

# Managing Agricultural Research for Learning and Outcomes (MARLO)

## **User Guide**

**Prepared January 2017**

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## 1. Quick overview

### Welcome to MARLO!

MARLO is an online platform designed to assist CRPs in their strategic, results-based program planning and reporting of research. MARLO covers the entire project cycle from planning to reporting. Features are built into the system to support learning and synthesis at the level of flagship and cross-cutting area. Outcome-focused programmatic reports can be generated from the information entered into the system.

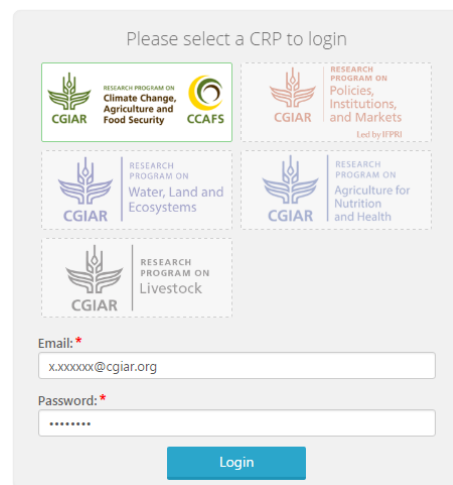
## 2. How to login

Go to MARLO: <https://marlo.cgiar.org/>

**PLEASE NOTE** that by using the system, you consent to information being used on public CRP websites and other knowledge sharing platforms. The information you input should therefore be complete and suitable for an external audience.

Select your CRP. Use your CGIAR credentials to login. Please use your CGIAR e-mail address and the respective password (refer to the image on the right).

If you do not have a CGIAR email address, login credentials will be sent to you in a separate e-mail so you can sign in to MARLO.



## 3. What do you want to do?

After you login, you have three different options:

- Enter a new project
- Update an ongoing project
- Evaluate a submitted project

### 3.1 Step 1: Enter a new project



MARLO monitors and evaluates each project in terms of its contributions to the CRP's impact pathway. In MARLO, a project is typically a collection of several sources of funding, like a bilateral grant or Window 1/Window 2 (W1/W2), with a start/end date and a set of specific deliverables. When you enter a new project, you will provide a small amount of detail about the project, followed by the partners who are responsible for funding sources that make up this project. The next step is identifying the funding sources that make up this project and their relative contributions that add up to the total project budget.

This step is known as pre-setting. Management Liaisons – members of the Program Management Unit or Flagship Leaders – are responsible for entering new projects into MARLO in this step. The Management Liaison and perhaps Contact Points are also the ones responsible for entering the funding sources. The (workflow) image below present the user roles.

### 3.2 Step 2: Update an ongoing project.



The next step is known as planning. Project Leaders and perhaps Contact Points provide more detail about the project, including its location, a description of how it contributes to the CRP's outcomes, the deliverables, and how the project contributes programmatically and financially to cross-cutting issues such as gender.

After you click on 'Update an ongoing project' two tables will be displayed: (i) a list of projects with editing privileges (my projects) and ii) a list of projects that you are not able to edit, but for which you have reading privileges (other projects). You can filter the table clicking the column headers or by typing some text in the search field. Click on the project title of the project you want to update and complete the project entry.

Projects (With editing privileges)

Show  entries

Search:

General Information				Total CCAFS Budget (USD) 2017			Actions		
ID	Project title	Leader	Flagship(s) & Region(s)	W1/W2	W3	Bilateral	Action/Status	PDF	Remove
P1	(ICRISAT WA) Capacitating science-policy exchange platforms to mainstream climate change into national agricultural and...	ICRISAT	F1 F4 F2 EA WA	US\$ 600,000.00	US\$ 0.00	US\$ 100,000.00	Pre-setting		
	(CIAT LAM) Relevant Climate Change Information								

As you complete and save each section, a green checkmark will appear to show you that this section is complete. If the green checkmark is missing, it means that at least one field in that section is not complete. Click on the "Check" button below the vertical menu to see what fields in a given section are incomplete. A yellow flag will appear by any missing fields.

**Project Submission:** Once all the sections are complete, the "Check" button will convert to a "Submit" button. Other users in MARLO can help complete the project, but only Project Leaders, Management Liaisons and/or Contact Points will have the necessary rights to submit the project.

Once submitted, the project will no longer be available for editing. The system will send an email informing all the users related to this project the status of the project in MARLO and a PDF with the information entered

**Project Menu**  
(W1/W2 Co-Funded)

**General Information**

Description

Partners

Locations

**Outcomes**

Contribution to CRP Outcomes

**Outputs**

Deliverables

**Activities**

Activities

**Budget**

Budget by partners

Budget by CoAs

Check for missing fields.

Check

**Project Description**

**Project Title:**  
(CIAT LAM) Relevant Climate Resilient Food Systems

**Management Liaison:**  
F1 - Flagship 1

**Start Date:**  
2014-03-01

**Project Summary:**  
Latin America is at a critical point and adaptation strategies. CCAR research across Latin America, and research centers to make important opportunity to share topics, whereas most of the studies through the NAMA and NAP documents.

Please indicate which region/country

**Flagships:**

F3: Low emissions development

F1: Priorities and Policies

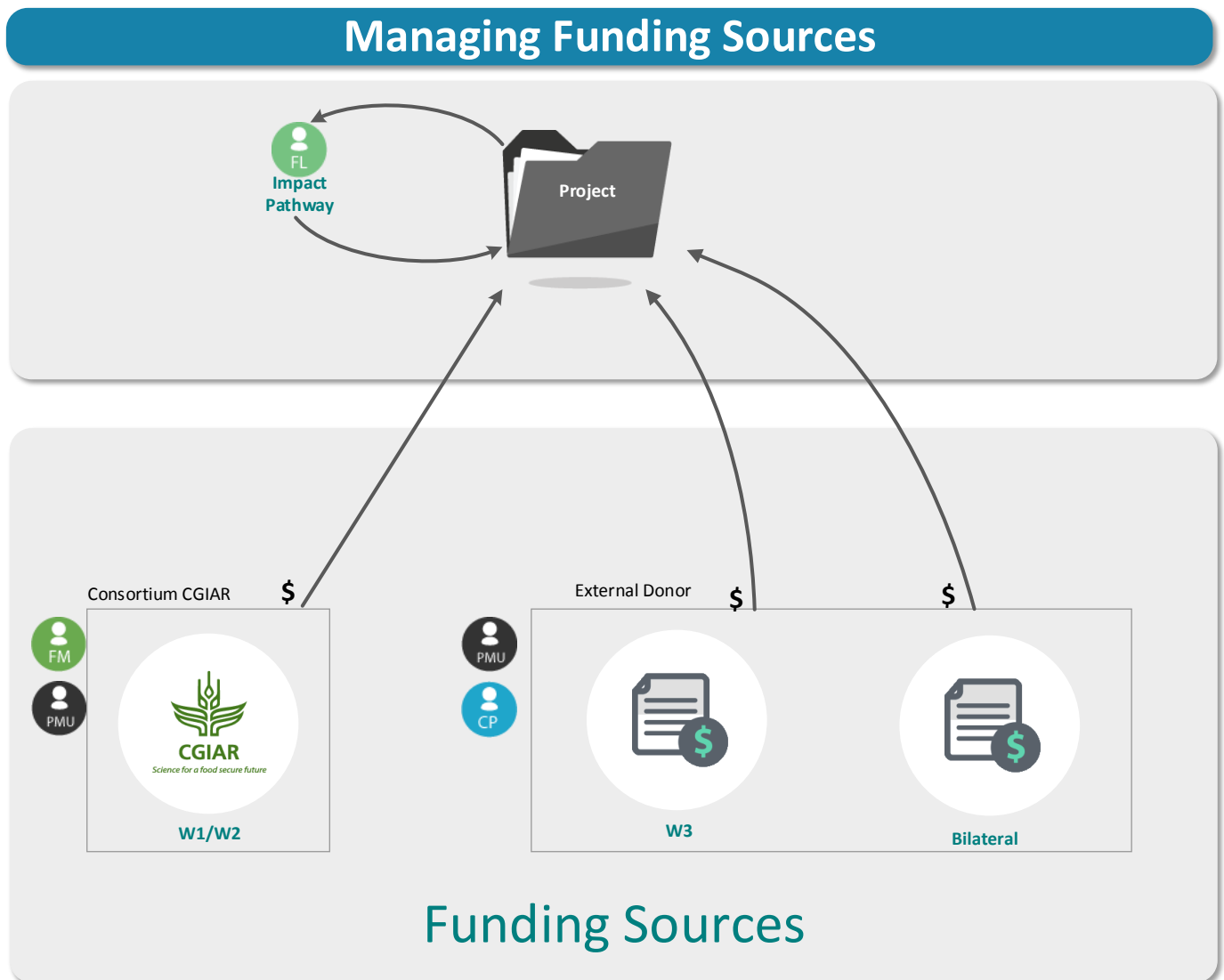
**Clusters:**

### 3.3 Step 3: Evaluate a submitted project

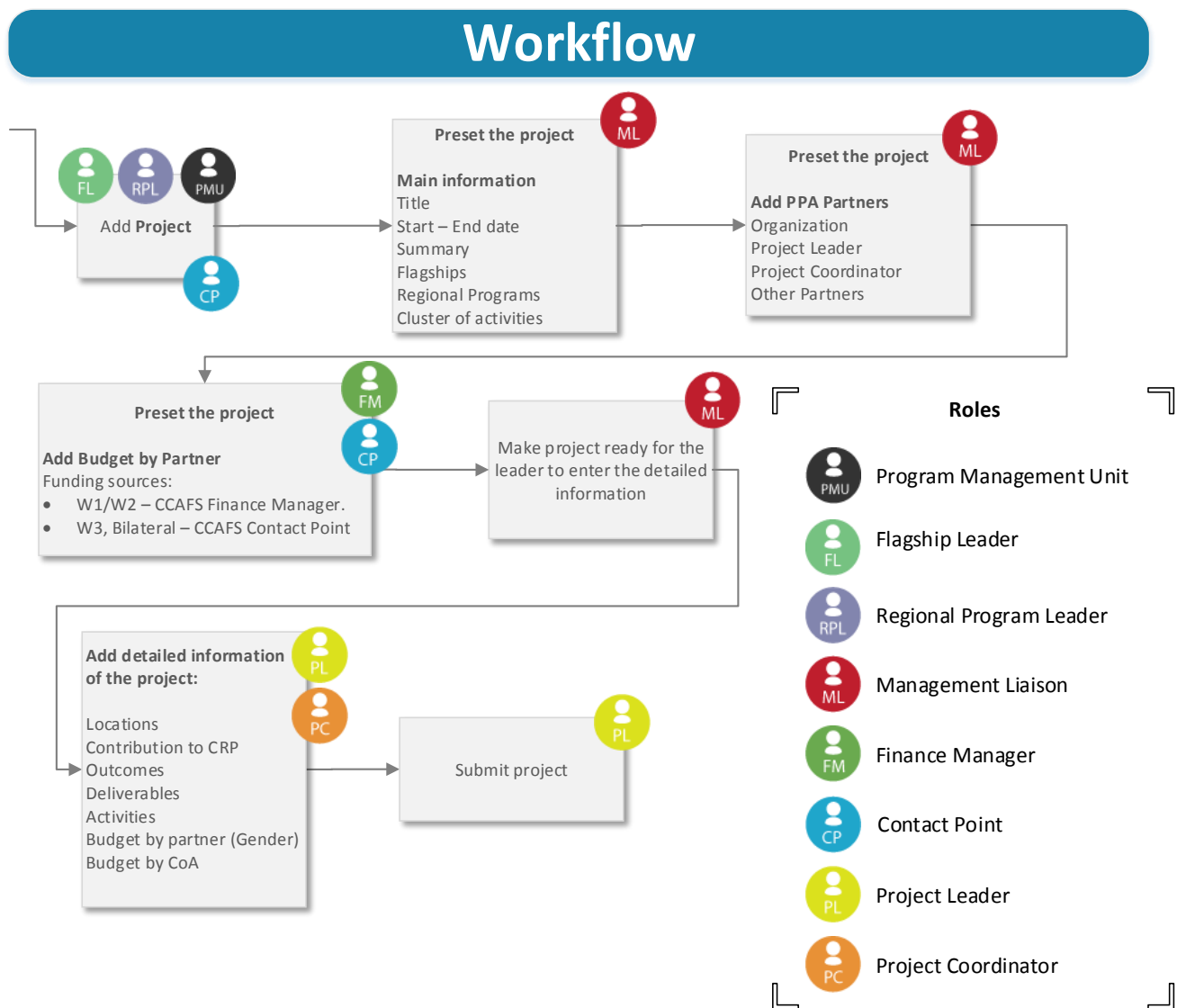
*Coming soon!*

## 4. Background and useful tips

### 4.1 Relationship between Projects and Funding Sources



4.2 Workflow



### 4.3 General Information Section

When you enter a new project you will be asked to indicate the flagship and regional program. If your CRP does not have a regional program structure, please select **No regional programmatic focus**.

Please indicate which region/global and flagship your project is working on:

Flagships: *	Regional Programs: *
<input type="checkbox"/> F4: Climate services and safety nets	<input checked="" type="checkbox"/> No regional programmatic focus
<input type="checkbox"/> F2: Climate-Smart Technologies and Practices	<input type="checkbox"/> LAM: Latin America
<input type="checkbox"/> F3: Low emissions development	<input type="checkbox"/> EA: East Africa
<input type="checkbox"/> F1: Priorities and Policies for CSA	<input type="checkbox"/> WA: West Africa
	<input type="checkbox"/> SEA: Southeast Asia
	<input type="checkbox"/> SAs: South Asia

### 4.4 Auto-saving

MARLO periodically saves a temporary version of what was entered in the system. The saving process runs every 7 seconds. After you make a change, a notification will appear at the top of the screen ("Draft Saved").

In order to officially save the information into the platform, you must click the Save button. Otherwise, the information will remain as draft and will not be available in other sections.

 Save

### Save changes ?

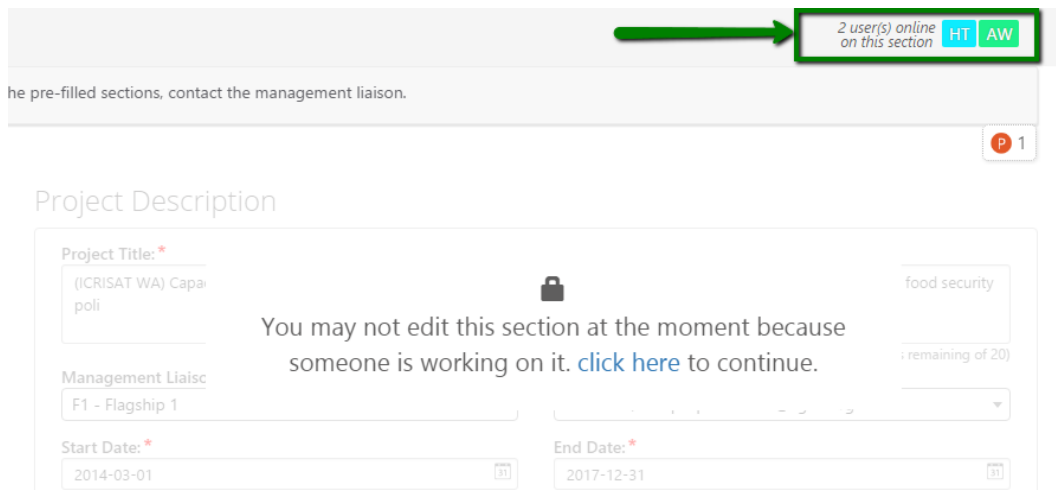
MARLO saved a temporary version of your work. Please confirm your changes by clicking on the save button.

SaveContinue

When you move to another section without clicking on the save button, MARLO will ask whether you want to confirm the changes you have made before leaving that section.

## 4.5 Two users working in the same section at the same time:

Only one user can be editing a specific section in MARLO at a time. When someone else is editing a section, a message will appear indicating that you are not able to edit the section at the moment. In addition, the initials of users connected to the section are being displayed in the top-right corner. Please refer to the image below:



he pre-filled sections, contact the management liaison.

Project Description

Project Title: \*  
(ICRISAT WA) Capa  
poli

Management Liaisc  
F1 - Flagship 1

Start Date: \*  
2014-03-01

End Date: \*  
2017-12-31

You may not edit this section at the moment because someone is working on it. [click here](#) to continue.

food security  
remaining of 20)

2 user(s) online on this section HT AW

## 4.6 Other tips

Mandatory fields are indicated by asterisks (\*).

The project ID (automatically generated by MARLO) always appears at the top of the screen. Hover your mouse over the icon to see the full project title.

## 5. Technical and conceptual support

**Live Chat:** Use the online support chat which is located at the bottom left of the screen.



You may still contact support by email:

### Technical Support:

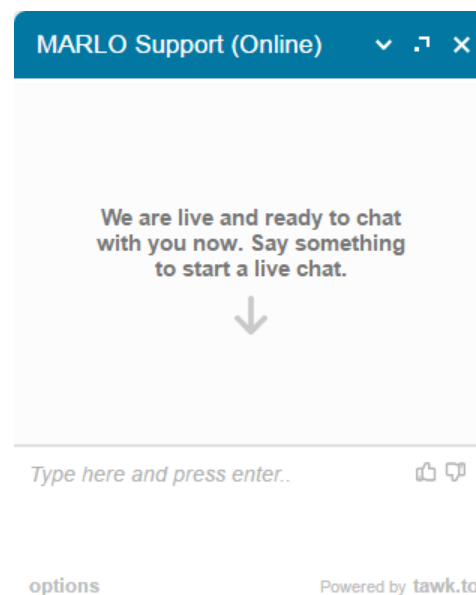
- [MARLOSupport@cgiar.org](mailto:MARLOSupport@cgiar.org)

### Conceptual Support for CCAFS:

- Tonya Schuetz [t.schuetz@cgiar.org](mailto:t.schuetz@cgiar.org)

### Conceptual Support for A4NH:

- Amanda Wyatt [a.wyatt@cgiar.org](mailto:a.wyatt@cgiar.org)



MARLO Support (Online)

We are live and ready to chat with you now. Say something to start a live chat.

Type here and press enter..

options Powered by tawk.to