European Coordinated Research on Long-term Challenges in Information and Communication Sciences and Technologies
ERA-NET

www.chistera.eu

Call 2016
ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR APPLICANTS

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1. Introduction

1.1. About your proposal

All documentation relative to the call is provided on the following CHIST-ERA website page: http://www.chistera.eu/call-2016-announcement.

Prior to submission, the project coordinator must carefully read the call announcement and prepare two documents following the templates available on the call page[1]:

- **A project proposal document**, to be submitted in PDF format;
- **A project financial plan**, to be submitted in Excel format.

Keep in mind that each funding organisation has its own funding criteria and regulations, which are mentioned in the call announcement. The financial plan submitted at the transnational level is for evaluation purposes only. The presentation of the financial plan to be submitted at the national level, for all proposals or for selected projects only depending on the funding organisation, might differ depending on the funding organisation (different categories of expenses, details about the distribution over time…).

1.2. About the submission system

The CHIST-ERA Call 2016 electronic submission system is based on the French National Research Agency (ANR) electronic submission platform (https://aap.agencerecherche.fr/)[2]. The present document is designed to guide you through the submission process and ensure a smooth submission.

Note that some features of the submission platform are not used for this call and that some fields in the interface can be safely ignored. This is for example the case of the detailed financial information, which is instead provided by uploading the aforementioned financial plan.

Each modified page in the submission platform must be saved (using the "Save" button) before going to another page.

1.3. Roles in the submission process

A Consortium is composed of project Partners represented by Principal Investigators (PIs). The project coordinator creates the proposal in the submission system and adds the other project partners. The partner PIs are automatically informed by email. The email invites them to log into the system in order to complete, check or modify the information provided by the coordinator about the consortium. It is the responsibility of the coordinator to ensure that the partner information is properly filled in. When the proposal is complete, the coordinator can lock it, which prevents the other partners to update their information. Only the coordinator is allowed to modify the project-level information.

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[1] http://www.chistera.eu/sites/chistera.eu/files/CHIST-ERA%20Call%202016%20-%20Proposal%20Form.doc, http://www.chistera.eu/sites/chistera.eu/files/CHIST-ERA%20Call%202016%20-%20Financial%20Template.xlsx

[2] The call, published in October 2016 and for which projects are selected in 2017, is considered as part of the 2017 edition in the submission system.

2. How to connect

The coordinator and the other PIs can connect to the website in the following way.

2.1. Submission website

The electronic submission system is available at the following URL:
https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1126

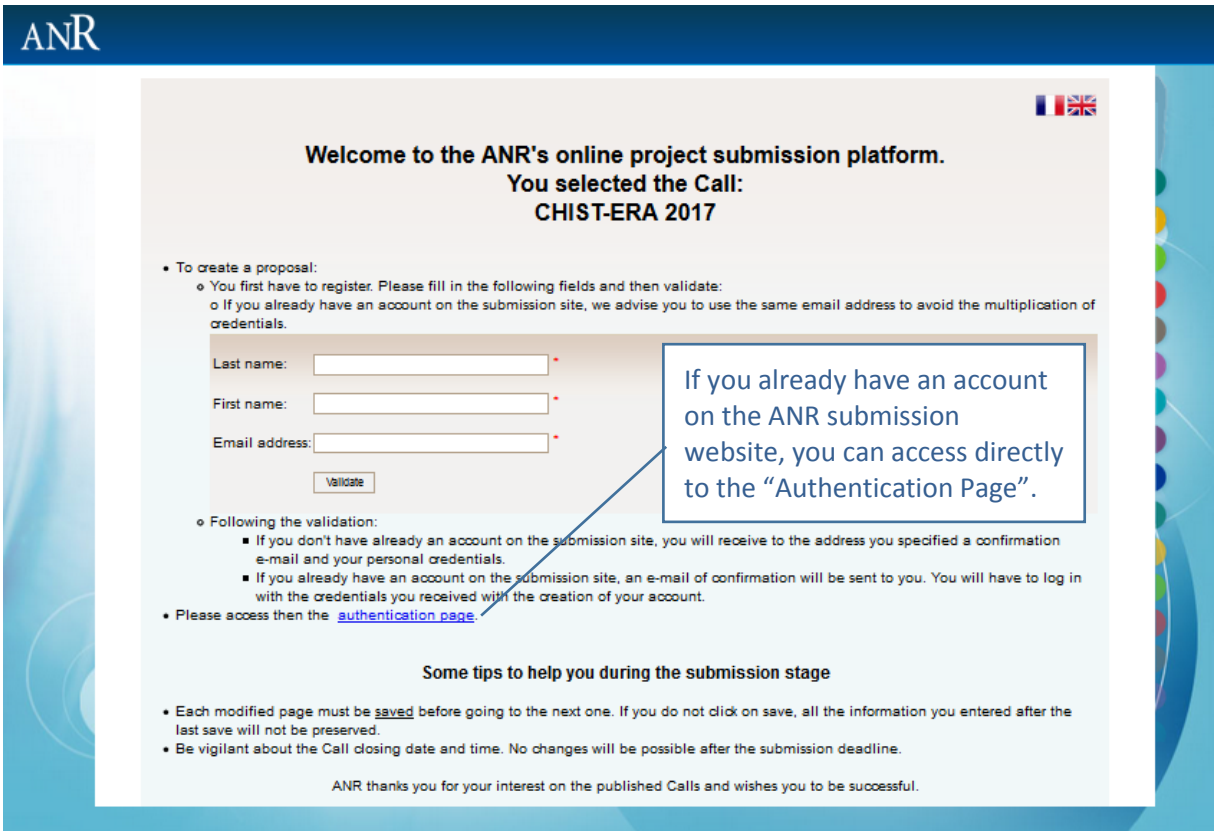
NOTE: The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

2.2. Create an account

The welcome page of the submission system is shown below. Fill in the form with your personal information (Last name, First name, Email address).

