



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

[www.chistera.eu](http://www.chistera.eu)

**Call ORD**  
**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-ord-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 Call ORD 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 is available at the following URL:

[https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1890](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1890)

**NOTE:** The call, published in September 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 an account

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

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 ORD 2023

- 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:  \*
- 
- 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.

Note that the webpage corresponds to CHIST-ERA Call ORD, but indicates CHIST-ERA Call ORD 2023, because for the ANR (at the national level) the call is within its 2023 Work Programme.

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](mailto: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](mailto:anna.ardix@gmail.com)

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

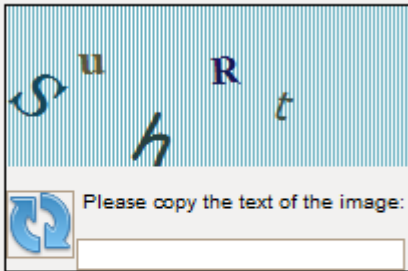
**Activate your account**

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:'. A blue 'Validate' button is positioned to the right of the password field. Two callout boxes point to these fields: 'Insert your e-mail address' points to the email field, and 'Insert password' points to the password field. Below the input fields is a link: [Forgotten password / Generate a new password](#). A 'Captcha rectangulaire' is visible but faded. Below the captcha, there is a paragraph: '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](#)'. Underneath is a 'Remarks:' section with two bullet points: '• We advise you to allow popups from your browser settings.' and '• Cookies and JavaScript must be enabled.' Below the remarks is a section titled 'Message to experts and committee members' with two paragraphs: 'If you already have an account (as proposal coordinator, partner...), you must use the same login/password.' and '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.

The inset screenshot shows the 'Forgotten password' page with a header containing French and UK flags. Below the header is a single input field labeled 'Email address:'. A blue 'Validate' button is positioned below the input field. At the bottom of the inset is a link: [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, where appropriate)

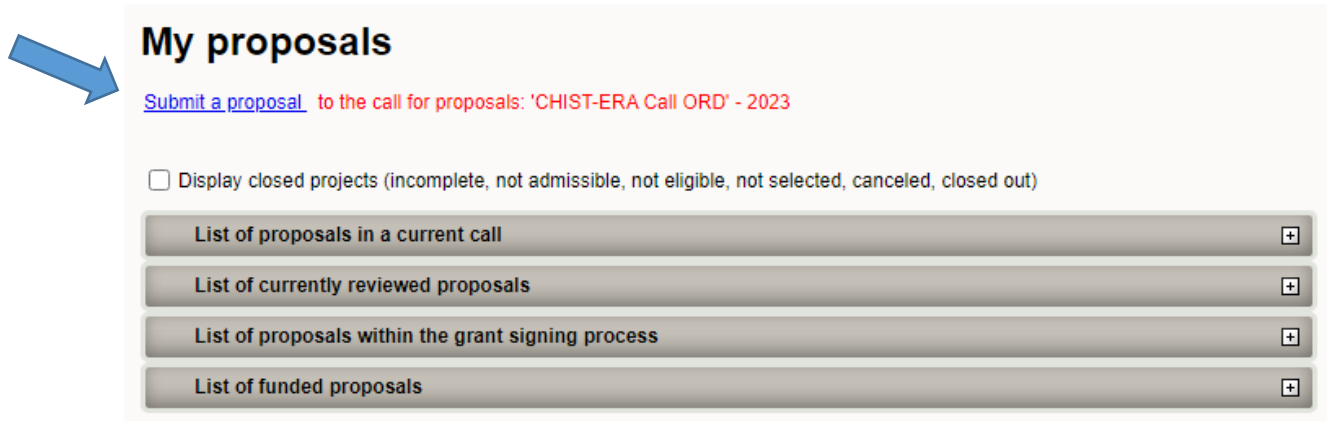
**Only the coordinator role** allows to create a new proposal in the submission system: Select "Project Coordinator" and click on the "Access" button.

The screenshot shows the 'Choose your user role' page. It features a dropdown menu labeled 'Role:' with 'Project Coordinator' selected. 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**

