



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

Reminder: Each Consortium is composed by a project Coordinator and Partners represented by a Principal Investigator (PI). If required, the Consortium Composition may be modified in the Tab **“Partnership and tasks”**.

The Coordinator can modify the information of the project during the **2nd STEP** of the evaluation. Partners can check the information provided by the Coordinator and modify the information concerning 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 some 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=1104>

2. 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:** A text input field containing 'nuria.ruiz@agencerecherche.f'.
- Password:** A text input field with masked characters (dots).
- Validate:** A button next to the password field.
- Forgotten password / Generate a new password:** A link below the password field.

Annotations with arrows point to these fields:

- A blue box with white text: "Insert the Email Address used for the **1st STEP**" points to the email address field.
- A blue box with white text: "Insert the Password (**1st STEP**)" points to the password field.
- A yellow box with black text: "In case you forget your password..." points to the 'Forgotten password / Generate a new password' link.

Below the login fields, there is a 'Remarks' section with the following text:

To submit a new proposal, please go to the Call page on the [ANR website](#).

For any information, please contact the person in charge of the Call: [Contacts](#)

Remarks:

- This website is designed for a 1024x768 screen resolution (Full Screen)
- The application is optimized for Internet Explorer (up to IE10) and Firefox.
- Cookies and JavaScript must be enabled.
- We advise you to allow popups from your browser settings.

Message to experts and committee members

If you already have an account (as proposal coordinator, partner...), you must use the same login/password.

If you have not received or if you have lost your password, you can generate a new one via the link "Forgotten password" located on the login page.

If you request a new password, you must provide your e-mail address on the following screen (the same e-mail address provided before):
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:** A text input field with a red asterisk (*) indicating it is required.
- Valider:** A button next to the email address field.
- Revenir à la page d'authentification / Back to the authentication page:** A link below the email address field.

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":

Choose your user role :

Role : Committee Member

- Committee Member
- Project Coordinator**
- Project Partner
- Research Funding Organisation
- Scientific Project Officer

Choose your user role :

Role : Project Coordinator

Access

3. HOW TO ACCESS YOUR PROPOSAL

- After accessing the platform, you will be presented the following screen:

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

List of proposals in a current call

There are no proposals

List of currently reviewed proposals

Proposal title	Edition	Call for proposals
XXXXXX	2016	WaterWorks2015 (2016 Joint Call)

List of proposals within the grant signing process

There are no proposals

Pre-proposal's Acronym

List of funded proposals

There are no proposals

2. Click on your pre-proposal acronym, which will direct you 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

From there, you can easily move to other tabs depending on your

4. HOW TO REMOVE PARTNERS

3. The **Partnership and tasks** TAB allows the coordinator to remove the partners of the consortium or modify the information provided for a given 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										
Modify				0		Nuria	RUIZ	REC_nuria.ruiz@agencerecherche.fr	PI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Afghanistan (3)			0										
<input type="checkbox"/> Modify	zd	zd	Public Laboratory		Ms	zd	zd	zd@zd.fr	PI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Modify	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 Mbr					
<input type="checkbox"/> Modify	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										
<input type="checkbox"/> Modify	Sinapse Energia 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										
<input type="checkbox"/> Modify	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](#)

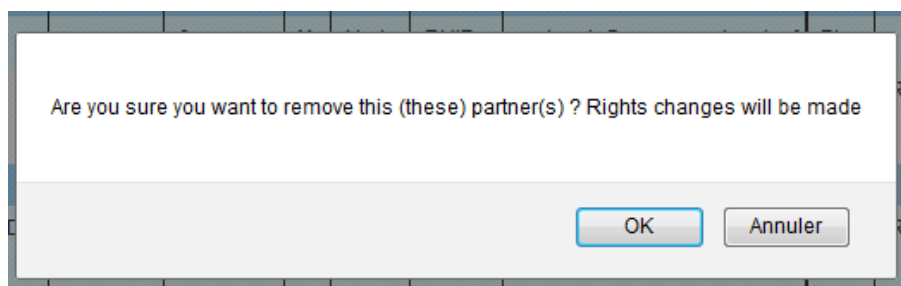
Tick the box of the partner you want to remove and then click on the button **"Delete selected partners/organisations"**

	Partner/Organisation's name	Initials	Category	Requested funding (€)	Civ.	First name	Last name	Email address	Role
	(1)			0					
Modify				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"/> Modify	Institut de Recherche pour le Développement	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

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

If you need to modify the information provided for a given Partner, you must click on [Modify](#).

