

2018 JOINT CALL

Water Challenges for a Changing World



**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 full-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

REMINDER: 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 full-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=1323

2. The following screen is displayed:



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

- Email address:** (Annotated: Insert the Email Address used for the 1st STEP)
- Password:** (Annotated: Insert the Password (1st STEP))
- Validate** button
- [Forgotten password / Generate a new password](#) (Annotated: In case you forget your password...)

Additional text on the page:

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).




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

- Adresse de messagerie / Email adress :**
- Valider** button
- [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 selecting “Project Partner”).



Choose your user role :

Role : (dropdown menu open showing: Committee Member, Project Coordinator, Project Partner, Research Funding Organisation, Scientific Project Officer)

Choose your user role :

Role :

3. HOW TO ACCESS YOUR PROPOSAL

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

AAP: None - Edition: None - Proposal: None



My proposals

List of proposals in a current call

Proposal title	Edition	Call for proposals	Deadline for submission (DD/MM/YYYY) (Paris time)
XXXXX	2018	Water JPI Joint Call	24/04/2018 17:00
XXXXX	2018	IC4WATER step 2	27/06/2018 17:00

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

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 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-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 Property 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 out. You can find more information on this issues here : https://www.iprhelppdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf

* Mandatory informations to validate form

General information

Project Acronym: TEST PAM

Project French title: Isiemms

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 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.iprhelppdesk.eu/sites/default/files/documents/EU_IPR_IP-Guide.pdf

4. HOW TO REMOVE OR MODIFY INFORMATIONS ABOUT PARTNERS

I. 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.

	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							
<input type="checkbox"/>	Agence Nationale de la Recherche	ANR	Public Laboratory	275,000.00	Ms	Nuria	RUIZ	nuria.ruiz@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	ANR
...						Juliette	Arabi	juliette.arabi@agencerecherche.fr	Sci. Team Mbr	<input type="checkbox"/>	
<input type="checkbox"/>	fnf	fnfhn	Public Laboratory	175,000.00	Mr	Jacolio	CYRIL	jacolio.cyril@agencerecherche.fr	PI	<input type="checkbox"/>	ANR
...											
<input type="checkbox"/>	GON		Other private	0.00	Ms	Susana	Ruiz	nuria.ruiz.camacho@gmx.fr	PI	<input type="checkbox"/>	ANR
...											
Brazil (1)				0.00							
<input type="checkbox"/>	Confederacao brasileira	BBAP	Other Public	0.00	Mr	Richard	TAVARES	Richard.TAVARES@agencerecherche.fr	PI	<input type="checkbox"/>	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:

Last name:

Email: Modify / Update

Title: Researcher

Project coordinator:

Research organisation of the partner

Country: France

Name:

Partner acronym:

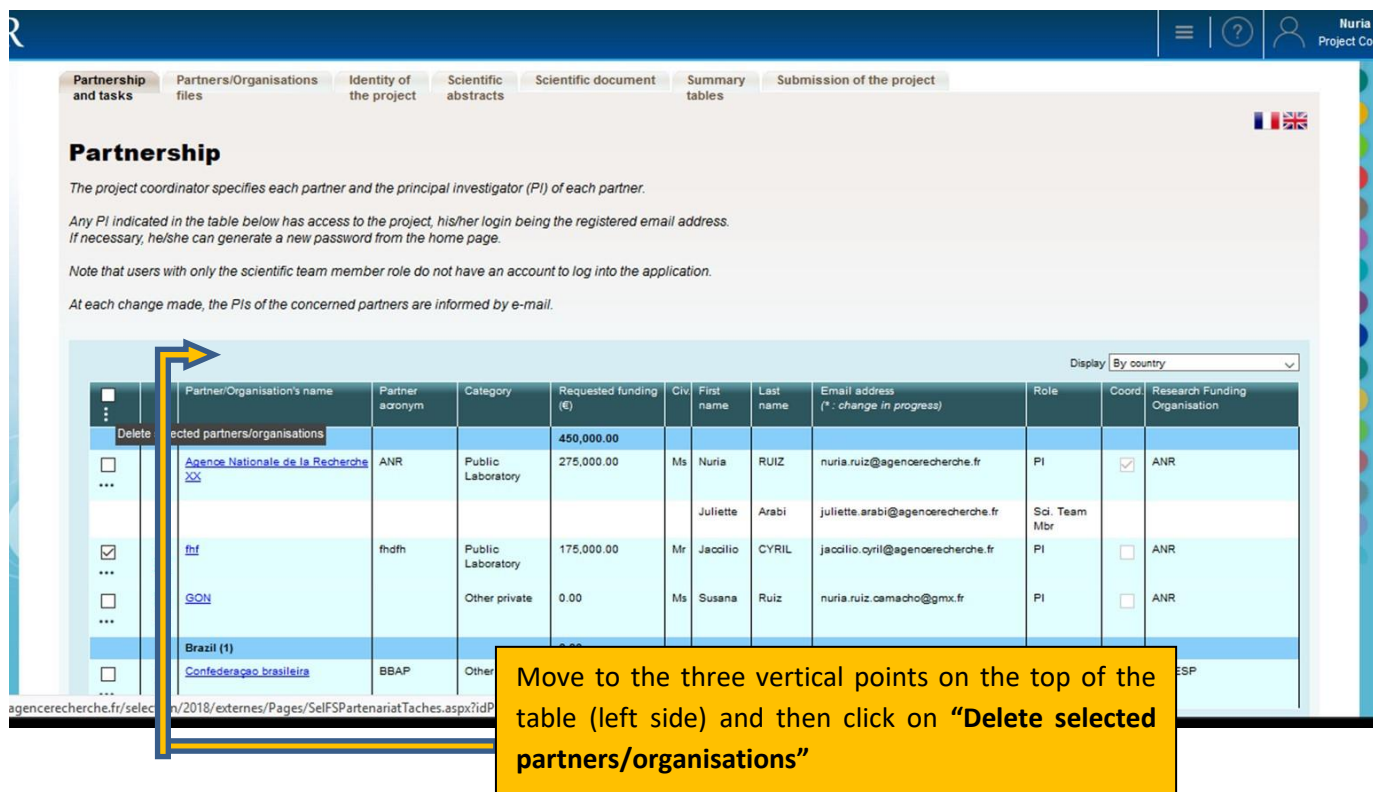
Research Funding Organisation: ANR - The French National Research Agency

Comment (regarding the chosen 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:



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.

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.

Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ	First name	Last name	Email address (* - change in progress)	Role	Coord	Research Funding Organisation
Agence Nationale de la Recherche	ANR	Public Laboratory	450,000.00	Ms	Nuria	RUIZ	nuria.ruiz@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	ANR
Inf	fhdfh	Public Laboratory	175,000.00	Mr	Jacilio	CYRIL	jacilio.cyril@agencerecherche.fr	PI	<input type="checkbox"/>	ANR
GON		Other private	0.00	Ms	Susana	Ruiz	nuria.ruiz.camacho@gmx.fr	PI	<input type="checkbox"/>	ANR
Brazil (1)										
Confederacao brasileira	BBAP	Other								ESP

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:

Are you sure you want to remove this (these) partner(s) ? Rights changes will be made

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:

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 "**XXXXXXX**". You don't have access to this project anymore.

