



Unlocking Projects for Editing

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After submission, the projects might have been locked for editing. You will need to follow the procedure below to first unlock the projects for editing.

If project status is “Accepted”

If the checkboxes in the potential beneficiary countries, CGIAR Priorities and Countries of Planned Research are locked and cannot be edited, check the statuses of the projects if they are “Accepted” already.

To be able to edit, the PO user must “return” each project for revision to make the status of the project to “Returned for revision”. This is part of the built-in workflow of EasyMTP.

To change the status to “Return for revision”, please follow these steps:

1. Log in as Project Office to EasyMTP
2. In Project Overview and Rationale section of each of the project, click on the link button “Project Status Settings”
3. At the Status portion of the window that just expanded, select “Return” from Update status pull down list
4. Click on Set Status link button to commit the change
5. Repeat steps 2-5 for each of the projects

If you had assigned projects to Project Coordinators, they will receive a notification. Please follow up with them and make sure they are aware of how to proceed with editing.

If you had not assigned the project to a Project Coordinator, “Unassigned” flag is reflected in the project’s Project Coordinator information. To be able to edit, you need to assign the project first before changing the status from “Accepted” to “Return”. Once projects are assigned, follow steps 2-5. Repeat the steps for each of the projects.

Once setting of statuses is done and all projects are now “Returned for revision”, proceed to check/uncheck relevant countries and priorities in the lists.

When you have finished, you may want to go through the entire workflow and “Accept” the projects again.

If project status is not “Accepted”

If statuses of projects are NOT “Accepted” then most probably your submission of MTP portfolio to CGMAP did not go through the suggested workflow of EasyMTP. Projects are not locked so editing countries and priorities is still possible.

To edit, log in as either Project Office or Project Coordinator then proceed to Potential Beneficiary Countries section in the Logframe table and make the necessary changes.

Note: Only users under Project Office and/or Project Coordinator roles can edit and make changes to EasyMTP. Regardless of project status, users that are members of Program Leader role cannot. If only one user is delegated to complete and make necessary changes to EasyMTP, make sure the user is not a member of Program Leader role to make all editing functionalities available.