



chist-era

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

www.chistera.eu

Call 2019
ELECTRONIC SUBMISSION SYSTEM
GUIDELINES FOR APPLICANTS

Joint Call Secretariat:

Anna Ardizzoni

anna.ardizzoni@anr.fr

+33 1 78 09 80 84

Table of contents

1. Introduction.....	3
1.1. About your proposal.....	3
1.2. About the submission system	3
1.3. Roles in the submission process.....	3
2. How to connect	4
2.1. Submission website	4
2.2. Create an account	4
2.3. Activation of your account	5
2.4. Authentication page	6
2.5. User role	6
3. How to create your proposal.....	7
3.1. Submit a proposal.....	7
3.2. Identification of the project	7
3.3. Information about your submission.....	8
3.3.1. Partnership and tasks	9
3.3.2. Partners/Organisations files.....	11
3.3.3. Identity of the project	14
3.3.4. Scientific Abstracts	15
3.3.5. Scientific Document.....	16
3.3.6. Submission of the project.....	16

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-2019-announcement>.

Prior to submission, the project coordinator must carefully read the call announcement and prepare two documents following the templates available on the call page¹:

- **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 2019 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. When it occurs, it will be mentioned in this document.

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 each by a Principal Investigator (PI). 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 them. It is the responsibility of the coordinator to ensure that the partner information is properly filled in. When the

¹<https://www.chistera.eu/sites/www.chistera.eu/files/CHIST-ERA%20Call%202019%20-%20Full%20Proposal%20Form.docx>,
<https://www.chistera.eu/sites/www.chistera.eu/files/CHIST-ERA%20Call%202019%20-%20Financial%20Template.xlsx>

² The call, published in December 2019 and for which projects are selected in 2020, is considered as part of the 2020 edition in the submission system.

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.

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=1574

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.

Note that the webpage corresponds to CHIST-ERA Call 2019, but indicates CHIST-ERA 2020, because for the ANR (at the national level) the call is within the 2020 Work Program.

Welcome to the ANR's online project submission platform.
You selected the Call:
CHIST-ERA (step 1) 2020

Please fill in the following fields and then validate:
On the submission site, we advise you to use the same email address to avoid the multiplication of credentials.

Email address:

Validate

Following the validation:

- If you don't have already an account on the submission site, a confirmation 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.

If you already have an account on the ANR submission website, you can access directly to 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://aap.agencerecherche.fr>).
Please click on the link below and follow the procedure to complete the activation of your account.

User Reference : R0743708S207

Login: anna.ardix@gmail.com

Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=46323044-3831-3637-2d39-4630442d3445

Yours sincerely,

The French National Research Agency

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

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

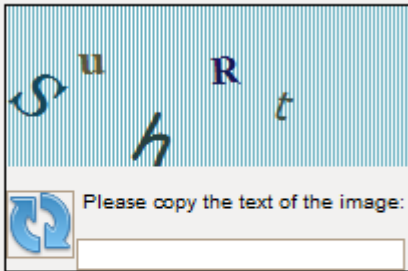
Activate your account

Rules about password changing:

- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
 - Letters (A-Z , a-z)
 - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password:

Confirm new password:



Please copy the text of the image:

[Back to the homepage](#)

2.4. Authentication page

The screenshot shows the 'Authentication Page' with a header containing French and UK flags. Below the header are two input fields: 'Email address:' and 'Password:', each with a blue arrow pointing to a callout box. The first callout says 'Insert your e-mail address' and the second says 'Insert password'. A blue 'Validate' button is positioned below the password field. Below the form, there is a link for 'Forgotten password / Generate a new password' and a 'Capture rectangulaire' button. A blue line points from the 'Forgotten password' link to an inset box. The inset box contains the text: 'If you have forgotten your password, you can provide your e-mail address here to get a new one.' Below this text is a smaller version of the 'Forgotten password' form, which includes an 'Email address:' field with a red asterisk, a 'Validate' button, and a 'Back to the authentication page' link.

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)

Only the coordinator role allows to create a new proposal in the submission system: Select "Project Coordinator" and click on the "Access" button.

The screenshot shows a form titled 'Choose your user role :'. It features a 'Role :' label followed by a dropdown menu currently displaying 'Project Coordinator'. Below the dropdown is a blue 'Access' button.

3. How to create your proposal

3.1. Submit a proposal

To create your proposal, please click on “Submit a proposal” (see below).



My proposals

[Submit a proposal](#) to the call for proposals: 'CHIST-ERA (step 1)' - 2020

List of proposals in a current call

There are no proposals

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

3.2. Identification of the project

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

Capture rectangulaire

Project acronym

Project French title

Project English title

R & D categorie

You do not need to translate the title in French, and you can simply copy and paste the Project English title here.

Select if the project is mainly Fundamental research or Industrial Research.

Still on the same page, as the coordinator of the proposal you have to fill the following form:

Identification of the coordinator of the project

Principal Investigator/Scientific manager of the partner

Civility

First name

Last name

Email

Title

Project coordinator

Research organisation of the partner

Country

Category

Name

Partner acronym

Research Funding Organisation ⓘ

Comment (regarding the choosen Research Funding Organisation)

Select the administrative category of the project partner between:

- Association
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs
- Very Small Enterprises

Save

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. 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.

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | 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.

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 (1)			0.00							
<input type="checkbox"/>	TEST Laboratory	TEST-L	Public Laboratory	0.00	Mr	Serguei	Fedortchenko	serguei.fedortchenko@anr.fr	PI	<input checked="" type="checkbox"/>	ANR
...											
	Spain (1)			0.00							
<input type="checkbox"/>	TEST Laboratory 2		Public Laboratory	0.00		Firstname	Lastname	firstname.lastname@testlaboratory2.es	PI	<input type="checkbox"/>	AEI
...											
	United Kingdom of Great Britain and Northern Ireland (the) (1)			0.00							
<input type="checkbox"/>	TEST Laboratory 3		Public Laboratory	0.00		Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.uk	PI	<input type="checkbox"/>	UKRI
...											

Modify partner/organisation

Delete partner/organisation

Add new partner

Delete a partner

Modify the information about a partner

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).

Modify a partner

Principal Investigator/Scientific manager of the partner [Change the scientific manager](#) *

Civility

First name

Last name

Email [Modify / Update](#)

Title

Project coordinator

Research organisation of the partner

Country *

Name *

Partner acronym


Research Funding Organisation [i](#) *

Comment (regarding the choosen Research Funding Organisation)

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.

Partnership and tasks
Partners/Organisations files
Identity of the project
Scientific abstracts
Scientific document
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 (1)	0.00	0.00	0.00	0.00	0.00		
Select	<i>TEST-L (coord)</i>	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Spain (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 2	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	AEI
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	UKRI
	Total	0.00	0.00	0.00	0.00	0.00		

Selected partner is in *italic*

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

Administrative data
Financial data

Mandatory information needed for registration form

Partner/Organisation : TEST-L +

Principal Investigator/Scientific manager +

Scientific team partner's member +

Other +

Save
Cancel

Administrative data

Administrative data Financial data

Mandatory information needed for registration form

Partner/Organisation : Université de Florence

Partner country

Partner category

Name of the partner (research organisation, private compagny,...)

Acronym of the partner

Research Funding Organisation ⓘ

Comment (regarding the choosen Research Funding Organisation)

Principal Investigator/Scientific manager

Civility of the scientific manager

First name of the scientific manager

Last name of the scientific manager

Birth date (jj/mm/aaaa)

Title of the scientific manager

ORCID Number - - -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager

Select the administrative category of the project partner between:

- Association
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs

Scientific team partner's member

None

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

Other

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)

Financial data

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

Consortium

Display

	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 (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST-L (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Spain (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 2	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	AEI
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	UKRI
	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.

Administrative data | **Financial data**

Full cost (€) Requested Funding (€)

For all partners, only the simplified entry is required

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.

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

Submission of the project

As mentioned in the call announcement, the project duration can be 24 or 36 months

** Mandatory informations to validate form*

General information

Project Acronym: TePro *

Project French title: Test Proposal *

Project English title: Test Proposal *

Duration in months: 24 *

Financial instrument: 36 - Projets de recherche collaborative - International dans un cadre Commission Européenne

Primary societal challenge: DS07 - Société de l'information et de la communication *

R & D categorie: Fondamental research *

Further information

Key words (please separate each word with semicolons):

Did you register the project at a previous edition:

Follow-up project previously funded:

Project key words must be provided here

Questions regarding your history with CHIST-ERA

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).

Research themes	Level
Explainable Machine Learning-based Artificial Intelligence	Primary

The bottom of the window shows a summary of the research funding organisations per partner.

Name of the Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
AEI	<input type="checkbox"/>	TEST Laboratory 2
ANR	<input type="checkbox"/>	TEST-L
UKRI	<input type="checkbox"/>	TEST Laboratory 3

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.

The screenshot displays two sections of a web interface for document submission. The top section, titled "Submit the scientific document", contains instructions in red text: "Each project must submit a proposal (i.e. scientific document) using the template available on the CHIST-ERA website: <http://www.chistera.eu/sites/chistera.eu/files/CHIST-ERA%20Call%202018%20-%20Pre-proposal%20Form.docx>". Below this, it states "The scientific document must be written in English." and "Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 100." A file selection box shows "Parcourir..." and "Aucun fichier sélectionné." with a blue "Submit the scientific document" button. A callout box points to the English requirement with the text "As specified in the call announcement, the proposal document must be written in English". Below the button, a link "Scientific document in Anglais sub [2019_CHIST-ERA_TePro_DocSci.pdf](#)" is shown, with another callout box pointing to it saying "Upload the proposal document in PDF format". The bottom section, titled "Annex to the scientific document", contains red text: "Each project must submit a financial form in Excel format as an annex of the proposal (i.e. scientific document). The template is available on the CHIST-ERA website: <http://www.chistera.eu/sites/chistera.eu/files/CHIST-ERA%20Call%202018%20-%20Financial%20Template.xlsx>". It lists "Authorized Formats: BMP, DOC, DOCX, GIF, JPEG, JPG, ODP, ODS, ODT, PDF, PNG, PPT, PPTX, RTF, XLS, XLSX. Max. size : 10 Mb." and a file selection box with "Parcourir..." and "Aucun fichier sélectionné." and a blue "Submit" button. A callout box points to the "Submit" button with the text "Upload the financial plan in Excel format".

3.3.6. 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.



The closing date for call for proposals is **14/02/2020 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
- the grant amount requested for the project is non-zero at the closing of the call for proposals

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.

The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

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 aid requested under the project must be different from 0**
- **The abstract in English is empty**
- **No principal research theme has been entered for your project**

Administrative and financial document of the project

Generate