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

ELECTRONIC SUBMISSION PLATFORM

GUIDELINES FOR APPLICANTS

1.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** <u>focused on French Applicants</u>**. 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).
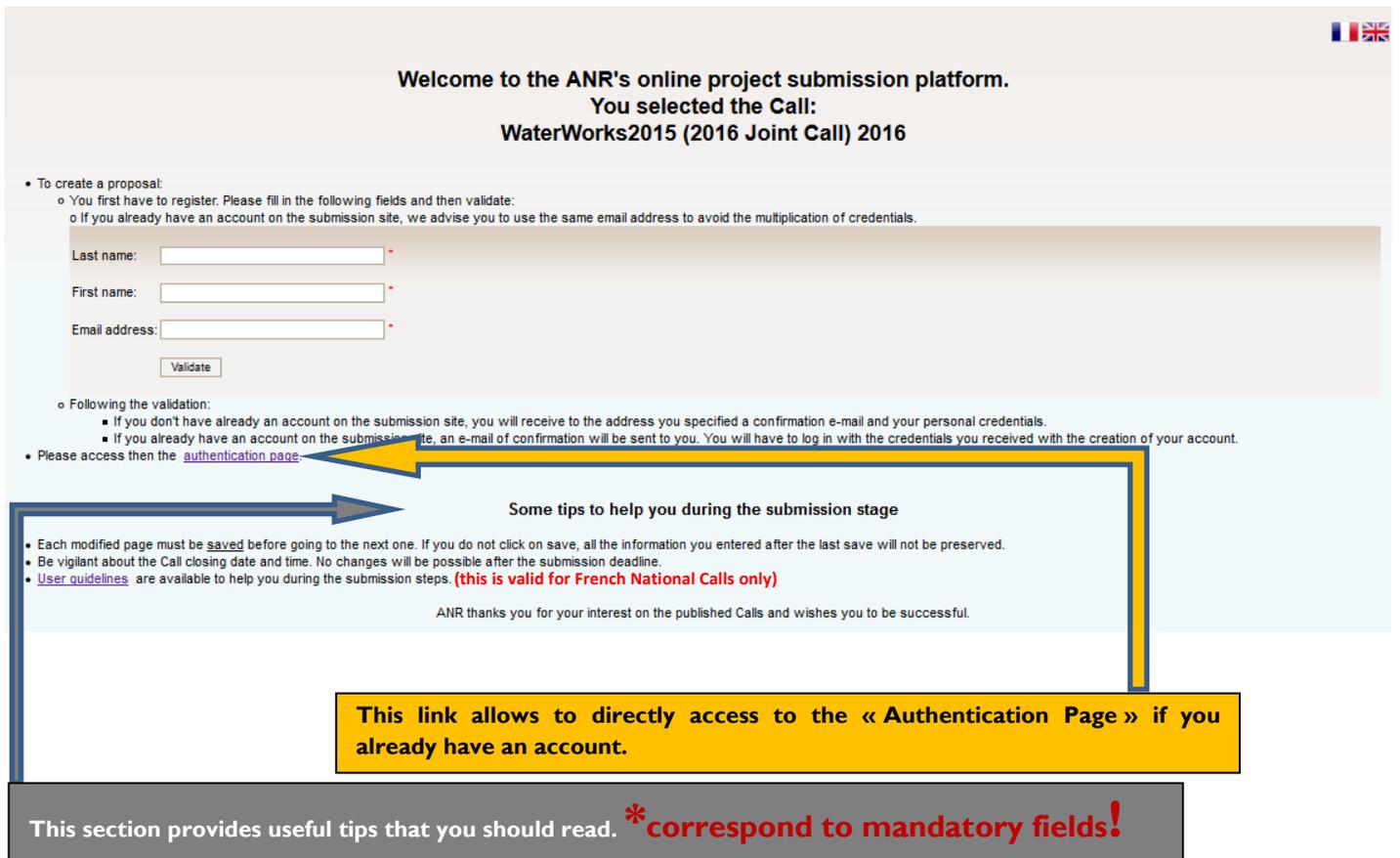
Consortium Composition

