

**Water Joint Programming Initiative
(Water JPI)**

2018 JOINT CALL

**Closing the Water Cycle Gap
– Sustainable Management of
Water Resources**

ELECTRONIC SUBMISSION PLATFORM

GUIDELINES FOR APPLICANTS

I. 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, select carefully the acronym for your project in order to avoid any Intellectual Property Rights (IPR) issues and therefore ensure a correct project implementation. **DO NOT USE** any acronym which is identical 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.iprhelphdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf

IMPORTANT – FINANCIAL DATA: Make sure that the amounts provided in the Budget File (Full Costs and Requested Funding) are the same than those indicated on the fields dedicated to the financial data in the submission platform.

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 [2018 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

For each project, a project Coordinator is appointed. Each project Partner appoints ONE 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.

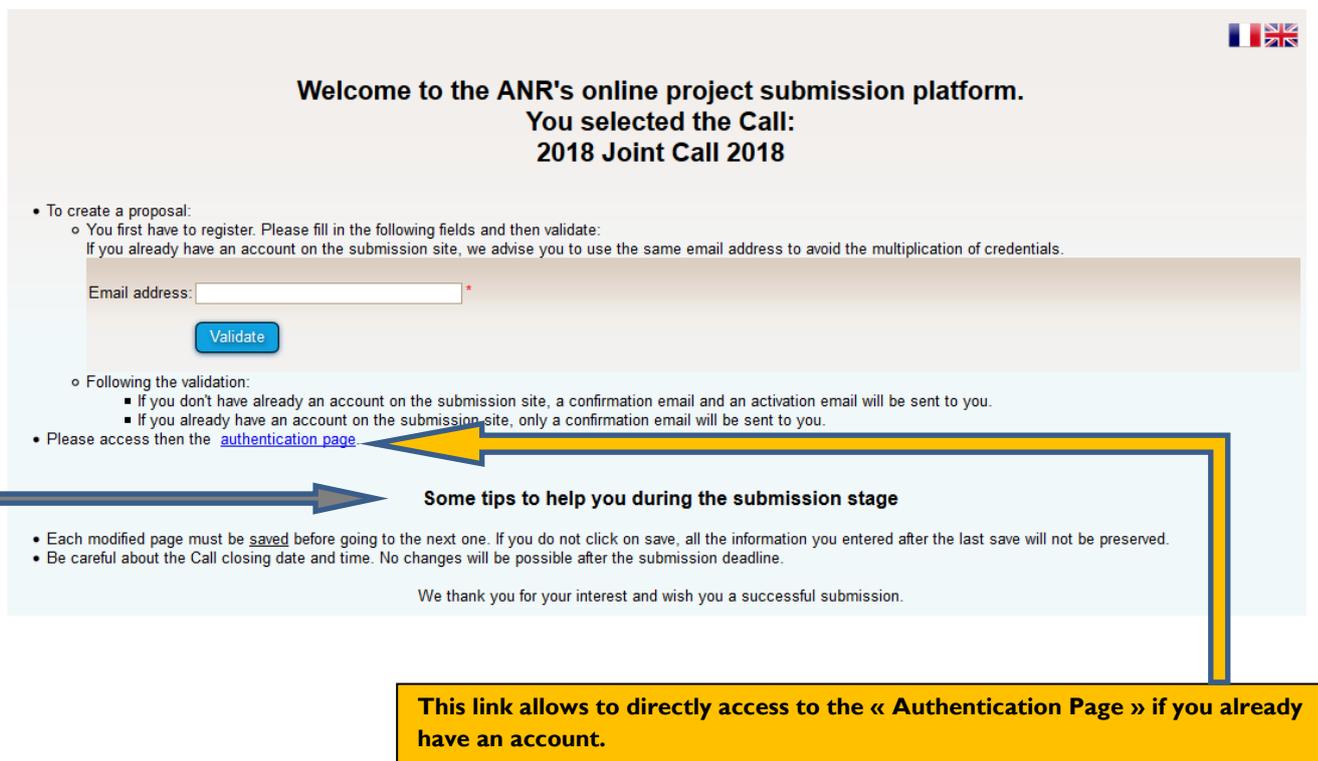
Each modified page in the submission platform must be saved before going to another page.

2. HOW TO CONNECT

1. Go to:

https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1228

2. The following screen is displayed:



Welcome to the ANR's online project submission platform.
You selected the Call:
2018 Joint Call 2018

- 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.

Email address: *

- Following the validation:
 - If you don't have already an account on the submission site, a confirmation email and an activation email will be sent to you.
 - If you already have an account on the submission site, only a confirmation email will be sent to you.
- 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 careful about the Call closing date and time. No changes will be possible after the submission deadline.

We thank you for your interest and wish you a successful submission.

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** your **email address**, and click on “**VALIDATE**”.

4. You will get the following screen on Data Protection:

Consent to the collection and processing of personal information

Data Protection

The French National Research Agency (ANR) (a public administrative body, located at 50 avenue Daumesnil 75012 Paris, France, phone: +33 1 78 09 80 00, registered under SIRET number 130 002 504 000 20) has at its disposal computer resources designed to ensure evaluation and monitoring of projects.

The information recorded for this purpose is for the sole use of the services concerned and can only be communicated to the following recipients with regard to the projects that concern them: ANR agents, experts and members of evaluation committees, members of competitiveness clusters, representatives of Ministries supervising ANR and representatives of other funding agencies, where appropriate (co-funding).

Some of these recipients (especially agents from foreign agencies in the case of co-funding, foreign experts in charge of evaluating a portfolio of projects) are located outside the European Union and in particular in the following countries: South Africa, Brazil, Canada, Chile, China, South Korea, Egypt, United States of America, Hong Kong, India, Japan, Mexico, Moldova, Norway, Singapore, Switzerland, Taiwan, Tunisia and Turkey.

The following data will be communicated in particular to these recipients: civil status, identity and professional life information.

The transfer of these data to recipients located outside the European Union is intended to ensure the evaluation and monitoring of projects.

Where appropriate, the following safeguards have been taken to ensure an adequate level of protection of personal data : the country offers an adequate level of protection; the performance of a contract between the data controller and the data subject; the conclusion or performance of a contract, either concluded or to be concluded in the interest of the data subject between the data controller and a third party or the consent of the data subject.

In accordance with the data protection law of 6 January 1978 as amended, you have the right to access and rectify your personal data. As such, you can access your user profile and rectify certain information about yourself. In addition, you have the right to contact ANR's Personal Data Protection Officer via this [form](#).

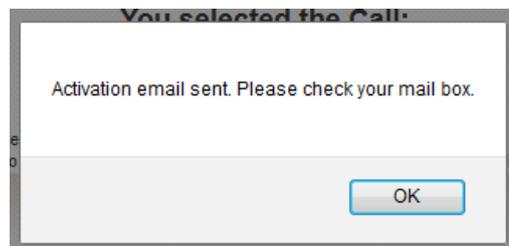
You may also use the above form in order to oppose to the processing of your personal data for legitimate reasons or request that your personal data be deleted.

