



# FLAG-ERA

## Call 2017 ELECTRONIC SUBMISSION SYSTEM GUIDELINES FOR APPLICANTS

*Joint Call Secretariat:*

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13.03.2017	Clarification that the “summary tables” tab can be safely ignored (p.14)
06.03.2017	Clarification of the “financial data” tab (p.12)
17.02.2017	Initial version

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# 1. Introduction

## 1.1. About your proposal

All documentation relative to the call is provided on the following FLAG-ERA website page:

<https://www.flagera.eu/flag-era-calls/jtc-2017/call-announcement/> .

Prior to submission, the project coordinator must carefully read the call announcement and prepare **two project proposal documents** following the templates available on the call page<sup>1</sup>.

Keep in mind that each funding organisation has its own funding criteria and regulations. 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...). Please refer to the national requirements in Annex II of the Call Announcement for further information.

## 1.2. About the submission system

The FLAG-ERA Call 2017 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.

Note also that 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 by Principal Investigators (PIs). 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 the consortium. 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.

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<sup>1</sup> [https://www.flagera.eu/wp-content/uploads/2017/01/FLAG-ERA\\_JTC2017\\_Pre-Proposal\\_Form.doc](https://www.flagera.eu/wp-content/uploads/2017/01/FLAG-ERA_JTC2017_Pre-Proposal_Form.doc)  
[https://www.flagera.eu/wp-content/uploads/2017/01/FLAG-ERA\\_JTC2017\\_Graphene\\_Flagship\\_Partnership\\_Proposal\\_Form.docx](https://www.flagera.eu/wp-content/uploads/2017/01/FLAG-ERA_JTC2017_Graphene_Flagship_Partnership_Proposal_Form.docx)  
[https://www.flagera.eu/wp-content/uploads/2017/01/FLAG-ERA\\_JTC2017\\_HBP\\_Flagship\\_Partnership\\_Proposal\\_Form.docx](https://www.flagera.eu/wp-content/uploads/2017/01/FLAG-ERA_JTC2017_HBP_Flagship_Partnership_Proposal_Form.docx)

## 2. How to connect

The coordinator and the other PIs can connect to the website in the following way.

### 2.1. Submission websites

The call is sub-divided into three sub-calls, two for Graphene and one for Human Brain Project. The electronic submission system is available at the following URLs:

- **Graphene – Basic Research**  
[https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1134](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1134)
- **Graphene – Applied Research and Innovation**  
[https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1133](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1133)
- **HBP – Basic and Applied Research**  
[https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1132](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1132)

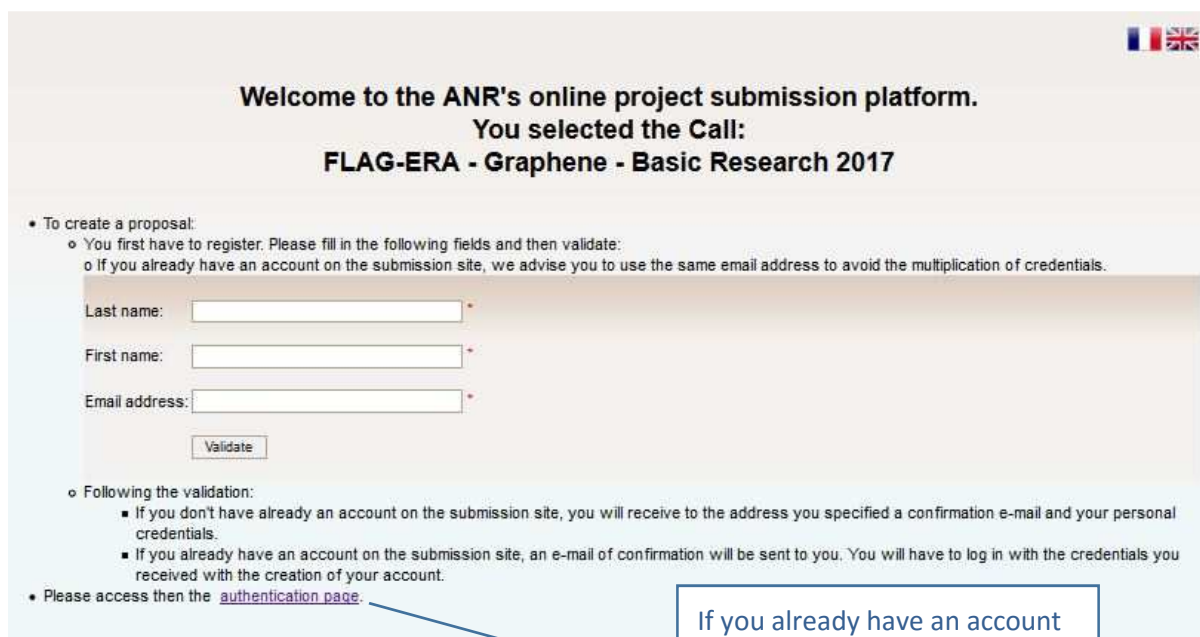
**NOTE:** The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

