TPO AND GPC

Reporting Guide

For Belmont Forum and BFgo

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Revisions

Revision	Date	Notes	Owner
1.00	2020-12-08	Initial	Belmont Forum

Prepared by Lux Consulting Group, Inc. 2020

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1. Introduction

Belmont Forum Awardees are required to submit project reports (initial, interim, and final) annually through the Belmont Forum Grant Operations system (BFgo.org). These reports are reviewed by the Group of Program Coordinators (GPCs) for the respective Collaborative Research Action (CRA) to understand challenges and successes of co-implementing transdisciplinary, transnational projects and help plan mid-term and end-term Valorization Meetings. The reports are also used in an aggregate sense to communicate to members and partners about the portfolio, the added value of Belmont Forum projects, and as an indicator for how well we are meeting the Belmont Forum Challenge: understanding, mitigating, and adapting to global environmental change.

BFgo collects information over the life of the project and streamlines reporting procedures. It allows the Belmont Forum to easily aggregate information across projects and calls. (Figure 1)

BFgo is compliant with the European Unions (EU)'s General Data Protection Regulation (GDPR) (2016/679) and EU-United States (US) and Swiss-US Privacy Shield Frameworks.
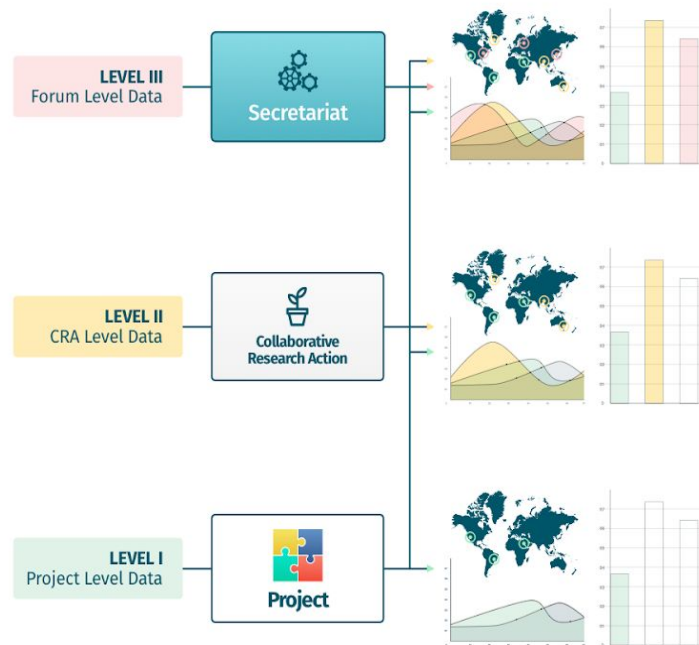

Figure 1: *BFgo allows the Belmont Forum to aggregate information across projects and CRAs to measure the overall success of the Forum. Project reporting can also be paired with additional information at the Project, Collaborative Research Action, and Secretariat levels to meet new and special information needs.*

2. Roles

Belmont Forum Secretariat (Secretariat): The Belmont Forum Secretariat serves as the administrative arm of the Forum and is tasked with carrying out decisions made during the plenary meetings.

BF Secretariat Coordinator (SEC): The Secretariat Coordinator (SEC) facilitates communications with PRC, GPC, TPO, and BFgo Provider. The SEC coordinates with each PRC. The SEC ensures PRCs know the reporting processes, timelines, and requirements.

Partner/Funding Organizations (POs): A Partner Organization (PO) is a funding organization that participates in a Belmont Forum CRA. POs do not have to be Belmont Forum member organizations. The PO conducts a funding review of applications requesting funding from the organization.

Project Reporting Coordinator (PRC): The Project Reporting Coordinator (PRC) is responsible for coordinating and supporting project reporting efforts. The PRC communicates with consortium leads and ensures that they are completing the project reports in a timely manner. The PRC is appointed by the GPC or by the Thematic Programme Office (TPO) on behalf of the GPC.

