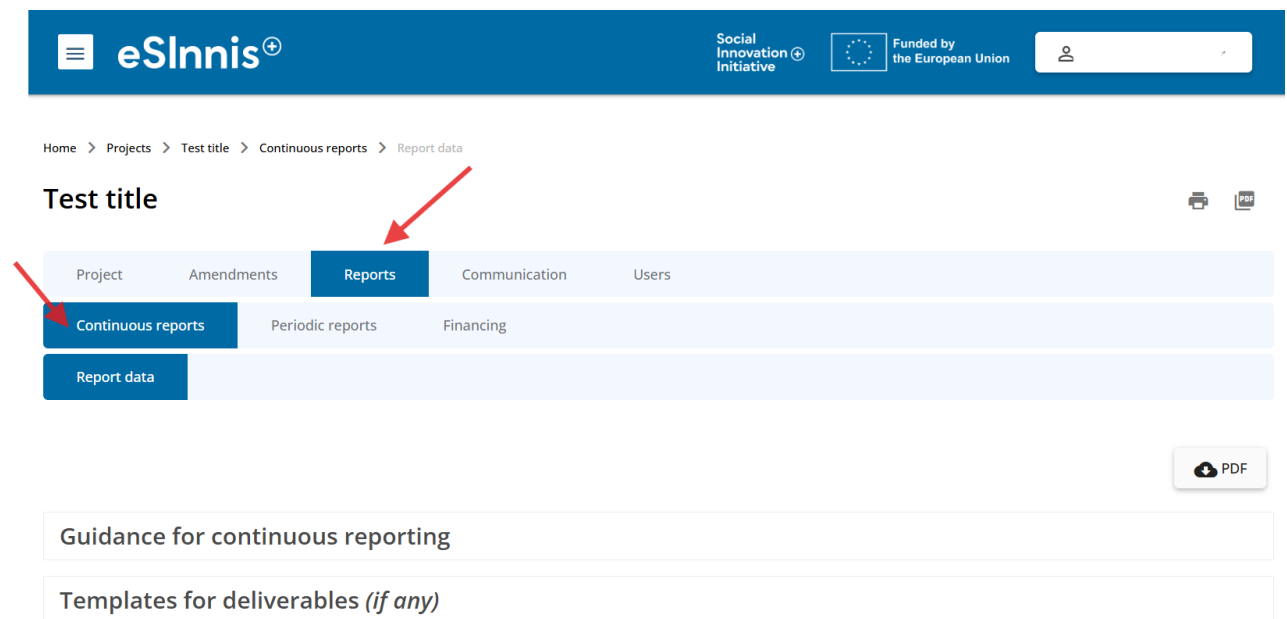


Continuous report (external)

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8.1. Continuous report

In the project, the user selects the **Reports** tab and then selects **Continuous reports**.



This opens a page displaying information related to the **continuous report**, including the implementation of **work packages** and **activities**, the achievement of **deliverables**, an overview of the **list of critical risks**, and information on **communication, dissemination and visibility**.

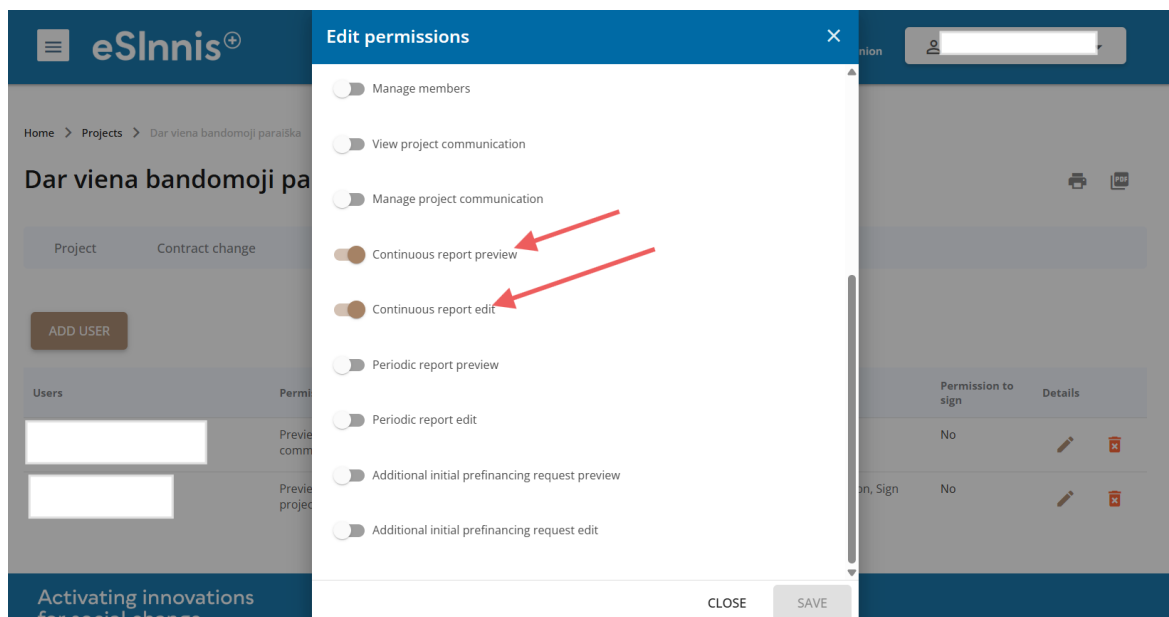
It should be noted that the **continuous report** can be completed from the start of the project. It is important that it is **fully completed before submitting the periodic report** or, where applicable under the project, **before submitting an additional initial prefinancing request**.

The user will be able to view and/or edit information in the **continuous report** only if the appropriate access rights have been granted (reminder: access rights can be granted only by a user who has the '**Manage members**' permission; user rights are managed in the '**Users**' tab of the project):

- **Continuous report preview:** for viewing the continuous report;
- **Continuous report edit:** for editing (completing) the continuous report.

! Important

When working with eSInnis, a person authorised by the legal representative of the Coordinator must assign editing rights to users responsibly. The Coordinator is responsible for the accuracy of all project information.



If a user is granted only preview rights (**Continuous report preview**), the user will see the eye icon 👁 and will only be able to view the information in the **continuous report**.

If the user is also granted editing rights (**Continuous report edit**), the user will see both the eye icon 👁 and the pencil icon ✎ and, by selecting the pencil icon ✎, will be able to edit the information.

Continuous reports

Periodic reports

Financing

Report data

PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
WP - Activities - Deliverables		
Provide information on work packages where activities have been started, completed, or are overdue (if any).		
WP 001	Coordination of the consortium	👁 ✎
WP 002	Scaling up through Geographical development - 2024	👁 ✎

List of critical risks

1	Foreseen	Key man, management and staff risks	👁 ✎
2	Foreseen	Low engagement from other mentoring organisations	👁 ✎

Communication, dissemination and visibility

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed at enim lorem. Ut elementum, arcu feugiat rutrum imperdiet, massa mi semper mi, eget mattis sapien libero ac tortor. Cras diam nibh, fermentum sit amet mi nec, tempor viverra augue. Ut congue massa ac metus hendrerit placerat. Nulla luctus varius rhoncus. Donec ac massa ut nisi venenatis consectetur vel a quam. Sed quis est vitae metus tristique consectetur. Pellentesque tempor faucibus sapien, sed dignissim turpis rutrum nec. Quisque faucibus malesuada massa, eu malesuada magna finibus nec. Fusce pharetra eleifend felis blandit vehicula. Praesent tellus nunc, consequat quis fringilla quis, sodales at odio. Sed id felis eu risus rhoncus iaculis vel non ex.

