



ELECTRONIC SUBMISSION SYSTEM

PRIMA Partnership
www.prima-med.org



EUROPEAN PARTNERSHIP

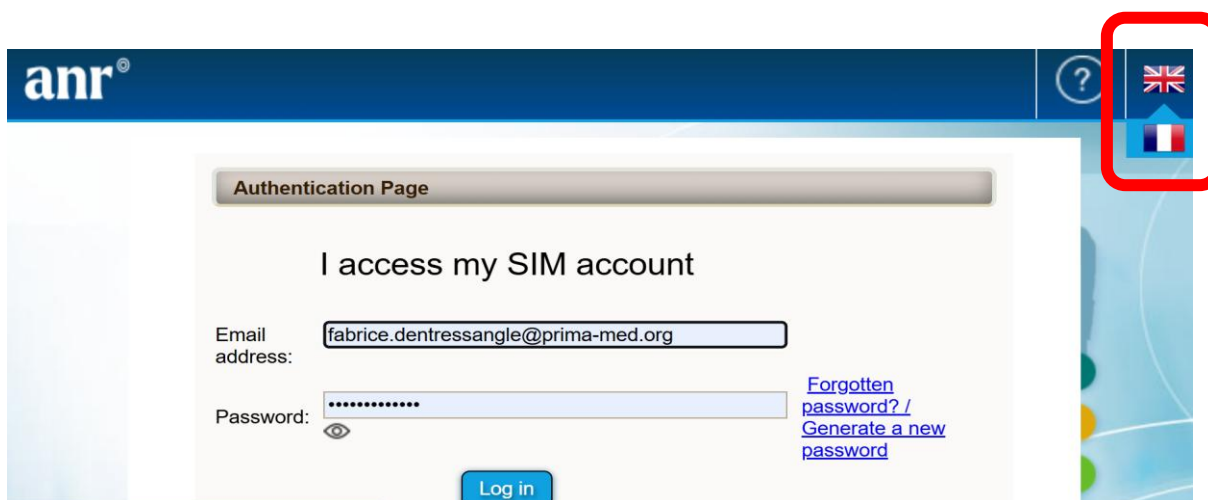
Co-funded by the
European Union



1. IMPORTANT INFORMATION

IMPORTANT: The online platform corresponds to an adaptation of the French National Research Agency (ANR) electronic submission tool. Certain fields are blocked (or could not be removed) because they are solely focused on French applicants. As these fields are considered irrelevant to this Call, please disregard these aspects when filling in the data of your proposal. Follow this *Electronic Submission System Handbook*, in order to make sure you do not miss any important information you should provide.

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



Consortium Composition

For each project, a **coordinator** is appointed. Each project partner appoints ONE scientific and technical representative for his/her team (the **Principal Investigator - PI** -).

The coordinator will create the proposal in the submission platform and add the project partners. Once that is done, Partners will receive an invitation e-mail to connect to the platform. They will be able to check the information provided by the coordinator and modify/complete their administrative and financial data if necessary.

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

2. HOW TO CONNECT

1. Go to:

One month before the deadline for submission, the link to the submission website will be announced on the PRIMA webpage in the section corresponding to the call. By clicking on this link, you will be directed to the ANR submission platform.

2. The following screen (showing the topic selected) will be displayed:

Enter your email address and Validate

If you already have an account, you must use the same email address to log in.

Welcome to the ANR's online project submission platform.
You selected the Call:
PRIMA S1 2025 - Farming systems in the Nexus 2025

- 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: *

- 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.

3. After validation, you will receive an email inviting you to log in to the ANR platform, using the hyperlink enclosed

4. Clicking on the hyperlink enclosed in the email will direct you to the Authentication page

Authentication Page

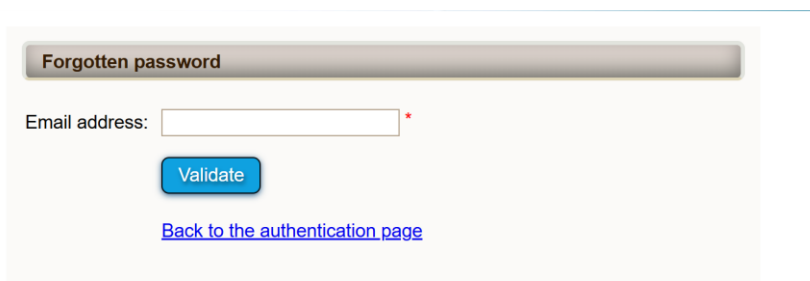
I access my SIM account

Email address:

Password: [Forgotten password? / Generate a new password](#)

5. Enter your email address and your password

- a. If you request a new password, click on Forgotten password/generate a new password as shown in the previous screenshot. A new window will open for you to provide your email



The screenshot shows a web form titled "Forgotten password". It contains an "Email address:" label followed by a text input field with a red asterisk on the right. Below the input field is a blue "Validate" button. At the bottom of the form is a blue hyperlink that reads "Back to the authentication page".

