

# VLIR-UOS database: manual

## Submission of reports

This document serves as a manual to the VLIR-UOS database ([data.vliruos.be](http://data.vliruos.be)) for the submission of an annual report of a project. A step-by-step explanation will be offered of the required actions to successfully submit a report.

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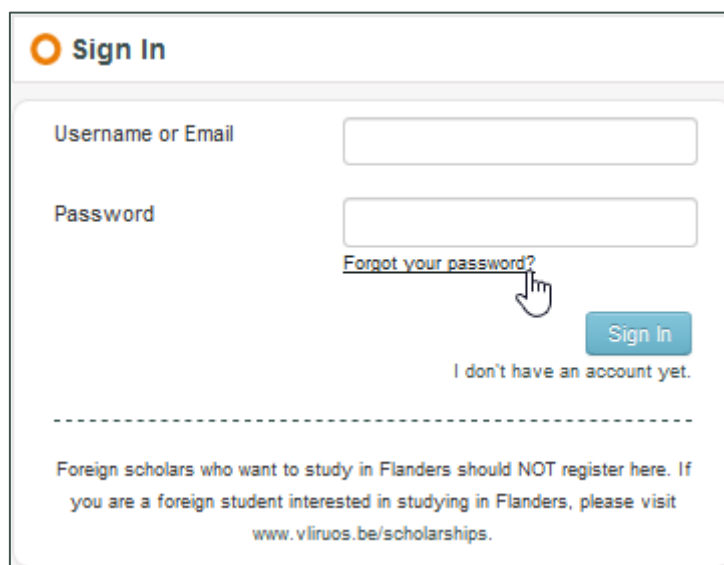
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# 1. Introduction

The VLIR-UOS database was created as a tool which allows applicants to create, edit and submit project proposals to VLIR-UOS. It has been used for all competitive calls launched since 2016. As of 2019, the database also offers a module to promoters of ongoing projects for uploading their annual reports. VLIR-UOS will review the uploaded files and communicate with the promoters via the database.

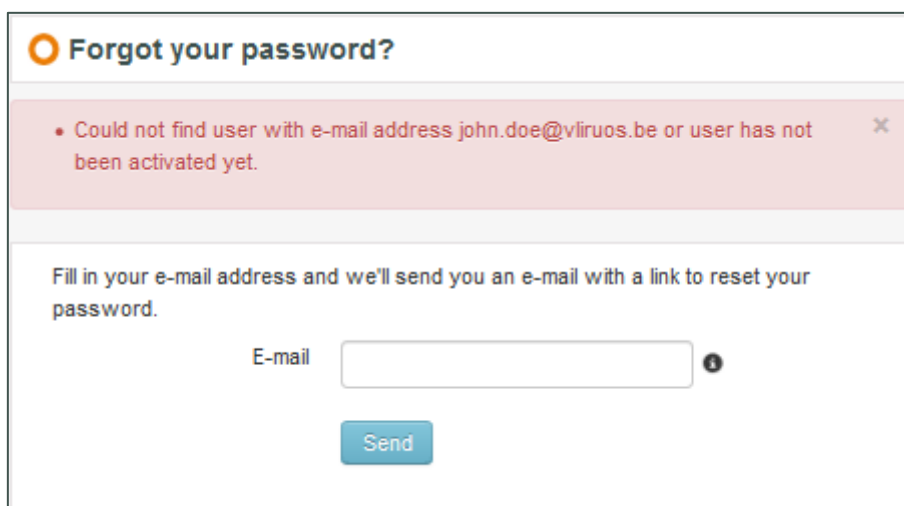
## 2. Sign in

To access the VLIR-UOS database you must first sign in using the same credentials you used when submitting your project proposal. If you forgot your password, you can click on “Forgot your password” on the sign in page and fill in your email address to ask for a new password.



The screenshot shows the 'Sign In' page. At the top left is the VLIR-UOS logo (an orange circle with a white dot) followed by the text 'Sign In'. Below this are two input fields: 'Username or Email' and 'Password'. Under the 'Password' field is a link that says 'Forgot your password?' with a mouse cursor pointing to it. To the right of the 'Password' field is a blue button labeled 'Sign In'. Below the button is the text 'I don't have an account yet.' A dashed horizontal line separates this section from the footer text, which reads: 'Foreign scholars who want to study in Flanders should NOT register here. If you are a foreign student interested in studying in Flanders, please visit [www.vliuos.be/scholarships](http://www.vliuos.be/scholarships).'