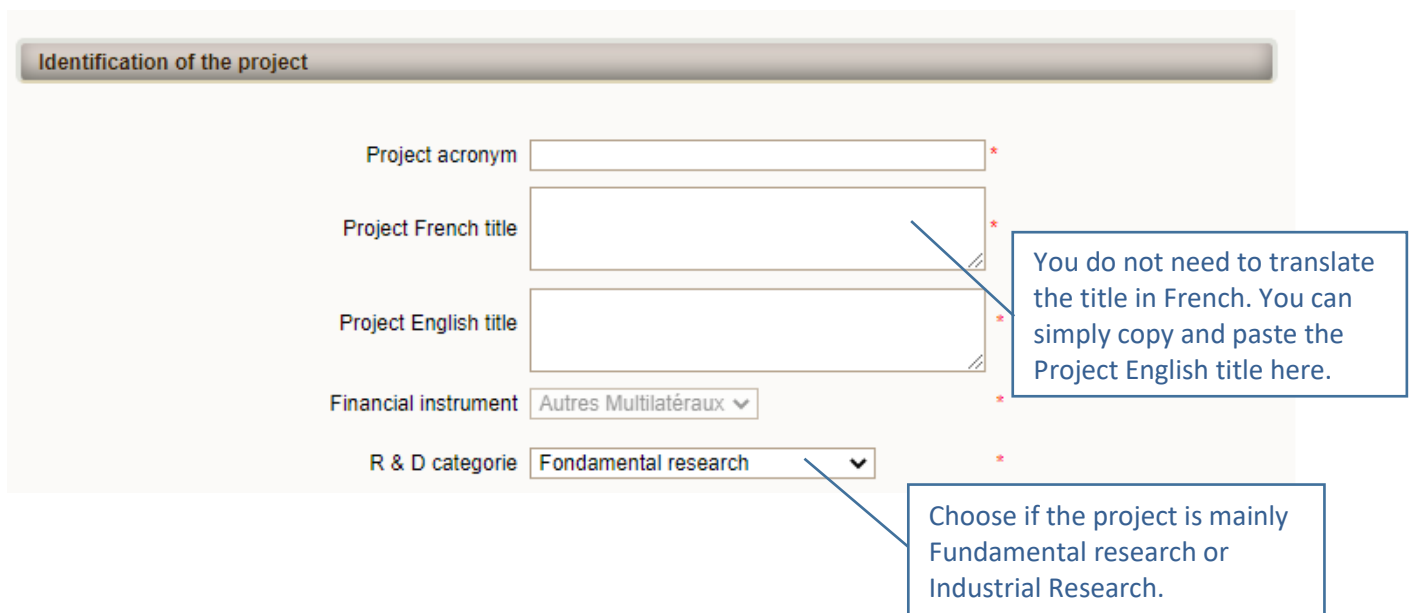
[Submit a proposal](#) to the call for proposals: 'CHIST-ERA Call ORD' - 2023

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

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

Then, you need to electronically sign the confidentiality agreement.

### 3.2. Identification of the project



**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 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

Research Funding Organisation  \*

Comment (regarding the chosen 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 or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs
- Very Small Enterprises

### 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

AAP: CHIST-ERA Call ORD - Edition: 2023 - Proposal: TEST

 Time remaining

4

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

The screenshot shows the 'Partnership and tasks' tab in a web application. At the top, there are navigation tabs: 'Partnership and tasks', 'Partners/Organisations files', 'Identity of the project', 'Scientific abstracts', 'Scientific document', and 'Submission of the project'. The 'Partnership and tasks' tab is active. Below the tabs, there are flags for France and the UK. The main heading is 'Partnership'. Below the heading, there are three paragraphs of text: '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.', and '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.' Below the text is a table with columns: Partner/Organisation's name, Partner acronym, Category, Requested funding (€), Civ., First name, Last name, Email address (\*: change in progress), Role, Coord., and Research Funding Organisation. The table is grouped by country: France (1), Spain (1), and United Kingdom of Great Britain and Northern Ireland (the) (1). A 'Display' dropdown menu is set to 'By country'. A pop-up menu is shown over the table with two options: 'Modify partner/organisation' and 'Delete partner/organisation'.

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: change in progress)	Role	Coord.	Research Funding Organisation
<b>France (1)</b>											
<input type="checkbox"/>	<a href="#">TEST Laboratory</a>	TEST-L	Public Laboratory	0.00	Mr	Serguei	Fedortchenko	serguei.fedortchenko@anr.fr	PI	<input checked="" type="checkbox"/>	ANR
<b>Spain (1)</b>											
<input type="checkbox"/>	<a href="#">TEST Laboratory 2</a>		Public Laboratory	0.00		Firstname	Lastname	firstname.lastname@testlaboratory2.es	PI	<input type="checkbox"/>	AEI
<b>United Kingdom of Great Britain and Northern Ireland (the) (1)</b>											
<input type="checkbox"/>	<a href="#">TEST Laboratory 3</a>		Public Laboratory	0.00		Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.uk	PI	<input type="checkbox"/>	UKRI



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 Organisation)

Name of the research structure  \*

Acronym of the research structure

[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.

French partners (if any) should fill in the administrative form with additional information compared with other partners.

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
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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 : CNRS

Principal Investigator/Scientific manager

Scientific team partner's member

Place of the scientific works

Legal representative of the administrative control

Person in charge of the administrative and financial follow-up

Other financial supports

Other

Select an item ▼ By submitting this proposal to ANR I undertake moral commitment to provide scientific eval 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)

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

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

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

French partners (if any) 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		
<a href="#">Select</a>	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		
<a href="#">Select</a>	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		
<a href="#">Select</a>	TEST Laboratory 3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	UKRI
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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 (€)

Save

Cancel

### 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

See [Call ORD Announcement | CHIST-ERA \(chistera.eu\)](#) for further information about the call.  
Please find the submission guidelines at the aforementioned page.  
*\* Mandatory informations to validate form*

**General information**

Project Acronym  \*

Project French title  \*

Project English title  \*

Duration in months  \*

Financial instrument  \*

Primary societal challenge  \*

R & D categorie  \*

**Further information**

Key words (please separate each word with semicolons)  +

Do you have to use genetic resources (Nagoya regulation) as part of this project?  \*

Follow-up project previously funded  \*

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

Select if the project is mainly Fundamental research or Industrial Research

Question regarding your history with CHIST-ERA

Project key words must be provided here

#### 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 theme (Min 1 Max 1) (as well as the sub-themes)  \*

\* :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” and “Relevance to the topic addressed in the call” fields in the proposal document.

Non-confidential abstract or summary in English  
(number of characters: 0 / 4000)

**1. Project summary**

**2. Relevance to the call**

Save Cancel

### 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”.

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



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\***.



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



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