- b. An email will automatically be sent to your Inbox. **IF YOU DO NOT RECEIVE THE MAIL, PLEASE CHECK YOUR SPAM BOX**

6. A new screen will appear, asking you to choose your user profile:

Project Coordinator or Project Partner. Please click on **“Project Coordinator”** and then **“Access”**:

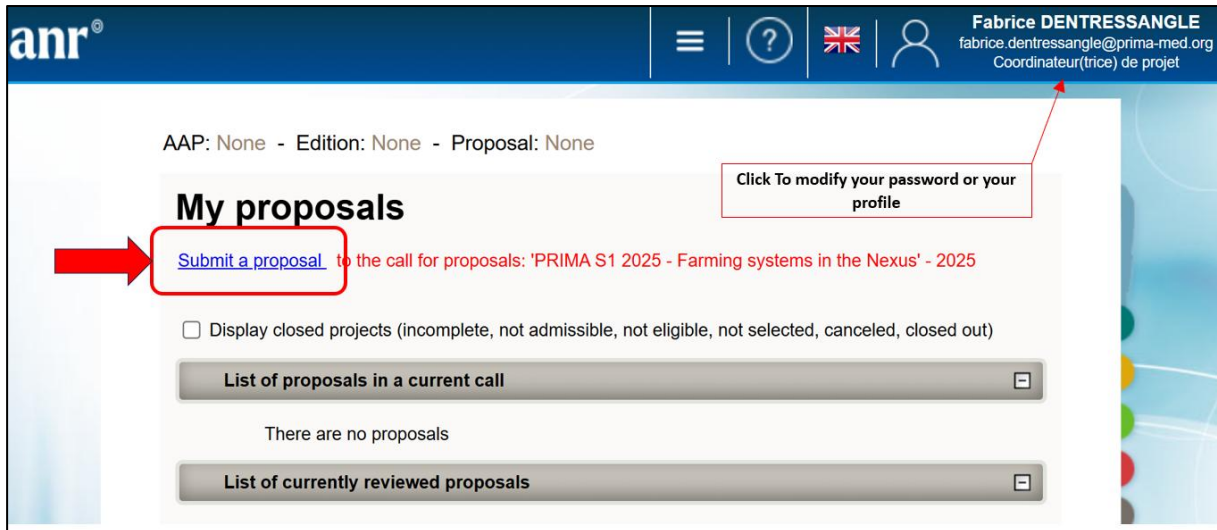


The screenshot shows a web form titled "Choose your user role :". It features a "Role :" label followed by a dropdown menu. The dropdown menu is open, showing a list of roles: "Scientific Project Officer", "Board of Trustees", "Committee Member", "Committee Vice-Chair", "Funder (Research Funding Organisation)", "Observer", "Programme director", "Project Coordinator", "Project Partner", and "Scientific Project Officer". The "Project Coordinator" option is highlighted in blue.

- 7.** Once the coordinator has invited his/her partners for the project, the project partners will have to log in the same way, but selecting “project partner”

3. HOW TO CREATE AND COMPLETE YOUR PROPOSAL

When you log in for the first time you will have to click on **SUBMIT A PROPOSAL** as shown below:



A new page will appear and you will have to accept the Non-disclosure agreement. This Non-Disclosure Agreement/ Code of conduct applies to the evaluators of the project and not to the applicants, however, for technical requirements you (coordinator and partners) must tick the box "I have read the NDA" and accept it:

Non-disclosure agreement for call for proposal PRIMA S1

CODE OF CONDUCT for evaluators

1.PERFORMING THE WORK

1.1 The expert must work independently, in a personal capacity, in the public interest and not on behalf of any organisation.

1.2 The expert must:

- (a) carry out his/her work in a confidential and fair way;
- (b) perform his/her work to the best of his/her abilities, professional skills, knowledge and applying the highest ethical and moral standards;
- (c) follow the instructions and time-schedule given by the PRIMA-IS

1.3 The expert may not delegate the work to another person or be replaced by another person.

2. IMPARTIALITY

2.1 The expert must perform his/her work impartially and take all measures to prevent any situation where s/he has an interest that may compromise or be reasonably perceived to compromise his/her ability to work independently and in the public interest (conflict of interests).