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

2. The window below will appear:

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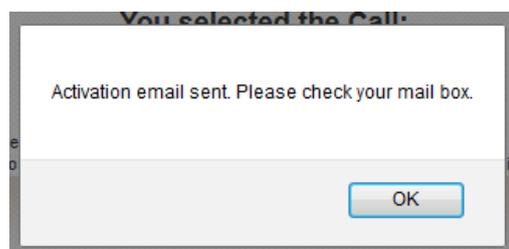
5. An email will be sent to you in the following format (if you do not receive the email, PLEASE CHECK YOUR SPAM FOLDER):

6. Open the link in your browser, and the following screen will be displayed:
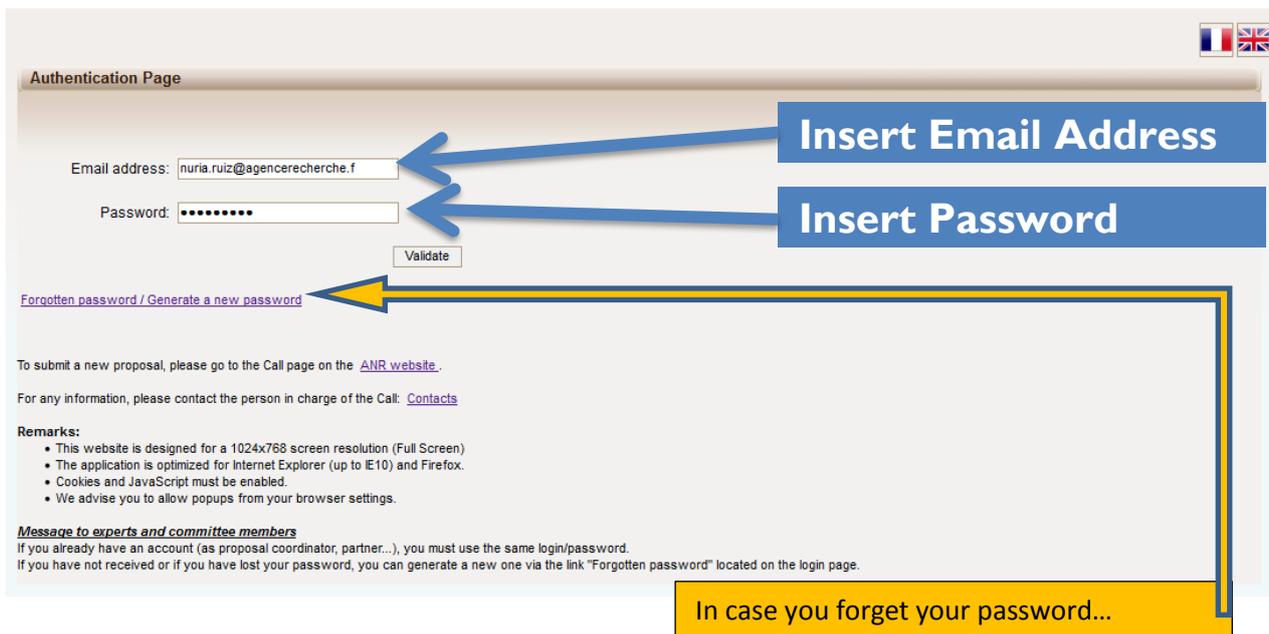
If you request a new password, you must provide your e-mail address on the following screen:
An e-mail will automatically be sent to your INBOX.

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

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

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.

My proposals

List of proposals in a current call

Proposal title	Edition	Call for proposals	Deadline for submission (DD/MM/YYYY) (Paris time)	Published
ACWAPUR	2016	MRSEI_TEST_DPC	31/12/2016 13:00	No
AI4WATER	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

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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	TEST WEBINAR
Project French title	TEST WEBINAR
Project English title	
Duration in months	24
Financial instruments	
Primary societal challenge	

6

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.

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.

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:

The choice of a primary research theme is mandatory
Requested field: project English title
The choice of a financial instrument is mandatory
The choice of a primary societal challenge is mandatory
Requested field: Follow-up project previously funded

