



ELECTRONIC

SUBMISSION

SYSTEM

HANDBOOK

Modification according to the v0

V1. January 17, 2019: part 11 of this guidelines has been deleted as the summary table is not anymore accessible.

1. IMPORTANT INFORMATION

IMPORTANT: The online platform corresponds to an adaptation of the French National Research Agency (ANR) electronic submission tool. In accordance, you will find certain fields that 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. Please 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 mail to connect to the platform. They will be able to check the information provided by the coordinator and modify their administrative and financial data if necessary.

Each modified page in the submission platform must be saved before going 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 web page in the section corresponding to the call

2. The following screen will be displayed:

The screenshot shows the 'Authentication Page' with the following elements:

- Email address:** A text input field containing 'johann.muller@agencerecherche.fr x'. A blue arrow points from a blue box labeled 'Insert Email Address' to this field.
- Password:** A text input field with masked characters '.....'. A blue arrow points from a blue box labeled 'Insert Password' to this field.
- Validate:** A button located below the password field.
- Forgotten password / Generate a new password:** A blue hyperlink. A yellow arrow points from a yellow box labeled 'In case you forget your password...' to this link.
- Instructions:** Text below the form: 'To submit a new proposal, please go to the Call page on the [ANR website](#). For any information, please contact the person in charge of the Call: [Contacts](#)'.
- Remarks:** A list of technical requirements:
 - This website is designed for a 1024x768 screen resolution (Full Screen)
 - The application is optimized for Internet Explorer (up to IE10) and Firefox.
 - Cookies and JavaScript must be enabled.
 - We advise you to allow popups from your browser settings.
- Message to experts and committee members:** Text stating: 'If you already have an account (as proposal coordinator, partner...), you must use the same login/password. 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 already have an account you must use the same email address to log.

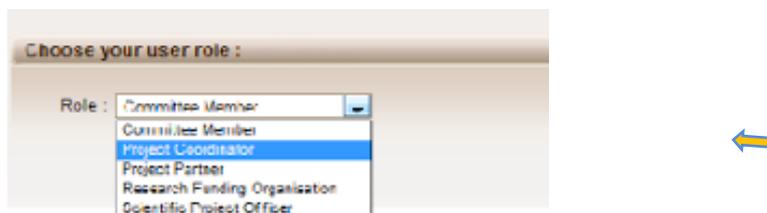
If you request a new password, you must provide your e-mail address on the following screen:

An e-mail will automatically be sent to your INBOX. (verify your spam box if you did not receive the mail).

The screenshot shows the 'Mot de passe oublié / Forgotten password' screen with the following elements:

- Adresse de messagerie / Email address:** A text input field with a red asterisk to its right.
- Valider:** A button located below the email address field.
- Revenir à la page d'authentification / Back to the authentication page:** A blue hyperlink located below the 'Valider' button.

3. After validation, you will get a new screen asking you to choose your user profile: Project Coordinator or Project Partner. Please click on **“Project Coordinator”** and then **“Access”**:
4. (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 COMPLETE YOUR PROPOSAL

When you log for the first time you will have to enter the ACRONYM of your proposal and the title then :

You will be presented the following screen:

To modify your password or your profile

Choose your language

To edit your proposal

Click on the title of your proposal to go to the next step

You will now 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):

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

By default, you will first be directed to the “**Identity of the project**” page:

Please complete all the information: Duration of the project, category of research, key words, answer to the 2 questions: Has the project been submitted previously to PRIMA? Is the project a follow/continuation of a previously granted project under arimnet / Eranetmed?

