



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

www.chistera.eu

Call 2020

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: <https://www.chistera.eu/call-2020-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.

1.2. About the submission system

The CHIST-ERA Call 2020 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 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.

¹<https://www.chistera.eu/sites/www.chistera.eu/files/CHIST-ERA%20Call%202020%20-%20Proposal%20Form.docx>,
<https://www.chistera.eu/sites/www.chistera.eu/files/CHIST-ERA%20Call%202020%20-%20Financial%20Template.xlsx>

² The call, published in January 2021 and for which projects are selected in 2021, is considered as part of the 2021 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=1636


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.



Welcome to the ANR's online project submission platform.
You selected the Call:
CHIST-ERA Call 2020 2021

proposal:
If you don't 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 multiplication of credentials.

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.

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

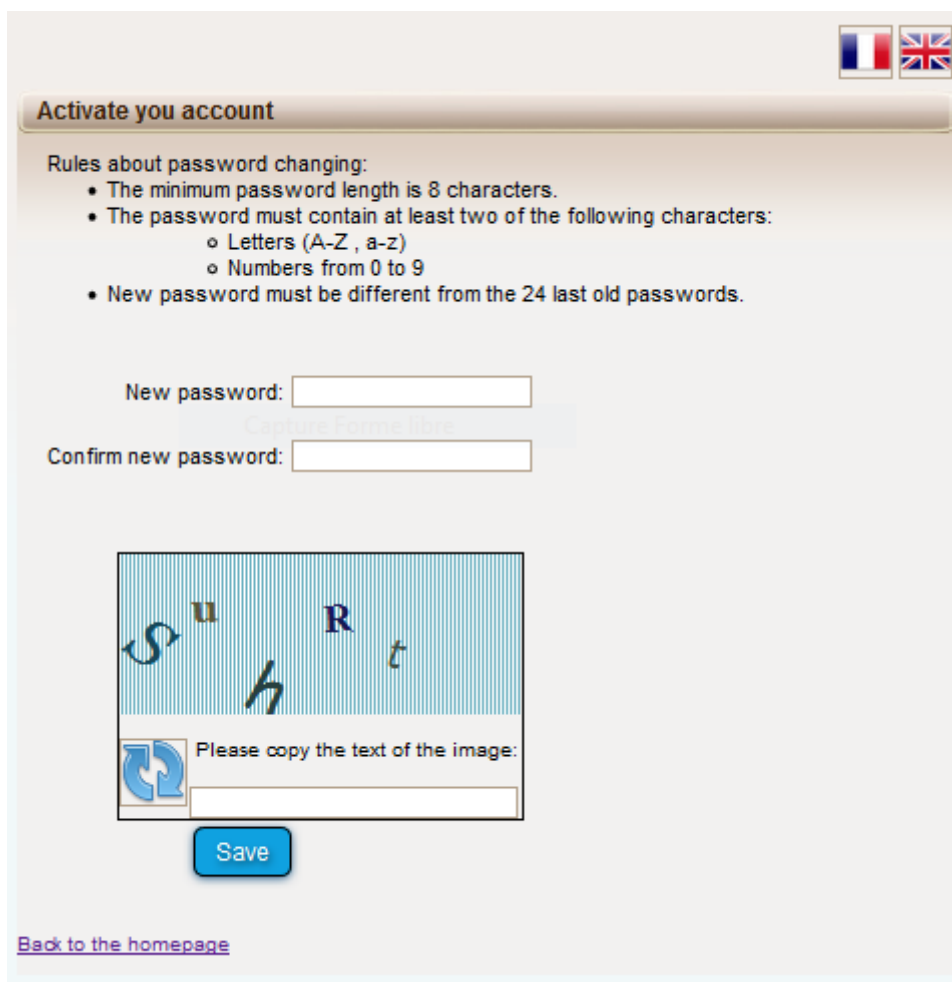
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=46323044-3831-3637-2d39-4630442d3445

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.