At the top of the **Continuous report** page, the user will see guidance for continuous reporting, which is displayed when hovering the mouse over the '**Guidance for continuous reporting**'.

The screenshot shows the eSInn portal interface. A red arrow points from the 'Guidance for continuous reporting' link in the left sidebar to a large tooltip box. The tooltip contains the following text:

Reporting in the Continuous reporting module
The Continuous reporting module includes:

- report on progress in implementing work packages and activities
- report on progress in achieving deliverables
- report on critical risks
- report on communication and dissemination activities

At the beginning of the project Coordinator will receive a notification that the Continuous reporting module is activated, and its data can be filed in the Portal.

The Coordinator may authorise other grant beneficiaries to fill in the data in the Continuous reporting module if necessary. Information about implemented activities and achieved deliverables must be filled in as soon as it is available, according to the due dates foreseen in the Annex 1 of the Grant Agreement. For activities and deliverables that are delayed the reasons for the delay must be provided.

Documentation supporting the achieved deliverables (foreseen in each project individually) must be uploaded in the deliverable's tab of the Continuous reporting module as soon as they are available.

The Continuous reporting module must be completed before the submission date of the Periodic report or Initial prefinancing request (if any) because the data entered in the Continuous reporting module will be automatically transferred to the Periodic report/Part A or in the case of Initial prefinancing request will be reviewed during the request revision of the Granting Authority. Depending on the conditions set out in the specific call and the activities planned in the specific project, the Granting Authority may ask Coordinator to complete the Continuous reporting module in order to assess the progress of the project's results. In this case, the Coordinator will receive a notification via Portal for the completion of the Continuous reporting module by the date specified in the notification.

At the top of the continuous report page, the user will also see templates for supporting documents for **deliverables** ('**Templates for deliverables (if any)**'), provided that such templates have been uploaded by the Granting Authority. If this section is empty, this means that the Granting Authority has not uploaded any documents and/or that the templates are not applicable.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

PDF

Guidance for continuous reporting

Templates for deliverables (if any)

Annex No.	Title	Actions
-----------	-------	---------

WP - Activities - Deliverables

Provide information on work packages where activities have been started, completed, or are overdue (if any).

WP 001 Project Management

WP 002 The First Step: SEQ Methodology through Co-Design



Otherwise, the user will see the uploaded templates and will be able to download them (to download, the user must click the arrow icon ).

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

PDF

Guidance for continuous reporting

Templates for deliverables (if any)

Annex No.	Title	Actions
No. 1	Template for deliverable D1.1	

WP - Activities - Deliverables

Provide information on work packages where activities have been started, completed, or are overdue (if any).

WP 001 Project Management

WP 002 The First Step: SEQ Methodology through Co-Design





8.1.1. Viewing the continuous report

To view information in a specific part of the **continuous report**, the user must select the eye icon  (‘Preview’). Please note that in the ‘**Communication, dissemination and visibility**’ section, the eye icon  is not displayed, as all information in this section is visible on the screen by default.

Guidance for continuous reporting

WP - Activities - Deliverables

Provide information on work packages where activities have been started, completed, or are overdue (if any).

WP 001 1 bandomas wp

WP 002 2 bandomas wp

WP 003 Dissemination of the results







List of critical risks

1

Foreseen

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque diam quam, fringilla at arcu non, auctor maximus ante. Sed suscipit metus sagittis nisl vulputate, et pharetra felis congue. Maecenas consectetur, velit vitae varius tincidunt, augue nunc ultricies velit, quis bibendum sem nibh a nulla. Vivamus eget porta dolor. Aliquam scelerisque lectus a neque ullamcorper aliquet. Aliquam consequat ex in risus tristique consequat. Integer ac rutrum dui, eu semper nulla. Nunc porttitor eu velit s



Communication, dissemination and visibility



In addition, the system **highlights in red work packages where activities were scheduled to start but have not yet begun**, i.e. no information has been recorded in the system about the implementation of the activities of such work packages (for more details, see [8.1.2.1.1](#)). The red highlighting disappears only when the completion status has been recorded for all activities of that work package.

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
WP - Activities - Deliverables		
Provide information on work packages where activities have been started, completed, or are overdue (if any).		
WP 001 Project Management		
WP 002 The First Step: SEQ Methodology through Co-Design		
WP 003 The SEQ Gamefied Digital Tool		
WP 004 The SEQ Living Labs		

8.1.1.1. Viewing activities and deliverables

When the user opens the **work package** information, the system displays tabs for the **activities** and **deliverables** of that **work package**.

WP 001 Project Management

Lead Beneficiary

TEST COORD

Activities

Deliverables

Activity No.	Activity title	Lead participant	Other participants	Completion status	Justification
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completed	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Partially completed	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

By default, the system displays information on activities, including:

- **Activity No.**
- **Activity title**
- **Lead participant** responsible for implementing the activity
- **Other participants** involved in implementing the activity (if any)
- **Activity completion status**
- **Activity description** (explanation)
- **Information on other issues** (if specified)

WP 001 Project Management

Lead Beneficiary

TEST COORD

Activities

Deliverables

Activity No.	Activity title	Lead participant	Other participants	Completion status	Description
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completed	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Partially completed	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

Other issues

BACK

To view **deliverable** information, the user must select the '**Deliverables**' tab.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

WP 001 Project Management

Lead Beneficiary TEST COORD

Activities	Deliverables
------------	--------------

Deliverable No.	Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Detail
D1.1	Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	0	0	01/07/2027			Public	Pending			
D1.2	Project Management Handbook	R	1	0	0	01/07/2027			Sensitive	Pending			
D1.3	Reporting on Project Implementation	R	1	0	0	01/07/2027			Sensitive	Pending			

The following information on deliverables is then displayed:

- **Deliverable No**
- **Deliverable title**
- **Deliverable type**
- **Quantity** (as specified in the Grant Agreement)
- **Achieved quantity**
- **Approved quantity**
- **Due date** (the deadline specified in the Grant Agreement)
- **Proposed new due date (if delay)** where the deliverable was not achieved by the due date specified in the Grant Agreement
- **New due date (if delay)** approved by the Granting Authority
- **Dissemination level**
- **Status**
- **Delivery date (actual)**
- **Approval date**
- **Details**

To view more detailed information on a **deliverable**, the user must open the '**Deliverables**' tab, and select the eye icon  ('Preview') next to the relevant **deliverable**.

Project

Amendments

Reports

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Report data

WP 001 Project Management

Lead Beneficiary

TEST COORD

Activities

Deliverables

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	1	0	01/07/2027			Public	Draft			
Project Management Handbook	R	1	0	0	01/07/2027			Sensitive	Pending			
Reporting on Project	R	1	0	0	01/07/2027			Sensitive	Pending			

A new window will then open, displaying additional information not shown in the default **deliverables** view:

- **Description** (supporting information for the deliverable)
- **Granting Authority comments (if any)**
- **Attachments** (supporting documents for the deliverable)

At the top of this window, the **deliverable** title is displayed in the blue header.

