

# Proposal Submission Service User Manual

23/03/2018



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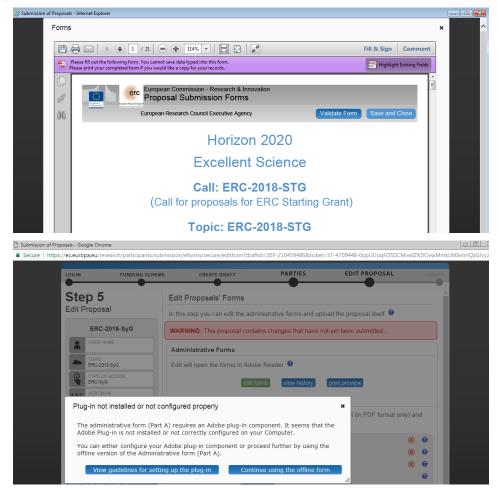
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# **CHAPTER 1: INTRODUCTION**

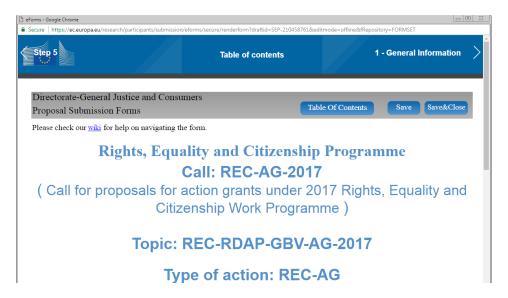
The European Commission's Online Submission Service (hereinafter referred to as 'Submission Service') is designed to automate the documentation submission process for organisations and individuals interested in submitting proposals for funding under various EC program initiatives.

# **Document Scope**

The purpose of the Proposal Submission Guide is to describe how <u>Beneficiaries</u> can prepare and submit a <u>Proposal</u>. Please note that there are two different <u>Submission system</u> technologies. This guide is applicable for calls which use a pdf-based administrative form. In <u>Step 5</u> of the submission system, click on the **edit form** button. If the administrative form looks like an embedded pdf form, or you get the message below requesting to open it with Acrobat, i.e. like the one below, this guide is applicable to you.



On the contrary, if the form looks like a webpage (i.e., you can read "eForms" on the top of the emerging window), it means that the call uses a web-based administrative form. Please use this other version of the submission manual, instead:



## **Document Structure**

The purpose of the Proposal Submission Guide is to describe how <u>Beneficiaries</u> can prepare and submit a <u>Proposal</u> for an open <u>Call</u> using the <u>Submission system</u>. The document also provides additional reference information about the Service, as well as troubleshooting and configuration advice.

The following sections of information are available:

- CHAPTER 1: INTRODUCTION provides information and links to the relevant resources, a high level description of what you will need to prepare prior to your submission, a list of user actions, and contact and support information.
- CHAPTER 2: SUBMITTING YOUR PROPOSAL THROUGH THE ONLINE SUBMISSION SYSTEM provides step-by-step guidance on how to submit your information using the Commission's online system.
- CHAPTER 3: REFERENCE GUIDE TO SCREENS, ROLES & ACCESS TO USER ACTIONS
  describes the screens and the basic tasks you can perform using the system, as well as a
  description of the user roles in the system.
- APPENDIX A: COMPATIBILITY & TROUBLESHOOTING YOUR SYSTEM CONFIGURATION
  provides general information on common issues and solutions relating to system compatibility,
  configuration, and troubleshooting.
- APPENDIX B: REGISTRATION provides instructions on how to register a new account with the European Commission Authentication Service (EU Login).
- APPENDIX C: CALLS WITH SPECIFIC CONTACT ROLES contains examples and guidelines related to rare cases with calls that require specific contact roles in the proposal submission process.
- The GLOSSARY section contains descriptions of the most common specialised terms that you might come upon in this document.



# **The Proposal Submission Process**

# **Learning about the EC Grant Proposal Process**

It is very important that you familiarize yourself with the overall research and innovation grant process by first consulting the <u>HOW TO PARTICIPATE</u> page on the <u>Participant Portal</u>. There you will find a wealth of information including the <u>Horizon 2020 Online Manual</u>, numerous <u>Reference Documents</u>, the <u>Participant register</u>, a <u>Financial Capacity Self-Check</u>, as well as important information on the participation of <u>Micro, Small and Medium Enterprises (SMEs)</u>. Please read through all these resources prior to starting your Submission process.

# Proposal Submission Preparatory Checklist

In preparation for your online application submission process, you must go through the following steps:

- 1. Decide on the funding opportunity that you want to apply for. <u>Funding Opportunities</u> are categorised as <u>Work Programmes</u>, <u>Calls</u>, <u>Topics</u> and <u>Types of Actions</u>. Programmes are listed under the Horizon 2020 title.
- 2. Select your <u>Partners</u>. Most calls require a <u>consortium</u> of three organisations (i.e. <u>participants</u>). Relevant information can be found on the Participant Portal.
- 3. Register as a user in the European Commission Authentication Service (EU Login). For instructions also see Appendix B at the end of this document.
- 4. Your organisation and your Partner organisations must register in the <u>Participant register</u> through the <u>Participant Portal</u> and receive a Participant Identification Code (<u>PIC</u>). Additional information is available in the <u>Participant register Manual</u>.

#### **Quick Steps to the Online Submission Process**

The following basic user actions are involved in the online submission process. Refer to Chapter 1 for the detailed step-by-step procedures.

- 1. Login to the Participant Portal and Select your Topic
- 2. Create Draft of your proposal
- 3. Manage Your Related Parties
- 4. Edit Proposal draft form, download templates, complete all required information, upload files and submit your proposal
- 5. Following submission, you can re-edit, download or withdraw your proposal (except for continuously open calls where you can only download the proposal)
- 6. Invite Partners to the process

### **Accessing Your Draft and Submitted Proposals**

You can access your saved proposal drafts as well as your submitted proposals at any time, from the My Proposals page in the Participant Portal (you must be logged in). Alternatively, you can access

your proposals from the <u>My Organisations</u> page in the Participant Portal using the button for the organisation.



# **Contact and Support**

For questions on any aspect of grant applications and the EU Research Framework Programmes, including participant registration and data updates, please refer to the *Horizon 2020 Helpdesk*.

For any IT-related problems that you might experience with the Submission system, please contact the Research IT Helpdesk.

Once you have started the submission process, additional contact information is available at the bottom of the submission page.

# CHAPTER 2: SUBMITTING YOUR PROPOSAL THROUGH THE ONLINE SUBMISSION SERVICE WIZARD

Once you have your EU Login username and password, your <u>PIC</u> and your Partners' PICs, you can start the submission process by logging in to the Participant Portal and using the European Commission's online Submission Service Wizard.

The submission process consists of 5 differentiated steps. Please, see below the different actions to be taken for each one of these steps.

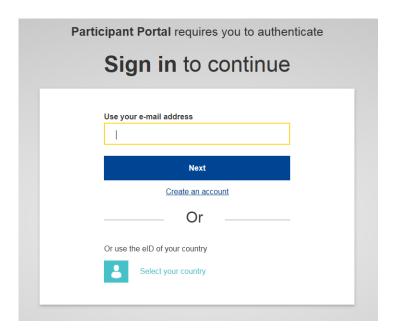
# Steps 1 and 2: Log In & Select Your Topic

To log in, perform the following steps:

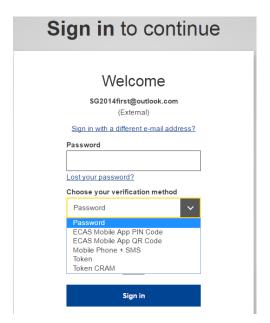
 Go to the Participant Portal: http://ec.europa.eu/research/participants/portal/desktop/en/home.html



2. Click the **Login** button. You will be prompted to authenticate through the **Sign in** screen:



3. Enter your EU Login (i.e. your registered email address, check <u>APPENDIX B: EU LOGIN REGISTRATION</u> if you do not have an EU Login yet). Click **Next.** 



4. Enter your password; and then click the authentication method by default, but under **Chose your verification method**, you will have the possibility to select different methods to authenticate. Please check <u>How to authenticate</u> with <u>EU Login in the Participant Portal</u> to learn more).

To select a call topic, perform the following steps:

1. Once logged into the **Participant Portal**, you will need to select the *Call Topic* for which you will submit your proposal.

Note: A Programme comprises many Calls and each Call can have one or more Topics. A submitted proposal is always for one Topic.)

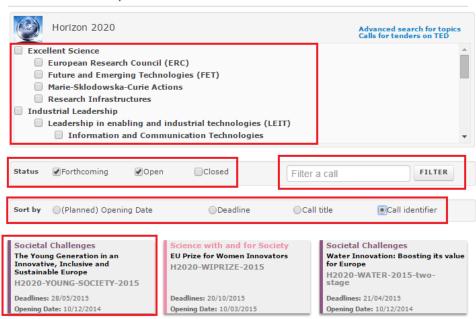
2. Click on Funding Opportunities.



- 3. Click on a Call category. You can filter the Call results list in the following ways:
  - To sort the results by type, select from the respective options at the top of the page. The example shown in the image below is for Horizon 2020.
  - To sort the results by status, select from the respective options below that (Forthcoming, Open or Closed).
  - To search by a key word, type a relevant word in the **Filter a call** field to search by, and click the **Filter button**.

You can also sort your results by (Planned) Opening Date, <u>Deadline</u>, Call title, and Call identifier.

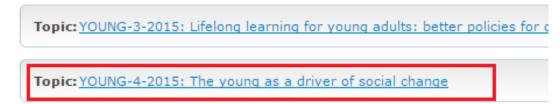
Calls for Proposals



The corresponding calls will appear at the bottom of the page.

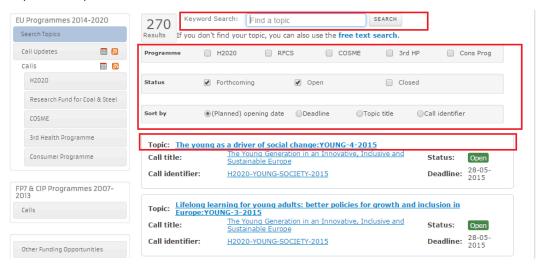


Click the call to open it, and then click the appropriate topic.



### Or

Click **Search Topics** to search directly for a specific topic. You can filter your results by selecting the programme or the status. You can also enter keywords in the **Find a topic field** and click the **Search** button. You can also sort your results by (Planned) Opening Date, Deadline, Call title, and Call identifier.

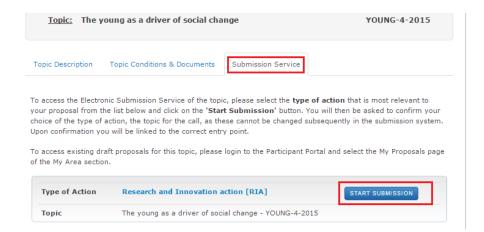


The corresponding topics will appear at the bottom of the page.



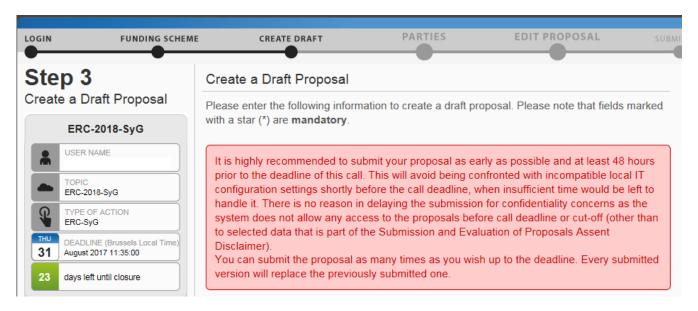
In both cases, the **Call description** page will be displayed.

4. Click the **Submission Service** tab; and then click the **START SUBMISSION** button.



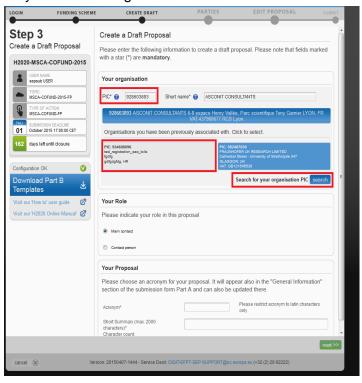
# Step 3: Create a Draft of your Proposal

You are now in the Online Submission Service wizard. Carry out the following steps to create your call proposal. Please note, proposals coordinators are advised to submit their proposals at least 48 hours before call closure:



Please note, until closure of the call you can resubmit your proposal if needed. Once the Call closes, the last submitted version will be the one being evaluated.

1. Enter your organisation's PIC. If you do not have the full PIC number, you can search by name or select from a previously associated organisation.



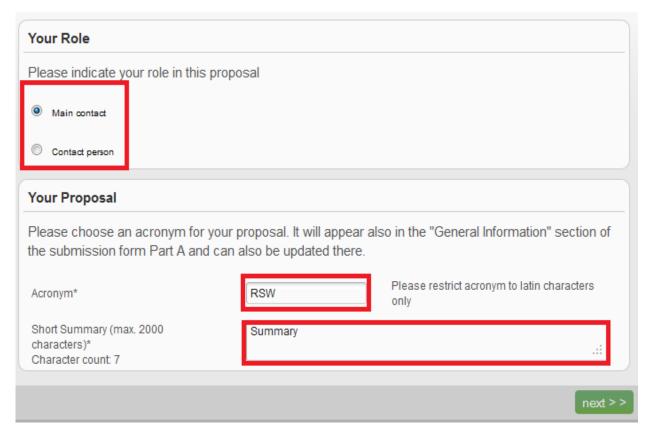
2. Entering the *PIC* will automatically populate the **Short name** field and highlight the address, as shown in the picture below.



**Note:** If the entered PIC is incorrect, the following error message appears:



3. Select your role: Main contact or Contact person:



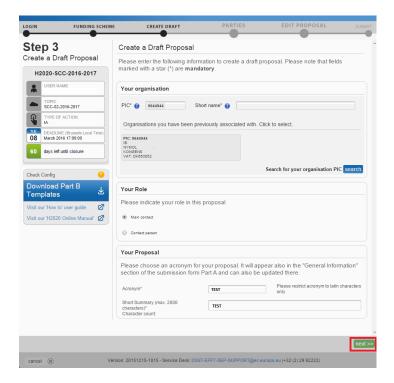
You would typically select the top-level role (Main contact for most calls) for the <u>Proposal Coordinator organisation</u> during the initial proposal draft creation. If you select the **Contact person** role (or another role if the call uses specific roles – see below), make sure to add the top-level role (Main contact) in the next steps before you submit your proposal.

**Note**: For more information about roles in the system, see section *Roles:* <u>Proposal Coordinator</u>, Partner, Contact Person in this document.

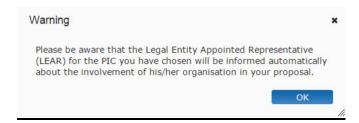
**IMPORTANT:** Most calls use the standard **Main contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls (e.g. *H2020-MSCA-IF-2014* and *ERC-2014*) may require more specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, **Applicant**, etc. Calls of this type are pre-

configured accordingly and their proposal submission forms contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call. For more information about calls with special roles, see <u>Appendix C: Calls with Specific Contact Roles</u> at the end of this document.

- 4. Fill in the **Acronym** field. Acronyms can be changed later on by the proposal coordinator, by editing the Administrative form in <u>part A</u> (see <u>Step 5</u> below), in the section A1 'content' within the form.
- 5. Fill in the Summary field.
- 6. Click on next >> .



**Note:** When you select your organization and it is a validated PIC, this action will be communicated to the <u>LEAR</u> or/and Account Administrator via an email sent automatically to them. The same applies when removing a validated organization from a proposal. The following warning message will be shown when selecting a validated PIC:



#### The Participant Identification Code (PIC) of your organisation was inserted in a draft proposal.

- European Commission [ACC] <no-reply@ec.europa.eu>
- If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Thu 03/08/2017 15:30

#### Dear LEAR and Account Administrators,

Your organisation's Participant Identification Code (953355965) was inserted in a draft proposal with ID SEP-202554394 and acronym 'test'

You find the contact person of your organisation in the proposal (\*) by logging in to the Participant Portal, selecting the menu item "My organisation(s)" and then the action button "OP"

(\*) If a contact person for your organisation was not specified, you will find the contact person of the coordinating organisation.

If you have a doubt whether your organisation got involved with its consent, please contact that person for clarification. If, following this, you would conclude that the involvement of your organisation is without its consent, please inform us via the IT Helpdesk Contact Form, selecting the domain "Submission of proposals" and indicating the proposal ID, acronym and the Participant Identification Code (PIC) of your organisation in the message.

#### With kind regards,

European Commission - Participant Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the SEP helpdesk (+32 (2) 29 92222 or DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)

7. You will be presented with the following **Disclaimer.** To accept click on



and proceed.

Click on



to decline and to cancel the proposal submission.

# Submission and Evaluation of Proposals Assent Disclaimer

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

#### Proposal pre-registration data

- 1. In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronyr short summary and - where applicable - panel and keywords. Neither the Part B nor any annexe(s) form part of the pre-registration data that can be accessed by the European Commission services before the
- 2. You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.
- I agree that the pre-registration data becomes available to the European Commission services prior to call
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

- 3. File format: For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
- 4. Time constraints: Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

#### Submission

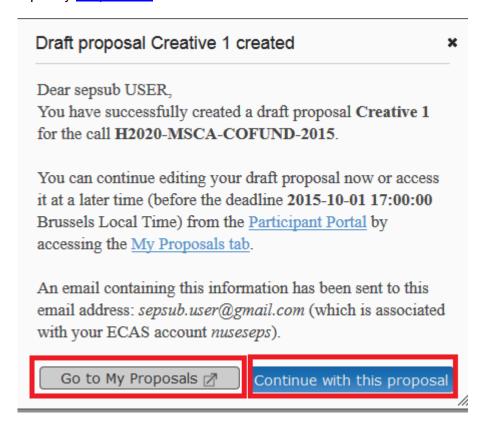
5. Proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

accept

decline

8. The following message confirms that your draft proposal has been created, and your draft will be given a temporary Proposal ID. You will also receive a confirmation email.



