ERA4CS Joint Call on Researching and Advancing Climate Services Development by Advanced co-development with users (topic A)

ELECTRONIC SUBMISSION PLATFORM

GUIDELINES FOR APPLICANTS
I. IMPORTANT INFORMATION

**IMPORTANT:** The online platform corresponds to an adaptation of the French National Research Agency (ANR) electronic submission tool. In accordance, you will find certain fields that are blocked (or could not be removed) because they are solely focused on French Applicants. As these fields are considered irrelevant to this Call, please disregard these aspects when filling in the data of your pre-proposal. Please follow these Guidelines for the Electronic Submission Platform, in order to make sure you do not miss any important information you should provide.

**NOTE:** You can choose the language of your screen (French or English) by clicking on the flag at the top of the screen (right side).

**Consortium Composition**

For each project, a Lead Project Investigator is appointed. Each project Partner appoints a scientific and technical representative for his/her team (the Principal Investigator - PI -). The Lead Project Investigator will create the pre-proposal in the submission platform and add the project Partners. Once that is done, Partners will receive an invitation mail to connect to the platform. They will be able to check the information provided by the Lead Project Investigator and modify their administrative and financial data if necessary.

**Each modified page in the submission platform must be saved before going to another page.**

You will find information marks 📜 for clarification at different places where the text could not be changed or besides some important fields.
2. HOW TO CONNECT

1. Go to https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1089

2. The window below will appear:

![Welcome to the ANR's online project submission platform. You selected the Call: Era4CS - Topic A 2016.](image)

3. If you did not have an account, Insert Last Name, First Name and email address, and click on “VALIDATE”.

4. You will get a pop-up window:

![Activation email sent. Please check your mail box.](image)
5. An email will be sent to you in the following format (if you do not receive the email, PLEASE CHECK YOUR SPAM FOLDER):

De : SIM ANR [mailto:simnoreply@agencerecherche.fr]
Envoyé : lundi 29 février 2016 10:32
À : the e-mail address you provided will be here
Objet : ANR 2016 : login & password

Bonjour,
Voici votre Login et Mot de passe au système d'information de l'ANR : https://recette-aap.agencerecherche.fr
Login : your e-mail address will be there
Mot de passe : xxxxxxxxxxx

Dear colleague,
Here are your Login and Password for the ANR information system : https://recette-aap.agencerecherche.fr
Login : your e-mail address
Password : xxxxxxxxxxx

6. Open the link in your browser, and the following screen will be displayed:
If you request a new password, you must provide your e-mail address on the following screen: An e-mail will automatically be sent to your INBOX.

7. After validation, you will get a new screen asking you to choose your user profile: Project Coordinator or Project Partner. Please click on “Project Coordinator” and then “Access”:

3. HOW TO CREATE A PROPOSAL

1. After accessing the platform, you will be presented the following screen (please understand that the screenshot is just an example, and if this is the first time you login, you will not have any proposals listed):
2. Click on “Submit a proposal”, which will direct you to the “Identification of the project”: page:

![Identification of the project](image)

ACRONYM IS LIMITED TO 30 characters. These fields can be changed until the deadline of the Call.

3. After inserting the **ACRONYM** and the **TITLE** of your proposal, click on “Save”.

   **NOTE**: Please note that from the second time you will connect to the submission platform, you will be presented with the “My proposals” page (below), where you will be able to select the proposal you want to complete.

![My proposals](image)

4. You will now 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):

   **TAB 1**: Partnership and tasks  **TAB 2**: Partners/Organisations files  **TAB 3**: Identity of the Project  **TAB 4**: Scientific Abstract  **TAB 5**: Scientific Document  **TAB 6**: Summary Tables  **TAB 7**: Submission of the project
By default, you will first be directed to the “Identity of the project” page:

5. “Acronym” and “Project Title” will be automatically filled in using the information you provided previously.

