



Call 2019
ELECTRONIC SUBMISSION SYSTEM
GUIDELINES FOR APPLICANTS

Joint Call Secretariat:

Sergueï Fedortchenko

serguei.fedortchenko@anr.fr

+33 1 78 09 80 37

<https://www.flagera.eu/>

Table of contents

1.	Introduction.....	3
1.1.	About your proposal.....	3
1.2.	About the submission system	3
1.3.	Roles in the submission process.....	3
2.	How to connect	4
2.1.	Submission websites	4
2.2.	Create an account	4
2.3.	Activation of your account	5
2.4.	Authentication page	6
2.5.	User role	7
3.	How to create your proposal.....	7
3.1.	Submit a proposal.....	7
3.2.	Identification of the project	8
3.3.	Information about your submission	9
3.3.1.	Partnership and tasks	10
3.3.2.	Partners/Organisations files	12
3.3.3.	Identity of the Project	14
3.3.4.	Scientific Abstracts	16
3.3.5.	Scientific Document.....	17
3.3.6.	Summary tables.....	Erreur ! Signet non défini.
3.3.7.	Submission of the project.....	17

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-2019/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 2019 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.

¹ https://www.flagera.eu/wp-content/uploads/2018/11/FLAG-ERA_JTC2019_Pre-Proposal_Form.doc
https://www.flagera.eu/wp-content/uploads/2018/11/FLAG-ERA_JTC2019_Graphene_Flagship_Partnering_Proposal_Form.docx
https://www.flagera.eu/wp-content/uploads/2018/11/FLAG-ERA_JTC2019_HBP_Flagship_Partnering_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=1349
- **Graphene – Applied Research and Innovation**
https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1350
- **HBP – Basic and Applied Research**
https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1342

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 below². 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.

²The following screenshots correspond to the HBP – Basic and Applied Research sub-call. The interfaces for the three sub-calls are identical, except for one point regarding the association to the Flagship that will be detailed in this document.

Welcome to the ANR's online project submission platform.
You selected the Call:
FLAG-ERA - HBP - Basic and Applied Research 2019

- 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:

- Each modified page must be saved before going to the next one. If you do not click on save, the page will not be preserved.
- Be careful about the Call closing date and time. No changes will be possible after the submission closing date.

We thank you for your interest and wish you a successful submission.

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://aap.agencerecherche.fr>).
Please click on the link below and follow the procedure to complete the activation of your account.

User Reference : R0683531S299
Login: serguei.fedortchenko@anr.fr
Activation link: <https://aap.agencerecherche.fr/layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=3cd289f5-7640-4016-a198-a412cc5ed2ea>

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.

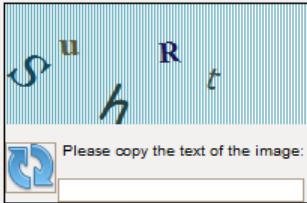
Activate your account

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

Authentication Page

Email address:

Password:

[Forgotten password / Generate a new password](#)

To submit a new proposal, please go to the Call page on the [ANR website](#).

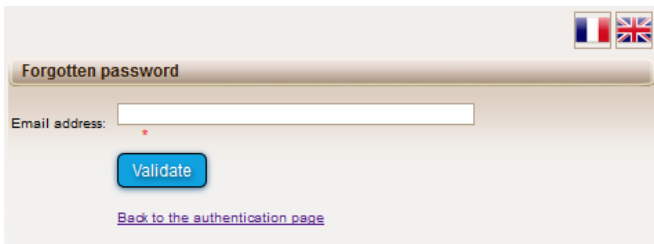
For any information, please contact the person in charge of the Call: [Contacts](#), [FAQ](#)

Remarks:

- We advise you to allow popups from your browser settings.
- Cookies and JavaScript must be enabled.

[Message to experts and co](#)

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



Forgotten password

Email address:

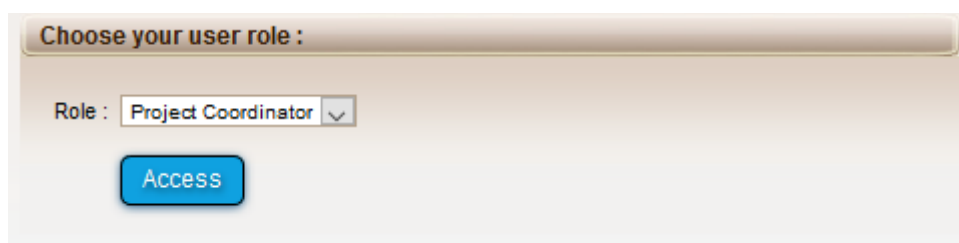
[Back to the authentication page](#)

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.