Group of Program Coordinators (GPC): The Group of Program Coordinators (GPC) is the body responsible for the practical implementation of the call. It is composed of one mandated representative from each PO, who provides overall responsibility for her/his Organization's involvement. The GPC may choose to appoint a PRC or may have the TPO appoint one. Collectively, the GPC is responsible for ensuring that project reports are accurate and completed on time.

Thematic Programme Office (TPO): The Thematic Programme Office (TPO) coordinates and supports the GPC. The TPO is composed of typically one or two funding organizations that lead the development and administration of the call. The GPC may also designate that TPO handle Project Reporting tasks.

BFgo/BelmontForum.org Provider (BFgo Provider): The BFgo Provider configures, maintains, and updates the Belmont Forum Grant Operations system (BFgo.org). The BFgo Provider sets up system deadlines; controls changes to the project report template; and provides technical support to awardees, GPCs, TPOs, the PRCs, the Secretariat, and SEC during project reporting.

Consortium Lead (CL): The Consortium Lead (CL) is responsible for submitting the project's initial, interim, and final reports.

3. Project Reports

To reduce data re-entry, project reports build upon each other. The initial report feeds into the first interim report, which feeds into the second interim report, etc. The last interim report feeds into the final report.
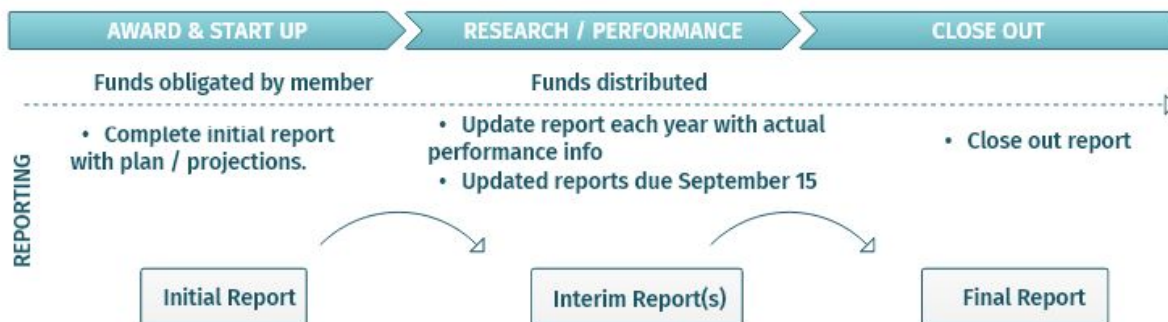
Belmont Forum projects must submit initial, multiple interim, and final reports. New reports incorporate data from previous ones to reduce data re-entry.

Initial Report: The initial report is designed to capture project expectations, any initial challenges upon start-up, and staffing just after project award.

Initial reports are due the first reporting cycle after the project is awarded. For projects awarded during or soon after the previous reporting cycle, the Secretariat, in coordination with the GPCs, may elect to have the project complete the first interim report instead.

Applications submitted through the BFgo system will be used to pre-populate the initial report.

Interim Reports: Interim reports are designed to capture progress, outputs and outcomes, and any changes to the project during the previous year. As transdisciplinary projects can evolve with new learning, iterm reports documents those developmental processes.