Please fix the various errors (mandatory fields…) and click on the "save" button

OK

Project Acronym |TEST WEBINAR
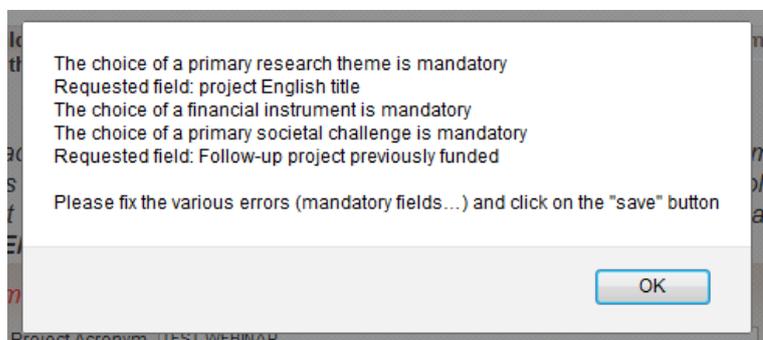
When all the fields have been properly completed you will get a confirmation from the system when saving:

Recorded data

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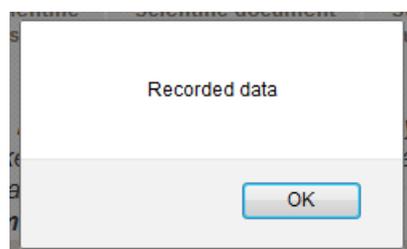
10. Move to the **"Partnership and tasks"** Tab. Here the Coordinator will ADD and REMOVE partners and will define the roles. In the pre-proposal stage, FOR EACH PARTNER, it is only needed the information of the Principal Investigator. There is no need to describe the whole research team that is lead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

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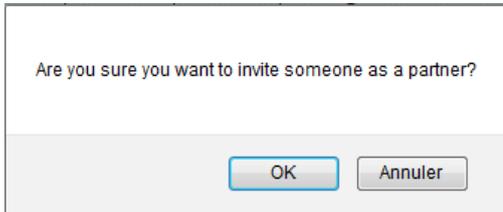
3. Fill in the data related to the Organisation and Principal Investigator (CHECK THE NOTES IN THE FIGURE) and click on "**SAVE**":

The 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).

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).

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:

A pop-up window appears after clicking on **Delete selected partners/organisations**:
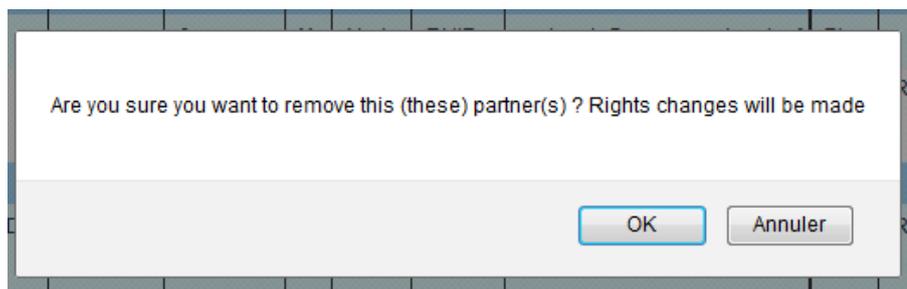
After clicking on **OK** the selected partner is removed from the synthetic Partnership table.

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).

Cordialement,
L'Agence Nationale de la Recherche

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).
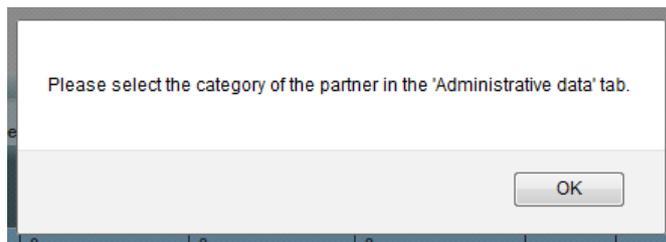
Yours sincerely,
The French National Research Agency

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:

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

3. 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).

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.

Principal Investigator

Irrelevant to this Call

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.

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.