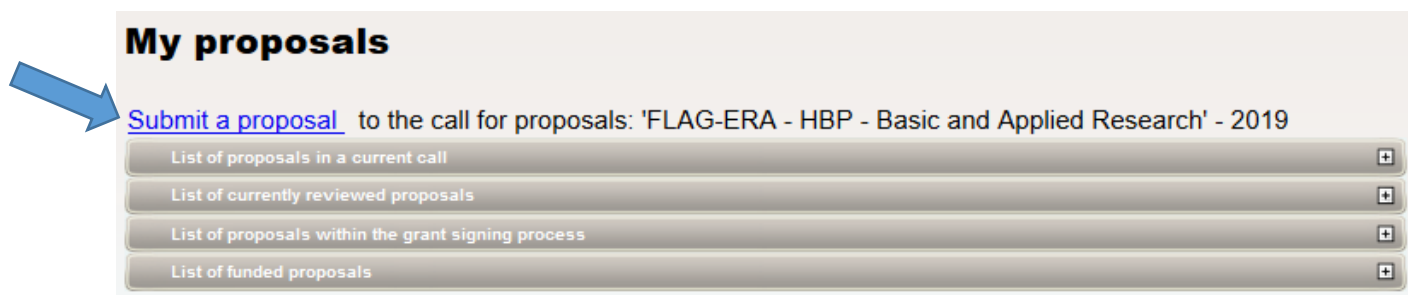


Choose your user role :

Role :

3. How to create your proposal

3.1. Submit a proposal



My proposals

[Submit a proposal](#) to the call for proposals: 'FLAG-ERA - HBP - Basic and Applied Research' - 2019

List of proposals in a current call

List of currently reviewed proposals

List of proposals within the grant signing process

List of funded proposals

3.2. Identification of the project

Please fill in the informations below to create your project.
These will remain modifiable until the close of the call for projects.

Identification of the project

✱ Capture rectangulaire

Project acronym

Project French title

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

Project English title

Select if the project is mainly Fundamental research or Industrial Research.

R & D categorie

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
Mister

First name
Sergueï

Last name
Fedortchenko

Email
serguei.fedortchenko@anr.fr

Title
Otherctangulaire
Project Officer

Project coordinator
☒

Research organisation of the partner

Country
Select a country

Category
Select a category

Name

Partner acronym

Research Funding Organisation

Comment (regarding the choosen Research Funding Organisation)

Save

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





Sergueï FEDORTCHENKO
Project Coordinator

AAP: FLAG-ERA - HBP - Basic and Applied Research - Edition: 2019 -
Proposal: TEST

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.

AAP: FLAG-ERA - HBP - Basic and Applied Research - Edition: 2019 - Proposal: TEST

Partnership and tasks



Partners/Organisations files

Identity of the project

Scientific abstracts

Scientific document

Submission of the project



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.


Display By country

	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)			0.00							
<input type="checkbox"/>	TEST Laboratory		Public Laboratory	0.00	Mr	Sergueï	Fedortchenko	serguei.fedortchenko@anr.fr	PI	<input checked="" type="checkbox"/>	ANR

	Belgium (1)			0.00							
<input type="checkbox"/>	TEST Laboratory 3		Public Laboratory	0.00		Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.be	PI	<input type="checkbox"/>	FWO

	Spain (1)			0.00							
<input type="checkbox"/>	TEST Laboratory 2		Public Laboratory	0.00		Firstname	Lastname	firstname.lastname@testlaboratory2.es	PI	<input type="checkbox"/>	AEI

 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](#)

Title

Project coordinator ☐

Research organisation of the partner

Country *

Name *

Partner acronym

Research Funding Organisation *

Comment (regarding the choosen Research Funding Organisation)

[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.

AAP: FLAG-ERA - HBP - Basic and Applied Research - Edition: 2019 -
Proposal: TEST

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	TEST Laboratory (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Belgium (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"/>	FWO
	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
	Total	0.00	0.00	0.00	0.00	0.00		

Selected partner

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 : TEST Laboratory

Principal Investigator/Scientific manager

Scientific team partner's member

Other

Save

Cancel

Administrative data

Administrative data Financial data

Mandatory information needed for registration form

Partner/Organisation : TEST-L

Partner country

Partner category

Name of the partner (research organisation, private company,...)

