



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://ipi-urbaneurope.eu/calls/enuac/>.

Prior to submission, the project coordinator must prepare a **project proposal document**, to be submitted in PDF format document following the template available on the call page<sup>1</sup>.

**Some agencies requires an additional document (Part C...) to be included in the submission documents** for the international submission. Please make sure that you have to fulfill this condition or not according to which agency you or one of your partner formulates a funding demand, in order to ensure the acceptability of your proposal. The templates of these documents are available on the call page<sup>2</sup>.

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

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<sup>1</sup>[https://ipi-urbaneurope.eu/app/uploads/2020/07/EN-UAC\\_full\\_proposal\\_form.docx](https://ipi-urbaneurope.eu/app/uploads/2020/07/EN-UAC_full_proposal_form.docx)

<sup>2</sup>[https://ipi-urbaneurope.eu/app/uploads/2020/06/EN-UAC\\_National\\_Forms\\_C\\_full\\_proposal\\_phase.zip](https://ipi-urbaneurope.eu/app/uploads/2020/06/EN-UAC_National_Forms_C_full_proposal_phase.zip)

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 URL that has been communicated to the coordinators of the consortia which passed the 1<sup>st</sup> step of the call.

**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.

### 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.

**Welcome to the ANR's online project submission platform.**  
**You selected the Call:**  
**EN-UAC (step2) 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 avoid the multiplication of credentials.

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.

If you already have an account on the ANR submission website, you can access directly to the "Authentication Page".

## 2.3. Activation of your account (if you have no account yet)

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](mailto:simnoreply@agencerecherche.fr)

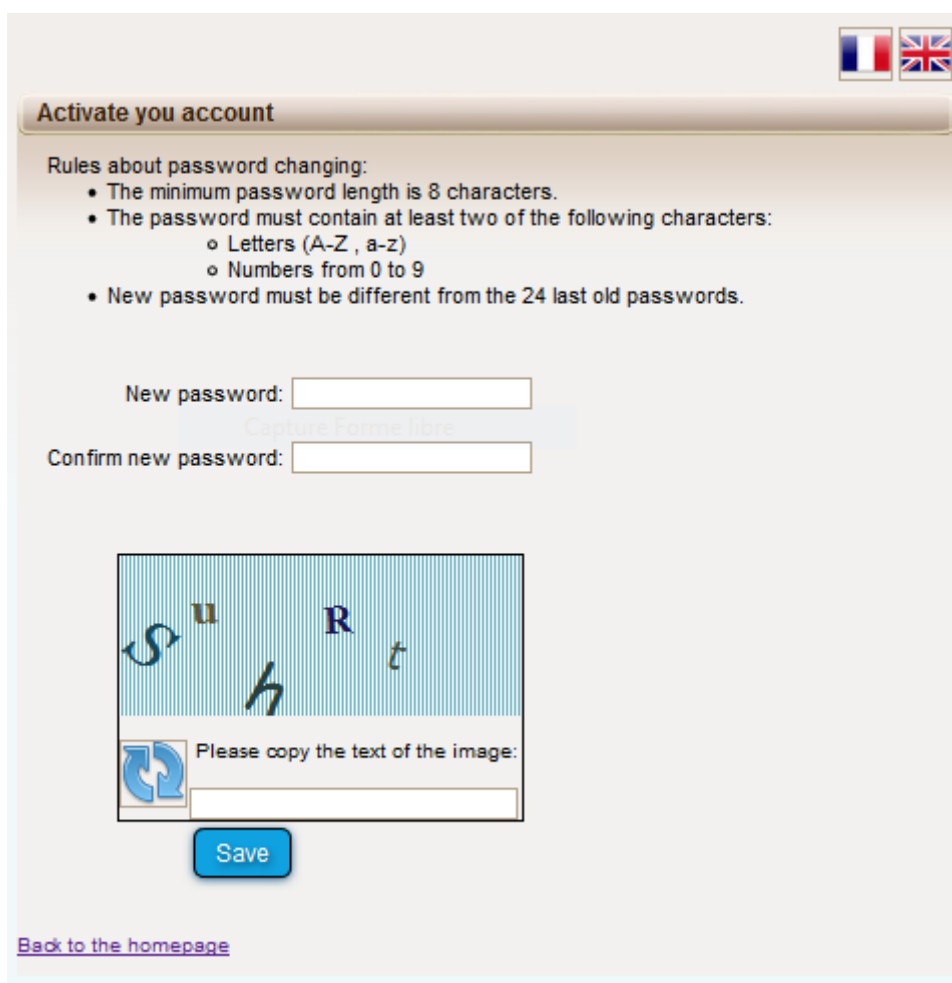
**SUBJECT:** Activation de votre compte / Account Activation



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](mailto:Aurelien.GAUFRES@agencerecherche.fr)  
**Activation link:** [https://aap.agencerecherche.fr/\\_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=5c9b4171-e2d5-40a5-ab76-9208befd8db4](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.



