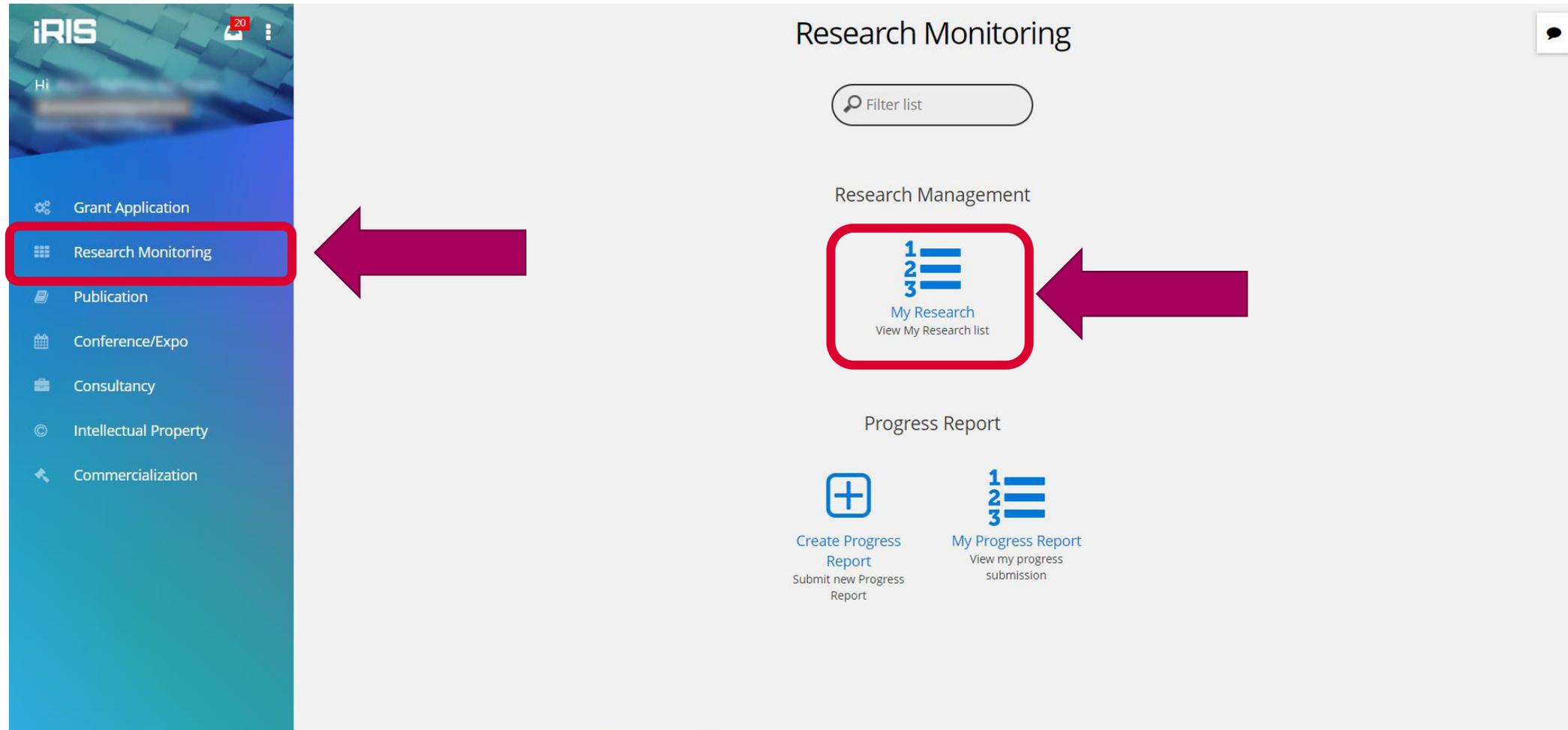


ADDING PROGRESS/FINAL REPORT IN GRANTS

STEP 1: In 'Research Monitoring', select 'My Research'



The screenshot displays the iRIS Research Monitoring interface. On the left, a vertical sidebar menu lists various options: Grant Application, Research Monitoring, Publication, Conference/Expo, Consultancy, Intellectual Property, and Commercialization. The 'Research Monitoring' option is highlighted with a red rectangular box, and a large purple arrow points from this box towards the main content area. The main content area is titled 'Research Monitoring' and features a 'Filter list' button at the top. Below this, the 'Research Management' section contains a card with a blue icon of three horizontal bars numbered 1, 2, and 3, labeled 'My Research' and 'View My Research list'. This card is also highlighted with a red rectangular box, and a large purple arrow points from it towards the right. The 'Progress Report' section below contains two cards: 'Create Progress Report' (with a plus icon) and 'My Progress Report' (with the same three-bar icon).