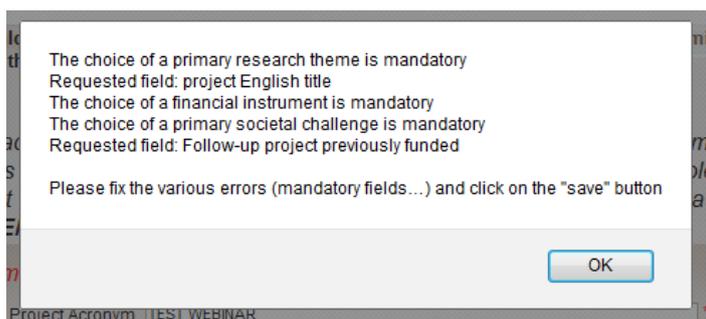
The screenshot shows the 'Identity of the project' registration form. A blue box with the text 'ENTER THE TITLE IN ENGLISH FOR BOTH' has arrows pointing to the 'Titre en français du projet' and 'Titre en anglais du projet' fields. Another blue box with the text 'There is only one option, please select it to be allowed to continue your registration' has an arrow pointing to the 'Catégorie R&D' dropdown menu. A third blue box with the text 'Click here to select your topic.' has an arrow pointing to the 'Sélectionner les axes thématiques de recherche' button. The form includes fields for 'Acronyme du projet', 'Texte du projet', 'Titre en français du projet', 'Titre en anglais du projet', 'Durée en mois', 'Instrument de financement', 'Année de soumission de la thèse', 'Date arrivée Principal', 'Catégorie R&D', 'Mots clés', 'Le projet a-t-il déjà été financé?', 'Suite d'un projet précédemment financé?', and 'Choisir les axes thématiques (Min 0 Max 1)'. There are also buttons for 'Enregistrer' and 'Annuler'.

You must also answer some questions concerning the proposal and provide keywords defining the research domains of your proposal. An open field section of “Keywords” allow you to introduce extra keywords not mentioned in the previous section. Keywords must be separated by semicolons.

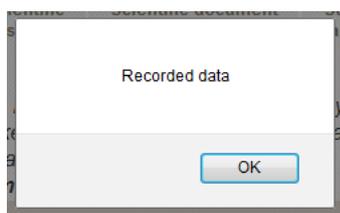
To select your topic:

The screenshot shows the 'Choose the research themes' dialog box. A blue box with the text 'Tick the box to select your topic and click on “OK”' has an arrow pointing to the checkbox for 'Proposer une agriculture pour le développement socio-économique'. Another blue box with the text '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 by all the funding bodies involved' is positioned below the dialog box. The dialog box includes a 'Custom' section with checkboxes for 'Research theme' and 'Research sub-theme', and a 'Choose the research themes (Min 0 Max 1) from the 2 available themes (as well as the sub-themes)' section with checkboxes for 'Proposer une agriculture pour le développement socio-économique' and 'Proposer des produits agricoles à haute valeur ajoutée'. There are 'OK' and 'Step' buttons at the bottom of the dialog box.

After **Saving**, a pop-up window will appear to remind you any forgotten field and the need to save data before leaving this tab. Here is an example below:



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 or your partner

Partnership and tasks | Partners/Organisations files | 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.

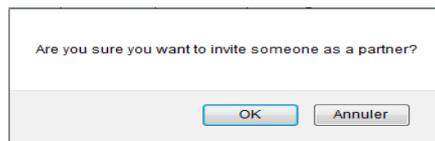
Display: By country

| | 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 |
|------------------------------|-----------------------------|-----------------|----------|-----------------------|------|------------|---------------|--|------|-------------------------------------|---------------------------------|--|-------------------------------|
| (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 |