If you already have an account on the ANR submission website, you can go directly to the authentication page.

If you have forgotten your password, you can ask for a new one on the authentication page.



2.3. Activation of your account

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

FROM: SIM ANR simnoreply@agencerecherche.fr
SUBJECT: Activation de votre compte / Account Activation

Hello,

This is an automated email with your logins for the ANR information system (https://asp.agencerecherche.fr).
Please click on the link below and follow the procedure to complete the activation of your account.

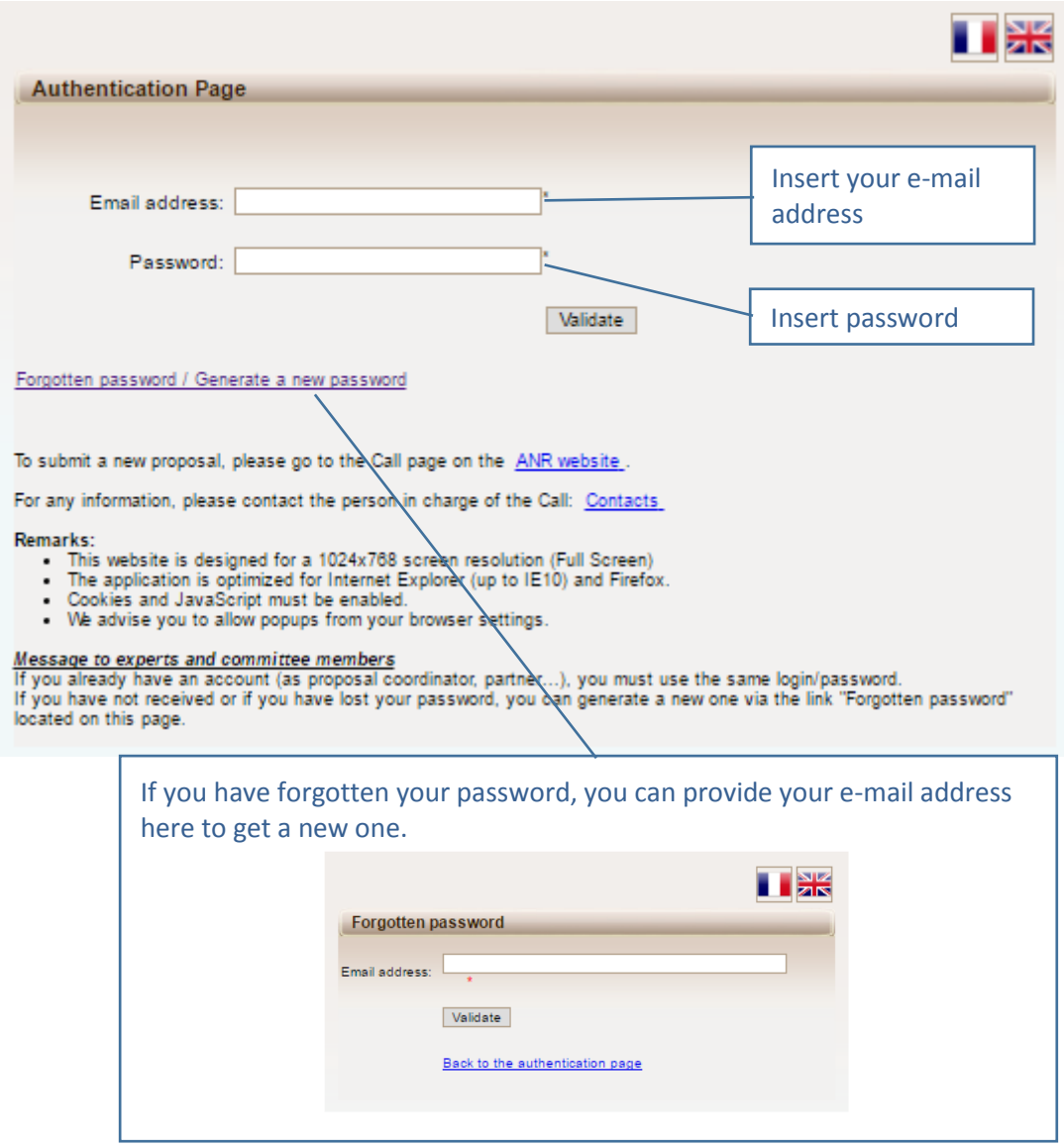
User Reference : R0569568S270
Login: beatrice.arnulphy@anr.fr
Activation link: https://asp.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=3c317f0d-491f-44af-8529-d10efbb67a96

Yours sincerely,
The French National Research Agency

This is an automatic e-mail message generated by the ANR electronic submission platform https://asp.agencerecherche.fr.
Please do not respond to this email.

Open the activation link from the email, and activate your account.