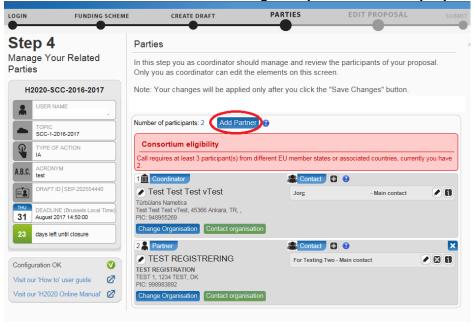
9. Click Continue with this proposal to proceed to the next step.

To postpone this action for a later time and return to your list of proposals in the Participant Portal, click on Go to My Proposals .

# Step 4: Manage Your Related Parties and/or Edit Contact Details

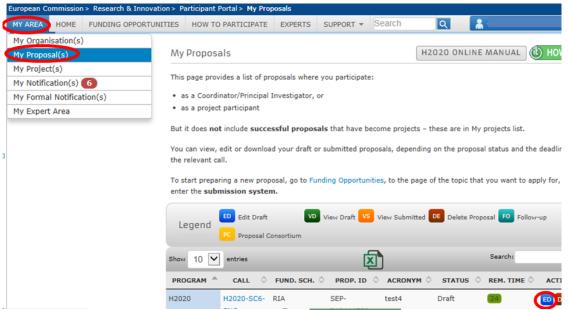
In this step you can add, remove, and manage additional partner organisations and their contact persons (roles). You can also edit the contact person's details of the main organisation.

1. In order to manage your related Parties, click **Continue with the proposal** after **Step 3.** You will see the **Step 4 – Manage Your Related Parties** screen, similar to the following one. Click on **Add Partner** button to **add or change the partners for the proposal**:

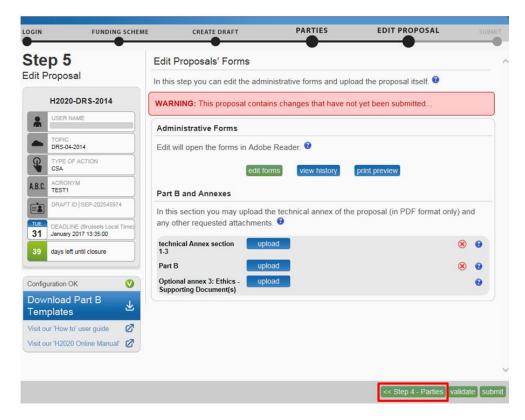


Alternatively, you can also access this step from the list of your proposals at a later stage:

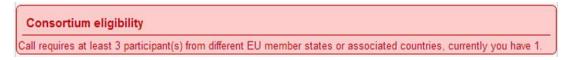
Click on **My Area / My proposal(s)**; and then click on the proposal whose partners need to be updated:



Once you are in the proposal, you will see the 
<step 4 - Parties</pre>
button; click it in order to
display the Step 4 screen and the Add Partner
button:



2. The requirements for a minimum number of participants are specific for each call. A message specifying the *Consortium Eligibility* requirements will be displayed under the Add Partner button, if applicable.



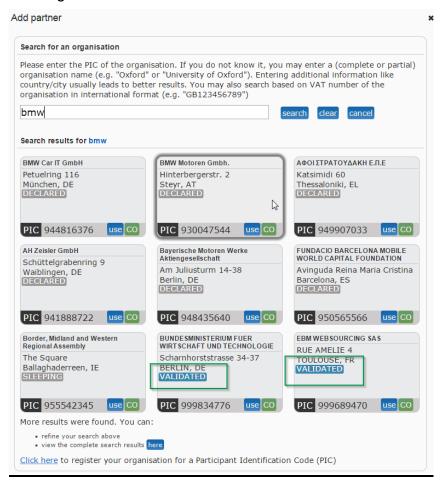
**Note:** Before you can invite a Partner, your partner must have a PIC (see the <u>Submission</u> <u>Preparatory Checklist</u> section above).

**Note about eligibility:** Eligibility problems indicated by the submission application are merely illustrative, and it is likely that not all applicable ones are indicated by the tool. Please check the topic page to get to know the exact eligibility conditions applicable to your proposal (see also the <a href="Work Programme">Work Programme</a>, <a href="Annex D"Type of Action - Specific provisions and funding rates"</a> or the <a href="Work Programme">Work Programme</a> for ERC calls).

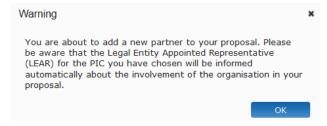
3. Click on Add Partner. The Add partner screen will be displayed:



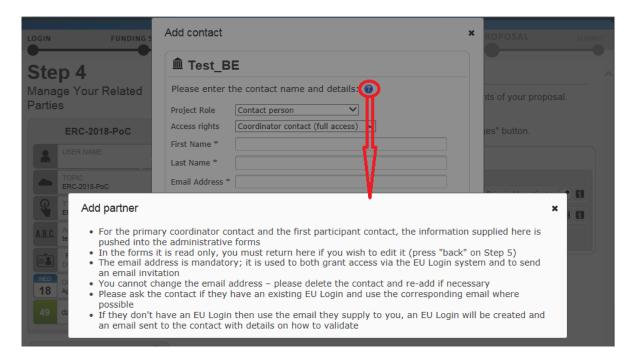
4. Enter your Partner organisation's name or PIC and click on you a list of organisations matching the term in the search field: Make sure to select an organisation with a valid PIC from the list of search results. You can recognise validated organisations by the 'validated' status message displayed below the organisation's details.



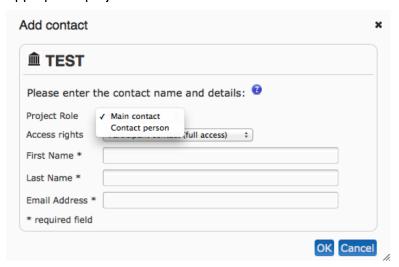
<u>Note:</u> When adding Partners which hold a validated PIC, a warning pops up informing that the LEAR and/or the Account Administator will be informed of their participation in the proposal. This does not apply for partners whose PIC is not validated yet.



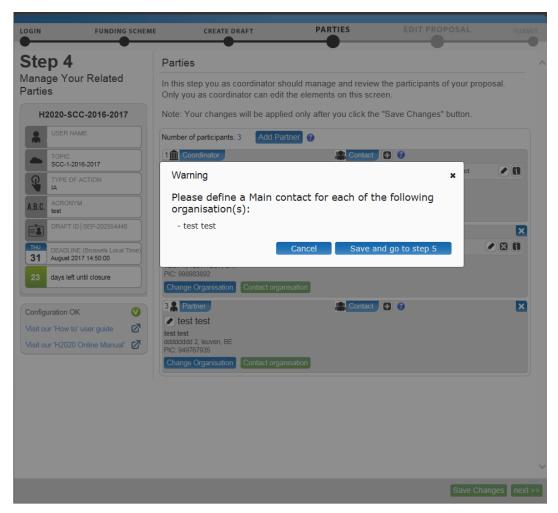
5. Find your Partner organisation and click the **Use** button. The **Add Contact** window will be displayed now. Click on the question mark to read the applicable rules for adding a contact:



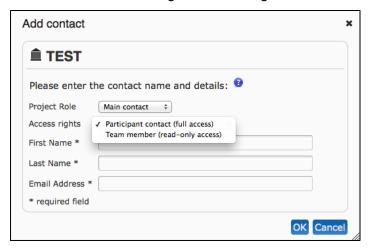
6. Select the appropriate project role of the Partner Contact:



7. Please note that at least one Main contact must be provided for each partner or following message will be displayed when trying to move to the following step (in case of Calls with specific contact roles this contact can be named differently, i.e. Main Host Institution contact. See <u>APPENDIX C: CALLS WITH SPECIFIC CONTACT ROLES</u> for more details). Please note, not specifying a main contact for each partner can require going back to the consortium structure in the wizard again (Step 4) and validating the Form A, even if already validated, before being able to submit the proposal.

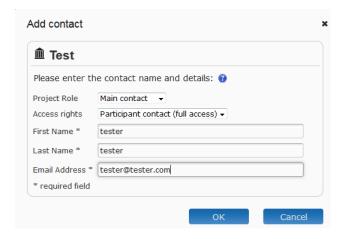


8. Select the access rights that you want to grant to your Partner contact. Only the person assigned the Main Contact role and having full access rights can submit an application.



**Note**: Once you grant full access rights to a Contact person, he/she will not be allowed to alter their own access level to 'read-only'. This can only be done by you in your role of the Proposal Coordinator (or by another user with full access rights).

9. Fill in the fields and click **OK**.

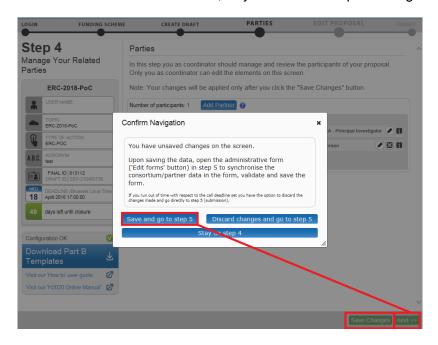


**Note**: If the Contact person does not have an EU login account yet, the system will use the e-mail provided for that contact to send her/him an invitation and grant access to the application.

10. Repeat the same steps for the remaining Partner organisations. You will see the additional contacts appear in the Partner information section:



Please note that all the provided contacts are processed by the system when you click the Save Changes button at the bottom of the screen, or you move to step 5 saving the changes.



There is a limitation of the amount of new invitations sent per minute (i.e., contacts which will be invited to register an EU Login). To avoid any errors, if you are entering many contacts at the same time, you are advised to save from time to time, instead of saving all changes at once. For instance, click on the **Save Changes** button after entering about 10 contacts, then proceed entering another 10 contacts and save again, and so on.

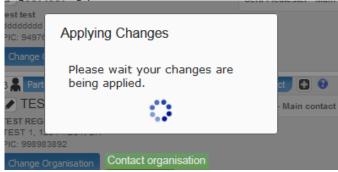
11. Once you have completed this task, click on displayed:

Save Changes

Following message will be



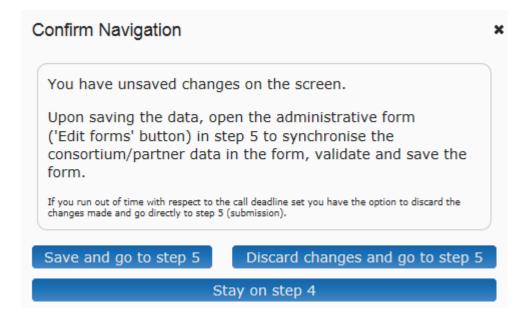
Click Continue to confirm that you want to save the changes. A window will be displayed while saving is taking place.



12. Once the changes have been saved, the 'applying changes' pop-up window disappears. You can click on to go to **Step 5.** 

Please note that, at this point, the system will automatically generate emails to all the Partner contacts provided in the wizard. The emails include all relevant information and links to access the proposal. The Access rights granted to each Partner contact will determine the level of access that the contact will have. If any of the contacts did not have an EU login, they will be invited to create one by clicking on a link in the participation e-mail.

Once you performed the actions described above, you can always go back to the 'Step 4 – Manage Your Related Parties' screen in the wizard and change the consortium structure or the partner data. This will be done via the step 4 - Parties button. The changes can involve modifying contact details or even adding/removing organisations. When doing so, you will see a warning message after clicking without clicking on save Changes first. In this warning message, you can choose to save the changes done and to move to Step 5; to discard the changes done to the consortium data; or to stay in the same screen in order to carry out additional changes before saving:



What this message really means is that you cannot submit a proposal if you made modifications in the consortium data, without opening and reviewing the form and clicking on the 'validate form' button to control possible errors and warnings. This needs to be done even if you already validated the form.

If you did not arrive to step 5 yet, and you clicked on before clicking on save Changes, just select to continue preparing your draft proposal.

# Buttons in the Parties screen ('Step 4 – Manage Your Related Parties')

You can perform the following actions for an existing partner organisation using the buttons described below:



# 1. Delete participant

Click this button to delete any participant except the coordinator. Clicking this button for a given participant will remove the organisation from the partner list. This includes any contacts which were provided. Therefore, those contacts will lose their access to the proposal.

2. **1 Info** 

Click this button to display a help window explaining how you can manage the contact person(s) and what the **Main Contact person** role means, as well as what kind of access rights the contacts you provide will receive.

#### Add contact (where applicable):

- You can manage the list of organisations and access right of persons at Step 4. You may identify and
  give access to as many contact persons of the selected organisations as you wish. The identification is
  based upon the e-mail address of the person. When you add a contact person, you will be prompted to
  supply the contact details: name, e-mail, phone.
- Main contact person: Each organisation needs to have one main contact person identified; the main
  contact person will have to fill in full contact details in the administrative form. The 'Main Contact
  Person' for the coordinating organisation (Participant no. 1) will become the primary contact person for
  the Services. Other contact persons may also be identified and may receive read-only or full access
  rights. Contact persons with full access rights of the coordinator (Participant no. 1) will be called
  'Coordinator contacts' in the Participant Portal, while for the other participants 'Participant Contacts';
  contact persons with read-only rights will be called 'Team Members'. Other contact persons are listed
  with basic details in the administrative form.
- Access rights can be revoked by the Coordinating Organisation contacts. The person who created the proposal cannot be deleted.
- Access rights: The main contact person and contact persons of the coordinator with full access rights
  have the same level of rights: they can manage the list of participants and contacts, edit any part of
  the administrative part of the proposal and upload any attachments (eg. technical annex), and submit
  the proposal. Contact persons with read-only rights can only view/download the information.
  Participant contacts with full access rights can only edit their section of the administrative form and
  view all proposal data.
- Invitation: All contacts will receive an e-mail and a notification to the Portal about the invitation to the proposal upon saving the data at Step 4.

# 3. Add contact

Click this button to add a new contact to an existing partner company.

# 4. **Edit existing contact**

Click this button to edit an existing contact.

# 5. Delete existing contact

Click this button to delete an existing contact.

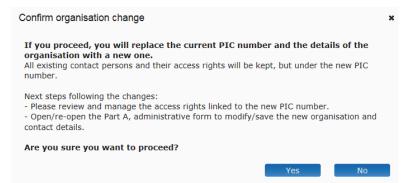
Note: You cannot delete a contact when this user is currently logged in.

# 6. Contact information

Click this button to see more information about that specific contact. The name field will expand showing the email address and access level of the contact within the proposal.

# 7 Change Organisation

Click this button to replace the existing organisation (PIC). Upon clicking on this button, following message will be displayed:



After clicking Yes, you will get the PIC search window.

Coordinator contacts with full access rights can change the contacts for the new selected partner if needed.

8. Contact organisation

Click this button to contact the LEAR or/and the Account administrator of an organisation.

# Improved notification system for deleted contacts

When a contact is deleted from the list of contacts for an organisation, their access rights to a proposal will be revoked. As a result, this person will no longer be able to view or edit the proposal. If you can no longer view or edit proposals that you were previously able to work on then it is very likely that your profile was deleted from the list of contacts resulting in a revocation of access rights.

If this happens, you will be informed by email that your access rights to a particular proposal have been revoked.



# **Promoting a Partner Organisation to Coordinator Status**

Current coordinators (with full access rights) can now swap roles with a partner organisation. Any partner organisation can be promoted to the coordinator role provided that a main contact has been specified for it. Please note that swapping roles will not be possible if the call requires a fellow coordinating organisation.

### Step-by-step procedure:

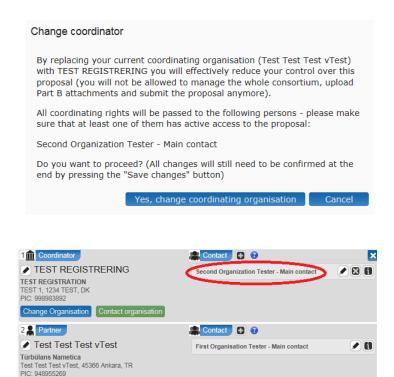
- 1. Create a draft proposal. Your organisation will automatically hold the coordinator role for that proposal.
- 2. Ensure that at least one partner has been added, and that a main contact has been specified for that partner organisation.



3. Drag and drop the partner organisation to the top of the list. This action will swap roles between the two organisations.



4. The following message will be displayed. Confirm the changes to both roles by clicking the Yes, change coordinating organisation button:



The former partner organisation has now been promoted to coordinator status. The contact persons of both organisations will also receive e-mails informing them that a transfer of access rights has taken place (as shown in the two figures below).



Change Organisation Contact organisation

# Other Eligibility Issues when Selecting a PIC ('SME' status, 'For profit' status, etc.)

In addition to the consortium eligibility criterion; there are also a set of criteria which must be met by the participating organisations depending on each call. For instance, sometimes the participants need to have been validated with specific values for their legal status, such as being 'for profit' or being registered as an SME, in order to participate. Otherwise, the error message below will be displayed and will block the organisation from submitting a proposal for those calls:

#### **Errors**

The information you have entered is incomplete or invalid. Please review the following error messages:

#### [SME eligibility warning]

SME status: each applicant to this call must be a small and medium-sized enterprise (SME) according to the <a href="MERCOMMENDEDGE">SME Recommendation 2003</a>. You received this warning message because your PIC does not fulfil this criterion. This could be due to one of the following reasons: (1) You did not complete the SME self-assessment, (2) your PIC was validated in the past as SME NO (SME definition criteria were not met), or (3) your self-assessment was filled in using financial data that date back to more than 2 years ago (taking into consideration the closing date of the accounts for the financial year on which the assessment of the SME status was based).

By way of example, if a legal entity performs the self-assessment in the 'Participant Register', with closing date of its accounts for the financial year on March 31st 2016, confirmation of the SME status will be considered until March 31st 2018. Therefore, a legal entity which would like to submit a proposal for a cut-off date in April 2018, would need to perform a new self-assessment.

For all these cases, either the self-registrant (if the PIC is still in a declared status), or the Legal Entity Appointed Representative (LEAR) or Account Administrators (if the PIC is already validated) should perform a new SME self-assessment via the Participant Register, 'My Organisations' section. Should you need to contact your LEAR, Self-Registrant or Account Administrator, a search functionality is provided on the Portal.

