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

www.chistera.eu

Call 2022
ELECTRONIC SUBMISSION SYSTEM
GUIDELINES FOR APPLICANTS

Joint Call Secretariat:
Anna Ardizzoni
anna.ardizzoni@anr.fr
+33 1 78 09 80 84
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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-2022-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:

- 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 electronic submission system is based on the French National Research Agency (ANR) electronic submission platform. 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.
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 for the Call 2022 is available at the following URL:
https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1894

**NOTE:** The call, published in October 2022 and for which projects are selected in 2023, is considered as part of the 2023 edition in the submission system.

**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 a proposal

The welcome page of the submission system is shown below. Fill in the form with your email to create a proposal and you will receive a validation confirmation by email.

Once you have entered your email and created a proposal, 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.

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Note that the webpage corresponds to CHIST-ERA Call 2022, but indicates CHIST-ERA Call 2022 2023, because for the ANR (at the national level) the call is within its 2023 Work Programme.
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://sap.agencerecherche.fr).
Please click on the link below and follow the procedure to complete the activation of your account.

User Reference: R0743709207
Login: anna.arduja@gmail.com

Yours sincerely,
The French National Research Agency

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

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

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**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:

![Image CAPTCHA](image.png)

Save

[Back to the homepage](back_to_homepage)
2.4. Authentication page

After validation, you are asked to choose your user profile:
- Project Coordinator (can modify all the information)
- Project Partner (can modify its own information, where appropriate)

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

2.5. User role
3. How to create your proposal

3.1. Submit a proposal

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

Then, you need to electronically sign the confidentiality agreement.

3.2. Identification of the project

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

Choose if the project is mainly Fundamental research or Industrial Research.
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 (simplified entry mode)

**Partner/Organisation**: CNRS

- **Partner country**: France
- **Partner category**: Other Public

To optimize the entry of your partner form, please enter your French RNSR code then click on “Find information associated with the French RNSR code”.

- **French RNSR Code**: 
- **Name of the partner (research structure)**: CNRS
- **Acronym of the partner**: 
- **Funder**: ANR - The French National Research Agency
- **Comment (regarding the chosen funder)**: 

**Principal Investigator/Scientific manager**

- **Civility of the scientific manager**: Mdm
- **First name of the scientific manager**: Anna
- **Last name of the scientific manager**: Arizzoni
- **Birth date (dd/mm/yyyy)**: 10/08/2022
- **Title of the scientific manager**: Researcher

- **ORCID Number**: 
- **Phone of the scientific manager**: 
- **Mobile phone of the scientific manager**: 
- **Mailing of the scientific manager**: anna.ardiz@gmail.com

**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 member**
- **Delete selected members**

**Other**

- **Select an item**: 

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

**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**

- **Save**
- **Cancel**
Financial data

Other partners must only indicate the full costs and the requested funding.
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.

As mentioned in the call announcement, the project duration must be of 24 or 36 months.

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 the topic you apply to. 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” and “Relevance to the topic addressed in the call” fields 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 letters of support can be uploaded in the section “Annex to the scientific document”.

- The proposal document must be written in English.
- The financial plan must be in Excel format.

The scientific document can be uploaded as many times as you wish. The new file overwrites 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 if 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.