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 is a mistake, please contact **Madame Nuria RUIZ** (nuria.ruiz@agencerecherche.fr).

Yours
The French National Research Agency

sincerely,

5. HOW TO EDIT PARTNERS

4. Move to the **"Partnership and tasks"** Tab. Here the Coordinator can select a given partner and modify his/her administrative and financial data. Partners can also modify the information provided in these tabs.

NEW AND MANDATORY:

- 1) You must choose the "Calculation basis for grant base"**
- 2) You must enter the composition of your scientific team.**

5. Go to the first part of the **Administrative Data** tab called **"Partner/Organisation"**. A text in red font will give you the information needed to choose between Full or Marginal Cost. A drop down menu will allow you to choose the relevant cost.

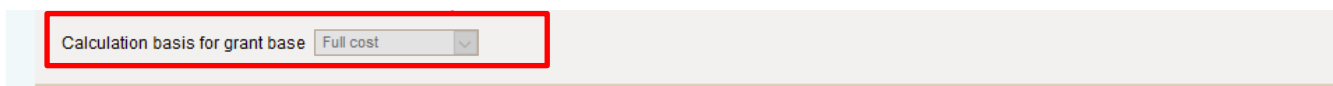


For French organisations:

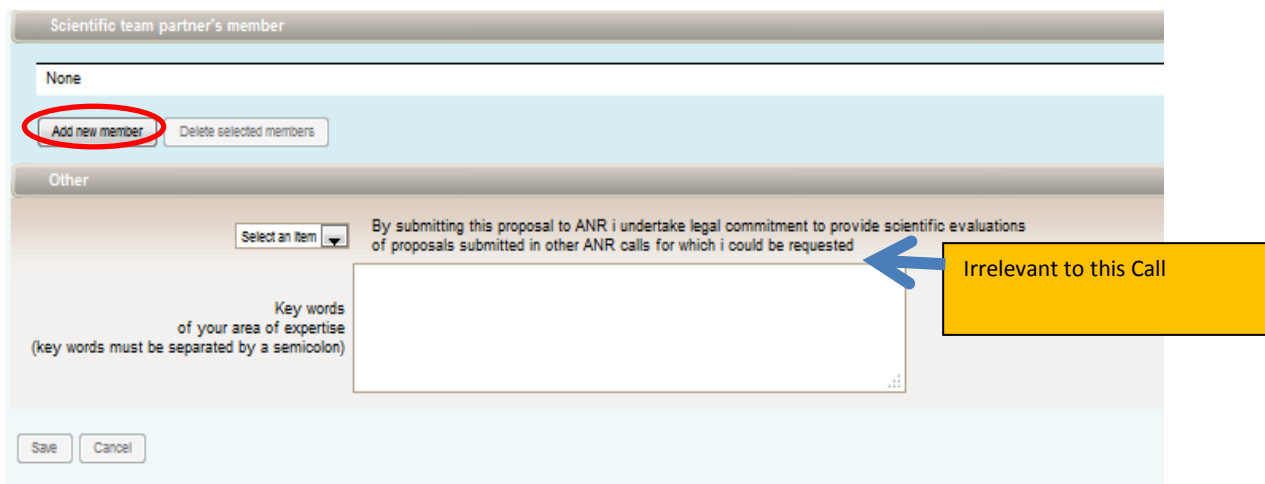
Calculation basis of the grant base: marginal cost for public organisation; full cost for private organization

For organisations beyond France:

Does the funding agency to which you are requesting funds allow the payment of permanent staff? If **YES** please choose **FULL COST**; if **NO** choose **MARGINAL COST**



6. Go to the third part of the Tab **Administrative Data** called **“Scientific team partner’s member”**.



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)

Save Cancel

Irrelevant to this Call

Please click on the button **“Add new member”** and enter the information about your scientific team.

