



Information sheet

Reporting the progress of your funded grant or bursary

Introduction

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

Please submit your progress reports and publications via this portal.

Reporting your progress on funded activities

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

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

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

How to submit scientific progress reports and publications

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

Navigate to **My Grants**

The following screen will be displayed.

The screenshot shows the 'My Grants' page. On the left is a navigation menu with links: Home, My Applications, My Co-applications, My Grants (highlighted), My Approvals, My Reviews, Manage My Details, Contact Us, Logout, and System Help. The main content area is titled 'My Grants' and shows 'Active Projects' with the message 'You have 1 active project.' Below this is a table with columns: Reference, Title, Last Updated, Status, and an icon column. The table contains one row: Reference: KLS-2901-08-2012, Title: Boosting immunotherapy treatments to treat pancreatic cancer, Last Updated: 08.04.2016 15:37:56, Status: Active, and an icon.

Reference	Title	Last Updated	Status	
KLS-2901-08-2012	Boosting immunotherapy treatments to treat pancreatic cancer	08.04.2016 15:37:56	Active	

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



The following screen will be displayed:

Select **Paper Requests** to submit information on publications related to this 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.

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

How to submit financial progress reports

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

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

Print and send reports

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

Need help?

Contact us at scientific-office@swisscancer.ch