### 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:  
**FLAG-ERA - Graphene - Basic Research 2017**

- 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.

Last name:

First name:

Email address:

- Following the validation:
  - If you don't have already an account on the submission site, you will receive to the address you specified a confirmation e-mail and your personal credentials.
  - If you already have an account on the submission site, an e-mail of confirmation will be sent to you. You will have to log in with the credentials you received with the creation of your account.

- Please access then the [authentication page](#).

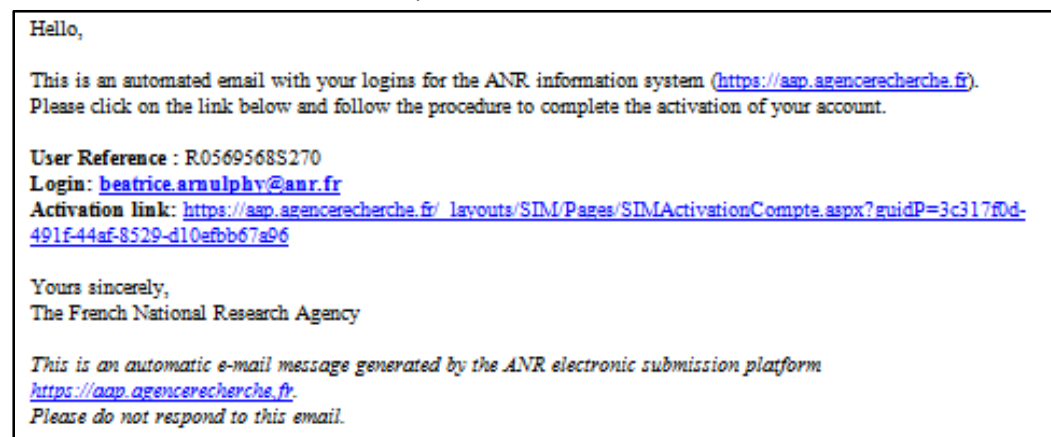
If you already have an account on the ANR submission website, you can access directly to the "Authentication Page".

## 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



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

**Activate you account**

Rules about password changing:

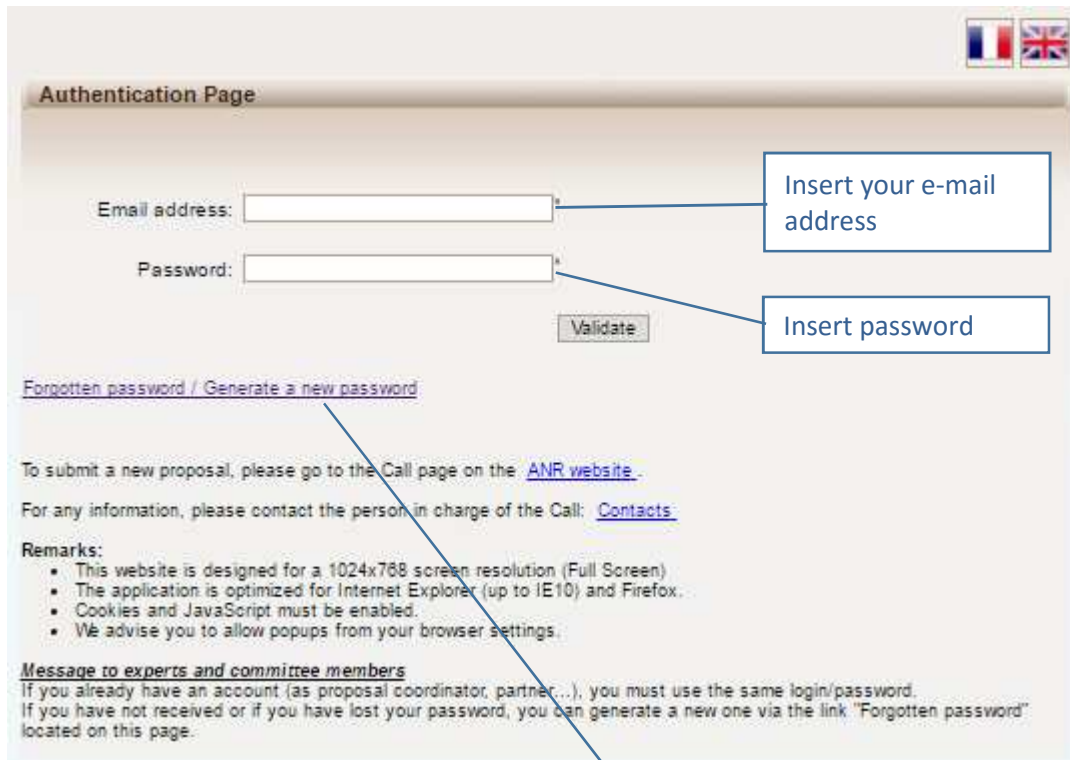
- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
  - Letters (A-Z , a-z)
  - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password:

Confirm new password:

Please copy the text of the image:

## 2.4. Authentication page



The screenshot shows the 'Authentication Page' with a title bar containing French and UK flags. It features two input fields: 'Email address:' and 'Password:', both with asterisks indicating required fields. A 'Validate' button is positioned below the password field. A blue box with an arrow points to the email field with the text 'Insert your e-mail address', and another blue box points to the password field with 'Insert password'. Below the form is a link: [Forgotten password / Generate a new password](#). Further down, there is a paragraph of text: 'To submit a new proposal, please go to the Call page on the [ANR website](#).' followed by 'For any information, please contact the person in charge of the Call: [Contacts](#).' A 'Remarks:' section lists browser requirements. At the bottom, a 'Message to experts and committee members' section provides instructions on account usage and password recovery.

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



The screenshot shows the 'Forgotten password' form, which includes a title bar with French and UK flags. It has an 'Email address:' input field with a red asterisk, a 'Validate' button, and 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)

To create a new submission, select "Project Coordinator" and click on the "Access" button.



The screenshot shows the 'Choose your user role' form with a title bar. It features a 'Role:' dropdown menu currently set to 'Project Coordinator' and an 'Access' button below it.

### 3. How to create your proposal

#### 3.1. Submit a proposal

##### **My proposals**



[Submit a proposal](#) to the call for proposals:

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

#### 3.2. Identification of the project

##### Identification of the project

In order to facilitate the access to this project, please fill in the following fields. These remain editable until the call deadline

Project acronym

Project title

### 3.3. Information about your submission

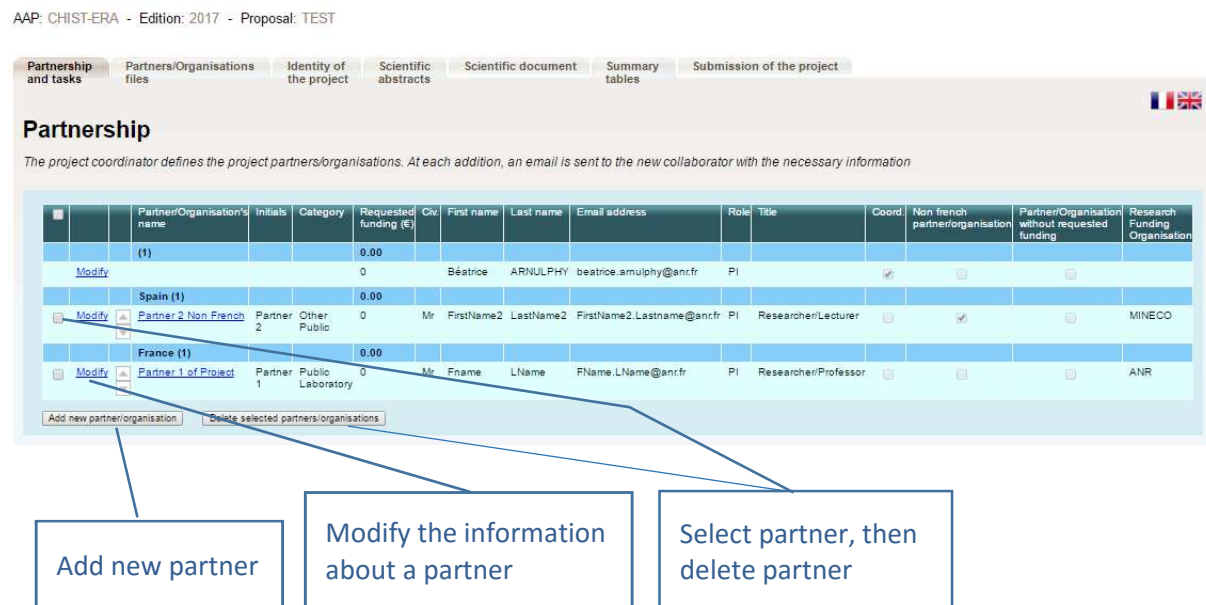
Once you have provided the project identification information, you will have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

