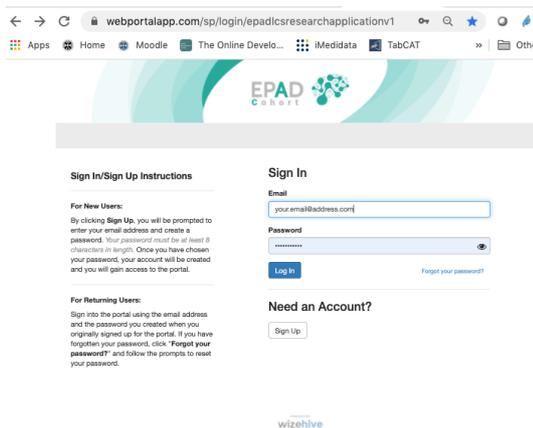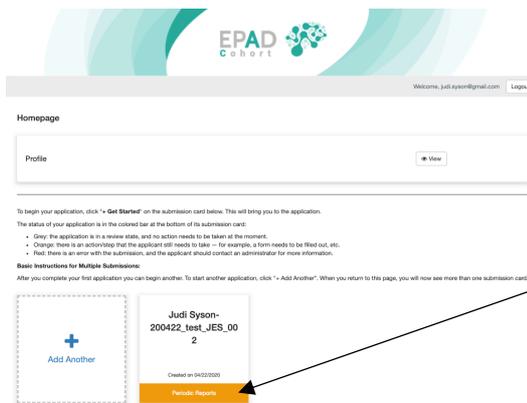# ERAP PERIODIC REPORTING

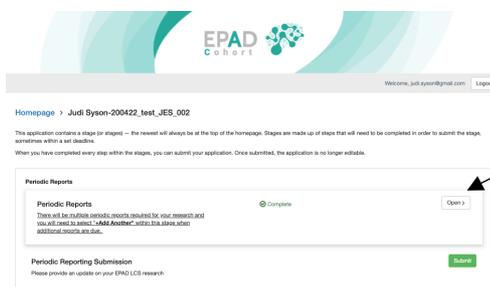## Periodic report and Request for new data set

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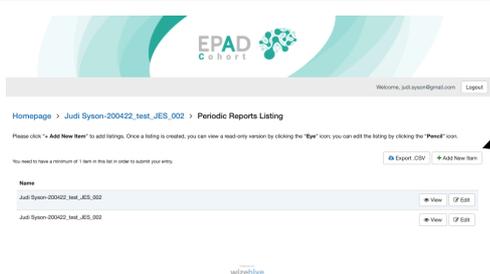
	1. Log in to the ERAP application portal of Wizehive Zengine: https://webportalapp.com/sp/login/epadlcsresearchapplicationv1 using your email address and password. 2. If you get an error message about not being recognized as human – have a laugh about it and then "Clear browsing data" in your search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

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

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

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