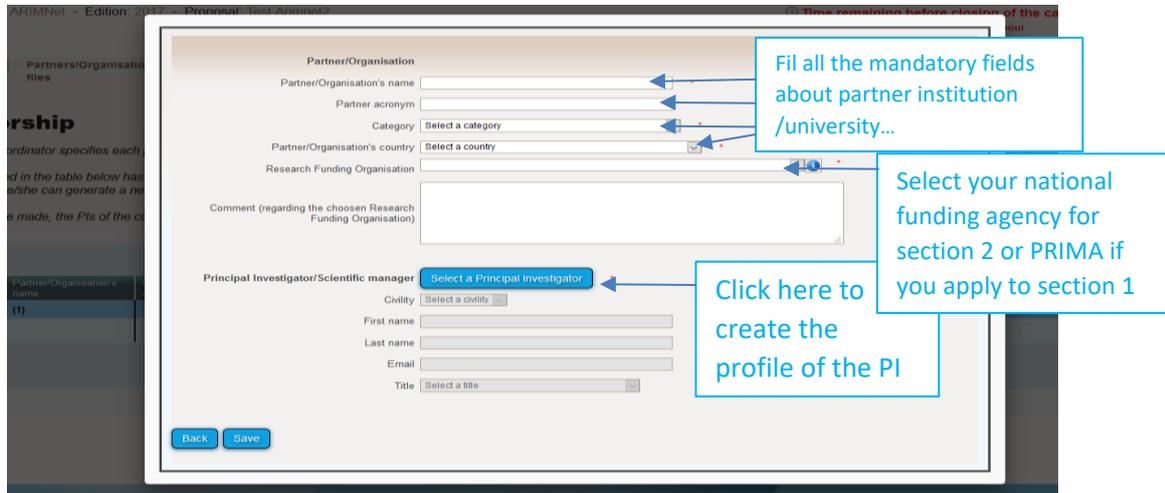
Click here to ADD partners

The Coordinator must click on “**Add new partner/organisation**” in the bottom of the Table.

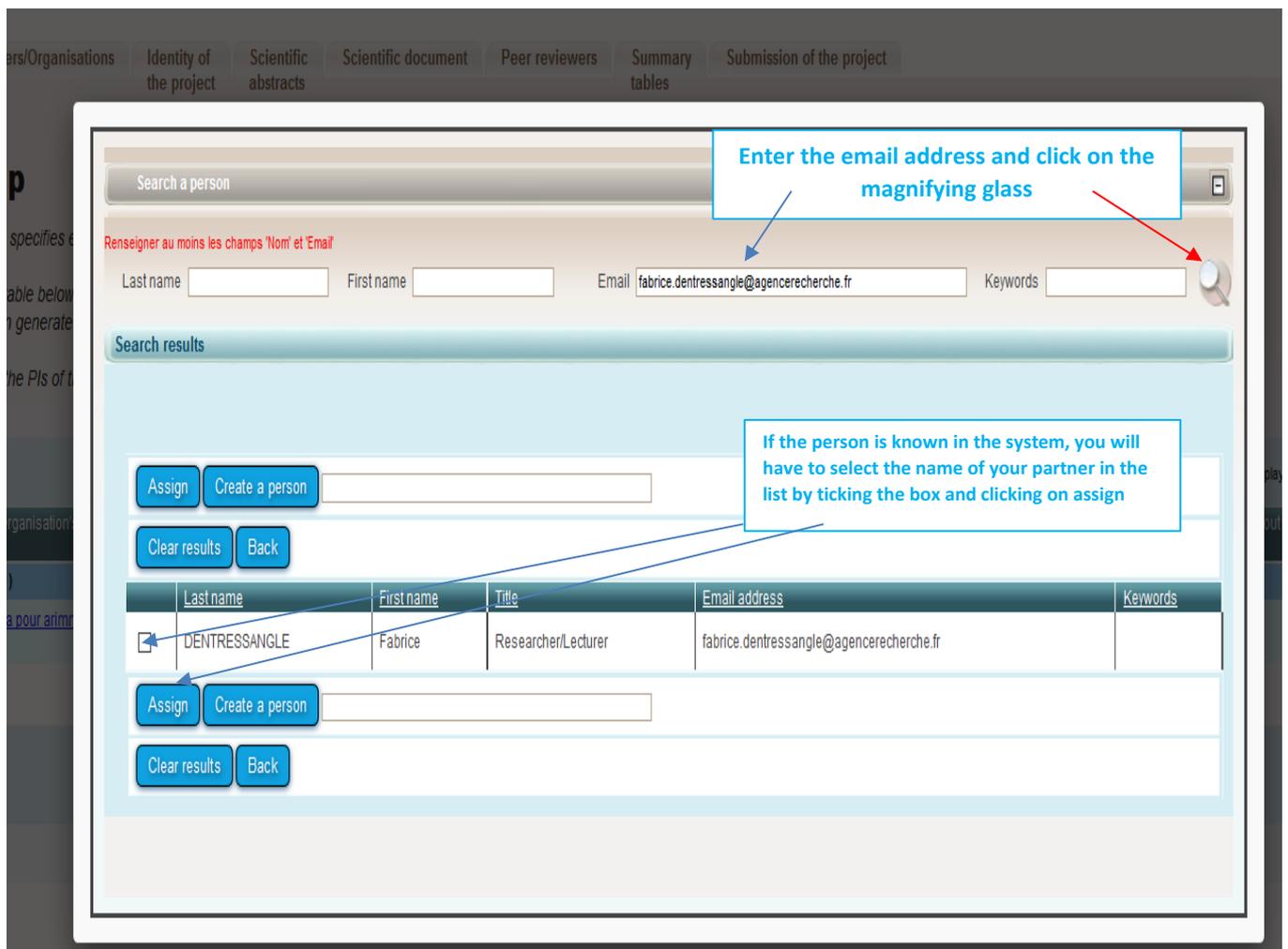
A pop-up will ask you for confirmation and you can confirm it by clicking “**OK**”:



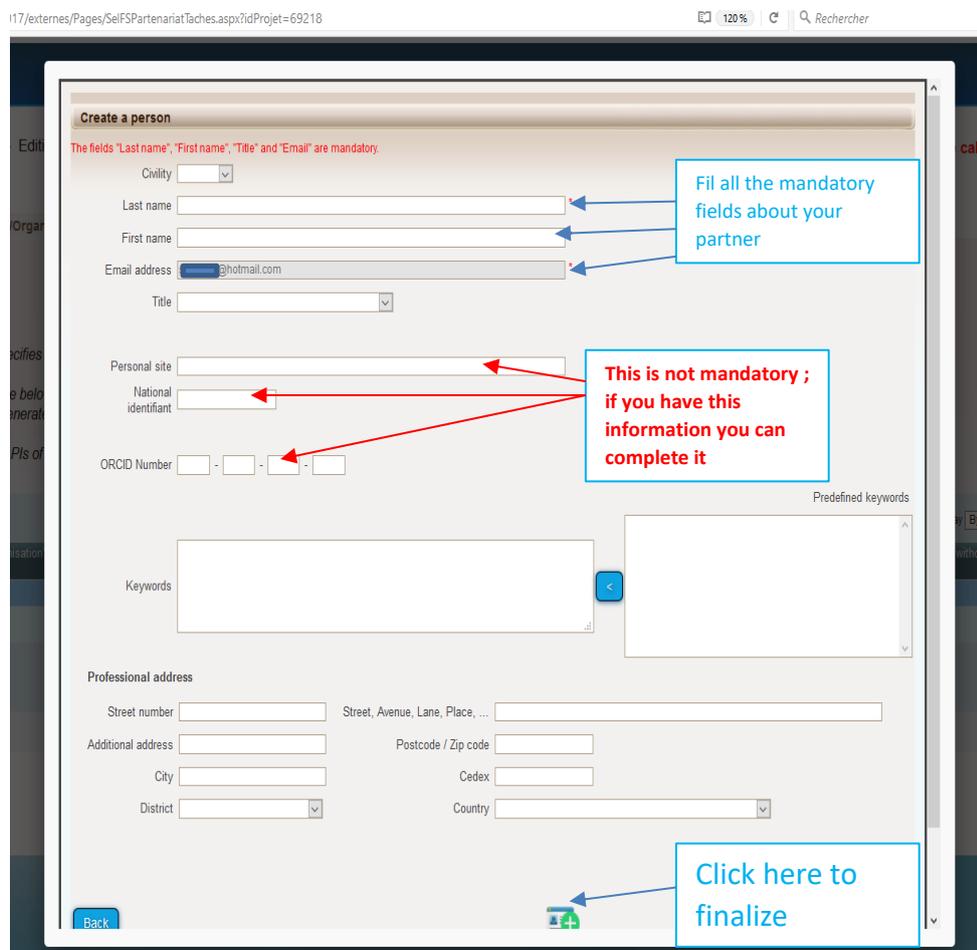
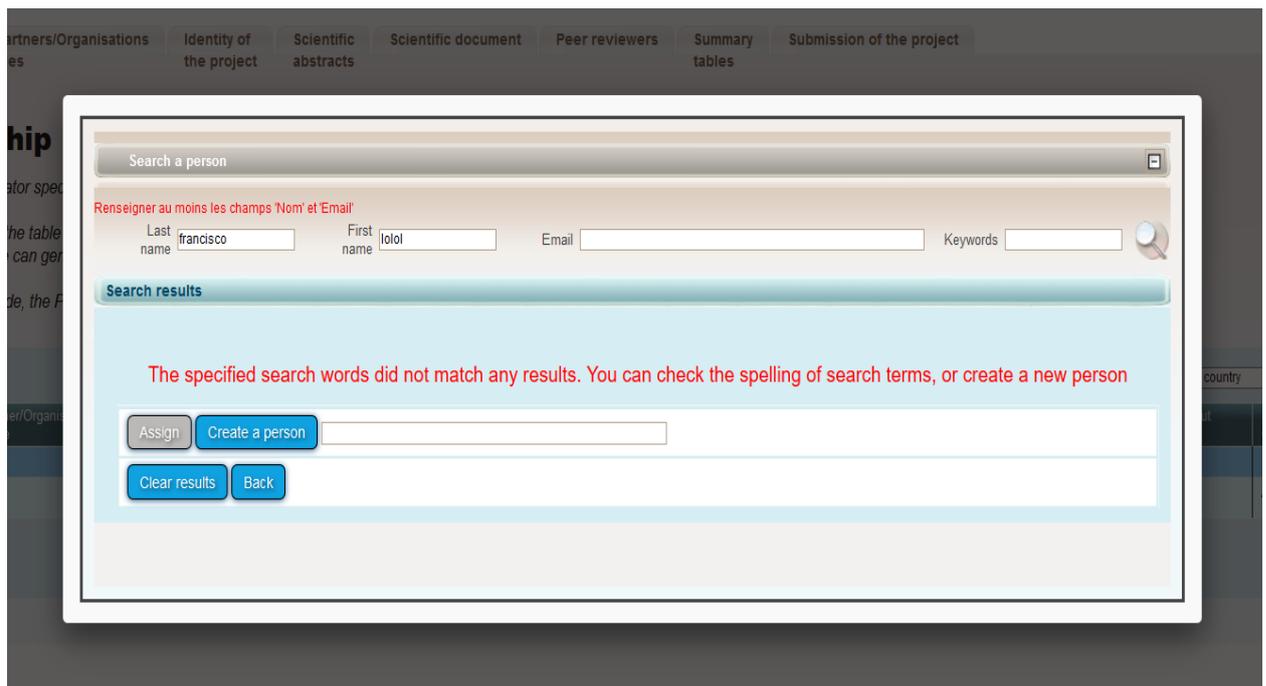
Fill in the data related to the Organisation and Principal Investigator and click on “**SAVE**”:



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



IF THE PERSON IS NOT KNOWN IN THE SYSTEM YOU HAVE TO CREATE THE PROFILE:



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 XXXXXX** 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”.

As you may have noticed, the Coordinator 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 explained below:

Partenariat

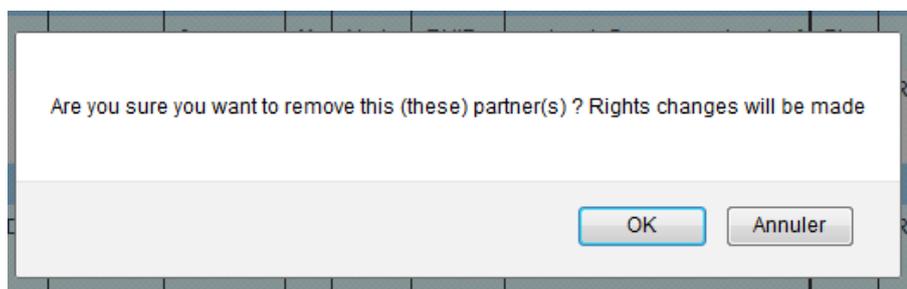
Le coordinateur de projet définit les partenaires et les responsables scientifiques des partenaires.

Tout responsable scientifique indiqué dans le tableau ci-dessous a accès au projet, son identifiant étant l'adresse email enregistrée. Si besoin, il peut générer un nouveau de passe depuis la page d'accueil.

À chaque modification, les responsables scientifiques des partenaires concernés sont informés par messagerie électronique.

| <input type="checkbox"/> | Nom du partenaire | Sigle | Catégorie | Aide demandée (€) | Civ. | Prénom | Nom | Adresse électronique (*: changement en cours) | Rôle | Coord |
|--------------------------|--------------------------|-------|--------------------|-------------------|------|----------|---------------|---|---------------|-------------------------------------|
| <input type="checkbox"/> | France (1) | | | 190 000,00 | | | | | | |
| <input type="checkbox"/> | test blabla pour arimnet | | Laboratoire public | 190 000,00 | M. | Fabrice | DENTRESSANGLE | fabrice.dentressangle@agencerecherche.fr | Resp. Scient. | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | | | | | Mme | Jannatul | MIA | Jannatul.MIA@agencerecherche.fr | Membre | |

A pop-up window appears after clicking on **Delete selected partners/organisations**:



After clicking on **OK** the selected partner is removed 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:

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

Bonjour,

À la demande de **Monsieur XXXX**, vous n'êtes plus partenaire du projet "**XXXXXXXX**". Vous n'avez donc plus accès à ce projet.

Si vous pensez qu'il s'agit d'une erreur, nous vous remercions de prendre contact avec **Monsieur XXXX** (xxxxx@xxx.fr).

Cordialement,
L'Agence Nationale de la Recherche

Dear Madam, Dear Sir,

Following the request from **Mr XXXXX**, you are no longer a partner of the proposal "**XXXXXXXX**". You don't have access to this project anymore.

If you think that this a mistake, please contact **Mr XXXXXX** (xxxxx@xxx.fr).

Yours sincerely,
The French National Research Agency

6. HOW TO EDIT PARTNERS ORGANISATION

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

The screenshot shows a web interface with several tabs: 'Partners and tasks', 'Partners/Organisations files' (circled in red), 'Identity of the project', 'Scientific abstracts', 'Scientific document', 'Summary tables', and 'Submission of the project'. Below the tabs is a 'Consortium' table with the following data:

| | 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 by 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).

Partners and tasks **Partners/Organisations** Identity of the project Scientific abstracts Scientific document Peer reviewers Summary tables Submission of the project

Consortium

| | 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 | Non French partner/organisation | Partner/Organisation without funding requested | Research Funding Organisation |
|--|---|---------------|-----------------------|-----------------------------------|--|---|--------------------------|---------------------------------|--|-------------------------------|
| | Select (coord) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ANR |
| | Total | 0.00 | 0.00 | | | | | | | |

Caution, the requested funding for the project (including all funding)

Please select the partner/organisation in the table(s) above and complete it below.

Administrative data Financial data

Mandatory information needed for registration form

Partner/Organisation :

Partner country *

Partner category *

To optimize the input of your partner form, please enter your Siret and click "Verify the information on the Siret / Ridet / Tahiti"

Name of the partner (research organisation, private compagny,...)

Acronym of the 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 :

Partner country *

Partner category *

To optimize the input of your partner form, please enter your Siret and click "Verify the information on the Siret / Ridet / Tahiti"

Name of the partner (research organisation, private compagny,...)