1. Partnership and tasks
2. Partners/Organisations files
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Summary Tables
7. 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).



**Partner/Organisation**


Partner/Organisation's name  \*

Initials

Category  \*

Partner/Organisation's country  \*

Non french partner/organisation

Research Funding Organisation  

Partner/Organisation without requested funding

Requested funding (€)

**Principal Investigator/Scientific manager**


Civility

First name  \*

Last name  \*

Email  \*

Title



*NB: The "Non French partner/organisation" checkbox is redundant with the "Research Funding Organisation" field and is optional.*

*NB: Swedish partners requesting funding to VR & VINNOVA must select "VINNOVA".*

### 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.

AAP: CHISTERA - Edition: 2017 - Proposal: TEST

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

Consortium

Estimated amount of the funding (k€): Min: Not applicable - Max: Not applicable

	Name or initials 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	Non french partner/organisation	Partner/Organisation without funding requested	Research Funding Organisation
	{1}	0.00	0.00	0.00	0.00	0.00				
<a href="#">Select</a>	(coord)	0.00	0.00	0.00	0.00	0.00				
	Spain (1)	0.00	0.00	0.00	0.00	0.00				
<a href="#">Select</a>	Partner 2	0.00	0.00	0.00	0.00	0.00		<input checked="" type="checkbox"/>		MINECO
	France (1)	0.00	0.00	0.00	0.00	0.00				
<a href="#">Select</a>	Partner 1	0.00	0.00	0.00	0.00	0.00				ANR
	<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:

Principal investigator/scientific manager:

Scientific team partner's member:

Other:

Selected partner

## Administrative data

**Administrative data** Financial data

*Mandatory information needed for registration form*

**Partner/Organisation :**

Name of the partner (research organisation, private company,...)  Requested field: full name of the partner \*

Initials of the partner

Partner country  \*

Research Funding Organisation  ⓘ

Partner category  \*

**Principal Investigator/Scientific manager**

Civility of the scientific manager  \*

First name of the scientific manager

Last name of the scientific manager  \*

Birth date (dd/mm/yyyy)

Title of the scientific manager  \*

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager  \*

**Scientific team partner's member**

None

**Other**

By submitting this proposal to ANR I undertake legal 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:

- Select a category
- Public Laboratory
- Research Foundation
- Other Public
- Very Small Enterprises
- SMEs
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Association

## Financial data

The data concerning the budget of your proposal is provided in the Financial data tab.

