

BIRD Foundation

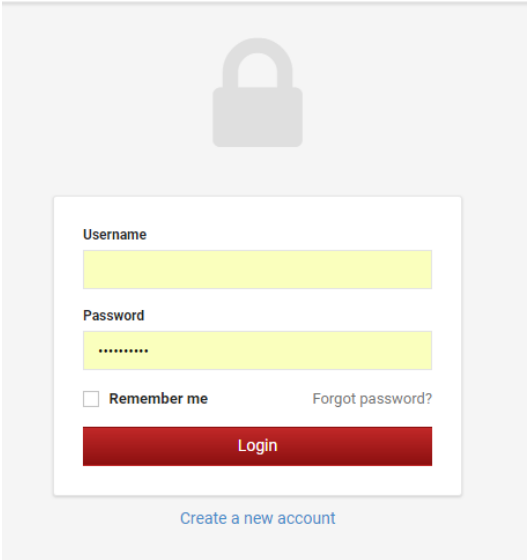
Report Upload and Management System

Instructions

In order to log in to the system you need **to use the same username and password** used when submitting the Executive Summary and Proposal files in the BIRD upload system.

If you have forgotten your password, click on the link “forgot password” and it will be sent to the e-mail registered. For username recovery request, please contact Maha, at maha@birdf.com.

Login / Create new account



The login form is centered on a light gray background. At the top is a gray padlock icon. Below it is a white box containing the login fields. The 'Username' field is a yellow rectangle. The 'Password' field is a yellow rectangle with dots. Below the password field are two links: 'Remember me' with an unchecked checkbox and 'Forgot password?'. A red 'Login' button is at the bottom of the white box. Below the white box is a blue link 'Create a new account'.

Username

Password

Remember me [Forgot password?](#)

Login

[Create a new account](#)

Verify your details and click “Continue”


Company Projects			
Project ID	Project title	Partner (Your Partner's Company username)	Stage
BOG-06-2017-P			Reports


[Continue](#)


- You will notice that your project has a BIRD Ref. number given by BIRD.
- BIRD reports need to be submitted regularly every six months from the Effective Date. The segment and its due date is stated in the system.
- Each of the companies will have access to the (joint) Technical Report upload page. Each company will have access to its own Fiscal and Commercialization Reports but not to those of its partner.

Click on the relevant document, Fiscal or Technical and upload.

You will be able to see the status of the document for upload.

 Executive Summary
(Closed)

 Proposal
(Closed)

 Reports
(Open)

Project report number BIRD Ref.

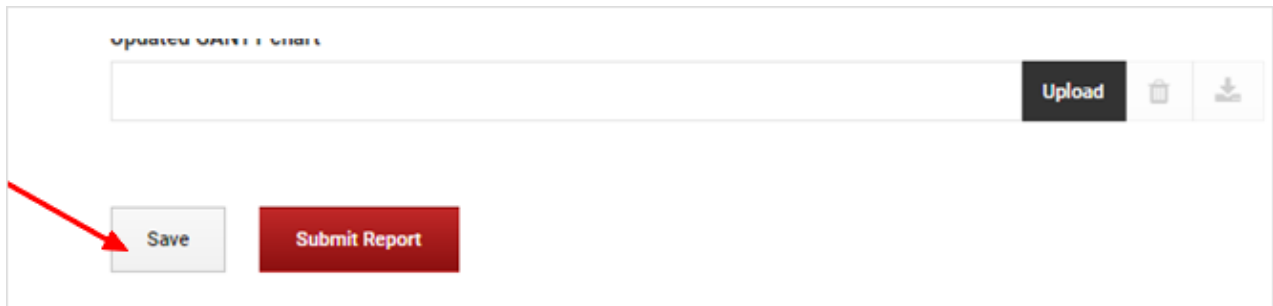
Segments

Segment #	Due date	Fiscal US	Fiscal IL	Technical
1	1 Nov 2017	Uploaded	Under Review	Uploaded
2	1 May 2018	Not Submitted	Not Submitted	Not Submitted
3	1 Nov 2018	Not Submitted	Not Submitted	Not Submitted

Commercializations reports

Semester	US	IL
1 Jul 2017	0	Not Submitted
1 Jan 2018	0	Not Submitted

After choosing the file you want to upload, please click **“save”** in order to upload it to the system.