Acronym of the partner

Research Funding Organisation

Comment (regarding the choosen Research Funding Organisation)

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

Not mandatory

ANR
 AEI MINECO - Agencia Estatal de Investigación
 ASRT -
 GDAR - Ministère de la nutrition, de l'agriculture et du bétail de Turquie
 HAO- DEMETER - Hellenic Agricultural Organisation - Demeter
 IRESA - Institution of Agricultural Research and Higher Education, Tunisia
 KRS
 MESRS - Ministère de l'Enseignement supérieur et de la recherche Algérien
 MESRSFC - Ministère de l'Enseignement Supérieur, de la Recherche Scientifique
 MHESRT - Enseignement Supérieur et Recherche Scientifique en Tunisie
 MKGP - Ministry of Agriculture, Forestry and Food
 With own funds

Please note that the selection the funding agency is ONLY for SECTION 2 calls

You can add the members of each Partner team.

Birth date (jj/mm/aaaa) *

Title of the scientific manager Select a title *

ORCID Number - - - -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager fabrice.dentressangle@agencerecherche.fr *

Scientific team partner's member

| | Civility | First name | Last name | Title | Email | National Identifiant |
|--------------------------|----------|------------|-----------|-------|---------------------------------|----------------------|
| <input type="checkbox"/> | Madam | Jangatul | MIA | | Jannatul.MIA@agencerecherche.fr | |

Add new member Delete selected members

Other

Select an item By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluation 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

