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 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 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

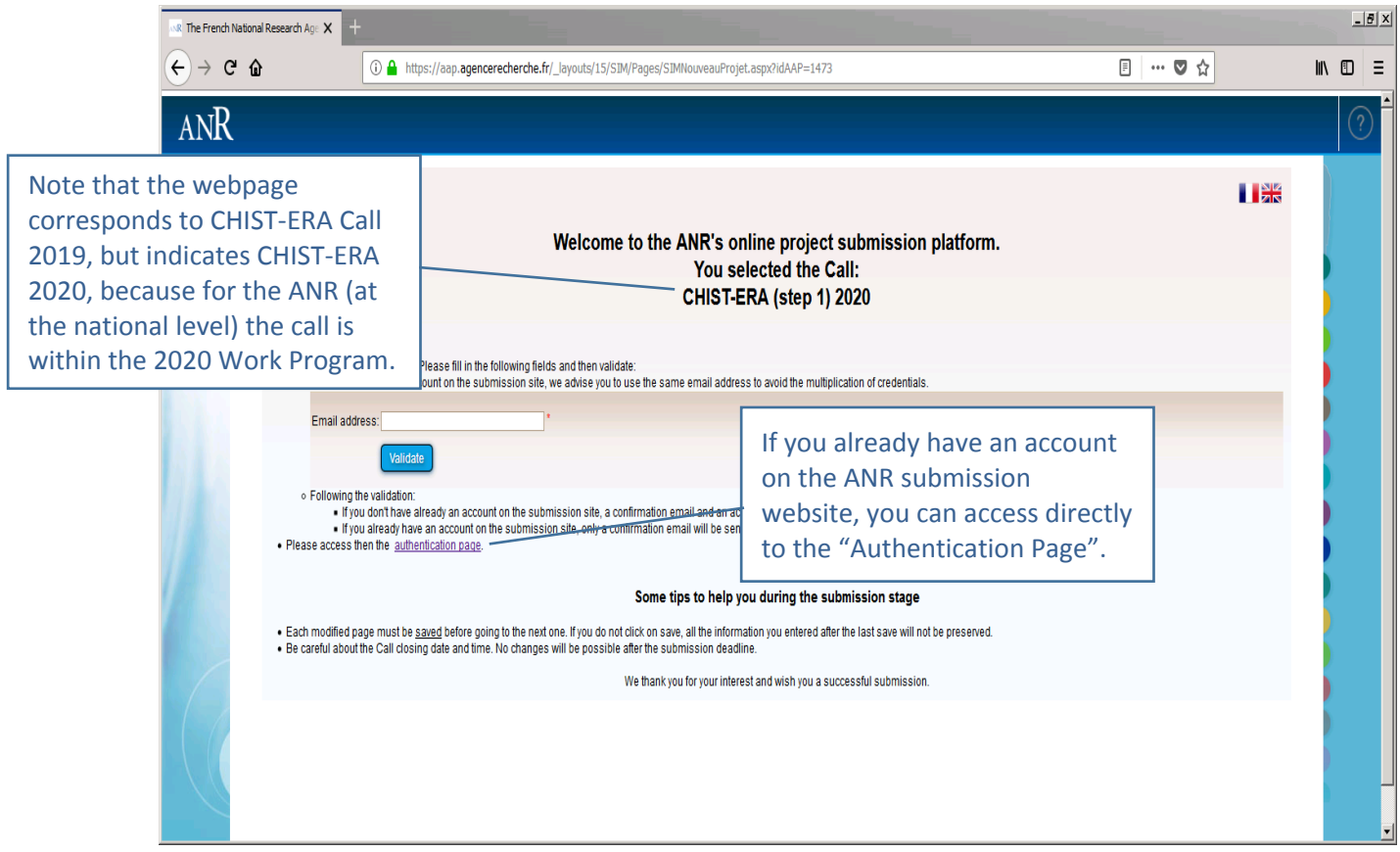
**NOTE**: The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

## 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.



## 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,

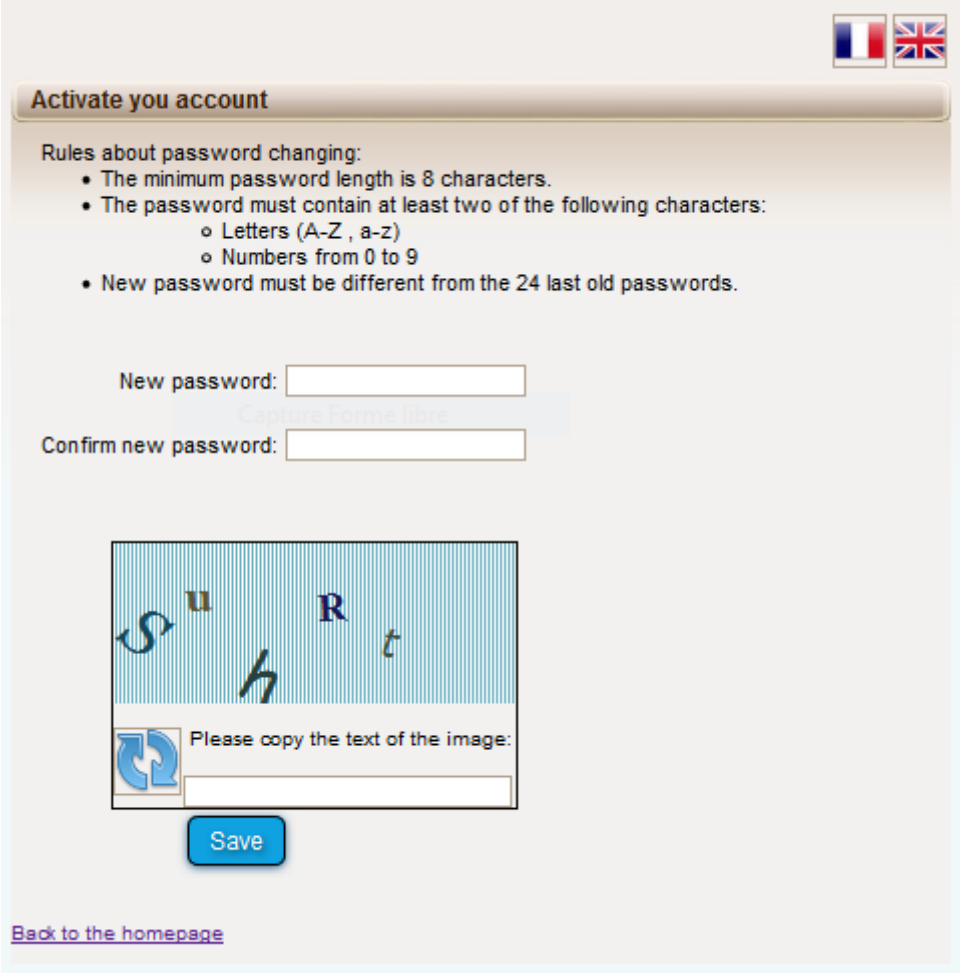
This is an automated email with your logins for the ANR information system (https://aap.agencerecherche.fr).
Please click on the link below and follow the procedure to complete the activation of your account.

