2017 J⬤INT CALL

Water Challenges for a Changing World

Water Resource Management in support of the United Nations Sustainable Development Goals

ELECTRONIC SUBMISSION PLATFORM

GUIDELINES FOR APPLICANTS

1. IMPORTANT INFORMATION

IMPORTANT: This online platform corresponds to an adaptation of the French National Research Agency (ANR) electronic submission tool. In accordance, you will find some fields that are blocked because they are needed for French Applicants to the national call. These blocked fields are considered irrelevant to this International Joint Call, please disregard these aspects when filling in the data of your pre-proposal.

IMPORTANT – PROJECT ACRONYM: Please, verify the acronym of your project in order to avoid any Intellectual Proprerty Rights (IPR) issues and therefore ensure a correct project implementation. <u>DO NOT USE</u> any acronym which is dentical or similar to a registered trade mark, and/or applied for identical or similar goods and/or services. This is extremely important if you plan to commercially exploit and market potential results under the acronym of the project, since such use may lead to trade mark infringement procedures. It is also worthwhile you think about registering your acronym as a trademark in case you want to carry out a commercial activity using this acronym. You can find more information on this issues here : https://www.iprhelpdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf

Please follow these *Guidelines for the Electronic Submission Platform*, in order to make sure you do not miss any important information you should provide and consult the document on the **FAQ** available on the **2017 Joint Call Webpage**.

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 Prtners 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 evalualtion. Partners can check the information provided by the Coordinator and modify the information concerning their adminstrative and financial data if necessary.

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

2. HOW TO CONNECT

1. Go   to:
https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1315

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

Authentication Page

Email address: nuria.ruiz@agencerecherche.f

Insert the Email Address used for the 1st STEP

Password: ••••••••

Insert the Password (1st STEP)

Validate

Forgotten password / Generate a new password

In case you forget your password…

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):
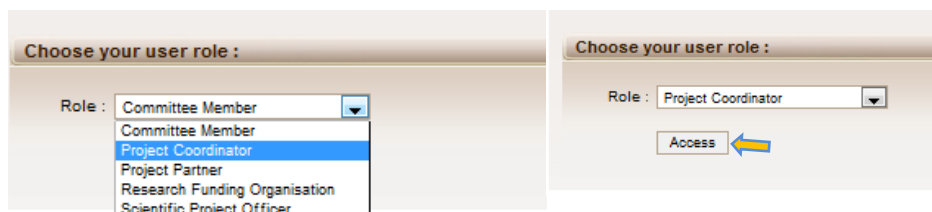An e-mail will automatically be sent to your INBOX (verify your **spam box** if you did not receive the mail).