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

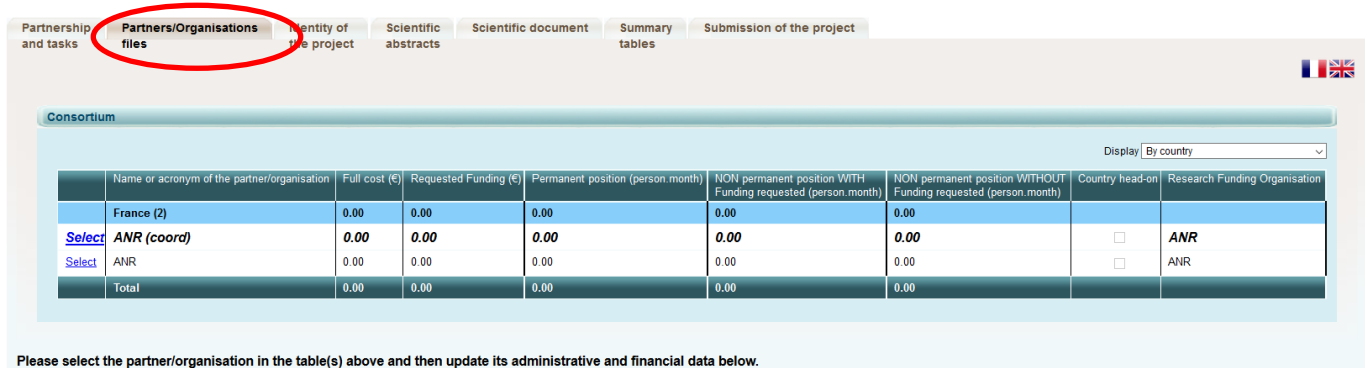
Yours sincerely,
The French National Research Agency

5. HOW TO DELETE/MODIFY PARTNERS

- 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

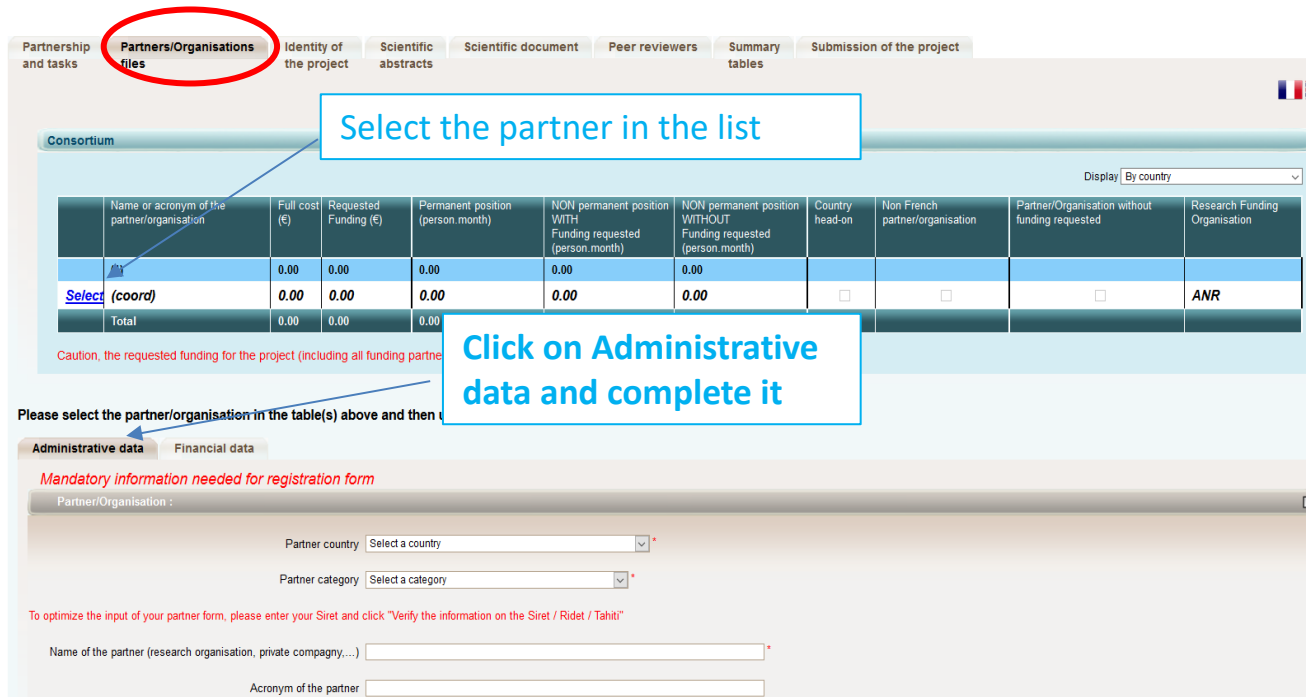
⌚ Time remaining before closing of the call for proposals:
66 days 6 hours



	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
	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	<input type="checkbox"/>	ANR
Select	ANR	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	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.