**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.



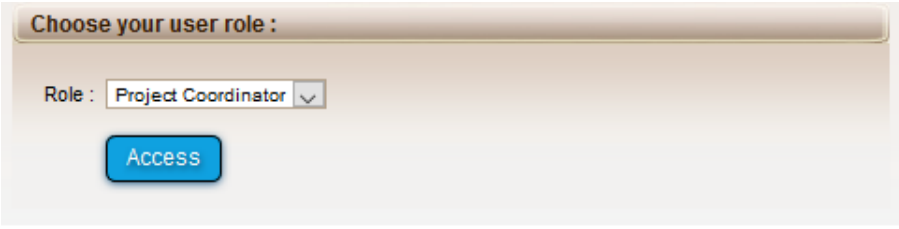
## 2.4. Authentication page

## 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)

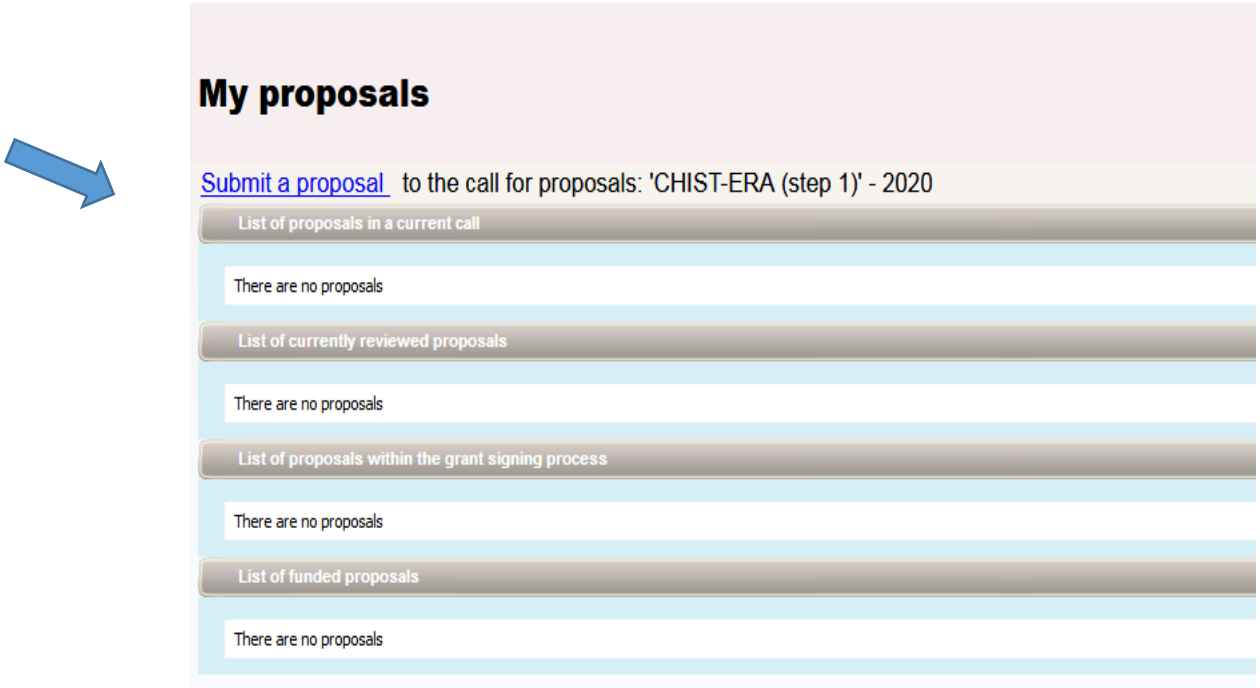
Only the coordinator role allows to create a new proposal in the submission system: Select “Project Coordinator” and click on the “Access” button.