The following situations will automatically be considered as conflict of interest, if s/he:

- (a) has vested interests in relation to the questions on which s/he is asked to give advice;
- (b) is linked to an organisation which would benefit (directly or indirectly) or be disadvantaged, as a result of the work of the expert group;
- (c) is in another situation that compromises his/her ability to work impartially, independently and in the public interest.

In this case, the expert must be excluded from the group.

The following situation may be considered as conflict of interests if the PRIMA-IS so decides, in view of the objective circumstances, the available information and the potential risks:

- (a) any other situation that could cast doubt on his/her ability to accomplish the work impartially, independently and in the public interest or that could reasonably appear to do so in the eyes of an outside third party

I have read the Non disclosure agreement

Complete the general information about the project as shown below and Save regularly

The screenshot shows the 'Identification of the project' and 'Identification of the coordinator of the project' sections. The 'Identification of the project' section includes fields for Project acronym (farming 2025), Project title in French (Farming in the Med), Project title in English (Farming in the Med), Funding instrument (PRCI-CE - Projets de recherche collaborative - International dans un cadre Commission Européenne), and R & D categorie (Fondamental research). The 'Identification of the coordinator of the project' section includes fields for Principal Investigator/Scientific manager of the partner, including Civility (Mister), First name (Fabrice), Last name (DENTRESSANGLE), Email (fabrice.dentressangle@prima-med.org), and Title. There is also a checkbox for Project coordinator. Below this is the 'Research organisation of the partner' section, which includes Country (Select a country), Funder (with a dropdown arrow), Comment (regarding the chosen funder), Category (Select a category), Name of the research structure, and Acronym of the research structure. A 'Save' button is located at the bottom left.

Callouts and instructions:

- Not mandatory to have the French translation. Enter the English title for both French and English boxes.** (Points to the French and English title fields)
- Complete / verify your Personal data** (Points to the PI fields)
- Fill the mandatory information about the Institution** (Points to the Country, Funder, and Category fields)
- If you apply to section 1 Select PRIMA. If you apply to section 2 Select your National Funding Agency. If you participate without requesting funds, select Own funds** (Points to the Funder dropdown)

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

- [TAB 1: Partnership and tasks](#)
- [TAB 2: Partners/Organisations files](#)
- [TAB 3: Identity of the Project](#)
- [TAB 4: Scientific Abstracts](#)
- [TAB 5: Scientific Document](#)
- [TAB 6: Peer reviewers](#)
- [TAB 7: Submission of the project](#)



Go to the tab **“Identity of the project”**: and complete the requested information: Duration of the project, keywords, answer some questions, select the SDGs corresponding to your project.

The screenshot shows a registration form with several sections and annotations:

- General information:**
 - Project Acronym: farming 2025
 - Project title in French: Farming in the med
 - Project title in English: Farming in the med
 - Life cycle: Submission in progress
 - Duration in months: [dropdown menu]
 - Funding instrument: PRCI-CE - Projets de recherche collaborative - International dans un cadre Commission Européenne
 - Primary societal challenge: DS05 - Sécurité alimentaire et défi démographique
 - R & D categorie: Fondamental research
- Further information:**
 - Key words (please separate each word with semicolons): [input field]
 - Do you have to use genetic resources (Nagoya regulation) as part of this project?: No
 - Did you register the project at a previous edition: [dropdown menu]
 - Follow-up project previously funded: [dropdown menu]
- Research themes:**
 - Choose the research theme (Min 1 Max 1) (as well as the sub-themes): [Select research themes button]
- Sustainable Development Goals:**
 - Find out more: (No selected element)
 - [Change button]

Annotations with arrows point to specific fields:

- A box: "There is only one option, select it to be allowed to continue your registration" points to the Duration in months dropdown.
- A box: "Enter the duration in Months" points to the Duration in months dropdown.
- A box: "Enter the key words of the project" points to the Key words input field.
- A box: "Answer the questions" points to the dropdown menus for Nagoya regulation, previous edition, and follow-up project.
- A box: "Click to select the Topic (see below)" points to the "Select research themes" button.
- A box: "Click to select the SDG (see below)" points to the "Change" button.

To select your topic:

The screenshot shows a dialog box titled "Choose the research themes (Min 0 Max 1) from the 2 available themes (as well as the sub-themes)".