More information on personal data protection can be found on the CNIL website.

By ticking this box:

- 1) I acknowledge that I am aware of the way in which ANR will collect and process my personal data and that my data may be transferred outside the European Union.
- 2) I confirm that I have been informed of my rights in respect of personal data protection.
- 3) I give my explicit consent to ANR so that it may collect and process my personal data and transfer them outside the European Union.

Please, tick the box and click on the “**I accept**” button.



5. A notification/confirmation 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

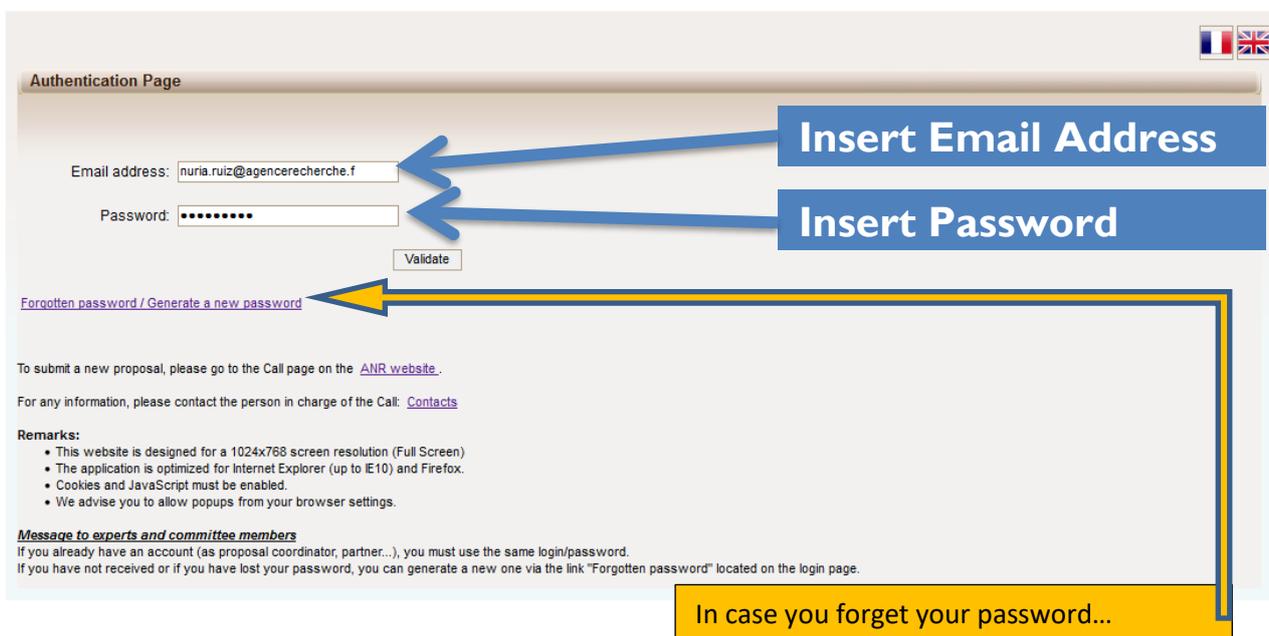
Dear colleague,

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:

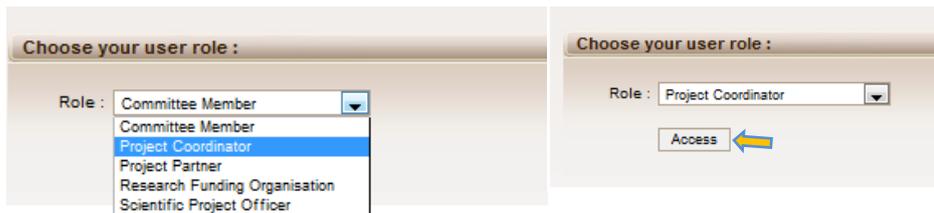
- Language flags (France and UK) in the top right corner.
- Form fields for 'Email address:' (containing 'nuria.ruiz@agencerecherche.f') and 'Password:' (masked with dots).
- A 'Validate' button below the password field.
- A link: 'Forgotten password / Generate a new password'.
- Instructions: 'To submit a new proposal, please go to the Call page on the ANR website.' and 'For any information, please contact the person in charge of the Call: Contacts'.
- 'Remarks:' section with technical requirements:
 - 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' section:
 - 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 already have an account, you must use the same email address to log.
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 (verify your **spam box** if you did not receive the mail).



- 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**” (once the coordinator has invited his/her partners for the project, the project partners will have to log in the same way but selecting “**Project Partner**”).



3. HOW TO CREATE A PROPOSAL

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



2. Click on **Submit a proposal** to be directed to the “**Identification of the project**” page and complete the following fields:

Please fill in the informations below to create your project.
These will remain modifiable until the close of the call for projects.