Mot de passe oublié / Forgotten password

Adresse de messagerie / Email adress :   *

Valider

Revenir à la page d'authentification / Back to the authentication page

3. 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**" (once
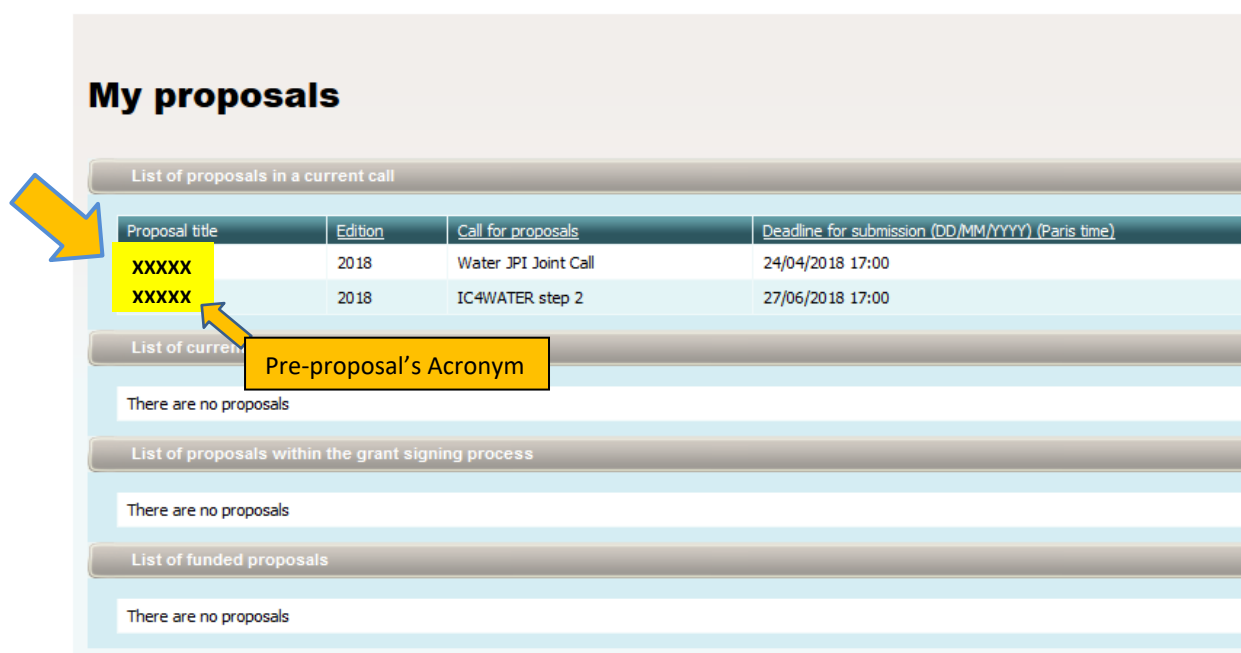
the coordinator has invited his/her partners for the project, the project partners will have to log in the same way but <u>selecting "Project Partner"</u>).

3. HOW TO ACCESS YOUR PROPOSAL

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

2. Click on your pre-proposal acronym, which will direct you to the "**Identification of the project**" pages:

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These blocked fields are considered irrelevant to this International Joint Call, please disregard these aspects when filling in the data of your pre-p.
Please consult the **Guidelines for the Electronic Submission Platform** and the **FAQ,** available _here_ .

IMPORTANT – PROJECT ACRONYM
Please, select carefully the acronym for your project in order to avoid any Intellectual Proprerty Rights (IPR) issues and therefore ensure a correct
registered trade mark, and/or applied for identical or similar goods and/or services. This is extremely important if you plan to commercially exploit
to trade mark infringement procedures. It is also worthwhile you think about registering your acronym as a trademark in case you want to carry ou
You can find more information on this issues here : _https://www.iprhelpdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf_

* Mandatory informations to validate form

Project Acronym	TEST PAM
Project French title	lsiemms
Project English title	Isleimqei
Duration in months	24 *
Financial instrument	PRCI-CE - Projets de recherche collaborative - International dans un cadre Commission Européenne *
Primary societal challenge	DS01 - Gestion sobre des ressources et adaptation au changement climatique *

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

REMINDER - IMPORTANT – PROJECT ACRONYM: **Please, verify carefully the acronym for your project in order to avoid any Intellectual Proprerty Rights (IPR) issues and therefore ensure a correct project implementation. DO NOT USE any acronym which is dentical or similar to a registered trade mark, and/or applied for identical or similar goods and/or services. This is extremely important if you plan to commercially exploit and market potential results under the acronym of the project, since such use may lead to trade mark infringement procedures. It is also worthwhile you think about registering your acronym as a trademark in case you want to carry out a commercial activity using this acronym. You can find more information on this issues here : https://www.iprhelpdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf**

4. HOW TO REMOVE OR MODIFY INFORMATIONS ABOUT PARTNERS

1. The **Partnership and tasks** TAB allows the coordinator to remove the partners of the consortium or modify the information provided for a given Partner.

The project coordinator specifies each partner and the principal investigator (PI) of each partner.

Any PI indicated in the table below has access to the project, his/her login being the registered email address. If necessary, he/she can generate a new password from the home page.

Note that users with only the scientific team member role do not have an account to log into the application.

At each change made, the PIs of the concerned partners are informed by e-mail.

