



**Sustainable management of water resources in agriculture, forestry and freshwater aquaculture sectors**

**ELECTRONIC SUBMISSION PLATFORM**

**GUIDELINES FOR APPLICANTS**

## I. IMPORTANT INFORMATION

**IMPORTANT:** The online platform corresponds to an adaptation of the French National Research Agency (ANR) electronic submission tool. In accordance, you will find certain fields that are blocked (or could not be removed) because they are solely focused on French Applicants. As these fields are considered irrelevant to this Call, please disregard these aspects when filling in the data of your pre-proposal. Please follow these *Guidelines for the Electronic Submission Platform*, in order to make sure you do not miss any important information you should provide.

**NOTE:** You can choose the language of your screen (French or English) by clicking on the flag at the top of the screen (right side).

### Consortium Composition

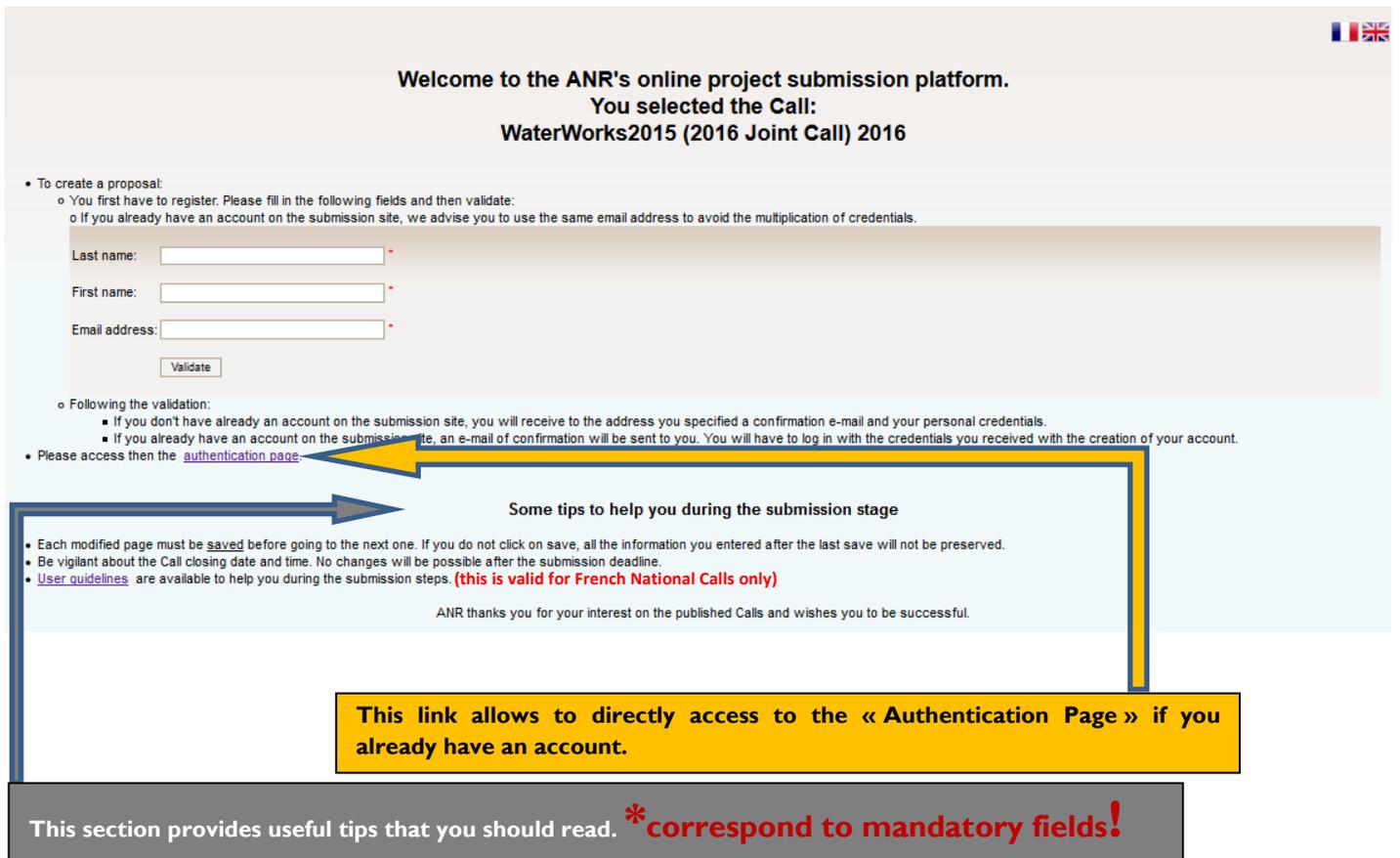
For each project, a project Coordinator is appointed. Each project Partner appoints a scientific and technical representative for his/her team (the **Principal Investigator - PI -**). The project Coordinator will create the pre-proposal in the submission platform and add the project Partners. Once that is done, Partners will receive an invitation mail to connect to the platform. They will be able to check the information provided by the Coordinator and modify their administrative and financial data if necessary.

**Each modified page in the submission platform must be saved before going to another page.**

You will find information marks  for clarification at different places where the text could not be changed or besides some important fields.

## 2. HOW TO CONNECT

1. Go to [https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1088](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1088)
2. The window below will appear:



FR GB

**Welcome to the ANR's online project submission platform.**  
**You selected the Call:**  
**WaterWorks2015 (2016 Joint Call) 2016**

- To create a proposal:
  - You first have to register. Please fill in the following fields and then validate:
    - If you already have an account on the submission site, we advise you to use the same email address to avoid the multiplication of credentials.

Last name:  \*

First name:  \*

Email address:  \*

- Following the validation:
  - If you don't have already an account on the submission site, you will receive to the address you specified a confirmation e-mail and your personal credentials.
  - If you already have an account on the submission site, an e-mail of confirmation will be sent to you. You will have to log in with the credentials you received with the creation of your account.

- Please access then the [authentication page](#).

**Some tips to help you during the submission stage**

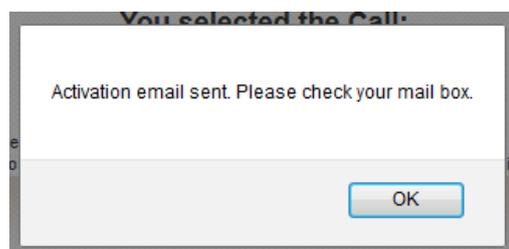
- Each modified page must be **saved** before going to the next one. If you do not click on save, all the information you entered after the last save will not be preserved.
- Be vigilant about the Call closing date and time. No changes will be possible after the submission deadline.
- [User guidelines](#) are available to help you during the submission steps. **(this is valid for French National Calls only)**

ANR thanks you for your interest on the published Calls and wishes you to be successful.