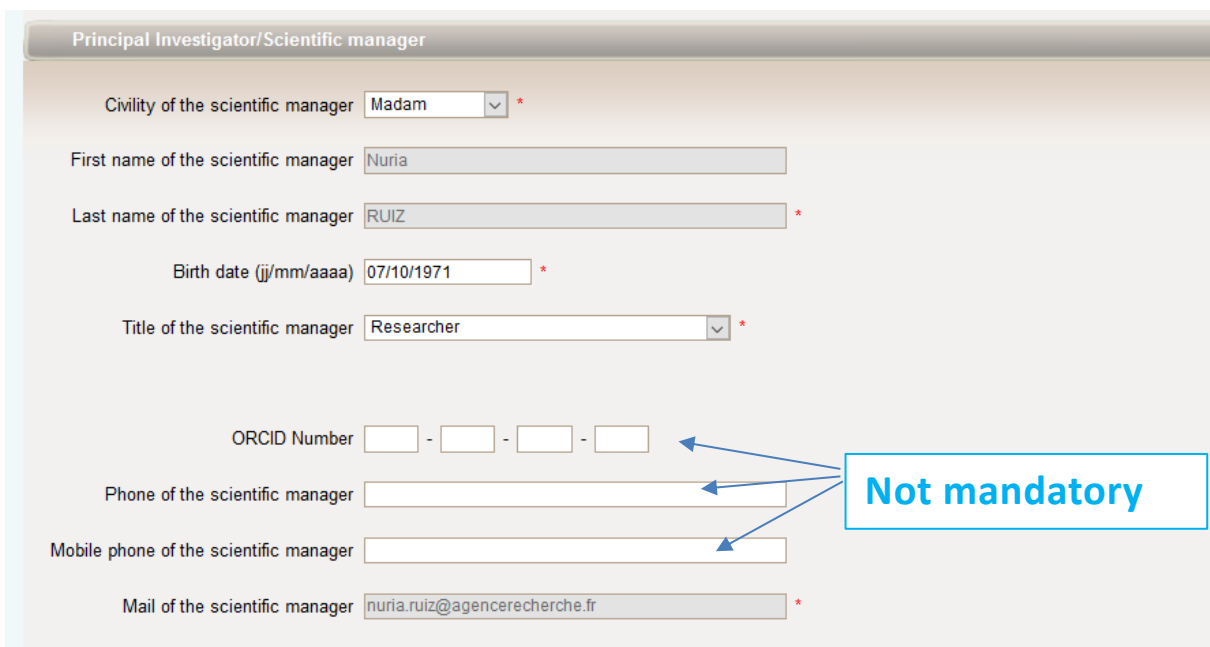
2. Go to the first part of the **Administrative Data** tab called **“Partner/Organisation”**. A text in red font will give you the information needed to choose between Full or Marginal Cost. A drop down menu will allow you to choose the relevant cost.



The screenshot shows the 'Partners/Organisations files' tab selected. A table lists consortium partners with columns for Name or acronym, Full cost, Requested Funding, Permanent position, NON permanent position WITH Funding requested, NON permanent position WITHOUT Funding requested, Country head-on, Non French partner/organisation, Partner/Organisation without funding requested, and Research Funding Organisation. A callout box points to the table with the text 'Select the partner in the list'. Below the table, a callout box points to the 'Administrative data' tab with the text 'Click on Administrative data and complete it'. The 'Administrative data' form includes fields for Partner country, Partner category, Name of the partner, and Acronym of the partner. A red note states: 'Mandatory information needed for registration form' and 'Partner/Organisation :'. Below the form, a note says: 'To optimize the input of your partner form, please enter your Siret and click "Verify the information on the Siret / Ridet / Tahiti"'. A red note at the bottom of the page states: 'For French organisations: Calculation basis of the grant base: marginal cost for public organisation; full cost for private organization Organisations beyond France do not need to fill this. These fields have been removed from the system.'