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.
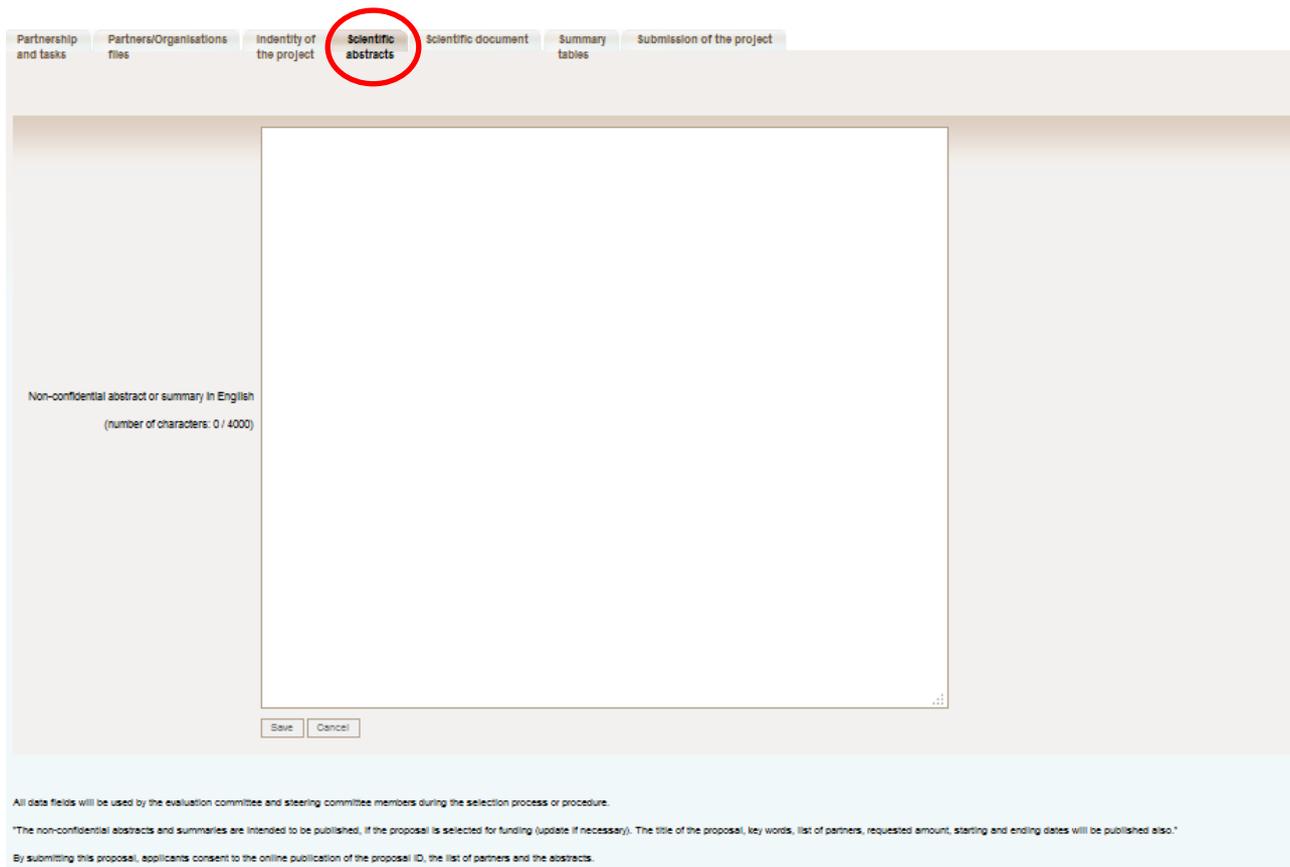
Detailed information on each item:

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**.

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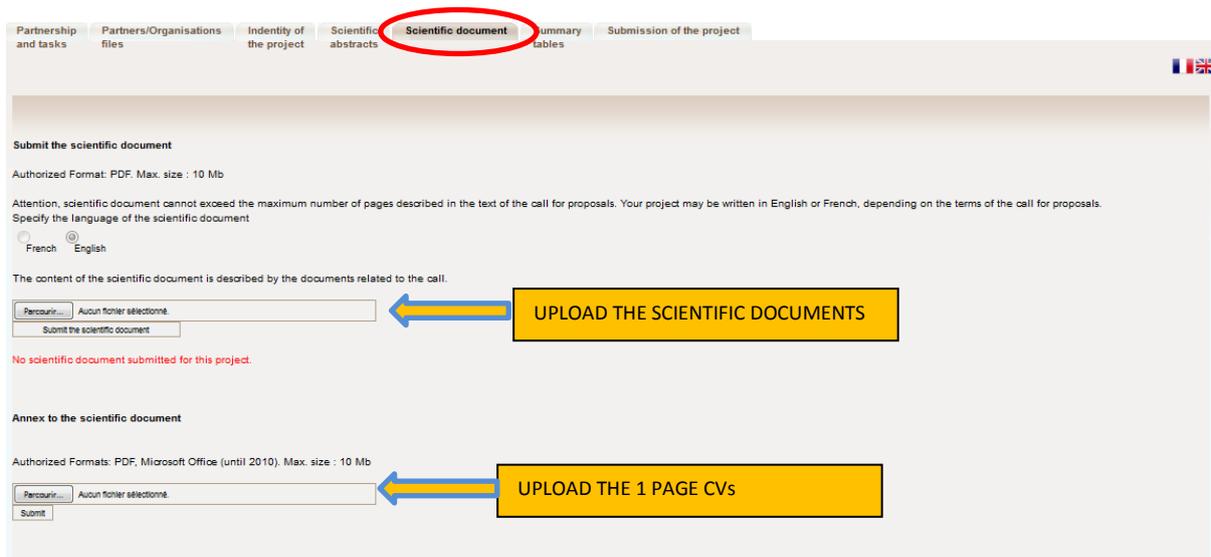
IMPORTANT: Just click on search to upload your documents. A red sentence appears if the scientific document is lacking. The Scientific Document of your research project must not exceed the maximum number of pages indicated in the Call Announcement nor the maximum size (10 Mb). The Coordinator can upload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

