The Flagship ERA-NET - www.flagera.eu

JTC 2023
ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR APPLICANTS

Joint Call Secretariat:

Mathieu Girerd

mathieu.girerd@anr.fr

+33 1 73 54 82 13

Table of contents

1. Introduction

1.1.   About your proposal

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

https://www.flagera.eu/flag-era-calls/flag-era-joint-transnational-call-jtc-2023/jtc2023-call-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) following the template available on the call page.

1.2.   About the submission system

The FLAG-ERA JTC 2023 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. 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 change their information. Only the coordinator is allowed to modify the project-level information.
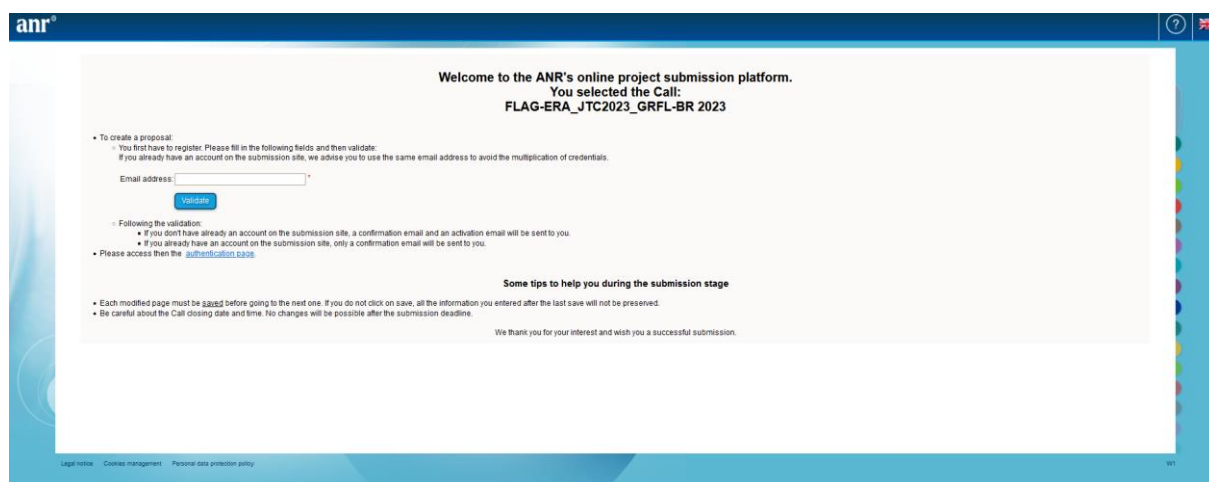
2. How to create your proposal

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

There are three sub-calls to the JTC 2023. Each of them is associated to a specific URL to request the creation of the proposal:

- Graphene (basic research)
- Graphene (applied research and innovation)
- HBP (basic and applied research)