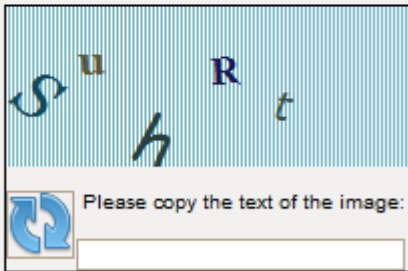
### Activate your account

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:



Please copy the text of the image:

[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 input fields is a blue 'Validate' button. Below the 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, 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 button, there is a link: 'Back to the authentication page'.

## 2.5. Notification from the system (if you already have an 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](mailto:simnoreply@agencerecherche.fr)

**SUBJECT:** Création d'un nouveau projet / Creation of a new proposal

Dear Madam, dear Sir,

You indicated you wish to submit a proposal for the call of proposals "EN-UAC (step2)".

Please log in to the submission platform of ANR, using the username and password you already used for your previous connections. If you forgot the password, you can reset it from the authentication page.  
The address is: <https://aap.agencerecherche.fr>.

As proposal coordinator, you must register the partners of this proposal in the tab "Partnership and Tasks".  
Do not forget to specify the funding agency of the partner. If the partner does not request funds from an agency, select the value "On own funds" and you won't have to fill the fields regarding funding.  
If you do not maintain your wish to submit, simply ignore this message.

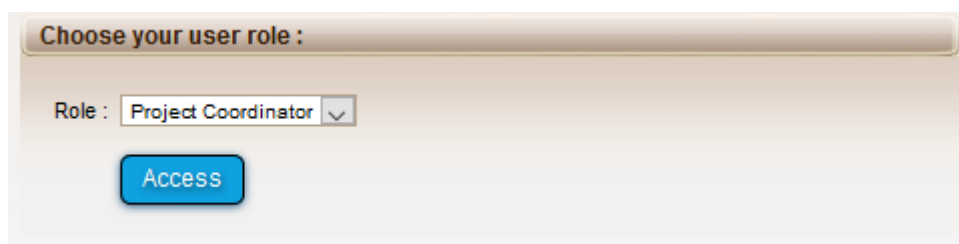
Yours sincerely,  
The management team,  
The French National Research Agency