Annotations include:

- A box: "Tick the box to select your topic and click on 'OK'" points to the checkbox for "Promoting sustainable agriculture for socioeconomic development".
- A box: "For section 2 ONLY: You can select more than 1 topic if your proposal is cross cutting between 2 topics. In this case, be sure that both topics are eligible for funding by all the funding bodies involved" points to the same checkbox.

To select the SDG: Tick the box of the 3 most relevant SDG (you can have more in your proposal) and click validate

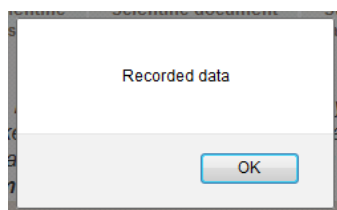
Selection of Sustainable Development Goals (3 maximum)

- No SDG matches to my project
- No Poverty
- Zero Hunger
- Good Health and Well-being
- Quality Education
- Gender Equality
- Clean Water and Sanitation
- Affordable and Clean Energy
- Decent Work and Economic Growth
- Industry, Innovation and Infrastructure
- Reduced Inequalities
- Sustainable Cities and Communities
- Responsible Consumption and Production
- Climate Action
- Life Below Water
- Life On Land
- Peace, Justice and Strong Institutions
- Partnerships for the Goals

Validate Back

After **Saving the page**, a pop-up window will appear to remind you any forgotten field and the need to save data before leaving this tab.

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



Move to the “**Partnership and tasks**” tab. Here the Coordinator will **ADD** and **REMOVE** partners and will define the roles. **FOR EACH PARTNER**, it is only needed the information of the **Principal Investigator**, the whole research team can be described later (in another tab).

4. HOW TO ADD PARTNERS

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

Partnership and tasks Partners/Organisations titles Identity of the project Scientific abstracts Scientific document Peer reviewers Summary tables 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.

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	Non French partner/organisation	Partner/Organisation without requested funding	Research Funding Organisation
<input type="checkbox"/> ...	(1)			0.00									
<input type="checkbox"/> ...				0.00	Mr	Fabrice	DENTRESSANGLE	fabrice.dentressangle@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR

 Click here to ADD partners

The Coordinator must click on “Add new partner/organization” at the bottom of the Table.

A pop-up will appear

Add a partner

Principal Investigator/Scientific manager of the partner Click to add the PI

Civility

First name

Last name

Email

Title

Research organisation of the partner

Country

Funder

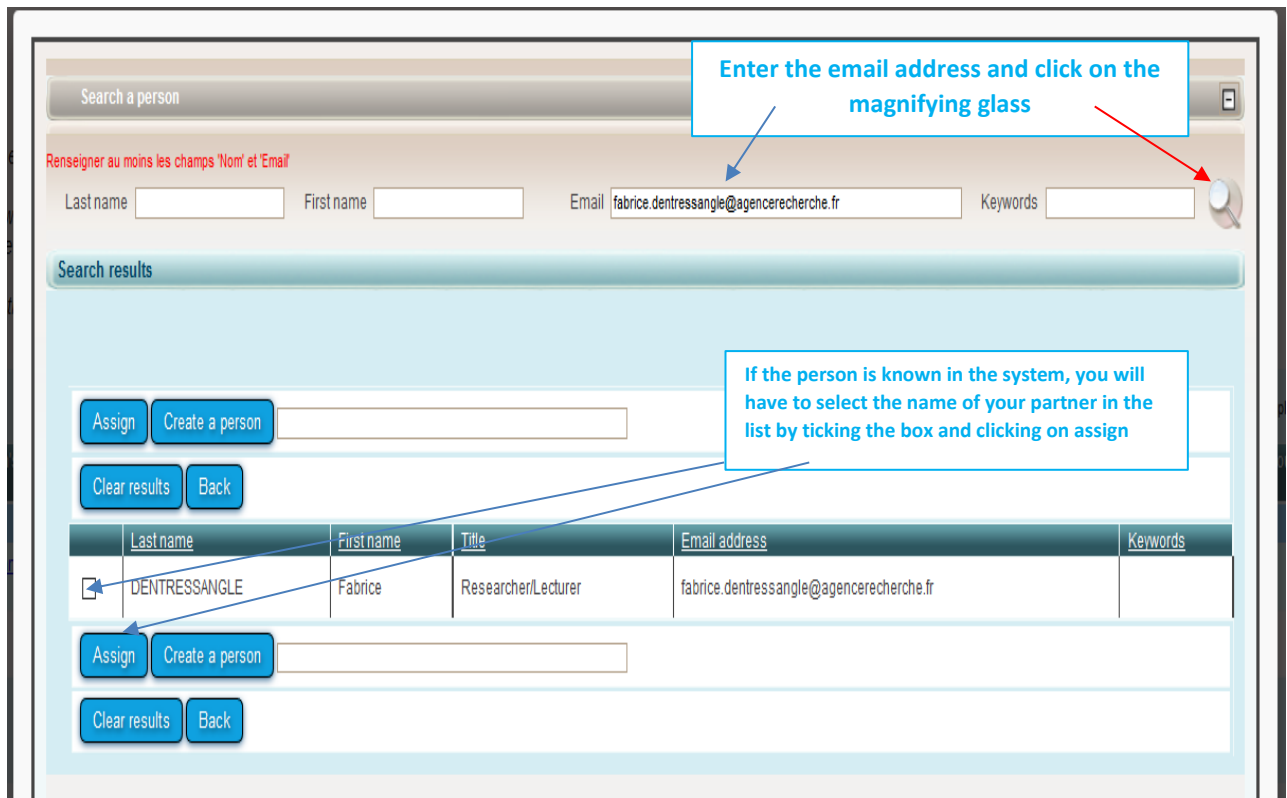
Comment (regarding the chosen funder)