Display | By country

		Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (* : change in progress)	Role	Coord.	Research Funding Organisation
		France (3)			450,000.00							
☐ ···		Agence Nationale de la Recherche	ANR	Public Laboratory	275,000.00	Ms	Nuria	RUIZ	nuria.ruiz@agencerecherche.fr	PI	✓	ANR
		Modify partner/organisation					Juliette	Arabi	juliette.arabi@agencerecherche.fr	Sci. Team Mbr		
		Delete partner/organisation										
☐ ···	▲ ▼	fhf	fhdfh	Public Laboratory	175,000.00	Mr	Jaccilio	CYRIL	jaccilio.cyril@agencerecherche.fr	PI	☐	ANR
☐ ···	▲ ▼	GON		Other private	0.00	Ms	Susana	Ruiz	nuria.ruiz.camacho@gmx.fr	PI	☐	ANR
		Brazil (1)			0.00							
☐ ···	▲ ▼	Confederaçao brasileira	BBAP	Other Public	0.00	Mr	Richard	TAVARES	Richard.TAVARES@agencerecherche.fr	PI	☐	FAPESP

To modify the information provided in STEP 1, move to the three horizontal points beside the partner you want to remove and then click on **"Modify partner/organisation"**

A pop-up window will appear:

Modify a partner

Principal Investigator/Scientific manager of the partner	[Change the scientific manager] *
Civility	Madam
First name	Nuria
Last name	RUIZ
Email	nuria.ruiz@agencerecherche.fr Modify / Update
Title	Researcher
Project coordinator	☑

Research organisation of the partner

Country	France *
Name	Agence Nationale de la Recherche *
Partner acronym	ANR
Research Funding Organisation	ANR - The French National Research Agency ⓘ *
Comment (regarding the choosen Research Funding Organisation)	

[Back] [Save]

The Coordinator can change the information provided in the first step. Do not forget to Save your changes.

2. To **Remove** a partner you need to select him first by ticking the box placed on the left side of the concerned partner:

Move to the three vertical points on the top of the table (left side) and then click on **"Delete selected partners/organisations"**

A pop-up window asking for confirmation will appear:

The partner will be removed at the moment you will click on OK.

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:

<div style="border: 2px solid red;">

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

Bonjour,

À la demande de **Monsieur/Madame XXXX**, vous n'êtes plus partenaire du projet **"XXXXXX"**. 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 **Monsieur/ Madame XXXX** (xxxxx@xxx.fr).

Cordialement,
L'Agence Nationale de la Recherche

Dear Madam, Dear Sir,

Following the request from **Mr/Ms XXXX**, you are no longer a partner of the proposal **"XXXXXX"**. You don't have access to this project anymore.

If you think that this a mistake, please contact **Mr/Ms XXXXXX** (xxxxx@xxx.fr).