Identification of the project

Project acronym *

Project French title *

Project English title *

Insert Acronym of your proposal

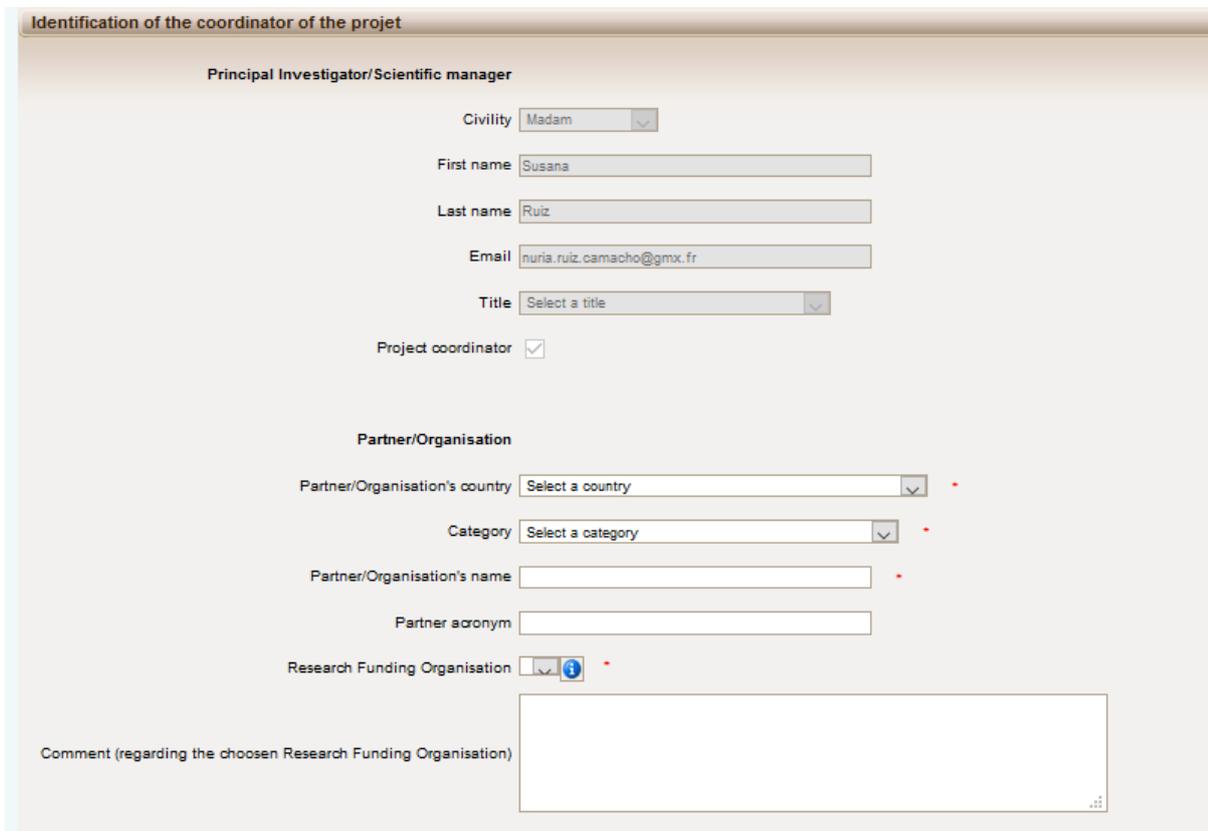
Insert Title of your proposal

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

FIELDS WITH A RED STAR * ARE MANDATORY. YOU DO NOT NEED TO PROVIDE A FRENCH TITLE FOR THE PROJECT, JUST COPY/PASTE THE ENGLISH TITLE IN THE BOX DEDICATED TO THE FRENCH TITLE.

IMPORTANT – PROJECT ACRONYM: Please, select carefully the acronym for your project in order to avoid any Intellectual Property Rights (IPR) issues and therefore ensure a correct project implementation. **DO NOT USE** any acronym which is identical 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.iprhelphdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf

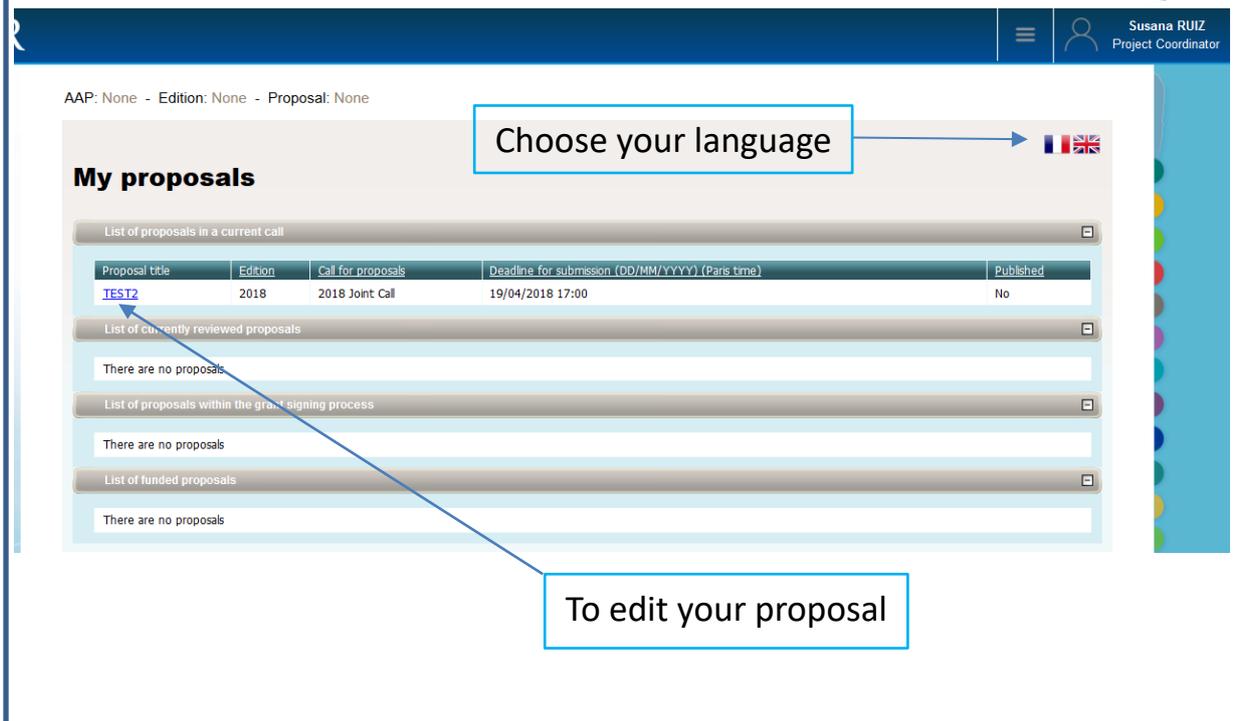


In the second half of the screen, the Coordinator of the project have to fill some mandatory fields. You can choose your country and the category of your institution among the list provided through the drop down menu. There is no definition for the proposed categories. Please choose the category fitting the better to your institution depending on the criteria considered by your funding agency.

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.

To modify your password or your profile



AAP: None - Edition: None - Proposal: None

Choose your language

My proposals

List of proposals in a current call

Proposal title	Edition	Call for proposals	Deadline for submission (DD/MM/YYYY) (Paris time)	Published
TEST2	2018	2018 Joint Call	19/04/2018 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

To edit your proposal

Click on the title of your proposal to go to the next step

3. 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:

AAP: 2018 Joint Call - Edition: 2018 - Proposal: TEST2

⌚ Time remaining before closing of the call for proposals:
65 days 1 hour

4. “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”.

5. Select “Duration in months”. The “Financial Instruments” and “Primary Societal Challenge” is a one-option field pre-selected, no action needed from your side.

6. If you scroll down the screen, you will be presented with the Keywords fields:

Choose 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.

7. On the bottom of the page you will be presented with the Research Themes.

Research themes

Choose the research themes (Min 1 Max 3) from the 3 available themes (as well as the sub-themes) Select research themes

Sources of funding

Name of the Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
With own funds	<input type="checkbox"/>	UG

Save
Cancel

By clicking on the button “**Select research themes**” the three Challenges (named Research themes) and the subtopics (named Research sub-themes), which are all described in the Call Announcement are presented.

