

Purpose & Process

The annual report will be used by the SAB and RMC, together with the AGM presentations, to evaluate current and recently completed projects. As well, the GlycoNet administrative office will include statistics from your report in its annual submission to the NCE Program Office.

The report can be accessed through the [GlycoNet Forum](#), in the “My Reports” section.

Project leaders are responsible for finalizing and submitting the annual project report. Trainees and co-investigators can assist the project leader by providing comments in each section and by linking products (publications, presentations, patents, etc.) to the report. Project leaders can see these comments by clicking on the red “*NI Comments*” link. The report must be submitted on or before **Monday April 3rd, 2017, Midnight PST.**

Please pay attention to the following:

- Use the "Manage People" menu in the left sidebar to add new people to your project or to indicate your supervision of the trainees in your lab. Each trainee name appearing on the Project Information page should have a supervisor listed next to it. Be sure to include the % time each investigator devotes to the project on this page as well.
- All matching funds (both cash and in-kind) that were described in the original proposal and that you have received should be added in the Partner Contributions section, in addition to new funds that have been secured since that time.
- When adding Partner Contributions, please also include the name and position of your contact within the company/organization.
- You may regenerate and re-submit the PDF as many times as you like before the April 3rd deadline. Only the latest version will be used.

Check-lists for HQP/Trainees, Investigators and Project Leaders are attached to this document.

Annual Report Checklist

HQP/Trainees

Deadline: March 8, 2017

Before completing the report:

- Update the personal information on your Forum profile ("My Profile"), including gender, nationality, and alumni status if you will be leaving the Network in the near future
- Update your products ("Manage Products") including publications, awards, presentations, patents, etc.; be sure to assign each one to a GlycoNet project, if applicable

To complete your section of the report:

- Fill in the HQP section in the Project Report ("My Reports"). Your comments will be reviewed by the project leader and may appear in the final report.

Investigators

Deadline: March 15, 2017

Before completing the report:

- Update the personal information on your Forum profile ("My Profile")
- Update your products ("Manage Products") including publications, awards, presentations, patents, etc., either manually or by uploading your CCV; be sure to assign each one to a GlycoNet project, if applicable
- Add any new members (trainees and collaborators) who are not already in the Forum ("Manage People")
- Edit the roles and relations of any trainees that you supervise ("Manage People")

To complete your section of the report:

- Fill in all applicable sections of the Project Report. Your comments will only be seen by the project leader, who will rely on them to complete the final report.
 - % Time (in Project Information)
 - Figures (optional)
 - Milestones (assigned milestones only)
 - Achievements
 - KTEE
 - Networking
 - HQP
 - Budget
 - Partner Contributions

Project Leaders

Deadline: April 3, 2017

Before completing the report:

- Update the personal information on your Forum profile ("My Profile")
- Update your products ("Manage Products") including publications, awards, presentations, patents, etc., either manually or by uploading your CCV; be sure to assign each one to a GlycoNet project, if applicable
- Add any new members (trainees and collaborators) who are not already in the Forum ("Manage People")
- Edit the roles and relations of any trainees that you supervise ("Manage People")

To complete your section of the report:

- Use co-investigator comments in each section to write the project report. Your submission will be forwarded to the SAB/RMC:
 - % Time (in Project Information)
 - Summary/Background (only project leader contributes to this section)
 - Figures (optional)
 - Milestones (assigned milestones only)
 - Achievements
 - KTEE
 - Networking
 - HQP
 - Budget
 - Partner Contributions
- Generate and preview project report PDF (in the Submit tab)
- Submit project report to GlycoNet Administrative Centre

Need further assistance?

Please contact Ryan Snitynsky (snitynsk@ualberta.ca) for further assistance.