**This link allows to directly access to the « Authentication Page » if you already have an account.**

This section provides useful tips that you should read. **\*correspond to mandatory fields!**

3. If you did not have an account, **Insert Last Name, First Name** and **email address**, and click on **“VALIDATE”**.
4. You will get a pop-up window:



5. An email will be sent to you in the following format (if you do not receive the email, PLEASE CHECK YOUR SPAM FOLDER):

**De :** SIM ANR [<mailto:simnoreply@agencerecherche.fr>]

**Envoyé :** lundi 29 février 2016 10:32

**À :** [the e-mail address you provided will be here](#)

**Objet :** ANR 2016 : login & password

Bonjour,

Voici votre Login et Mot de passe au système d'information de l'ANR : <https://recette-aap.agencerecherche.fr>

**Login :** [your e-mail address will be there](#)

**Mot de passe :** xxxxxxxxxxxx

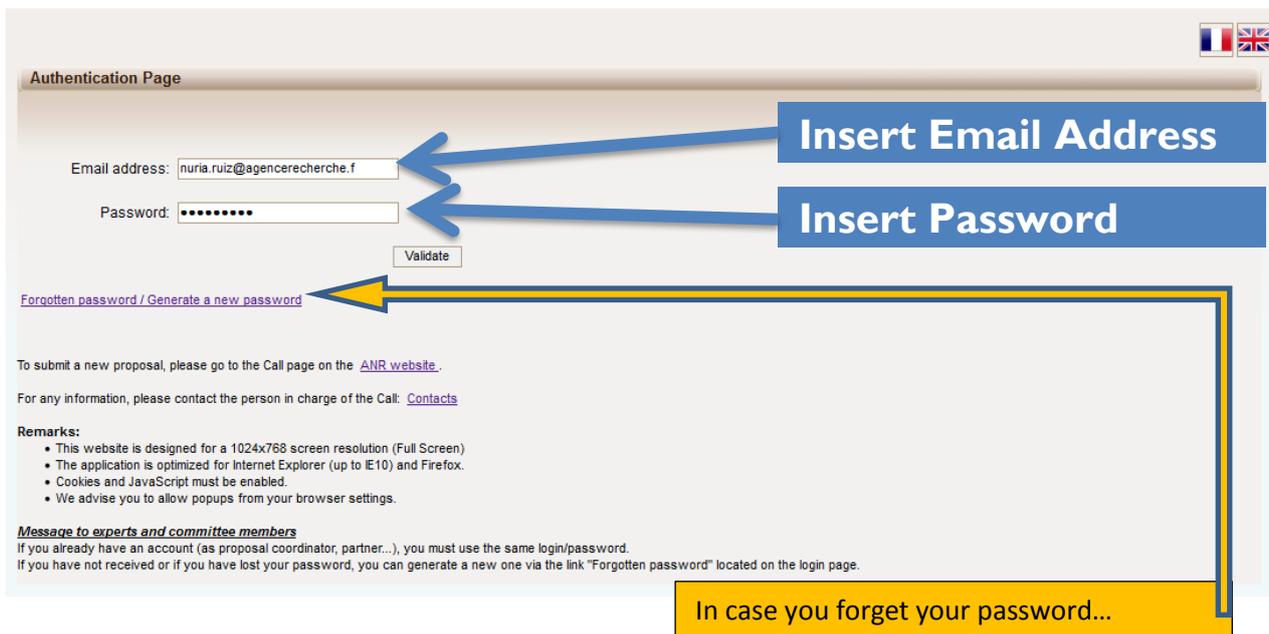
Dear colleague,

Here are your Login and Password for the ANR information system : <https://recette-aap.agencerecherche.fr>

**Login :** [your e-mail address](#)

**Password :** xxxxxxxxxxxx

**6.** Open the link in your browser, and the following screen will be displayed:



The screenshot shows the 'Authentication Page' with the following elements:

- Email address:**  (Annotated with a blue arrow and the text 'Insert Email Address')
- Password:**  (Annotated with a blue arrow and the text 'Insert Password')
- Validate** button
- [Forgotten password / Generate a new password](#) (Annotated with a yellow arrow pointing to a yellow box that says 'In case you forget your password...')

Additional text on the page includes instructions for submitting proposals, contact information, and technical remarks.

If you request a new password, you must provide your e-mail address on the following screen:  
An e-mail will automatically be sent to your INBOX.



The screenshot shows the 'Mot de passe oublié / Forgotten password' screen with the following elements:

- Adresse de messagerie / Email address :**
- Valider** button
- [Revenir à la page d'authentification / Back to the authentication page](#)

7. After validation, you will get a new screen asking you to choose your user profile: Project Coordinator or Project Partner. Please click on **“Project Coordinator”** and then **“Access”**:

### 3. HOW TO CREATE A PROPOSAL

1. After accessing the platform, you will be presented the following screen (please understand that the screenshot is just an example, and if this is the first time you login, you will not have any proposals listed):

If you want to modify the password

Nuria RUIZ - AAP: None - Edition: None - Proposal: None [Home](#) [Log out](#) [Change my password](#) [Change my user role](#) [Downloads](#) [Update my details](#)

#### My proposals

[Submit a proposal](#) to the call for proposals: '2016 Joint Call' - 2016

Proposal title	Edition	Call for proposals	Deadline for submission (DD/MM/YYYY) (Paris time)	Published
<a href="#">ACWAPUR</a>	2016	MRSEI_TEST_DPC	31/12/2016 13:00	No
<a href="#">TEST</a>	2016	MRSEI_TEST_DPC	31/12/2016 13:00	No
<a href="#">AIHWATER</a>	2016	2016 Joint Call	19/04/2017 17:00	No

List of currently reviewed proposals

There are no proposals

List of proposals within the grant signing process

There are no proposals

List of funded proposals

There are no proposals

2. Click on **“Submit a proposal”**, which will direct you to the **“Identification of the project”** page:

Nuria RUIZ - AAP: 2016 Joint Call - Edition: 2016 - Proposal: None [Home](#) [Log out](#) [Change my password](#) [Change my user role](#) [Downloads](#) [Update my details](#)

#### Identification of the project

In order to facilitate the access to this project, please fill in the following fields. These remain editable until the call deadline

Project acronym

Project title

Insert Acronym of your proposal

Insert Title of your proposal

ACRONYM IS LIMITED TO 30 characters. These fields can be changed until the deadline of the Call.