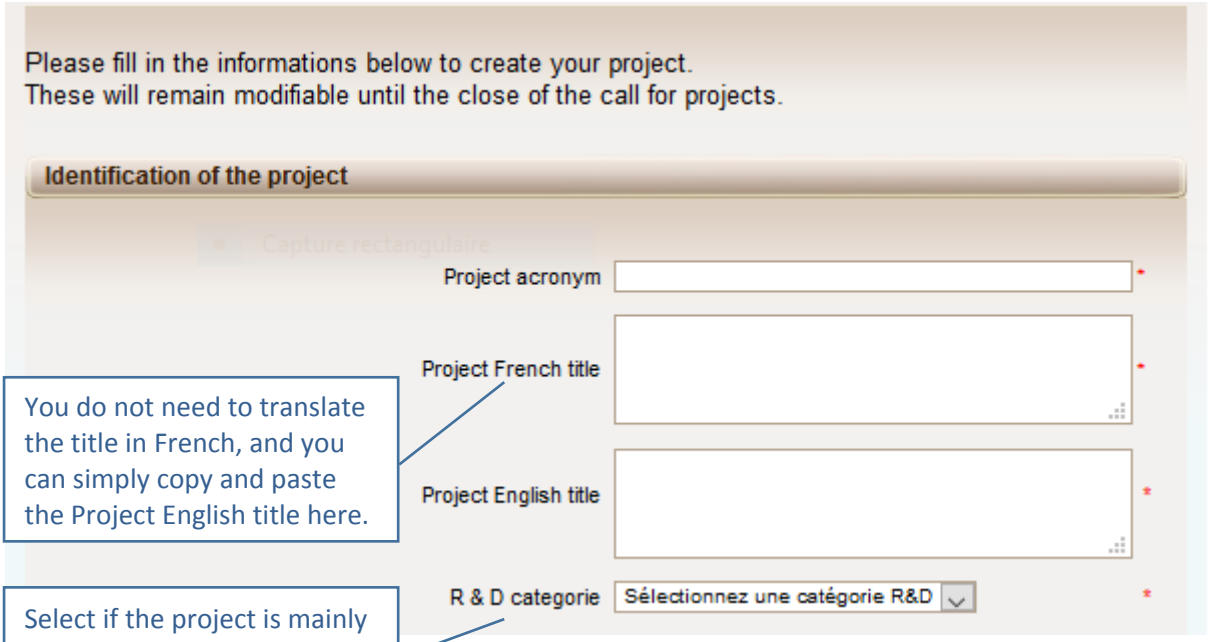
# 3. How to create your proposal

## 3.1. Submit a proposal

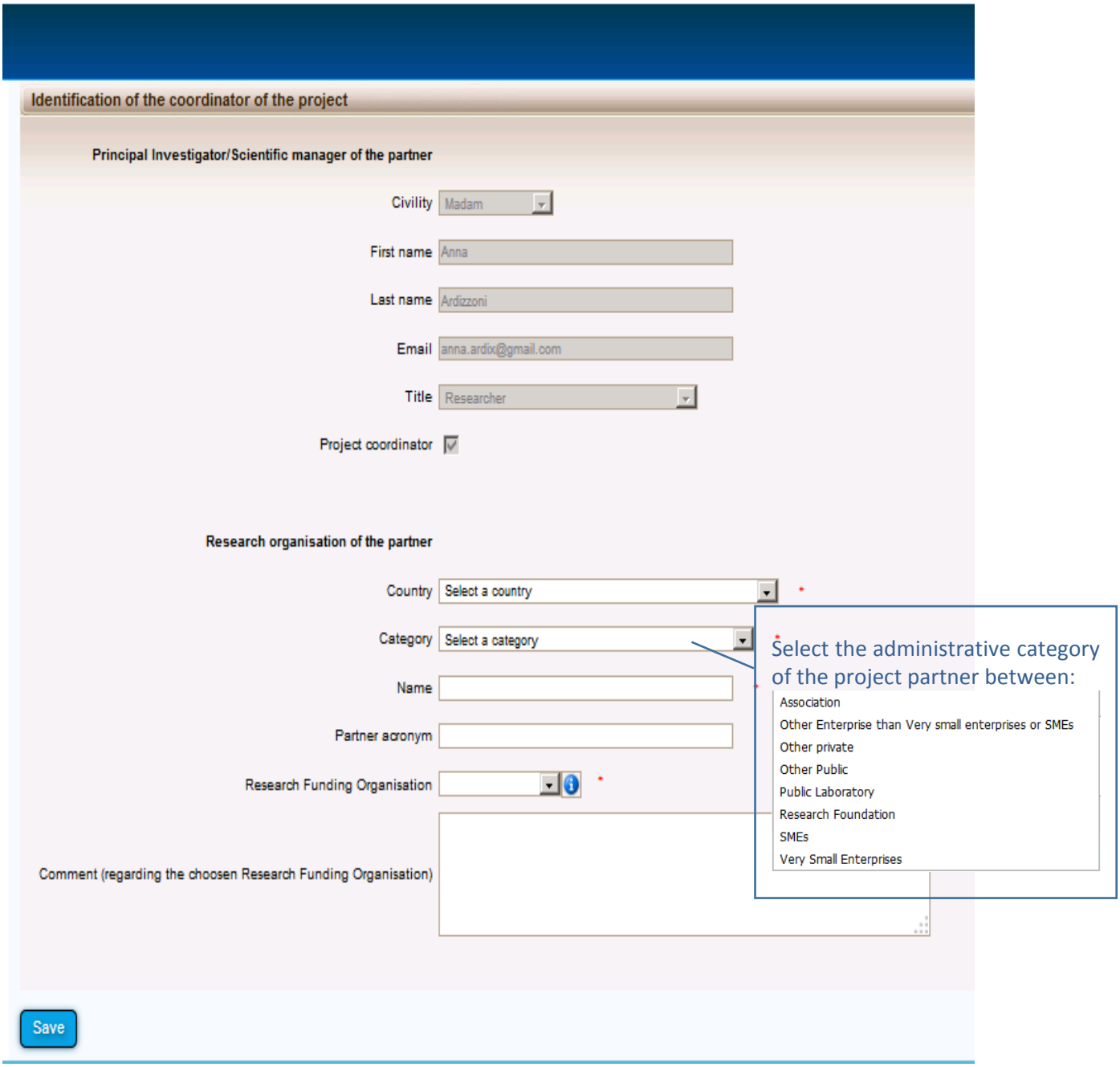
To create your proposal, please click on “Submit a proposal” (see below).