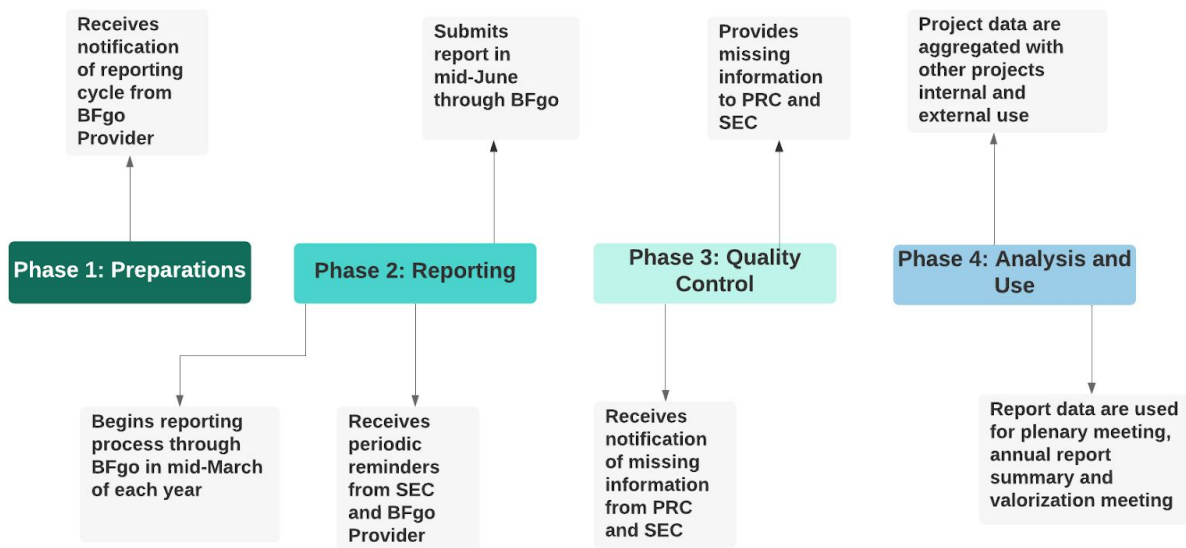Interim reports are due, yearly, during the reporting cycle.

Final Reports: In addition to capturing the progress and learning of the previous year, the final report captures an overall retrospective of the project and documents possible future work; additional avenues for uptake and development; project outcomes and their application; lessons learned; and data availability and management policies.

4. Timeline

The Belmont Forum reporting cycle runs from mid-March to mid-June each year (usually 15 March to 15 June) and contains four Phases:

1. Preparation
2. Reporting
3. Quality Control
4. Analysis and Use

Project Reporting Lifecycle for Consortium Leads

Receives notification of reporting cycle from BFgo Provider	Submits report in mid-June through BFgo	Provides missing information to PRC and SEC	Project data are aggregated with other projects internal and external use
Phase 1: Preparations	**Phase 2: Reporting**	**Phase 3: Quality Control**	**Phase 4: Analysis and Use**

| Begins reporting process through BFgo in mid-March of each year | Receives periodic reminders from SEC and BFgo Provider | Receives notification of missing information from PRC and SEC | Report data are used for plenary meeting, annual report summary and valorization meeting |

The CL plays an active role throughout the project reporting lifecycle.

5. Process

Personnel	Project Reporting Coordinator	Secretariat Coordinator	BFgo Provider	Consortium Lead

Phase 1: Preparations

- 1.1 Review Process and Requirements (SEC, PRC)
- 1.2 Secretariat Approval of Changes (SEC, Secretariat, BFgo Provider)
- 1.3 Communications Modifications (SEC)
- 1.4 BFgo System Modifications (SEC, BFgo Provider)
- 1.5 Notification of Reporting Cycle (BFgo Provider)
- 1.6 BFgo Reporting System Setup (BFgo Provider)

Phase 2: Reporting

- 2.1 Opening (BFgo)
- 2.2 Help Desk (BFgo Provider, SEC)
- 2.3 Monitoring Progress (PRC, SEC)
- 2.4 Reminders and Follow-Ups (PRC, BFgo Provider)
- 2.5 Closing (BFgo Provider)
- Initial Report
- Interim Report(S)
- Final Report Report

Phase 3: Quality Assurance

- 3.1 Review of Submitted materials (PRC, SEC)
- 3.2 Contact CLs with missing info (PRC, SEC)

Phase 4: Analysis and Use

- 4.1 Aggregate Data for Internal and External Use (Secretariat, SEC
- 4.2 Plenary Meeting and Annual Report Summary (Secretariat, SEC, BFgo Provider)
- 4.3 Valorization Meeting Materials (PRC)

The reporting process can be broken down into four Phases: preparation, reporting, quality assurance, and analysis and use.