3. After inserting the **ACRONYM** and the **TITLE** of your proposal “, click on “**Save**”.

**NOTE : Please note that from the second time you will connect to the submission platform, you will be presented with the “My proposals” page (below), where you will be able to select the proposal you want to complete.**

Nuria RUIZ - AAP: Aucun - Edition: Aucune - Proposition: Aucun [Home](#) [Log out](#) [Change my password](#) [Change my user role](#) [Downloads](#) [Update my details](#)

My proposals FR UK

List of proposals in a current call

Proposal title	Edition	Call for proposals	Deadline for submission (DD/MM/YYYY) (Paris time)	Published
<a href="#">ACWAPUR</a>	2016	MRSEI_TEST_DPC	31/12/2016 13:00	No
<a href="#">AI4WATER</a>	2016	2016 Joint Call	19/04/2017 17:00	No

List of currently reviewed proposals

There are no proposals

List of proposals within the grant signing process

There are no proposals

List of funded proposals

There are no proposals

4. You will now have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

**TAB 1: Partnership and tasks** **TAB 2: Partners/Organisations files** **TAB 3: Identity of the Project** **TAB 4: Scientific Abstract** **TAB 5: Scientific Document** **TAB 6: Summary Tables** **TAB 7: Submission of the project**

By default, you will first be directed to the “**Identity of the project**” page:

Partnership and tasks Partners/Organisations files **Identity of the project** Scientific abstracts Scientific document Summary tables Submission of the project

*This online platform corresponds to an adaptation of the French National Research Agency electronic submission tool. In accordance, you will find certain fields that were blocked (or could not be removed) because they are solely focused on French Applicants. As these fields are considered irrelevant to this Call, please disregard these aspects when filling in the data of your pre-proposal. Please consult the **Guidelines for the Electronic Submission Platform**, available here.*

\* Mandatory informations to validate form

Project Acronym  \*

Project French title  \*

Project English title

Duration in months  \*

Financial instruments

Primary societal challenge

**5.** “Acronym” and “Project Title” will be automatically filled in using the information you provided previously.

**NOTE:** “PROJECT FRENCH TITLE” disregard this field and copy and paste the “Project English Title”.

**6.** Select “Duration in months”. The “Financial Instruments” and “Primary Societal Challenge” is a one-option field but you still have to select it.

**7.** If you scroll down the screen, you will be presented with the list of the three Challenges (named here “Primary Themes”) and the subtopics, which are all described in the Call Announcement. The column corresponding to the level is for the cases where more than one Challenge (“Primary Theme”) was selected. You can distinguish which one of the two (or three) challenges is the one that fits best to your proposal topic.

Primary themes	Level	Sub-domains/ theme key words
1 - Increasing the efficiency and resilience of water uses	Please select thematic level	<input type="checkbox"/> Sub-topic-1.a. Efficiency issues <input type="checkbox"/> Sub-topic-1.b. Resilience to climatic variability
2 - Monitoring and reducing soil and water pollution	Please select thematic level	<input type="checkbox"/> Sub-topic-2.a. Optimising fertiliser application <input type="checkbox"/> Sub-topic-2.b. Assessment and development of monitoring schemes and indicators <input type="checkbox"/> Sub-topic-2.c. Modelling and assessing the nitrate and phosphorus loads <input type="checkbox"/> Sub-topic-2.d. Combined environmental risk to human health
3 - Integrating social and economic dimensions into the sustainable management and governance of water resources	Please select thematic level	<input type="checkbox"/> Sub-topic-3.a. Development of new approaches and models for integrated management and governance of resources <input type="checkbox"/> Sub-topic-3.b. Set-up of water-valuing schemes including economic and ecological pillars <input type="checkbox"/> Sub-topic-3.c. Participatory approaches and barriers assessment for better implementation of policies and breakthrough knowledge uptake

**8.** You must also answer some questions concerning the proposal and provide keywords defining the research domains of your proposal. A list of keywords is proposed (it is not mandatory to select keywords in the list) but these fields are very important to allocate reviewers to your proposal. An open field section of “Keywords” allow you to introduce extra keywords not mentioned in the previous section. Keywords must be separated by semicolons.

Did you register the project at a previous edition  Year  Project Acronym

Follow-up project previously funded  \* Acronym of the project

Is the project linked to a programme Investments for the Future programme (PIA)?  **Do not answer this question. It is irrelevant to this Call.**

Save Cancel

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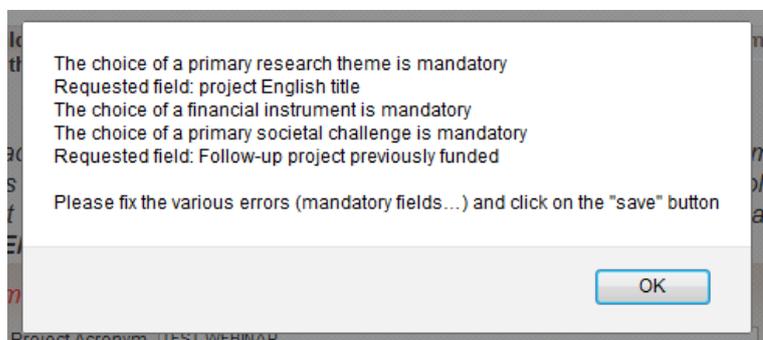
**List of Research Funding Organisation**  
No Research Funding Organisations are associated to the project **Do not answer this question. It is irrelevant to this Call.**

**List of french cofunders:**  
No cofunder to display  
Add a cofunder **Do not answer this question. It is irrelevant to this Call.**

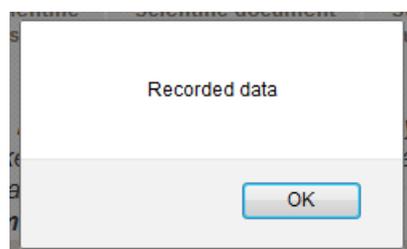
*The agreement in principle for cofunding, assumes :*  
 - You agree that the cofunder has access to scientific and financial information of the project  
 - You have obtained the agreement of all partners

*This application does not prejudice the final decision of selecting and / or cofunding.*

**9.** After you **Save**, a pop-up window will appear to remind you any forgotten field and the need to save data before leaving this tab. Here is an example below:



When all the fields have been properly completed you will get a confirmation from the system when saving:



**10.** Move to the **"Partnership and tasks"** Tab. Here the Coordinator will ADD and REMOVE partners and will define the roles. In the pre-proposal stage, FOR EACH PARTNER, it is only needed the information of the Principal Investigator. There is no need to describe the whole research team that is lead by each Principal Investigator.