Yours sincerely,
The French National Research Agency

</div>

5. HOW TO EDIT PARTNERS ORGANISATION

1. Move to the **Partners/Organisations files** 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.

AAP: IC4WATER - Edition: 2017 - Proposal: TEST PAM

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

Consortium

Display By country
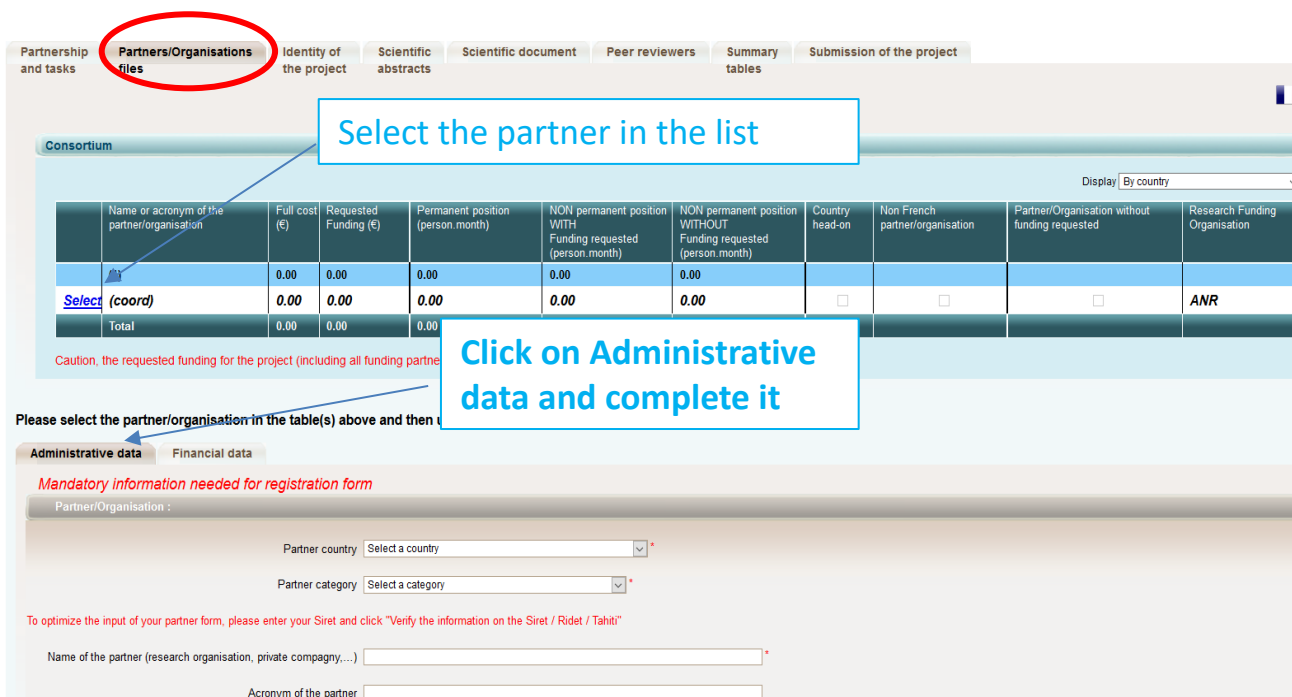
	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Research Funding Organisation
	France (2)	0.00	0.00	0.00	0.00	0.00		
Select	*ANR (coord)*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	☐	*ANR*
Select	ANR	0.00	0.00	0.00	0.00	0.00	☐	ANR
	Total	0.00	0.00	0.00	0.00	0.00		

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

NEW AND MANDATORY:

1) You must choose the "Calculation basis for grant base"

2) You must enter the composition of your scientific team.

2. 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.
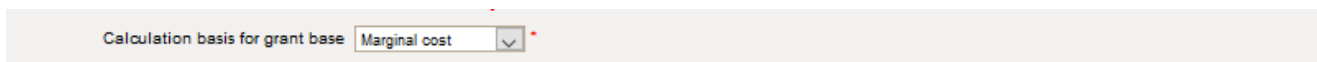
For French organisations:

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**

Principal Investigator/Scientific manager

Field	Value
Civility of the scientific manager	Madam *
First name of the scientific manager	Nuria
Last name of the scientific manager	RUIZ *
Birth date (jj/mm/aaaa)	07/10/1971 *
Title of the scientific manager	Researcher *
ORCID Number	_ - _ - _ - _
Phone of the scientific manager	
Mobile phone of the scientific manager	
Mail of the scientific manager	nuria.ruiz@agencerecherche.fr *

Not mandatory

3. Go to the third part of the Tab **Administrative Data** called **"Scientific team partner's member"**

Scientific team partner's member

	Civility	First name	Last name	Title	Email	Country	ORCID Number
☐		Juliette	Arabi		juliette.arabi@agencerecherche.fr		

Note that users with only the scientific team member role do not have an account to log into the application.

Add new member   **Delete selected members**

Place of the scientific works

Legal representative of the administrative control

Person in charge of the administrative and financial follow-up

Other financial supports

Other

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

Irrelevant to this Call

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

Save   Cancel

DO NOT FORGET TO SAVE REGULARLY

The Partnership table will be automatically updated.