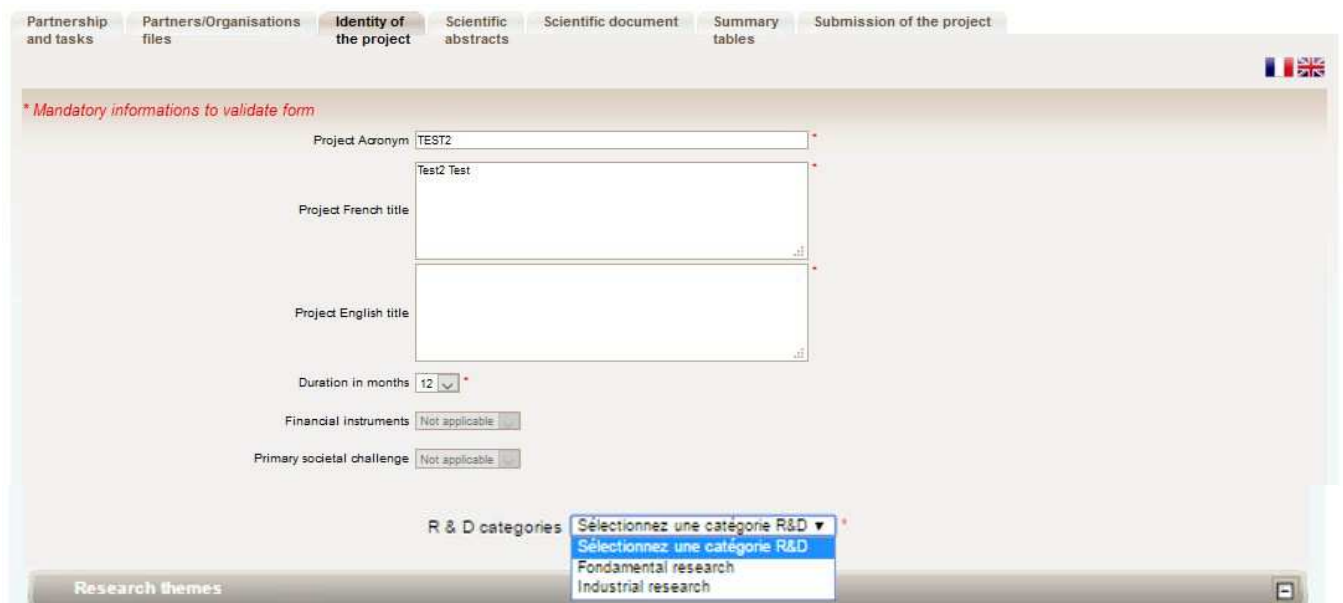


On this simple tab, you are asked to provide only the full cost and the requested funding for the partner. Further details are required only at the full proposal stage.

You do not need to fill the “detailed entry”. If you click on it, come back to the “simplified entry”.

### 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.



Fill in the fields as follows:

- **Project Acronym/Title:** The “Project Acronym” and “Project French title” fields are automatically filled in using the information provided previously. Copy and paste the project title in the “Project English title” field.
- **Duration in months:** As mentioned in the call announcement, the project duration can be up to 36 months (see Annex II about national requirements).
- **Financial Instruments:** Not applicable.

- **Primary Societal Challenge:** Not applicable.
- **R&D categories:**
  - o **Graphene Basic Research:** Select “Fundamental research”<sup>2</sup>.
  - o **Graphene Applied and Innovation:** Select “Industrial Research” or “Experimental development”<sup>2</sup> depending on the main focus of your project.
  - o **Human Brain Project:** Select “Fundamental research” or “Industrial Research”<sup>2</sup> depending on the main focus of your project.

**Call topic**

Under the sub-tab **Research themes**, please select one “primary” and one or more “secondary” research theme.

Here is an example (for the Graphene Basic Research):

Primary themes	Level
In-situ and ex-situ quality control of GRMs	Please select thematic level
Controlling doping in high quality large-area graphene	Primary
GRMs for smart textiles	Please select thematic level
Functional coatings using GRMs	Secondary
GRMs for corrosion pre-vention and as lubricants	Please select thematic level
GRMs for thermal management and thermoelectrics	Please select thematic level
Biorecognition of specific disease markers using GRMs	Secondary
Highly selective gas sensors based on GRMs	Please select thematic level
GRM - based bioelectronic technologies	Please select thematic level

Project key words must be provided in the field shown below. The other fields can be safely ignored.

Key words (please separate each word with semicolons)

Did you register the project at a previous edition: [dropdown] Year: [input] Project Acronym: [input]

Follow-up project previously funded: [No dropdown] Acronym of the project: [input]

Is the project linked to a programme Investments for the Future programme (PIA)? [dropdown]

Save Cancel

**List of Research Funding Organisation**

Name of the Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
ANR	<input type="checkbox"/>	Partner 1
MINECO	<input type="checkbox"/>	Partner 2

<sup>2</sup> See the definitions in the Commission’s framework for state aid for research and development and innovation: [http://ec.europa.eu/competition/state\\_aid/modernisation/rdi\\_framework\\_en.pdf](http://ec.europa.eu/competition/state_aid/modernisation/rdi_framework_en.pdf).