# 4. HOW TO ADD PARTNERS

The **Partnership and tasks** TAB allows the coordinator to add/remove the partners of the consortium. The table below is automatically filled as you provide information on each or your partner

Partnership and tasks
Partners/Organisations files
Identity of the project
Scientific abstracts
Scientific document
Summary tables
Submission of the project

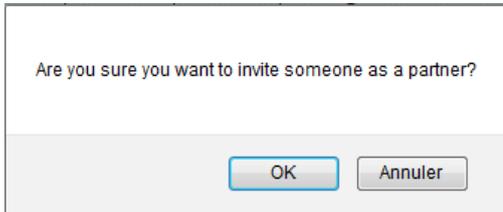
### Partnership

The project coordinator defines the project partners/organisations. At each addition, an email is sent to the new collaborator with the necessary information

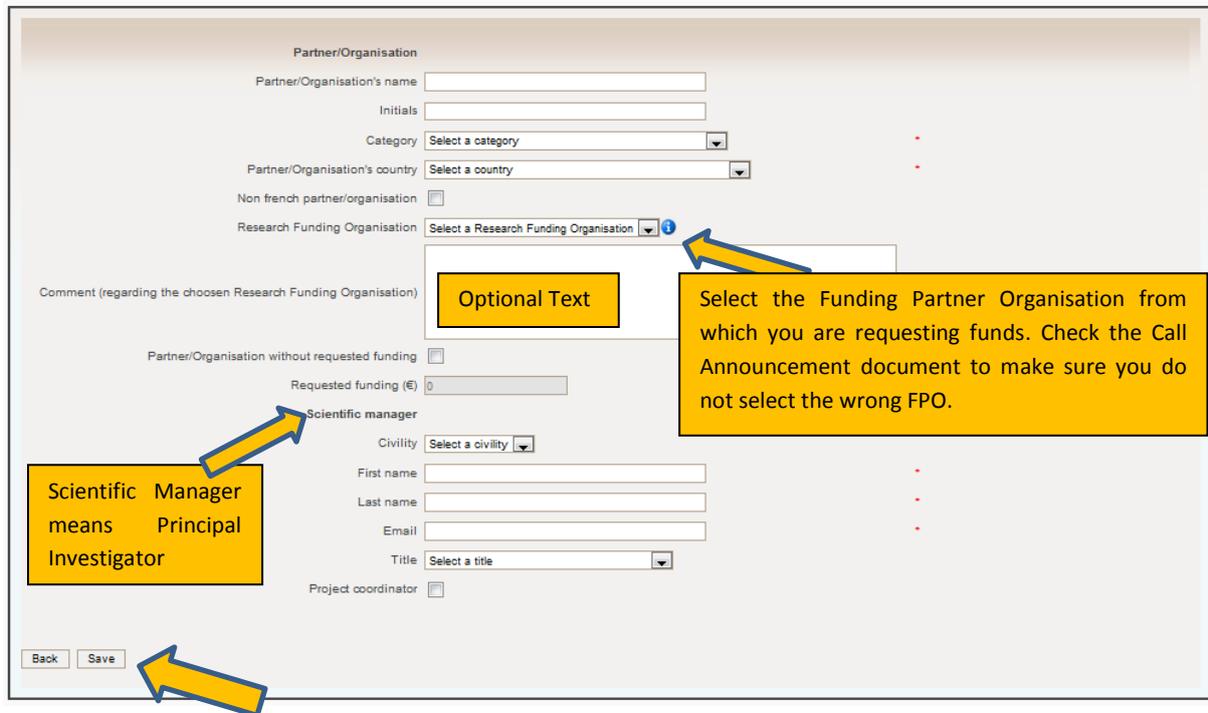
☐	Partner/Organisation's name	Initials	Category	Requested funding (€)	Civ	First name	Last name	Email address	Role	Title	Coord	Non french partner/organisation	Partner/Organisation without requested funding	Research Funding Organisation
	(1)			0										
<a href="#">Modif</a>				0		Nuria	RUIZ	REC_nuria.ruiz@agencerecherche.fr	PI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Alghanistan (3)			0										
<a href="#">Modif</a>	zd	zd	Public Laboratory	0	Ms	zd	zd	zd@zd.fr	PI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Modif</a>	l	l	Public Laboratory	0		Ludovic	LÉTOLLE	REC_ludovic.letolle@agencerecherche.fr	PI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MINECO
						Solene	GASNIER	REC_Solene.GASNIER@agencerecherche.fr	Sci. Team Mem					
<a href="#">Modif</a>	a	a	Public Laboratory	0		Solène	Gasnier	solene.gasnier@agencerecherche.fr	PI	Researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Spain (1)			355080										
<a href="#">Modif</a>	Sinapse Energía S.L.	SESL	SMEs	355080	Ms	Purificación	Amaya	proyectos2@sinapseenergia.com	PI	Research Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Portugal (1)			0										
<a href="#">Modif</a>	University of Aveiro	UA	Public Laboratory	0		Gil	Acabo	gilao@ua.pt	PI	PhD student, post-doctorant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FCT

[Add new partner/organisation](#)
[Delete selected partners/organisations](#)

1. The Coordinator must click on **“Add new partner/organisation”** in the bottom of the Table.
2. A pop-up will ask you for confirmation and you can confirm it by clicking **“OK”**:



**3.** Fill in the data related to the Organisation and Principal Investigator (CHECK THE NOTES IN THE FIGURE) and click on **“SAVE”**:



The screenshot shows a web form with the following sections:

- Partner/Organisation:**
  - Partner/Organisation's name: [text input]
  - Initials: [text input]
  - Category: [dropdown menu]
  - Partner/Organisation's country: [dropdown menu]
  - Non french partner/organisation: [checkbox]
  - Research Funding Organisation: [dropdown menu]
- Comment (regarding the chosen Research Funding Organisation):** [text area] with a yellow box labeled "Optional Text".
- Partner/Organisation without requested funding:** [checkbox]
- Requested funding (€):** [text input]
- Scientific manager:**
  - Civility: [dropdown menu]
  - First name: [text input]
  - Last name: [text input]
  - Email: [text input]
  - Title: [dropdown menu]
  - Project coordinator: [checkbox]

Annotations in the image:

- A yellow box labeled "Optional Text" points to the comment field.
- A yellow box with text "Scientific Manager means Principal Investigator" points to the "Scientific manager" section.
- A yellow box with text "Select the Funding Partner Organisation from which you are requesting funds. Check the Call Announcement document to make sure you do not select the wrong FPO." points to the "Research Funding Organisation" dropdown.
- An arrow points to the "Save" button at the bottom left.