6. 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.

Please select the partner/organisation in [dropdown] above and then update its administrative and financial data below.

Administrative data | **Financial data**

Financial data of partner contribution

IMPORTANT INFORMATION

1) Before filling the budget table please answer the question below and select **FULL** or **MARGINAL COSTS** in the previous TAB "Administrative Data":

- Does the funding agency to which you are requesting funds allow the payment of permanent staff? If **YES** please choose **FULL COSTS**; if **NO** please choose **MARGINAL COSTS**

2) DETAILED INFORMATION ON THE TABLE ITEMS:

- **EQUIPMENT**: Insert the TOTAL COSTS for Equipment (check the rules of your funding agency to know what is considered as Equipment)
- **PERMANENT POSITION**: Insert the TOTAL COSTS for permanent staff involved in the project. Depending on your choice in the Administrative Data Tab (Full or Marginal Costs) the amount taken into account to calculate the "Eligible costs for funding base" will be different.
- **NON PERMANENT POSITION WITH FUNDING REQUESTED**: Insert the TOTAL COSTS for temporary staff paid by the project.
- **NON PERMANENT POSITION WITHOUT FUNDING REQUESTED**: Insert the TOTAL COSTS for temporary staff involved in the project but paid by other sources of financing.
- **SUB-CONTRACTING**: Insert the TOTAL COSTS

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

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

For information purpose: maximal amount of management and structure fees taken in account: 0.00

Management fees (overheads) (Max 100%) 0 % 0.00 €

Structural costs (Max 100%) 0 % 0.00 €

Management fees (overheads) and Structural costs 0.00 € No costs for this purpose.

For research organisation or foundation based on marginal cost funding only: Please fill in the environmental rate %

Environmental costs (€) 0.00

Full costs (€) 0.00

Eligible costs for funding base (€) 0.00

Requested grant rate % 100

Requested Funding (€) 0.00

By default the Requested grant % is 100%. Confirm if the rate is in accordance to your National/Regional Regulations

Calculate

Save Cancel

Overheads (%)

Detailed information on each item:

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

- **EQUIPMENT** : Insert the TOTAL COSTS for Equipment.
- **PERMANENT POSITION**: Insert the TOTAL COSTS for permanent staff involved in the project. Depending on your choice in the Administrative Data Tab (Full or Marginal costs) the amount taken into account to calculate the "Eligible costs for funding base" will be different.
- **NON PERMANENT POSITION WITH FUNDING REQUESTED**: Insert the TOTAL COSTS for temporary staff paid by the project.
- **NON PERMANENT POSITION WITHOUT FUNDING REQUESTED**: Insert the TOTAL COSTS for temporary staff involved in the project but paid by other sources of financing.
- **SUB-CONTRACTING**: Insert the TOTAL COSTS of Subcontracting. In some countries this is generally described as EXTERNAL SERVICE DELIVERY
- **MISSIONS**: Insert the TOTAL COSTS for travel and accommodation costs.
- **CONSUMABLES**: Insert the TOTAL COSTS for furniture and laboratory supplies (all the material you need for the project development that it is not considered as equipment).