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: ON THE WEBSITE you just have to indicate for each partner the FULL COST OF THE PROJECT AND THE REQUESTED AMOUNT TO PRIMA. No details are requested for this stage (no Excel file to upload)

For information Full cost = Amount requested to PRIMA or the funding agency + your own funding (for exemple: permanent staff salaries, a PhD fellowship obtained under another program...)

For CSA (one stage selection process) or for stage 2 (FULL PROPOSAL for RIA and IA): As for the first stage you have to provide the total cost and the requested amount for each partner and also **THE DETAILS OF YOUR BUDGET** (personal cost, missions, consumables....). The detailed budget **MUST BE PROVIDED IN THE EXCEL FILE AND MUST BE UPLOADED AS AN ANNEX** (see Section 9).

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

Please entitled your budget annex as : “ACRONYM.Financial data.xls”.

DO NOT pay attention to these columns, the detailed budget will be asked for the full proposal stage in the excel file

| | 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) |
|------------------------|---|------------------|-----------------------|-----------------------------------|--|---|
| | France (1) | 340000.00 | 190000.00 | 0.00 | 0.00 | 0.00 |
| Select | test blabla pour arimnet (coord) | 340000.00 | 190000.00 | 0.00 | 0.00 | 0.00 |
| | Total | 340000.00 | 190000.00 | 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.

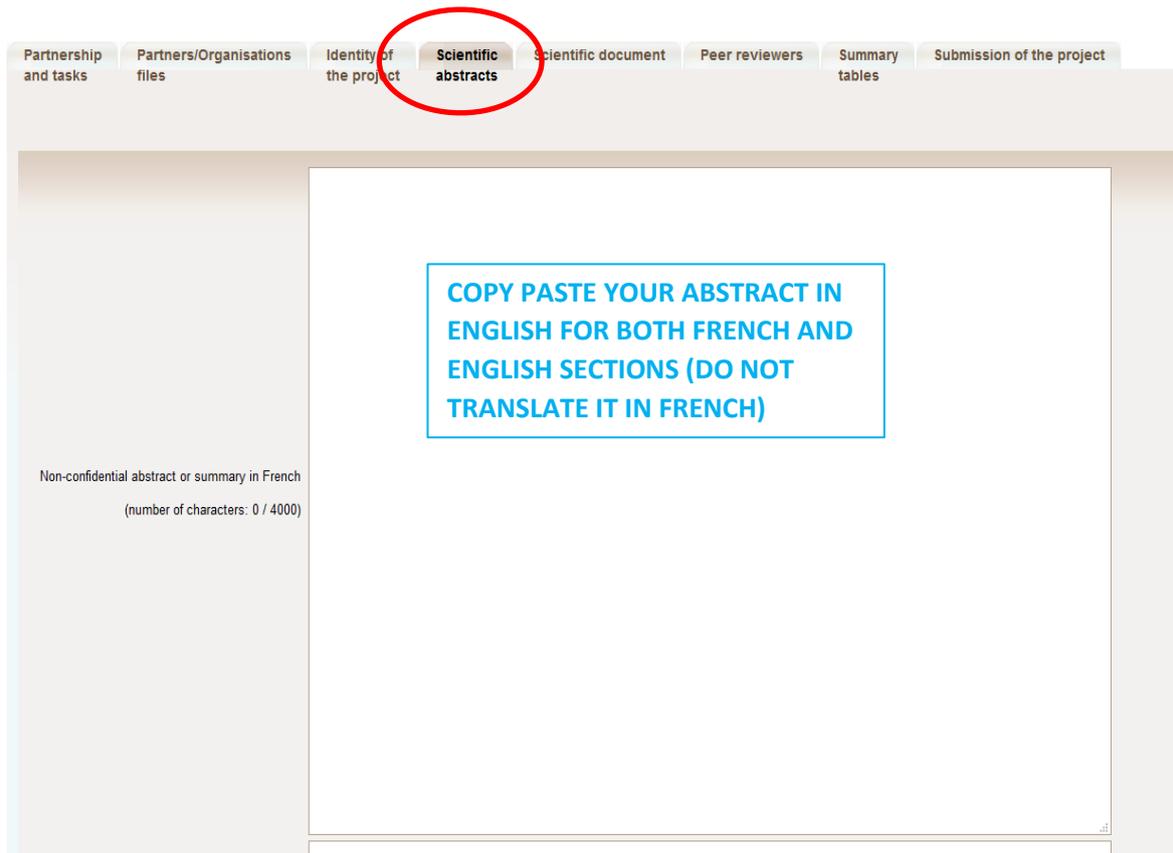
Administrative data | **Financial data**