6. HOW TO FILL IN THE FINANCIAL INFORMATION

THE DETAILS OF YOUR BUDGET (personal cost, travels and subsistence, consumables....) MUST BE PROVIDED IN THE EXCEL FILE AND MUST BE UPLOADED AS AN ANNEX (see Section 8).

The template is available on :

http://www.waterjpi.eu/index.php?option=com_content&view=article&id=583&Itemid=1097

Please entitled your budget annex as : "ACRONYM.Financial data.xls".

ON THE SUBMISSION PLATFORM you just have to indicate <u>for each partner</u> the FULL COST OF THE PROJECT AND THE REQUESTED AMOUNT TO THE 2017 JOINT CALL.

For information Full cost = Amount requested to 2017 Joint Call + your own funding (for example: permanent staff salaries)

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent WITHOUT Funding requeste (person.month)
	France (1)	340000.00	190000.00	0.00	0.00	0.00
Select	test blabla pour arimnet (coord)	340000.00	190000.00	0.00	0.00	0.00
	Total	340000.00	190000.00	0.00	0.00	0.00

Do not pay attention to these columns, the detailed budget will be presented in Annex

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

Consortium

Select the partner in the list

Clik on Finacial data and complete it

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

Administrative data · **Financial data**

Detailed entry
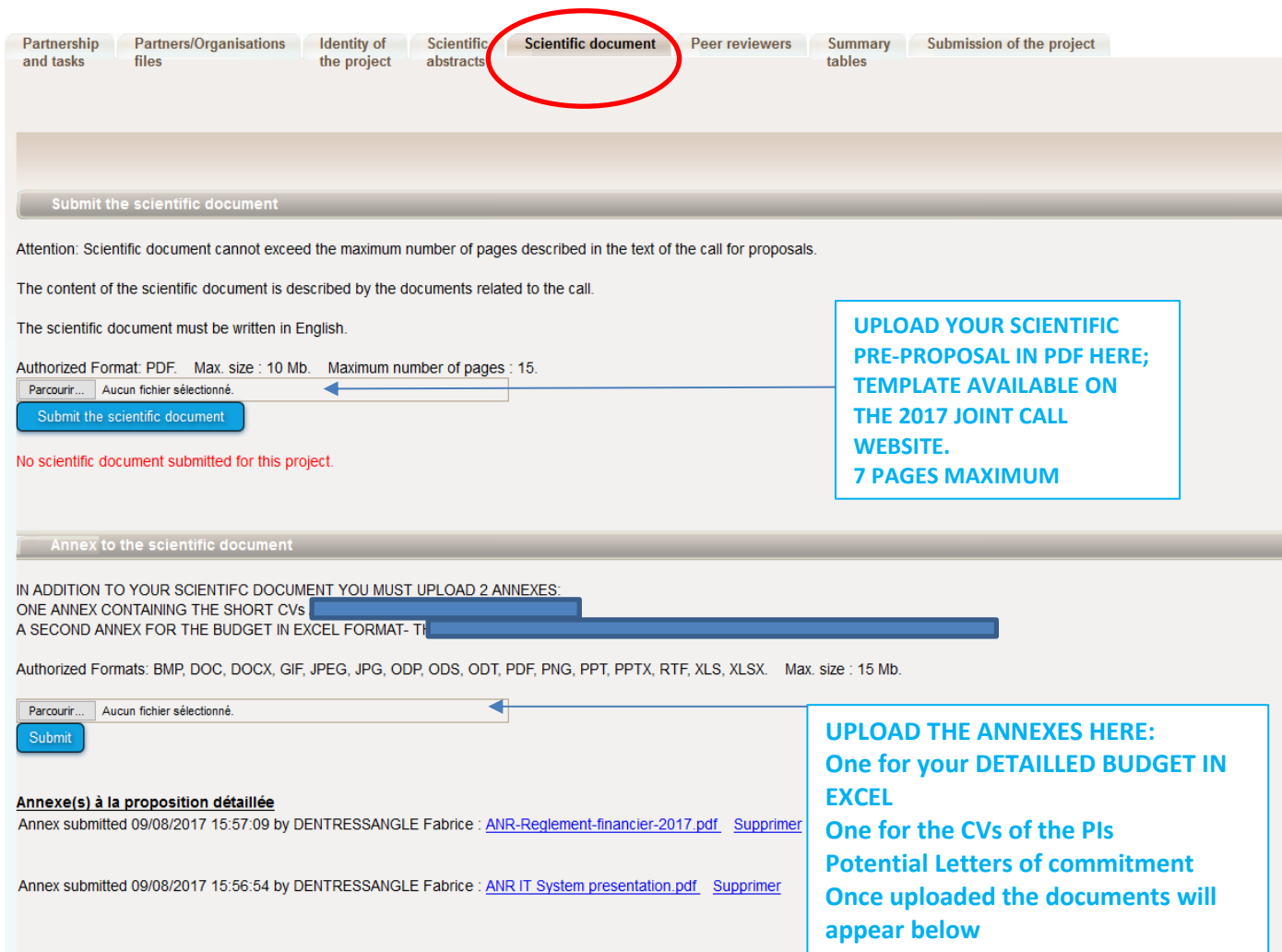
Full cost (€) 340,000.00   Requested Funding (€) 190,000.00