[For profit organisations] For profit organisations: each applicant to this call has to be registered or validated as a for-profit entity in the Participant Portal. You received this warning message because your organisation does not fulfil this for-profit criterion. This could be due to one of the following reasons: (1) you did not register your entity as for-profit, (2) you registered your entity as a non-profit entity, (3) your validated entity is currently considered as a non-profit one. For cases 1 and 2, a self-registrant of the organisation should update the current data accordingly under the 'Programme specific information' menu item in the My Organisations section of the Participant Portal. For case 3, the Legal Entity Appointed Representative (LEAR) or Account Administrator of your entity has to request a revision of the non-profit status, which needs to be validated by the Validation Services for your entity to be considered eligible for this call.

The error is due to the registered information of the selected PIC. In order to participate with the selected PIC in those cases, the LEAR or the Self-registrant of the participant will need to update the participant's information, if applicable; and submit the supporting documentation to justify the change. They will have to run the <a href="SME Self-Assessment">SME Self-Assessment</a> in <a href="Participant register">Participant register</a> in the case of SME instrument calls. Otherwise, the applicant will need to select a correct organization in order to participate.

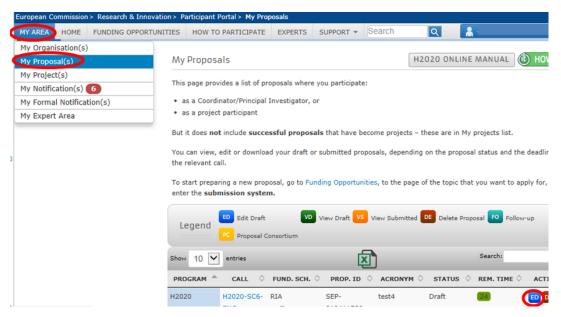
Please refer to the <u>Participant register online documentation</u> in order to learn how to maintain your organization data. Applicants are requested to carefully study the eligibility criteria of each call before actually trying to apply for a topic for which they are not eligible.

**Note about eligibility:** Eligibility problems indicated by the submission application are merely illustrative, and it is likely that not all applicable ones are indicated by the tool. Please check the topic page to get to know the exact eligibility conditions applicable to your proposal (see also the <a href="Work">Work</a>

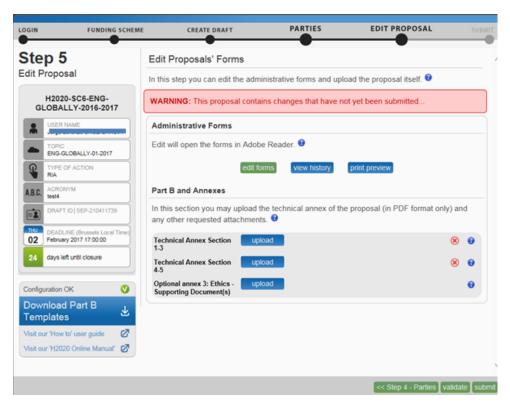
<u>Programme</u>, <u>Annex D "Type of Action - Specific provisions and funding rates"</u> or the <u>Work Programme</u> for ERC calls).

# Step 5: Edit and Complete Proposal Draft Form, Download Templates and Complete all Required Information, Upload Files, Validate and Submit your Proposal

This step is the core of the submission process. Click on or, to access a previously saved draft proposal form, go to the MY AREA > My Proposal(s) page in the Participant Portal (you must be logged in) and click in the ACTIONS column for the respective proposal, as shown in the picture below:



The following picture shows **Step 5** of the Online Submission Wizard:



When clicking the **edit button**, make sure that your administrative form looks like an embedded pdf or that you get a message inviting you to open it using Acrobat, like in the example below, and not like an embedded pdf. If it looks as a pdf form or is opening using Acrobat, please use this <u>other version of the submission manual</u>, instead.

### The Action Buttons of the Wizard

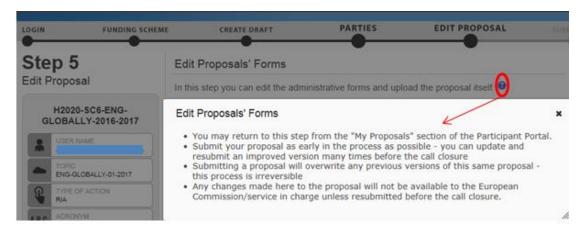
The action buttons shown in the step 5 of the submission wizard are:

Button	Description
edit forms	Click to open the form Part A that you need to complete.
view history	Click to view in detail the list of all system and user actions on the form. This function enables:
	<ul> <li>the Proposal Coordinator to verify that partners have updated their forms</li> <li>Partners to verify that the coordinator has submitted the proposal in a timely fashion.</li> </ul>
print preview	Click to <b>open</b> or <b>download</b> and save a copy of the proposal locally on your computer in pdf format. This pdf cannot be edited nor it is to be sumitted, but it gives you an idea of what has been filled in so far and what the EC would see if you submit your proposal right now.
Download Part B Templates	Click this button to download templates before the draft proposal is created. Click to download the latest proposal requirements package, in a readily editable (RTF)

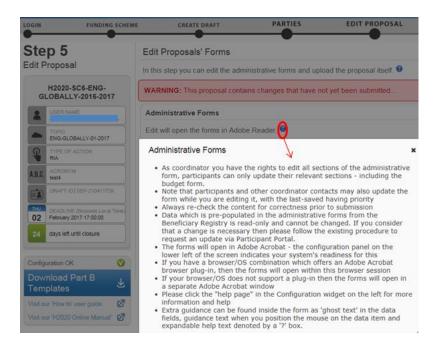
Button	Description
	template.
	Once completed, you must convert the proposal template into a PDF file.
upload	Click to upload the respective file.
	The upload process for the complete set of files can take between a few seconds and a few minutes, depending on the speed of your Internet connection. When the upload is complete, the system displays a confirmation message and creates the respective entry in the history log.
	Please check the requirements for uploading your files below.

# Familiarising Yourself with the Wizard and the Form.

Click the first **1** button at the top of the screen to read the general help instructions for editing proposal forms, as shown in the picture below:

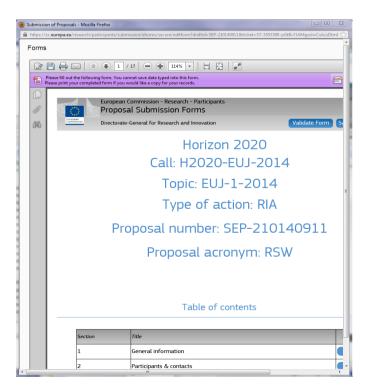


Click the **1** button in the **Administrative Forms** section to read the help instructions for editing the administrative forms of the proposal, as shown in the picture below:

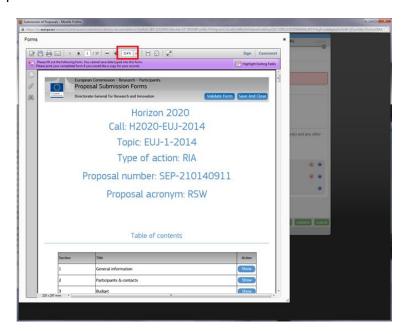


Click edit forms to start editing the forms. Depending on the configuration of your browser, the form will be open embedded in your browser (i.e. online mode) or as a downloaded PDF form (i.e. offline form). Please see the Compatibility and Troubleshooting section at the end of this document for more information on how to configure your browser Also, check Working in offline mode below to see some important aspects when you are editing the form as a downloaded PDF form (i.e. outside your browser).

When opening the form, it may not auto-fit the size of your currently open window, as shown in the picture above.



You may need to adjust your window size, or the form size, or both: When adjusting the window size, the form opens on top of the Submission Wizard.



Use the zooming (+/-) buttons to zoom in or out of the form. Alternatively, you can specify the percentage ratio in the % drop-down list: either by selecting a pre-defined percentage from the drop-down list (i.e. 150%) or by typing the desired percentage directly into the field. You can also move the mouse cursor to the top of the form and move the form as needed.

## What You Need to Know about Completing the Form

#### Who Can Fill in the Form?

The Main Contact (or the top-level role for calls with specific contact roles – see <u>Appendix C</u>) is the only person that can complete the form, including the budget table and all other administrative details. Partners can preview the form and edit their contact detail information.

Click the edit forms button to access the forms.

#### Read-only Fields

The list of participants and contact persons, the Participant Identification Code (PIC) and the respective summary data of the participants (shown in blue in the form) are read-only fields. To modify the list of participants or contact persons, please go back to **Step 4**. To modify the legal data of the organisation, please read more about it in this Data Update section.

#### Guidance in the Form

If you click on the question marks in blue, you can read more information about the sections.

Each box of the form contains a short text with guidance on the format, the length and required information. Guidance for the fields displays when you bring your cursor over the boxes. Once you click on the text or start editing the information, it disappears automatically.

## **Navigation in the Form**

To view the different sections in the form, you may either use the scroll bar or click on the Show buttons of the table of contents.

#### Validation

The form has built in checks and gives error or warning messages in case fields are not completed. Please click the Validate Form button to check your data. Errors and warnings will be listed at the end of the form. Error fields will be highlighted in red, whereas warnings will be highlighted in yellow. Errors mean that mandatory information is missing (such as the Proposal Title). The proposal cannot be submitted until these errors are corrected. Warning messages do not block submission, but they indicate missing information that may be important for the proposal. Ideally, these warning messages should be addressed by correcting the information provided. By clicking on the **Show** button, you can easily get back to the respective fields to correct them.

## Saving the Data

Clicking the Save button saves your input at any moment. Please note that no data is actually saved until you perform the saving action. You can continue editing after clicking on Save.

Before closing the form, click the Save And Close button. It just saves the data and closes the form for further editing later on, but it does not mean that the proposal is submitted yet. This will take you back to Step 5, where you can upload the Technical Annex and any additional documents. You may return to edit the form as many times as you wish before the closing date of the call. However, remember that any changes saved in the form need to be resubmitted to actually save them into the proposal, if you already submitted the form once.

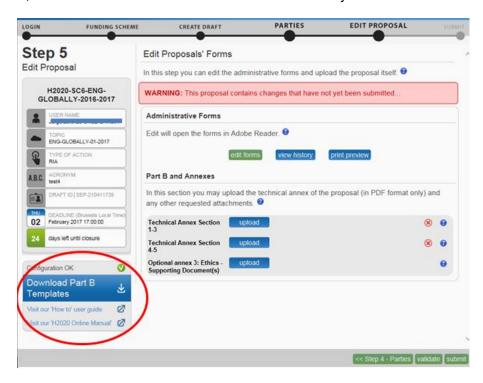
#### **Action Buttons within the Form**

The action buttons in the PDF form help you find and verify the information easily. Two of them correspond to saving actions, as explained above, the other one checks for errors in the form.

Button	Description
Validate Form	When you click this button, all data fields in the form will be validated against a set of rules.
	The system assesses if the available data is valid, checks the data formats, performs computations, and checks interlinked data for consistency.
	Any issues found in the form are reported at the end of the PDF form.
Save And Close	Click to save the completed administrative form and close it for editing.
	You can save your form data even if the form is not completely filled in - you can edit it at any moment prior to the deadline. Save and Close does not validate the data nor submit your proposal.
Save	Click to save your input until that moment, and continue entering new input afterwards.
	No data gets saved until the Save or the Save&Close buttons are clicked.

## **Working in Offline Mode**

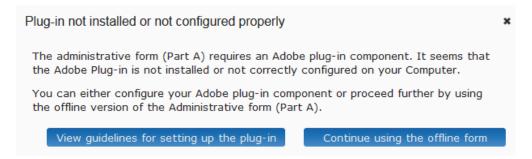
Before opening the form, please pay attention to the **technical requirements diagnostics** shown in the Step 5 screen, at the left hand bottom side of the submission system.



This information is important. It refers to the configuration of the browser in your PC. If it shown like

Configuration OK \_\_\_\_\_\_, the form will open embedded in your browser.

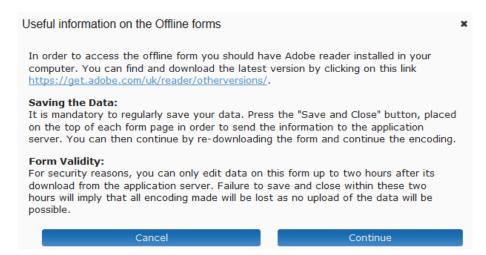
However, if the message is being shown like browser does not support opening the form. The form will open still in offline mode. In this case, following message will be displayed:



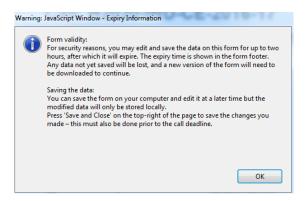
You can check <u>Appendix A</u> at the end of this manual for further information about configuration of the browser, or you can click on the **'View guidelines for setting up the plug-in'** in the submission system to see that same information online.

If you are unable to solve the configuration for your browser, you can work with the offline version of the form. Click the **'Continue using the offline form'** button. Completing the form either in online or in offline mode works the same: the functionality of all buttons, fields, and the entire process are exactly the same in both cases.

After clicking 'Continue using the offline form' button, following message will be shown:



Click 'Continue' to open the form and start editing it. The message summarizes two important aspects to bear in mind when working in offline mode, which are repeated in a second warning when the offline copy is finally open.



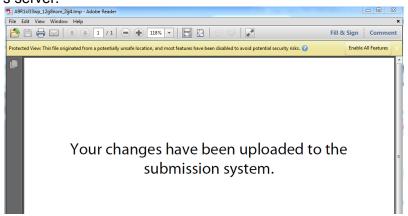
These two aspects are related to the limitation of time to update that particular offline copy, and the way you save your changes and transfer them to the EC server (i.e. your draft proposal online). Please, read this information carefully, since most of the reported issues with the offline form are linked to them:

## 1. Validity and expiration time when working offline.

Please note that the offline copy has a time stamp from the commission's server expiring after 2 hours. If the offline copy is not saved within 2 hours using the Save and Close button within the form, the changes you made offline cannot be saved into your online draft proposal. In that case, you will need to download a new copy and start over again.

The expiration time is displayed in the footer of the form, right side:

If the form cannot be completed within the 2 hours, please click the save and close button within the form before expiration time, even if you did not finish editing the form yet. A message will be displayed informing that the changes have been sent to the European Commission's server.

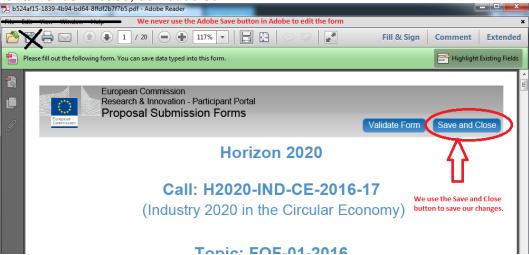


This message is your confirmation that the changes have been transferred to the EC server. If you do not see this message, the data was not properly saved.

## 2. Continuous editing and saving your changes:

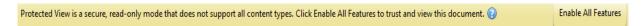
To continue editing the form, please access your draft proposal once more, and download the form again. You can continue working on it for another 2 hours. Before the form expires, save and close it again. Then, download a new copy by accessing your draft proposal. Perform this action as many times as needed until the form has been completed.

To save your data, you need to use the Save and Close button only. This is the same button to save data when working online. When you work offline, because of opening it in adobe Reader, you could feel tempted to use the Adobe Reader function buttons/menus. Please, do not do so.



Please note, when clicking on save and close, the validate Form and the disabled and they are not visible any more. Even if a copy of the form will remain open in your Adobe reader, you cannot use that form anymore. Please close it, access your draft proposal and download a new copy from there for further editing.

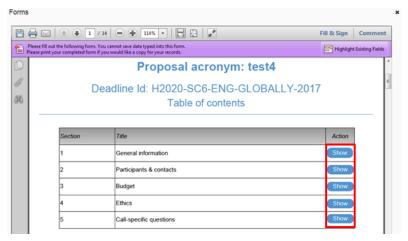
**Note:** If you see the following message concerning the **Protected View** functionality in the reader when opening the form offline, please click on **Enable All Features** to display the content of the form.



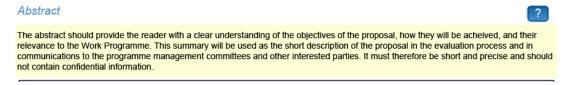
You are advised to run a test in order to ensure that you are able to send data to the EC servers using the offline form. Check the <u>Trust the offline form and enable external connections (failing to send data via the offline form)</u> section in the Appendix A for further details.

## **Editing and Completing the Form**

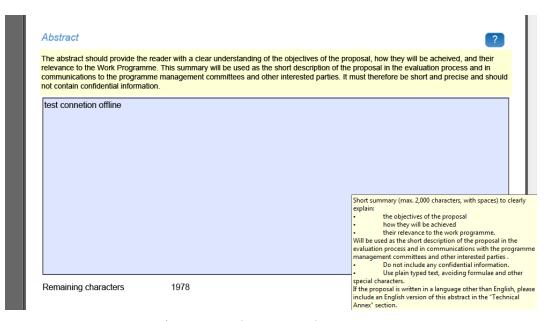
To start completing the form, scroll down through the form or click the blue button in the table of contents to navigate to the respective section of your form. This is primarily an administrative form that should include general information, administrative data of participating organizations, budget information by partner, and also Call-specific information.