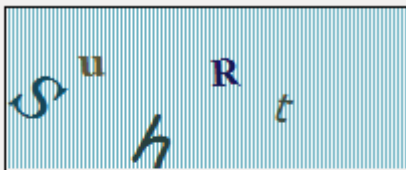
Activate your account

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:

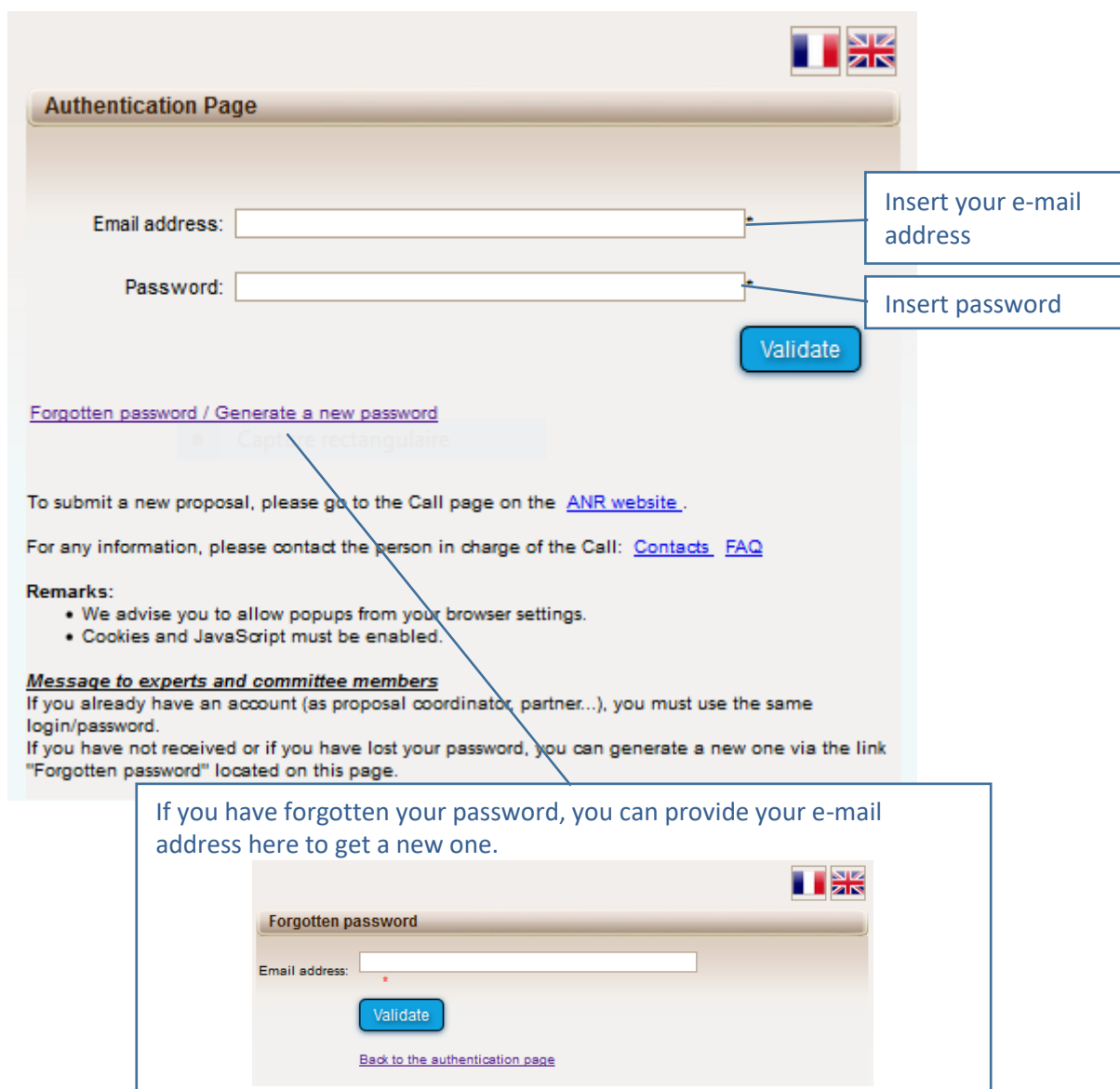


Please copy the text of the image:

Save

[Back to the homepage](#)

2.4. Authentication page



The screenshot shows the 'Authentication Page' with a header containing French and UK flags. The main form has two input fields: 'Email address:' and 'Password:', each followed by a blue 'Validate' button. Callout boxes point to these fields with the text 'Insert your e-mail address' and 'Insert password' respectively. Below the form, there is a link for 'Forgotten password / Generate a new password' and a 'Captcha rectangulaire' button. A message box at the bottom explains the process for forgotten passwords, including a link to the 'Forgotten password' page.

Authentication Page

Email address:

Password:

Validate

[Forgotten password / Generate a new password](#)

Captcha rectangulaire

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](#) [FAQ](#)

Remarks:

- We advise you to allow popups from your browser settings.
- Cookies and JavaScript must be enabled.

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 this page.

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

Forgotten password

Email address:

Validate

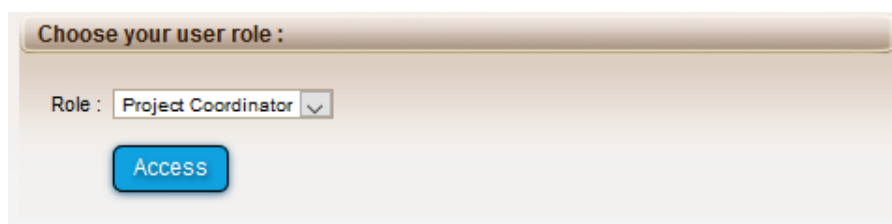
[Back to the authentication page](#)

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.



The screenshot shows a form titled 'Choose your user role :'. It contains a dropdown menu labeled 'Role :' with 'Project Coordinator' selected. Below the dropdown is a blue 'Access' button.

Choose your user role :

Role :

Access

3. How to create your proposal

3.1. Submit a proposal

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



The screenshot shows a web interface titled "My proposals" with French and UK flags in the top right. A blue arrow points to a blue underlined link "Submit a proposal" followed by red text "to the call for proposals: 'CHIST-ERA Call 2020' - 2021". Below this is a list of four proposal status categories, each with a plus icon in a box:

- List of proposals in a current call
- List of currently reviewed proposals
- List of proposals within the grant signing process
- List of funded 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 chosen 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 Select a civility

First name

Last name

Email [Modify / Update](#)

Title Researcher/Professor

Project coordinator ☐

Research organisation of the partner

Country Spain *

Name *

Partner acronym

Research Funding Organisation AEI - Agencia Estatal de Investigación i *

Comment (regarding the choosen Research
Funding Organisation)


Back

Save

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		

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

Selected partner is in *italic*

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

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.

Add new memberDelete selected members

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)

SaveCancel

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

Financial data

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	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.