Information about deliverable

Project Management Handbook

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget, interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Granting Authority comments (if any)*

Testing deliverable rejection:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget, interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.2 / test	07/04/2026 18:09	No	Coordinator	
WP 001 Project Management / D1.2 / test jb	07/04/2026 17:17	No	Coordinator	

CLOSE

8.1.1.2. Viewing the list of critical risks

To view information on project risks, the user must select the eye icon  ('Preview') next to the 'List of critical risks' section.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

 PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
WP - Activities - Deliverables		
<i>Provide information on work packages where activities have been started, completed, or are overdue (if any).</i>		
WP 001 Project Management		 

WP 002 The First Step: SEQ Methodology through Co-Design	 
WP 003 The SEQ Gamefied Digital Tool	 
WP 004 The SEQ Living Labs	 
WP 005 Communication Dissemination and Sustainability	 

List of critical risks

1	Foreseen	Failure to effectively engage stakeholders, including NEETs, partner organizations, and local communities, could hinder the co-design process and limit the project's impact.
2	Foreseen	There might be technological challenges in the development and implementation of the gamified digital app, such as compatibility issues, security vulnerabilities, or technical glitches.
3	Foreseen	There's a risk that the target audience, particularly vulnerable youth NEETs, may not fully adopt or engage with the digital app.
4	Foreseen	There's a risk of funding shortfalls or budget constraints that could impact the timely execution of project activities and deliverables.
5	Foreseen	There's a risk of perpetuating gender and diversity disparities in project implementation, where certain groups may face barriers or discrimination.

Communication, dissemination and visibility

Once selected, a window opens in the system displaying the following risk information:

- **Risk No**
- **Risk type: either foreseen or unforeseen**
- **Risk description**
- **Work packages No**
- **Probability of risk occurrence**
- **Proposed mitigation measures**

2. LIST OF CRITICAL RISKS					
Risk No	Risk	Risk description	Work packages No	Probability of risk occurrence	Proposed mitigation measures
1	Foreseen	Failure to effectively engage stakeholders, including	WP 002	Medium	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut efficitur id leo ut consectetur. Aliquam rhoncus cursus ex, eu consectetur est volutpat at. Mauris ultrices ex non neque fringilla, nec consectetur purus tempor. Mauris sit amet ex vitae leo mattis ultrices. Aliquam at sem lectus. Curabitur a euismod justo, at sagittis libero. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Nullam eu pharetra mi. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Suspendisse sed imperdiet ante, a sodales purus. Suspendisse suscipit tempor euismod. Morbi nec elementum arcu. Suspendisse potenti. Maecenas pretium pulvinar tempus.
2	Foreseen	There might be technological challenges in the development and	WP 003	Medium	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut efficitur id leo ut consectetur. Aliquam rhoncus cursus ex, eu consectetur est volutpat at. Mauris ultrices ex non neque fringilla, nec consectetur purus tempor. Mauris sit amet ex vitae leo mattis ultrices. Aliquam at sem lectus. Curabitur a euismod justo, at sagittis libero. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Nullam eu pharetra mi. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Suspendisse sed imperdiet ante, a sodales purus. Suspendisse suscipit tempor euismod. Morbi nec elementum arcu. Suspendisse potenti. Maecenas pretium pulvinar tempus.
6	Unforeseen	Testing risk addition	WP 002, WP 005	Medium	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut efficitur id leo ut consectetur. Aliquam rhoncus cursus ex, eu consectetur est volutpat at. Mauris ultrices ex non neque fringilla, nec consectetur purus tempor. Mauris sit amet ex vitae leo mattis ultrices. Aliquam at sem lectus. Curabitur a euismod justo, at sagittis libero. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Nullam eu pharetra mi. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Suspendisse sed imperdiet ante, a sodales purus. Suspendisse suscipit tempor euismod. Morbi nec elementum arcu. Suspendisse potenti. Maecenas pretium pulvinar tempus.

The user will also see information on the **state of play**, including:

- **Risk No**
- **State of play period (Reporting period No)**
- **Risk materialisation (Did your risk materialise?)**
- **Application of risk mitigation measures (Did you apply risk mitigation measures?)**
- **Comments**

State of play				
Risk No	State of play period (Reporting period No)	Did your risk materialise?	Did you apply risk mitigation measures?	Comments
1	1	Yes	Yes	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut efficitur id leo ut consectetur. Aliquam rhoncus cursus ex, eu consectetur est volutpat at. Mauris ultrices ex non neque fringilla, nec consectetur purus tempor. Mauris sit amet ex vitae leo mattis ultrices. Aliquam at sem lectus. Curabitur a euismod justo, at sagittis libero. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Nullam eu pharetra mi. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Suspendisse sed imperdiet ante, a sodales purus. Suspendisse suscipit tempor euismod. Morbi nec elementum arcu. Suspendisse potenti. Maecenas pretium pulvinar tempus.
2	1	No	No	
1	2	No	No	
2	2	No	No	

BACK

8.1.1.3. Viewing communication, dissemination and visibility

As mentioned above, in the '**Communication, dissemination and visibility**' section, all information is directly visible in the main continuous report page.

Project
Amendments
Reports
Communication
Users

Continuous reports
Periodic reports
Financing

Report data

PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
WP - Activities - Deliverables		
Provide information on work packages where activities have been started, completed, or are overdue (if any).		
WP 001 Project Management		
WP 002 The First Step: SEQ Methodology through Co-Design		
WP 003 The SEQ Gamefied Digital Tool		

WP 004 The SEQ Living Labs	 
WP 005 Communication Dissemination and Sustainability	 

List of critical risks			 
1	Foreseen	Failure to effectively engage stakeholders, including NEETs, partner organizations, and local communities, could hinder the co-design process and limit the project's impact.	
2	Foreseen	There might be technological challenges in the development and implementation of the gamified digital app, such as compatibility issues, security vulnerabilities, or technical glitches.	
3	Foreseen	There's a risk that the target audience, particularly vulnerable youth NEETs, may not fully adopt or engage with the digital app.	
4	Foreseen	There's a risk of funding shortfalls or budget constraints that could impact the timely execution of project activities and deliverables.	
5	Foreseen	There's a risk of perpetuating gender and diversity disparities in project implementation, where certain groups may face barriers or discrimination.	
6	Unforeseen	Testing risk 1	

Communication, dissemination and visibility	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit. In fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.	

8.1.2. Editing the continuous report

If the user has been granted not only preview rights but also editing rights for the continuous report, the pencil (editing) icon  will be displayed next to the eye icon . To edit information, the user must select the pencil icon  ('Edit').

Guidance for continuous reporting	
WP - Activities - Deliverables <i>Provide information on work packages where activities have been started, completed, or are overdue (if any).</i>	
WP 001 1 bandomas wp	 
WP 002 2 bandomas wp	 
WP 003 Dissemination of the results	 
List of critical risks	
1	Foreseen
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque diam quam, fringilla at arcu non, auctor maximus ante. Sed suscipit metus sagittis nisi vulputate, et pharetra felis congue. Maecenas consectetur, velit vitae varius tincidunt, augue nunc ultricies velit, quis bibendum sem nibh a nulla. Vivamus eget porta dolor. Aliquam scelerisque lectus a neque ullamcorper aliquet. Aliquam consequat ex in risus tristique consequat. Integer ac rutrum dui, eu semper nulla. Nunc porttitor eu velit s	
Communication, dissemination and visibility	

8.1.2.1. Editing activities and deliverables

To edit information on **activities** or **deliverables**, the user must select the pencil icon  next to the relevant **work package**.

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

 PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
No. 1	Template for deliverable D1.1	

WP - Activities - Deliverables

Provide information on work packages where activities have been started, completed, or are overdue (if any).

WP 001 Project Management

WP 002 The First Step: SEQ Methodology through Co-Design



Once selected, the user will see two tabs (as in preview mode): ‘**Activities**’ and ‘**Deliverables**’. **Activity** information can be edited by the user immediately.

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

WP 001 Project Management

Lead Beneficiary

TEST COORD

Activities

Deliverables

*Report on the completion status of the activities **only** for those that have been started, have been already implemented and that should have been implemented according to the timetable in the Annex 1 of the Grant Agreement. Enter the reasons for delays, explain deviations from Annex 1 of the Grant Agreement (if any).*

Activity No.	Activity title	Lead participant	Other participants	Completion status	Description
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Completed	Description Lorem ipsum dolor sit amet, consectetur
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Partially completed	Description Lorem ipsum dolor sit amet, consectetur

8.1.2.1.1. Editing activities

In the **'Activities'** tab, the user will see the **activities** of the selected work package and will be able to edit them. Additional guidance (instructions) is also displayed in italics.