Category

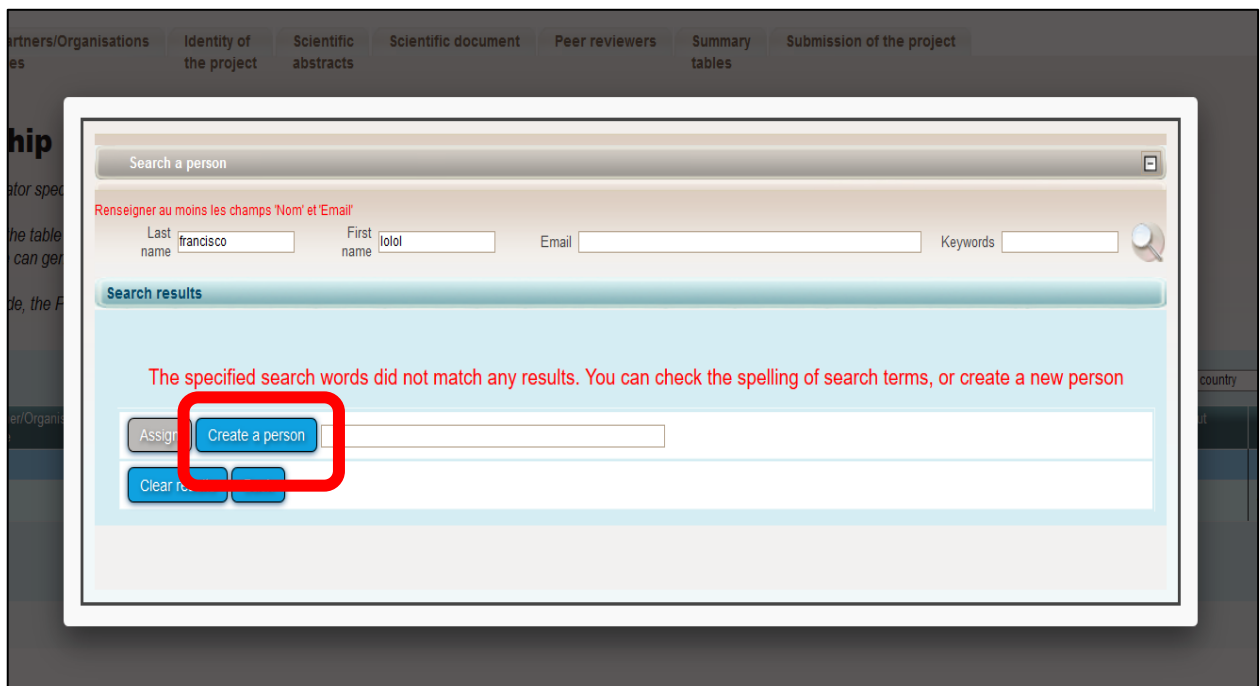
Name of the research structure

Acronym of the research structure

To create the profile of the PI, the next window will appear:



IF THE PERSON IS NOT KNOWN BY THE SYSTEM YOU HAVE TO CREATE THE PROFILE by clicking on CREATE A PERSON



A NEW WINDOW WILL APPEAR. YOU HAVE TO COMPLETE THE MANDATORY INFO (name, surname, email address) TO CREATE THE PROFILE OF THE PI

The screenshot shows a web form titled "Create a person". At the top, a red message states: "The fields 'Last name', 'First name', 'Title' and 'Email' are mandatory." The form includes the following fields:

- Civility (dropdown menu)
- Last name (text input)
- First name (text input)
- Email address (text input, containing "mailto:example@gmail.com")
- Title (dropdown menu)
- Personal site (text input)
- National identifiant (text input)
- ORCID Number (text input)
- Keywords (text area)
- Professional address section with sub-fields: Street number, Street, Avenue, Lane, Place, ...; Additional address; Postcode / Zip code; City; Cedex; District; and Country.

