



# **MARLO AICCRA Mid-year Report - Detailed instructions**



**AICCRA**  
Accelerating Impacts of CGIAR  
Climate Research for Africa





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## Login

Login into the system

**Link:** <https://aiccra.marlo.cgiar.org/>

**Email:** (Your Outlook email address)

**Password:** (Your Outlook password)

If you do not have a CGIAR email address, please use the same password you were assigned before. If this is not the case, please contact the MARLO Support team at [MARLOSupport@cgiar.org](mailto:MARLOSupport@cgiar.org) and indicate to which cluster you would like to access.

## Homepage

Welcome to MARLO AICCRA, an online platform assisting the AICCRA project in its strategic results-based program planning and reporting of research clusters.

After logging in, user will be taken to the cycle of the process in which we are working.

On the Home Page, you will have a timeline of the process where it is taking place ([see screenshot](#)) and have direct access to Clusters and Deliverables ([see screenshot](#)). Please, contact the MARLO Support Team if you cannot find the cluster you expect to see.

## Description

You are in the description section, here you can provide valuable information about your cluster. You will have the opportunity to define the type of cluster, the period of time during which it will be active, and add cross-cutting markers and cluster contributions to the different components. Additionally, you can provide a general summary of what you hope to achieve with it.

## Partners

You are in the partner section, here you would be able to:

- update the list of partners and contact persons (please note that in order to remove a person from the list, you should make sure he/she is not in charge of any deliverable and/or activity).
- assign editing privileges to the different contact person that is part of each of them related for the cluster. Here are the different roles:





- **Cluster Leader:** responsible for the entire cluster. He/she must officially submit the cluster into the platform. Only once Cluster Leader per cluster is allowed.
- **Cluster coordinator:** Responsible for helping the Cluster Leader to fill the information requested by the system. He/she will have the same privileges as the exception that cannot officially submit the cluster into the platform.
- **Cluster collaborator** This person is a member of the cluster but does not have access to nor responsibilities in AICCRA. It could also be a person who is responsible for producing a deliverable and/or activity.

## Locations

Please capture and update all geographic scales that you are working on separately. Be as specific as possible.

## List Contribution to performance indicator

In this section, you'll find a comprehensive list of indicators your cluster has contributed to during this reporting cycle. Click on any of them to access detailed information about the selected item.

Also, each is presented in a separate row, accompanied by its corresponding deliverables, OICRs, and innovations. To view more details about the pieces of evidence, click on the respective tab next to the indicator, which will open a pop-up window with all the relevant information ([see screenshot](#)).

Note: If you do not find a particular indicator in the list, you can add it from the option "select an indicator to which this cluster will contribute" ([see screenshot](#)).

## Contribution to performance indicator

Report under the expected year-end value, and current achievement value and answer the question of progress to targets of key performance indicators ([see screenshot](#)).





## Outcome Impact Case Report (OICR) & Monitoring, Evaluation, Learning

### and Impact Assessments (MELIAs)

This section will serve to input any cluster Outcome Impact Case Reports (OICR), Impact Assessments, Adoption studies, or alike.

### Internal instructions for OICRs & MELIAs

Consider the following information for this evidence:

- You will get a public link to a PDF that can be shared with external MARLO users.
- The date and status can be updated in the different reporting cycles, so creating a new report for each phase is not necessary.
- The level of maturity can be updated in each reporting cycle.
- Please mapped to the relevant Performance Indicators

### Deliverables

Please report any final time-bound, tangible information and knowledge product that is evidencing the achievement of a performance indicator. It is proof, in digital, electronic, physical, or another kind of soft or hard copy of the completion of a set of activities. Examples of deliverables are: workshop reports, journal articles, datasets, training materials

**Very important:** All information products authored under the AICCRA project should be uploaded to CGSpace or similar repositories and then be reported in MARLO. If you need support, please contact Margarita Ramirez at [Margarita.Ramirez@cgiar.org](mailto:Margarita.Ramirez@cgiar.org).

- **General Information**

Make sure each deliverable is mapped to the relevant Performance Indicators. This is very important.

Update the status to **Complete** when the deliverables are already finalized and disseminated. In case of **extended**, please provide the extended year and a justification; In case of **Cancelled** just provide an explanation.

If the deliverable is complete, please check that all required fields are complete.





- **Dissemination & Metadata**  
Please make sure to upload your deliverable into a Suitable Repository prior to reporting in MARLO according to the CGIAR Open Access policy and the Data management plan developed for the AICCRA project (e.g. CGSpace, Dataverse, etc.).  
MARLO is monitoring the open access indicator of deliverables using the FAIR principles approach. For more information about FAIR status [see this screenshot](#).
- **Quality Check.**  
For those deliverables that are related to Databases, Datasets, Data documentation or Maps/Geospatial data, please respond to the 3 questions related to their quality ([see screenshot](#)).

## Innovations

Innovation is a new idea, product, service, or solution capable of facilitating impact through innovation systems involving multiple partners and enablers. Examples of innovations are new seed varieties, new knowledge frameworks for integrated landscape management, or new training programs. There are four stages for innovations. Stage 1 (end of research): The completion of an initial research stage for innovation. Stage 2 (end of piloting): An innovation has been tested. Stage 3 (available for uptake): An innovation is available to users. Stage 4 (uptake by next users): An innovation has been adopted and is being used.

## Activities

In AICCRA, the activities are predefined according to our Operational Manual, as a result, it is expected that a cluster maps all relevant activities in which they are receiving funds. You will find all the deliverables related to your cluster, and you should map each one to at least one activity in order to receive the green check for this section. You can complete this task using either the activities or deliverables section, as the information will be consistent in both areas.





## Budget by Partner

This section will be displayed for information purposes only as the budget is not complete by our finance manager yet. Ideally, it will be completed during the year.

## Technical support

- Online support  
Use the online support chat which is located at the bottom left of the screen. The chat is being monitored by the technical team based at CIAT in Colombia during business hours. Messages sent by users through the chat outside business hours (Colombia time) will be answered via email.
- Email  
Send a mail to [MARLOSupport@cgiar.org](mailto:MARLOSupport@cgiar.org)

