

How to report innovations

Learn how to report outputs in MEL in 1 minute





Go to mel.cgiar.org and login to your account

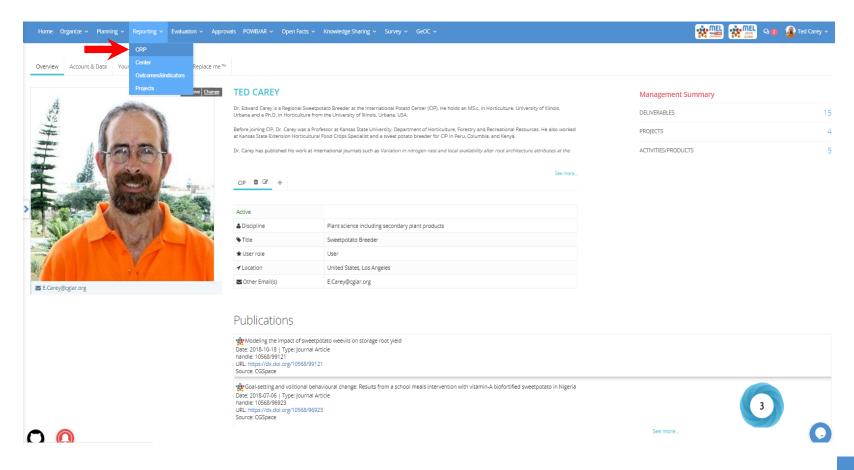


Use your email and password to login

Click on «Forgot password?» if you need to change your credentials



Click on the Reporting menu and select the reporting framework

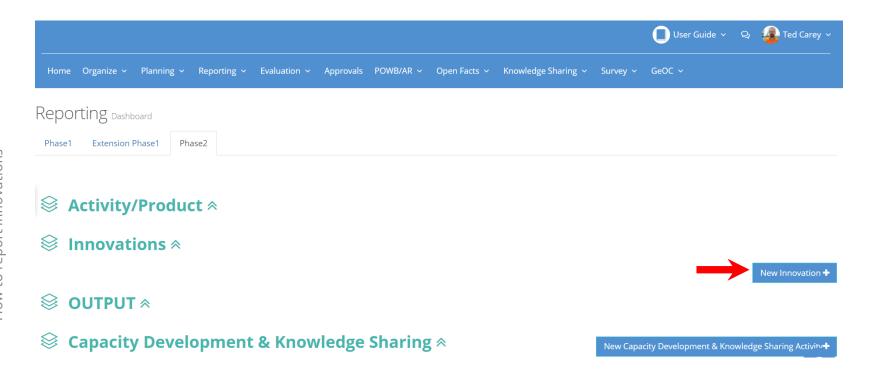


You may select CRP or Center depending on the framework under which your innovation has contributed*.

*The reporting innovation process is an option only available for cluster leaders.



Create an Innovation

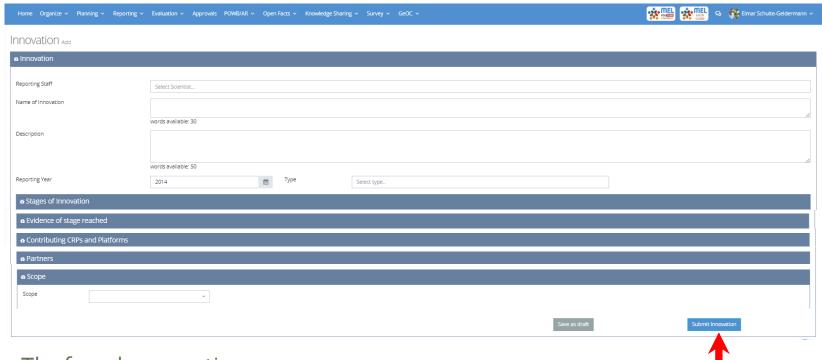


Now, if the innovation will be reported for the first time, click on «New Innovation» and it will show up the form to fill the information.

This tab will only be visible if you are a cluster leader.



Innovation form and information flow





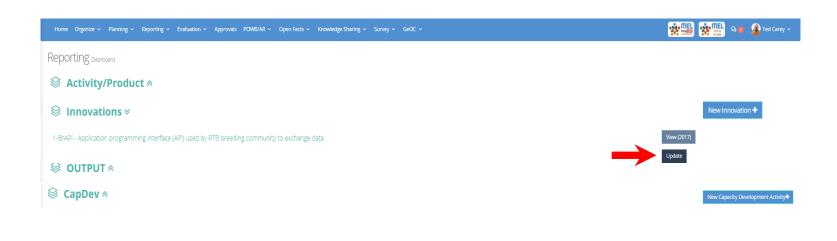
1) Stages, 2) Evidence, 3) Contributing CRP and Platforms, 4) Partners, 5) Scope Once you finished, click on submit innovation. You can also save it as a draft in case do not have the complete information.

Then the CRP Officer will review and approve the innovation.

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See and update the innovations reported



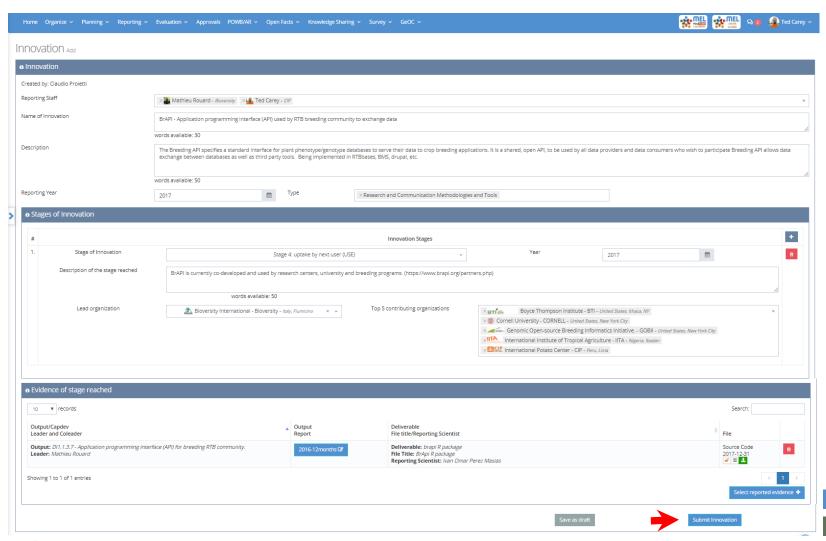
The list of innovations assigned to you as staff member will be shown by clicking in «Innovations».

You can see and edit the information reported in case there are updates to make in stages, evidences, partners, etc, by clicking on **View** (to see) and/or **Update** (to edit).





Back to reporting innovation form to include updates





Here you can add the information and click on submit after you finished.



For more detailed information on how to use MEL please use the online quide

You need support? Chat with us 👩 or send us and email 🙆