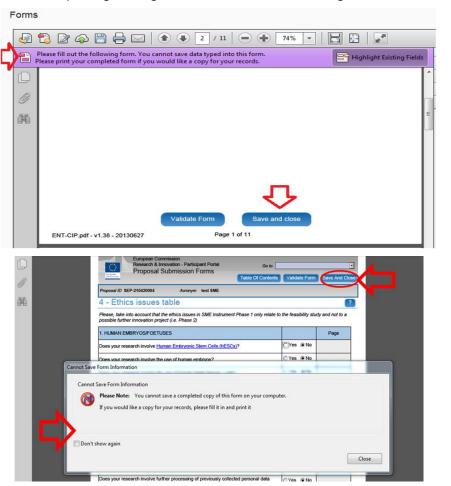
When filling the form, if you need a clarification about a section you can click on the question marks to get a text explaining about what to provide for that field/section:



Also, placing the mouse on the editable fields marked in blue displays a tip about the input you are expected to provide for that particular field:



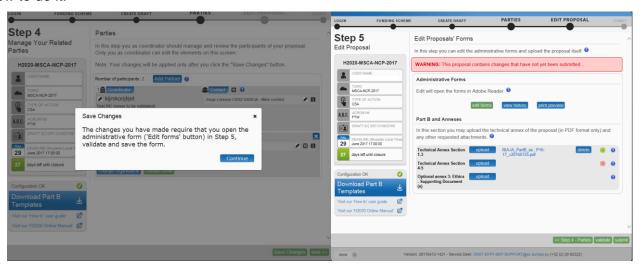
**Note**: It is likely that when opening/editing the form, one of the messages below are displayed:

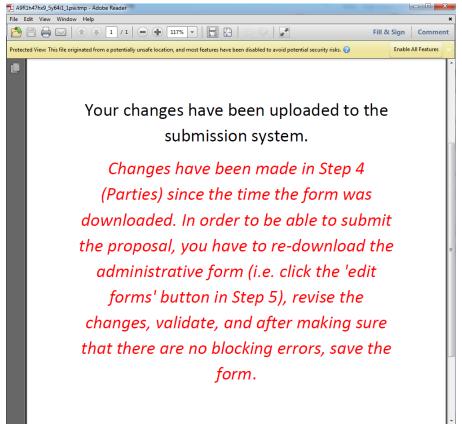


These error messages can be ignored as they are simply informing you that the forms cannot be saved on the PC drive.

You need to click on the **Save and close** blue button in order to save the form in the system (as shown in the pictures above).

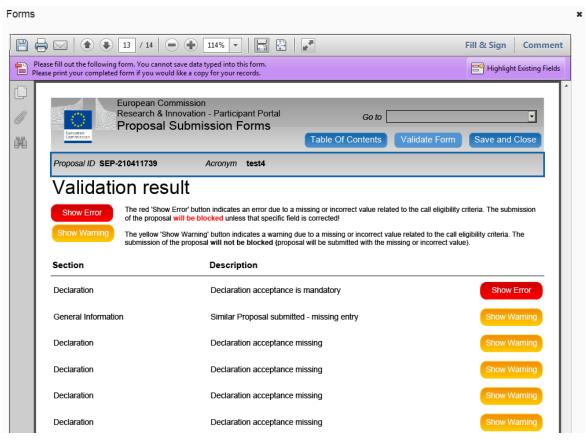
Important Note: If changes are applied to the consortium data (<u>Step 4</u>) while the form is open/have been edited (online mode, see first image below) or after having downloaded the form for editing (offline mode, see second image below), you will be requested to reopen the form and validate it before being able to submit your proposal. Check <u>Validating</u>, <u>Saving and Closing the Form</u> to know how to do it:



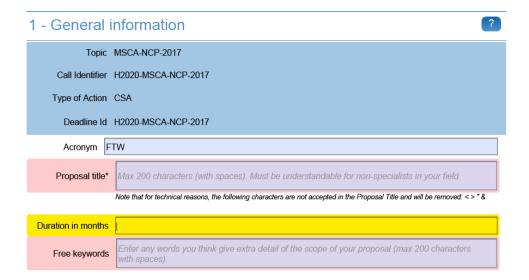


# Validating, Saving and Closing the Form

You can click the Validate Form button to make sure that your form meets the administrative requirements. Validating the form must be done before being able to submit, if you do not run it via the Validate Form button, but you finish filling the form, you will automatically arrive to the validating results (please note, if you did not fill in all sections in the form, the validation results will not be shown, still, you will not be able to submit and you will be asked to review the errors/warnings when trying to submit). The form will run a self check and prompt you in case of errors or warnings, as shown in the picture below:



To ammend the errors or improve the items for which a warning is being shown, you can scroll to the affected sections. You will notice the affected sections are highlighted in the body of the form. All errors/warnings highlighted in pink, the one you are currently checking highlighted in yellow.



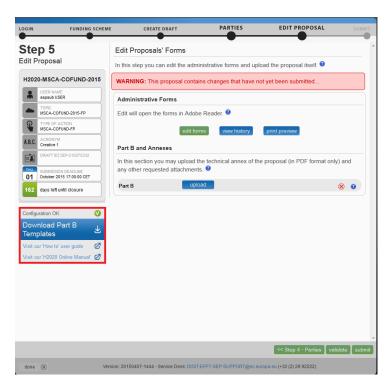
You can also click on the **Show Error / Show Warning** buttons from the validation results to access the concerned parts directly. If the errors/warnings are related to missing data for the participating organisations or main contacts in the consortium, the **Show Error / Show Warning** buttons will take to the part in the form where you find those problems, but to fix this specific issues you need to save and close the form and go back to <u>Step 4</u> in the wizard.

When all issues are fixed, click the Save And Close button. Your form has now been saved on the Commission servers, but it is not yet submitted. Your proposal submission takes place next

## Part B - Downloading and Completing the Annex Forms

Click on editable RTF files.

to download the latest <u>proposal requirements templates</u> as readily



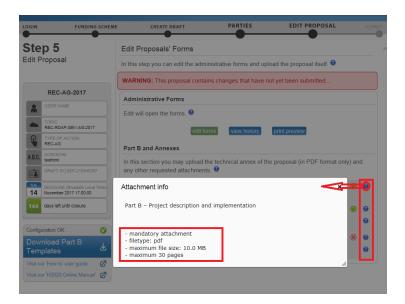
The template describes the information that must be included in your application and how to structure that information. You will need to complete this package as thoroughly as possible. You may want to also check with <a href="Enterprise Europe Network">Enterprise Europe Network</a> and your <a href="National Contacts Point">National Contacts Point</a> for assistance (see the Support menu of the Participant Portal). It is important that you remain within the file size and page limits that a proposal may have. Once you have completed your proposal based on the downloaded template, you must convert it into a PDF file, which you will then upload as an Annex form of the proposal. This is referred to as Part B of your proposal.

## Part B - Uploading the Annex Forms

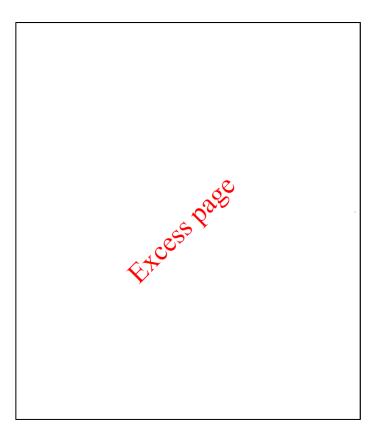
When you complete the annex forms, you must prepare them for uploading. Only the coordinator of the proposal can upload files in Part B. All annexes must be in PDF format.

A number of limitations and requirements are in place for each of the forms, depending on the call – such as, page size and page limit, document size limit, etc.

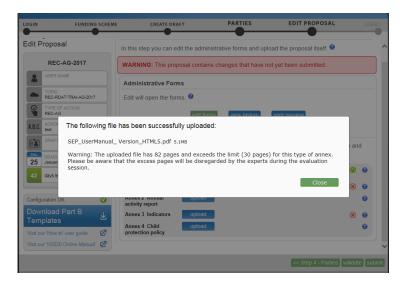
**Note:** Make sure that you first familiarize yourself with all the specific annex form limitations and requirements in the documentation available in the respective call information package on the Participant Portal. Your proposal will be considered ineligible if any of these formal requirements are not met. Click the question mark for each attachment in order to display the specific limitations applying to that specific attachment:



The breach of certain limitations, such document size limits, could result in failure to upload. As a result you may need to amend the documents and upload them again. If you exceed the page number limit, when applicable, you will be still able to upload the document but all of the excess pages will contain a watermark.



You will also see the following warning, informing that the content of those water marked pages will be dismissed during the evaluation session.



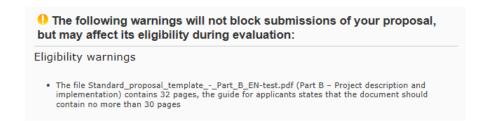
In the process of completing your annex forms, and prior to uploading them, make sure that your documents comply with the mentioned requirements and recommendations, as generally outlined below.

## 1. PDF conversion issues and checks.

- Before you start the conversion to PDF, clean up your document accept all tracked changes, delete internal review notes or comments, check for any formatting issues, and so on. The document to be converted to PDF must only contain the final, "clean" content.
- Check that your PDF conversion software has successfully converted all the pages of your original document (e.g. check for any problems with page limits, tables, graphics or footnotes).
- Check that your PDF conversion software has not cut down pages with **landscape** orientation to fit them into **portrait** orientation format.
- Check that **captions** and **labels** have not been lost from your diagrams.
- Embed all fonts in the PDF file (math symbols, non-Latin alphabet text, etc.).
- 2. **Limitations in document page number, font size, and page margins.** Each form template, depending on the specific call, may impose certain limitations in the document formatting with regard to the maximum number of pages in the document, the minimum/maximum font size allowed, and/or the minimum margins you must allow for in the page layout.

Always make sure to check and apply the guidance for the specific call, available on the Participant Portal, as well as the instructions at the beginning of the annex form templates for each specific call.

If you attempt to upload an annex form that contains more pages than the specified limit, you will **not** get an error message during the upload process. However, when you attempt to **validate** the uploaded document, the system will display a warning message, advising you to shorten and re-upload the proposal in order to allow for it to be qualified as eligible - as shown in the picture below:



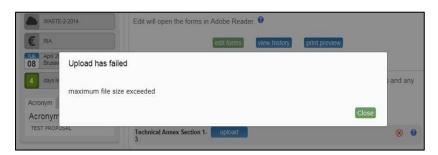
If the number of pages in one of the uploaded documents still exceeds the allowed limit and the deadline has not yet expired, you will receive an automatic Eligibility Warning advising you to shorten and re-upload the proposal, as shown in the picture below:



After the deadline, any excess pages will be overprinted with the 'watermark' indicating to evaluators that these pages must be disregarded:

3. **Document files size.** The allowed file size of annex forms may be limited, too. Check the guidance documentation available in the call's information package on the Participant Portal.

When the document file size exceeds the allowed limit, the system will display an error message immediately during the upload process, as shown in the picture below:



- 4. **Graphical resolution.** Use a **maximum resolution of 300 dpi** for all graphics and text (photocopy quality). This can dramatically reduce the PDF file size.
- 5. Printer-friendliness.
  - Proposals will be printed out in black-and-white colour on plain A4 paper. If you
    have used other colours in your annex forms, make sure that they are correctly
    interpreted and visible as nuances of grey in the output PDF file.

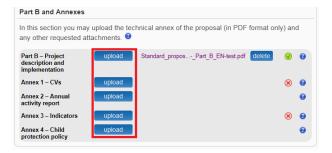
- Ensure that printing is done at 300 dots per inch and that no scaling is applied to make the page "fit" the window. Print a test copy of your PDF files before uploading them.
- 6. **Documents file name and security.** 
  - Ensure that the annex forms file names contain alphanumerical characters only (A-Z, 0-9).
  - Do not protect the uploaded files with a password.
- 7. **Post-upload verification.** Once you upload your files, check their quality download them to check whether the file transfer was successful and if the file is complete. If not, make the necessary corrections and upload again.

<u>Note</u>: Make sure that the files you upload can be opened and printed without any problems. If the Commission encounters a problem when opening or printing a file you have uploaded as part of a proposal, the complete proposal will be considered ineligible.

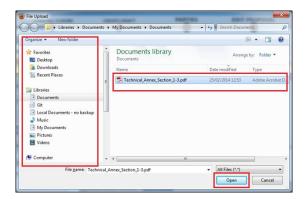
Also note that only one file per category can be uploaded. That means that if you have several documents (e.g. CVs) they need to get merged in a single PDF file with a maximum size of up to 10MB

Once the downloaded templates have been completed and are ready to upload, follow these steps to upload them:

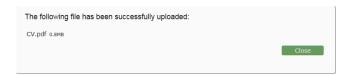
1. Click the upload button for the respective document in Step 5 of the Submission Wizard.



2. Select the file to upload from the **File Upload** window. If your file has blank spaces in its name, the system will upload it filing the blank spaces with "\_".



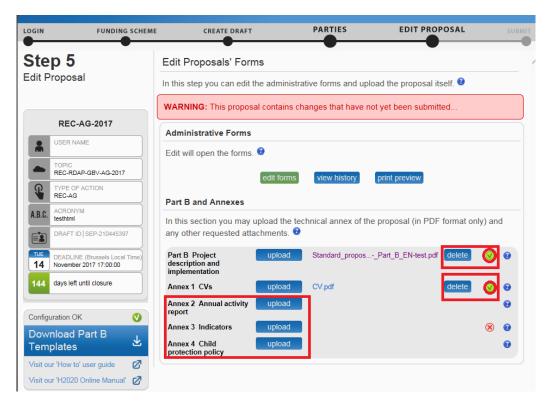
3. Click on Open A confirmation message will be displayed:



**Note:** If the file uploaded is not in a valid PDF format, an error message will appear instead of the confirmation message.



4. Click on close. The uploaded file will be shown in the list and a green check mark will appear next to it, as shown in the picture below:



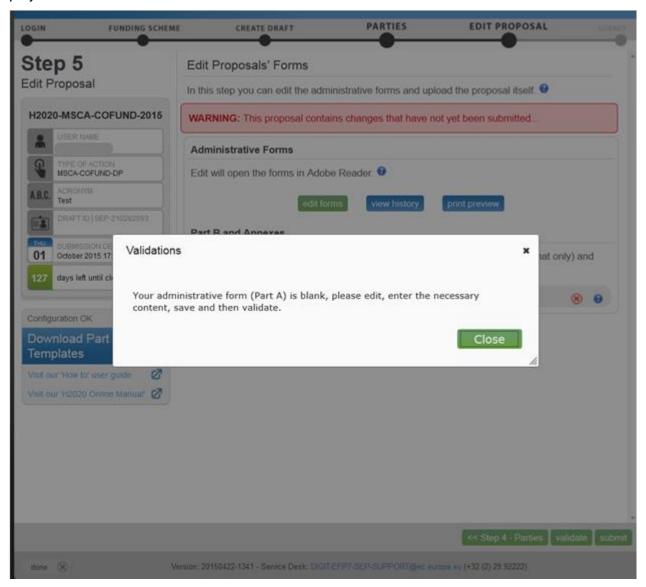
5. Optionally, you can click on delete an uploaded file to remove it and replace it with a new file.

# Validate and Submit your Application

To make sure that your application meets the requirements run a validation of your draft proposal. To do so, you click on the validate button at the bottom of the submission application:



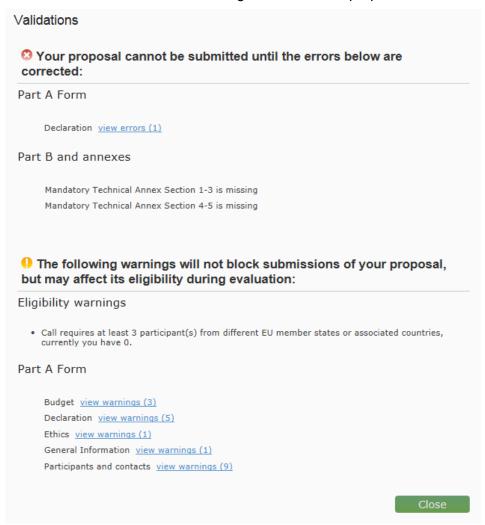
In order to make your application meet the requirements of partners, file sizes, number of pages, etc, you will be prompted to correct any errors that have been detected in the forms. Any errors will be displayed as indicated below:



Please note that this action is not exactly the same as clicking on **Validate Form** within the form. When you run a validation from within the form, the validation checks only the content of the form, i.e. the administrative form in **part A**.

When you run a validation from the submission application via **validate**, you run a validation of your whole draft proposal. This includes all documents both in **Part A** and **Part B**.

The following screen shows the results of validating the whole draft proposal.

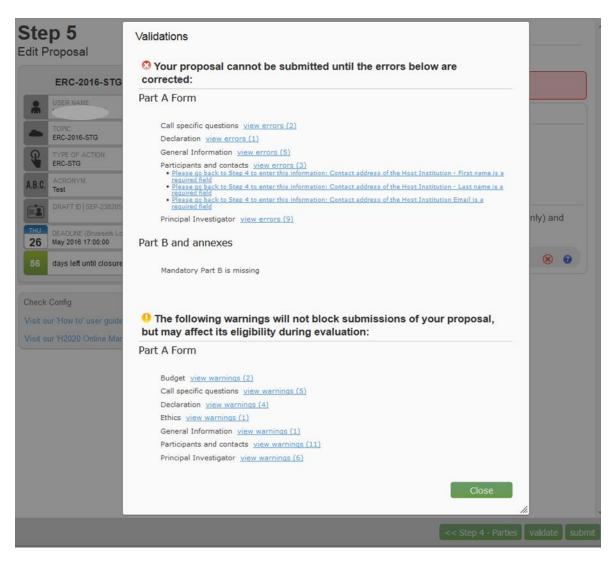


You have blue links for the errors and warnings. Clicking on them will expand the details for the error with new links. By clicking on these new links, you will access the affected parts in the form.



However, the affected items will not be highlighted anymore. You are advised to run both validations in different moments. When filling in the form, use the **validate form** functionality within the form. Before submitting your proposal, run a validation from the submission application to check if your application is ready to be sent by clicking on the action button **Validate**.

Part of the validation can include reviewing previous steps, such as the Step 4 for managing related parties:



When this is the case, clicking the link "Please go back to STEP 4" above will take you back to the administrative form, where you cannot actually apply amendments. Please go to **STEP 4** by clicking the << Step 4 - Parties button in order to correct this kind of warnings/errors.

When all errors and warnings are corrected, click the validate button again to make sure you have not missed anything. Once you get the No Errors validation screen, click on submit. Your proposal has now been submitted and the system displays a message to confirm that the proposal has been received.

The Submitted status will also be shown on the **My Proposals** page of the Participant Portal. The Proposal Coordinator will also receive a submission confirmation e-mail, including details about the submitted proposal. Note that the e-mail could end up in the spam folder or get blocked by the antispam software of your organisation, so make sure that you check your inbox regularly.

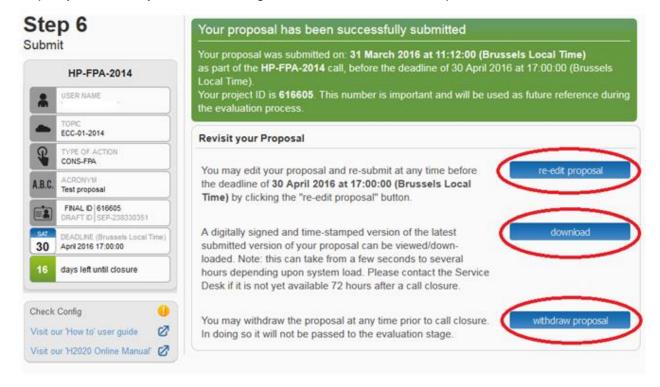
The submission is completed when the Proposal Coordinator clicks on submit, and the confirmation email has been received. Uploading the Annex documents only, does not finalise the submission process. Therefore, we advise you to upload your proposal as early as possible, and if possible, to submit at least 48 hours before deadline. Otherwise, there is a serious risk that you will not be able to submit it on time.

You can upload your Annex documents or submit your proposal as many times as you wish prior to the call deadline, but it is strongly advised not to wait until the last few days to do so. Each time you upload a new Annex document, you <u>must</u> click submit to save your changes.

# Step 6: The 'Proposal Submitted' Page

Reaching Step 6 means that your proposal has been successfully submitted and therefore sent to the European Commission services for evaluation.

In Step 6, you can carry out the following actions, as indicated in the picture below:



## Revise (Re-edit) the Proposal

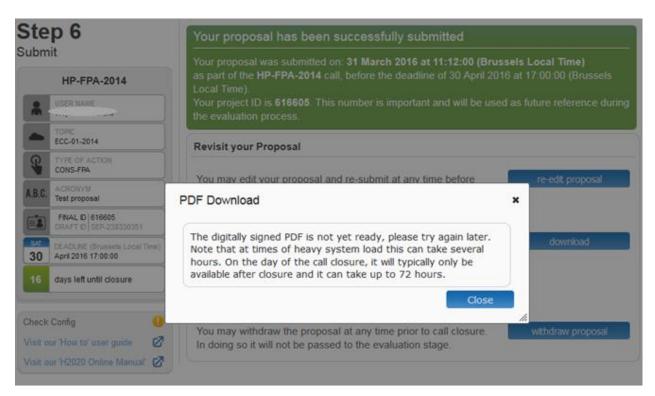
If you need to revise your proposal, click the The Proposal Coordinator may continue to modify the proposal and submit revised versions overwriting each preceding one right up until the deadline.

**Note:** This option will not be available to you if you attempt to revise a proposal which was submitted for a **'continuously open call'**. It will not be possible to edit proposals for calls which are already closed.

## **Download the Submitted Proposal Package**

After submission of the proposal, it is advised to download your proposal in order to check that it has been correctly submitted.

A digitally signed and time-stamped version of the latest submitted version of your proposal can be viewed / downloaded.



Click the download button to download your proposal.

**Note:** Depending on the volume of proposals submitted, this signed and time stamped version can take from a few seconds up to several hours to be visible in the submission application. When call closure is reached, this can take up to 72 hours. Please contact the Service Desk if it is not yet available 72 hours after call closure.

## Withdraw a Submitted Proposal

If your proposal is withdrawn, it will not be considered for evaluation. However, the system will keep the proposal draft and the withdraw action may be reversed by re-submitting the proposal before the call deadline. You will have to enter a reason for the withdrawal.

When a proposal is withdrawn, a message is displayed on the screen informing that the proposal currently holds that status. An e-mail is also sent to the Proposal Coordinator, including the details of the withdrawn proposal. Note that the e-mail might get lost in your spam folder or get blocked by the anti-spam system of your organisations, so make sure that you check for it as needed.

To complete this action, click on the withdraw proposal button.

## **Partner Actions**

To be added, a partner must have both an EU login and a PIC for his/her organization. When the Proposal Coordinator clicks in **Step 4**, an automatic email will be sent to all the Partner contacts with the proposal related links.

A partner contact without an EU Login will be prompted in the proposal notification email to register in the application.

Dear Manolo SCHMIDT,

has invited you to register to EU Login in order to access "PPW".

To accept the invitation, follow the link below:

<accept invitation>

If this email reached you in error, you can disregard it or decline the invitation:

<decline invitation>

Sent to you by EU Login

Once the Partners enter the electronic submission system, they will launch into the **Step 5** of the submission process where the edit forms button enables them to access the electronic administrative forms and the rest of the proposal package as their participation requires.

To access the consortium contact details, they will need to click the button – thus going back to **Step 4** of the submission process.

#### Completing the forms

When the PDF form is opened, the partner will have to verify or fill in their administrative form and make sure to correct any validation errors. To check for validation errors, partners must use the **VALIDATE FORM** button located at the top of the form. The process is the same as explained under the section <u>Validating</u>, <u>Saving and Closing the Form</u> above

Please note that only the proposal coordinator will be able to upload files for the Part B.

# CHAPTER 3: REFERENCE GUIDE TO ROLES, SCREENS & ACCESS TO USER ACTIONS

# Roles, Proposal Coordinator, Partner, Contact Person

The roles that are available in the system are the Proposal Coordinator, Partners, and Contact Persons (optionally). The Proposal Coordinator and each of the Partners have a Main Contact and can optionally have one or more additional Contact Persons. Depending on the proposal you participate in, you might act on behalf of one or more of these roles and your current role will determine the actions you will be able to carry out, as well as determine the information that you will be required to provide.

Proposal Coordinator. The Proposal Coordinator acts as the single point of contact between
the participants and the Commission for any given proposal. The Proposal Coordinator is
generally responsible for the overall planning of the proposal; for building up the consortium
that will do the work, and (s)he is always the first participant. Note that for some calls, only one
participant is needed and the participant will be the Proposal Coordinator of the given proposal
by default.

**Note**: A Proposal Coordinator can **promote a partner organisation** to **Coordinator** status via a drag-and-drop function as long as this partner organisation provided details of a main contact. Once this change has been implemented, all contacts of both organisations will be notified of the **change in access rights**. When swapping roles with a partner, the **original coordinator contact(s) lose(s) their full editing and submission rights** for the proposal. This functionality is not available for ERC/MSCA calls.

- Partner. If you are a Partner to a proposal, you will be invited by the Proposal Coordinator to
  fill the administrative forms that contain the contact and address details. Most of the fields will
  be pre-filled with information already provided to the Commission services in order to save time
  and to ensure better data quality.
- Contact Person. Optionally, a Proposal Coordinator or a Partner may decide to delegate some of the work involved in filling in or reviewing parts of the proposal submission forms to one or more additional Contact Persons. You can grant each Contact Person full access rights or read-only access to the forms data. A Contact Person will only be entitled to edit/view the parts of the proposal that his/her organisation is responsible for.

**Note**: A Contact Person with full access rights cannot change their own access rights level to 'read-only' – this can only be done by the Proposal Coordinator or another user with full access rights.

However, a contact person with access rights to a proposal will be notified whenever they are deleted from the list of contacts pertaining to an organisation. When an entire organisation (including all of their contacts) is deleted, all contact persons will receive an email informing them that their access rights to this particular proposal have been revoked.

 Calls with Specific Contact Roles. Most calls use the standard Main contact and Contact person roles for the Proposal Coordinator organisation. However, some calls (e.g. ERC-2014 and *H2020-MSCA-IF-2014*) may require more specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, **Applicant**, and so on. Calls of this type are pre-configured accordingly so that the proposal submission forms for them contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call. For more information about calls with special roles, see <u>Appendix C: Calls with Specific Contact Roles</u> at the end of this document.

## **Changing Main Contact Information**

Only one **Main Contact** is allowed for each organisation. However, for business reasons, you may need to change the **Main Contact** person details after the initial **Main Contact** assignment. For example, you can edit the **Main Contact** details of the existing person, or you can assign an existing **Contact Person** as the **Main Contact** replacing the original one, or you can first delete **the Main Contact** and then add a new one, etc.

When the information about the existing **Main Contact** changes (or when you delete it), the system will display a confirmation prompt warning you that you would lose the previous **Main Contact** data. If you change an existing **Contact Person** as a **Main Contact**, or if you add a new contact person in the Main Contact role, the previous **Main Contact** will automatically become a **Contact Person** – the two roles will be reversed.

In addition, all changes in the **Main Contact** details will be automatically reflected in the Administrative Form.

## **Role Rights**

The following table highlights the differences between a Proposal Coordinator's and a Partner's actions:

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, Invite Participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	Yes, with full rights to fill in only the row for his/her organisation.
Create Contacts for a Partner	Yes	Yes, with full rights to fill in only the information for his/her organisation.

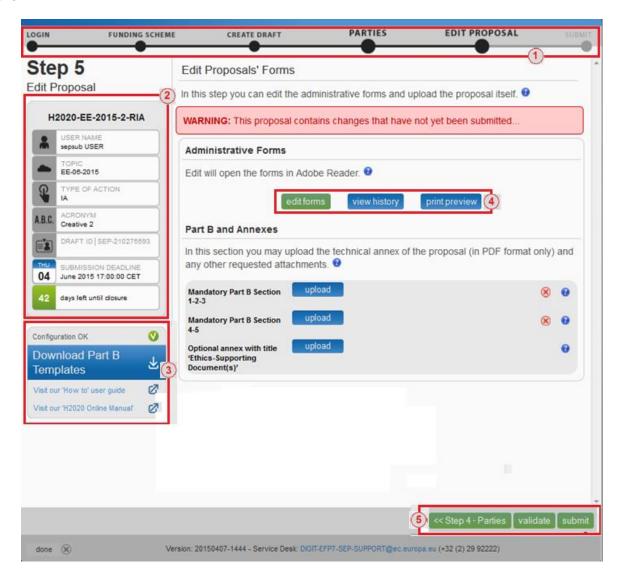
#### The Timeline around the Deadline

Proposals can be submitted multiple times before the call deadline specified in the information package of the call, available from the Participant Portal. Calls deadlines are fixed and will normally not be extended. Only the most recently submitted version will be evaluated, whereas each newly submitted version overwrites the previous one. After the call deadline, the proposal can no longer be modified and no further participants can be invited. Practise the proposal submission procedure well before the deadline to ensure a risk-free submission of your proposal and proper correction of errors and warnings.

After the deadline, the proposal remains available in read-only mode and can be accessed by the coordinator and the proposal participants before the deadline.

## The Online Submission Wizard: Screens and Access to User Actions

The electronic submission system screen is composed of different elements. See below to get familiar with them:



## 1. Progress bar

A progress bar banner, showing the proposal completion progress. Just below it you will able to see in which step you are right now.

## 2. Proposal information panel

Displayed on the left hand side of the screen, it is the ID card of your proposal. The information displayed there is completed as the user progresses. It also shows useful information such as the submission deadline for the corresponding call.

# 3. Configuration status check tool

It is displayed at the bottom left part of the screen. In the visual example above, the configuration complies with the minimum requirements.

This part also allows downloading the Part B templates in RTF format, and it includes links to the help wiki site and the H2020 online manual.

#### 4. Action buttons

Buttons for the available actions. They will be different depending on the step in which you are. The ones above, corresponding to **Step 5**, are connected to editing the administrative form in Part A and uploading the Part B documentation. In Step 4, they will consist of action to add/remove partners, etc.

## 5. Proposal navigation buttons.

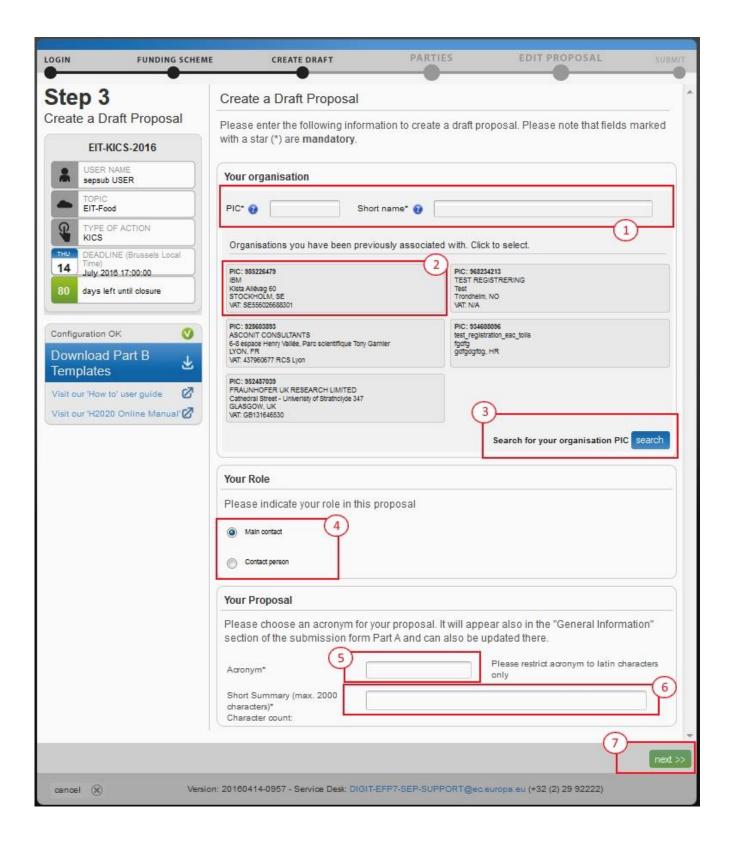
Available at the bottom right corner, they allow you to go from one step to another, validate the content of the proposal and to submit your proposal.

There are no more navigation buttons in **Step 6**, where only action buttons will be available as explained in **Step6**: The 'Proposal Submitted' Page.

## **Wizard Step 3: CREATE DRAFT**

The picture below shows the Create a Draft Proposal screen of the wizard. You will have to perform 7 actions, each one indicated below with a number shown in the image which follows:

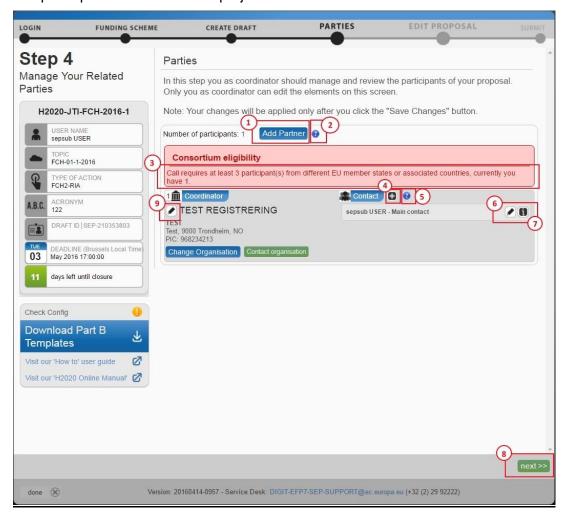
- 1. Enter your organisation Search criteria.
- 2. Alternatively, select a previously associated organisation
- 3. Click on the **Search** button to start the organisation Search procedure
- 4. Select your role, either Main contact or Contact person
- 5. Enter a proposal acronym
- 6. Enter a proposal short summary
- 7. Click the **Next** button



## **Wizard Step 4: PARTIES**

The picture below shows the **Parties** screen within the wizard. You will be able to perform these 8 actions, indicated on the picture via a number:

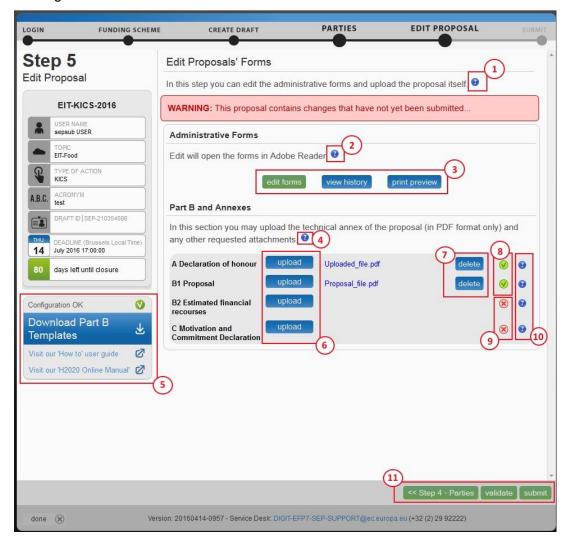
- Click on the Add Partner button to add a new Partner
- 2. Click to display guidance on the Parties section of proposals
- 3. Warning on the required number of participants. It will be different from call to call
- 4. Add contact. It will allow you to specify a contact for that organization
- 5. Displays information about Main contacts, access rights and invitation sent by the system
- 6. Edit contact, allowing you to modify the contact details (i.e. name, access right and project Role)
- 7. Displays the email address and access rights in the project for a given contact
- 8. **Next** button, allowing you to move into Step 5
- 9. Edit participant name within the project



# Wizard Step 5: EDIT PROPOSAL

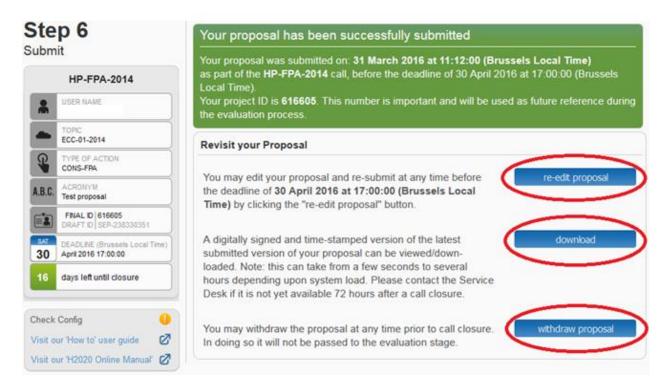
The picture below shows the EDIT PROPOSAL screen of the wizard:

- 1. Click to open guidance on editing the proposal forms
- 2. Click to open guidance on editing the Administrative forms (Part A)
- 3. Action buttons for the Administrative forms in Part A
- 4. Click to open guidance on annexes and Part B forms
- 5. Click to download latest proposal requirements package (i.e. Part B)
- 6. Click to upload required Part B document
- 7. Click to delete an uploaded document
- 8. Indication if the required document was uploaded
- 9. Indication if a required document is missing
- 10. Attachment info including whether mandatory, maximum allowed size, maximum number of pages and type of file to be uploaded (i.e. pdf)
- 11. Navigation buttons



## Wizard Step 6: SUBMIT

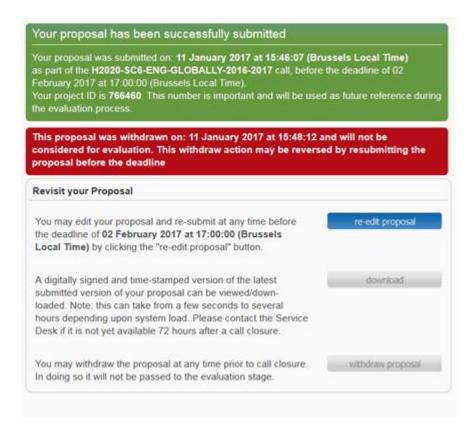
The picture below shows the SUBMIT screen of the wizard. There are basically 3 actions you can take in this screen:



- 1. Re-edit proposal: allowing you to change the content of your proposal. Please note that you will need to submit again for the changes to be reflected. Also, this action is available only until the call closure date/time is reached.
- 2. Download: allowing you to download a digitally signed copy of your proposal. This will not be available immediately after submission. If the copy is not available yet, you will get a message asking you to wait a bit longer.
- 3. Withdraw proposal: This allows you to withdraw your proposal so that it does not go to the validation phase.

If the call is still open when withdrawing, the entered data will be available and you will able to edit and submit again. The button **re-edit proposal** will be active for such an aim.

If withdrawn, a message in red will appear in the screen, just below the submission confirmation, informing that the proposal will not be consider for evaluation.



# The Participant Portal: Screens and Access to User Actions

The <u>Research and Innovation Participant Portal</u> is your entry point to the Online Submission Service. It allows you to carry out the following actions:

- Familiarize yourself with the overall research and innovation grant process by first consulting the **How to participate** tab on the Participant Portal.
- Decide on the funding opportunity that you want to apply for.
- Select your Partners check Partner information in the Participant register section.
- Register as a user for the EU Services by creating an EU Login
- Register your organisation and your Partner organisations in the <u>Participant register section</u>.
- Log into the Participant Portal and Select your Topic to access the Online Submission Service.
- Use the MY AREA > My Proposals / My Organisations pages to access your draft and submitted Proposals.

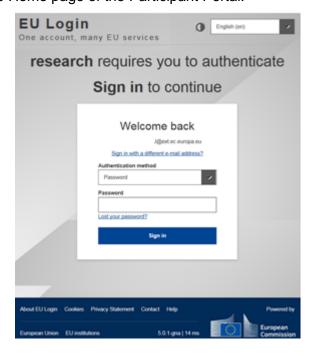
#### Participant Portal: Before You Log In

Create an EU Login or, if you already have an account, log into your account. Before logging in, familiarize yourself with the grant process, the funding opportunities and check the Partner information.



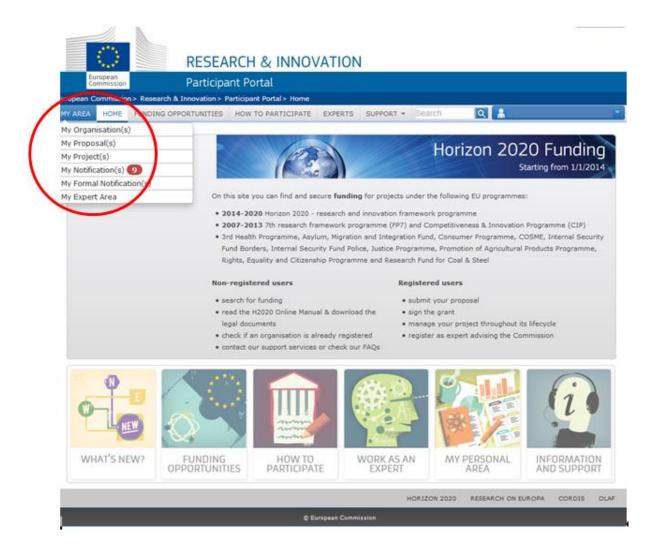
# Participant Portal: The EU Sign in Screen

When you click you will be prompted to log in through the EU login screen, as shown in the picture below. This screen appears in the same window. After entering your credentials and logging in, you will be redirected to the Home page of the Participant Portal.



# Participant Portal: The EU Login and "My Area"

Once logged in, your personalised **MY AREA** tab appears. Here you can access your Organisations, Proposals, Projects, Notifications, and Experts information if applicable for you.



## Participant Portal: The HOW TO PARTICIPATE Page

This page is your main source of information as you prepare for submitting your proposal. It allows you to:

- Register yours and your Partner organisations in the Participant register section
- Read the H2020 Online Manual and access some Reference Documents
- Carry out a Financial Capacity Self-Check
- Check the conditions regarding SME Participation



# Participant Portal: The PARTICIPANT REGISTER Page after Login

The Participant register page is accessible via the **How to participate** tab. It allows you to:

- **Search** through the registered organisations database and check if your desired Partners' organisations are already registered in the Participant Portal.
- **Start** (or **Resume**) your organisation registration process via the **Participant register** application.



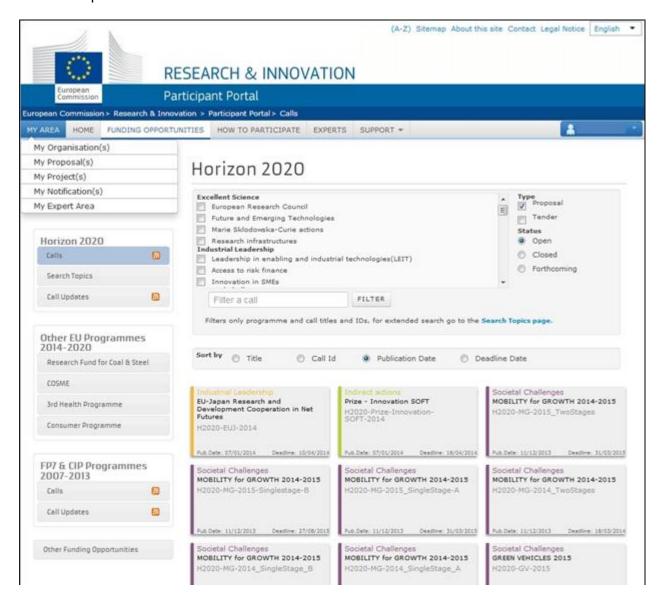
# Participant Portal: The FUNDING OPPORTUNITIES Page

The **Funding Opportunities** tab is your access point for searching and selecting Calls for proposals.



## Participant Portal: The CALLS Search & Selection Page

The Calls search & selection page for the selected Programme contains a filtering/search panel at the top of the page and a result list of Calls (depending on your filtering criteria) in the form of clickable boxes situated below. If you tick a specific Call box, you will be directed to the Call Details page for that Call. The picture below shows a list of Horizon 2020 calls.



## Participant Portal: CALL Details - TOPIC Selection for a CALL

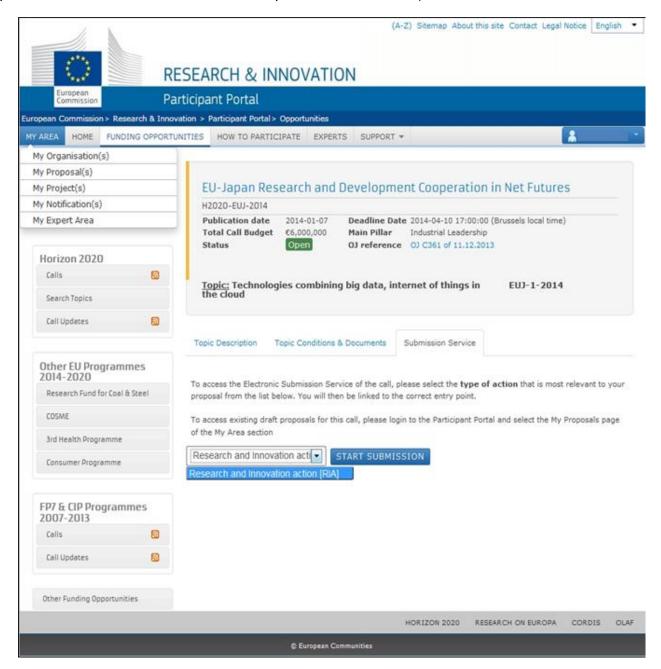
When you select a Call for which you wish to submit a proposal, you must select a **Topic** in the **Call description** tab that opens.

These tab pages provide detailed information about the selected Call. To proceed to proposal submission, select a **Topic** from the list by clicking on it.



## Participant Portal: Accessing the Submission Service for a Selected Topic

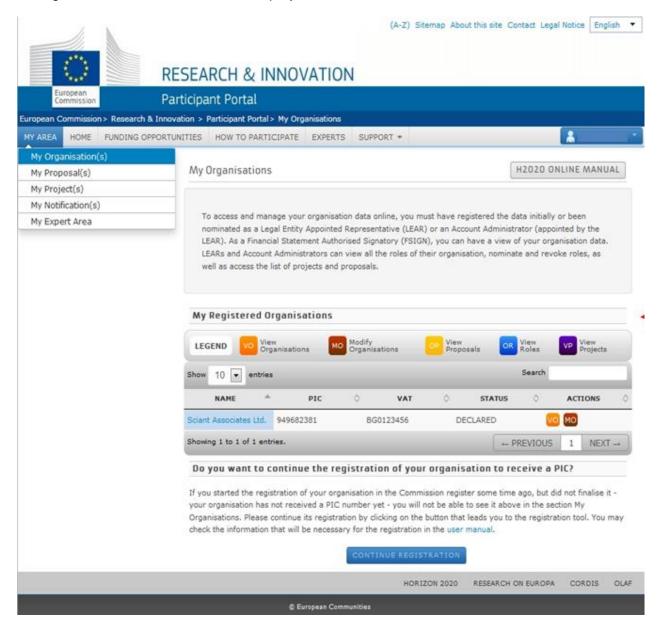
After you selected the Call and a specific Topic, click START SUBMISSION to start the Proposal Submission process in the Online Submission Wizard, which will open in a new window (see the previous section for a more detailed description of these screens).



The Submission Service tab is your <u>access point</u> to the Online Submission Wizard. Select the Type of Action from the drop down menu (usually there is just one Action) and then click on the START SUBMISSION button to go to the Online Submission Wizard.

## Participant Portal: MY ORGANISATIONS Page after Login

Log in and go to your personalised **MY AREA** tab, where you can access your Organisations and perform different actions related to them – view or modify organisation details, view proposals for these organisations, view roles, and view projects.



Within your **MY AREA** tab – click **My Organisations** to see a list of your registered (or draft) organisations (organisations for which you have a role assigned to yourself).

In the list of organisations, you can use the **View Proposals** action button if you have draft or submitted proposals for that organisation. In the example above, the registration process for the organisation in the list is not yet complete, so the system provides an option to continue the organisation registration process.

## Participant Portal: The MY PROPOSALS Page after Login

After logging in, you will be able to use your **MY AREA** tab, where you can access your Proposals – drafts or submitted ones. The example below shows a proposal list with two draft proposals.

In the list of proposals, each proposal will have a specific set of action buttons available depending on its status, as described in the **LEGEND** area above the list.



# APPENDIX A: COMPATIBILITY & TROUBLESHOOTING YOUR SYSTEM CONFIGURATION

## **Mandatory System Requirements**

The electronic submission system of the European Commission is a web application. Therefore, a working Internet connection is needed in order to use it. Although the system has been tested with a set of typical reference configurations, it is not guaranteed that the application will be fully functional on your computer. The system provides a diagnostic window that will warn you about some possible incompatibilities.

To use the electronic submission system, ensure that your computer configuration complies with the following mandatory system requirements:

Component	Mandatory configuration
Adobe Reader	Version X or above, all previous reader installations must be removed prior to installing the latest version
	Adobe Acrobat X Pro needs to be updated to the latest version (10.1.15 or above).
Internet connection	ADSL Line, 512 Kbps or faster
Memory	RAM – 512 MB of more
Screen resolution	Minimum 1024 x 768 of higher
JavaScript	JavaScript must be enabled
Cookies	Cookies must be enabled
Pop-up blocker	No effect
User ID	Valid user ID with the Commission (EU Login)

## Recommended system configuration

The following table shows the operating systems and browsers actively supported by the system, as well as the Adobe Reader version required for each configuration.

Operating system	Internet browser	Adobe Pro or Acrobat Reader
Windows Vista & 7	Internet Explorer from 8 to 11 Firefox 3.6 or above Chrome from 10 to 44	Version X or above
Windows Vista 10	Firefox up to 49 IE 11 Chrome until 44	Version X or above
Mac OSX	Safari 5 or above	Version XI

Note: The use of mobile devices for online submission of research proposals is not supported.

## **Troubleshooting Your System Configuration**

The primary compatibility issue concerns the seamless viewing and editing of the pdf forms inside

your browser window once you click on window, or download them to your computer. After download, you will be able to open them in Acrobat Reader X or XI and complete them.

Whether you work on the form inside your browser window or with Acrobat Reader after downloading them, the end result is the same. In either case, as described in <a href="Step 5">Step 5</a> above, once you click **Validate**Form, the form will perform a check and provide you with the corresponding warnings or errors found in its content.

When you click **Save and Close** the information will be sent to and saved on the Commission's servers.

**Remember:** The downloaded form has a time stamp from the Commission's servers <u>expiring 2 hours</u> <u>after having been downloaded</u>. If you do not click on **Save and Close** before expiration is reached, you will need to delete the old form, return to the wizard and download a new copy.

You can send your data to the Commission's server and download a new copy to continue editing as many times as needed. **Save and Close** updates your draft proposal with the changes done in the Part A administrative form, but those changes can be overwritten if needed.

At the bottom left side of your submission wizard, it will be indicated whether your system is configured to display the form directly in your browser window. Only the left message below will indicate that the form will be open within the browser:



**Configuration OK:** your system meets the minimum requirements and all PDF forms will open directly in your browser.

**Configuration unconfirmed:** your browser does not meet the minimum requirements and all PDF forms will be downloaded and opened offline, outside your browser.

**Check Config:** your browser does not meet the minimum requirements and all PDF forms will be downloaded and opened offline, i.e. outside your browser.

## What to do if your system configuration is not OK?

- Make sure you have the correct version of Adobe Reader installed (see the <u>compatibility section</u> above) and that it has been set up as your default PDF handler. If you have an older version of Adobe Reader, uninstall it before installing the new version. To download Adobe Reader, go to Adobe Reader Download and follow the instructions.
- 2. Most browsers have their own built-in PDF viewers. If your browser's built-in PDF viewer is not allowing you to properly open, view and edit the Administrative form in **step 5**, it is recommended that you disable your browser's PDF viewer and that you use the corresponding Adobe Reader plug-in instead. This way you will be able to open, view and edit the form within the browser. As stated above, you can also complete the form offline and then save it to the Commission servers.

The following instructions explain how to enable the Adobe Reader plug-in for the supported browsers and operating systems.

#### On Windows

#### Internet Explorer as from IE 7

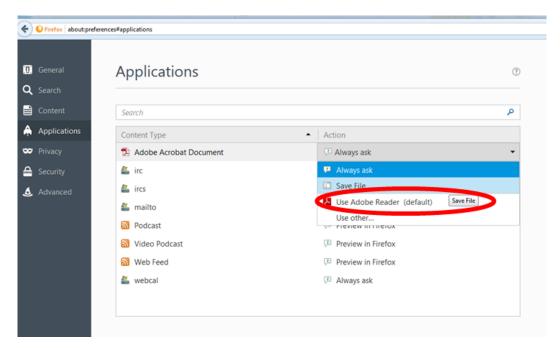
The steps to enable the Adobe PDF plug-in vary depending on your version of Internet Explorer.

- Select Tools and click Manage Add-ons.
  - (Or select Tools > Internet Options, click on the Programs tab, then click Manage Add-ons).
- In the Show pop-up menu, select All Add-ons.
  - (In some versions the option reads: Add-ons That Have Been Used by Internet Explorer).
- Scroll to the section of add-ons for "Adobe Systems" and select "Adobe PDF Reader".
- If the status of Adobe PDF Reader is set to "Disabled", click the Enable button.
- Click **OK** to confirm.

## From Firefox 19 to 49

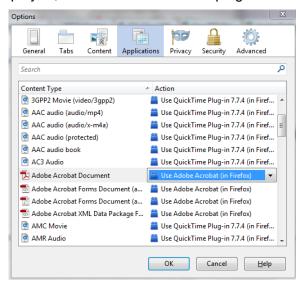
Please note that Firefox 19 and above has a built-in PDF viewer. You will need to enable the Adobe PDF reader plugin. This is applicable up to Firefox 49, Firefox 50 not being compatible with the adobe reader plug in anymore.

- Click Tools and then click on Options
- Select Applications
- In the Content Type column, find "Adobe Acrobat Document" and click on it to select it
- Under the Action column, click the corresponding drop-down arrow and select "Use Adobe Acrobat (default)".



## Older Firefox versions: 3.6 up to 18

- Select Tools and click Options.
- Click the General tab, and then click Manage Add-ons.
- Click the Plug-ins tab (purple/blue icon). (The layout of this dialog box differs depending on the version.)
- Find and select "Acrobat" or "Adobe Reader":
- If the **Disable** button is displayed, the add-on is enabled and no action is required.
- If the Enable button is displayed, click on it to enable the plug in.

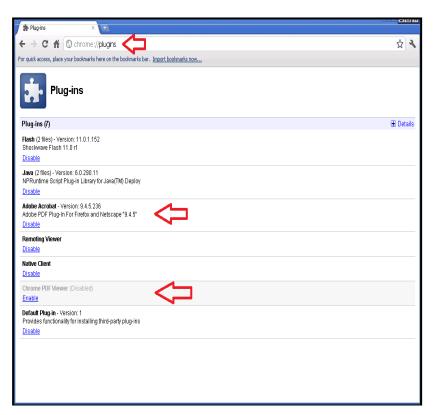


## Google Chrome

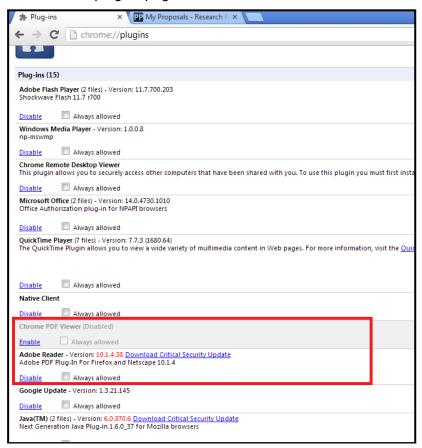
Google Chrome uses the Chrome PDF Viewer as the default application to open PDF files. In order for the system to open up the PDF eForms within the browser, the Chrome PDF viewer must be disabled

- On your browser type chrome://plugins
  - the Plug-ins page will be displayed
- Disable "Chrome PDF Viewer"
- Enable "Adobe Acrobat plug-in"

Older Google Chrome version plugins page:



## Latest Google Chrome version plugins page:



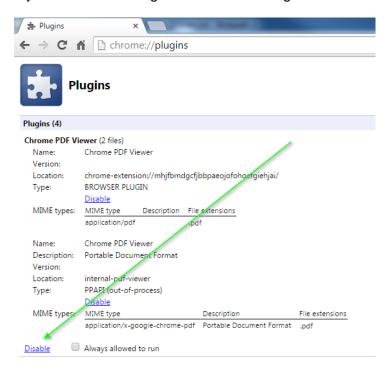
## Manage your settings to use the offline form with Chrome

Adobe plugin support for Google Chrome ends with version 45. Plug-in support will also be discontinued for Microsoft Edge. Because of this, it will no longer be possible to work with Part A forms online. It will, however, still be possible to work in the offline mode. This section aims to facilitate the configuration of Chrome and Adobe to be able to work in offline mode. You can, however, still work with the offline forms using Adobe Acrobat X Pro in version 10.0.0. All screenshots shown in this section feature the Adobe Acrobat Reader 10 or higher.

It is advised to work in online mode using alternative browsers that support the Adobe Reader plugin rather than working in offline mode. You can find the list of browsers supported in the Recommended system configuration section above.

## Important information for users working in the online mode:

You may use previous versions of Chrome (version 43 or 44) when working in the online mode. To work in online mode, you will need to update Adobe Reader to the latest version and to disable the Chrome PDF viewer in your Chrome settings as shown in the figure below.

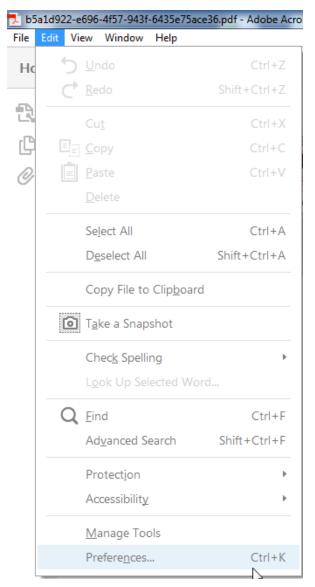


You can download the latest version of Adobe Reader here: <a href="https://www.adobe.com/support/downloads/product.jsp?product=1&platform=Windows">https://www.adobe.com/support/downloads/product.jsp?product=1&platform=Windows</a>

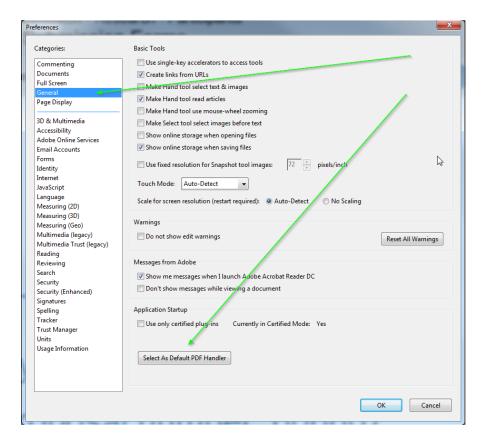
#### Set Adobe Reader as default PDF viewer in your system

If Adobe Reader XI (or X) is not set as PDF viewer in your system then perform the following steps:

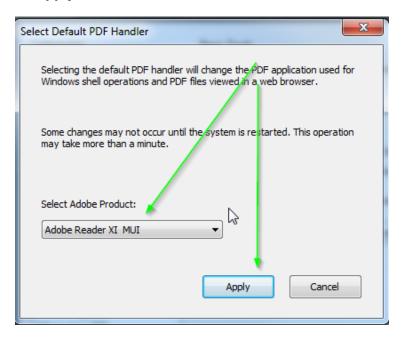
1. Open Adobe Reader and navigate to **Edit -> Preferences**:



2. Select General and click on Select as Default PDF Handler:



In Adobe Reader XI and X also the following popup window appears. Select **Adobe Reader XI MUI** (or **X**) and click on **Apply**.



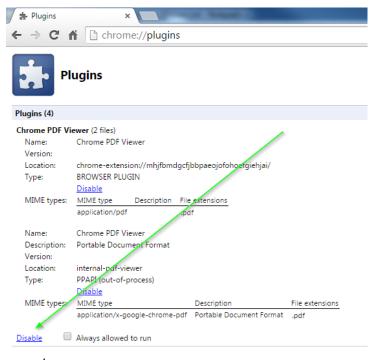
If the User Account Control popup window appears, then click on Yes.

Double Click any PDF file stored locally in your PC and check whether it opens in Adobe Reader. If not, restart your system.

#### **Disable Chrome PDF Viewer**

The configuration shown below concerns the Chrome version 45 and is expected to work from version 42 to version 46. If you received a warning message, then disable your browser's PDF viewer following the steps described below:

- 1. Open Chrome browser and navigate to "chrome://plugins/".
- 2. Disable Chrome PDF Viewer.



3. Restart your computer.

## Safari 5

Safari will display PDF files using the Adobe Reader plug-in by default. Please note, if Firefox (only until version 49) is available in your computer, you are advised to use it since it is more reliable than Safari. If not possible, take following actions:

- Choose **Action menu** > **Preferences** and click **Security**. (The **Action menu** is near the upper-right corner of the Safari window, and it looks like a gear.)
- Make sure that the "Enable plug-ins" checkbox is selected



#### Opera 19

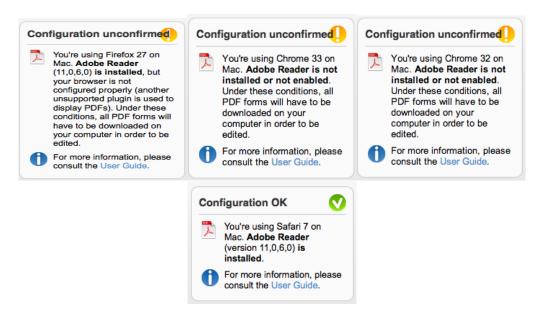
The latest Opera version will not display the pdf forms inside the browser. It will automatically download them in your download folder. You will need to open and work on them using the Adobe Reader or Adobe Pro application. When you are ready to click on the **Validate Form** or on the **Save and Close** buttons, make sure your computer is connected to the internet, so that the information can be automatically validated or uploaded and saved to the Commission's servers.

#### On OS X

In OS X, the latest versions of Adobe software, both Acrobat 10.1.x or XI and Reader 10.1.x or XI, support viewing of PDF files only inside the Safari browser. Other browsers, such as Firefox, Chrome and Opera, are not supported. We suggest you use Safari.

If Safari does not display PDF forms in the browser window, uninstall all older versions of Adobe Reader and <u>download</u> the most recent one. First close Safari, and then install Reader. Launch Safari to open the PDF files inside the Safari window. If you install Adobe Reader 10.1.x without first closing Safari, Safari will not display the PDF file inside its browser window until it is relaunched. For further help, please see <a href="http://helpx.adobe.com/acrobat/kb/troubleshoot-safari-plug-acrobat-x.html">http://helpx.adobe.com/acrobat/kb/troubleshoot-safari-plug-acrobat-x.html</a>

These are the respective error messages at the left bottom side of your wizard window for Firefox, Chrome, Opera and Safari



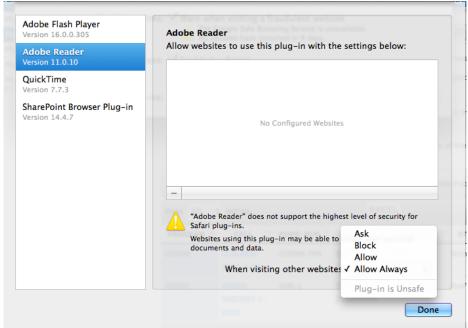
The PDF viewer browser plug-ins for Firefox, Chrome and Opera will not work because the form format is not supported by the plug-ins, and it will not display. These browsers will automatically download the form to your computer, and you will be able to complete it offline.

Setting Adobe reader in Safari 7 and above

Ensure that the PDF plug-in is trusted:

- 1. Select Safari > Preferences > Security > Manage Website Settings.
- 2. From the left panel, select Adobe Reader or Adobe Acrobat.
- 3. From the When visiting other websites pop-up menu, choose Always Allow.





To open the form, Adobe reader must be set as the default PDF reader.

#### Setting Adobe reader as the default PDF viewer

- 1. In the Finder, select a PDF, and choose File > Get Info
- 2. Click the arrow next to Open With
- 3. Select either Adobe Acrobat or Adobe Acrobat Reader



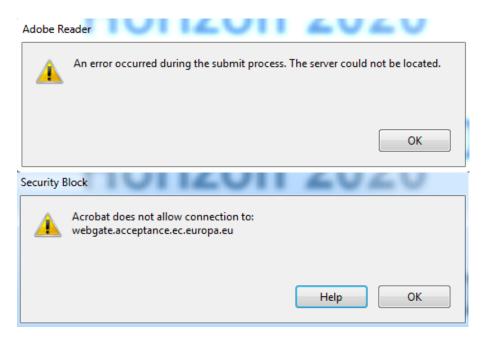
4. Click the Change All button



5. When asked if you want to change all similar documents, click Continue

## Troubleshoot connection with the offline form (failing to send data via the offline form)

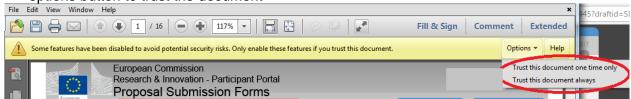
If the Form A is edited in Adobe, depending in your programme and network settings, you could experience difficulties when clicking the **Save and close** button to transfer your changes to the EC server:



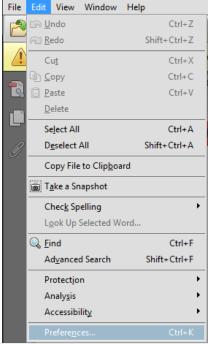
To avoid populating data in the form and being confronted with issues sending the changes you made to the EC server (i.e. losing your data), you can download the form first, and then click on the **Save and close** button before start editing. If there are no issues saving the form, download it again and start editing.

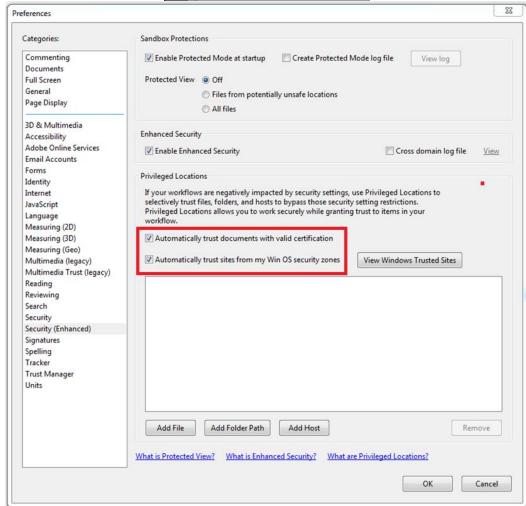
If, on the contrary, this test fails, please take following actions before downloading it again for editing:

1. Ensure that you trust the form in Adobe. If you get a warning in the document, click in the options button to trust the document

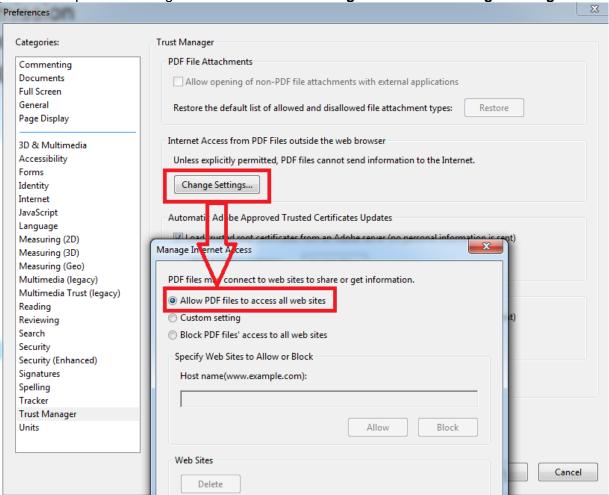


If you don't have this option, go to **Edit/Preferences** in your reader. Then select **Security** (**Enhanced**), and make sure to modify the setting for automatically trusting documents with a valid certification, as well as files from security zones:



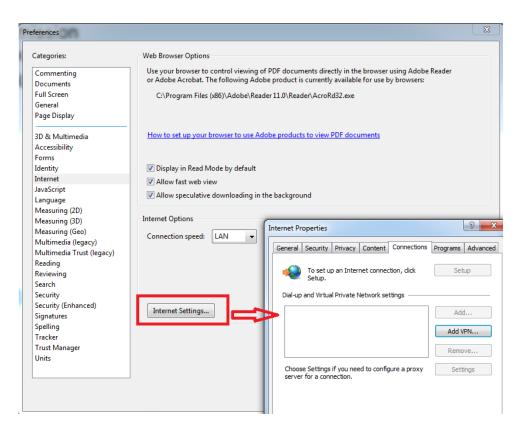


2. Make sure that your Adobe is properly configured to communicate to external networks: Access the preferences again and select **Trust Manager**. Then click **Change Settings**:



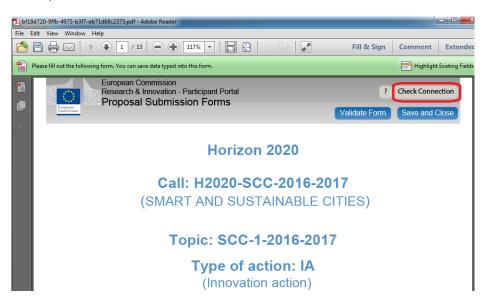
3. Try a different internet connection. If you have the possibility to connect to a different internet connection, it is worth to try it out. You can modify the connection to be used also under **Edit/Preferences**. Then, select **Internet** and click on the **Internet Settings** button.

Failure when using a specific connection, only, could be due to security settings on the level of the network instead of the level of your PC/Adobe preferences. If after checking a different internet connection you are able to send data from the form to the EC server without errors, please check with your Network Administrator. The problem could be linked to a firewall restriction:



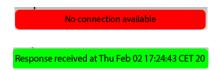
#### Check connection button

**Important note:** the following functionality is not applicable to all cases. If you do not see the below described buttons in your offline form, this functionality is not available in your case. Still, you can check connectivity to the EC server by just clicking the **save and close** button in the form as explained in the <u>previous section</u>.



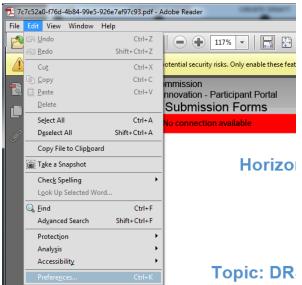
The Check Connection button Check Connection allows you to test if there is connection between your local copy of the form and the Commission Server. Please check the connectivity before start filling

in the form. When no connectivity is available, no data will be transferred to your online draft proposal. When clicking the button, there are two possible outcomes: 'No connection available' or 'Response received at xxxxxxx.

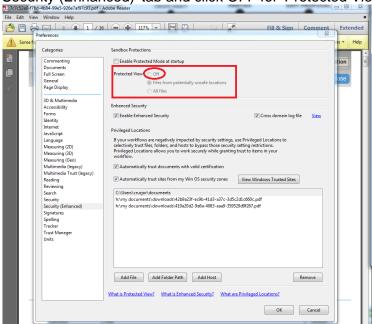


If the 'No connection available' message is displayed, please follow these steps:

 Verify that Protected View is off in your Adobe Reader security preferences. Click on Edit, Preferences:

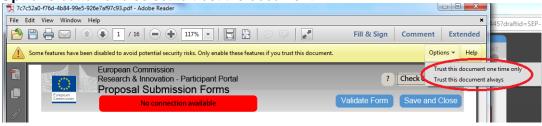


Then, select the 'Security (Enhanced)' tab and click OFF for 'Protected View:



2. In the case that protected view is enabled and you cannot modify the options, as it is the case above, it is likely you get the message 'Some features have been disabled to avoid

potential security risks. Only enable these features if you trust this document', please click the **Options** button and select to trust the document.



- 3. Try a different connection:
  - Switch to another PC or try a different internet connection (outside your organisation) to verify it is not due to a network restriction.
- 4. If you can't try with a different internet connection, please check with your Network Administrator to ensure that it is not due to a firewall restriction.

In case all the steps mentioned above fail, please contact us by mail DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu or by phone +32 (0)2 29 92222.

If connection to the Commission Server can be established, you will see a green message 'Response received at DAY TIME'.

### Troubleshooting Document Structure (E-Receipt: Signature not verified message)

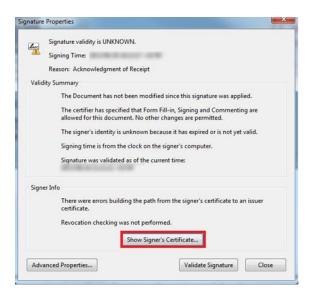
You receive the following message: "The European Commission digital signature (eReceipt) of the submitted proposal is not validated" after downloading your submitted proposal.

The following procedure is only applicable for Windows operating systems. After downloading the submitted proposal:

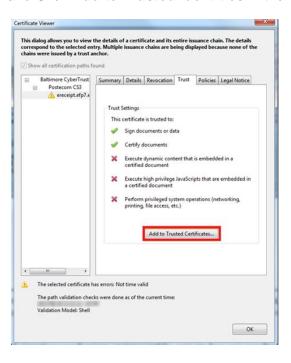
- 1. Click **signature** located at the table of contents page
- 2. Click Signature Properties... in the Signature Validation Status window



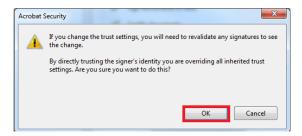
3. In the Signature Properties window click **Show Signer's Certificate...** 



4. Select the Trust tab and Click Add to Trusted Identities in the Certificate Viewer window.



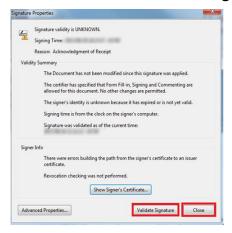
5. Click **OK** in the Acrobat Security pop-up window to confirm.



6. The Import Contact Settings window should be displayed



- 7. Tick Use this certificate as a trusted root; and then click OK. Note: ticking Certified documents is not required.
- 8. In the Signature Properties window click first Validate Signature and then Close.



9. The Commission digital signature or eReceipt should be validated now



## APPENDIX B: EU LOGIN REGISTRATION

To use the Online Submission Service, you need to have a personal user account with the European Commission Authentication Service (i.e. an EU Login).

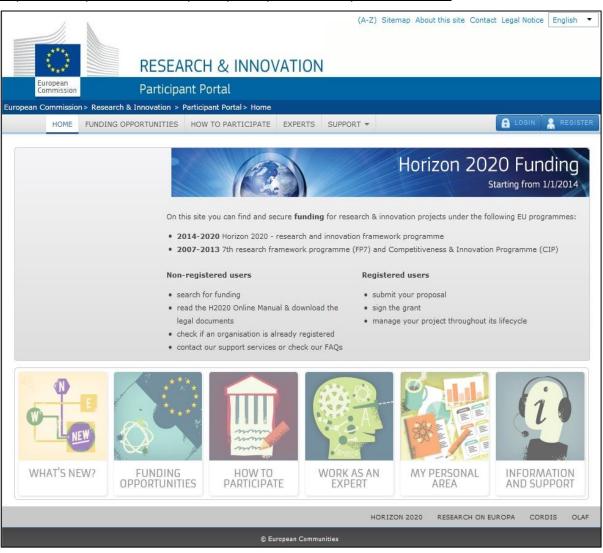
To create an EU login, follow the instructions below.

Note: For additional information, see the H2020 Online Manual.

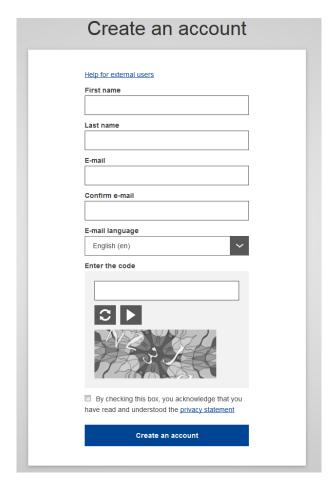
## **EU Login registration steps:**

1. Go to the Participant Portal:

http://ec.europa.eu/research/participants/portal/desktop/en/home.html



- 2. Click REGISTER
- 3. The EU Login Create an Account screen will be displayed:



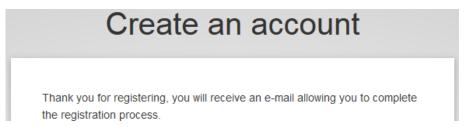
All fields in the registration form are mandatory.

- 4. Optionally, click the link **Help for external users** if you need additional instructions.
- 5. Enter your **First name** and your **Last name**.
- 6. Enter your **E-mail**. When registration is complete, a confirmation email will be sent to this email address.
- 7. Enter your e-mail address again in the **Confirm e-mail** field. You will receive an error message and you will have to enter the email again if it does not match the e-mail address provided in Step 6 above.
- 8. Select the **E-mail language** that you want the European Commission to use in the e-mail communications sent to you.
- 9. In the **Enter the code** field, enter the five characters shown in the blue box above the field. For security reasons, the characters are not displayed clearly and may not be copied from the blue box.
  - If you cannot read the characters in the blue box or if you enter them but you receive an error message, try the following:
  - a. Click to reload a different character combination and enter it in the **Enter the code** field.

- b. Alternatively, click on to hear an audio recording of the characters in English. You will need to use your computer speakers or headphones make sure you have adjusted the volume to a comfortable level.
- 10. Read the privacy statement by clicking on the link. If you agree with it, close the privacy statement window and tick the <u>privacy statement</u> box acceptance under the **Enter the code** field.



- 12. If you have not provided the required information in the fields, or you have entered a wrong code or an email address in an incorrect email format, the system will prompt you to go back and correct the errors before you can sign up.
- 13. The following message will appear to confirm that your account has successfully been created:



14. The system will send you a confirmation email to the email address you provided in the sign-up form. Open the email and click the activation link provided to activate your account. You have a maximum of 24 hrs, starting from the time the message was sent, to create your password.

**Note:** Make sure to check your spam folder if you cannot find the confirmation email in your inbox.

- 15. Enter a valid password following the instructions on the screen.
- 16. The following message confirms the creation of your account:



17. Click on **Proceed** to log in automatically to your new account, or go back to the Participant Portal:

http://ec.europa.eu/research/participants/portal/desktop/en/home.html

## APPENDIX C: CALLS WITH SPECIFIC CONTACT ROLES

Most calls use the standard **Main contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls may require more specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, **Applicant**, and so on. The call roles are specific to the call. Calls of this type are pre-configured accordingly, so that the proposal submission forms for them contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call. See examples of past calls below.

#### Call: H2020-MSCA-IF-2015

#### Contact roles:

- Researcher (one person with this role is mandatory for the proposal submission)
- Supervisor (one person with this role is mandatory for the proposal submission)
- Contact

The following image shows the Step 3 screen for the H2020-MSCA-IF-2015 call:



**IMPORTANT:** Make sure that you have assigned the mandatory Researcher role before you submit the proposal. You can add **only one** *Researcher* - if you need to re-assign this person to another role, and then assign another person as a *Researcher*, you must first change the current *Researcher* role to *Contact person* before you can add a new *Researcher*.

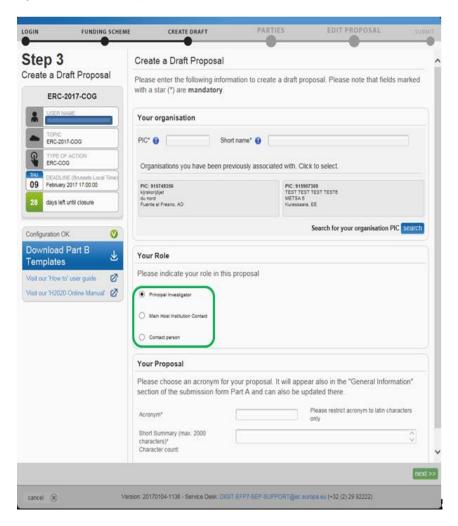
**Note:** Once you have added the *Researcher* role, the remaining contact roles will only be displayed when you add or edit another contact role.

## Call: ERC-2017-CoG (call with Fellow contact roles)

#### Contact roles:

- Principal Investigator (one person with this role is mandatory for the proposal submission)
- Main Host Institution Contact (one person with this role is mandatory for the proposal submission)
- Contact person

The following image shows the **Step 3** screen for the **ERC-2017** call:



**Note:** The following limitations regarding the assignment and reassignment of contact roles apply:

- There can only be one *Principal Investigator* role assigned to a proposal for a call. This
  means that if you initially created a proposal for a call as a *Contact person* assigned in
  Step 3 of the submission wizard, and you then add a *Principal Investigator* contact role,
  you would not be allowed to change the *Contact person* role to *Principal Investigator*because the latter role already exists.
- If you create a proposal for a call as a *Contact person* assigned as the initial contact in **Step 3** of the submission wizard, and you then add a *Main Host Institution* contact to the proposal, you will be able to change the *Contact person* to *Main Host Institution* after a confirmation prompt that the main contact would change, as shown below:



**Note:** 'Main contact' in this context means *Principal Investigator* contact or *Main Host Institution* contact.

**Note:** Once you have added the top-level contact role (*Principal Investigator*), the remaining contact roles will only be displayed when you add or edit another contact role.

## **GLOSSARY**

Term		Definition
Applicant	Back to text	Generic term for any person/organisation that prepares and/or submits a proposal. There are two types of applicants:  • The proposal coordinator  • The partner  The "Proposal Coordinator" role is allowed to register and to submit the proposal, while the 'Partner' role is only involved in the preparation of the proposal.  Synonyms: Partner
Beneficiary/ Participant	Back to text	A beneficiary or "beneficiary of the European Union funds" refers to the legal entity that signs a grant agreement and/or procurement contract (i.e. the grant beneficiary and/or contractor) with an "entity managing EU funds". Depending on the management mode this entity may be the European Commission, a beneficiary country, an international organisation, or a Community or national agency.  Subcontractors or suppliers as well as partners/consortia members of the beneficiaries are not concerned (http://ec.europa.eu/europeaid/work/funding/beneficiaries_en.htm)  Synonyms: participant  Broader term: partner
Call	Back to text	An invitation for third-parties to submit a <u>proposal</u> in order to get funding. Calls cover specific research areas and are always issued in the context of a Work Programme.  Call for proposals
		Procedure to invite applicants to submit project proposals with the objective of receiving funds from the European Union.  The European Commission publishes calls for proposals. It is an official invitation to submit a project proposal for a specific area of a framework programme by a specific date. Calls specify very clearly what is required in the Work Programme. Calls for proposals are officially published in the European Union Official Journal and on participant portal.
Consortium	Back to text	<ul> <li>A Consortium is a group of Participants, one of which is identified as the Proposal Coordinator in the proposal submission. A nominated Proposal Coordinator Contact will represent the Consortium to the Commission, who is normally an employee of the Proposal Coordinator Organisation, but acting on behalf of all for most aspects of the project. In the context of a running project, the following constraints shall hold: <ul> <li>There shall be exactly one Proposal Coordinator Contact within each Project Consortium.</li> <li>The Coordinator Contact identified in the Project proposal shall be a person, nominated from within the Coordinator Organisation, to be recognised by the Commission as the primary point of contact between it and the Consortium.</li> <li>Each Partner in the Consortium shall nominate a Partner Contact as its representative in the Project, who shall also be identified to the Commission.</li> <li>LEARs in the Consortium may revoke the Partner Contact representing their organisation in the Project.</li> </ul> </li></ul>
Deadline	Back to text	For each particular call, this is the moment after which proposals cannot be submitted to the Commission. At this point the Submission system closes for the respective call. Deadlines are fixed and strictly enforced.
ECAS		The Old name for the European Commission's Authentication Service. Its name has been changed into "EU Login", but you could encounter some documents or screens still referring to the "EU Login" as "ECAS". See <u>EU Login</u> below for more information.
ERC		European Research Council

Term	Definition
EU Login	It is the system for logging into a whole range of web sites and online services run by the European Commission. Once you use your EU Login to enter the Commission website, you will not need to identify yourself again for other Commission websites until you browser session expires (i.e. single sign-on).
	To stop the automatic single sign-on you need to click <b>Logout</b> or close all your open browser windows.
Legal Entity Appointed Representative  LEAR  Back to text	The LEAR is a person nominated in each legal entity participating in Research (H2020, FP7) programmes. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data.
Part A  Back to text	This is the part of a proposal dealing with administrative data. It is completed using the web-based electronic Submission system.
Part B – Template	This is the part of a proposal that explains the work that must be carried out, and the roles and aptitudes of the
Back to text	participants in the consortium. This part is uploaded to the electronic Submission system as a PDF file. The template documents are intended to provide you the topics needing development as part of the proposal. They are supplied by the Commission and downloadable in <a href="step 5">step 5</a> of the Submission wizard. They are provided in RTF format, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B.
Participant  Back to text	The <b>Participant</b> (short form of <b>'Participating Legal Entity'</b> ) is a legal entity that has registered, or has a registration application pending, in order to participate in current or future proposals for research projects. A Participant must be validated (corporate) as a legal entity, uniquely identified within the Participant database by its Participant Identification Code ( <u>PIC</u> ).
	Participant registration is made through the <u>Participant register</u> on the Participant Portal and subject to a rigorous validation process that may last several weeks.
	Ideally, a <u>LEAR</u> is identified to be responsible for provision and maintenance of the Participant's legal and financial data. However, until a LEAR is identified and validated, this data may be maintained by the person who initially registered the organisation.
Participant register	An electronic system that enables organisations to register their details once and then use this registration for one or more participations, thus eliminating the need to provide the same information for multiple proposal submissions. The Web interface of the Participant register is accessible from the <b>Participant register</b> page of the Participant Portal:
	http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html
	The Participant register also provides an organisation search tool where you can check if your organisation has already been registered as a participant.
Partner  Back to text	Individuals and legal entities such as companies, consortia, universities, university departments, etc. are allowed to submit proposals requesting financial support. The 'Proposal Coordinator' leads the submission process of the proposal and is the only applicant recognised by the Commission.
	To avoid the existing confusion, a difference is made between a <b>Proposal Coordinator Contact</b> and a <b>Proposal Coordinator Organisation</b> . See <u>Proposal Coordinator</u> below for more information.
Participant Identification Code PIC	The Participant Identification Code (PIC) is a 9-digit unique identifier for every validated organisation. Participants will not have to submit their legal and financial information (and supporting documents) each time they submit a proposal or negotiate a grant agreement, but just their PIC. However, if there has been a substantial change in the legal or the financial information since validation took
Back to text	place, they could be requested to provide supporting documents for the change via the <b>Participant register</b> .
Participant Portal	The Research and Innovation Participant Portal is the single entry point for interaction with the research
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Term	Definition
PP  Back to text	Directorates-General of the European Commission, it hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the submission and evaluation of proposals service.
	If you want to participate in a project proposal, your organisation needs to be registered with the Commission. Registration is available from the Participant Portal via the <u>Participant register</u> page, where you can check if your organisation is already registered. If not registered, you can start the registration process on the same page and you will be redirected to the Participant register to complete the process. The same process applies for participant registration data updates — you access your organisation from the Participant Portal /My Organisations page and from there you can go to the Participant register to update your organisation data.
	If your proposal is successful, you will also need to know about the following (see the <u>H2020 Online Manual</u> available from the Participant Portal):
	<ul> <li>the checks carried out on the information you provide on registering</li> <li>appointing a representative (LEAR)</li> </ul>
	The checks that may be carried out on your organisation's financial viability
Proposal	A set of documents submitted by third-parties in response to a particular call, in an effort to get funded by the EC after evaluation. The main elements of a proposal are the administrative forms and the proposal text.
Back to text	A proposal is a proposed project. Proposals are submitted following a call for proposals by consortium/partners with the goal to be selected and get funded by the Commission Proposal
	In order to get EC funding for a project, applicants have to write a complete and detailed proposal describing the objectives, planned activities and relevance with the corresponding Call's Activity(-ies). Proposals are individually evaluated by a team of independent experts. Only the very best project proposals will get funding.
	A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested should be included in the proposal description.
Proposal Coordinator  Back to text	Individuals and legal entities such as companies, consortia, universities, university departments, etc. are allowed to submit proposals requesting financial support. The 'Proposal Coordinator' leads the submission process of the proposal and is the only applicant recognised by the Commission.
	To avoid the existing confusion, a difference is made between a Proposal Coordinator Contact and a Proposal Coordinator Organisation.
	The <b>Proposal Coordinator</b> Contact is either an individual or empowered individual of an organisation having the responsibility to request financial support via the submission of a proposal.
	The <b>Proposal Coordinator Organisation</b> is the organisation to which the Proposal Coordinator Contact belongs or is linked to, and/or that has given the Proposal Coordinator Contact the responsibility to submit a proposal to request financial support.
	Broader Term: <u>Beneficiary</u> , <u>Partner</u>
Proposal ID	An identifier assigned to a proposal after it was submitted. Once a proposal is funded, its Proposal ID becomes its Project ID.
Back to text	Drafts of proposals are also assigned a Proposal ID, different from the final one when submitting. Both of them display on the left side in the tool.

Term	Definition
	H2020-MSCA-NCP-2017 H2020-IND-CE-2016-17
	USER NAME  USER NAME  Tester TWO
	TOPIC MSCA-NCP-2017 TOPIC FOR-01-2016
	TYPE OF ACTION CSA RIA
	A.B.C. ACRONYM FTW A.B.C. ACRONYM test for OCe
	DRAFT ID SEP-210425766 FINAL ID 608627 DRAFT ID SEP-202646370
	DEADLINE (Brussels Local Time)  June 2017 17:00:00  DEADLINE (Brussels Local Time)  April 2017 10:55:00
	91 days left until closure 31 days left until closure
	The Proposal ID can be provided to the helpdesk for troubleshooting purposes.
REA	Research Executive Agency
Submission  Back to text	The formal act to submit a proposal to the Commission via a web based application. Proposals can be modified and submitted several times as long as the call has not been closed. After call closure the submission is prohibited and proposals are locked. Eligible proposals are thereafter made available to the evaluation system.  The <b>Submission System</b> is the tool used for sending a <u>proposal</u> for an open call. It is accessible via de Participant Portal, and it is often referred as <u>SEP IT System</u> .
SEP IT System	The Participant Portal Proposal Submission and Evaluation System.
Types of Action  Back to text	Horizon 2020 calls can have different types of action (funding schemes).  The type of action specifies:  ✓ the scope of what is funded  ✓ the reimbursement rate  ✓ specific evaluation criteria to qualify for funding  See the H2020 Online Manual for more information.
Topic  Back to text	Horizon 2020 calls for proposals (as defined in the bi-annual work programmes) are subdivided into topics. A topic defines a specific research and innovation subject or area for which applicants are invited to submit proposals. The description of a topic comprises its specific scope and expected impact of the projects to be funded, and also the type of project, evaluation criteria and deadline for submission of proposals.
Work Programmes	The document adopted by the European Commission for the implementation of the specific programme in accordance with Article 5 of Council Decision (2013/743/EU) [H2020 Specific programme]. Check the H2020 Online Manual for more information.