2.4. Authentication page



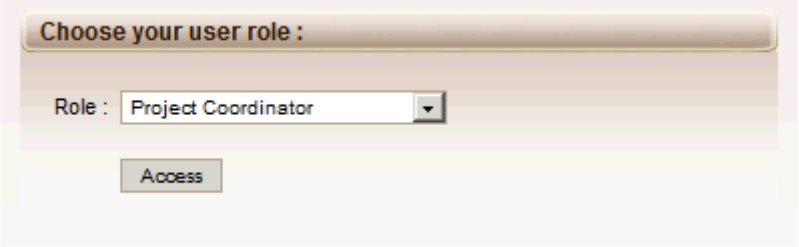
If you have forgotten your password, you can provide your e-mail address here to get a new one.

2.5. User role

After validation, you are asked to choose your user profile:

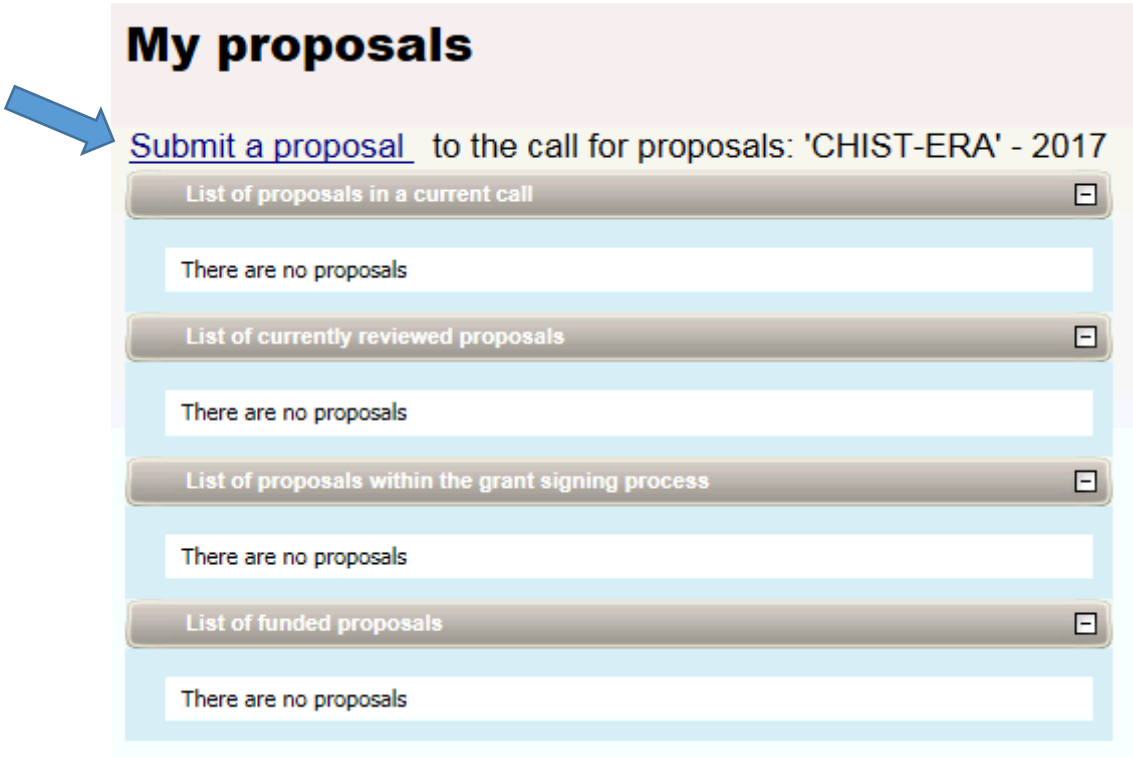
- Project Coordinator (can modify all the information)
- Project Partner (can modify its own information)

To create a new submission, select “Project Coordinator” and click on the “Access” button.