The Partnership table will be automatically updated.

**4.** The partner will receive the following invitation:

**If you do not read French, please go to the second part of this message:**

Bonjour,

Vous avez été invité par **Monsieur Jaccilio CYRIL** afin d'être partenaire du projet **"TEST FCT 2"** qui va être soumis à l'appel à projet 2016 Joint Call **"Sustainable Management of water resources in agriculture, forestry and freshwater aquaculture sectors**. Veuillez vous connecter au SIM de l'ANR en utilisant les identifiants que vous recevrez dans un second mail.

<https://aap.agencerecherche.fr>

Si vous ignorez d'où provient cette sollicitation, nous vous remercions de prendre contact avec **Monsieur Jaccilio CYRIL** ([PP\\_jaccilio.cyril@agencerecherche.fr](mailto:PP_jaccilio.cyril@agencerecherche.fr)).

**This is an automatic e-mail message generated by the ANR electronic submission system. You have received this message because you were registered as partner in the "TEST FCT 2" project by the Principal Investigator.**

Cordialement,

-----

Dear Madam, Dear Sir,

You have been invited by Mr Jaccilio CYRIL to be partner of the proposal « **TEST FCT 2** » which will be submitted to the 2016 Joint Call “**Sustainable Management of water resources in agriculture, forestry and freshwater aquaculture sectors**”. Please log in to the SIM platform of ANR, using the username and password you will receive in a second e-mail. If you lost it, you can ask a reminder from the authentication screen.

<https://aap.agencerecherche.fr>

If you ignore where this invitation comes from, please contact **Mr Jaccilio CYRIL** ([PP\\_jaccilio.cyril@agencerecherche.fr](mailto:PP_jaccilio.cyril@agencerecherche.fr)).

**This is an automatic e-mail message generated by the ANR electronic submission system. You have received this message because you were registered as partner in the "TEST FCT 2" project by the Project Coordinator.**

Yours sincerely,

5. The Partner receives a second email with his/her personal login and password.
6. The Coordinator receives a copy of the invitation email sent to the Partner.

## **IMPORTANT NOTE TO PARTNERS:**

From this moment a project Partner will be able to connect into the submission platform and check the information provided by the project Coordinator. He/She will be able to change the administrative and financial information about him/her and his/her team if necessary.

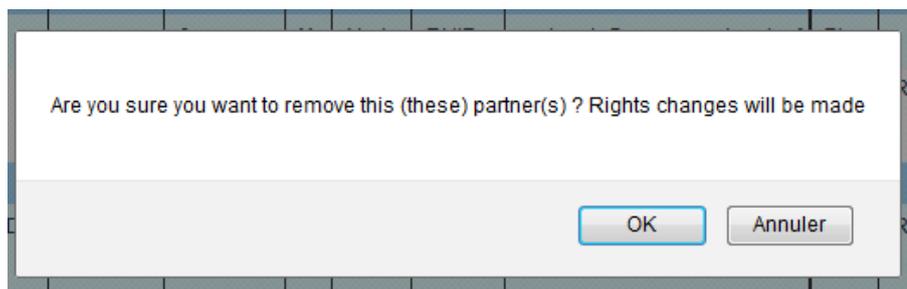
## **5. HOW TO DELETE/MODIFY PARTNERS**

The first column (tick boxes) you use it to select the partners and access the information. If you need to modify the information provided for a given Partner, you must click on [Modify](#).

As you may have noticed, the Coordinator can also delete partners. To remove a partner, you must select the partner you want to delete (by ticking the box in the first column) and click on “**Delete selected partners/organisations**”), as explained below:

		Partner/Organisation's name	Initials	Category	Requested funding (€)	Civ.	First name	Last name	Email address	Role
		(1)			0					
	<a href="#">Modify</a>				0	Ms	Nuria	RUIZ	nuria.ruiz@agencerecherche.fr	PI
						Mr	Y	X	xy@gmail.com	Sci. Team Mbr
		France (1)			0					
	<input checked="" type="checkbox"/> <a href="#">Modify</a>	<a href="#">Institut de Recherche pour le Développement</a>	IRD	Public Laboratory			Nuria	Ruiz	nuria.ruiz@ird.fr	PI
						Mr	Thierry	hericher	thierry.hericher@free.fr	Sci. Team Mbr
						Mr	Yoann	Fagault	yfagault@free.fr	Sci. Team Mbr

A pop-up window appears after clicking on **Delete selected partners/organisations**:



After clicking on **OK** the selected partner is removed from the synthetic Partnership table.

When a partner is deleted he/she gets out of the project and his/her rights to access to the submission platform are removed. He/she and the declared members of his/her team will receive an e-mail notifying they are no longer part of the project:

**If you do not read French, please go to the second part of this message:**

Bonjour,

À la demande de **Madame Nuria RUIZ**, vous n'êtes plus partenaire du projet "**TEST WEBINAR**". Vous n'avez donc plus accès à ce projet.

Si vous pensez qu'il s'agit d'une erreur, nous vous remercions de prendre contact avec **Madame Nuria RUIZ** ([nuria.ruiz@agencerecherche.fr](mailto:nuria.ruiz@agencerecherche.fr)).

Cordialement,  
L'Agence Nationale de la Recherche

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Dear Madam, Dear Sir,

Following the request from **Madame Nuria RUIZ**, you are no longer a partner of the proposal **"TEST WEBINAR"**. You don't have access to this project anymore.

If you think that this a mistake, please contact **Madame Nuria RUIZ** ([nuria.ruiz@agencerecherche.fr](mailto:nuria.ruiz@agencerecherche.fr)).

Yours  
The French National Research Agency

sincerely,

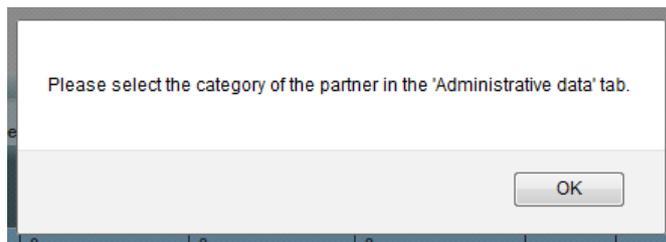
## 6. HOW TO EDIT PARTNERS

To provide the administrative and financial data requested for you and your partners you must move to the **Partners/Organisations files** Tab:

	Name or initials of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Non french partner/organisation	Partner/Organisation without funding requested	Research Funding Organisation
(1)		0	0	0	0	0				
Select	(coord)	0	0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Total	0	0	0	0	0				

Please select the partner/organisation in the table(s) below and then update its administrative and financial data.