 Annotations include:

- A blue box with arrows pointing to the Last name, First name, and Email address fields, containing the text: "Fill all the mandatory fields about your partner".
- A red box with arrows pointing to the National identifiant and ORCID Number fields, containing the text: "This is not mandatory; if you have this information, you can complete it".
- A blue box with an arrow pointing to a green "Save" button at the bottom right, containing the text: "Click here to finalize".

Then, fill in the data related to the Organisation and click on "SAVE":

The screenshot shows a web form titled "Add a partner". The form is divided into two main sections:

- Principal Investigator/Scientific manager of the partner:** Includes a "Select a Principal Investigator" dropdown, Civility (Mister), First name (Ali), Last name (Rhouma), Email (ali.rhouma@prima-med.org), and Title (Researcher/Professor).
- Research organisation of the partner:** Includes Country (dropdown), Funder (dropdown), a text area for "Comment (regarding the chosen funder)", Category (dropdown), Name of the research structure, and Acronym of the research structure.

 Annotations include:

- A blue box with arrows pointing to the Country, Funder, and Category dropdowns, containing the text: "Fill the mandatory information about the Institution".
- A blue box with arrows pointing to the Funder dropdown and the Comment text area, containing the text: "If you apply to section 1 Select PRIMA. If you apply to section 2 Select your National Funding Agency. If you participate without requesting funds, select Own funds".

 The form has "Back" and "Save" buttons at the bottom left.

The **Partnership table** will be automatically updated.

The partner will receive the following invitation:

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

Bonjour,

Vous avez été invité par **Monsieur/Madame XXXXXXX** afin d'être partenaire du projet "**XXXXXX**" qui va être soumis à l'appel à projet **PRIMA**. Veuillez-vous connecter au SIM de l'ANR en utilisant les identifiants que vous recevrez dans un second mail.

<https://aap.agencerecherche.fr>

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

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

Cordialement,

Dear Madam, Dear Sir,

You have been invited by Mr/Ms XXXX to be partner of the proposal « **XXXXXX** » which will be submitted to the call for proposals launched by PRIMA. Please log in to the SIM platform of ANR, using the username and password you will receive in a second e-mail. If you lost it, you can ask a reminder from the authentication screen.

<https://aap.agencerecherche.fr>

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

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

Yours sincerely,

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

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

IMPORTANT NOTE TO PARTNERS:

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

5. HOW TO DELETE/MODIFY PARTNERS

Use the first column (tick boxes) to select the partners and access the information. If you need to modify the information provided for a given Partner, you must click on “modify”.

Coordinators can also delete partners. To remove a partner, you must select the partner you want to delete (by ticking the box in the first column) and click on “**Delete selected partners/organisations**”), as shown below:

...	Partner/organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: Change in progress)	Role	Coord.	Funder
	Spain (1)			0.00							
<input type="checkbox"/>	ma structure		Research organization	0.00	Mr	Fabrice	DENTRESSANGLE	fabrice.dentressangle@prima-med.org	PI	<input checked="" type="checkbox"/>	PRIMA
	Tunisia (1)			0.00							
<input type="checkbox"/>	la SME d'Ali		SME (small and medium-sized business)		Mr	Ali	Rhouma	ali.rhouma@prima-med.org	PI	<input type="checkbox"/>	PRIMA

Click here (...) to modify or delete a partner

Add a new partner/organisation

Modify partner/organisation

Delete partner/organisation

WHEN CLICKING ON DELETE **THE PARTNER IS IMMEDIATELY REMOVED** (NO CONFIRMATION REQUESTED) from the synthetic Partnership table.

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

6. HOW TO EDIT PARTNERS' ORGANISATION Administrative and financial data

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

AAP: IC4WATER - Edition: 2017 - Proposal: TEST PAM ⌚ Time remaining before closing of the call for proposals:
66 days 6 hours

Partnership and tasks **Partners/Organisations files** Identity of the project Scientific abstracts Scientific document Summary tables 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 (2)	0.00	0.00	0.00	0.00	0.00		
Select	ANR (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
Select	ANR	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	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.

