



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

www.chistera.eu

Call 2023
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-2023-announcement>.

Prior to submission, the project coordinator must carefully read the call announcement and prepare:

- **The joint project proposal**, to be submitted in PDF format;
- **The 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.

The platform is available in French and English. Click on the flag in the upper right corner of the window to change the language.

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 create your proposal

In order to create your proposal, you need to proceed as follows:

- Request the creation of the proposal;
- Create the proposal.

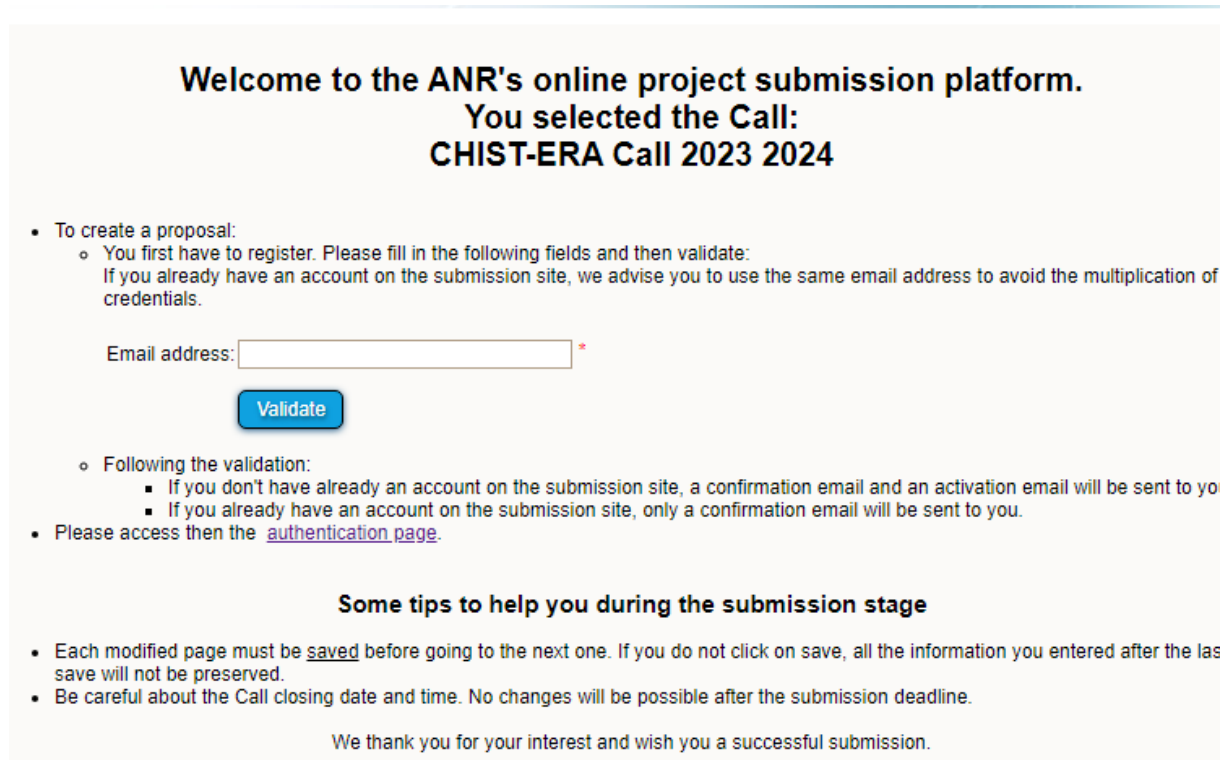
2.1. Request the creation of the proposal

The electronic submission system for the Call 2023 is available at the following URL:

https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=2108

NOTE: The call is called “Call 2023” and projects are selected in 2024. This is why it is considered as part of the 2024 edition in the submission system.

The welcome page of the submission system is shown below.



Welcome to the ANR's online project submission platform.
You selected the Call:
CHIST-ERA Call 2023 2024

- To create a proposal:
 - You first 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 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 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.

The proposal should be created by the coordinator.

Enter your email address and click on 'Validate' button. If you do not have already an account, an activation email will be sent to the email address entered. Otherwise a simple confirmation email will be sent and you can proceed to the next step by log in at your account at <https://aap.agencerecherche.fr> (you can skip the point 2.2.).

2.2. Activation of your account

You have received the email below. Click on the link provided to activate your account by entering your password.