## 2.6. 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.

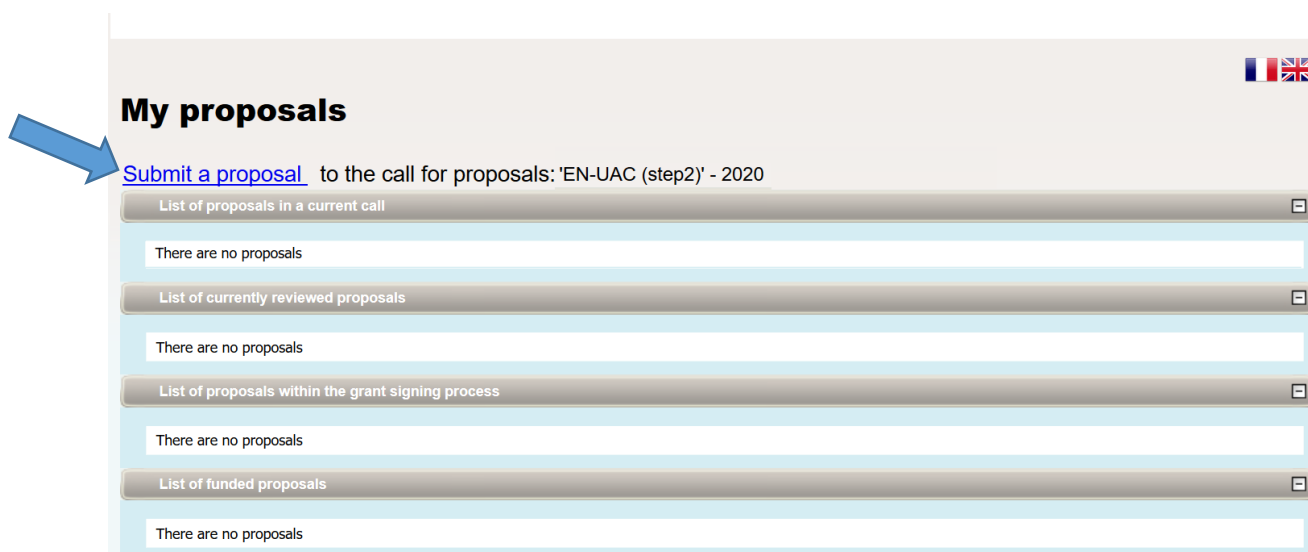


Choose your user role :

Role :

## 3. How to create your proposal

### 3.1. Submit a proposal



**My proposals**

[Submit a proposal](#) to the call for proposals: 'EN-UAC (step2)' - 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

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

Project English title

R & D categorie

Select if the project is mainly:

- Fundamental research
- Industrial research
- Experimental development

m:



**Identification of the coordinator of the project**

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

Civility

First name

Last name

Email

Title

Project coordinator ☒

**Research organisation of the partner**

Country  \*

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
- SMEs
- Very Small Enterprises

#### NOTE:

This list is determined according to the French terminology of research and innovation bodies. Concerning the public bodies, notably universities, in France, we used to talk about “Public Laboratory” as long as we talk about a facility in a university/a faculty on public funds that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed.

If you want to refer to a university with this background, please choose “Public laboratory”. If you are a university on private funds, please choose “Other private”.

### 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

AAP: EN-UAC (step2) - Edition: 2020 - Proposal: TePro

⌚ **Time remaining before closing of the call for proposals:**  
97 days 18 hours



### 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.

**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.

Display | By country

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

Modify partner/organisation

Delete partner/organisation

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:

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. You also have the possibility to declare the partners as not demanding any fund to a funding agency and being a partner "With own funds".

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

Add a partner

Principal Investigator/Scientific manager of the partner

Civility:

First name:

Last name:

Email:  [Modify / Update the email of Firstname4 Lastname4](#)

Title:

Research organisation of the partner

Country:  ☐ Country head-on

Category:

Name:

Partner acronym:

Research Funding Organisation:

Comment (regarding the chosen Research Funding Organisation):

Back Save

If you have several partners from the same country, you can discriminate one as the country

The Principal Investigator of the newly registered partner receives the following email inviting to log in into the platform.

**FROM:** SIM ANR [simnoreply@agencerecherche.fr](mailto:simnoreply@agencerecherche.fr)

**SUBJECT:** Invitation à participer au projet ERA-NET Cofund EN-UAC (step2) "TePro" / Invitation to participate in the ERA-NET Cofund EN-UAC (step2) proposal "TePro"

Dear Madam, Dear Sir,

You have been invited by **Monsieur Aurélien GAUFRES** to be partner of the proposal "TePro" which will be submitted to the call of proposals "ERA-NET Cofund EN-UAC (step2)". Please log in to the SIM platform of ANR, using the username and password you already received for your previous connections. If you forgot the password, you can reset it from the authentication page.

The address is: <https://aap.agencerecherche.fr>

If you ignore where this invitation comes from, please contact **Monsieur Aurélien GAUFRES** ([Aurelien.GAUFRES@agencerecherche.fr](mailto:Aurelien.GAUFRES@agencerecherche.fr)).

Yours sincerely,  
The French National Research Agency

**This is an automatic e-mail message generated by the ANR electronic submission platform. You have received this message because you were registered as partner in the "TePro" project by the project coordinator.**

**NOTE:** It is important for the partner to log in at least for signing the online commitment to be part of the applying consortium.

#### **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 chosen 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
Select	Germany (1)	0.00	0.00	0.00	0.00	0.00		
	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 (see following page)**



**Administrative data**   **Financial data**

**Mandatory information needed for registration form**

☐ **Commitment of applicants \***  
 Each principal investigator of each partner formally undertakes that his / her hierarchy and the persons empowered to legally engage the institution (ie the future beneficiary, recipient of the aid and contracting partner of the research funding agency where appropriate), or their representatives have given their consent to the tendering process in progress and information on the proposal has been communicated to them.