Phase 1 - Preparations

The BFgo Provider, PRC, and SEC coordinate to contact CLs. The BFgo Provider will notify new awardees of their account information and/or new project reporting capabilities.

Step 1.1 - Review Process and Requirements (SEC, PRC)

The PRC and SEC review the reporting process, requirements, and timelines and discuss change requests.

Step 1.2 - Secretariat Approval of Changes (SEC, Secretariat, BFgo Provider)

The SEC discusses change requests and schedules with the Secretariat and BFgo Provider. The Secretariat considers the changes in context of the overall Belmont Forum requirements and expectations, and the BFgo Provider advises on ramifications of the changes to both legacy and future data.

The Secretariat approves the changes. Note that changes are usually additions, except in very special cases. This allows for historical and cohort continuity across all CRAs for intercomparison and portfolio development.

Step 1.3 - Communications Modifications (SEC)

After the schedule and change approval, the SEC will review and update communications templates. The SEC will notify the BFgo Provider when updates are complete.

Communication Templates

The following communication templates need to be updated prior to each reporting cycle:

Social media posts for:

- Reporting Period

Email templates to CLs:

- Heads Up - Belmont Forum Annual Reporting (to be emailed from the BFgo)
- Instructions for Project Report Completion (to be emailed from BFgo)
- Account Creation (to be emailed from BFgo)
- Reminder to Complete (to be emailed from the BFgo)

Email templates to the PRLs:

- Reporting Period
- New Account Creation
- Instructions for using BFgo

Step 1.4 - BFgo System Modifications (SEC, BFgo Provider)

The SEC will work with the BFgo to update and create Project Report questions.

Step 1.5 - Notification of Reporting Cycle (BFgo Provider)

The BFgo Provider will send the "Heads Up - Belmont Forum Annual Reporting'' announcement two weeks prior to the cycle opening.

Step 1.6 - BFgo Reporting System Setup (BFgo Provider)

The BFgo Provider will set up the reporting system by creating new accounts, creating new reports, and initiating the import of data from old reports to new.

Creating Accounts

Based upon the list of awarded projects (See "Award" in the Awards and Review Guide), the BFgo Provider will create accounts (or modify permissions for applicants accounts) for the CLs of newly awarded projects.

Project Report Setup (BFgo Provider)

The BFgo Provider will create reports and import relevant data. Data imports will be as follows:

- BFgo Application > Initial Report
- Initial Report > Interim Report 1
- Interim Report 1 > Interim Report 2
- Interim Report 2 > Interim Report 3 (if a four-year project)
- Interim Report 2/3 > Final Report

Phase 2 - Reporting

To ensure the timely completion of project reports, the PRC, GPC, TPO, BFgo system, and SEC may all contact the CL at various times throughout the reporting cycle.

Step 2.1 - Opening (BFgo Provider)
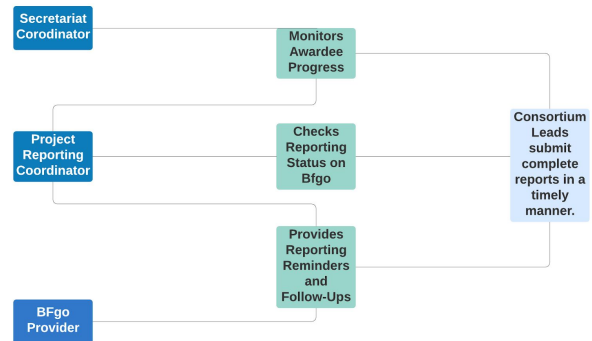
Instructions for Project Report Completion Email

At open, the BFgo Provider sends the "Instructions for Completing Project Reports" email to the CLs of all projects with open reports. This email will include a welcome to the reporting system, timeline (including system open date), and login information.