The screenshot shows the 'Identity of the project' tab in the CHIST-ERA submission interface. The form is titled 'Submission of the project' and includes a section for 'General information' and 'Further information'. The 'General information' section contains fields for Project Acronym, Project French title, Project English title, Duration in months, Financial instrument, Primary societal challenge, and R & D categorie. The 'Further information' section contains a field for Key words and two checkboxes: 'Did you register the project at a previous edition' and 'Follow-up project previously funded'. The form is annotated with several callouts: a box pointing to the 'Duration in months' dropdown menu stating 'As mentioned in the call announcement, the project duration can be 24 or 36 months'; a box pointing to the 'R & D categorie' dropdown menu stating 'Select if the project is mainly Fundamental research or Industrial Research'; a box pointing to the 'Key words' field stating 'Project key words must be provided here'; and a box pointing to the 'Follow-up project previously funded' checkbox stating 'Question regarding your history with CHIST-ERA'. The form also features a 'Partnership and tasks' tab, a 'Partners/Organisations files' tab, a 'Scientific abstracts' tab, and a 'Scientific document' tab. The 'Submission of the project' tab is currently selected. The form is titled 'Submission of the project' and includes a section for 'General information' and 'Further information'. The 'General information' section contains fields for Project Acronym, Project French title, Project English title, Duration in months, Financial instrument, Primary societal challenge, and R & D categorie. The 'Further information' section contains a field for Key words and two checkboxes: 'Did you register the project at a previous edition' and 'Follow-up project previously funded'. The form is annotated with several callouts: a box pointing to the 'Duration in months' dropdown menu stating 'As mentioned in the call announcement, the project duration can be 24 or 36 months'; a box pointing to the 'R & D categorie' dropdown menu stating 'Select if the project is mainly Fundamental research or Industrial Research'; a box pointing to the 'Key words' field stating 'Project key words must be provided here'; and a box pointing to the 'Follow-up project previously funded' checkbox stating 'Question regarding your history with CHIST-ERA'. The form also features a 'Partnership and tasks' tab, a 'Partners/Organisations files' tab, a 'Scientific abstracts' tab, and a 'Scientific document' tab. The 'Submission of the project' tab is currently selected.

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 (selected) *

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

Select if the project is mainly Fundamental research or Industrial Research

Question 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

Choose the research themes (Min 1 Max 1) from the 2 available themes (as well as the sub-themes) [Select research themes](#) *

Research themes	Level
Advanced Brain-Computer Interfaces for Novel Interactions	Primary

* :Specific project theme / sub-theme

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

Sources of funding

List of Research Funding Organisation

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

[Save](#) [Cancel](#)

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.

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 the submission interface. 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: <https://www.chistera.eu/sites/www.chistera.eu/files/CHIST-ERA%20Call%202020%20-%20Proposal%20Form.docx>'. It specifies the document must be in English, authorized format is PDF, max size is 20 Mb, and max pages is 100. Below this is a 'Browse...' button with 'No file selected' and a blue 'Submit the scientific document' button. A red message states 'No scientific document submitted for this project.' A callout box points to the 'Submit' button with the text: 'As specified in the call announcement, the proposal document must be written in English'. The bottom section, titled 'Annex to the scientific document', contains instructions in 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: <https://www.chistera.eu/sites/www.chistera.eu/files/CHIST-ERA%20Call%202020%20-%20Financial%20Template.xlsx>'. It lists authorized formats: BMP, DOC, DOCX, GIF, JPEG, JPG, ODP, ODS, ODT, PDF, PNG, PPT, PPTX, RTF, XLS, XLSX, with a max size of 20 Mb. Below this is a 'Browse...' button with 'No file selected' and a blue 'Submit' button. A callout box points to the 'Submit' button with the text: 'Upload the financial plan in Excel format'. Another callout box points to the 'Submit the scientific document' button with the text: 'Upload the proposal document in PDF format'.



The scientific document can be uploaded as many times as you wish. The new file overwrite the former one.

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.



There is no *submit* button once you finalise your submission. The submission is automatic. In the tab "submission of your project", please check that a green sentence indicating that "The conditions for submission of your proposal are met." is displayed. If a red or an orange sentence is displayed, please check again all the tabs or your project will be automatic considered by the system as ***not submitted***.

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



There is no "submit" button once you finalise your submission. The submission is automatic. In the tab "submission of your project", please check that a green sentence indicating that "The conditions for submission of your proposal are met." is displayed.

If a red or an orange sentence is displayed, please check again all the tabs or your project will be automatic considered by the system as *not submitted*.

The closing date for call for proposals is 01/03/2021 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