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.
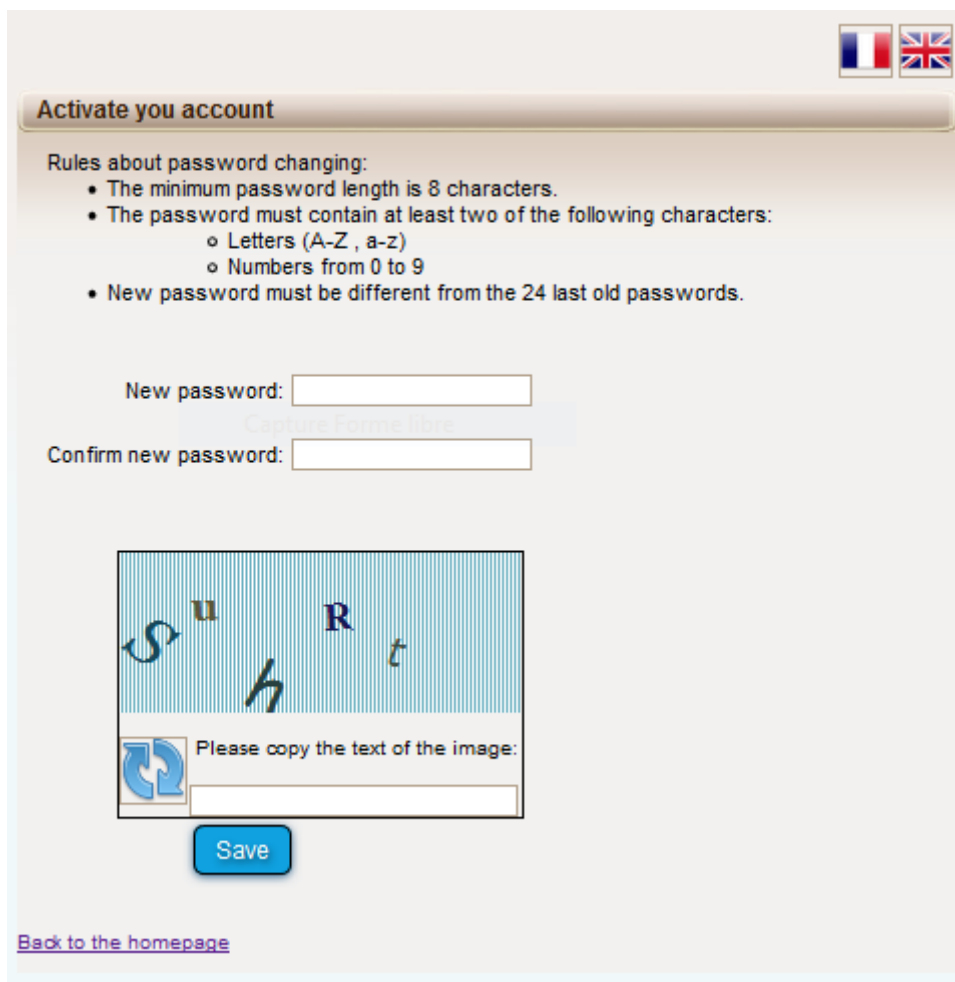
User Reference : R0743708S207
Login: anna.ardix@gmail.com
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=46323044-3831-3637-2d39-4630442d3445

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.*
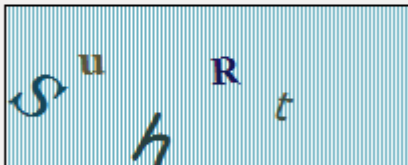
Activate you account

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.
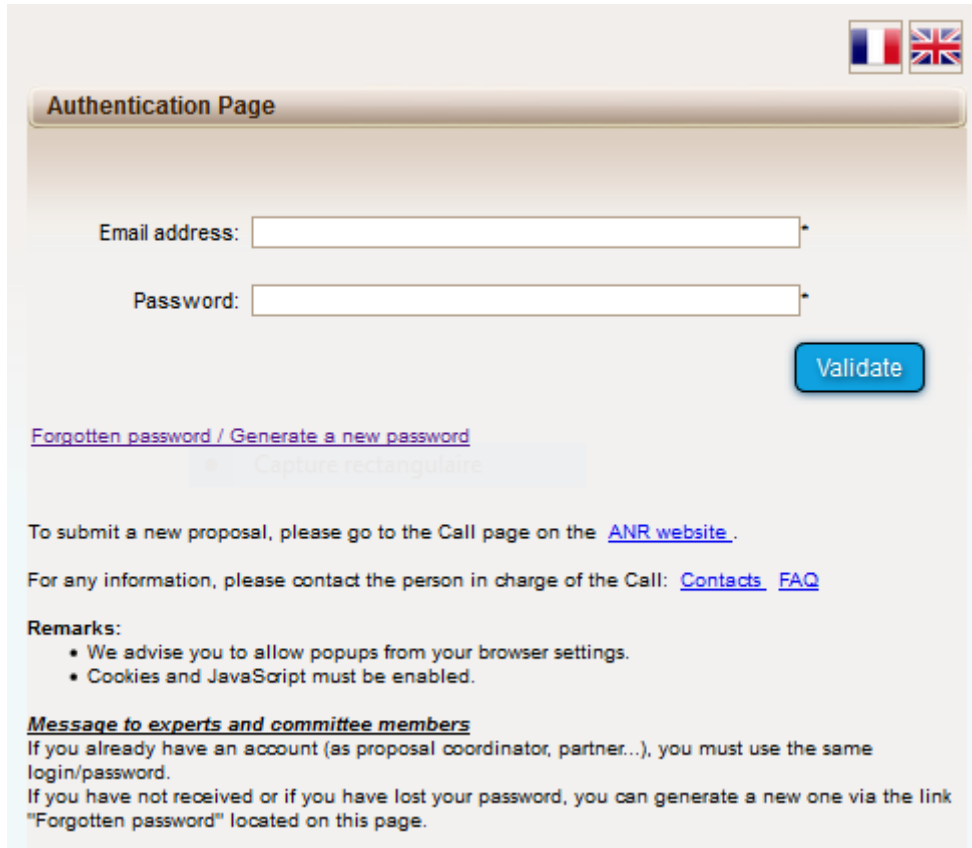
New password: _____

