CBE JU project reporting tool guidelines: General instructions

v. 09/2026

The purpose of this document is to provide a (non-legally binding) guidance to the coordinators/beneficiaries of CBE JU projects on the dedicated CBE JU project reporting tool. The objective is to provide guidelines about practical elements (e.g. accessing the webtool, how to fill and submit the questionnaire). The information included in this document complement the information provided in the CBE JU SRIA, where the CBE JU KPIs are set. In case of any question, please contact the Programme Office via the following functional mail box: Project.Reporting@cbe.europa.eu.

Circular Bio-based Europe Joint Undertaking
Postal address: CBE JU, TO 56, 1049 Brussels, Belgium
www.cbe.europa.eu

Co-funded by the European Union

Bio-based Industries Consortium

Contents

Overview

In the CBE JU Strategic Research and Innovation Agenda (SRIA), ten Key Performance Indicators (KPIs) have been defined for the purpose of monitoring the progress towards the achievement of the CBE JU objectives. For each KPI, units of measurement and targets by 2031 have been established.

The monitoring of the project level contribution to each KPIs is carried out at each project reporting period and the progress at CBE JU programme level per KPI (as aggregated project contributions) is reported on an annual basis in the CBE JU Annual Activity Report (AAR).

The CBE JU KPI & Impact Questionnaire aims to gather information from CBE JU funded projects on the project contribution to KPIs, their outcomes and their wider impacts. The questionnaire is supported by a dedicated webtool which can be accessed here (see section Access to the CBE JU reporting webtool for information on roles and how to connect).

The data submitted by the projects are analysed by CBE JU programme office and used for its reporting purposes, including in the AAR, in dedicated dashboards and in other communications on CBE JU achievements. They will be used in aggregated format and only non-sensitive information will be used for communication purposes.

To ensure that only non-sensitive information is used for communication purposes, the respondents are asked to flag text as “sensitive” whenever relevant. Please also ensure that the reporting is grammatically correct, clear and accurate, and that project contributions are well substantiated as these **(non-sensitive) responses may be directly published**.

Process

As defined in the Grant Agreement, the CBE JU projects are requested to submit a KPI & Impact Questionnaire deliverable at the end of each reporting period.

1) One month before the reporting period end date, the questionnaire will be available for editing on the online CBE JU project reporting tool.

> The project coordinator is responsible for reminding the relevant project participants to contribute to the questionnaire. No automatic email reminder will be sent.
> Please ensure that you can access and edit the questionnaire well in advance of the deliverable due date to avoid last-minute IT issues.

2) Once the questionnaire has been submitted in the webtool, a downloadable PDF can be generated. This is the file that should be submitted as a deliverable in the Continuous Reporting Module of the F&T Portal.

> Please ensure that the questionnaire is fully complete and submitted in the CBE JU reporting webtool before uploading the final PDF as deliverable in the F&T portal. Only PDFs where the status is “submitted” in the upper lefthand corner of the generated PDF will be accepted.

3) After submission of the deliverable, the questionnaire will be checked for quality and consistency with the actual progress and outlook of the project. CBE JU programme office will be assisted in this check by the external experts as part of the project review. During this process, project consortia may be requested to revise and resubmit the questionnaire.

4) In case of reopening for revision, users will receive an email with instructions. Once all information is of sufficient quality, the questionnaire will be approved.

5) Once the questionnaire is approved, the submitted data will be integrated into the overall CBE JU reporting, as described in the ‘Overview’ section.

In consecutive reporting exercises, the CBE JU reporting tool will retrieve and made available your latest approved submission.

> At each reporting period, please provide any relevant updates based on the state-of-play of the project.

Access to the CBE JU reporting webtool

Who has access?

The coordinator and the participant contacts identified in the F&T Portal will be granted access to a project's questionnaire on the online CBE JU project reporting tool.

Depending on your role in the project, you will be assigned different rights and responsibilities.

Please see an explanation of the roles and management of users here: Roles and access rights - Online Manual - Funding Tenders Opportunities).

The following table gives an overview of the roles and how they are assigned:

Roles	Validator	Encoder
Assigned people	The project **Primary Coordinator Contact (PCoCo)** and all **Coordinator Contacts (CoCos)**	All **Participant Contacts (PaCos)**
Questionnaire editing	Yes	Yes
Questionnaire submission	Yes – it is the responsibility of the validator to check (validate) the information encoded before submitting the questionnaire	No
PDF download	Yes – this is the document to be uploaded as deliverable in the F&T Portal once approved by the CBE JU	No

Accessing the webtool

To access the CBE JU project reporting tool, please follow this link and use your email address to log-in and access the webtool.