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

WP 001 Project Management

Lead Beneficiary

TEST COORD

Activities

Deliverables

*Report on the completion status of the activities **only** for those that have been started, have been already implemented and that should have been implemented according to the timetable in the Annex 1 of the Grant Agreement. Enter the reasons for delays, explain deviations from Annex 1 of the Grant Agreement (if any).*

Activity No.	Activity title	Lead participant	Other participants	Completion status	Description
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Completed	Description Lorem ipsum dolor sit amet, consectetur
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Partially completed	Description Lorem ipsum dolor sit amet, consectetur

Other issues

Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.

Other issues

BACK

In the **activities** section, information is saved automatically (autosave is enabled). In this section, the user can:

- Select the **completion status** of the activity

Completion status

Completion status
Not selected

Not selected

Partially completed

Completed

Not started

- Description

Activity No.	Activity title	Lead participant	Other participants	Completion status	Description
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Not selected	Description ante. Nulla
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Partially completed	Description Lorem ipsum dolor sit amet, consectetur

- ## Other issues
- Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*
- Other issues

16

Continuous reports
Periodic reports
Financing

Report data

WP 001 Project Management
Lead Beneficiary
TEST COORD

Activities
Deliverables

Report on the completion status of the activities **only** for those that have been started, have been already implemented and that should have been implemented according to the timetable in the Annex 1 of the Grant Agreement. Enter the reasons for delays, explain deviations from Annex 1 of the Grant Agreement (if any).

Activity No.	Activity title	Lead participant	Other participants	Completion status	Description
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Not selected Delayed! Activity should have already started	Description Lorem ipsum dolor sit amet, consectetur
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Not selected Delayed! Activity should have already started	Description Lorem ipsum dolor sit amet, consectetur

This red warning next to the activity disappears once the user selects the completion status.

Continuous reports
Periodic reports
Financing

Report data

WP 001 Project Management
Lead Beneficiary
TEST COORD

Activities
Deliverables

Report on the completion status of the activities **only** for those that have been started, have been already implemented and that should have been implemented according to the timetable in the Annex 1 of the Grant Agreement. Enter the reasons for delays, explain deviations from Annex 1 of the Grant Agreement (if any).

Activity No.	Activity title	Lead participant	Other participants	Completion status	Description
A1.1	Development of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Partially completed	Description Lorem ipsum dolor sit amet, consectetur
A1.2	Implementation of the Project Coordination Strategy	TEST COORD	TEST BEN1, TEST BEN2, TEST BEN3	Completion status Not selected Delayed! Activity should have already started	Description Lorem ipsum dolor sit amet, consectetur

The red highlighting of the work package is removed only when a completion status has been recorded for all activities within that work package.

8.1.2.1.2. Editing deliverables

In the 'Deliverables' tab, the user will see the **deliverable** information for the selected **work package**. Additional guidance (instructions) is also displayed in italics.

ProjectAmendments**Reports**CommunicationUsers

Continuous reportsPeriodic reportsFinancing

Report data

WP 001 Project Management

Lead BeneficiaryTEST COORD

ActivitiesDeliverables

Add actual achieved quantity. In the Description, indicate if the deliverable was achieved as planned or not. Upload documents justifying achievement of the deliverable. The deliverables must be submitted according to the timing specified in the field 'Due date'. At the time the periodic report is submitted, check if all deliverables due have been provided and, if not, give an explanation (especially for missing or late deliverables and/or cancelled) and enter expected new due date in the field Proposed new due date.

***Deliverable type:**
R — Document, report,
DEC — Websites, patent filings, videos, etc
DATA — Data sets, microdata, etc
DMP — Data Management Plan

****Status:**
Pending - initial status indicating that no supporting documents for the approval of deliverable have been uploaded.
Draft - when documents (or other proof) supporting the deliverable are uploaded. Once uploaded, documents can be downloaded, deleted or submitted.
Submitted - when a deliverable has been submitted. You can add a description (optional). The date the deliverable has been submitted, will appear in the column "Delivery date". Once the Granting Authority has accepted the deliverable, the approval date will appear in the column "Approval date".
Rejected - when a deliverable has been rejected by the Granting Authority.
Approved - when a deliverable has been approved by the Granting Authority.
Removed - when a deliverable has been removed at the time of the Grant Agreement amendment.
Uploaded deliverables can be deleted (press the button "Delete attached file") and replaced directly. Once a deliverable has been submitted, though, it cannot be replaced without an intervention from the Granting Authority. The Granting Authority must first reject the deliverable (ask for a revision). Then, the deliverable will be marked as Rejected, and you will be able to upload a new version.

*****Dissemination Level:**
Public — fully open.
Sensitive — limited under the conditions of the Grant Agreement (Article 12).

Notification: Each time a deliverable has been submitted the Granting Authority will be notified. Each time the Granting Authority reject the deliverable, the Coordinator is notified through the Portal.

Amendment: If, via an amendment, the work packages without active deliverables are removed, the modification of the list is applied to the Continuous reporting module and the current Periodic report.

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	1	0	01/07/2027			Public	Draft			 
Project Management Handbook	R	1	0	0	01/07/2027			Sensitive	Pending			 

BACK

To enter or update information in the 'Deliverables' tab, the user must click the pencil icon  .

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	1	0	01/07/2027			Public	Draft			 
Project Management Handbook	R	1	0	0	01/07/2027			Sensitive	Pending			 

Once this is done, a new window displaying the following view opens in the system.

Information about deliverable

Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

Achieved quantity*

1

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.1 / test jb	30/03/2026 11:00	No	Coordinator	 


 UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

In the opened window, the user must:

- Complete the **description** by explaining how the **deliverable** was achieved. When the user hovers over the field, guidance is displayed.

Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement

Description*

Explain what was done and by whom. Explain what was not done and why not. Indicate how you intend to handle the situation and new timing. Indicate if it was a one-off issue or how you intend to avoid similar issues in the future.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

- Enter the **achieved quantity** of the **deliverable**.

20

Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

Achieved quantity*

1

(3)

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.1 / test jb	30/03/2026 11:00	Yes	Coordinator	

 UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

- Upload supporting documents for the **deliverable** ('Upload document').

Information about deliverable

Project Management Handbook

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget, interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam laculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Achieved quantity*

1

(1)

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				 UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

- Download or delete uploaded documents.

Attachment approved successfully

Information about deliverable

Project Management Handbook

Description *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget. Interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Achieved quantity *

1

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.2 / test	07/04/2026 17:17	No	Coordinator	 
WP 001 Project Management / D1.2 / test jb	07/04/2026 17:17	No	Coordinator	 


[UPLOAD DOCUMENT](#)

CLOSE

SAVE

SUBMIT

Note:

An uploaded document can be deleted only if it has not been approved by the Granting Authority. In other words, if a **deliverable** has been submitted and approved, both the deliverable and the documents attached at the time of submission are considered approved. To verify which documents have been approved, the user must open the relevant **deliverable** (in either preview or edit mode) and check the value in the 'Approved' column where attached documents are displayed:

- **Yes:** the document has been approved and can no longer be deleted
- **No:** the document has not been approved and can be deleted

Information about deliverable

Project Management Plan

Description*

Testing

Achieved quantity*

2

(3)

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management set-up (M1-M18) / D1.1 / test	04/03/2026 11:03	No	Coordinator	
WP 001 Project Management set-up (M1-M18) / D1.1 / test.jpeg	03/03/2026 12:21	Yes	Coordinator	
WP 001 Project Management set-up (M1-M18) / D1.1 / test.jb	03/03/2026 12:18	Yes	Granting Authority	

UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

- Save the entered information by clicking the **'SAVE'** button. This allows the user to complete the **deliverable** information without immediately submitting it to the Granting Authority by clicking the **'SAVE'** button. If the user enters information but does not click **'SAVE'**, all entered data will be lost, as autosave is not enabled in this section.