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.
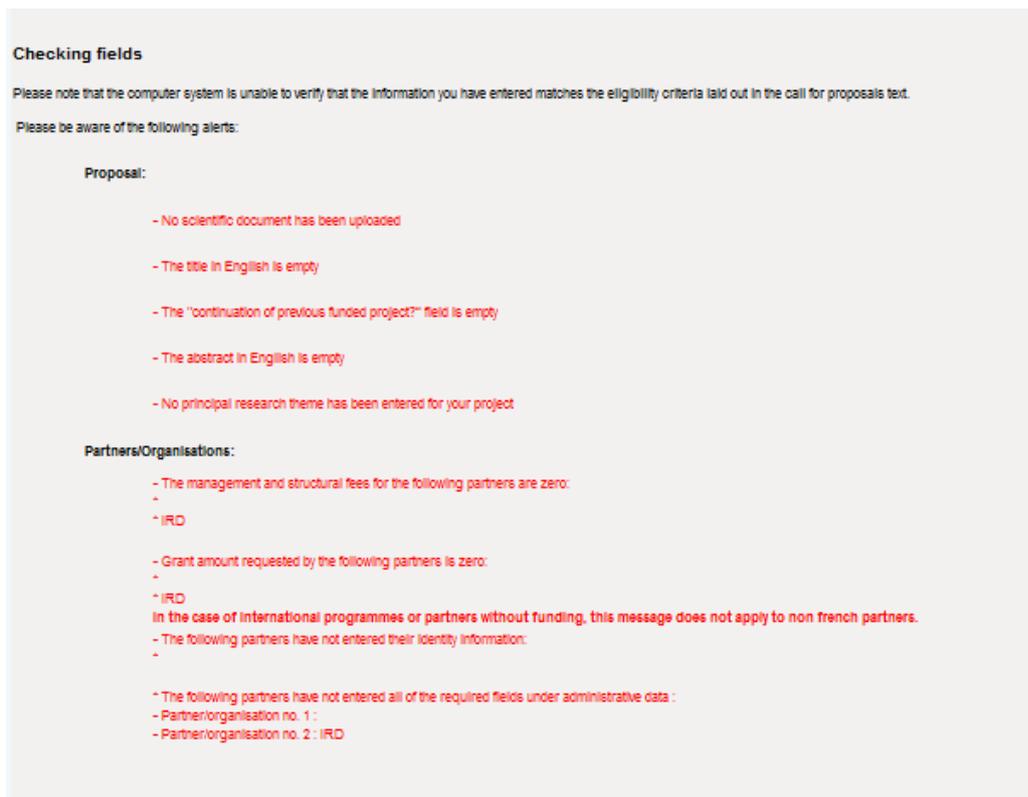

The Coordinator can lock any modification by clicking on the **Lock** button. Since then, all the partners can access to the proposal on read-only mode.

A pop-up will ask you for confirmation:
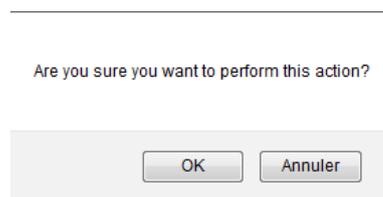
In the lower half of this tab you will find in red font things you should check before submitting:

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

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)