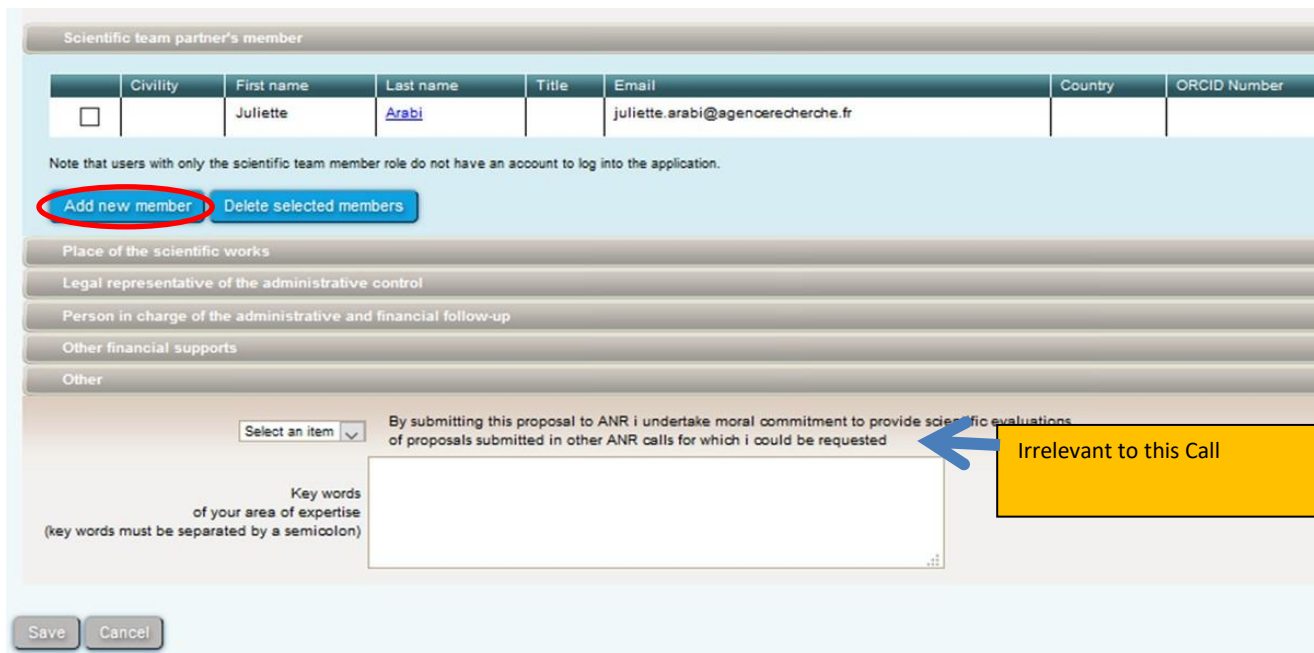
For French organisations:

Calculation basis of the grant base: marginal cost for public organisation; full cost for private organization
Organisations beyond France do not need to fill this. These fields have been removed from the system.