When you click on the **Partners/Organisations files** Tab you will first get a pop-up window:



- In the top of this Tab you will find a synthetic table summarizing the budget by partner in the Consortium. Before filling the **Administrative and Financial data** tabs you must select the partner (just click on [Select](#) in the first column).

**Administrative data** | Financial data

**Mandatory information needed for registration form**

Partner/Organisation : UA

Name of the partner (research organisation, private company,...)

Initials of the partner

Partner country

Research Funding Organisation

blabla comment FCT

Comment (regarding the choosen Research Funding Organisation)

Partner category

For research organisation only:

Scientific manager **Principal Investigator**

Civility of the scientific manager

First name of the scientific manager

Last name of the scientific manager

Birth date (jj/mm/aaaa)

Title of the scientific manager

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager

Select the Funding Partner Organisation from which you are requesting funds. Please consult the list of Funding Partner Organisations available in the Call Announcement and in the National/Regional Regulations and the corresponding acronyms.

**3.** You can add the members of each Partner team. This is not mandatory at this stage as you will not be evaluated in the Implementation of the Project.

Scientific team partner's member

None

**Add new member** | Delete selected members

Other

Select an item

By submitting this proposal to ANR i undertake legal commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

Irrelevant to this Call

Save | Cancel

# 7. HOW TO FILL IN THE BUDGET TABLE

The data concerning the budget of your proposal will be provided in the **Financial data** tab. Since you already selected the partner you are providing information for when using the administrative data tab, you do not need to select him/her again to fill this tab.

**Financial data of partner contribution**

Person.month: max two decimal places  
Amount: max two decimal places  
Percentage: max two decimal places

Equipments (€)		Salaries – Staff (€)				Sub-contracting (€)	Missions (€)	Consumables (€)	Other costs (€)	Total (€)
		Permanent position		Non permanent position with funding requested		Non permanent position without funding requested				
Person.month	Cost (€)	Person.month	Cost (€)	Person.month	Cost (€)	Person.month	Cost (€)			
0	0	0	0	0	0	0	0	0	0	0.00

For information purpose: maximal amount of management and structure fees taken in account: 0

For research organisation or foundation based on original costs: Please fill in environmental costs and original cost rate %

Environmental costs (€): 0.00  
Full costs (€): 0.00  
Eligible costs for funding base (€): 0.00  
Requested grant rate %: 100  
Requested Funding (€): 0.00

Management fees and Structural costs: 0 € No costs for this purpose.

Save Cancel

For detailed information, please download the Budget Table available in the Official Webpage. By default the Requested grant % is 100%. Confirm if this rate is in accordance to your National/Regional Regulations. Check the arrows. These are the only items you should be concerned with.

## Detailed information on each item:

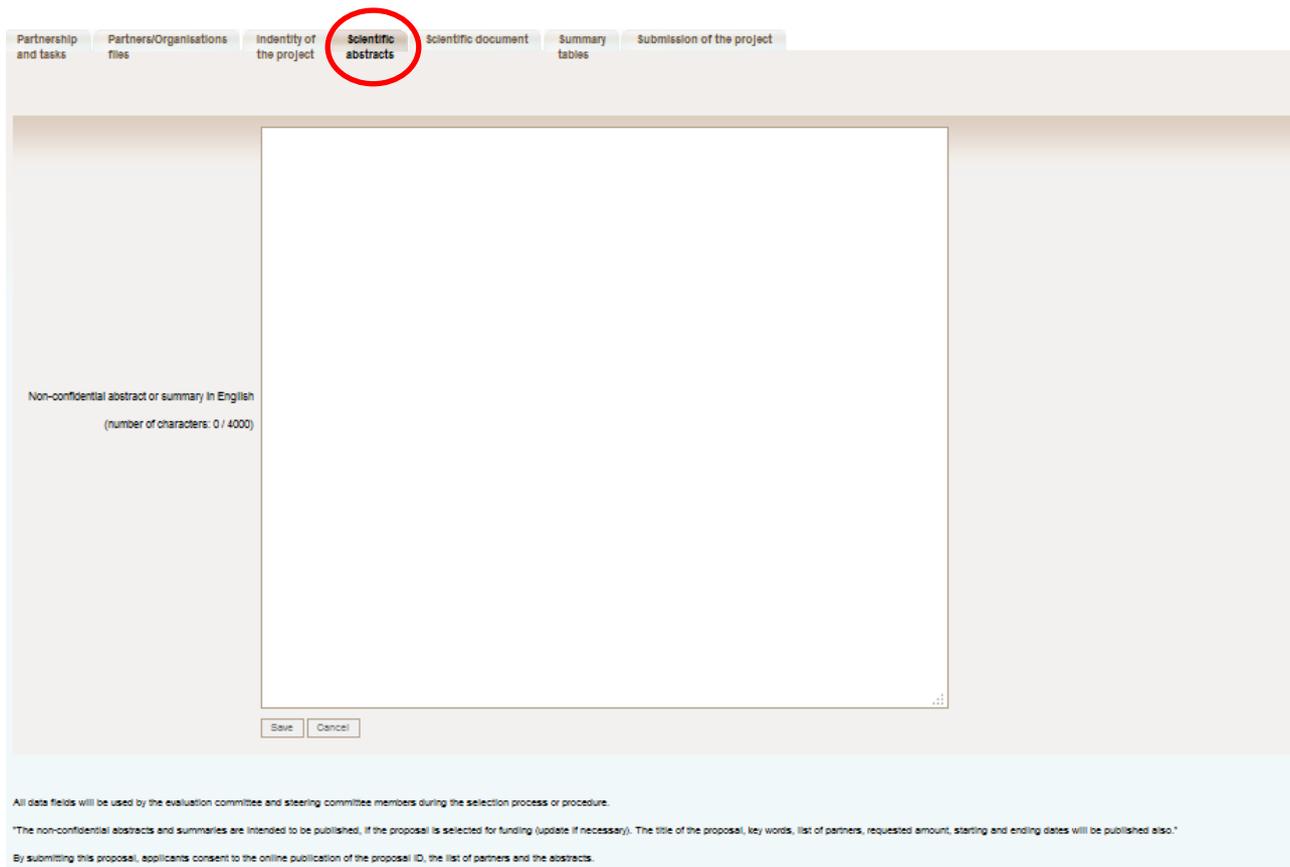
The amounts provided in each box must correspond to the requested amounts:

- **EQUIPMENT** : Insert the **TOTAL COSTS** for Equipment. If your institution is funded at a 100% rate, the **TOTAL COSTS** are the same as the **TOTAL REQUESTED BUDGET**.
- **PERSON.MONTH**: Please, note that you do not need to fill the box concerning Person.month details. Insert the **TOTAL COSTS** of permanent staff. If your institution is funded at a 100% rate, the **TOTAL COSTS** are the same as the **TOTAL REQUESTED BUDGET**.
- **SUBCONTRACTING**: Insert the **TOTAL COSTS** of Subcontracting. In some countries this is generally described as **EXTERNAL SERVICE DELIVERY**. If your institution is funded at a 100% rate, the **TOTAL COSTS** are the same as the **TOTAL REQUESTED BUDGET**.
- **MISSIONS**: Insert the **TOTAL COSTS** for Missions. If your institution is funded at a 100% rate, the **TOTAL COSTS** are the same as the **TOTAL REQUESTED BUDGET**.
- **OTHER COSTS**: Insert the **TOTAL COSTS** of **INTERNAL BILLING EXPENDITURES**. If your institution is funded at a 100% rate, the **TOTAL COSTS** are the same as the **TOTAL REQUESTED BUDGET**.

To fill the field **“REQUESTED GRANT RATE %”**, please insert the funding rate percentage of your institution considering your national regulations. It should be a number between 0 and 100. Partners that are not eligible to request funds should put 0% in this section so that it is understood that the **TOTAL COSTS** correspond to **OWN CONTRIBUTION**.

## 8. SCIENTIFIC ABSTRACT

In the **Tab Scientific Abstracts**, you need to write a non-confidential abstract of your project (limited to 4000 characters). If the project is finally recommended for funding, the abstract will be published (after update if necessary). You can Copy/Paste the abstract of your pre-proposal here but please, be aware that this field is limited to **4000 characters**.



Partnership and tasks | Partners/Organisations files | Identity of the project | **Scientific abstracts** | Scientific document | Summary tables | Submission of the project

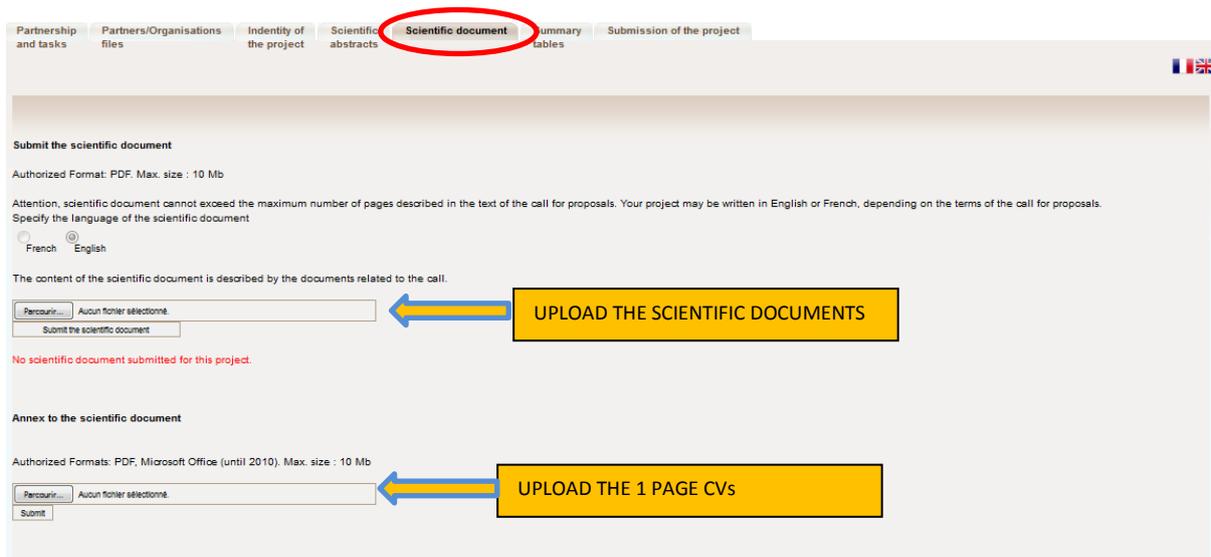
Non-confidential abstract or summary in English  
(number of characters: 0 / 4000)

Save Cancel

All data fields will be used by the evaluation committee and steering committee members during the selection process or procedure.  
\*The non-confidential abstracts and summaries are intended to be published, if the proposal is selected for funding (update if necessary). The title of the proposal, key words, list of partners, requested amount, starting and ending dates will be published also.\*  
By submitting this proposal, applicants consent to the online publication of the proposal ID, the list of partners and the abstracts.

## 9. UPLOAD SCIENTIFIC DOCUMENT (Part B)

To upload the scientific document (part B of the Pre-proposal template) you must go to the **Tab Scientific Document**. This tab allows you to upload the 1 page CV for each PI:



**IMPORTANT:** Just click on search to upload your documents. A red sentence appears if the scientific document is lacking. The Scientific Document of your research project must not exceed the maximum number of pages indicated in the Call Announcement nor the maximum size (10 Mb). The Coordinator can upload or remove the scientific document and consult annexes.

## 10. HOW TO CHECK THE SUBMISSION PROCESS

The last two tabs “**Summary tables**” and “**Submission of the project**” provide synthetic information about the project data. You can use them to verify the consistency of the provided information.

The **Tab Summary Tables** gathers different synthetic tables:

- the project partnership
- the detailed financial resume of the proposal
- the involvement by partner and task (person.month)

-the full costs by partner and task

These tables are automatically filled in using the data provided in the partner forms. Please note that the table person.month will be empty but could not be removed. Since we are not requesting to breakdown the budget into tasks for pre-proposals, the last table will present just one column called Task.

