



MARLO AICCRA Half-year Report - Detailed instructions



AICCRA
Accelerating Impacts of CGIAR
Climate Research for Africa





Login.....	3
Homepage.....	3
Description.....	3
Partners.....	3
Locations	4
Contribution to performance indicator	4
Outcome Impact Case Report (OICR) & Monitoring, Evaluation, Learning	4
and Impact Assessments (MELIAs)	4
Deliverables.....	4
Innovations	5
Activities.....	5
Budget by Partner	5
Technical support.....	6





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 <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, Deliverables and OICRs, and MELIAs ([see screenshot](#)). Please, contact the MARLO Support Team if you cannot find the cluster you expect to see.

Description

Check that everything is ok, especially the description of the project.

Partners

- Update the list of partners and contact persons (please note that in order to take out a person from the list, you should make sure he/she is not in charge of any [deliverable and/ or activity](#)) and add if needed).
- Here you are able to assign editing privileges to the different users that are part of the cluster.
 1. Cluster Leader ([see screenshot](#)) - can edit
 2. Cluster Coordinator ([see screenshot](#)) - can edit





3. Cluster Collaborator ([see screenshot](#)).

Locations

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

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.

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.

- 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.

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