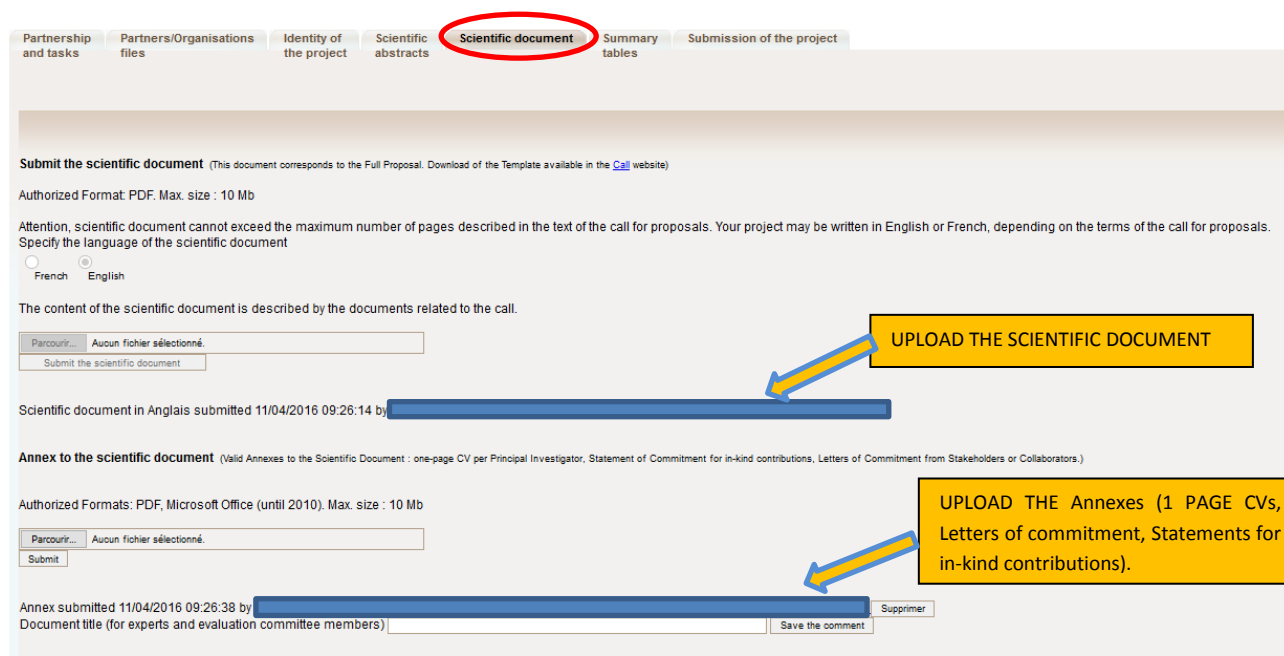
- **OTHER COSTS:** Insert the TOTAL COSTS of INTERNAL BILLING EXPENDITURES.

You have to fill the Management Fees (OVERHEADS) and the Requested Grant Rate in the correct field as a percentage.

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. By default, the requested grant % is 100%. Confirm if this rate is in accordance to your National/Regional Regulations.

7. UPLOAD SCIENTIFIC DOCUMENT (FULL PROPOSAL)

To upload the scientific document, you must go to the **Tab Scientific Document**. This tab also allows you to upload Annexes (the 1 page CV for each PI, Statement of commitment for in-kind contributions, Letters of commitment from Stakeholders or Collaborators):



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

Submit the scientific document (This document corresponds to the Full Proposal. Download of the Template available in the [Call](#) website)

Authorized Format: PDF. Max. size : 10 Mb

Attention, scientific document cannot exceed the maximum number of pages described in the text of the call for proposals. Your project may be written in English or French, depending on the terms of the call for proposals. Specify the language of the scientific document

☐ French ☒ English

The content of the scientific document is described by the documents related to the call.

Parcourir... Aucun fichier sélectionné.

Submit the scientific document

Scientific document in Anglais submitted 11/04/2016 09:26:14 by [redacted]

Annex to the scientific document (Valid Annexes to the Scientific Document : one-page CV per Principal Investigator, Statement of Commitment for in-kind contributions, Letters of Commitment from Stakeholders or Collaborators.)

Authorized Formats: PDF, Microsoft Office (until 2010). Max. size : 10 Mb

Parcourir... Aucun fichier sélectionné.