You will only be able to log-in using your email account(s) registered in the F&T Portal.

If you are not assigned to the project as PCoCo/CoCo or PaCo in the F&T Portal, you will not have access to the questionnaire.

Please keep the user information in the F&T Portal updated to avoid being denied access (see Roles and access rights - IT How To - Funding Tenders Opportunities).

2-factor authentication

If you are a first-time user, you will be prompted to verify your email address and set up 2-factor authentication via the following steps:

1) Enter your email address to receive an account verification code.

2) Set up 2-factor authentication using one of the supported methods, including Microsoft Authenticator (recommended), hardware token or phone number.

For Microsoft Authenticator:

a) Download app on mobile device and follow on screen instructions to receive a QR code.

b) Scan the QR code using the Microsoft Authenticator app to connect it with your account.

c) Enter the code shown on screen in the Microsoft Authenticator app to finish pairing.

3) You should now have access to the project reporting tool and the questionnaires for your assigned project(s).

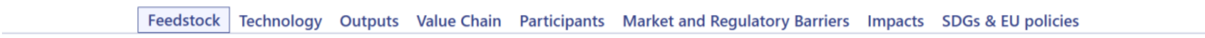
Possible issues you may experience

Issue	Action
I don't have access to the project reporting tool	1) Are you a registered user and assigned a project role (PCoCo/CoCo or PaCo) in the Participant Portal? 2) Check that you are using the correct email address (corresponding to the information in the Participant Portal). 3) Check that you are using a personal email address and not a functional mailbox. In case of the latter, please provide CBE JU an alternative personal email address. 4) If a problem persists, contact Project.Reporting@cbe.europa.eu
I have a new phone and Microsoft Authenticator is no longer working	Please contact us at Project.Reporting@cbe.europa.eu to request that your two-factor authentication is reset. After you receive confirmation that your profile has been reset, follow the instructions in the section Accessing the webtool.

Filling & submitting a project questionnaire

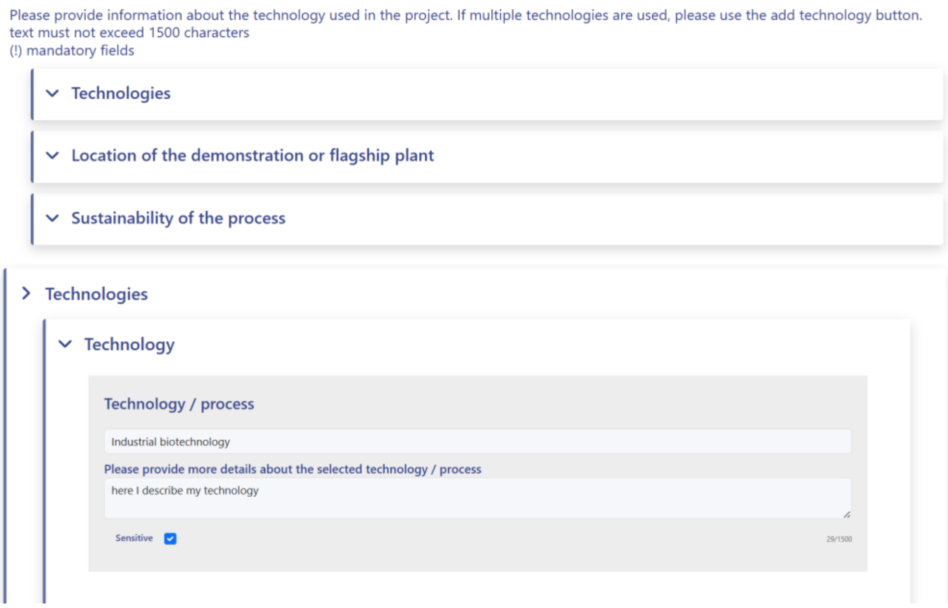
How to fill the questionnaire

The questionnaire is organised into the following 8 sections, each containing a set of questions.



You can toggle between the different sections by clicking on the tabs on the top.

Some sections are further sub-divided into sets of questions covering different elements. These can be expanded or minimised by clicking on the headings/arrows as shown below.



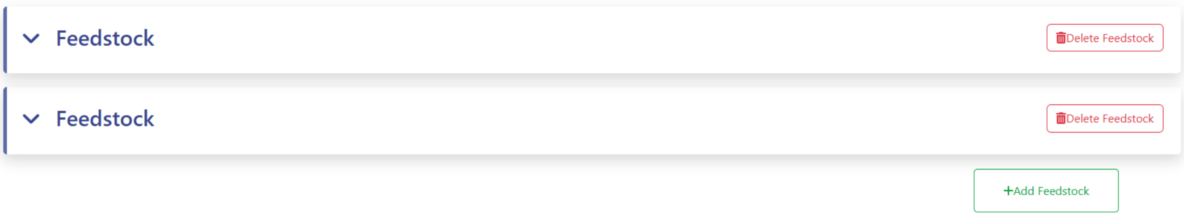
Guidance to fill out the different fields of the questionnaire are provided in the webtool with:

- **Tooltips** with relevant definitions (for more information on KPI definitions and examples, please refer to the KPI handbook).
- **Placeholder text with examples**.

When introducing explanatory text, you can click the '**sensitive**' check box to identify **confidential information** that cannot be shared:

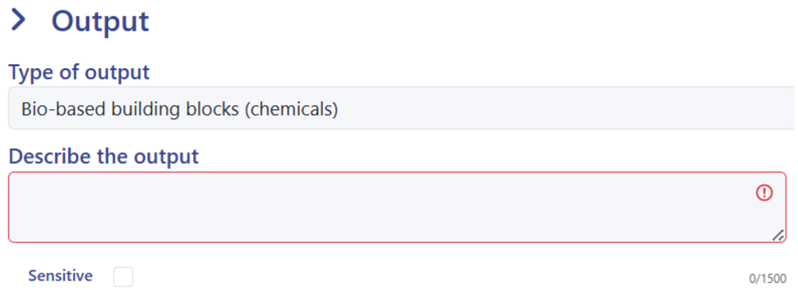
Adding/deleting entries

For several questions, multiple entries are possible (e.g. feedstock, primary producers, outputs, etc…). Entries can be added or deleted by using the green (“Add”) or red (“Delete”) buttons, respectively.

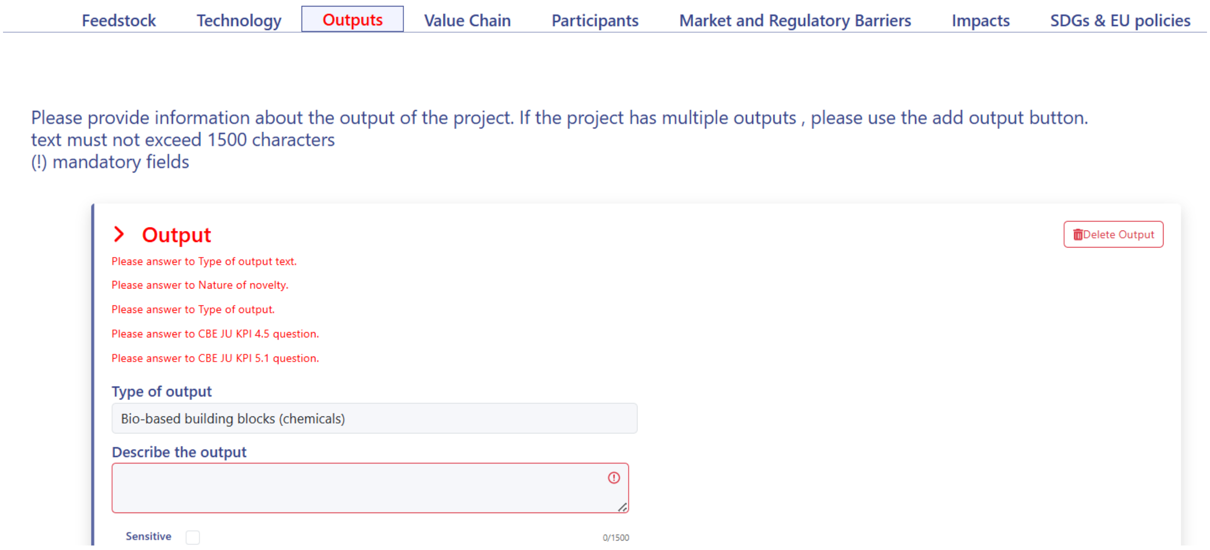


Mandatory fields & error messages

Mandatory fields are identified with a red exclamation mark (!).



The webtool will display a warning in red text at the top of a section when mandatory fields are incomplete after you click on the “Save Draft” or “Submit” buttons



Please pay attention to the instructions at the top of each section. Also you will not be able to submit if these sections are incomplete.

Saving, submission and PDF download

You can save your data at any moment by clicking the ‘Save Draft’ button at the top of the screen. We encourage you to **save regularly** to avoid data loss.

Avoid leaving the webpage open and inactive for a long time as this might result in a partial loss of data.

Once all data has been completed, the project **validator** will be able to submit the questionnaire for review by CBE JU Programme office.

It is mandatory to complete all sections to be able to submit the questionnaire.

Once submitted, “Download PDF” button will be available.