Acronym of the partner

Research Funding Organisation

Comment (regarding the chosen 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

Financial data

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

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	TEST Laboratory (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Belgium (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"/>	FWO
	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
	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**

[Detailed entry](#)

Full cost (€) Requested Funding (€)

For all partners, only the simplified entry is required. Do not use the detailed entry.

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.

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

* Mandatory informations to validate form

General information

Project Acronym: TEST

Project French title: Testing the Electronic Submission Tool

Project English title: Testing the Electronic Submission Tool

Duration in months: 24

Financial instrument: 24

Primary societal challenge: 36

R & D categorie: Fondamental research

Further information

I agree that my partnership form will be sent to Flagship representatives
I do not wish my partnership form to be sent to Flagship representatives

Key words (from the call for proposals)

Key words (please separate each word with semicolons)

Did you register the project at a previous edition

Follow-up project previously funded

Indicate the duration of your project (24, 30, or 36 months).

Select if the project is mainly Fundamental research or Industrial Research.

Project key words must be provided here.

Questions regarding your history with FLAG-ERA

This part is **specific to HBP** (see the part on the "Association to the Flagship" on page 9 of the Call Announcement). Please click on **one of the two choices**, and then **click on the blue button containing the right arrow** to confirm your choice.

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:**
 - **HBP:** Select DS04 – Vie, santé et bien être,
 - **Graphene** : Select DS07 – Société de l'information et de la communication.
- **R&D categories:**
 - **Graphene Basic Research:** Select "Fundamental research"³.
 - **Graphene Applied and Innovation:** Select "Industrial Research".
 - **Human Brain Project:** Select "Fundamental research" or "Industrial Research".

³ 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.

Call topic

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

The screenshot shows a window titled "Research themes". Below the title bar, there is a text instruction: "Choose the research themes (Min 1 Max 12) from the 12 available themes (as well as the sub-themes)". To the right of this text is a button labeled "Select research themes". Below this is a section titled "Sources of funding" which contains a table titled "List of Research Funding Organisation". The table has three columns: "Name of the Research Funding Organisation", "Associated to the project", and "Associated to the partner(s)/organisation(s)". The rows are: AEI, ANR, and FWO. The "Associated to the project" column has checkboxes, and the "Associated to the partner(s)/organisation(s)" column has text labels: "TEST Laboratory 2", "TEST Laboratory", and "TEST Laboratory 3". At the bottom left of the window are "Save" and "Cancel" buttons. A blue line points from the "Select research themes" button to a larger, detailed view of the theme selection process shown in the next block.

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 Laboratory
FWO	<input type="checkbox"/>	TEST Laboratory 3

The bottom of the window shows a summary of the research funding organisations per partner.

This is a detailed view of the "Choose the research themes" dialog box. It has a title bar and a main content area. The title bar contains the text: "Choose the research themes (Min 1 Max 12) from the 12 available themes (as well as the sub-themes)". The main content area is divided into two sections. The top section is titled "Caption:" and contains two checkboxes: "Research theme" and "Research sub-theme". Below this is a text label: "Specific project theme / sub-theme". The bottom section is a list of 12 research themes, each with a checkbox: "Automated construction and analysis of models of neurons and networks", "Disease modelling and simulation", "Development and maturation of cognitive processes and multisensory integration at micro- and macro-scales", "Neuron data format standardization", "Predictive neuroinformatics: A trans-species approach", "Reconstruction of neuronal morphology from microscopic image data", "Single cell RNA sequencing of human and mouse brain", "Studies on biological deep learning and combined declarative and working memory", "Subcortical structures: from cognition to action", "Testing neuronal models at multiple scales", "The neuroscience of decision-making", and "The role of neurotransmitter systems in human cognition". At the bottom of the dialog box are "OK" and "Back" buttons.

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.

3.3.6. 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	Submission of the project
-----------------------	------------------------------	-------------------------	----------------------	---------------------	---------------------------



The closing date for call for proposals is 19/02/2019 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 filled**
- **The abstract in English is empty**

Partner/Organisation 1 : [TEST Laboratory \(Coordinator\)](#)

- **The management and structural fees are zero**
- **Grant amount requested by the partner is zero**
- **The partner has not entered all of the required fields under administrative data**

Administrative and financial document of the project

[Generate](#) The creation of the document is planned. This may take a few minutes. When done, a link for download will be displayed here.