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

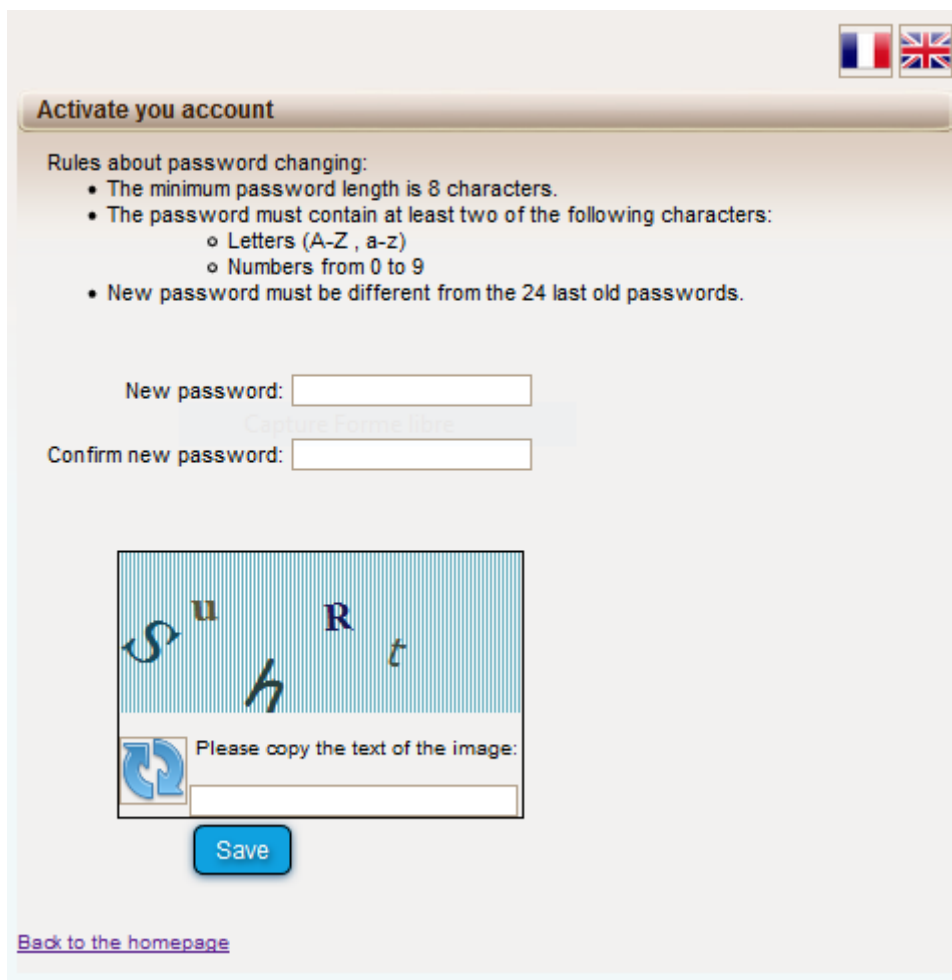
Yours sincerely,

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.



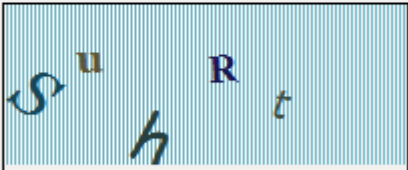
Activate your account

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](#)

2.3. Create the proposal

Go to the authentication page: <https://aap.agencerecherche.fr>. This link is also the one to use to access your proposal in the next connections to the submission system



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:'. A blue 'Validate' button is positioned to the right of the password field. Two callout boxes with arrows point to the input fields: one for 'Email address' with the text 'Insert your e-mail address' and another for 'Password' with the text 'Insert password'. Below the input fields is a link for 'Forgotten password / Generate a new password'. Further down, there is a 'Capture rectangulaire' button, a paragraph of instructions to submit a new proposal, and another paragraph with links for 'Contacts' and 'FAQ'. A 'Remarks' section lists two bullet points: 'We advise you to allow popups from your browser settings.' and 'Cookies and JavaScript must be enabled.'. At the bottom, there is a section titled 'Message to experts and committee members' with two paragraphs of text.

Then, select 'Project Coordinator'.



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

Only the coordinator role allows to create a new proposal in the submission system.

Finally, click on 'Submit a proposal' to create your proposal. After this step, you can start fill-in the system by adding the information about your project proposal (see 3.).

AAP: None - Edition: None - Proposal: None

My proposals

[Submit a proposal](#) to the call for proposals: 'CHIST-ERA Call 2023' - 2024

Display closed projects (incomplete, not admissible, not eligible, not selected, canceled, closed out)

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

2.4 User role

At the authentication page, two roles are available:

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

3. How to fill in your proposal

3.1. Identification of the project and of the coordinator

Identification of the project

Project acronym *

Project French title *

Project English title *

Financial instrument

R & D categorie *

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

Choose the research category of your project

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

Research Funding Organisation *

Comment (regarding the choosen Research Funding Organisation)

Category *

Name of the research structure *

Acronym of the research structure

Select the administrative category of the project partner between:


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

3.2. Information about your proposal

Once you have provided the project identification information, you have access to the following proposal information tabs (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

AAP: CHIST-ERA Call 2023 - Edition: 2024 - Proposal: TEST2023

 Time remaining before closing of the call for proposals:
48 days 5 hours



3.2.1. 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

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.

	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)											
<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)											
<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)											
<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 the email of Anna Ardizzoni](#)

Title

Project coordinator

Research organisation of the partner


Country * Country head-on

Research Funding Organisation *

Comment (regarding the choosen Research Funding Organisation)

Name of the research structure *

Acronym of the research structure



3.2.2. Partners/Organisations files

Proposals without French partners: This tab enables you to provide further information about each partner. For each partner (see below how to select it), fill in the two sub-tabs *Administrative data* and *Financial data*. Only fields marked with a * are mandatory.

Proposals with French partners: French partners are requested to fill in these two sub-tabs with additional information. Bear mind that it can takes more time and require the support of the French partners themselves.

The screenshot shows the 'Partners/Organisations files' tab. At the top, there are navigation tabs: 'Partnership and tasks', 'Partners/Organisations files' (selected), 'Identity of the project', 'Scientific abstracts', and 'Scientific document Submission of the project'. There are also flags for France and the UK. Below the tabs is a 'Consortium' section with a 'Display' dropdown set to 'By country'. The table below lists partners from France, Spain, and the United Kingdom, with a 'Total' row at the bottom. A callout box points to the 'TEST-L (coord)' row, indicating it is the selected partner.

	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		

Sub-tab *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

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)

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

Sub-tab *Financial data*

Proposals without French partners: Indicate the full costs and requested funding amounts associated to their participation.

Proposals with French partners: French partners must detail the breakdown of the costs.

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 (€)



3.2.3. 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

See <https://www.chistera.eu/call-2023-announcement> for further information about the call.
Please find the submission guidelines at <https://www.chistera.eu/call-2023-announcement>

* Mandatory informations to validate form

General information

Project Acronym: TEST2023 *

Project title in **French**: TEST2023 *

Project title in **English**: TEST2023 *

Life cycle: Submission in progress

Duration in months: [v]

Funding instrument: PRCI-CE - 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) +

Do you have to use genetic resources (Nagoya regulation) as part of this project? No [v]

Follow-up project previously funded [v] *

Project key words must be provided here

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

Select R&D project category

Question about past project submitted to CHIST-ERA

Call topic

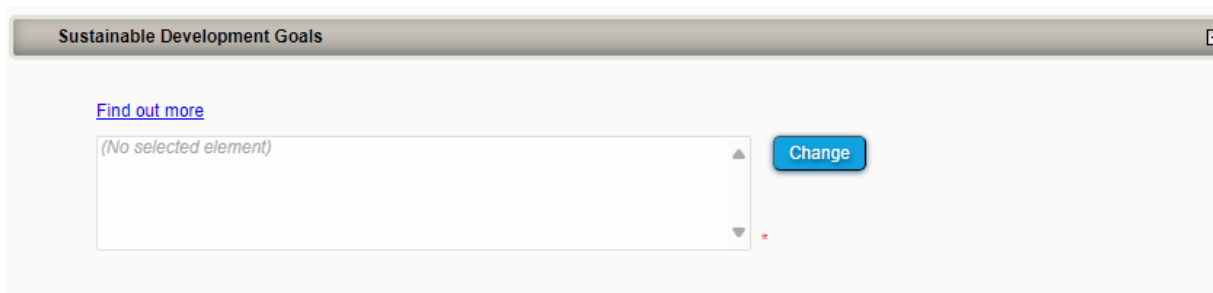
Under the sub-tab **Research themes**, select the topic you apply to. The selection should look as one of the two screenshots below (depending on the topic).

Research themes

Choose the research themes (Min 0 Max 1) from the 2 available themes (as well as the sub-themes) **Select research themes**

* : Specific project theme / sub-theme

The bottom of the window shows a section related to sustainable goals. Please complete it.



3.2.4. 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.

A screenshot of a form titled 'Non-confidential abstract or summary in English'. The form is contained within a light grey border. On the left side of the form, there is text that reads 'Non-confidential abstract or summary in English' and '(number of characters: 0 / 4000)'. The main area of the form contains two text input fields. The first field is labeled '1. Project summary' and the second field is labeled '2. Relevance to the call'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

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

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

Submit the scientific document

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%202021%20-%20Proposal%20Form.docx>
Potential support letters can be added as supplementary annex.

The scientific document must be written in English.

Authorized Format: PDF. Max. size : 20 Mb. Maximum number of pages : 100.

Parcourir... Aucun fichier sélectionné.

Submit the scientific document

No scientific document submitted for this project.

Annex to the scientific document

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%202021%20-%20Financial%20Template.xlsx>
Potential support letters can be added as supplementary annex.

Authorized Formats: BMP, DOCX, GIF, JPEG, JPG, ODP, ODS, ODT, PDF, PNG, PPTX, RTF, XLSX. Max. size : 20 Mb.

Parcourir... Aucun fichier sélectionné.

Submit

As specified in the call announcement, the proposal document must be written in English

Upload the **proposal document** in PDF format

Upload the **financial plan** in Excel format
In this section you can also upload the letters of support

3.2.6 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.

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

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 14/12/2022 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