The screenshot shows the 'Principal Investigator/Scientific manager' form. Fields include: Civility of the scientific manager (Madam), First name of the scientific manager (Nuria), Last name of the scientific manager (RUIZ), Birth date (07/10/1971), Title of the scientific manager (Researcher), ORCID Number, Phone of the scientific manager, Mobile phone of the scientific manager, and Mail of the scientific manager (nuria.ruiz@agencerecherche.fr). A callout box points to the ORCID Number, Phone, and Mobile phone fields with the text '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
<input type="checkbox"/>		Juliette	Arabi		juliette.arabi@agencorecherche.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

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

Irrelevant to this Call

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=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

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

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

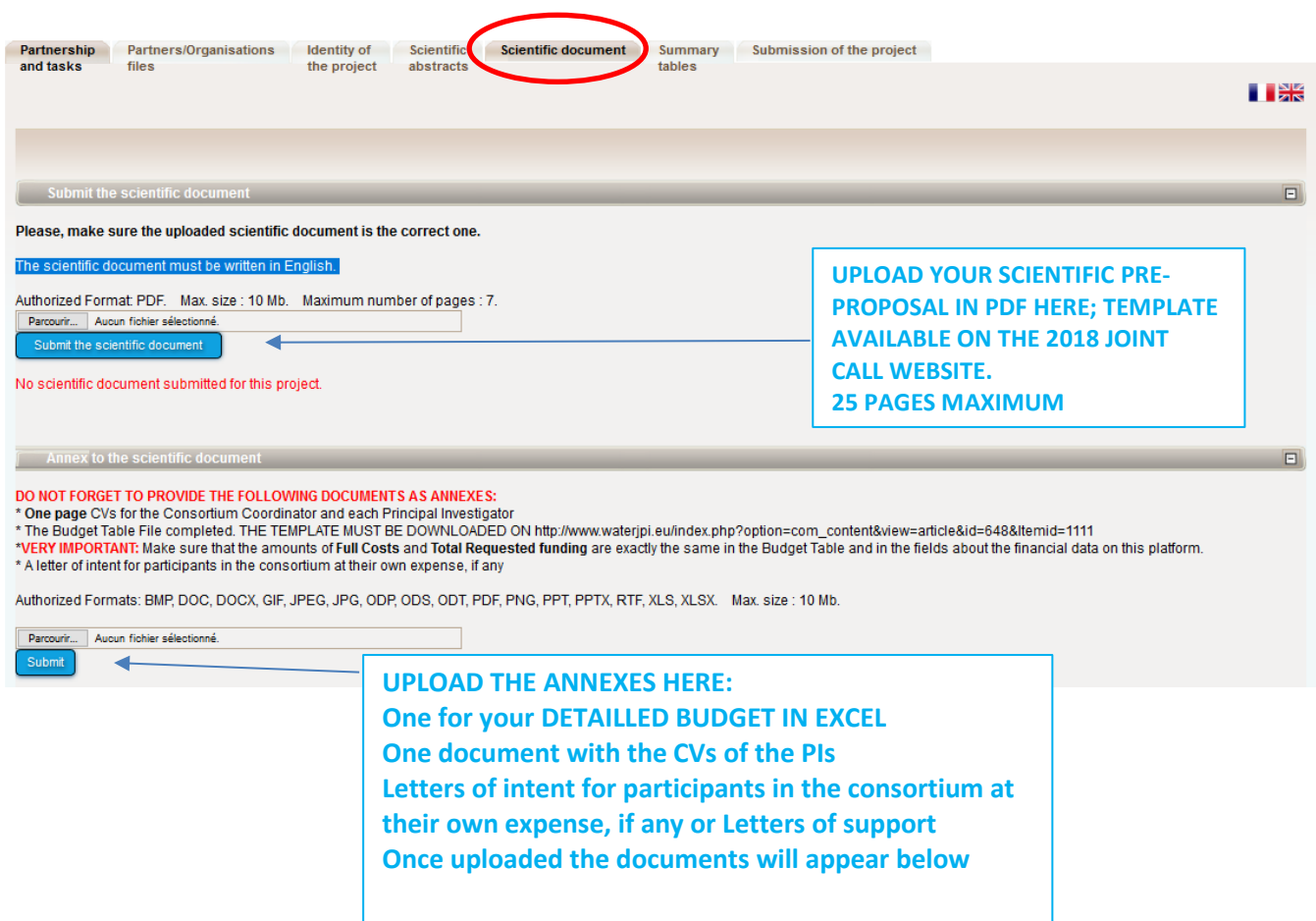
Full cost (€) Requested Funding (€)

Save Cancel

YOU JUST HAVE TO FILL THESE 2 BOXES

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.