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | **Summary tables** | Submission of the project

Partnership

Partner/Organisation (initials)	Partner/Organisation (full name)	First name	Last name	E-mail address
NR (coord.)	IRD	Nuria	RUIZ	nuria.ruit@agencerecherche.fr

Project tasks

Task number	Task designation
Task 1	Task 1

Aggregates

- Total funding requested: 0.00 €
- Full cost : 0.00 €
- Total effort: 0.00 person.month
- Distribution of the effort according to partner category (subject to correct information on partner categories provided)
  - public laboratories: 0.00 person.month (0.00 %)
  - Businesses/ Firms/ Entreprises: 0.00 person.month (0.00 %)
  - Other partners: 0.00 person.month (0.00 %)
- Distribution of the effort per staff categories
  - full time staff: 0.00 person.month (0.00 %)
  - non full time staff with funding: 0.00 person.month (0.00 %)
  - non full time staff without funding: 0.00 person.month (0.00 %)

The detailed financial resume of the proposal

	Equipments (€)	Staff/Personnels						External services (€)	Missions (€)	Other external charges (€)	Internal billing expenses (€)	Subtotal (without costs) (€)	Management and structural fees (€)	Environment fees (€)	Full cost (€)	Base of the aid (€)	Aid rates requested	Requested funding (€)
		Full time staff		Non full time staff with funding requested		Non full time staff without funding requested												
		person.month	Cost	person.month	Cost	person.month	Cost											
IRD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	

Involvement (person-month): sorted by partner and task

Partner/Organisation (initials)	Partner/Organisation (full name)	Task 1	Totals
IRD	IRD	0.00	0.00
<b>Totals</b>		<b>0.00</b>	<b>0.00</b>

Full cost sorted by partner and task

Partner/Organisation (initials)	Partner/Organisation (full name)	Task 1	Totals
IRD	IRD	0.00	0.00
<b>Totals</b>		<b>0.00</b>	<b>0.00</b>

[Download a full summary of the project in Excel format.](#)

In the bottom of the page you can click on a button to download a full summary of the project in Excel format.

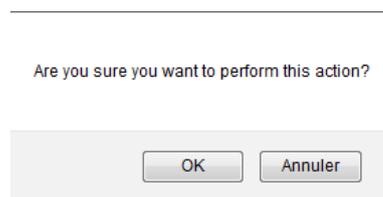
The **Tab Submission of the project** allows you to submit your proposal:

The aim of this tab is to check that all the required information has been completed.

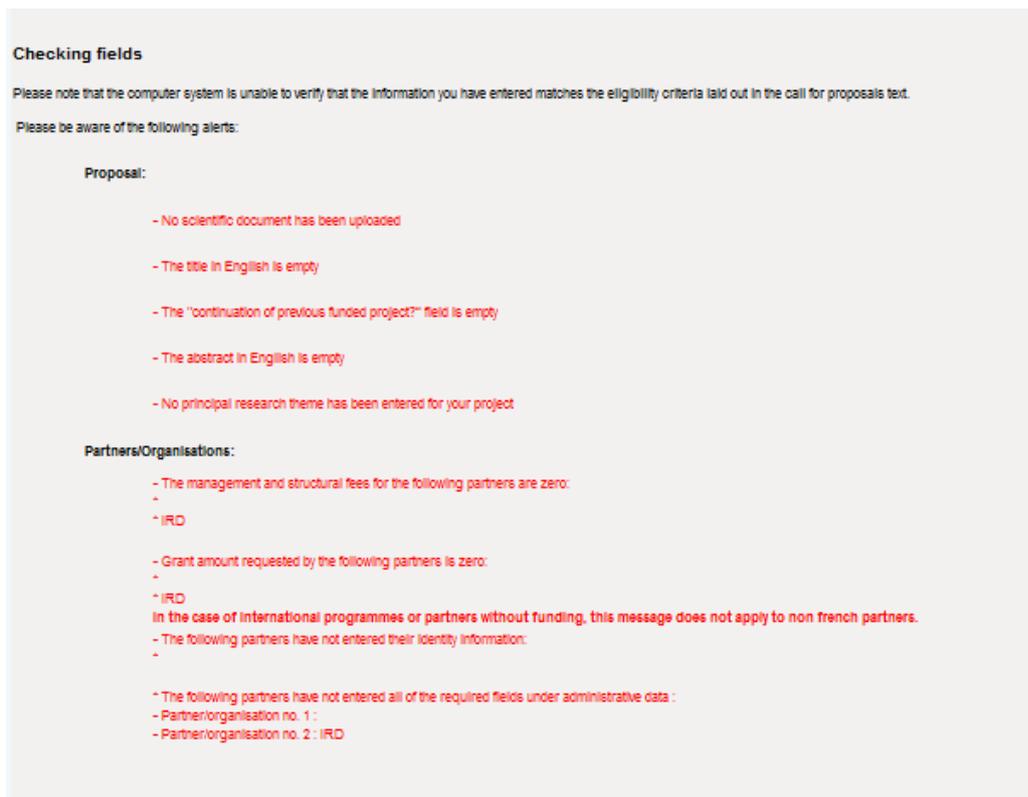


The Coordinator can lock any modification by clicking on the **Lock** button. Since then, all the partners can access to the proposal on read-only mode.

A pop-up will ask you for confirmation:



In the lower half of this tab you will find in red font things you should check before submitting:



**Checking fields**

Please note that the computer system is unable to verify that the information you have entered matches the eligibility criteria laid out in the call for proposals text.

Please be aware of the following alerts:

**Proposal:**

- No scientific document has been uploaded
- The title in English is empty
- The "continuation of previous funded project?" field is empty
- The abstract in English is empty
- No principal research theme has been entered for your project

**Partners/Organisations:**

- The management and structural fees for the following partners are zero:
  - IRD
- Grant amount requested by the following partners is zero:
  - IRD

**In the case of international programmes or partners without funding, this message does not apply to non french partners.**

- The following partners have not entered their identity information:
  - The following partners have not entered all of the required fields under administrative data :
    - Partner/organisation no. 1 :
    - Partner/organisation no. 2 : IRD

Please note that when the proposal is locked it can be unlocked later on if necessary by clicking on the **Unlock** button:



Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Summary tables | **Submission of the project**

The closing date for call for proposals is 19/04/2017 17:00 (DD/MM/YYYY; Current local time in Paris, France)

**Project status :Lock**

Your application will automatically be considered submitted if a scientific document has been submitted and the grant amount requested for the project is non-zero at the closing of the call for proposals. Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.  
The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

The project is automatically submitted at the closing date (if the scientific document is uploaded and the requested funding is different from 0).

After the closing date, the project can be seen by all the project partners but it cannot be changed any more.

**NOTE :** Please note that as project Coordinator, you cannot delete a proposal you have created. If you want to delete a proposal, you must send a request to the Call Secretariat ([ww2015@fct.pt](mailto:ww2015@fct.pt))