Submit

Annex submitted 11/04/2016 09:26:38 by [redacted]

Document title (for experts and evaluation committee members) [redacted] Save the comment Supprimer

UPLOAD THE SCIENTIFIC DOCUMENT

UPLOAD THE Annexes (1 PAGE CVs, Letters of commitment, Statements for in-kind contributions).

IMPORTANT: Just click on search to upload your documents. A red sentence appears if the scientific document is lacking. The Coordinator can upload or remove the scientific document and the annexes.

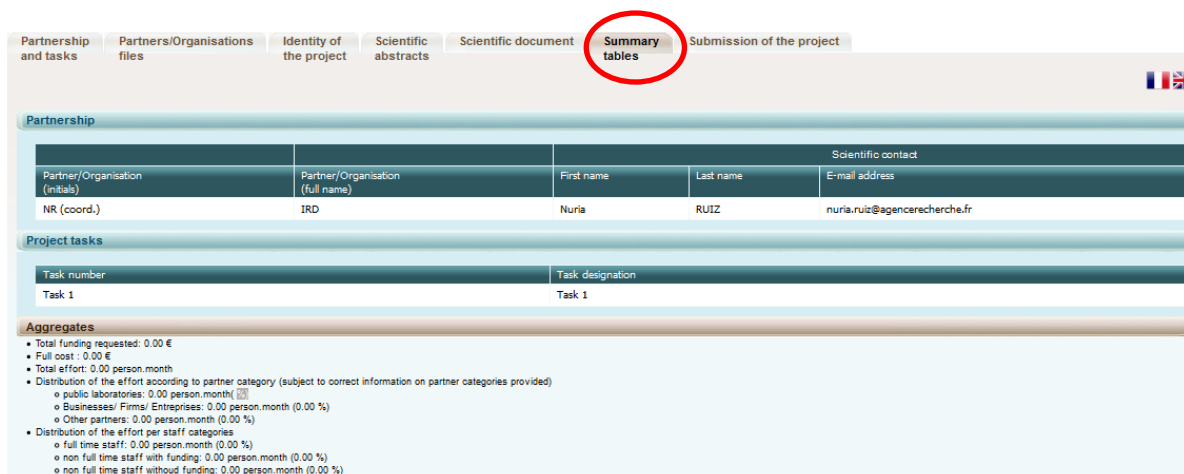
10. HOW TO CHECK THE SUBMISSION PROCESS

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 (person.month)
- the full costs by partner

These tables are automatically filled in using the data provided in the partner forms. There was no possibility to list tasks in the electronic submission platform for the second step of this call, this is the reason why the last table will present just one column called Task. Since you will provide the detailed work program in the scientific document, please disregard this.



The screenshot shows the 'Summary tables' tab selected in the submission platform. The interface includes the following sections:

- Partnership** table with columns: Partner/Organisation (initials), Partner/Organisation (full name), First name, Last name, and E-mail address. Data row: NR (coord.), IRD, Nuria, RUIZ, nuria.rui@agencerecherche.fr.
- Project tasks** table with columns: Task number and Task designation. Data row: Task 1, Task 1.
- Aggregates** section with a list of metrics:
 - 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											
	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	0.00	100.00%	0.00
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	0.00	100.00%	0.00
Totals	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	0.00	0.00%	0.00

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

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

Full cost sorted by partner and task

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

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.

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 : Submitting

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 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. You can also Unlock at any time if necessary.

A pop-up will ask you for confirmation:

Are you sure you want to perform this action?

In the lower half of this tab you will find a list of “**Checking fields**”. This is intended to synthesize the fields that you should check before submitting. Red fonts refer to mandatory fields and orange fonts to general fields. **However even if you get a list of items to check this will not avoid the submission of your proposal.** Only two things will avoid the submission: 1) a total requested budget = 0 and 2) no scientific document uploaded.

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.

Unlock



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.