Confirm new password: _____

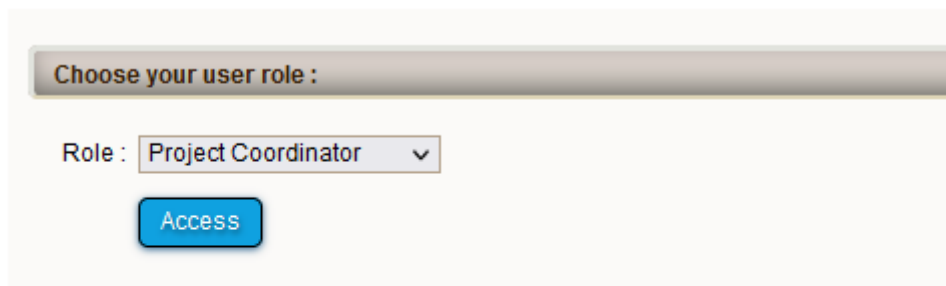Please copy the text of the image: _____

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.

Then, select 'Project Coordinator'.

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: 'FLAG-ERA_JTC2023_GRFL-BR' - 2023

☐ 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	Autres Multilatéraux ⌄ *
R & D categorie	Fondamental research ⌄ *

> 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	Madam ⌄
First name	Anna
Last name	Ardizzoni
Email	anna.ardix@gmail.com
Title	Researcher
Project coordinator	☑

Research organisation of the partner

Country	Select a country ⌄ *
Research Funding Organisation	⌄ ⓘ *
Comment (regarding the choosen Research Funding Organisation)	
Category	Select a category ⌄ *
Name of the research structure	_____ *
Acronym of the research structure	_____

3.2. Information about your proposal

Once you have provided the project and coordinator 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: FLAG-ERA_JTC2023_GRFL-BR - Edition: 2023 - Proposal: Test ANR

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

Partnership

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.

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).

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.

Sub-tab *Administrative data*

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*

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

<u>Proposals with French partners</u>: French partners must detail the breakdown of the costs.

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.

Select the topic(s) involved in your project.

3.2.4. Scientific Abstracts

Under this tab should be provided the <mark>project abstract</mark> as also provided in the proposal document. The version provided under this tab are used for reviewer assignment.

Non-confidential abstract or summary in English

(number of characters: 0 / 4000)

Save   Cancel

3.2.5. Scientific Document

Under this tab must be uploaded the proposal document in PDF 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.

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. <u>The submission is automatic</u>. 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 <u>14/12/2022 until 17:00</u> (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]