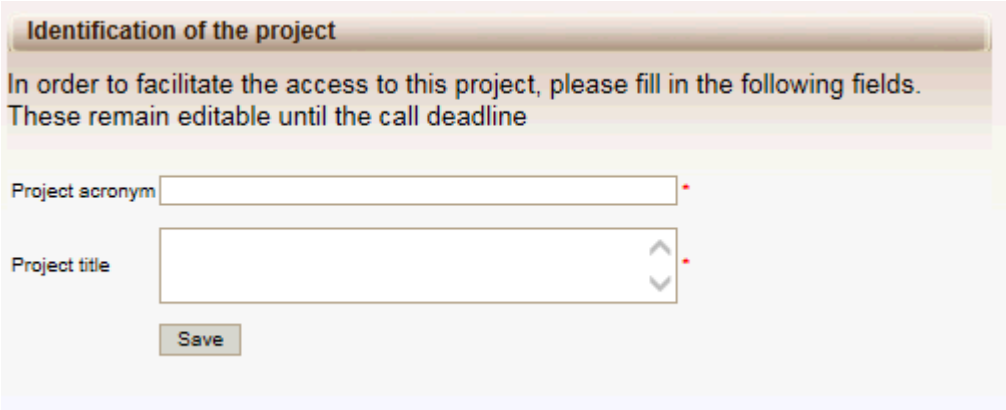


3. How to create your proposal

3.1. Submit a proposal



3.2. Identification of the project



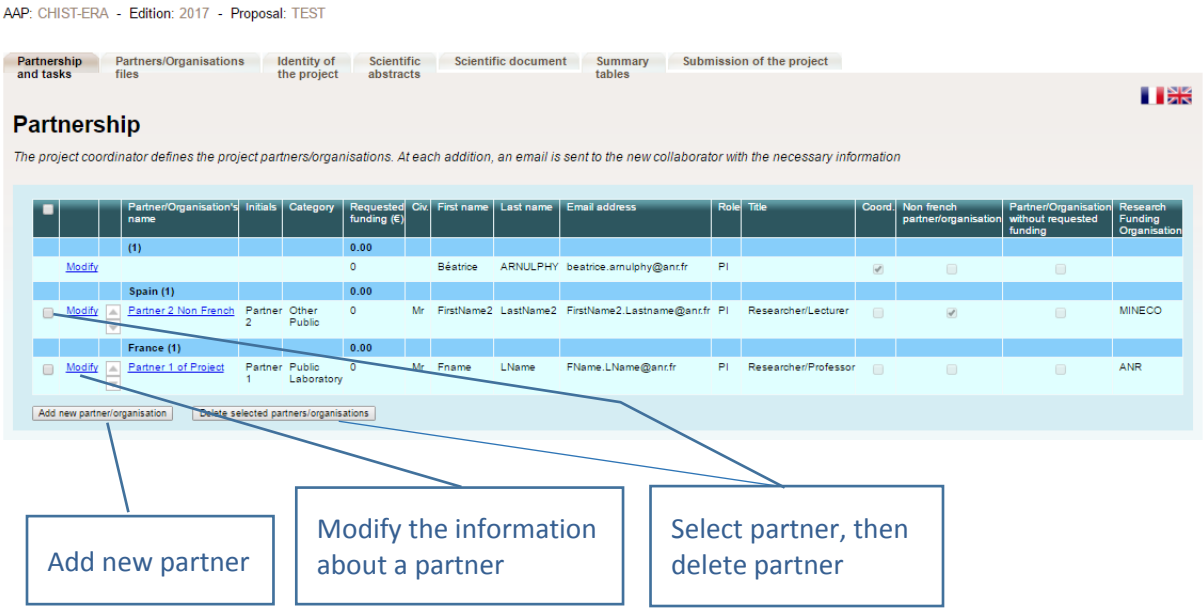
3.3. Information about your submission

Once you have provided the project identification information, you will 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):

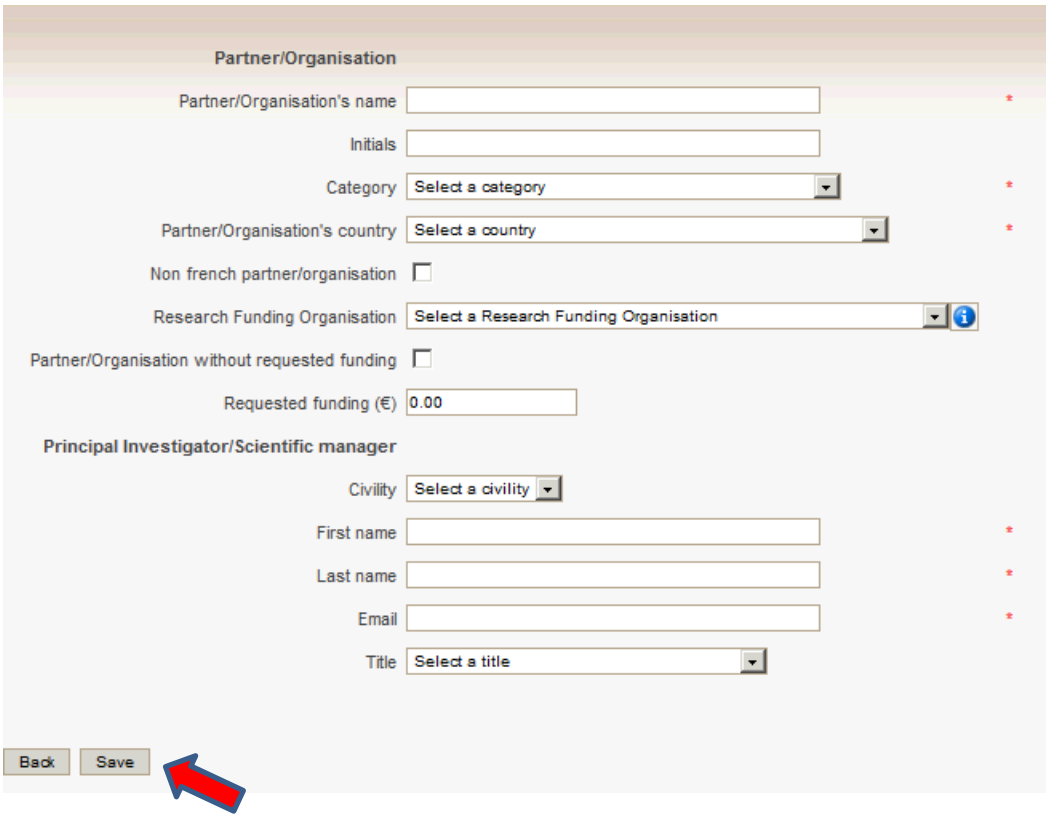
1. Partnership and tasks
2. Partners/Organisations files
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Summary Tables
7. Submission of the project

3.3.1. Partnership and tasks

Under this tab, the coordinator can fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.



Click on “Modify” to provide information about a partner (Name, acronym, category, country, funding organisation if applicable, amount of requested funding, and PI information; See the pop-up window shown below).