1. At the top of this tab you will find a synthetic table summarizing the budget per partner in the Consortium. Before filling the **Administrative and Financial data** tabs you must select the partner (just click on [Select](#) in the first column).
2. TO COMPLETE THE ADMINISTRATIVE DATA, CLICK ON **SWITCH on SIMPLIFIED ENTRY MODE** (as shown below)

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	Financial and administrative control instance	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	Funder
	Spain (1)		0.00	0.00	0.00	0.00	0.00		
Select	ma structure (coord)		0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	PRIMA
	Total		0.00	0.00	0.00	0.00	0.00		

Caution, the requested funding for the project (including all funding partners) is lower than the min threshold of 1 €.

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

Administrative data Financial data

[Switch on simplified entry mode](#)

Mandatory information needed for registration form

Partner/Organisation : ma structure

Partner country Spain

Mandatory information needed for registration form

Partner/Organisation : ma structure

Partner country

Partner category

Name of the partner (research structure)

Acronym of the partner

Funder ⓘ

Comment (regarding the chosen funder)

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

None

Note that users scientific team member role

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)

Verify/complete the mandatory fields if needed

To add members of the same team/lab (persons who will work under the responsibility of the PI)

Click on « add new member ». Then you have to create the profile as explained POINT 4. HOW TO ADD PARTNERS

Please note that this action does not give access to the team members, only the PI has the right to access and modify the data

Note that the selection of the funding agency is available ONLY for SECTION 2 calls

DO NOT FORGET TO SAVE REGULARLY

The Partnership table will be automatically updated.

7. HOW TO FILL IN THE FINANCIAL INFORMATION

For stage 1 PRE PROPOSAL of RIA and IA:

In the Tab Partner/organization files, you just have to indicate for each partner the FULL COST OF THE PROJECT and THE REQUESTED AMOUNT TO PRIMA as shown below. No details are requested for this stage (no Excel file to upload)

For FULL PROPOSAL submission (Single stage selection process, CSA or for stage 2 of RIA and IA):

In the Tab Partner/organization files: Provide the total cost and the requested amount for each partner as shown below

In the tab Scientific Documents: Upload the **DETAILED BUDGET** (personal cost, missions, consumables....) IN EXCEL format AS AN ANNEX (see Section 9). Please entitle your budget annex as: “ACRONYM of your project.Financial data.xls”.

The Budget template in excel (specific to each type of action and also to the section to which you apply) is available on the prima website: <http://www.prima-med.org>

DO NOT pay attention to these columns, the detailed budget has to be uploaded as an annex in Excel format (full proposal only)

	Name or acronym of the partner/organisation	Financial and administrative control instance	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	Funder
	Spain (1)		0.00	0.00	0.00	0.00	0.00		
Select	ma structure (coord)		0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	PRIMA
	Total		0.00	0.00	0.00	0.00	0.00		

Caution, the requested funding for the project (including all funding partners) is lower than the min threshold of 1 €.

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

Administrative data | **Financial data**

Click on “financial data” Tab and complete the 2 boxes below

On this page, just enter the Total cost and the requested amount to PRIMA per partner (Total cost = requested amount to PRIMA + other sources of fundings/own funding)

Full cost (€) Requested Funding (€)

Save Cancel

For information; Full cost = Amount requested to PRIMA or to the funding agencies + your own funding (for example: permanent staff salaries if not covered by the grant, a PhD fellowship obtained under another program...)

8. Project summary

In the **Tab Scientific Abstracts**, you need to write a non-confidential abstract of your project. If the project is funded, the abstract will be published on the PRIMA website (after update if necessary). You have to copy/paste the Project Summary of the Part I of your proposal here. Please do not take into account the number of characters mentioned on the website, respect the limit stated in the template part I.

The screenshot shows a web interface with a navigation bar at the top containing several tabs: 'Partnership and tasks', 'Partners/Organisations files', 'Identity of the project', 'Scientific abstracts' (circled in black), 'Scientific document', 'Peer reviewers', 'Summary tables', and 'Submission of the project'. Below the navigation bar, the main content area is divided into two sections. On the left, there is a vertical sidebar with the text 'Non-confidential abstract or summary in French' and '(number of characters: 0 / 4000)'. The main content area on the right contains a large white box with the following text in blue: 'COPY PASTE the [English](#) ABSTRACT contained in the part I FOR BOTH FRENCH AND ENGLISH SECTIONS (Not mandatory to translate it in French)'. A small '11' icon is visible in the bottom right corner of the main content area.

Save!

9. UPLOAD SCIENTIFIC DOCUMENT and ANNEXES

To upload the scientific document (**Part II Proposal form converted in PDF format**) you must go to the [Scientific Document](#) tab.

This tab also allows you to upload the annexes, **Part I** converted in pdf and a **detailed budget in Excel file (for full proposal, CSA and RIA/IA stage 2)** and/or any document requested in the call.

For page limits applying to Part II, please refer to the call documents and/or guidelines for applicants. The system will automatically reject proposals not respecting the page limits.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, Scientific abstracts, **Scientific document** (highlighted with a red box), Peer reviewers, and Submission of the project. Below the navigation bar is a section titled "Submit the scientific document". Inside this section, a large light blue box contains the text: "To upload **Part II** in pdf. Template and call information available on the PRIMA website". Below this box is a file selection area with a button labeled "Seleccionar archivo" and a text input field containing "No archivo seleccionado". A blue arrow points from the "Seleccionar archivo" button to the input field. Below the input field is a blue button labeled "Submit the scientific document". A red message below the button reads: "No scientific document submitted for this project." Below this section is another section titled "Annex to the scientific document". Inside this section, a large light blue box contains the text: "To upload: **Part I** in pdf, Detailed Budget for full proposal, Attestation letters for partners participating with their own funds and/or any type of Annexes requested by the call". Below this box is another file selection area with a button labeled "Seleccionar archivo" and a text input field containing "No archivo seleccionado". A blue arrow points from the "Seleccionar archivo" button to the input field. Below the input field is a blue button labeled "Submit".

IMPORTANT: Just click on search to upload your documents. A red sentence appears if the technical description (Part II) document is missing. The Technical Description document of your research project must not exceed the maximum number of pages indicated in the FULL-PROPOSAL FORM INSTRUCTION nor the maximum size (10 Mb). The Coordinator can upload or remove the technical description document and consult annexes.

If you want to replace Part II that has already been uploaded with a more recent version, you must overwrite the previous file (upload the new file at the same place; the latest document uploaded will substitute the previous one).

10. if you want to declare unsuited reviewers

If you have conflict of interests with a researcher and you do not want your proposal to be evaluated by this person then you have to fill the information in the “Peer reviewers” tab.

You must provide a valid reason to discard this person from the evaluation of your project.

Last name	First name	Institution/Company	Email	Reasons
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11. HOW TO VERIFY AND SUBMIT YOUR PROPOSAL

The last tab “**Submission of the project**” provides synthetic information about the project data. You can use it to verify the consistency of the provided information. The aim of this tab is to check that all the required information has been completed.

THIS DOES NOT MEAN THAT THE PROPOSAL IS ADMISSIBLE AND/OR ELIGIBLE. The system only verifies that the mandatory fields have been completed and that a scientific document has been uploaded with a budget different to zero. It does not verify the content of the document and/or that the annexes have been uploaded.

The Coordinator can lock the proposal to avoid any modification by clicking on the **Lock** button. After this, all the partners can access to the proposal on read-only mode.

Note that when the proposal is locked, it can be unlocked later on if necessary, by clicking on the **Unlock** button:

The project is automatically submitted at the closing date (if the scientific document is uploaded and the requested funding is different from 0). **THERE IS NO BUTTON FOR SUBMITTING THE PROPOSAL.**

After the closing date, the project can be seen by all the project partners but it cannot be changed any more.

NOTE : Please note that as Project Coordinator, you cannot delete a proposal you have created. If you want to withdraw a proposal, you must send a request to the Project Officer in charge of the Call or the Call Secretariat : <https://prima-med.org/who-we-are/contact-us/>

Partnership and tasks

Partners/Organisations files

Identity of the project

Scientific abstracts

Scientific document

Peer reviewers

Summary tables

Submission of the project

The closing date for call for proposals is 14/09/2017 until 17:00 (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

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

YOU CAN LOCK / UNLOCK THE PROPOSAL BY CLICKING HERE. WHEN LOCKED, ALL THE PARTNERS CAN READ THE INFORMATION BUT NOT MODIFY IT THE PROPOSAL IS AUTOMATICALLY SUBMITTED BY THE DEADLINE WITH THE INFORMATION PROVIDED.

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 abstract in French is empty**
- **The abstract in English is empty**

CHECK CAREFULLY THIS PART AS IT PROVIDES YOU INFORMATION ABOUT POSSIBLE MISSING DATA

Administrative and financial document of the project

Download document

DO NOT USE THIS BUTTON (USELESS FOR PRIMA); ALL YOUR DOCUMENTS MUST BE UPLOADED IN THE TAB « SCIENTIFIC DOCUMENT »