Partner/Organisation : TEST Laboratory

Partner country  \*

Partner category  \*

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](#)

Name of the partner (research organisation, private company,...)  \*

Acronym of the partner

Research Funding Organisation  \*

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  \*

First name of the scientific manager

Last name of the scientific manager  \*

Birth date (jj/mm/aaaa)  \*

Title of the scientific manager  \*

ORCID Number  -  -  -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager  \*

**Scientific team partner's member**

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

**Other**

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)

All partners must sign the online commitment by ticking the box.

Select the administrative category of the project partner between (cf NOTE section 3.2):

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

## 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		
<a href="#">Select</a>	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		
<a href="#">Select</a>	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		
<a href="#">Select</a>	TEST Laboratory 3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ESRC
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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.

The screenshot shows the 'Identity of the Project' tab in a submission system. It includes a 'General information' section with fields for Project Acronym, Project French title, Project English title, Duration in months, Financial instrument, and R & D categorie. A 'Further information' section contains a 'Key words' field. Callouts provide additional instructions: one points to the 'Duration in months' dropdown, stating 'As mentioned in the call announcement, the project duration can be max 36 months.'; another points to the 'Key words' field, stating 'Project key words must be provided here.'; and a third points to the 'R & D categorie' dropdown, stating 'Select if the project is mainly: - Fundamental research/Industrial research for the Research pathway - Industrial research/Experimental development for the Innovation pathway.'

**\* 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: Fundamental research \*

**Further information**

Key words (please separate each word with semicolons):

As mentioned in the call announcement, the project duration can be max 36 months.

Project key words must be provided here.

Select if the project is mainly:

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

### Call topic

Under the sub-tab **Research themes**, select “Primary” for the topic you apply to and possible “Secondary” topics. The selection should look as the screenshot below (depending on the topic).

The screenshot shows the 'Research themes' sub-tab. It includes a 'Select research themes' button and a table of available themes. The table has columns for 'Research themes' and 'Level'. Two themes are selected: 'Change behaviours and perspectives towards sustainable urban accessibility and connectivity' at the 'Primary' level, and 'Develop and support the implementation of innovative mobility systems and services with a potential to contribute to sustainable urban mobility' at the 'Secondary' level. A footnote indicates that the asterisk (\*) denotes a specific project theme or sub-theme.

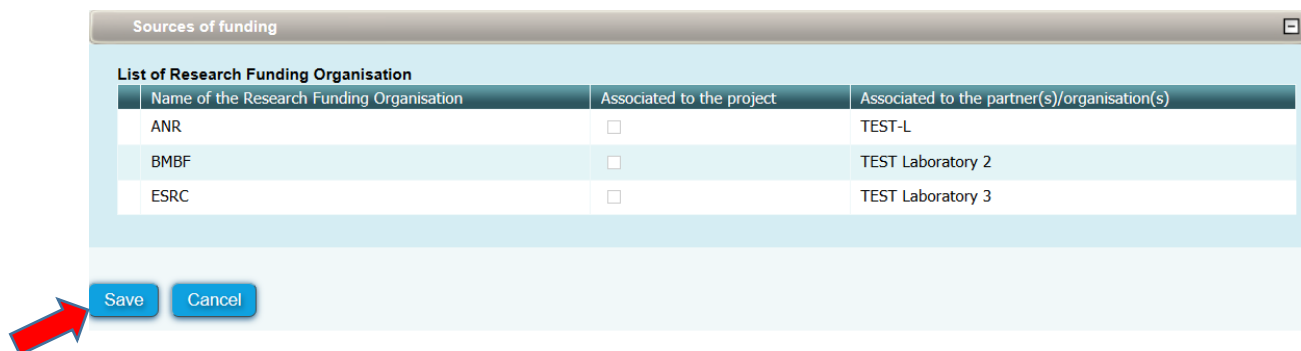
**Research themes**

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
<input checked="" type="checkbox"/> - Change behaviours and perspectives towards sustainable urban accessibility and connectivity	Primary
<input checked="" type="checkbox"/> - 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 2). 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 (with possible additional Letters of Intent/Letters of Collaboration) and the possible requested national Part Cs.

**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/2020/07/EN-UAC\\_full\\_proposal\\_form.docx](https://jpi-urbaneurope.eu/app/uploads/2020/07/EN-UAC_full_proposal_form.docx)

If you have Letters of Intent/Letters of Collaboration to add, please add them at the end of the scientific document and save them into one document to upload.

**Some national agencies request additional national information. Please find the requested files for Part C on the EN-UAC website** ([https://jpi-urbaneurope.eu/app/uploads/2020/06/EN-UAC\\_National\\_Forms\\_C\\_full\\_proposal\\_phase.zip](https://jpi-urbaneurope.eu/app/uploads/2020/06/EN-UAC_National_Forms_C_full_proposal_phase.zip))

**Submit the scientific document**

Each project must submit a full proposal (i.e. scientific document) using the template available on the EN-UAC website: [https://jpi-urbaneurope.eu/app/uploads/2020/06/EN-UAC\\_full\\_proposal\\_form.docx](https://jpi-urbaneurope.eu/app/uploads/2020/06/EN-UAC_full_proposal_form.docx).

Please respect the following rules in terms of maximal length for the following sections.

- Abstract: 200 words
- Summary for the general public: 100 words
- Quality of work: 4 pages
- Added value of international co-operation: 1 page
- Key Activities (Work Programme): 1 page work package description
- Ethical and regulatory considerations: 1/2 page
- Relevance – Contribution of the Project to the Aims of the Call: 1 page
- Gender and Diversity Aspects: 1 page
- Impact of the Project: 2 pages
- Consortium Resources: 1 page
- Management Structure and Procedures: 1 page
- Individual Project Partners: 1 page per project partner
- Justification of Resources: 1 ½ pages
- References: 2 pages
- Data management: 3 pages

In case you would like to integrate Letters of Intent/Letter of Collaboration to your submission, please integrate them at the in Annex of the template in order to submit one only document into the submission system.

The scientific document must be written in English.

Authorized Format: PDF. Max. size : 20 Mb. Maximum number of pages : 100.

Parcourir: Aucun fichier sélectionné

**Submit the scientific document**

No scientific document submitted for this project.

**Annex to the scientific document**

Many national agencies request additional national information. Please find the requested files for Part C on the EN-UAC website ([https://jpi-urbaneurope.eu/app/uploads/2020/06/EN\\_UAC\\_National\\_Forms\\_C\\_full\\_proposal\\_phase.zip](https://jpi-urbaneurope.eu/app/uploads/2020/06/EN_UAC_National_Forms_C_full_proposal_phase.zip)). Please note that all Part C files should be submitted as an attachment hereby. For Turkish applicants, please note that Tübitak is expecting from the applicants to fill the national system through [uidb-pbs@tubitak.gov.tr](mailto:uidb-pbs@tubitak.gov.tr). The deadline of national submission is one week after the date of the international submission.

Authorized Formats: DOC, DOCX, ODS, ODT, PDF, RTF, 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 requested national Part Cs as far as you or one of your partners are concerned.

### 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
<a href="#">Update</a> <a href="#">Cancel</a>	<input type="text" value="Lastname4"/>	<input type="text" value="Firstname4"/>	<input type="text" value="Test-Laboratory 5"/>	<input type="text" value="@testlaboratory5.com"/>	<input type="text" value="Please give an explanation"/>
<b>Add a peer reviewer</b>					

	Last name	First name	Institution/Company	Email	Reasons
<a href="#">Edit</a> <a href="#">Delete</a>	Lastname4	Firstname4	Test-Laboratory 5	firstname4.lastname4@testlaboratory5.com	Please give an explanation
<a href="#">Add a peer reviewer</a>					

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 **22/09/2020 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
- the partners signed the on-line commitment

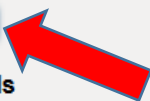
Only information entered on the submission website by the call for proposals closing date will be considered.

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 "continuation of previous funded project?" field is empty
- The abstract in French is empty
- The abstract in English is empty
- No principal research theme has been entered for your project

Partner/Organisation 1 : [TEST Laboratory \(Coordinator\)](#)

- The partner has not signed his online commitment
- Grant amount requested by the partner is zero
- The partner has not entered all of the required fields under administrative data

Partner/Organisation 2 : [TEST Laboratory 2](#)

- The partner has not signed his online commitment

Partner/Organisation 3 : [TEST Laboratory 3](#)

- The partner has not signed his online commitment

### Administrative and financial document of the project

Generate