STEP 2: Select the relevant grant

My Research

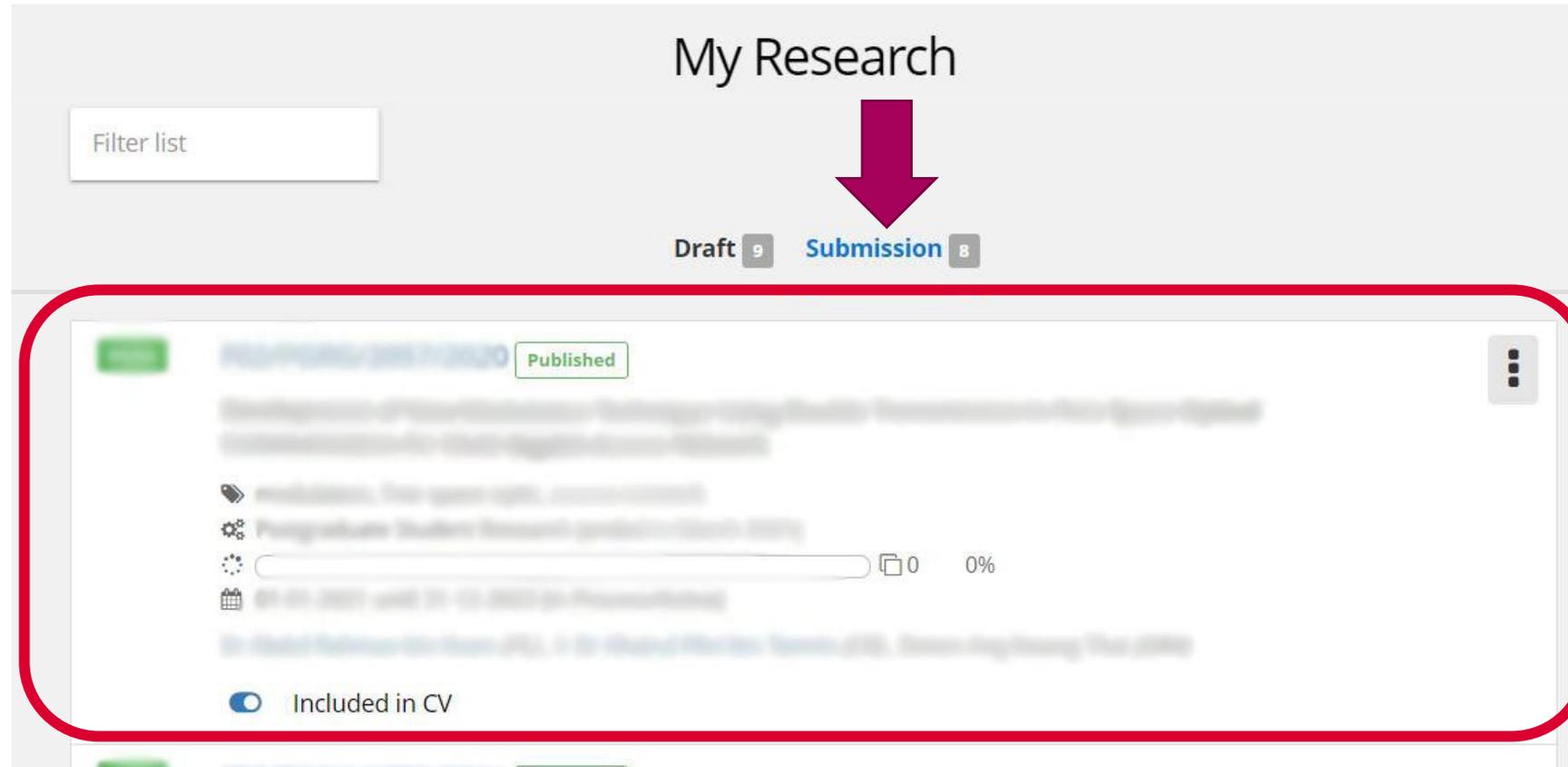
Filter list

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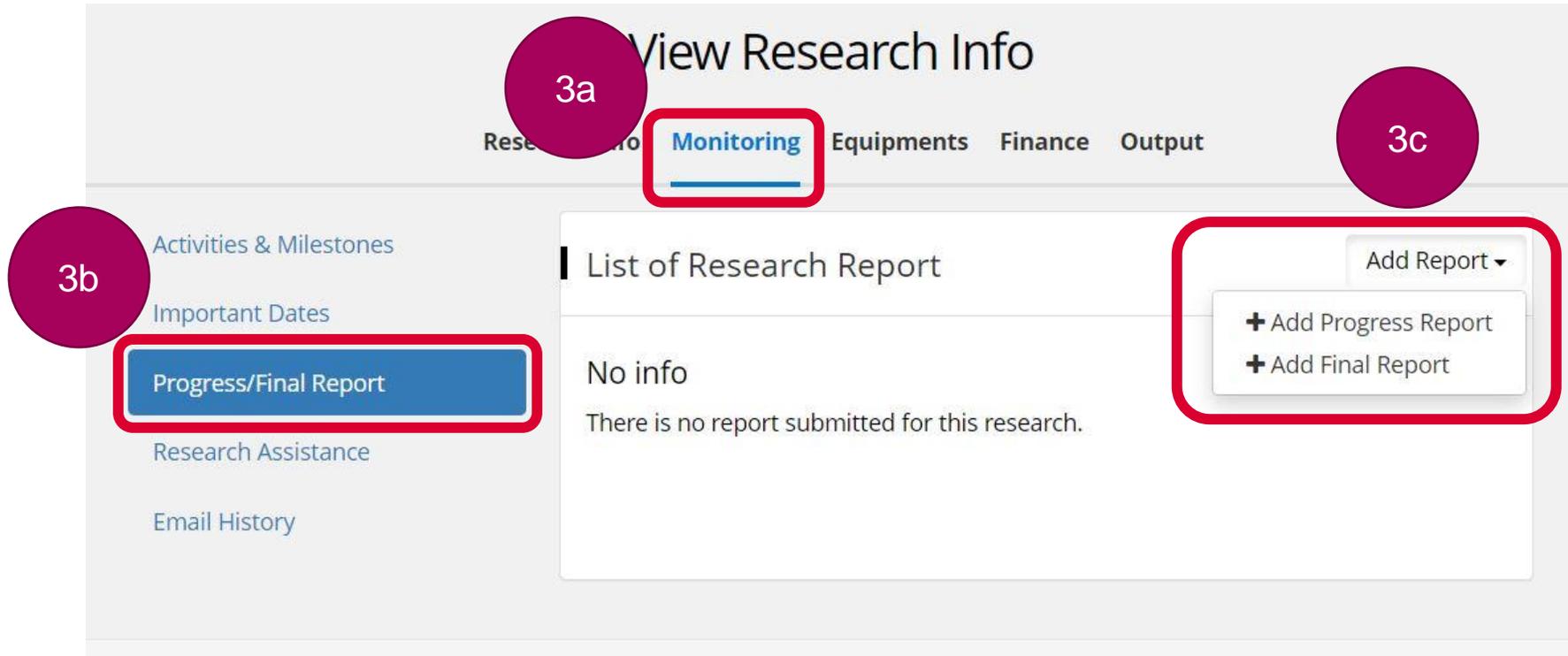
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Included in CV



STEP 3: Add the progress/final report



The screenshot shows the 'View Research Info' page with the 'Monitoring' tab selected. The 'Progress/Final Report' button is highlighted in the left sidebar. The 'Add Report' dropdown menu is open, showing options to '+ Add Progress Report' and '+ Add Final Report'.

3a: Go to the grant's **'Monitoring'**

3b: Click on the **'Progress/Final Report'**

3c: Select **'Add Report'** and add the required report