**NOTE:** “PROJECT FRENCH TITLE” disregard this field and copy and paste the “Project English Title”.

6. Select “Duration in months”.

7. If you scroll down the screen, you will be presented with the list of the three sub-topics (named here “sub-domains”), which are all described in the Call Announcement. Please select “Primary Theme” and the sub-topic(s) addressed in your project. You can distinguish which one of the three sub-topics is the one that fits best to your proposal topic.

8. You must also answer some questions concerning the proposal and provide keywords defining the research domains of your proposal. An open field section of “Keywords” allow you to introduce extra keywords not mentioned in the previous section. Keywords must be separated by semicolons.
9. After you Save, a pop-up window will appear to remind you any forgotten field and the need to save data before leaving this tab. Here is an example below:

When all the fields have been properly completed you will get a confirmation from the system when saving:

10. Move to the "Partnership and tasks" Tab. Here the Coordinator will ADD and REMOVE partners and will define the roles. In the pre-proposal stage, FOR EACH PARTNER, it is only needed the information of the Principal Investigator. There is no need to describe the whole research team that is lead by each Principal Investigator.
4. HOW TO ADD PARTNERS

The **Partnership and tasks** TAB allows the coordinator to add/remove the partners of the consortium. The table below is automatically filled as you provide information on each or your partner.

1. The Coordinator must click on “Add new partner/organisation” in the bottom of the Table.

2. A pop-up will ask you for confirmation and you can confirm it by clicking “OK”:

![Add new partner/organisation pop-up](image)
3. Fill in the data related to the Organisation and Principal Investigator (CHECK THE NOTES IN THE FIGURE) and click on “SAVE”:

The Partnership table will be automatically updated.

4. The partner will receive the following invitation:

If you do not read French, please go to the second part of this message:

Bonjour,

Vous avez été invité par Monsieur/Madame XXXXX afin d’être partenaire du projet “XXXXX” qui va être soumis à l’appel à projet Era4CS - Topic A. Veuillez-vous connecter au SIM de l’ANR en utilisant les identifiants que vous recevrez dans un second mail.

https://aap.agencerecherche.fr

Si vous ignorez d'où provient cette sollicitation, nous vous remercions de prendre contact avec Monsieur/ Madame XXX (xxxxxx@xxx.fr).

This is an automatic e-mail message generated by the ANR electronic submission system. You have received this message because you were registered as partner in the "XXXXX" project by the Principal Investigator.

Cordialement,

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Dear Madam, Dear Sir,

You have been invited by Mr/Ms XXXXX to be partner of the proposal « XXXXX » which will be submitted to the 2016 Joint Call Era4CS - Topic A. Please log in to the SIM platform of ANR, using the
username and password you will receive in a second e-mail. If you lost it, you can ask a reminder from the authentication screen.

https://aap.agencerecherche.fr

If you ignore where this invitation comes from, please contact Mr/ Ms XXXXX (XXXX@xxxxx.fr).

This is an automatic e-mail message generated by the ANR electronic submission system. You have received this message because you were registered as partner in the "XXXXXX" project by the Project Coordinator.

Yours sincerely,

5. The Partner receives a second email with his/her personal login and password.

6. The Coordinator receives a copy of the invitation email sent to the Partner.

**IMPORTANT NOTE TO PARTNERS:**

From this moment a project Partner will be able to connect into the submission platform and check the information provided by the project Coordinator. He/She will be able to change the administrative and financial information about him/her and his/her team if necessary.

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**5. HOW TO DELETE/MODIFY PARTNERS**

The first column (tick boxes) you use it to select the partners and access the information. If you need to modify the information provided for a given Partner, you must click on Modify.

As you may have noticed, the Coordinator can also delete partners. To remove a partner, you must select the partner you want to delete (by ticking the box in the first column) and click on “Delete selected partners/organisations”), as explained below:
A pop-up window appears after clicking on **Delete selected partners/organisations**:

After clicking on **OK** the selected partner is removed from the synthetic Partnership table.