Information about deliverable

Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

Achieved quantity*

1

(3)

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.1 / test pptx	07/04/2026 17:43	No	Coordinator	
WP 001 Project Management / D1.1 / test.jb	30/03/2026 11:00	Yes	Coordinator	

UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

- Submit the information to the Granting Authority ('**SUMBIT**').

Information about deliverable

Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

Achieved quantity*⁽³⁾

1

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.1 / test pptx	07/04/2026 17:43	No	Coordinator	
WP 001 Project Management / D1.1 / test jb	30/03/2026 11:00	Yes	Coordinator	

UPLOAD DOCUMENT

CLOSESAVESUBMIT

The **SUBMIT** button becomes active only when all required fields have been completed and at least one document has been attached.

Information about deliverable

Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

Achieved quantity*

1

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.1 / test pptx	07/04/2026 17:43	No	Coordinator	
WP 001 Project Management / D1.1 / test jb	30/03/2026 11:00	Yes	Coordinator	

UPLOAD DOCUMENT

CLOSESAVESUBMIT

Note:

If the 'SUBMIT' button is displayed in grey (rather than brown), the user should verify whether all required fields have been completed and the necessary documents attached.

Information about deliverable

Project Management Handbook

Description* *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget. Interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a. bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Achieved quantity* *

0

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

In addition, the system provides information indicating that supporting documents for achieving the deliverable must be attached.

If no document is attached, it will not be possible to submit the **deliverable** to the Granting Authority for approval (the 'SUBMIT' button will remain inactive).

Information about deliverable

Description* *

Achieved quantity* *

1

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

Once the user has completed all mandatory information, the ‘**SUBMIT**’ button becomes active. After clicking the ‘**SUBMIT**’ button, the system prompts the user to confirm the action.

Information about deliverable

Project Management Handbook

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget. Interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Confirmation of deliverable submission

Are you sure you want to **submit a deliverable to the Granting Authority**? Once submitted, you will not be able to cancel the action, and the deliverable will be forwarded to the Granting Authority for review.
If yes, click Continue, otherwise click Cancel.

CANCEL

CONTINUE

WP 001 Project Management / D1.2 / test	07/04/2026 18:09	No	Coordinator	
WP 001 Project Management / D1.2 / test jb	07/04/2026 17:17	No	Coordinator	

UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

By selecting ‘**Continue**’, the **deliverable** is submitted to the Granting Authority for approval. A notification on the submission of the **deliverable** is generated in the ‘Communication’ tab of the project. The deliverable status then changes from **Draft** to **Submitted**.

! Important

Once the deliverable status is **Submitted**, the user can no longer edit the **deliverable** information.

Project

Contract change

Reports

Communication

Users

Subject: Submitted deliverable

From: Testavimo Sumetimais

2025-07-08 09:06:55

Deliverable No. D2.1 of project No. ESF-SI-JB-01-CALL-0001 successfully submitted.

BACK

REPLY

Deliverable No.	Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Dissemination date
D1.1	Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	2	2	01/07/2027			Public	Draft	07/04/2026	07/04/2026	
D1.2	Project Management Handbook	R	1	1	0	01/07/2027			Sensitive	Submitted	07/04/2026		

The system also records the date the deliverable is submitted (**‘Delivery date (actual)’**).

Deliverable No.	Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Dissemination date
D1.1	Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	2	2	01/07/2027			Public	Draft	07/04/2026	07/04/2026	
D1.2	Project Management Handbook	R	1	1	0	01/07/2027			Sensitive	Submitted	07/04/2026		

By clicking **‘Cancel’**, the action is aborted and the user is returned to editing mode (the **deliverable** is not submitted to the Granting Authority for approval).

- Specify a new proposed due date for the **deliverable** (**‘Proposed new due date (if delay)’**).

WP 002 The First Step: SEQ Methodology through Co-Design

Lead Beneficiary TEST BEN2

Activities

Deliverables

Add actual achieved quantity. In the Description, indicate if the deliverable was achieved as planned or not. Upload documents justifying achievement of the deliverable. The deliverables must be submitted according to the timing specified in the field 'Due date'. At the time the periodic report is submitted, check if all deliverables due have been provided and, if not, give an explanation (especially for missing or late deliverables and/or cancelled) and enter expected new due date in the field Proposed new due date.

*Deliverable type:

R — Document, report

DEC — Websites, patent filings, videos, etc

DATA — Data sets, microdata, etc

DMP — Data Management Plan

**Status:

Pending - initial status indicating that no supporting documents for the approval of deliverable have been uploaded.

Draft - when documents (or other proof) supporting the deliverable are uploaded. Once uploaded, documents can be downloaded, deleted or submitted.

Submitted - when a deliverable has been submitted. You can add a description (optional). The date the deliverable has been submitted, will appear in the column "Delivery date". Once the Granting Authority has accepted the deliverable, the approval date will appear in the column "Approval date".

Rejected - when a deliverable has been rejected by the Granting Authority.

Approved - when a deliverable has been approved by the Granting Authority.

Removed - when a deliverable has been removed at the time of the Grant Agreement amendment.

Uploaded deliverables can be deleted (press the button "Delete attached file") and replaced directly. Once a deliverable has been submitted, though, it cannot be replaced without an intervention from the Granting Authority. The Granting Authority must first reject the deliverable (ask for a revision). Then, the deliverable will be marked as Rejected, and you will be able to upload a new version.

***Dissemination Level:

Public — fully open.

Sensitive — limited under the conditions of the Grant Agreement (Article 12).

Notification: Each time a deliverable has been submitted the Granting Authority will be notified. Each time the Granting Authority reject the deliverable, the Coordinator is notified through the Portal.

Amendment: If, via an amendment, the work packages without active deliverables are cancelled, the responsibility of the Coordinator is applied to the Continuous reporting module and the current Periodic report.

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Transnational Research Report	R	1	0	0	01/03/2026			Public	Pending			 
Report of Virtual Collaboration Forums	R	1	0	0	01/03/2026			Sensitive	Pending			 

BACK

In the general **deliverable** information, the due date ('**Due date**') is displayed. This date is automatically generated based on the project start date and the end date of the relevant **work package**.

If the **deliverable** information is completed after the **due date** has passed, an additional field for specifying a proposed new due date ('**Proposed new due date (if delay)**') is displayed.

Information about deliverable

Transnational Research Report

Description*

Achieved quantity* (0)

0

New due date

Proposed new due date (if delay)

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				+ UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

By selecting 'Proposed new due date (if delay)' field, a calendar opens, allowing the user to choose the relevant date.

Information about deliverable

Transnational Research Report

Description*

Achieved quantity* (0)

0

New due date

+

May 2026 >

4

5

6

7

8

9

10

11

12

13

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30

31

Jun 2026 >

Propo

+

UPLOAD DOCUMENT

Approved

User type

Actions

CLOSE

SAVE

SUBMIT

After specifying the new proposed due date for the **deliverable**, the user must click the 'SAVE' button. Once saved, the date becomes visible both to the user and to the Granting Authority. The

user should inform the Granting Authority of the proposed new due date for the **deliverable** through project communication.

Information about deliverable

Transnational Research Report

Description*

Achieved quantity* (0)
0

New due date

Proposed new due date (if delay)
31/07/2026

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Transnational Research Report	R	1	0	0	01/03/2026	31/07/2026		Public	Draft			
Report of Virtual Collaboration	R	1	0	0	01/03/2026			Sensitive	Pending			

The user will also see the ‘**New due date**’ field. However, this field cannot be edited by the user, as it is completed by the Granting Authority.

Information about deliverable



Transnational Research Report

Description* *

Achieved quantity* * (0)
0

New due date 

Proposed new due date (if delay)
 31/07/2026

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				 UPLOAD DOCUMENT

CLOSE SAVE SUBMIT

If the Granting Authority has not entered any information, the field remains empty. Once the Granting Authority specifies the **new due date** for the **deliverable**, it becomes visible to the user both in the general deliverable information and within the deliverable details view.

Deliverable No.	Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	D
D2.1	Transnational Research Report	R	1	0	0	01/03/2026	31/07/2026	31/07/2026	Public	Draft			
D2.2	Report of Virtual Collaboration	R	1	0	0	01/03/2026			Sensitive	Pending			

Information about deliverable

Transnational Research Report

Description*

Achieved quantity*

0

(0)

New due date

31/07/2026

Proposed new due date (if delay)

31/07/2026

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

Please note that the date proposed by the user and the date set by the Granting Authority may differ. The user should therefore carefully verify the **new due date** indicated for the deliverable.

All communication regarding the new due date must be carried out via the 'Communication' tab. If the user has any questions or requires clarification regarding the **proposed new due date**, a message can be sent to the Granting Authority through the system.

8.1.2.2. Editing the list of critical risks

To edit information in the '**List of critical risks**' section, the user must select the pencil icon  displayed in the main **continuous report** page next to the risks section.

Project
Amendments
Reports
Communication
Users

Continuous reports
Periodic reports
Financing

Report data

PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
No. 1	Template for deliverable D1.1	

WP - Activities - Deliverables

Provide information on work packages where activities have been started, completed, or are overdue (if any).

WP 001 Project Management

WP 002 The First Step: SEQ Methodology through Co-Design

List of critical risks

1	Foreseen	Failure to effectively engage stakeholders, including NEETs, partner organizations, and local communities, could hinder the co-design process and limit the project's impact.
2	Foreseen	There might be technological challenges in the development and implementation of the gamified digital app, such as compatibility issues, security vulnerabilities, or technical glitches.

Communication, dissemination and visibility

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt.

After selecting the pencil icon , a window opens displaying the information on project risks. This information is automatically imported from the Grant Agreement; however, it can be edited by the user where necessary.

2. LIST OF CRITICAL RISKS

Update the critical risks

Foreseen risks

The table shows the risks already listed in Annex 1 of the Grant Agreement. Fields "Probability of risk occurrence" and "Proposed mitigation measures" may be adjusted at the end of each reporting period if necessary. If new risks have arisen during project implementation add unforeseen risk(s) and complete the necessary fields.

Unforeseen risks are typically detected after the Grant Agreement Preparation.

ADD UNFORESEEN RISK

Risk No	Risk	Risk description	Work packages No	Probability of risk occurrence	Proposed mitigation measures
1	Foreseen	Failure to effectively engage stakeholders, including NEETs, partner organizations, and local communities, could hinder the co-design process and limit the project's impact.	WP 002	Probability of risk occurrence Medium	Proposed mitigation measures Implement clear communication strategies to engage stakeholders throughout all project phases. Organize regular virtual collaboration forums and feedback
2	Foreseen	There might be technological challenges in the development and implementation of the gamified digital app, such as compatibility issues, security vulnerabilities, or technical glitches.	WP 003	Probability of risk occurrence Medium	Proposed mitigation measures Conduct thorough testing and quality assurance procedures during the development phase. Engage experienced IT professionals to address technical

State of play

Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.

Risk No	State of play period (Reporting period No)	Did your risk materialise?	Did you apply risk mitigation measures?	Comments
1	1	Risk materialised? No	Measures taken? No	Comments
2	1	Risk materialised? No	Measures taken? No	Comments

1	2	Risk materialised? No	Measures taken? No	Comments
2	2	Risk materialised? No	Measures taken? No	Comments

BACK

In this risk window, the user can:

- Select or update the **probability of risk occurrence**

Probability of risk occurrence

Probability of risk occurrence

Medium

Low

Medium

High

- Add or update the **proposed mitigation measures**

Proposed mitigation measures

Proposed mitigation measures

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 interdum a, bibendum quis turpis.
 Etiam ante leo, consectetur vel
 neque eu, ullamcorper porttitor
 massa. Phasellus gravida ligula
 sapien sit amet hendrerit erat

- Add additional **unforeseen** risks not originally included in the project. To add a new unforeseen risk, the user must click the '**ADD UNFORESEEN RISK**' button.

The ADD UNFORESEEN RISK button

Project	Project history	Amendments	Responsible	Reports	Communication	Users	Indicators
Continuous reports	Periodic reports	Financing					
Report data	Change history						

2. LIST OF CRITICAL RISKS

Update the critical risks

Foreseen risks

The table shows the risks already listed in Annex 1 of the Grant Agreement. Fields "Probability of risk occurrence" and "Proposed mitigation measures" may be adjusted at the end of each reporting period if necessary. If new risks have arisen during project implementation add unforeseen risk(s) and complete the necessary fields.

Unforeseen risks are typically detected after the Grant Agreement Preparation.

ADD UNFORESEEN RISK

Risk No	Risk	Risk description	Work packages No	Probability of risk occurrence	Proposed mitigation measures
1	Foreseen	Gydytojai kartoja, kad gripas šiemet pavojingesnis. Tai tarsi patvirtina sergamumo duomenys. Dar tik įpusėjus šiam gripo sezonui jau registruoti 27 mirties nuo gripo atvejai – tiek pat pernai buvo viso sezono metu. Vien praėjusią savaitę ši klastinga infekcija pražudė 7 žmones, o kai kurios ugdymo įstaigos jau pateikė prašymus skelbti infekcijų plitimą ribojantį režimą. Gydytojai kartoja, kad	WP 001, WP 002, WP 004	Probability of risk occurrence Medium	Proposed mitigation measures Gydytojai kartoja, kad gripas šiemet pavojingesnis. Tai tarsi patvirtina sergamumo duomenys. Dar tik įpusėjus šiam

When hovering over 'ADD UNFORESEEN RISK', a message is displayed informing the user that, once an unforeseen risk **has been added (after clicking 'SAVE'), it can no longer be deleted.**

risk c
mplet

Add unforeseen risks.

Note: Once you fill in the information in the displayed window, you **will not be able to remove** added unforeseen risk **after clicking the SAVE button.** Therefore, be careful when adding unforeseen risks.

ADD UNFORESEEN RISK

After clicking 'ADD UNFORESEEN RISK', a new window opens in which the user must complete the required information on the new unforeseen risk.

Use this section to edit and manage risks.

Risk description *

Work packages No *

Proposed mitigation measures *

Probability of risk occurrence *

Select

State of play period (Reporting period No)	Did your risk materialise?	Did you apply risk mitigation measures?	Comments
1	Risk materialised? No	Measures taken? No	Comments
2	Risk materialised? No	Measures taken? No	Comments

CLOSE

SAVE

In the 'ADD UNFORESEEN RISK' window, the user must complete the mandatory fields:

- **Risk description:** describe the risk
- **Work packages No:** select the relevant work package(s)
- **Proposed mitigation measures:** describe the mitigation measures
- **Probability of risk occurrence:** select risk probability

The 'SAVE' button becomes active only after all mandatory fields (marked with *) have been completed.