Save   Cancel

YOU JUST HAVE TO FILL THESE 2 BOXES

7. UPLOAD SCIENTIFIC DOCUMENT and ANNEXES

To upload the scientific document (**Full Proposal form converted in PDF format**) and the Annexes you must go to the **Tab Scientific Document**. This tab allows you to upload the annexes to the Scientific document: Financial Data, CV for each PI and the letters of commitment or support from Stakeholders or Collaborators):
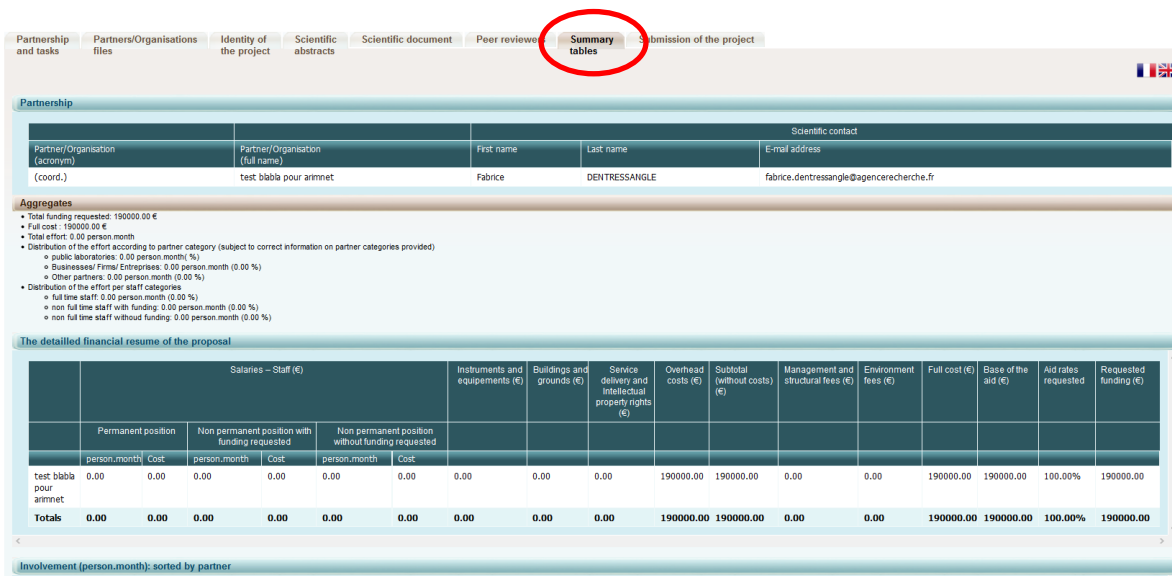
10. HOW TO HAVE AN OVERVIEW OF YOUR PROJECT

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. 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.

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

11. HOW TO VERIFY AND SUBMIT YOUR PROPOSAL

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.

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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).

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 ic4watersecretariat@agencerecherche.fr