Step 2.2 - Help Desk (BFgo Provider, SEC)

The BFgo Provider monitors the BFgo help desk system (help@bfgo.org). It will answer technical and routine program questions. Where input from the Belmont Forum or GPC is required, the BFgo Provider will forward help requests to the SEC for follow-up.

Step 2.3 - Monitoring Progress (PRC, SEC)

The PRC ensures project reports for their CRA are completed within the reporting cycle. The SEC ensures project reports for all CRAs are complete. Where progress is in doubt, the SEC should reach out to the PRC to ensure they understand the responsibilities, process, and timeline.

BFgo Report - Awardee Report Status

BFgo facilitates monitoring via reports. To access them, the PRC or SEC should

- Login
- Select "Reports"
- Select "Report Status" under "Awardee Dashboard"

The monitor progress step involves the SEC, PRC and BFgo Provider working together to make sure CLs submit complete reports in a timely manner.

This view lists the projects, which reports have been submitted, and a "% Complete" for each report.

Please Note: "% Complete" is the percentage of fields with answers in *started* sections. It does not indicate that the awardee is close to finishing or has even entered data. Imported data counts toward completion. While unstarted sections do not –- as prior to start they have zero required fields.

BFgo Awardee Report Status

BFgo Report - Awardee Dashboard

The "Awardee Dashboard" provides a list of all reports and their completion status. Users may filter by the CRA, Report Type, and or Funding Agency.

Step 2.4 - Reminders and Follow-Ups (PRC, BFgo Provider)

At minimum, the PRC should send reminders to CLs who have not completed their reports twice throughout the reporting cycle. The PRC should also follow-up with phone calls and other methods where the CL is unresponsive.

The BFgo Provider will send out the "Reminder to Complete'' approximately two weeks prior to the reporting cycle deadline.

Step 2.5 - Closing (BFgo Provider)

The BFgo system will close 15 June to allow sufficient time for review, portfolio analysis, and plan engagement with the PIs in reference to their reports and consideration of any edits or additional questions for next year's reporting cycle.

Deadline extensions (PRC, SEC, BFgo Provider)

The Belmont Forum's goal is to have 100% completion of all projects. Therefore, extensions should only be made in rare instances with extenuating circumstances.

The PRC, SEC, and the BFgo Provider coordinate deadline extensions as needed, while the BFgo Provider closes the reporting process on BFgo.

Some projects may be delayed in their reporting due to emergencies. The system allows for individual project reports to remain open. The CL or PRC must communicate this to the SEC. The SEC will ensure the BFgo Provider enables after-the-deadline submission of the report.

Phase 3 - Quality Assurance

The PRC and SEC are in charge of the quality assurance phase of the reporting process. This includes working with GPCs to review materials submitted by the consortium leads and contacting consortium leads with any missing information. Any additional oversight or engagement with CLs about reports should be decided by the TPO and GPC. While recommended as an element of feedback between the TPO/GPC and projects, it is not yet a Belmont Forum requirement.

Phase 4 - Analysis and Use

In the final phase of the reporting process, reporting data is aggregated for internal and external use by the SEC and Secretariat. The SEC, Secretariat, and BFgo Provider use aggregated data to inform the Plenary Meeting and Annual Report Summary. Such uses provide critical feedback to members about their investment in Belmont Forum and the added value that this participation makes possible, including but not limited to informing and transforming policy and practice. The aggregate statistics also provide insights about robust advances (e.g., strong interdisciplinary collaborations) and elements of the portfolio that could use more or different support. The PRC also uses this data to prepare for the Valorization Meeting and produce the necessary materials.