To select your topic:

Choose the research themes (Min 1 Max 3) from the 3 available themes (as well as the sub-themes)

Caption

Research theme

Research sub-theme

1- Enabling Sustainable Management of Water Resources

- 1.1- Promoting adaptative water management for global change
- 1.2- Integrative management by implementing Natural Water Retention Measures (NWRM) such as Managed Aquifer Recharge (MAR)
- 1.3- Mitigating water stress in coastal zones and urbanized deltas

2- Strengthening Socio-economic Approaches to Water Management

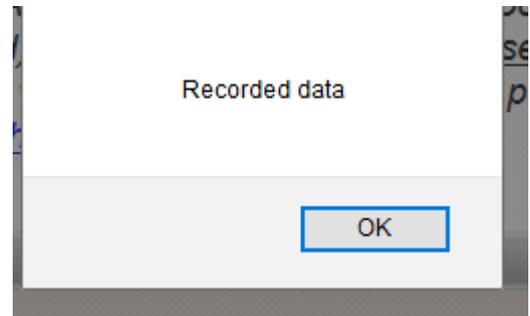
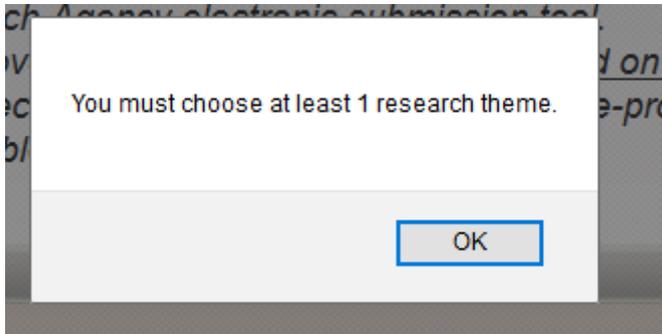
- 2.1- Integrating economic and social analyses into decision-making processes
- 2.2- The reuse of water
- 2.3- Connecting science to society
- 2.4- Promoting new governance and knowledge management approaches

3- Supporting Tools for sustainable Integrated Management of Water Resources

OK
Back

Tick the boxes to select your topics and click on “OK”

8. A pop-up window will appear to remind you any forgotten field or to confirm that your choices were saved. Here is an example below:



9. 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, you do not need to describe the whole research team that is lead by each PI. Only the information of the PI is requested at this stage.

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
Identity of the project
Scientific abstracts
Scientific document
Peer reviewers
Summary tables
Submission of the project

Partnership

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.

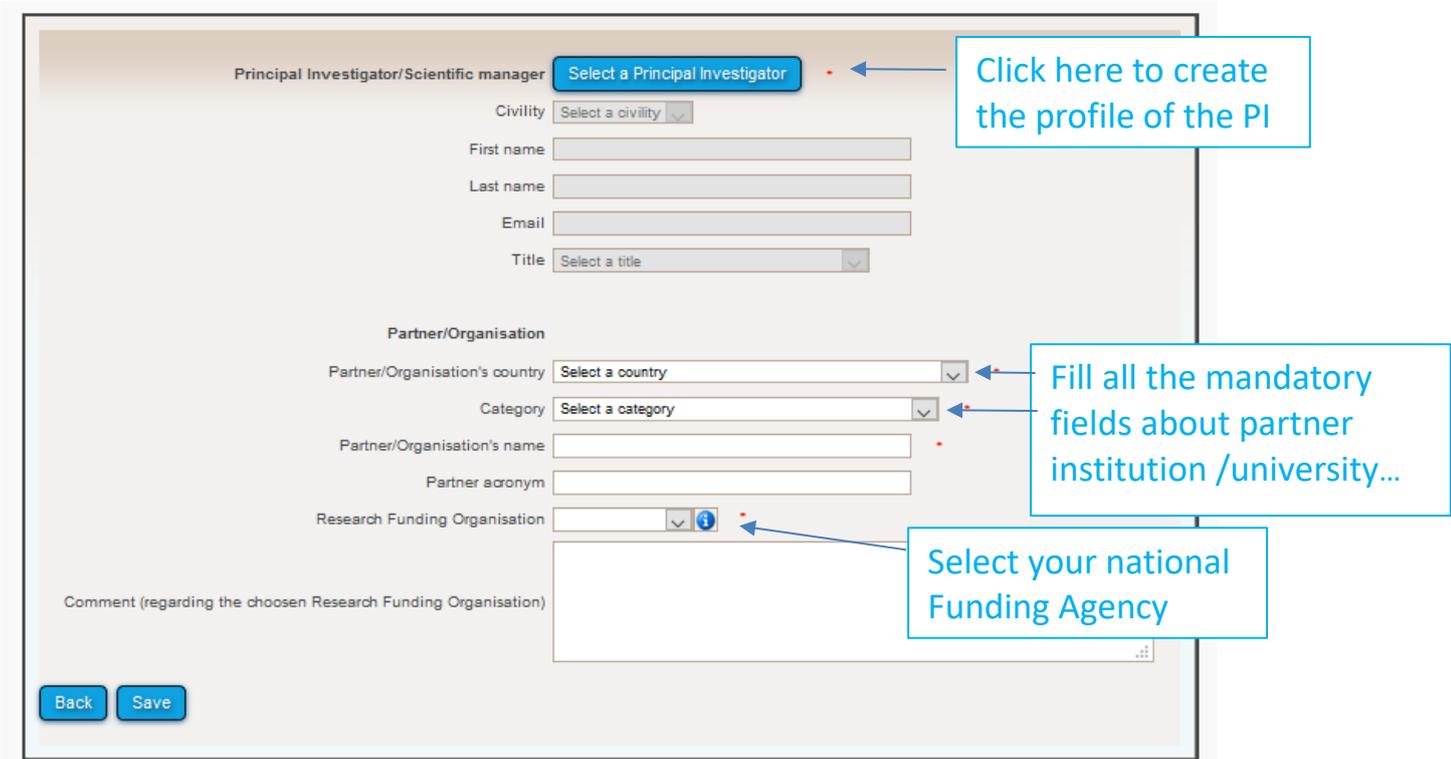
At each change made, the PIs of the concerned partners are informed by e-mail.

Display | By country

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (* : change in progress)	Role	Coord.	Non French partner/organisation	Partner/Organisation without requested funding	Research Funding Organisation
<input type="checkbox"/> ...	(1)			0.00	Mr	Fabrice	DENTRESSANGLE	fabrice.dentressangle@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR

Click here to ADD partners

3. Fill in the data related to the Organisation and PI and click on “**SAVE**”:



The screenshot shows a web form with the following sections and fields:

- Principal Investigator/Scientific manager:** A dropdown menu labeled "Select a Principal Investigator" with a red asterisk. A callout box points to it with the text: "Click here to create the profile of the PI".
- Civility:** A dropdown menu labeled "Select a civility".
- First name:** A text input field.
- Last name:** A text input field.
- Email:** A text input field.
- Title:** A dropdown menu labeled "Select a title".
- Partner/Organisation:**
 - Partner/Organisation's country:** A dropdown menu labeled "Select a country" with a red asterisk. A callout box points to it with the text: "Fill all the mandatory fields about partner institution /university...".
 - Category:** A dropdown menu labeled "Select a category" with a red asterisk. A callout box points to it with the text: "Fill all the mandatory fields about partner institution /university...".
 - Partner/Organisation's name:** A text input field with a red asterisk.
 - Partner acronym:** A text input field.
 - Research Funding Organisation:** A dropdown menu with a red asterisk and an information icon. A callout box points to it with the text: "Select your national Funding Agency".
- Comment (regarding the chosen Research Funding Organisation):** A large text area.
- Buttons:** "Back" and "Save" buttons at the bottom left.

To create the profile of the PI, the next window will appear:

Search a person

Renseigner au moins les champs 'Nom' et 'Email'

Last name First name Email Keywords

Search results

Assign Create a person

Clear results Back

	Last name	First name	Title	Email address	Keywords
<input type="checkbox"/>	DENTRESSANGLE	Fabrice	Researcher/Lecturer	fabrice.dentressangle@agencerecherche.fr	

Assign Create a person

Clear results Back

Enter the email address and click on the magnifying glass

If the person is known in the system, you will have to select the name of your partner in the list by ticking the box and clicking on Assign

IF THE PERSON IS NOT KNOWN IN THE SYSTEM YOU HAVE TO CREATE THE PROFILE

Search a person

One of the following fields must be filled : "Last name" or "Email"

Last name First name Email Keywords

Search results

Thank you to fill the email address of the person you wish to create

Assign Create a person

Clear results Back

If the person is not known then you have to provide his/her e-mail address and create the profile of your partner by clicking on « create a person »

117/externes/Pages/SelfSPartenariatTaches.aspx?idProjet=69218

120% Recherche

Create a person

The fields "Last name", "First name", "Title" and "Email" are mandatory.

Nationality
 Last name
 First name
 Email address @hotmail.com
 Title

Personal site
 National identifiant
 ORCID Number - - -

Keywords

Professional address
 Street number Street, Avenue, Lane, Place, ...
 Additional address Postcode / Zip code
 City Cedex
 District Country

Fill all the mandatory fields about your partner (fields with a red star *)

This is not mandatory (if you have this information, you can complete it)

Click here to finalize

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/Madame XXXXX** afin d'être partenaire du projet "**XXXXXX**" qui va être soumis à l'appel à projet 2017 Joint Call "**Water resource management in support to the United Nations Sustainable Development Goals**". 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/Madame XXXXX** (xxxxxxx@xxx.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 "XXXXXX" project by the Principal Investigator.

Cordialement,

Dear Madam, Dear Sir,

You have been invited by **Mr/Ms XXXX** to be partner of the proposal «**XXXXXXX**» which will be submitted to the 2017 Joint Call “**Water resource management in support to the United Nations Sustainable Development Goals**”. 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/ Ms XXXXX** (XXXX@xxxx.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 “XXXXXX” 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

Use the first column (tick boxes) to select the partners and access the information. If you need to modify the information provided for a given Partner, you must move your mouse to the three points appearing on the left side of the name of the partner and click on “**Modify partner/organization**”.

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 move your mouse to the three vertical points appearing on the top bar of the table (on the left-side click on “**Delete selected partners/organisations**”), as explained below:

ANR

Nuria RUIZ
Project Coordinator

AAP: IC4WATER - Edition: 2017 - Proposal: TEST 2

Time remaining before closing of the call for proposals: 47 days

Partnership and tasks

Partnership

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 one. If necessary, he/she can generate a new password from the home page.

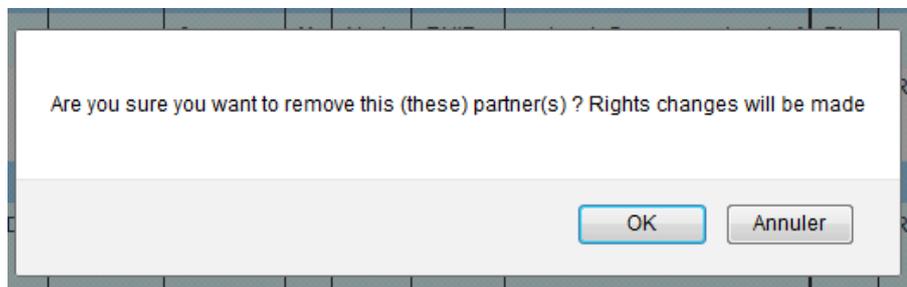
At each change made, the PIs of the concerned partners are informed by e-mail.

	Partner/Coordinator name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: change in progress)	Role	Coord.	Research Funding Organisation
	Latvia (1)			0.00							
<input type="checkbox"/>	deby	deby	Other Public	0.00	Ms	Nuria	RUIZ	nuria.ruiz@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	IZM

Click here to delete the selected partners/organisations

Click here (...) to modify a partner

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 **Monsieur/Madame XXXX**, vous n’êtes plus partenaire du projet "**XXXXXXX**". 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 "**XXXXXXXX**". You don't have access to this project anymore.

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

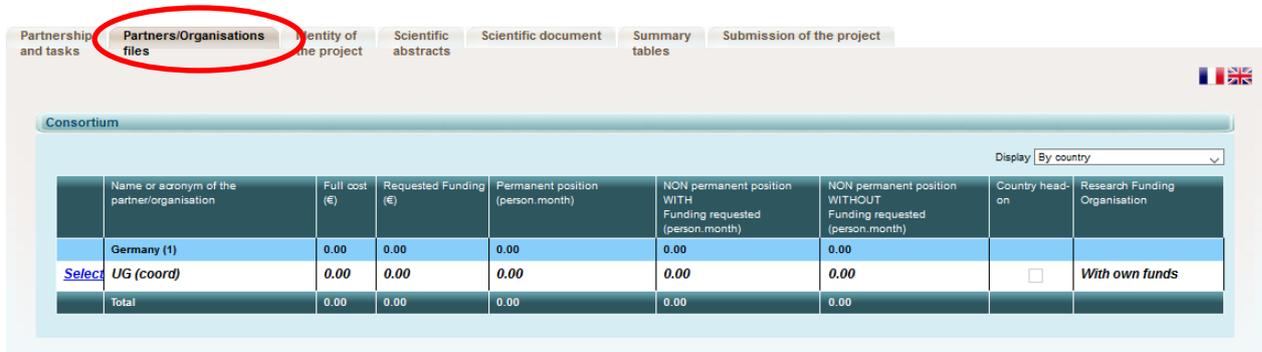
Yours sincerely,
The French National Research Agency

6. HOW TO EDIT PARTNERS ORGANISATION

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

AAP: 2018 Joint Call - Edition: 2018 - Proposal: TEST2

⌚ Time remaining before closing of the call for proposals:
64 days 23 hours



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
Germany (1)	0.00	0.00	0.00	0.00	0.00		
Select UG (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	With own funds
Total	0.00	0.00	0.00	0.00	0.00		

At 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).

Partnership and tasks | **Partners/Organisations files** | Identity of the project | Scientific abstracts | Scientific document | Peer reviewers | 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	Non French partner/organisation	Partner/Organisation without funding requested	Research Funding Organisation
	Select (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR
	Total	0.00	0.00	0.00	0.00	0.00				

Caution, the requested funding for the project (including all funding partners) is lower than the min threshold of 15000 €.

Select the partner in the list

Please select the partner/organisation in the table(s) above and t

Click on Administrative data and complete it

Administrative data | Financial data

Mandatory information needed for registration form

Partner/Organisation : ANR

Partner country: France

Partner category: Public Laboratory

To optimize the entry of your partner form, please enter your French RNSR code then click on "Search the information associated with the French RNSR code"

French RNSR Code: Find information associated with the French RNSR code

Name of the partner (research organisation, private compagny,...): Agence Nationale de la Recherche

Acronym of the partner: ANR

Research Funding Organisation: ANR

Comment (regarding the choosen Research Funding Organisation):

For research organisation only:

Research unit type:

Research unit number:

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/Scientific manager

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:

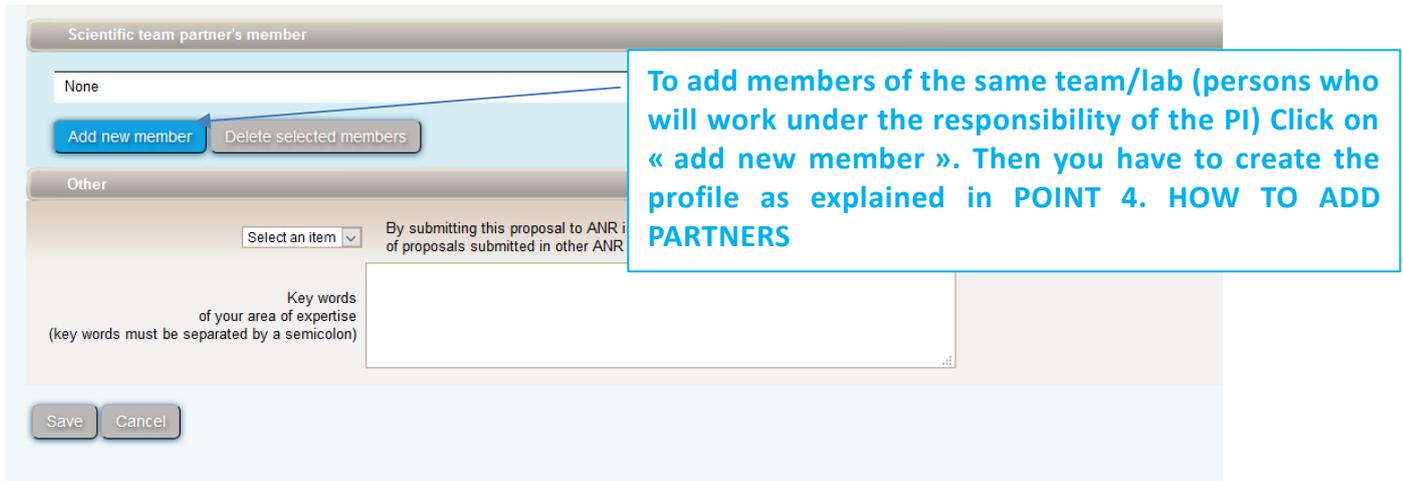
Mobile phone of the scientific manager:

Mail of the scientific manager: nuria.ruiiz@agencerecherche.fr

Mandatory

Not mandatory

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.



The screenshot shows a web form titled "Scientific team partner's member". At the top, there is a dropdown menu with "None" selected. Below it are two buttons: "Add new member" (highlighted in blue) and "Delete selected members". The form is divided into two sections: "Other" and "Key words". The "Other" section contains a dropdown menu labeled "Select an item" and a note: "By submitting this proposal to ANR i of proposals submitted in other ANR". The "Key words" section has a text input field with the label "Key words of your area of expertise (key words must be separated by a semicolon)". At the bottom of the form are "Save" and "Cancel" buttons. A blue callout box on the right side of the form contains the text: "To add members of the same team/lab (persons who will work under the responsibility of the PI) Click on « add new member ». Then you have to create the profile as explained in POINT 4. HOW TO ADD PARTNERS".

DO NOT FORGET TO SAVE REGULARLY

The "**Partnership table**" will be automatically updated.

7. 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 9).

The template is available on:

http://www.waterjpi.eu/index.php?option=com_content&view=article&id=648&Itemid=1111

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

ON THE SUBMISSION PLATFORM YOU JUST HAVE TO INDICATE FOR EACH PARTNER THE FULL COSTS OF THE PROJECT AND THE REQUESTED AMOUNT TO THE 2018 JOINT CALL. THESE FIELDS ARE MANDATORY AND FIGURES HAVE TO BE THE SAME THAN ON THE UPLOADED EXCEL FILE FOR YOUR BUDGET.

For information Full cost = Amount requested to 2018 Joint Call + your own funding (for example: permanent staff salaries)

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

	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)
	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

Click on Financial 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](#) ← DO NOT CLICK on DETAILED ENTRY

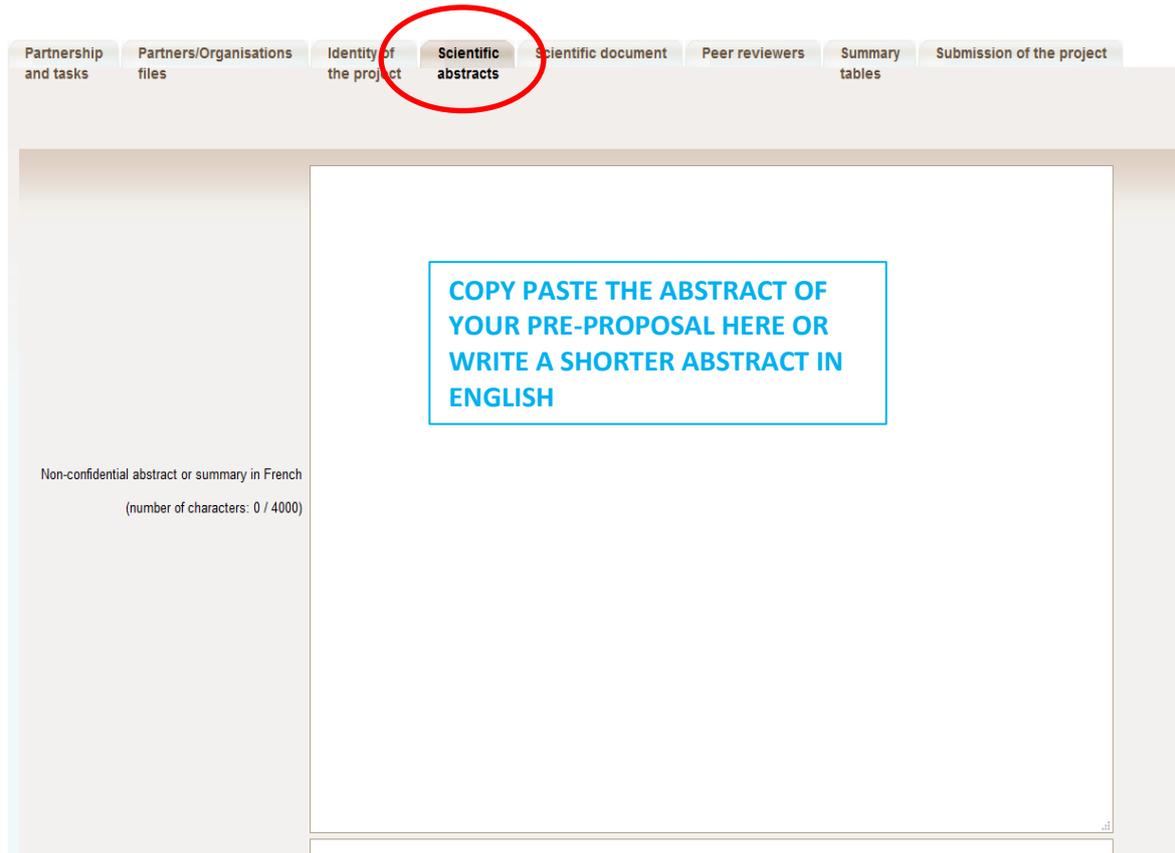
Full cost (€) Requested Funding (€)

Save Cancel

YOU JUST HAVE TO FILL THESE 2 BOXES

8. SCIENTIFIC ABSTRACT

In the “**Scientific Abstracts**” Tab, you need to write a non-confidential abstract of your project (limited to 4000 characters). If the project is funded, the abstract **will be published** on the 2018 Joint Call website. 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

Peer reviewers

Summary tables

Submission of the project

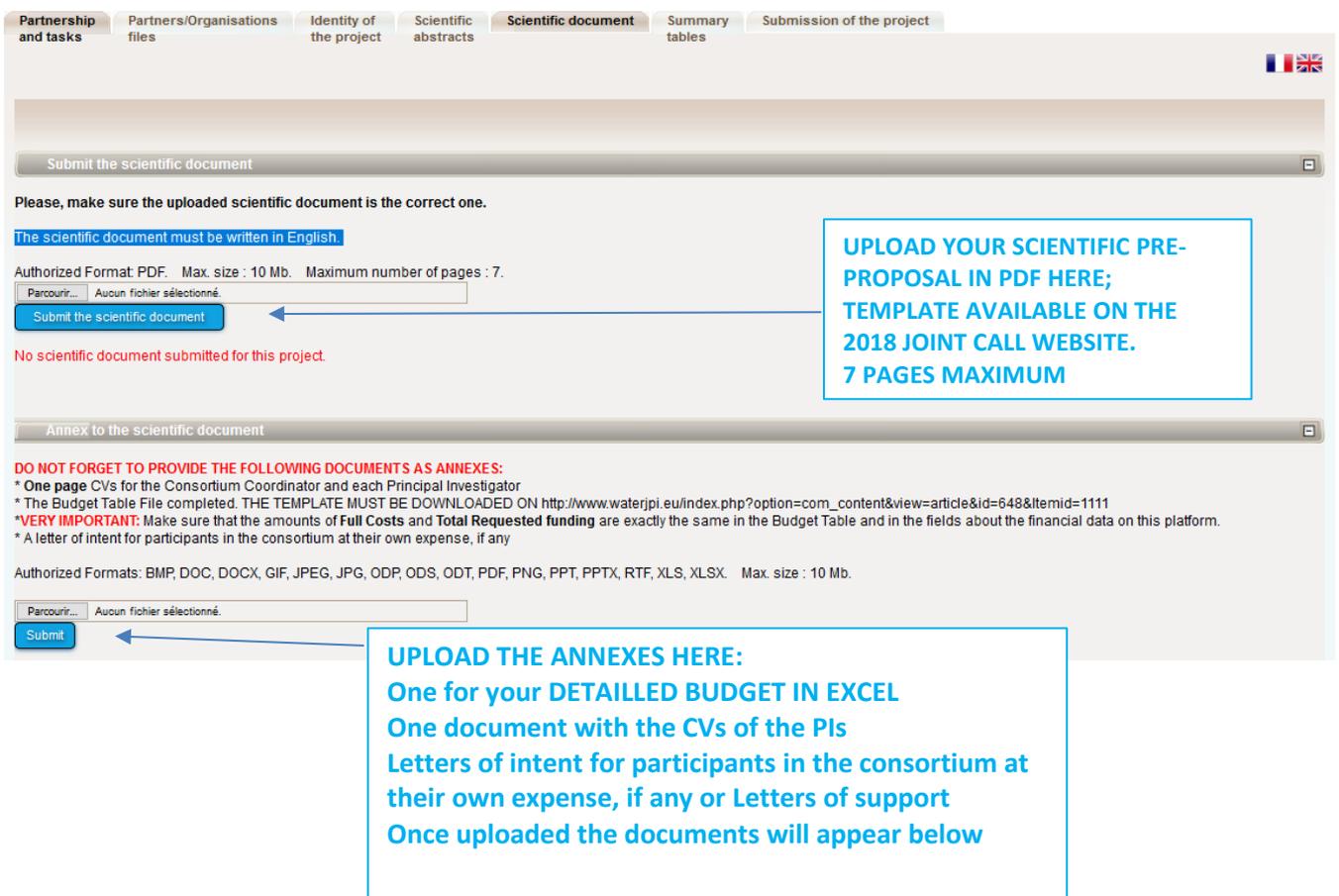
COPY PASTE THE ABSTRACT OF YOUR PRE-PROPOSAL HERE OR WRITE A SHORTER ABSTRACT IN ENGLISH

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

SAVE!

9. UPLOAD SCIENTIFIC DOCUMENT and ANNEXES

To upload the scientific document (**Pre-Proposal form converted in PDF format**) and the Annexes you must go to the “**Scientific Document**” Tab. 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.



The screenshot shows the 'Scientific document' tab in a web application. At the top, there are navigation tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, Scientific abstracts, **Scientific document**, Summary tables, and Submission of the project. A language selector shows French and English flags.

The main content area has a header 'Submit the scientific document'. Below it, a message reads: 'Please, make sure the uploaded scientific document is the correct one.' A blue box highlights the instruction: 'The scientific document must be written in English.' Below this, it specifies 'Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 7.' There is a file selection field and a 'Submit the scientific document' button. A red message states: 'No scientific document submitted for this project.'

A blue callout box points to the 'Submit the scientific document' button and contains the text: 'UPLOAD YOUR SCIENTIFIC PRE-PROPOSAL IN PDF HERE; TEMPLATE AVAILABLE ON THE 2018 JOINT CALL WEBSITE. 7 PAGES MAXIMUM'.

Below the main section is an 'Annex to the scientific document' section. It starts with a red warning: 'DO NOT FORGET TO PROVIDE THE FOLLOWING DOCUMENTS AS ANNEXES:'. It lists requirements: '* One page CVs for the Consortium Coordinator and each Principal Investigator', '* The Budget Table File completed. THE TEMPLATE MUST BE DOWNLOADED ON http://www.waterjpl.eu/index.php?option=com_content&view=article&id=648&Itemid=1111', '* **VERY IMPORTANT:** Make sure that the amounts of Full Costs and Total Requested funding are exactly the same in the Budget Table and in the fields about the financial data on this platform.', and '* A letter of intent for participants in the consortium at their own expense, if any'. It also lists 'Authorized Formats: BMP, DOC, DOCX, GIF, JPEG, JPG, ODP, ODS, ODT, PDF, PNG, PPT, PPTX, RTF, XLS, XLSX. Max. size : 10 Mb.' There is another file selection field and a 'Submit' button. A blue callout box points to the 'Submit' button and contains the text: 'UPLOAD THE ANNEXES HERE: One for your DETAILED BUDGET IN EXCEL One document with the CVs of the PIs Letters of intent for participants in the consortium at their own expense, if any or Letters of support Once uploaded the documents will appear below'.

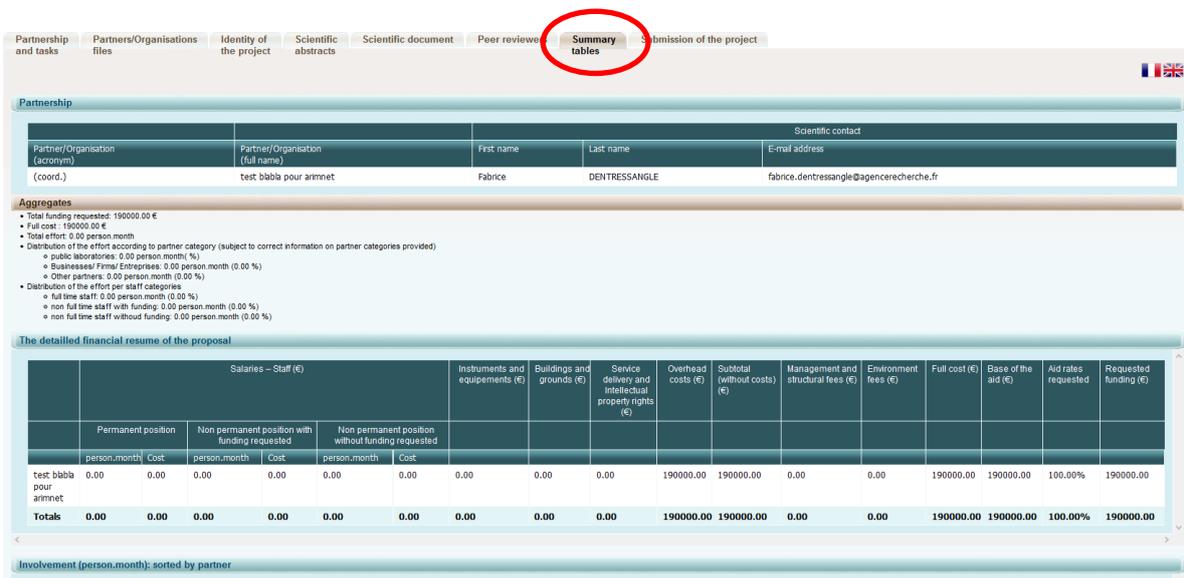
10. HOW TO HAVE AN OVERVIEW OF YOUR PROJECT

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 “**Summary Tables**” Tab 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

Partner/Organisation (acronym)	Partner/Organisation (full name)	First name	Last name	E-mail address
(coord.)	test bbbla pour armet	Fabrice	DENTRESSANGLE	fabrice.dentressangle@agencerecherche.fr

Aggregates

- Total funding requested: 190000.00 €
- Full cost: 190000.00 €
- 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/ Enterprises: 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

	Salaries – Staff (€)						Instruments and equipments (€)	Buildings and grounds (€)	Service delivery and intellectual property rights (€)	Overhead costs (€)	Subtotal (without costs) (€)	Management and structural fees (€)	Environment fees (€)	Full cost (€)	Base of the aid (€)	Aid rates requested	Requested funding (€)
	Permanent position		Non permanent position with funding requested		Non permanent position without funding requested												
	person.month	Cost	person.month	Cost	person.month	Cost											
test bbbla pour armet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190000.00	190000.00	0.00	0.00	190000.00	190000.00	100.00%	190000.00	
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190000.00	190000.00	0.00	0.00	190000.00	190000.00	100.00%	190000.00	

Involvement (person.month): sorted by partner

Involvement (person.month): sorted by partner

Partner/Organisation (acronym)	Partner/Organisation (full name)	Totals
ANR	Agence Nationale de la Recherche	0.00
ANR	Agence Nationale de la Recherche	0.00
fnf	fnf	0.00
	GON	0.00
	Totals	0.00

Full cost sorted by partner

Partner/Organisation (acronym)	Partner/Organisation (full name)	Totals
ANR	Agence Nationale de la Recherche	0.00
ANR	Agence Nationale de la Recherche	0.00
fnf	fnf	0.00
	GON	0.00
	Totals	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.

II. HOW TO VERIFY AND SUBMIT YOUR PROPOSAL

The “**Submission of the project**” Tab 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 | Peer reviewers | Summary tables | **Submission of the project**

The closing date for call for proposals is 14/09/2017 until 17:00 (DD/MM/YYYY; Current local time in Paris, France)

Project status : Submitting

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted

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.

Lock proposal

Checking fields

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

- In red : This condition must be fulfilled for your proposition to be complete
- In orange : Information about the project or partner that should be filled or corrected

Proposal :

- No scientific document has been uploaded
- The abstract in French is empty
- The abstract in English is empty

Administrative and financial document of the project

Download document

YOU CAN LOCK / UNLOCK THE PROPOSAL BY CLICKING HERE. WHEN LOCKED, ALL THE PARTNERS CAN READ THE INFORMATION BUT NOT MODIFY IT THE PROPOSAL IS AUTOMATICALLY SUBMITTED BY THE DEADLINE WITH THE INFORMATION PROVIDED.

CHECK CAREFULLY THIS PART AS IT PROVIDE YOU INFORMATION ABOUT POSSIBLE MISSING DATA

DO NOT USE THIS BUTTON; ALL YOUR DOCUMENTS MUST BE UPLOADED IN THE TAB « SCIENTIFIC DOCUMENT »

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). **YOU DO NOT HAVE TO SUBMIT YOUR PRE-PROPOSAL.**

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 WW2017secretariat@agencerecherche.fr