Updated GANTT chart

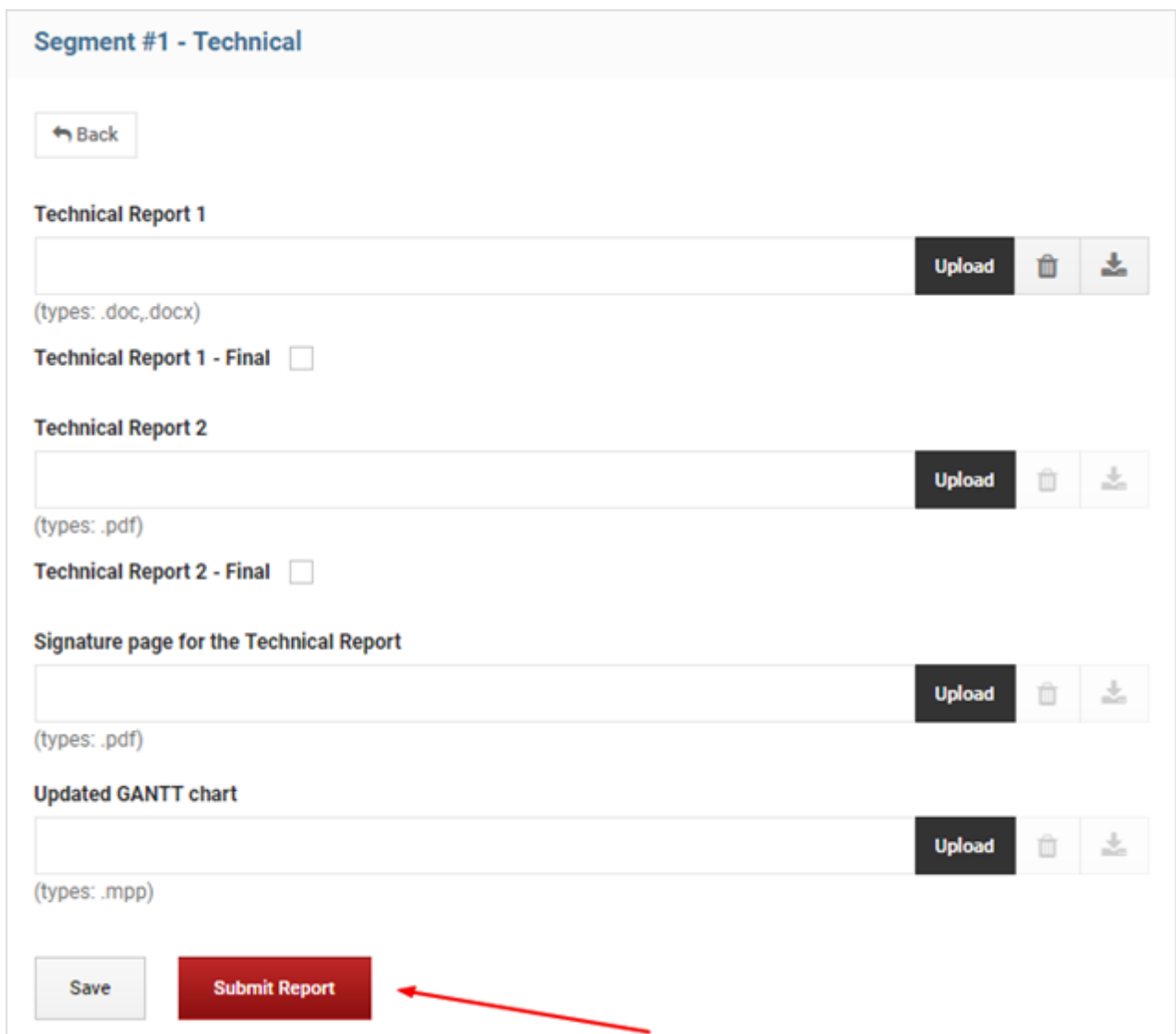
Upload [trash icon] [download icon]

Save Submit Report

A red arrow points to the 'Save' button.

The upload may be done in more than one session, i.e., one file may be uploaded during one session and saved; another file may be uploaded during a following session.

In order to **submit** the report, the company has to click on the **SUBMIT REPORT** button (see below).



Segment #1 - Technical

Back

Technical Report 1

Upload [trash icon] [download icon]

(types: .doc,.docx)

Technical Report 1 - Final

Technical Report 2

Upload [trash icon] [download icon]

(types: .pdf)

Technical Report 2 - Final

Signature page for the Technical Report

Upload [trash icon] [download icon]

(types: .pdf)

Updated GANTT chart

Upload [trash icon] [download icon]

(types: .mpp)

Save Submit Report

A red arrow points to the 'Submit Report' button.

Please note that when a report is “Under Review” status you will have read-only access to the file.

Once the report is submitted, you will receive an email acknowledging that files were uploaded, and a list of the files uploaded, both by the uploading company and by your partner. **This message just acknowledges that the files were uploaded, prior to being reviewed.**