When a partner is deleted he/she gets out of the project and his/her rights to access to the submission platform are removed. He/she and the declared members of his/her team will receive an e-mail notifying they are no longer part of the project:

**If you do not read French, please go to the second part of this message:**

Bonjour,

À la demande de Monsieur XXXXX, vous n’êtes plus partenaire du projet “XXXXXXX”. Vous n’avez donc plus accès à ce projet.

Si vous pensez qu’il s’agit d’une erreur, nous vous remercions de prendre contact avec Monsieur XXXXX (xxx@xx.fr).

Cordialement,
L’Agence Nationale de la Recherche

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Dear Madam, Dear Sir,

Following the request from Mr XXXXX, you are no longer a partner of the proposal "XXXXXXX". You don't have access to this project anymore.

If you think that this a mistake, please contact XXXXX (xxx@xx.fr).

Yours sincerely,
The French National Research Agency
6. HOW TO EDIT PARTNERS

To provide the administrative and financial data requested for you and your partners you must move to the Partners/Organisations files Tab:

When you click on the Partners/Organisations files Tab you will first get a pop-up window:

In the top of this Tab you will find a synthetic table summarizing the budget by partner in the Consortium. Before filling the Administrative and Financial data tabs you must select the partner (just click on Select in the first column).
2. You can add the members of each Partner team.

3. Search a member of the Partner team in the data base
4. If you don’t find this person in the data base, create a profil:

5. Add this person as member of the Partner team
7. HOW TO FILL IN THE BUDGET TABLE

The data concerning the budget of your proposal will be provided in the Financial data tab. Since you already selected the partner you are providing information for when using the administrative data tab, you do not need to select him/her again to fill this tab.

At this stage, for each PI, you just have to inform the requested funding and the full cost of your project as indicated here:
In the Tab Scientific Abstracts, you need to write a non-confidential abstract of your project (limited to 2000 characters). If the project is finally recommended for funding, the abstract will be published (after update if necessary). You can Copy/Paste the Project summary of your pre-proposal here but please, be aware that this field is limited to 2000 characters.
9. UPLOAD OBJECTIVE DOCUMENT AND ANNEXES

To upload the Objective document (part 7 of the Pre-proposal template converted in PDF format, 2 pages max.) you must go to the Tab Scientific Document. This tab allows you to upload the references (part 8 of the pre-proposal form) and 1 page CV for each PI:

**Important**: Just click on search to upload your documents. A red sentence appears if the scientific document is lacking. The Scientific Document of your research project must not exceed the maximum number of pages indicated in the Call Announcement nor the maximum size (10 Mb). The Coordinator can upload or remove the scientific document and consult annexes.
10. HOW TO LOCK THE SUBMISSION PROCESS

The Tab Submission of the project allows you to submit your proposal:

The aim of this tab is to check that all the required information has been completed.

The Coordinator can lock any modification by clicking on the Lock button. Since then, all the partners can access to the proposal on read-only mode.

A pop-up will ask you for confirmation:
In the lower half of this tab you will find in red font things you should check before submitting:

- No scientific document has been uploaded
- The title in English is empty
- The "continuation of previous-funded project" field is empty
- The abstract in English is empty
- No principal research theme has been entered for your project

Partners/Organisations:
- The management and structural fields for the following partners are empty:
  - RD
- Grant amount requested by the following partners is zero:
  - RD
- In the case of international programmes or partners without funding, this message does not apply to non-tranche partners.
- The following partners have not entered their identity information:
  - 
  - 
- The following partners have not entered all of the required fields under administrative data:
  - Partnerorganisation no. 1
  - Partnerorganisation no. 2
  - RD

Please note that when the proposal is locked it can be unlocked later on if necessary by clicking on the Unlock button:

The project is automatically submitted at the closing date (if the scientific document is uploaded and the requested funding is different from 0).
After the closing date, the project can be seen by all the project partners but it cannot be changed any more.

**NOTE**: Please note that as project Coordinator, you cannot delete a proposal you have created. If you want to delete a proposal, you must send a request to the Call Secretariat (johann.muller@agencerecherche.fr)