The screenshot shows the 'Scientific document' tab selected in a navigation menu. The page contains a 'Submit the scientific document' section with a file upload field and a 'Submit the scientific document' button. A blue box highlights the button with the text: 'UPLOAD YOUR SCIENTIFIC PRE-PROPOSAL IN PDF HERE; TEMPLATE AVAILABLE ON THE 2018 JOINT CALL WEBSITE. 25 PAGES MAXIMUM'. Below this is an 'Annex to the scientific document' section with a file upload field and a 'Submit' button. A blue box highlights the button with 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'. The page also includes instructions such as 'The scientific document must be written in English' and 'Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 7.'

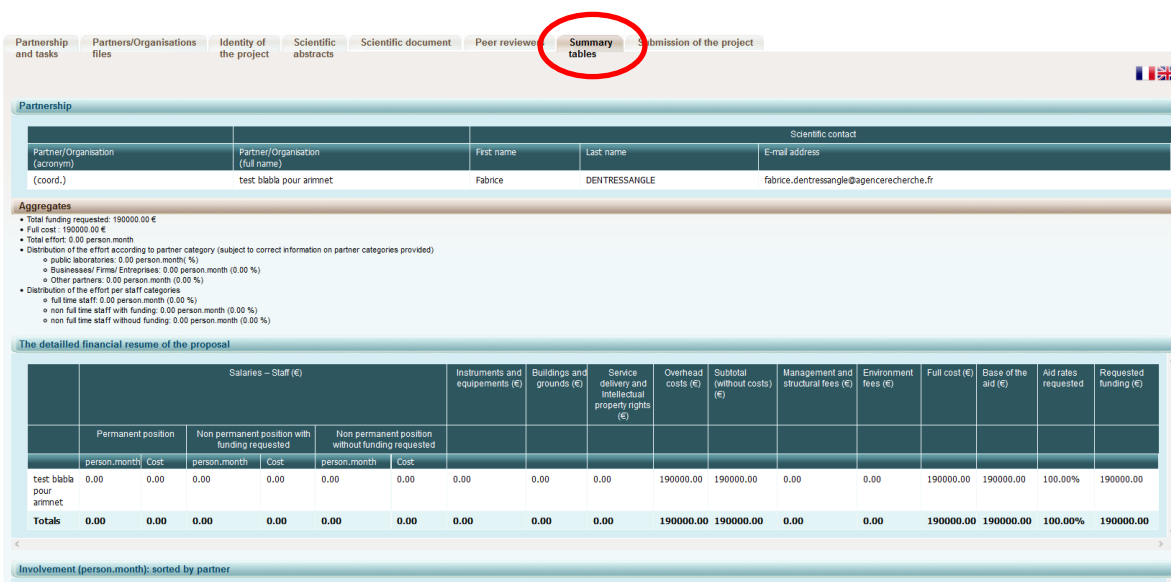
10. HOW TO HAVE AN OVERVIEW OF YOUR PROJECT

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. Since we are not requesting to breakdown the budget into tasks for pre-proposals, the last table will present just one column called Task.



The screenshot shows the 'Summary tables' tab selected. It contains the following data:

Partnership

Partner/Organisation (acronym)	Partner/Organisation (full name)	First name	Last name	E-mail address
(coord.)	test biblia 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 with funding: 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 biblia pour armet	0.00	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	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
frdfh	frf	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
frdfh	frf	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 **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 | 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.

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.

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

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

Administrative and financial document of the project

Download document

DO NOT USE THIS BUTTON; ALL YOUR DOCUMENTS MUST BE UPOADED 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.**

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