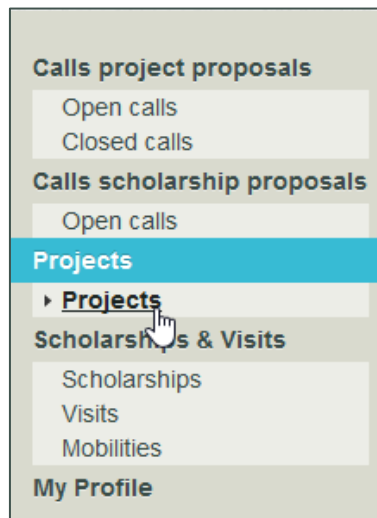
If the database does not recognise your email address, please contact [data@vliuos.be](mailto:data@vliuos.be) and ask for further information.



The screenshot shows the 'Forgot your password?' page. At the top left is the VLIR-UOS logo followed by the text 'Forgot your password?'. Below this is a red error message box with a close button (X) on the right. The message reads: '• Could not find user with e-mail address john.doe@vliuos.be or user has not been activated yet.' Below the error message is a blue box with the text: 'Fill in your e-mail address and we'll send you an e-mail with a link to reset your password.' Underneath this is an 'E-mail' label followed by an input field and an information icon (i). At the bottom is a blue button labeled 'Send'.

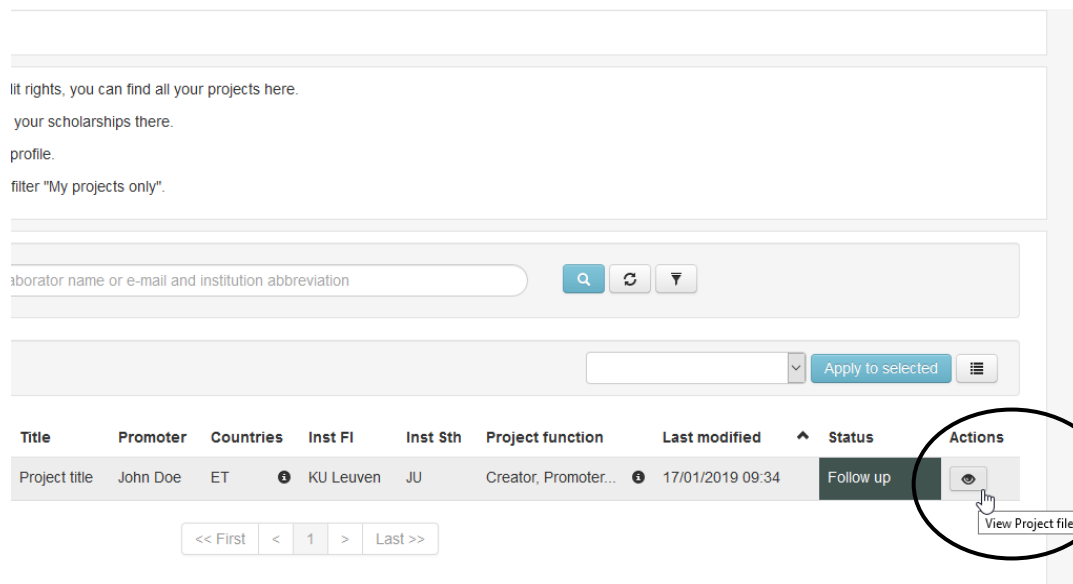
### 3. Access your project

Before you can upload the files of your report, you must first locate your project. You can do this by clicking on “Projects” in the menu on the left.



You should now see an overview of all your projects (funded) and project proposals (not funded), both those currently ongoing and those that have already finished. You should search in the list for the project you wish to report on. Note that you cannot report on any project not currently in status “Follow up” or “Report final year”.

To access the project, click on the “eye” button on the right, below “Actions”.



### 4. First submission your report

After you have accessed your project, you can view your reports by clicking on the tab “Reporting”. You will find a number of reporting years equal to the number of activity years of the project. You can access

a reporting year by clicking on the blue “Go to year” button on the right. A separate screen will open where you will be able to upload your report.

**View TEAM-2018-01-148 - Project title** [Follow up](#)

Visits Scholarships PDF Export Close

Project info Collaborators Financials Attachments Selection **Reporting**

**Reporting**

**Year 1** [Go to year](#)

Budget 2018  
year  
Contract ET2018TEA001A101  
code

Title	Files	Comments	Locked
First submission			No
First review			Yes

On the reporting year screen (see full screenshot below) you will see five separate stages:

1. First submission
2. First review
3. Second submission
4. Second review
5. Final submission

Also note that you can always return to your project by clicking on the “Go to project file” button on the top right.

