Call 2017
ELECTRONIC SUBMISSION SYSTEM
GUIDELINES FOR APPLICANTS

Joint Call Secretariat:
Fabien Guillot
fabien.guillot@anr.fr
+33.1.73.54.81.97

https://www.flagera.eu/

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<td>Clarification that the “summary tables” tab can be safely ignored (p.14)</td>
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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 page1.

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.

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**
  

- **Graphene – Applied Research and Innovation**
  

- **HBP – Basic and Applied Research**
  

**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.

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*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
SUBJECT: Activation de votre compte / Account Activation

Hello,

This is an automated email with your login 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: R0369565270
Login: beatrice.arulphy@anr.fr
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?uuidP=3c317f0d-491f-44af-8520-d10a6b67a66

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:
2.4. Authentication page

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

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.
3. How to create your proposal

3.1. Submit a proposal

![My proposals interface]

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 interface]

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

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. 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).
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.
Administrative data

Select the administrative category of the project partner between:

- 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:
  - Graphene Basic Research: Select “Fundamental research”.  
  - Graphene Applied and Innovation: Select “Industrial Research” or “Experimental development” depending on the main focus of your project. 
  - Human Brain Project: Select “Fundamental research” or “Industrial Research” 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):

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

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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.

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

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.