## 3.2. Identification of the project



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




## 3.3. Information about your submission

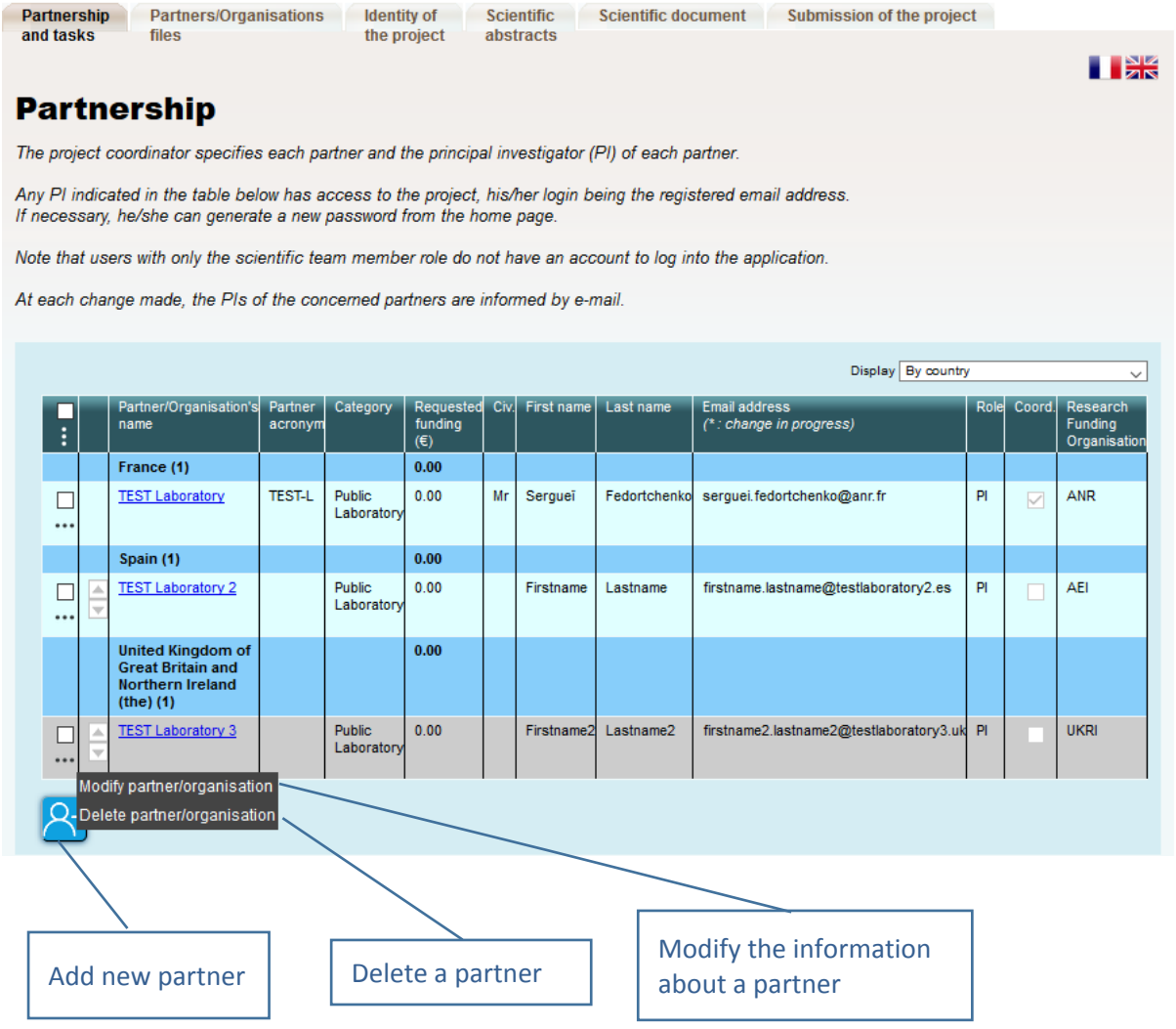
Once you have provided the project identification information, you will have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

1. Partnership and tasks
2. Partners/Organisations files

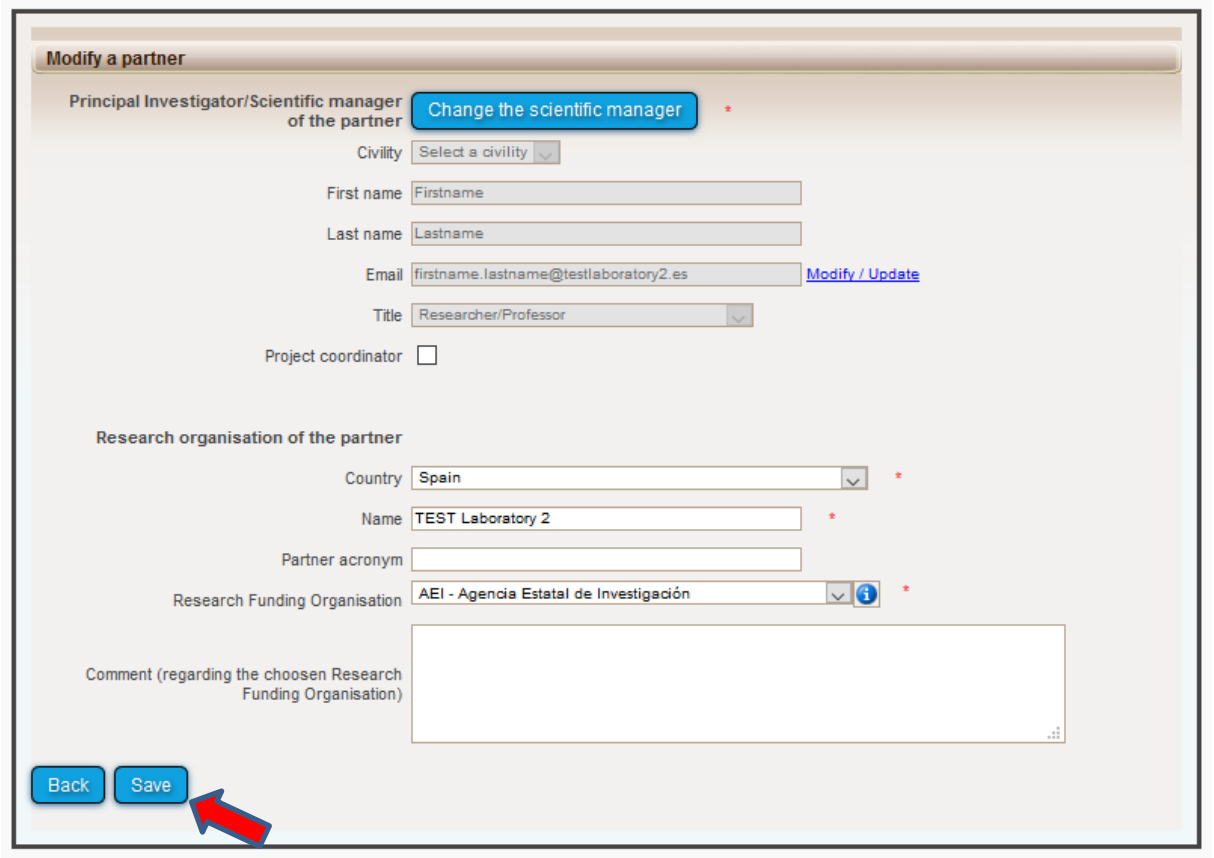
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Submission of the project

### 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.



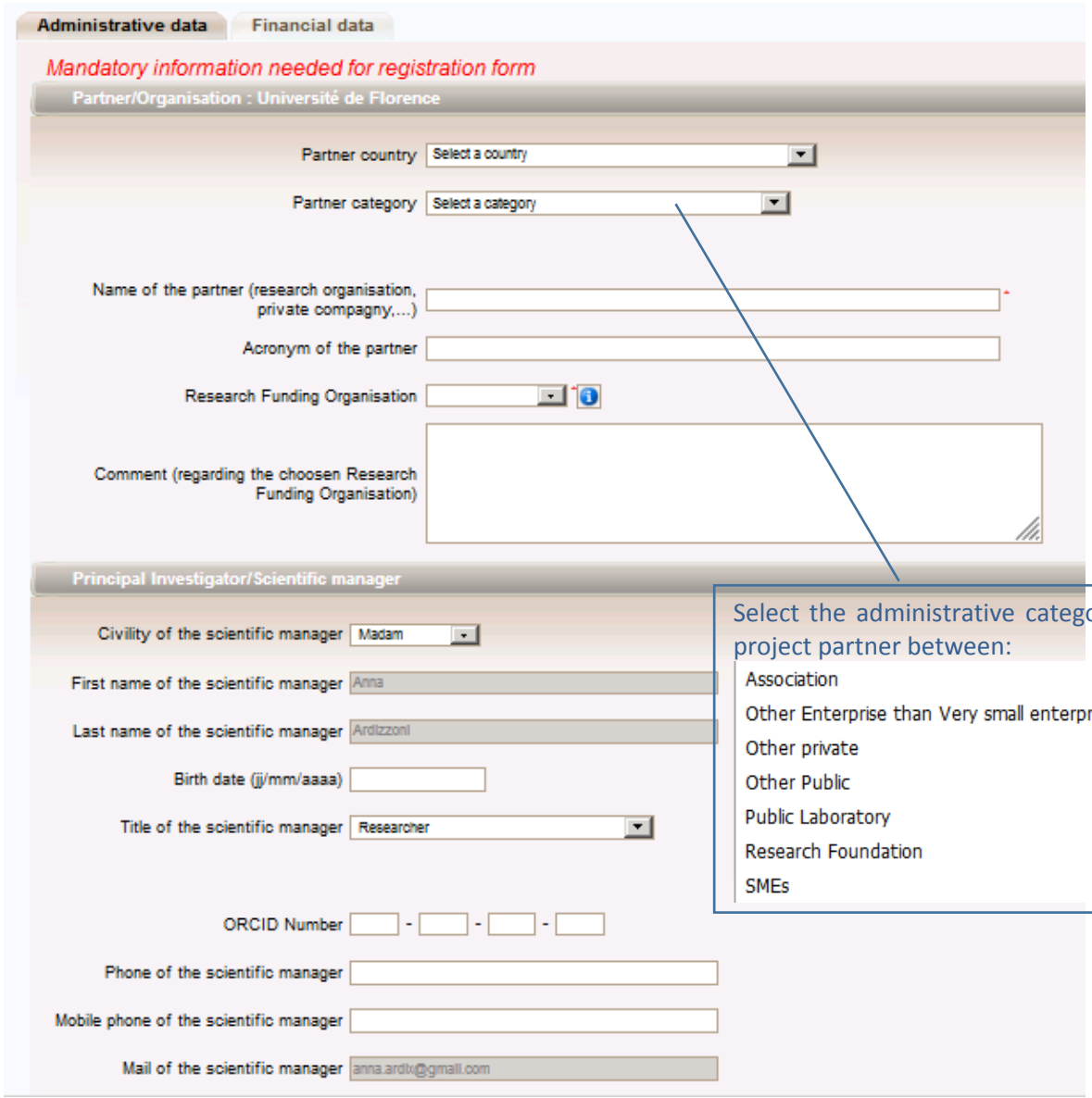
Click on “Modify” to provide information about a partner (name, acronym, category, country, funding organisation if applicable, amount of requested funding, and PI information; see the pop-up window shown below).

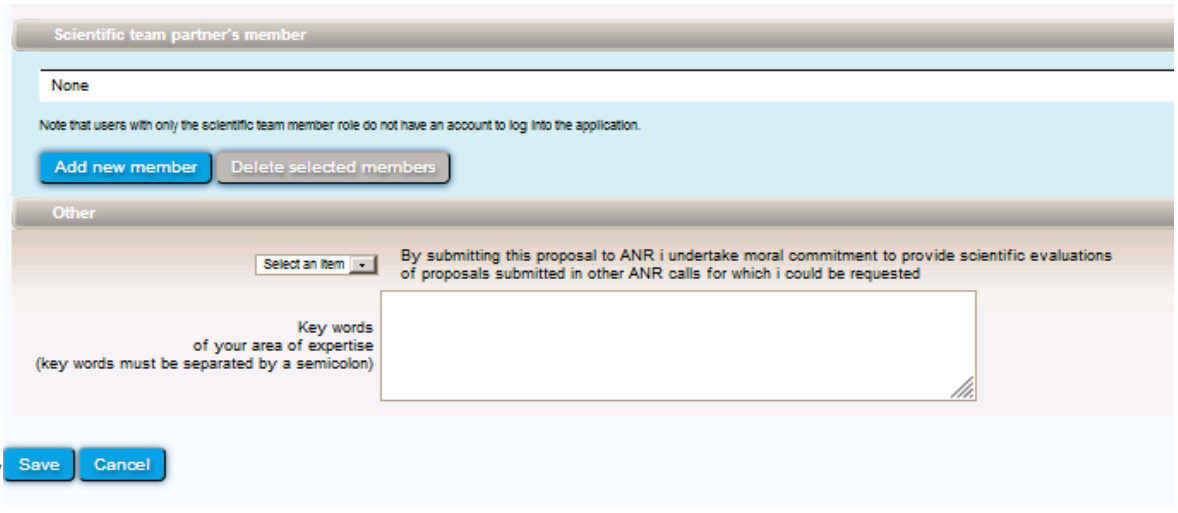


### 3.3.2. Partners/Organisations files

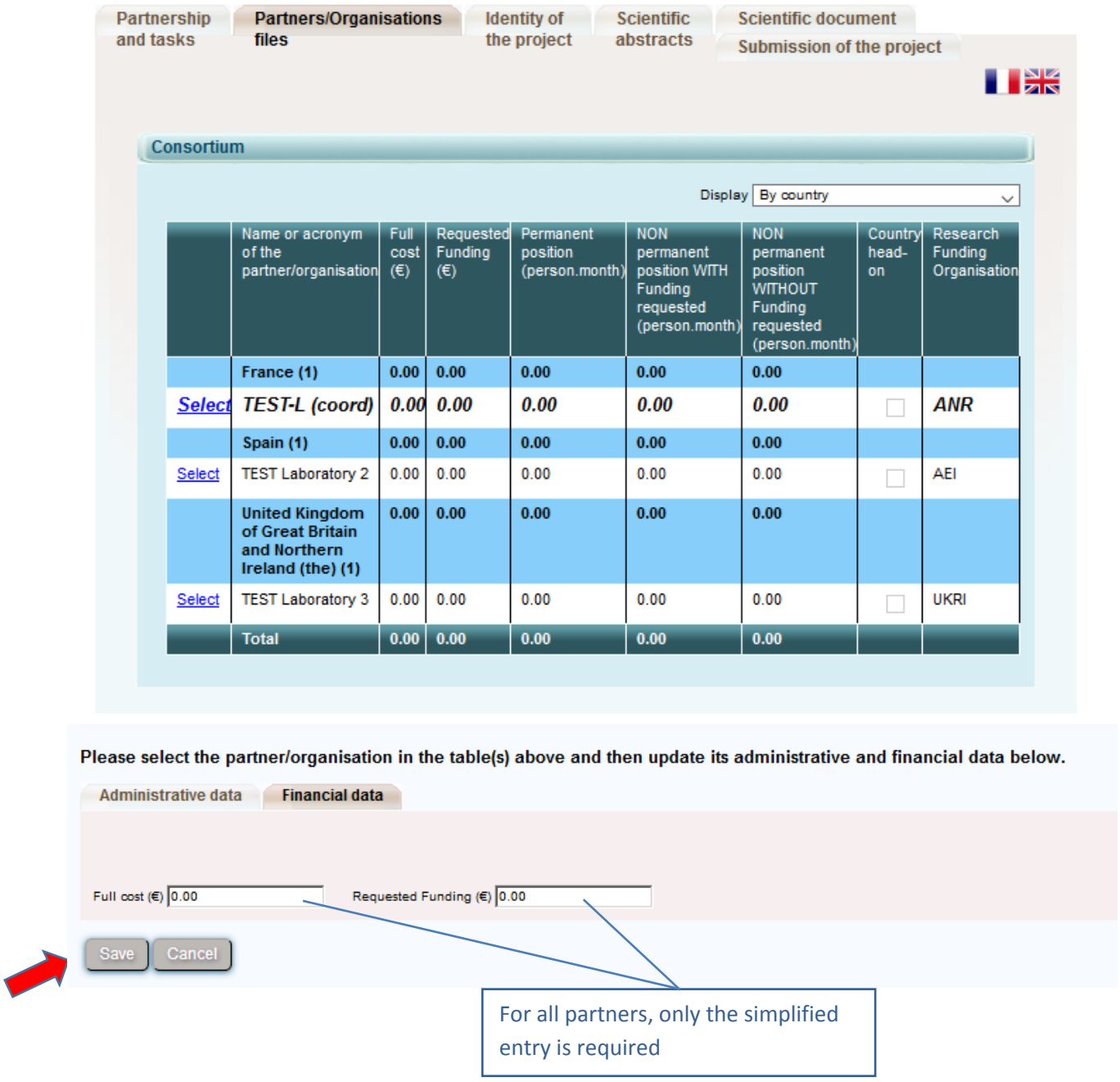
This tab enables you to provide further information about each partner. It contains two sub-tabs: “Administrative data” and “Financial data”. The only new mandatory field in addition to the ones from the previous tab is the “Partner category” one, under the “Administrative data” sub-tab. Under the “Financial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

## Administrative data



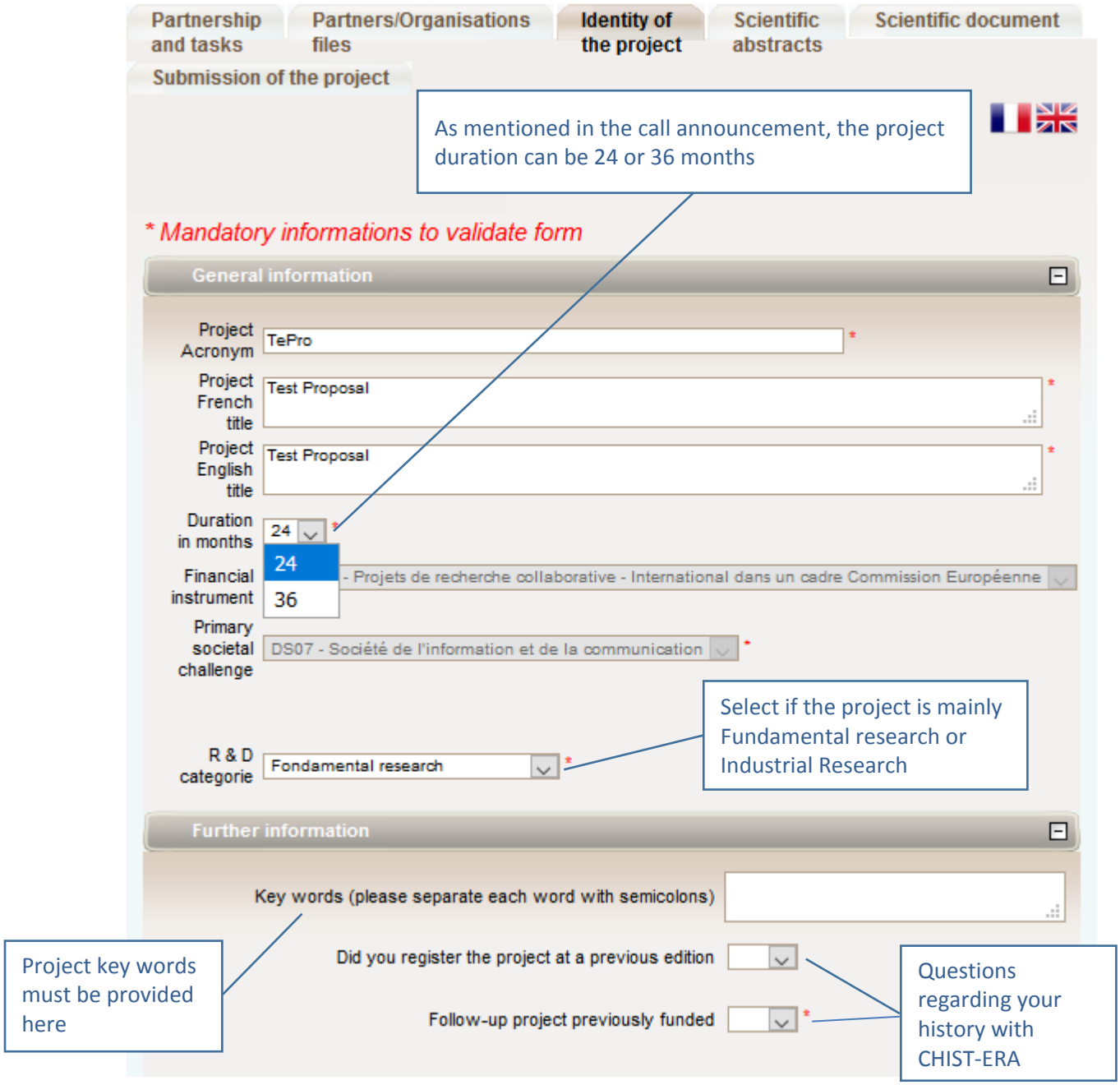



## Financial data



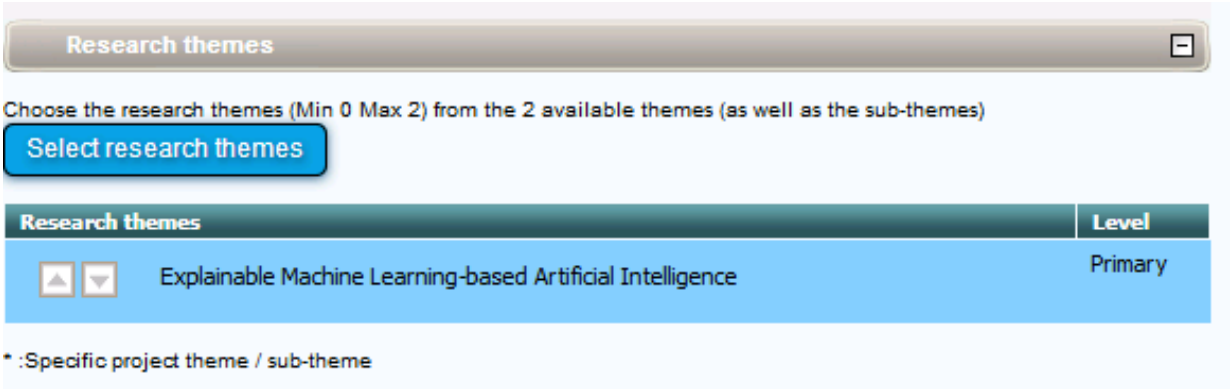
### 3.3.3. Identity of the project

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

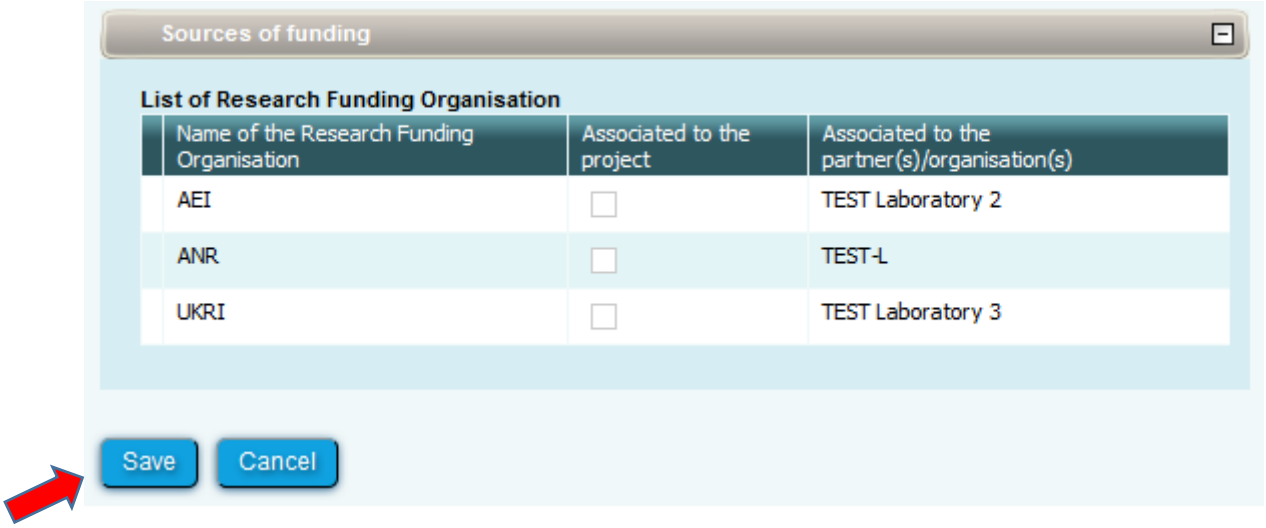


**Call topic**

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).




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



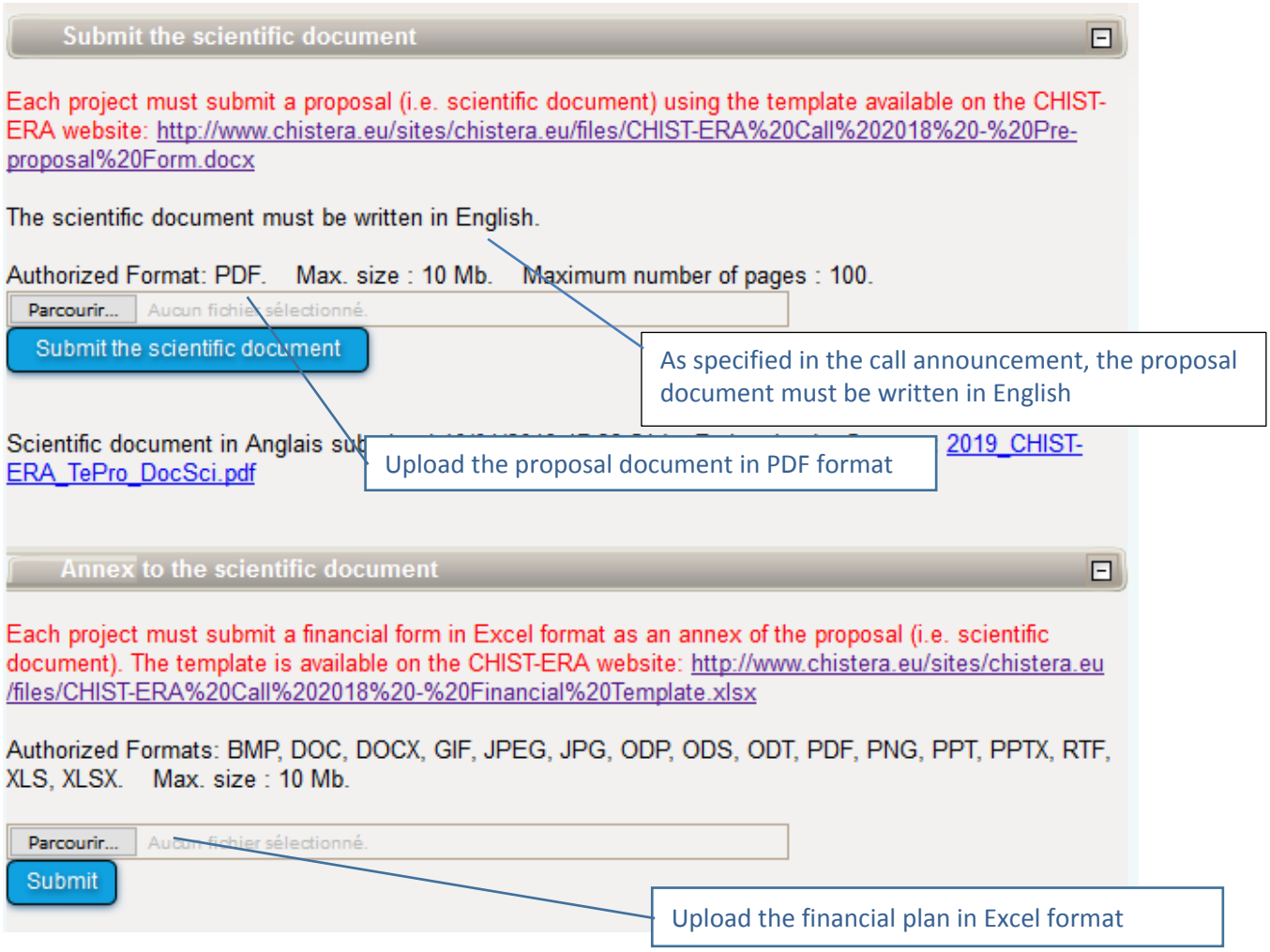

### 3.3.4. Scientific Abstracts

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.

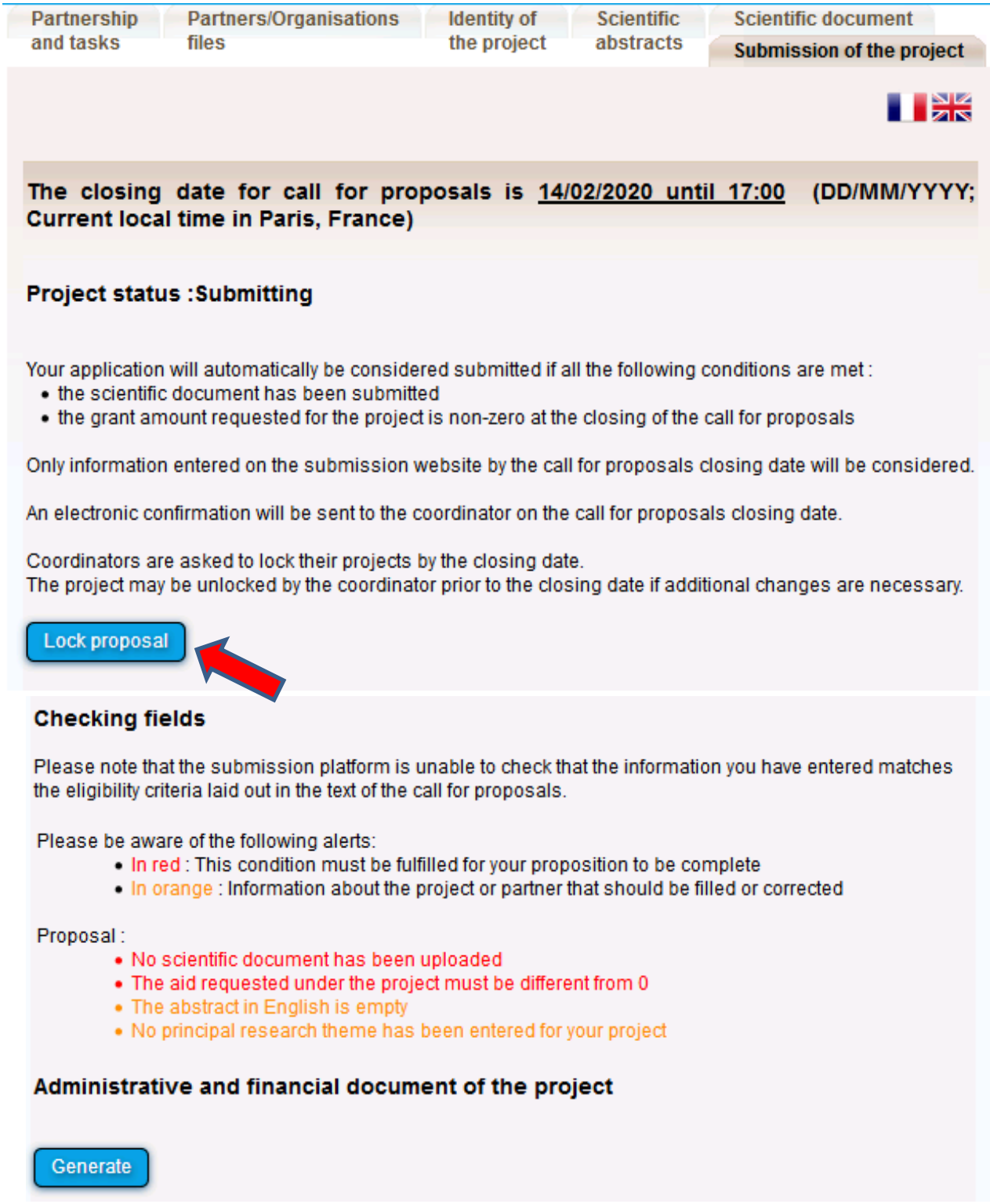



### 3.3.6. Submission of the project

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.


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