ERA-NET Cofund on Urban Accessibility and Connectivity

https://jpi-urbaneurope.eu/calls/enuac/

Call 2020
ELECTRONIC SUBMISSION SYSTEM
GUIDELINES FOR APPLICANTS

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1. Introduction

1.1. About your proposal

All documentation relative to the call is provided on the following EN-UAC website page: https://jpi-urbaneurope.eu/calls/enuac/.

Prior to submission, the project coordinator must carefully read the call announcement and prepare two documents following the templates available on the call page:

- A project proposal document, to be submitted in PDF format;
- A project financial plan, to be submitted in Excel format.

Keep in mind that each funding organisation has its own funding criteria and regulations, which are mentioned in the call announcement. The financial plan submitted at the transnational level is for evaluation purposes only. The presentation of the financial plan to be submitted at the national level, for all proposals or for selected projects only depending on the funding organisation, might differ depending on the funding organisation (different categories of expenses, details about the distribution over time…).

1.2. About the submission system

The EN-UAC Call 2020 electronic submission system is based on the French National Research Agency (ANR) electronic submission platform (https://aap.agencerecherche.fr/). The present document is designed to guide you through the submission process and ensure a smooth submission.

Note that some features of the submission platform are not used for this call and that some fields in the interface can be safely ignored. This is for example the case of the detailed financial information, which is instead provided by uploading the aforementioned financial plan.

Each modified page in the submission platform must be saved (using the “Save” button) before going to another page.

1.3. Roles in the submission process

A Consortium is composed of project Partners represented by Principal Investigators (PIs). The project coordinator creates the proposal in the submission system and adds the other project partners. The partner PIs are automatically informed by email. The email invites them to log into the system in order to complete, check or modify the information provided by the coordinator about the consortium. It is the responsibility of the coordinator to ensure that the partner information is properly filled in. When the proposal is complete, the coordinator can lock it, which prevents the...
other partners to update their information. Only the coordinator is allowed to modify the project-level information.

2. How to connect

The coordinator and the other PIs can connect to the website in the following way.

2.1. Submission website

The electronic submission system is available at the following URL:

- For the research pathway: https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1475
- For the innovation pathway: https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1477

**NOTE**: The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

**NOTE 2**: The submission process is the same between the two pathways.

2.2. Create an account

The welcome page of the submission system is shown below. Fill in the form with your personal information (Last name, First name, Email address).

If you already have an account on the ANR submission website, you can go directly to the authentication page.

If you have forgotten your password, you can ask for a new one on the authentication page.
2.3. Activation of your account

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

FROM: SIM ANR simnoreply@agencerecherche.fr
SUBJECT: Activation de votre compte / Account Activation

Hello,
This is an automated email with your logins for the ANR information system (https://aap.agencerecherche.fr).
Please click on the link below and follow the procedure to complete the activation of your account.

User Reference: R06172535277
Login: Aurelien.GAUTRES@agencerecherche.fr
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=5c9b4171-42d5-40a5-9276-97b9dbf8db4

Yours sincerely,
The French National Research Agency
This is an automatic e-mail message generated by the ANR electronic submission platform https://aap.agencerecherche.fr.
Please do not respond to this email.

Open the activation link from the email, and activate your account.
Activate your account

Rules about password changing:
- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
  - Letters (A-Z, a-z)
  - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password: ________________

Confirm new password: ________________

Please copy the text of the image:

[Image of a CAPTCHA]

Save

Back to the homepage
2.4. Authentication page

After validation, you are asked to choose your user profile:
- Project Coordinator (can modify all the information)
- Project Partner (can modify its own information)

To create a new submission, select “Project Coordinator” and click on the “Access” button.

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

2.5. User role
3. How to create your proposal

3.1. Submit a proposal

3.2. Identification of the project

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

Select if the project is mainly:
- Fundamental research/Industrial research for the Research pathway
- Industrial research/Experimental development for the Innovation pathway
3.3. Information about your submission

Once you have provided the project identification information, you will have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

1. Partnership and tasks
2. Partners/Organisations files
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Peer-reviewers
7. Submission of the project
3.3.1. Partnership and tasks

Under this tab, the coordinator can fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.

IF YOU WANT TO ADD A PARTNER

When clicking on the icon to add a new partner and having confirmed, the following table appears:
Click on “Select a Principal Investigator” and give the coordinate of the person associated to the partner:

Click on the lens to search the person. If the person has no existing account, then it appears the following result:
The following form is open. You can fill in the information about the person that represents the new partner. Then you click on the icon at the bottom of the form to create the person.

You are back to the previous page with the result updated by your creation. Then you can tick the box at the left side of the name of the person and click on “Assign” to associate the person with the new partner.
The new partner with the right associated is then created. Don’t forget to fill in the requested fields and to save to finish the creation and go back to the submission process. Depending on the country you select, you have to select the corresponding funding agency for the funding demand of the partner.

**NOTE 3**: Even if Research Funding Organisation is written in the form, funding agencies, which fund innovation, are considered too.

**IF YOU WANT TO MODIFY THE INFORMATION ABOUT A PARTNER**

Click on “Modify” to provide information about a partner (Name, acronym, category, country, funding organisation if applicable, amount of requested funding, and PI information; See the pop-up window shown below).
3.3.2. Partners/Organisations files

This tab enables you to provide further information about each partner. It contains two sub-tabs: “Administrative data” and “Financial data”. The only new mandatory field in addition to the ones from the previous tab is the “Partner category” one, under the “Administrative data” sub-tab. Under the “Financial data” sub-tab, only the “Requested funding” field is required.
Administrative data

Select the administrative category of the project partner between:
- ASSOCIATION
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs

[Image of the registration form with administrative data fields]
### Financial data

#### Consortium

<table>
<thead>
<tr>
<th>Name or Acronym of the partner/organisation</th>
<th>Full cost (£)</th>
<th>Requested Funding (£)</th>
<th>Permanent position (person.month)</th>
<th>Permanent position WITH Funding requested (person.month)</th>
<th>Nonpermanent position WITH Funding requested (person.month)</th>
<th>Country/Region</th>
<th>Research Funding Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>France (1)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>ANR</td>
</tr>
<tr>
<td><strong>Select</strong> TEST-L (coord)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Germany (1)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>BMBF</td>
</tr>
<tr>
<td><strong>Select</strong> TEST Laboratory 2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Kingdom of Great Britain and Northern Ireland (the) (1)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>ESRC</td>
</tr>
<tr>
<td><strong>Select</strong> TEST Laboratory 3</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

**Administrative data**

- Full cost (£): 0.00
- Requested Funding (£): 0.00

**Financial data**

- Full cost (£): 0.00
- Requested Funding (£): 0.00

[Save] [Cancel]
3.3.3. Identity of the Project

Under this tab must be provided general information about the project such as the call topic, the project duration, and key words.

- **Call topic**
  Under the sub-tab **Research themes**, select “Primary” for the topic you apply to. No “secondary” is expected. The selection should look as one of the two screenshots below (depending on the topic).

- **Project duration** can be max 36 months.

- **Project key words** must be provided here.

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

Under this tab should be provided the project summary and relevance to the call, as also provided in the proposal document (in accordance with section 4.1). The versions provided under this tab are used for reviewer assignment.

3.3.5. Scientific Document

Under this tab must be uploaded the proposal document in PDF format and the financial plan in Excel format.

Each project must submit a pre-proposal (i.e. scientific document) using the template available on the EN-UAC website: https://jpi-urbaneurope.eu/app/uploads/2019/12/EN-UAC_preproposal_form.docx

Each project must submit a financial form in Excel format as an annex of the pre-proposal (i.e. scientific document). The template is available on the EN-UAC website: https://jpi-urbaneurope.eu/app/uploads/2019/12/EN-UAC_financial_sheet.xlsx
3.3.6. Peer reviewers

This tab gives the opportunity to the coordinator to warn the call secretariat of names of peer-reviewers that you would like not being a peer reviewer of your pre-proposal, due to conflict of interests in terms of intellectual property or competition.

List of the unsuited peer reviewers for the proposal evaluation process

The proposal of the partners have the option to report laboratories/companies or experts where there may be conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal.

No peer reviewers were added.

Add a peer reviewer

List of the unsuited peer reviewers for the proposal evaluation process

The proposal of the partners have the option to report laboratories/companies or experts where there may be conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Institution/Company</th>
<th>Email</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lastname4</td>
<td>Firstname4</td>
<td>Test-Laboratory 5</td>
<td>@testlaboratory5.com</td>
<td>Please give an explanation</td>
</tr>
</tbody>
</table>

Add a peer reviewer
You may repeat the operation to add several unsuited peer reviewers.

### 3.3.7. Submission of the project

This tab enables the coordinator to lock and unlock the project proposal. When the proposal is locked, PIs from other partners cannot modify their information.

The tab also provides information on the proposal validity. Alerts shown in red are blocking issues for the submission.

A confirmation email is sent to the coordinator at call closure.

The closing date for call for proposals is **17/03/2020 until 13:00** (DD/MM/YYYY, Current local time in Paris, France)

#### Project status: Submitting

Your application will automatically be considered submitted if all the following conditions are met:
- the scientific document has been submitted
- the grant amount requested for the project is non-zero at the closing of the call for proposals

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.

The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

**Lock proposal**

**Checking fields**

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:
- In red: This condition must be fulfilled for your proposal to be complete
- In orange: Information about the project or partner that should be filled or corrected

**Proposal:**
- No scientific document has been uploaded
- The aid requested under the project must be different from 0
- The abstract in English is empty

**Partner/Organisation 1: TEST-L (Coordinator)**
- Grant amount requested by the partner is zero
- The partner has not entered all of the required fields under administrative data

**Administrative and financial document of the project**

**Generate**