



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 page¹:

- **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/>)². 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

¹https://jpi-urbaneurope.eu/app/uploads/2019/12/EN-UAC_preproposal_form.docx
https://jpi-urbaneurope.eu/app/uploads/2019/12/EN-UAC_financial_sheet.xlsx

² The call, published in December 2019 and for which projects are selected in 2020, is considered as part of the 2020 edition in the submission system.

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](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](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.

Note that the webpage corresponds to EN-UAC Call 2019, but indicates EN-UAC 2020, because for the ANR (at the national level) the call is within the 2020 Work Program.

Welcome to the ANR's online project submission platform.
You selected the Call:
EN-UAC Research pathway - step 1 2020

- To create a proposal:
 - You first have to register. Please fill in the following fields and then validate:
 If you already have an account on the submission site, we advise you to use the same email address to a

Email address:

Validate
 - Following the validation:
 - If you don't have already an account on the submission site, a confirmation email and an activation email will be sent to you.
 - If you already have an account on the submission site, only a confirmation email will be sent to you.
- Please access then the [authentication page](#)

Some tips to help you during the submission stage

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

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

2.3. Activation of your account

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

FROM: SIM ANR simnoreply@agencerecherche.fr

SUBJECT: Activation de votre compte / Account Activation

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

User Reference : R0617253S277
Login: Aurelien.GAUFRES@agencerecherche.fr
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=5c9b4171-e2d5-40a5-ab76-9208befd8db4

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.



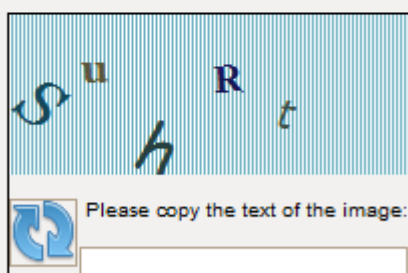
Activate your account

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:



Save

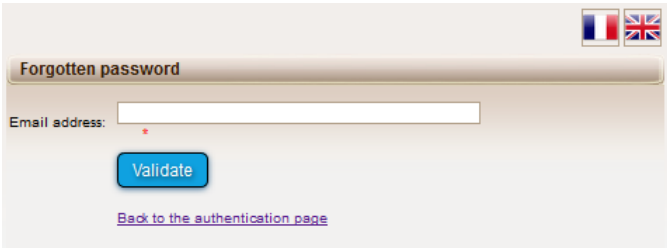
[Back to the homepage](#)

2.4. Authentication page



The screenshot shows the 'Authentication Page' with a header containing French and UK flags. Below the header, there are two input fields: 'Email address:' and 'Password:'. A callout box points to the 'Email address:' field with the text 'Insert your e-mail address'. Another callout box points to the 'Password:' field with the text 'Insert password'. Below the password field is a blue 'Validate' button. Below the 'Validate' button, there is a link: 'Forgotten password / Generate a new password'. Below this link, there is a section titled 'Remarks:' with two bullet points: '• We advise you to allow popups from your browser settings.' and '• Cookies and JavaScript must be enabled.' Below the 'Remarks:' section, there is a section titled 'Message to experts and committee members' with two paragraphs: 'If you already have an account (as proposal coordinator, partner...), you must use the same login/password.' and 'If you have not received or if you have lost your password, you can generate a new one via the link "Forgotten password" located on this page.'

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



The screenshot shows the 'Forgotten password' form with a header containing French and UK flags. Below the header, there is an input field for 'Email address:'. Below the input field is a blue 'Validate' button. Below the 'Validate' button, there is a link: 'Back to the authentication page'.

2.5. User role

After validation, you are asked to choose your user profile:

- Project Coordinator (can modify all the information)
- Project Partner (can modify its own information)

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

Choose your user role :

Role :

3. How to create your proposal

3.1. Submit a proposal

My proposals

[Submit a proposal](#) to the call for proposals: 'EN-UAC Research pathway - step 1' - 2020

List of proposals in a current call

There are no proposals

List of currently reviewed proposals

There are no proposals

List of proposals within the grant signing process

There are no proposals

List of funded proposals

There are no proposals

3.2. Identification of the project

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

Identification of the project

Capture rectangulaire

Project acronym

Project French title

Project English title

R & D categorie

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

Still on the same page, as the coordinator of the proposal you have to fill the following form:

Identification of the coordinator of the project

Principal Investigator/Scientific manager of the partner

Civility: Mister

First name: Aurélien

Last name: GAUFRES

Email: Aurelien.GAUFRES@agencerecherche.fr

Title: Researcher/Professor

Project coordinator: ☒

Research organisation of the partner

Country: Select a country *

Category: Select a category *

Name:

Partner acronym:

Research Funding Organisation: * ⓘ

Comment (regarding the choosen Research Funding Organisation):

Select the administrative category of the project partner between:

- Association
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs
- Very Small Enterprises

Save

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.

ANR

Aurélien GAUFRES
Project Coordinator

AAP: EN-UAC Research pathway - step 1 - Edition: 2020 - Proposal: TePro

⌚ Time remaining before closing of the call for proposals:
 90 days 21 hours

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

Partnership

The project coordinator specifies each partner and the principal investigator (PI) of each partner.

Any PI indicated in the table below has access to the project, his/her login being the registered email address. If necessary, he/she can generate a new password from the home page.

Note that users with only the scientific team member role do not have an account to log into the application.

At each change made, the PIs of the concerned partners are informed by e-mail.

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (* : change in progress)	Role	Coord.	Research Funding Organisation
France (1)											
<input type="checkbox"/>	TEST Laboratory	TEST-L	Public Laboratory	0.00	Mr	Aurélien	GAUFRES	Aurelien.GAUFRES@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	ANR
...											
Germany (1)											
<input type="checkbox"/>	TEST Laboratory 2		Public Laboratory		Ms	Firstname	Lastname	firstname.lastname@testlaboratory2.de	PI	<input type="checkbox"/>	BMBF
...											
United Kingdom of Great Britain and Northern Ireland (the) (1)											
<input type="checkbox"/>	TEST Laboratory 3		Other Public			Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.uk	PI	<input type="checkbox"/>	ESRC
...											

Add new partner

Delete a partner

Modify the information about a partner

IF YOU WANT TO ADD A PARTNER

When clicking on the icon to add a new partner and having confirmed, the following table appears:

Add a partner

Principal Investigator/Scientific manager of the partner **Select a Principal Investigator** *

Civility

First name

Last name

Email

Title

Research organisation of the partner

Country *

Category *

Name *

Partner acronym

Research Funding Organisation ⓘ *

Comment (regarding the choosen Research Funding Organisation)

Back **Save**

Click on “Select a Principal Investigator” and give the coordinate of the person associated to the partner:

Search a person

One of the following fields must be filled : "Last name" or "Email".

Last name First name Email Keywords

Search results

Back

Click on the lens to search the person. If the person has no existing account, then it appears the following result:

Search a person

Renseigner au moins les champs 'Nom' et 'Email'

Last name First name Email Keywords

Search results

The specified search words did not match any results. You can check the spelling of search terms, or create a new person

Assign **Create a person**

Clear results **Back**

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.

Create a person

The fields "Last name", "First name", "Title" and "Email" are mandatory.

Civility:

Last name:

First name:

Email address:

Title:

Personal site:

National identifiant:

ORCID Number: - - -

Keywords:

Predefined keywords:


Professional address:

Street number: Street, Avenue, Lane, Place, ...:

Additional address: Postcode / Zip code:

City: Cedex:

District: Country:

Back 

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.

Search a person

One of the following fields must be filled : "Last name" or "Email".

Last name: First name: Email: Keywords:

Search results

	Last name	First name	Title	Email address	Keywords
<input checked="" type="checkbox"/>	Lastname4	Firstname4	Research Engineer	firstname4.lastname4@testlaboratory4.pl	

Assign Create a person

Clear results Back

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).

Modify a partner

Principal Investigator/Scientific manager of the partner

Change the scientific manager *

Civility Madam

First name Firstname

Last name Lastname

Email firstname.lastname@testlaboratory2.de [Modify / Update the email of Firstname Lastname](#)

Title Research Engineer


Project coordinator ☐

Research organisation of the partner

Country Germany *

Name TEST Laboratory 2 *


Partner acronym

Research Funding Organisation BMBF - Federal Ministry of Education and Research  *

Comment (regarding the choosen Research Funding Organisation)

Back



Save



3.3.2. Partners/Organisations files

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

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

Consortium

Display By country

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Research Funding Organisation
	France (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST-L (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Germany (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 2	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	BMBF
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ESRC
	Total	0.00	0.00	0.00	0.00	0.00		

Selected partner

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

Administrative data
Financial data

Mandatory information needed for registration form

Partner/Organisation : TEST-L
Principal Investigator/Scientific manager
Scientific team partner's member
Other

Save
Cancel

Administrative data

Administrative data
Financial data

Mandatory information needed for registration form

Partner/Organisation : TEST-L

Partner country
France

Partner category
Public Laboratory

To optimize the entry of your partner form, please enter your French RNSR code then click on "Search the information associated with the French RNSR code"

French RNSR Code
Find information associated with the French RNSR code

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

Acronym of the partner
TEST-L

Research Funding Organisation
ANR - The French National Research Agency

Comment (regarding the chosen Research Funding Organisation)

Research unit type
Display the other types of unit

Research unit number

Principal Investigator/Scientific manager

Civility of the scientific manager
Mister

First name of the scientific manager
Aurélien

Last name of the scientific manager
GAUFRES

Birth date (jj/mm/aaaa)

Title of the scientific manager
Researcher/Professor

ORCID Number
-
-
-

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager
Aurelien.GAUFRES@agencerecherche.fr

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

Scientific team partner's member

None

Note that users with only the scientific team member role do not have an account to log into the application.

Add new member
Delete selected members

Other

No

By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

Save
Cancel

Financial data

[Partnership and tasks](#)
[Partners/Organisations files](#)
[Identity of the project](#)
[Scientific abstracts](#)
[Scientific document](#)
[Peer reviews](#)
[Submission of the project](#)



Consortium

Display By country

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Research Funding Organisation
	France (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST-L (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Germany (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 2	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	BMBF
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
Select	TEST Laboratory 3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ESRC
	Total	0.00	0.00	0.00	0.00	0.00		

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

[Administrative data](#)

[Financial data](#)

Full cost (€)

Requested Funding (€)

[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.

* Mandatory informations to validate form

General information

Project Acronym: TePro *

Project French title: test project *

Project English title: test project *

Duration in months: 36 *

Financial instrument: FE - Projets de recherche collaborative - International dans un cadre Commission Européenne

R & D categorie: Fondamental research *

Further information

Key words (please separate each word with semicolons):

Select if the project is mainly:

- Fundamental research/Industrial research for the Research pathway
- Industrial research/Experimental development for the Innovation

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).

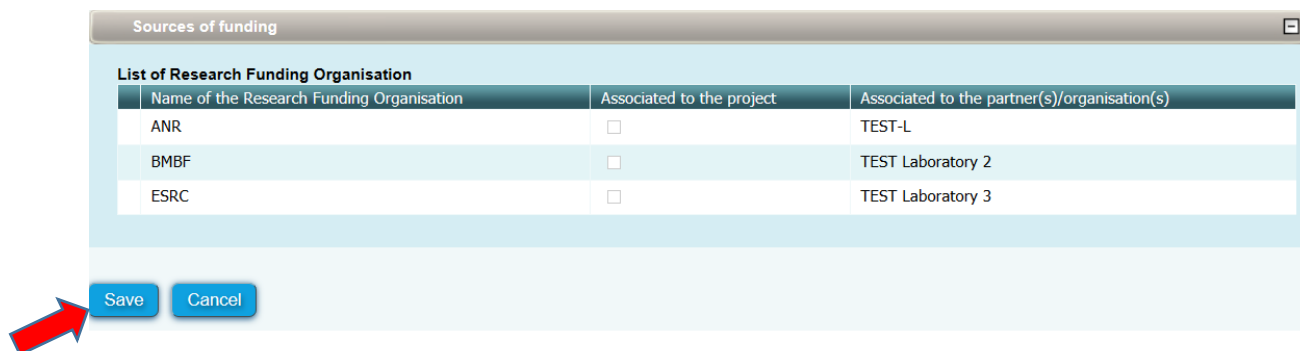
Research themes

Choose the research themes (Min 1 Max 5) from the 5 available themes (as well as the sub-themes) [Select research themes](#) *

Research themes	Level
- Change behaviours and perspectives towards sustainable urban accessibility and connectivity	Primary
- Develop and support the implementation of innovative mobility systems and services with a potential to contribute to sustainable urban mobility	Secondary

* :Specific project theme / sub-theme

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



Sources of funding

List of Research Funding Organisation

Name of the Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
ANR	<input type="checkbox"/>	TEST-L
BMBF	<input type="checkbox"/>	TEST Laboratory 2
ESRC	<input type="checkbox"/>	TEST Laboratory 3

Save Cancel

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

Submit the scientific document

Attention: Scientific document cannot exceed the maximum number of pages described in the text of the call for proposals.

The content of the scientific document is described by the documents related to the call.

The scientific document must be written in English.

Authorized Format: PDF. Max. size : 20 Mb. Maximum number of pages : 12.

Parcourir...

Aucun fichier sélectionné.

Submit the scientific document

Scientific document in Anglais submitted 11/12/2019 17:24:09 by GAUFRES Aurélien : [2020 EN-UAC Research pathway - step 1 TePro DocSci.pdf](#)

Annex to the scientific document

Please submit here the Excel sheet presenting the budget, costs and funding demands of each partner.

Authorized Formats: ODS, XLS, XLSX. Max. size : 20 Mb.

Parcourir...

Aucun fichier sélectionné.

Submit

As specified in the call announcement, the proposal document must be written in English.

Upload the proposal document in PDF format.

Upload the financial plan in Excel format.

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.

	Last name	First name	Institution/Company	Email	Reasons
Update Cancel	Lastname4	Firstname4	Test-Laboratory 5	@testlaboratory5.com	Please give an explanation

Add a peer reviewer

	Last name	First name	Institution/Company	Email	Reasons
Edit Delete	Lastname4	Firstname4	Test-Laboratory 5	firstname4.lastname4@testlaboratory5.com	Please give an explanation
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 proposition to be complete
- **In orange** : Information about the project or partner that should be filled or corrected

Proposal :

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

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](#)