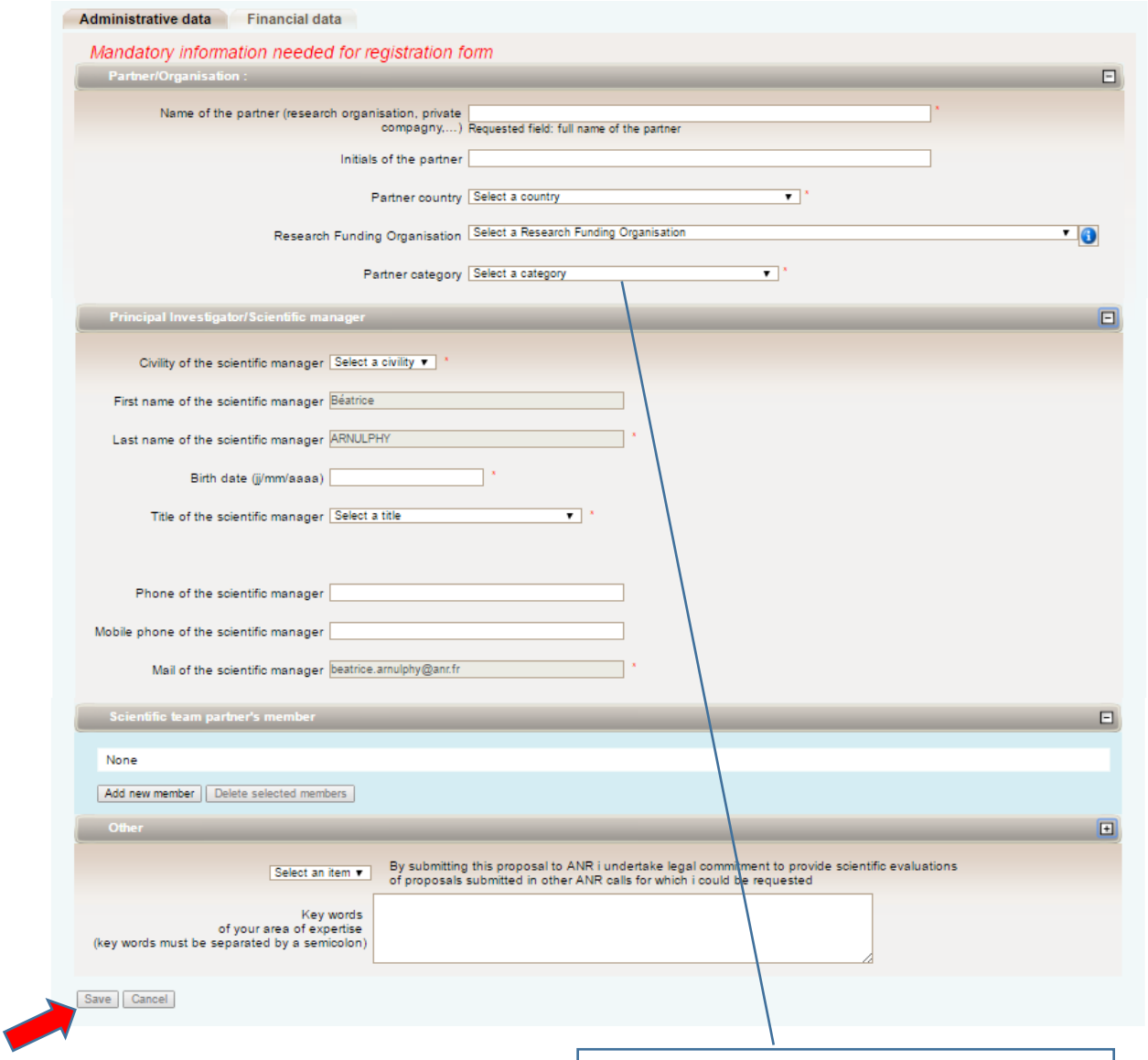


NB: The "Non French partner/organisation" checkbox is redundant with the "Research Funding Organisation" field and is optional.

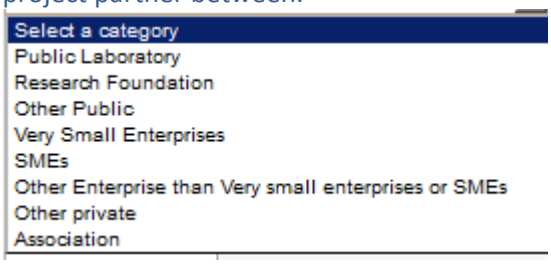
3.3.2. Partners/Organisations files

This tab enables you to provide further information about each partner. It contains two sub-tabs: “Administrative data” and “Financial data”. The only new mandatory field in addition to the ones from the previous tab is the “Partner category” one, under the “Administrative data” sub-tab. Under the “Financial data” sub-tab, only the “Requested funding” field is required.

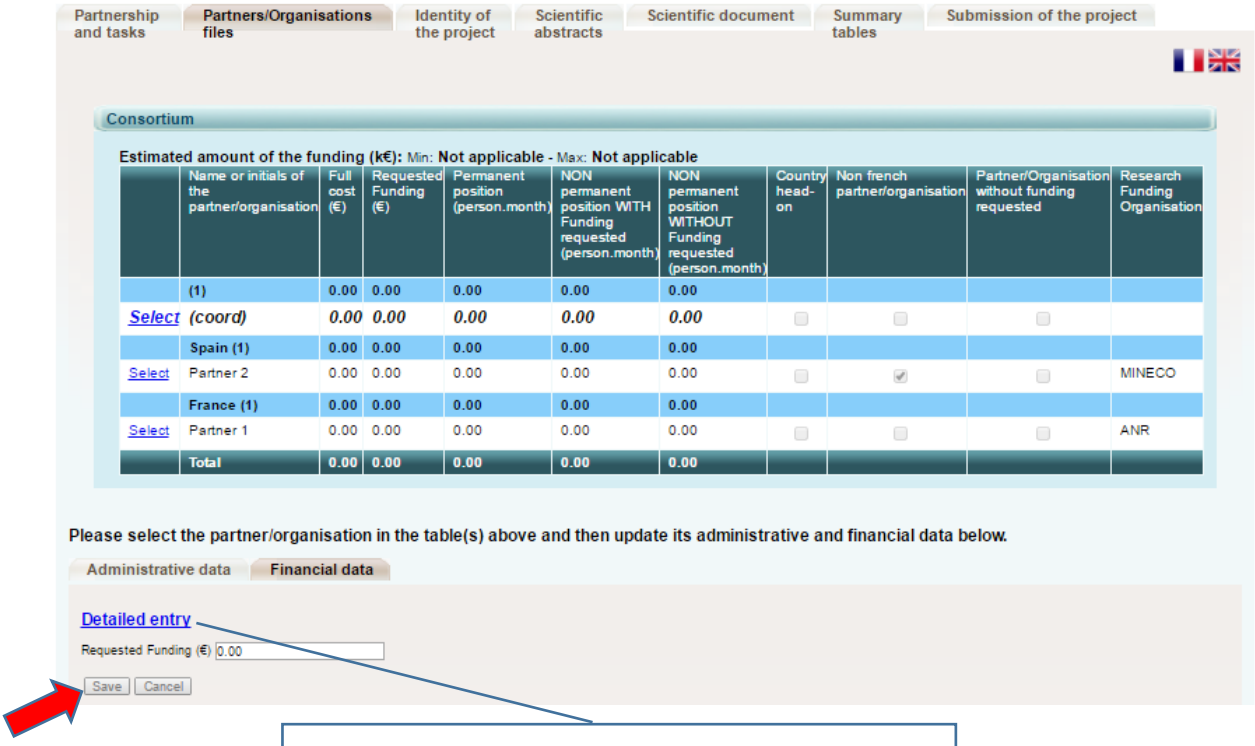
Administrative data



Select the administrative category of the project partner between:



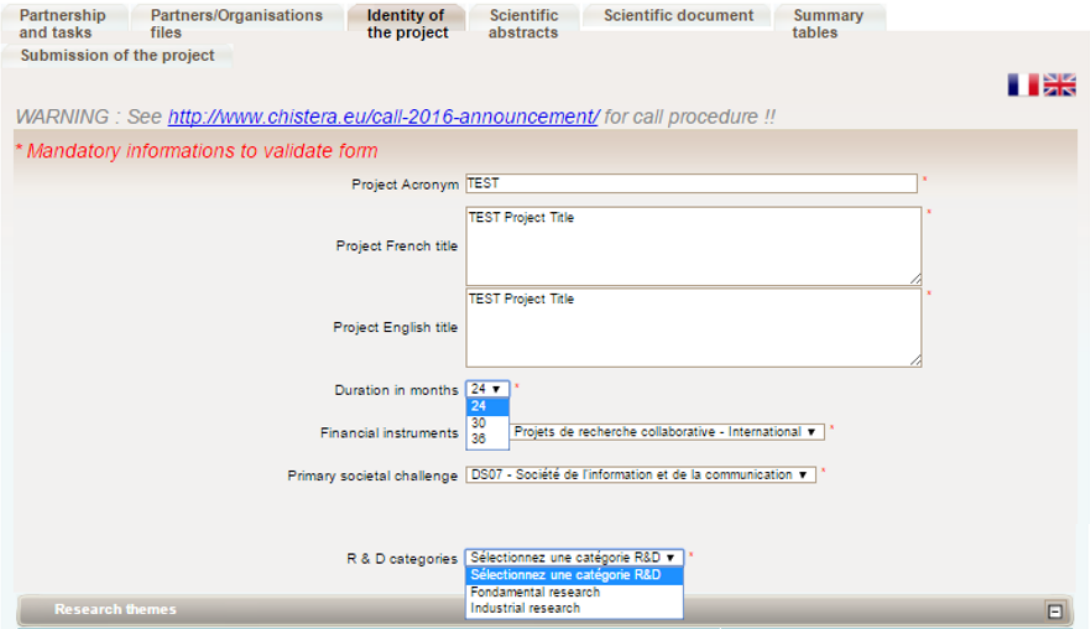
Financial data



For all partners, only the simplified entry is required.
Do not use the detailed entry.

3.3.3. Identity of the Project

Under this tab must be provided general information about the project such as the call topic, the project duration, and key words.



Fill in the fields as follows:

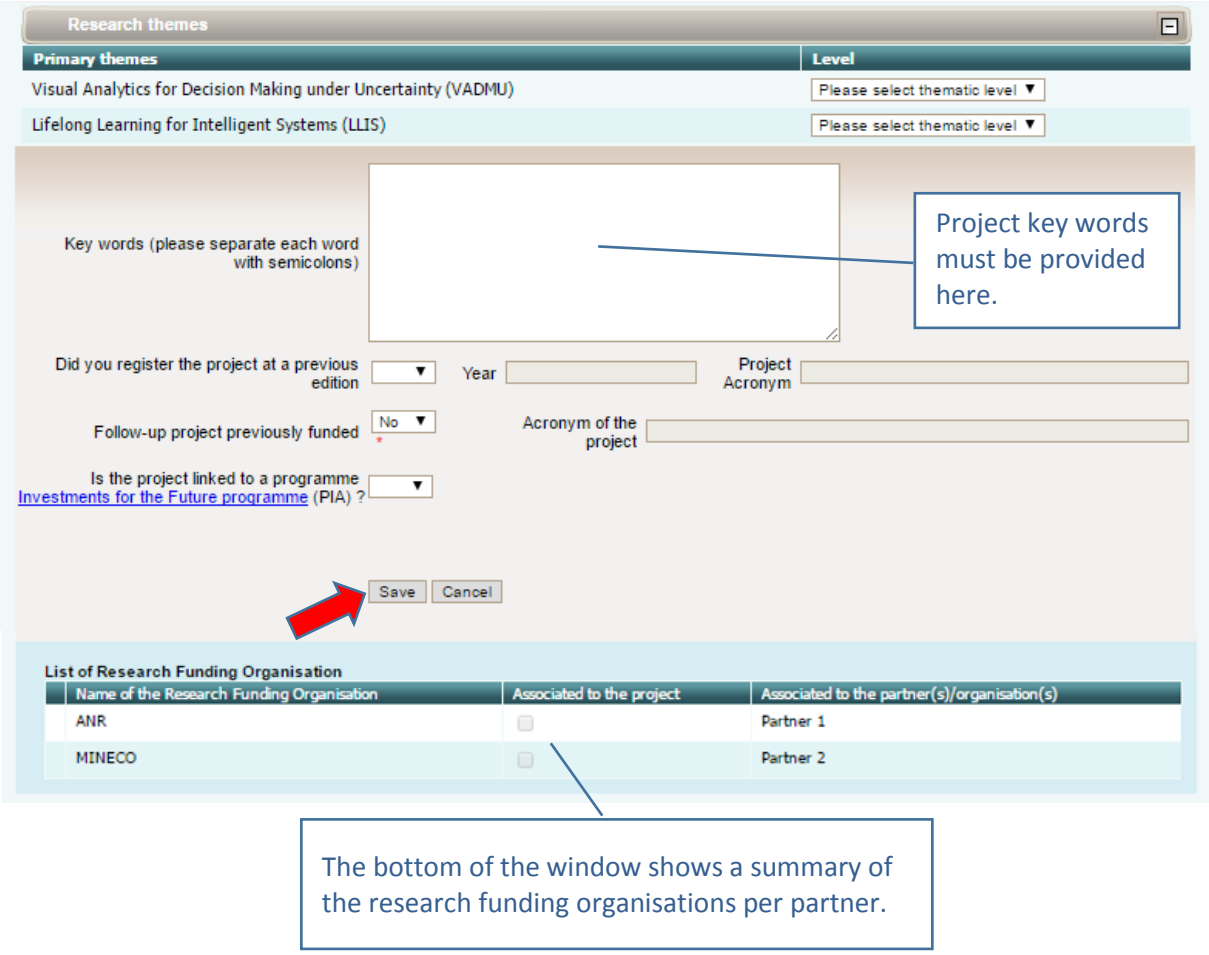
- **Project Acronym/Title:** The "Project Acronym" and "Project French title" fields are automatically filled in using the information provided previously. Copy and paste the project title in the "Project English title" field.
- **Duration in months:** As mentioned in the call announcement, the project duration can be 24 or 36 months. The interface offers to select 30 months but this should not be used in this call.
- **Financial Instruments**: This field needs to be set to "PRCI – Projets de recherche collaborative international". This is needed for the ANR internal workflow.
- **Primary Societal Challenge**: This field needs to be set to "DS07 – Société de l'information et de la communication". This is needed for the ANR internal workflow.
- **R&D categories:** Select if the project is mainly Fundamental research or Industrial Research[3].

Call topic

Under the sub-tab **Research themes**, select "Primary" for the topic you apply to. No "secondary" is expected. The selection should look as one of the two screenshots below (depending on the topic).

[3] See the definitions in the Commission's framework for state aid for research and development and innovation: http://ec.europa.eu/competition/state_aid/modernisation/rdi_framework_en.pdf.

Project key words must be provided in the field shown below. The other fields can be safely ignored.



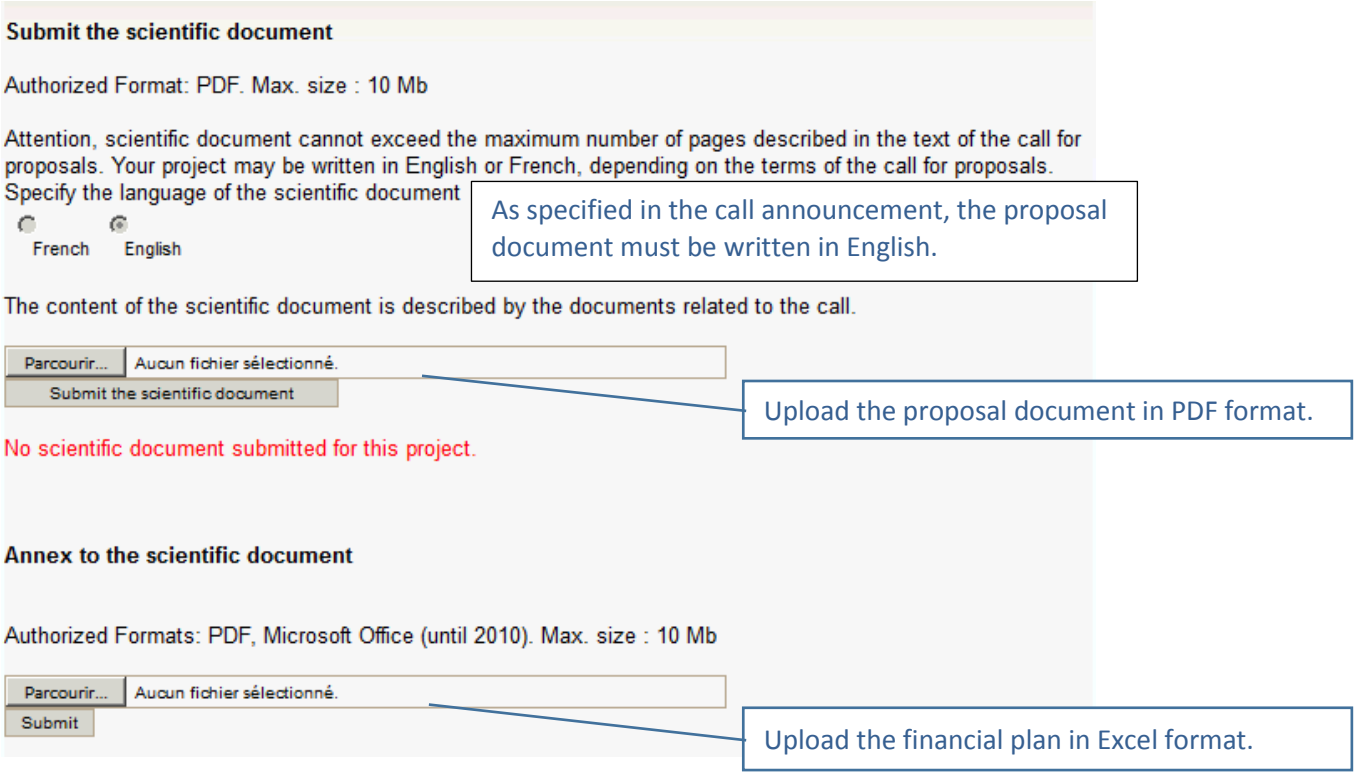
3.3.4. Scientific Abstracts

Under this tab should be provided the project summary and relevance to the call, as also provided in the proposal document. The versions provided under this tab are used for reviewer assignment.

The “Non-confidential abstract or summary in English” field should correspond to the “Summary of the project” field in the proposal document. The “Overall objectives, scientific and technical barriers” field should correspond to the “Relevance to the topic addressed in the call” field in the proposal document (even though the field name does not match).

3.3.5. Scientific Document

Under this tab must be uploaded the proposal document in PDF format and the financial plan in Excel format.

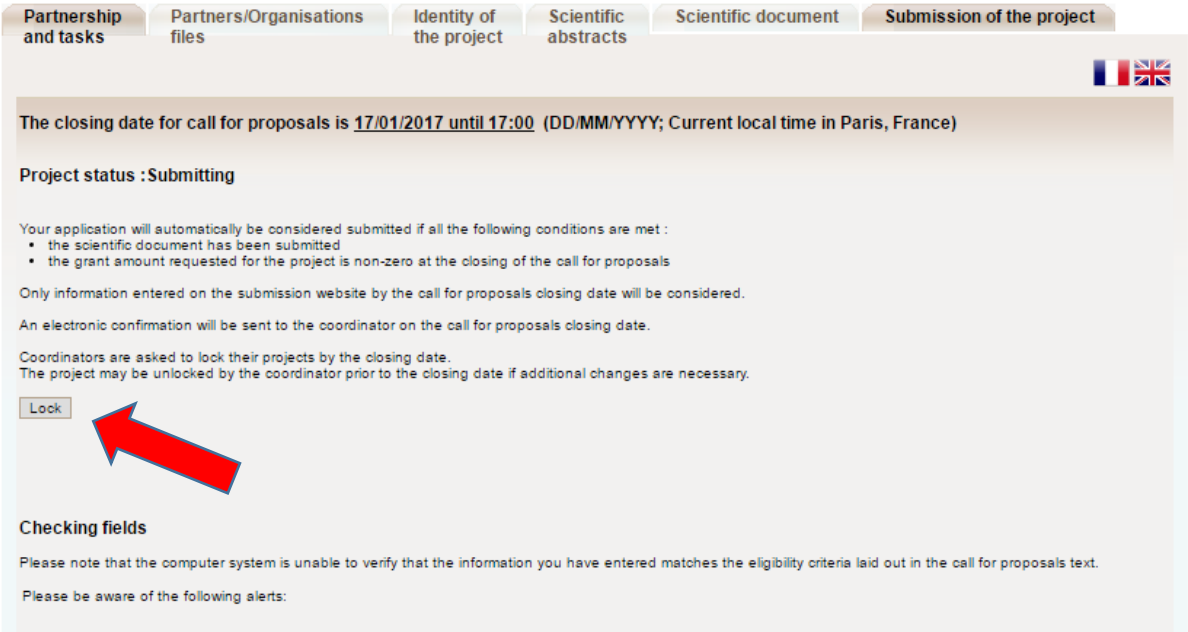


3.3.6. Summary tables

This tab provides various summary tables about the project in order to double check the main information before submitting.

3.3.7. Submission of the project

This tab enables the coordinator to lock and unlock the project proposal. When the proposal is locked, PIs from other partners cannot modify their information.

The tab also provides information on the proposal validity. Alerts shown in red are blocking issues for the submission.

A confirmation email is sent to the coordinator at call closure.