The user may also complete the **state of play** information immediately. If an unforeseen risk is added after the reporting period (after approval of the periodic report), the **state of play** must be completed before saving the risk (before clicking '**SAVE**'), as it will no longer be possible to edit this information afterwards. If an unforeseen risk is added before the end of the reporting period (before approval of the periodic report), the **state of play** can also be completed after saving (the fields will remain editable after saving the risk).

Once '**SAVE**' is clicked, the newly added **unforeseen** risk appears in the general list of risks. The user can distinguish between newly added risks based on the 'Risk type': '**Foreseen**' (risks originally included in the project) and '**Unforeseen**' (newly added risks).

5	Foreseen	There's a risk of perpetuating gender and diversity disparities in project implementation, where certain groups may face barriers or discrimination.	WP 004	Probability of risk occurrence Low	Proposed mitigation measures Implement gender-responsive and inclusive practices throughout all project activities, including recruitment, training, and outreach. Conduct regular
6	Unforeseen	Testing risk addition	WP 002, WP 005	Probability of risk occurrence Medium	Proposed mitigation measures Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut efficitur id leo ut consectetur. Aliquam rhoncus cursus ex, eu consectetur est volutpat at.

The user must complete the **state of play** not only for unforeseen risks, but for all risks, in accordance with the reporting periods defined in Data Sheet 4.2 'Reporting, payment and guarantees schedule' of the Grant Agreement.

State of play

Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.

Risk No	State of play period (Reporting period No)	Did your risk materialise?	Did you apply risk mitigation measures?	Comments
1	1	Risk materialised? No	Measures taken? No	Comments
2	1	Risk materialised? No	Measures taken? No	Comments
1	2	Risk materialised? No	Measures taken? No	Comments

! SVARBU

The **state of play** fields in the risks section become locked (i.e. can no longer be edited) once the periodic report has been approved. It is therefore important to complete the **state of play** in a timely manner.

In the state of play section, the user must:

- Indicate whether the risk materialised during the relevant period (**'Did your risk materialise?'**)

Did your risk materialise?

Risk materialised? No

No Yes

- Indicate whether risk mitigation measures were applied (**'Did you apply risk mitigation measures?'**)

Did you apply risk mitigation measures?

Measures taken? No

No Yes

- Complete the **'Comments'** field. when hovering over this field, the user is provided with guidance (instructions) on how to fill in the comment.

Did you apply risk mitigation measures? Comments

Measures taken? No Comments

Mandatory if no risk mitigation measures where applied or other risk mitigation measures were applied than planned.

Measures taken? No Comments

8.1.2.3. Editing communication, dissemination and visibility

To complete the final **'Communication, dissemination and visibility'** section of the continuous report, the user must click the pencil icon .

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

 PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Annex No.	Title	Actions
No. 1	Template for deliverable D1.1	

WP - Activities - Deliverables

Provide information on work packages where activities have been started, completed, or are overdue (if any).

WP 001 Project Management	 
WP 002 The First Step: SEQ Methodology through Co-Design	 
WP 003 The SEQ Gamified Digital Tool	 
WP 004 The SEQ Living Labs	 
WP 005 Communication Dissemination and Sustainability	 

List of critical risks

1	Foreseen	Failure to effectively engage stakeholders, including NEETs, partner organizations, and local communities, could hinder the co-design process and limit the project's impact.
2	Foreseen	There might be technological challenges in the development and implementation of the gamified digital app, such as compatibility issues, security vulnerabilities, or technical glitches.

Communication, dissemination and visibility



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After clicking the pencil icon , a window opens in which the user must complete the required information. In this section, information is saved automatically.

3. COMMUNICATION, DISSEMINATION AND VISIBILITY

Implemented communication, dissemination and visibility measures

Report on the communication and dissemination activities carried out in the context of the project (to whom, which format, how many, etc.).

If your project has a separate work package for communication and dissemination activities, in this section, **submit only the information that is not provided in the communication and dissemination work package.**

Describe how the **visibility of EU funding** was ensured. Provide the links, where you described your project on your website(s) and/or social media accounts. Clarify how you reached the target groups, relevant stakeholders, policymakers and the general public.

Communication it is more for the general public, using general messages, and the objective is to give visibility to the funding/action/results in general.

Dissemination is the disclosure of results to maximize the results of the project and usually it is intended to an interested and specialized audience.

Communication, dissemination and visibility

BACK

Additional guidance is also displayed in italics in the opened window.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

3. COMMUNICATION, DISSEMINATION AND VISIBILITY

Implemented communication, dissemination and visibility measures

Report on the communication and dissemination activities carried out in the context of the project (to whom, which format, how many, etc.).

If your project has a separate work package for communication and dissemination activities, in this section, **submit only the information that is not provided in the communication and dissemination work package.**

Describe how the **visibility of EU funding** was ensured. Provide the links, where you described your project on your website(s) and/or social media accounts. Clarify how you reached the target groups, relevant stakeholders, policymakers and the general public.

Communication it is more for the general public, using general messages, and the objective is to give visibility to the funding/action/results in general.

Dissemination is the disclosure of results to maximize the results of the project and usually it is intended to an interested and specialized audience.

Communication, dissemination and visibility

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nisi tellus, vulputate et mauris vitae, hendrerit luctus ante. Nulla fermentum, ante nec porta ullamcorper, justo neque gravida lectus, id maximus neque odio a nibh. Proin magna turpis, cursus eget dignissim eu, tristique sit amet justo. Maecenas ut interdum ipsum, vel facilisis felis. Quisque euismod vel tortor eget tincidunt. Suspendisse potenti. Morbi vitae tincidunt elit, in fermentum nibh. Proin dapibus urna eu elit cursus, in viverra ante faucibus. Nullam eu ex sed ex pretium gravida in sed turpis. Etiam egestas tortor eu magna consequat convallis vitae ac magna. Nunc ut fermentum magna, nec pulvinar mauris. Integer sed molestie nisi. Maecenas tristique efficitur dolor a tincidunt. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

BACK

8.1.3. Deliverable status

The following deliverable statuses are possible:

- **Pending:** displayed until the **'SAVE'** button has been clicked in the **deliverable** card.
- **Draft:** displayed while the **deliverable** information is being completed. This status appears once the **'SAVE'** button has been clicked in the **deliverable** card.

Even if the **deliverable** status was previously **'Approved'**, once the user opens the **deliverable** card and selects **'SAVE'**, the status changes to **'Draft'**.

- **Submitted:** the **deliverable** has been submitted to the Granting Authority for approval.
- **Approved:** displayed once the Granting Authority has approved the submitted **deliverable**.
- **Rejected:** the **deliverable** has not been approved by the Granting Authority and must be resubmitted.

8.1.4. Approval/rejection of a deliverable

As noted above, once the user submits a **deliverable** to the Granting Authority for approval, the delivery date is automatically recorded in the system. The **achieved quantity** is also displayed.

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	2	2	01/07/2027			Public	Draft	07/04/2026	07/04/2026	 
Project Management Handbook	R	1	1	0	01/07/2027			Sensitive	Rejected	07/04/2026		 
Reporting on Project Implementation and Achievements	R	1	1	0	01/07/2027			Sensitive	Submitted	07/04/2026		 

Please note that the value in the ‘**Achieved quantity**’ column is updated dynamically as the user completes the **deliverable**, enters the ‘**Achieved quantity**’ value and clicks ‘**SAVE**’.

Information about deliverable

Administrative and Financial Compliance Report

Description*

Achieved quantity* (2)
2

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
				UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

Therefore, in the overall list of **deliverables**, the user will see the entered value in the ‘**Achieved quantity**’ column even when the deliverable status is **Draft**.

Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	Details
Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	2	2	01/07/2027			Public	Draft	07/04/2026	07/04/2026	 
Project Management Handbook	R	1	1	0	01/07/2027			Sensitive	Rejected	07/04/2026		 
Reporting on Project Implementation and Achievements	R	1	1	0	01/07/2027			Sensitive	Submitted	07/04/2026		 
Administrative and Financial Compliance Report	R	1	2	0	01/07/2027			Sensitive	Draft			 

When the Granting Authority approves a **deliverable**, the ‘**Approval date**’ and the ‘**Approved quantity**’ are automatically filled in. The **deliverable** status changes from **Submitted** to **Approved**.

Deliverable No.	Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date
D1.1	Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	2	2	01/07/2027			Public	Draft	07/04/2026	07/04/2026
D1.2	Project Management Handbook	R	1	1	0	01/07/2027			Sensitive	Rejected	07/04/2026	
D1.3	Reporting on Project Implementation and Achievements	R	1	1	1	01/07/2027			Sensitive	Approved	07/04/2026	07/04/2026
D1.4	Administrative and Financial Compliance Report	R	1	2	0	01/07/2027			Sensitive	Draft		

The user also receives a notification confirming the approval of the **deliverable**.

Project	Amendments	Reports	Communication	Users
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Subject: Approval of deliverable

From: ESFA (European Competence Center for Social Innovation)

2026-04-07 19:15:54



Dear coordinator,

Please be informed that the project No. ESF-SI-2023-SKILLS-01-0065, deliverable no. D1.3 was approved by the Granting Authority.

BACK

REPLY

If the Granting Authority **rejects** a **deliverable**, the ‘**Approved quantity**’ field remains empty and the ‘**Approval date**’ is not recorded. However, the **delivery date** remains visible. The **deliverable** status changes from *Submitted* to *Rejected*.

Deliverable No.	Deliverable	Deliverable type	Quantity	Achieved quantity	Approved quantity	Due date	Proposed new due date (if delay)	New due date (if delay)	Dissemination level	Status	Delivery date (actual)	Approval date	D
D1.1	Organised a 1 and a 1/2 day Project Kick-off meeting to sign consortium agreement	R	1	2	2	01/07/2027			Public	Draft	07/04/2026	07/04/2026	
D1.2	Project Management Handbook	R	1	1	0	01/07/2027			Sensitive	Rejected	07/04/2026		
D1.3	Reporting on Project Implementation and Achievements	R	1	1	1	01/07/2027			Sensitive	Approved	07/04/2026	07/04/2026	

In the deliverable card, under the ‘**Granting Authority comments (if any)**’ field, the user will see the comments provided by the Granting Authority (explanation of the **deliverable** rejection).

Information about deliverable

Project Management Handbook

Description*

Testing deliverable rejection:

Granting Authority comments (if any)*

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.2 / test	07/04/2026 18:09	No	Coordinator	
WP 001 Project Management / D1.2 / test jb	07/04/2026 17:17	No	Coordinator	

CLOSE

The user also receives a notification regarding the rejection of a **deliverable**.

Subject: Deliverable rejection

From: ESFA (European Competence Center for Social Innovation)

2026-04-07 19:24:21 

Testing deliverable rejection: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget, interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

BACK

REPLY

After reviewing the comments provided by the Granting Authority and making the necessary corrections, the user may resubmit the **deliverable**.

If the user clicks '**SAVE**' in the rejected **deliverable** card (even without making changes), the deliverable status changes from **Rejected** to **Draft**.

8.1.5. Submission of a deliverable in stages

A **deliverable** may be submitted to the Granting Authority in stages. This applies where the planned quantity of the **deliverable** is greater than 1 (or where a higher quantity than initially planned in the Grant Agreement is achieved). In such cases, the user may submit the **deliverable** in parts (stages). Example: If the planned quantity of a deliverable in the Grant Agreement is 5, the user may submit it in stages, e.g. by submitting 2 initially and 3 later (or 2 initially, then 1, followed by a further 2). Stage submissions are automatically accumulated in the system, and submission of the **deliverable** is not locked after the first submission.

! IMPORTANT

A **deliverable** can be **submitted** only when its **status** is **Draft**, **Approved** or **Rejected**.

If the **deliverable status** is **Submitted**, the external user can only view it and **cannot edit or submit additional information**.

To submit an additional stage of a **deliverable** (where part of the quantity has already been approved), the user must enter the **achieved quantity** and upload a new document ('**UPLOAD DOCUMENT**'). If these steps are not completed, the '**SUBMIT**' button will remain inactive.

Information about deliverable

Reporting on Project Implementation and Achievements

Description*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget, interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Achieved quantity* (1)

0

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.3 / test	07/04/2026 19:06	Yes	Coordinator	 UPLOAD DOCUMENT

CLOSE
SAVE
SUBMIT

Achieved quantity*  (1)

0

Attach deliverable achievement documents

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.3 / test	07/04/2026 19:06	Yes	Coordinator	   UPLOAD DOCUMENT

CLOSE

SUBMIT

! IMPORTANT

Once the user enters the **achieved quantity** and uploads a new document ('**UPLOAD DOCUMENT**'), the '**SUBMIT**' button becomes active, and the process continues in the same way as for the initial submission.

Description *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec risus risus, vulputate nec porttitor eget, interdum sit amet tellus. Phasellus tellus orci, tristique sed interdum a, bibendum quis turpis. Etiam ante leo, consectetur vel neque eu, ullamcorper porttitor massa. Phasellus gravida ligula sapien, sit amet hendrerit erat egestas suscipit. Nunc rutrum nunc lorem, eu dictum erat sollicitudin eu. Donec fermentum justo sit amet mi feugiat, sed malesuada odio fermentum. Ut sed venenatis erat. Nullam iaculis at dui eu pharetra. Curabitur varius velit vitae velit tincidunt vestibulum.

Achieved quantity (4)

3

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management / D1.3 / test.jpeg	09/04/2026 20:39	No	Coordinator	 
WP 001 Project Management / D1.3 / test	07/04/2026 19:06	Yes	Coordinator	 📎 UPLOAD DOCUMENT

CLOSE SAVE SUBMIT

When submitting **deliverables** in stages, the user must **indicate only the newly achieved quantity, not the total cumulative quantity**. The system performs the calculation automatically.

It should be noted that the system displays the cumulative value for a deliverable at the top of the 'Achieved quantity' field. This value is calculated by adding the previously approved quantity to the newly entered quantity. For example, if the approved deliverable quantity is 1 and the user enters an additional quantity of 2, the total **achieved quantity** displayed will be 3 (1 + 2).

Information about deliverable

Report on Participation in Mutual Learning Events (M1-M18)

Description*
testing 2

Achieved quantity*

(3)

2

Attachment	Uploaded at	Approved	User type	Actions
WP 001 Project Management set-up (M1-M18) / D1.2 / test	04/03/2026 15:28	No	Coordinator	
WP 001 Project Management set-up (M1-M18) / D1.2 / test jb	03/03/2026 15:16	Yes	Coordinator	
WP 001 Project Management set-up (M1-M18) / D1.2 / test jpeg	03/03/2026 15:15	Yes	Coordinator	

UPLOAD DOCUMENT

CLOSE

SAVE

SUBMIT

8.1.6. Generating the continuous report PDF

The user may generate a PDF version of the continuous report at any time. To do so, the user must select the **'PDF'** button available in the continuous report page and wait until the document is generated and downloaded to the user's device.

Project

Amendments

Reports

Communication

Users

Continuous reports

Periodic reports

Financing

Report data

PDF

Guidance for continuous reporting

Templates for deliverables *(if any)*

Activating innovations for social change

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