**Edit TEAM-2018-01-149 - Reporting year 2018**

**Reporting year 2018**

Budget year 2018

Contract code



**Stages**

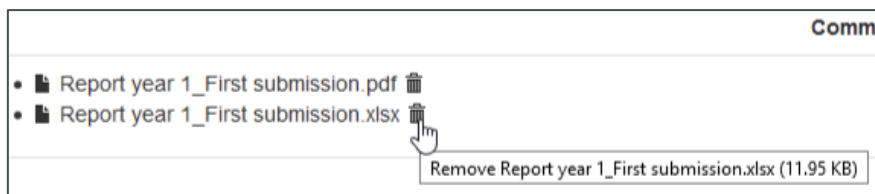
Title	Files	Locked	Deadline	Actions
First submission		No	28/02/2019	<a href="#">Submit report</a>
First review		Yes		
Second submission		Yes		
Second review		Yes		
Final submission		Yes		


Annotations in the screenshot:

- Upload files**: Points to the file management icons in the 'Files' column of the 'First submission' row.
- Stage is unlocked**: Points to the 'No' value in the 'Locked' column of the 'First submission' row.
- Return to your project**: Points to the 'Return to your project' button at the top right.
- Go to project file**: Points to the 'Go to project file' button at the top right.
- Submit your stage**: Points to the 'Submit report' button in the 'Actions' column of the 'First submission' row.
- Delete files**: Points to the 'Delete files' button below the 'Files' column.
- Deadline for submission**: Points to the '28/02/2019' value in the 'Deadline' column of the 'First submission' row.


If you have not yet submitted any report for this reporting year, you will notice only the first stage (“First submission”) is unlocked. This means you can upload the files of your report on this stage and submit the stage to VLIR-UOS. The other stages will be unlocked step by step as you go through the process. The stage also shows the deadline for submission. Please note however that you can (and should) still submit your report after the deadline has passed.

You can upload files by clicking on the white button (  ) and browse for your files. Note that you can select and upload multiple files at once. If wish to delete any of the files you uploaded earlier, you can click on the orange button (  ). A pop-up will open where you can select the files you wish to delete. Click “Remove” to delete them. Note that you can also delete files separately by clicking on the dustbin icon to the right of the file name.



After you have uploaded all the files of your report, you can click the green button (  ). A new screen will open (see screenshot on next page) where you will be able to draft and send an e-mail.

The recipients of the e-mail are automatically filled in. The e-mail is always sent to two administrators of VLIR-UOS. They will review your report. Please note that you also have the option to add other recipients in cc. Here you can fill in (for example) the ICOS or GEO of your institution, and any collaborators on your project. You can then draft the e-mail in the box “E-mail body” below.

When your e-mail is ready to be sent, you can click the blue button on the bottom right (  ). After you have clicked the button, you e-mail will be sent to all recipients and the stage will be locked. You cannot unlock the stage yourself, so make sure all files have been uploaded before submitting. If not all files were uploaded before submitting and you wish to add more or make any changes, you can contact us at [data@vliruos.be](mailto:data@vliruos.be).

**Confirm submission**

You may draft an e-mail to VLIR-UOS, accompanying the submission of your report. Please note that all report files must first be uploaded on the stage (in the previous screen), before submitting.

**Recipients** wannes.verbeek@vliros.be; bart.vandenbossche@vliros.be

**cc** icos@instelling.be

**Subject** Submission of report

**E-mail body**

**Subject of the e-mail**

Dear,

|

Confirm submission (Send e-mail)

Cancel (Return to previous screen)

Cancel Confirm submit

## 5. First review of your report

After submission, the VLIR-UOS programme managers will review your report. After we have finished reviewing your report, we will upload the reviewed files in the next stage (“First review”) and submit the stage. The programme manager will send you an e-mail confirming the submission of the stage. The e-mail may also contain any further questions we may have concerning the review of your report.

By submitting the stage “First review” the next stage (“Second submission”) will be automatically unlocked, allowing you to repeat the process of uploading your files and submitting the stage (as described above), after resolving any comments VLIR-UOS may have had in its review of your report. Please also note that we will have added a new deadline for the submission of the stage.

## 6. Second submission of your report

After resolving any comments of VLIR-UOS in your report, you can upload your remediated files on the stage “Second submission” by following the same steps as described in [4. First submission of your report](#). You will again be able to draft an e-mail and send it to us by submitting the stage.

Note that, if VLIR-UOS’ review of your report did not result in any comments, we will unlock the stage “Final submission” instead of the stage “Second submission”. There you will be able to upload the final files (scans of signed originals) of your report. In this case, the stages “Second submission” and “Second review” will be skipped.

## 7. Second review of your report

After submission, VLIR-UOS will review your report a second time. VLIR-UOS will follow the same steps as described in [5. First review of your report](#). The next and final stage (“Final submission”) will be unlocked automatically, allowing you to submit the final files (scans of signed originals) of your report.

## 8. Final submission of your report

In the stage “Final submission”, you must upload and submit the final files (scans of signed originals) of your report, by following the same steps as described in [4. First submission of your report](#).