### 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 and the Flagship partnership proposal form in PDF format (as a reminder the pre-proposal should not exceed 10 pages). The template for those two forms can be downloaded on the call webpage.

**Submit the scientific document**

Authorized Format: PDF. Max. size : 10 Mb

Attention, scientific document cannot exceed the maximum number of pages described in the text of the call for proposals. Your project may be written in English or French, depending on the terms of the call for proposals. Specify the language of the scientific document

French  English

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

The content of the scientific document is described by the documents related to the call.

Parcourir... Aucun fichier sélectionné.

Submit the scientific document

No scientific document submitted for this project.

**Annex to the scientific document**

Authorized Formats: PDF, Microsoft Office (until 2010). Max. size : 10 Mb

Parcourir... Aucun fichier sélectionné.

Submit

Upload the proposal document in PDF format.

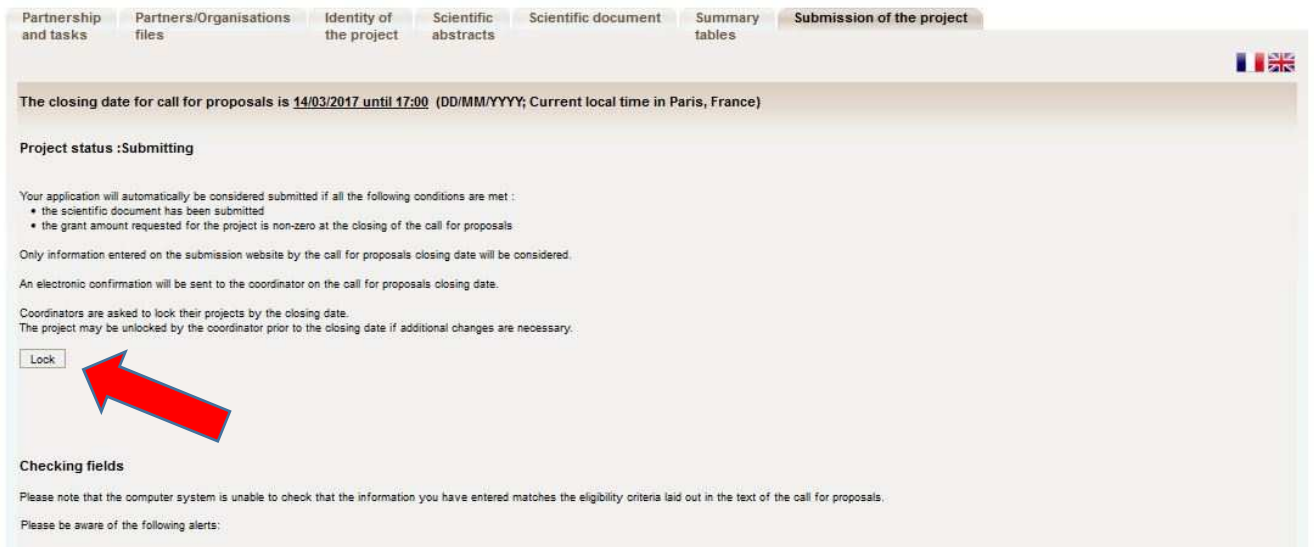
Upload the Flagship partnership proposal form

### 3.3.6. Summary tables

Since the financial data asked for the first stage of the Call is only the “simplified entry”, this tab presents incomplete information and can be safely ignored at this stage.

### 3.3.7. Submission of the project

The tab provides information on the proposal validity. Alerts shown in red are blocking issues for the submission. If there are no blocking issue, the coordinator can lock the proposal. **At the closing date, all locked proposal will be considered as submitted.** When the proposal is locked, PIs from other partners cannot modify their information. The coordinator can unlock the proposal until the call deadline to further update it. Proposals which are not locked at closing time might be considered as submitted if they are complete, for example if they have been unlocked for implementing updates which do not impact the eligibility and not locked again. A confirmation email is sent to all proposal coordinators at call closure, mentioning the status of the proposal.



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

The closing date for call for proposals is **14/03/2017 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.

Checking fields

Please note that the computer system 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: