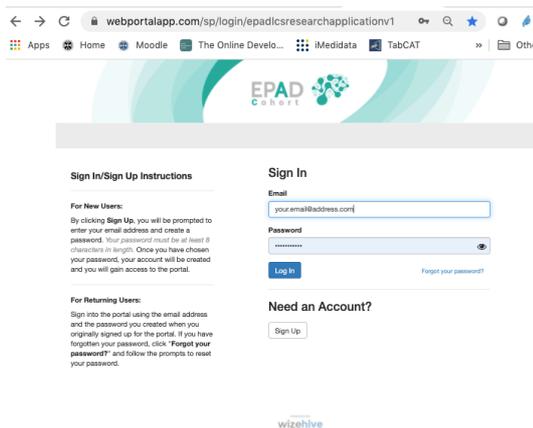


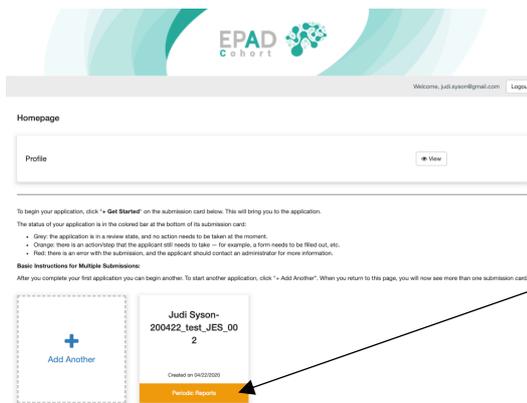
## ERAP PERIODIC REPORTING

### Periodic report and Request for new data set

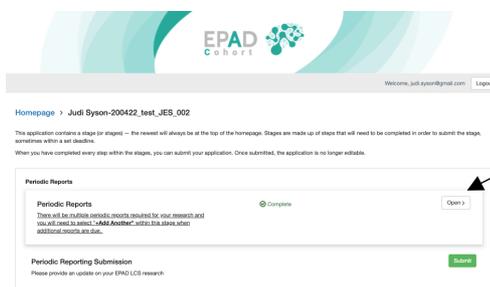
The purpose of this process is to provide an update on the progress of your research project and publication plans. It also provides the opportunity for you to get access to the latest data set release without making a new application. Finally, it is important to manage our usage of resources at Aridhia, so this also provides you with the opportunity to let us know when your use of the Aridhia workspace will be completed so that your workspace can be closed.



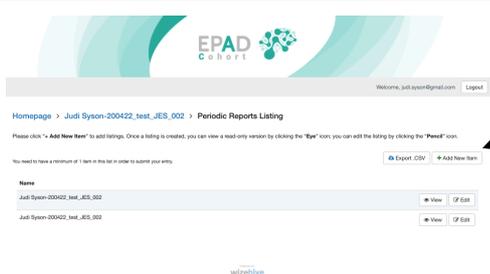
1. Log in to the ERAP application portal of Wizehive Zengine: <https://webportalapp.com/sp/login/epadlcsresearchapplicationv1> using your email address and password.
2. If you get an error message about not being recognized as human – have a laugh about it and then “Clear browsing data” in your search engine settings, this should fix the problem.



3. Your Homepage will look something like this – your application/or multiple applications will be displayed as separate boxes. Under the Application ID will be an **AMBER** section indicating there is a task to do and the box will say “Periodic Reports”.
4. Click on the **amber** section to open the Periodic Reporting page.



5. This will take you into the Periodic Reports control page. Press the Open button



6. Click the “+ Add New Item” button, this will open the latest version of the Periodic report.
7. If you have previously submitted a periodic review these will be displayed in the list below.

Home page > Judi Syson-200422\_test\_JES\_002 > Periodic Reports Listing > Periodic Reports Input

Do not submit the steps until you have fully completed your research and no further periodic reports are required. There will be multiple periodic reports required for your research and you will need to select "Add Another" within this stage when additional reports are due.

**EPAD LCS Research update**

Please complete all sections and answer all the questions so that we have the information we need to process your workspace to the next stage

**Progress Report on your research \***

Final Manuscript in preparation

Please provide an update on the progress of your research project.

**Update on Publication plans \***

ACDC 2020

Please provide an update on your plans to publish your research. Please note that the EPAD publication process applies and abstracts/journals should not be submitted without first completing this process.

**Would you like the next data set, WDS1, added to your workspace? \***

Yes - please add WDS1 to my workspace

Please select your option from the drop down list.

**Date workspace access requirement planned to end? \***

04/29/2020

Please update us in when you will have completed your research and will no longer need access to your allocated Aridhia workspace as this resource can be reallocated.

**Date Submitted \***

04/29/2020

Buttons: Delete, Save Draft, Save

8. Please fill in the update providing information on 1) the progress of your research and 2) you plans for publishing your research.
9. Choose from the drop-down list to indicate if you would like the latest data set release to be added to your workspace. If not you can choose to keep your workspace open or to close the workspace.
10. Provide the date when your workspace can be closed, we will always check with you before completing this action.
11. Fill in the date you completed the Periodic Update.
12. You can Save Draft and come back to the portal to complete the report at a later date
13. Click Save when you have completed your Periodic Update

Home page > Judi Syson-200422\_test\_JES\_002 > Periodic Reports Listing

Please click "Add New Item" to add listings. Once a listing is created, you can make a read-only version by clicking the "Eye" icon; you can edit the listing by clicking the "Pencil" icon.

You need to have a minimum of 1 item in this list in order to submit your entry.

Buttons: Export CSV, Add New Item

Name	View	Edit
Judi Syson-200422_test_JES_002	View	Edit
Judi Syson-200422_test_JES_002	View	Edit
Judi Syson-200422_test_JES_002	View	Edit

14. You will return to the Periodic Reports listing page
15. **Either:** If you are continuing your research and want to keep your workspace open and get updates about new data releases then **Logout** from this screen.
16. **Or:** If you have completed your research and will be closing your workspace soon then click on the **Application ID** to return to the Periodic Reports listing for the final step

Home page > Judi Syson-200422\_test\_JES\_002

This application contains a stage (or stages) – the newest will always be at the top of the homepage. Stages are made up of steps that will need to be completed in order to submit the stages, sometimes within a set deadline.

When you have completed every step within the stages, you can submit your application. Once submitted, the application is no longer editable.

**Periodic Reports**

Periodic Reports

There will be multiple periodic reports required for your research and you will need to select "Add Another" within this stage when additional reports are due.

Buttons: Complete, Open

**Periodic Reporting Submission**

Please provide an update on your EPAD LCS research

Button: Submit

17. If you have completed your research and will be closing your workspace soon then click **Submit**

Home page > Judi Syson-200422\_test\_JES\_002

This application contains a stage (or stages) – the newest will always be at the top of the homepage. Stages are made up of steps that will need to be completed in order to submit the stages, sometimes within a set deadline.

When you have completed every step within the stages, you can submit your application. Once submitted, the application is no longer editable.

**Publication Information**

Publication Information

Action Required

Buttons: View, Edit

**Publication Information Submission**

Buttons: Submit

**Periodic Reports**

Periodic Reports

There will be multiple periodic reports required for your research and you will need to select "Add Another" within this stage when additional reports are due.

Button: Open

**Periodic Reporting Submission**

Thank you for providing EPAD LCS with an update on your research!

Button: Submit

18. The period Reporting Submission will now show “This has been submitted”.
19. Publication Information will now be displayed above this. You can return to this via the Wizehive portal when you have final information to update.
20. **Logout**  
If you have requested the latest data set you will be able to log into your Aridhia workspace where the new data will be available within 2-3 days of completing your Periodic Report.