Full cost (€) Requested Funding (€)

YOU JUST HAVE TO FILL THESE 2 BOXES

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 horizontal menu at the top containing the following tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, **Scientific abstracts** (circled in red), Scientific document, Peer reviewers, Summary tables, and Submission of the project. Below the menu is a large text input area. On the left side of this area, the text reads: "Non-confidential abstract or summary in French (number of characters: 0 / 4000)". In the center of the input area, there is a blue-bordered box containing the instruction: "COPY PASTE YOUR ABSTRACT IN ENGLISH FOR BOTH FRENCH AND ENGLISH SECTIONS (DO NOT TRANSLATE IT IN FRENCH)".

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 **Tab Scientific Document**. This tab also allows you to upload the annexes: **Part I** converted in pdf and a **detailed budget in Excel file (for CSA stage 1 and RIA IA stage 2 only)** and or any document requested in the call.

Submit the scientific document

For stage 2, after having filled and verified your administrative data online, you have to submit 3 documents (Templates available on <http://prima-med.org/calls-for-proposals/reference-documents/>):

As main document:
 THE 70 PAGES LIMIT APPLIES TO THE WHOLE DOCUMENT ALL SECTIONS (FROM 1 TO 5) INCLUDED. IF THE DOCUMENT CONTAINS MORE THAN 70 PAGES IT WILL BE AUTOMATICALLY REJECTED BY THE SYSTEM. THE CALL REFERENCE NUMBER AND THE GUIDELINES FOR APPLICANTS MUST BE INCLUDED IN THIS DOCUMENT (PART II) UNDER THE POINT 4. Applicants: These pages are counted toward the 70 pages limit.

In the Annex section:
 The template part I in pdf
 The budget table in excel

THE LETTER ATTESTING THAT THE FUNDS TO COVER ITS PARTICIPATION IN THE PROJECT WILL BE AVAILABLE. (See section V of the guidelines for applicants section 2 for more details <http://prima-med.org/calls-for-proposals/reference-documents/>)

The scientific document must be written in English.
 Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 70.

**To upload PART II (in pdf) of the proposal
 RIA and IA stage 1 maximum 10 pages
 CSA maximum 30 pages
 RIA and IA stage 2 maximum 50 pages**

Annex to the scientific document

In addition to the template part I and the budget
ONLY IF YOU HAVE PARTNER THAT IS NOT FROM A PARTICIPATING STATES OF PRIMA THEN YOU HAVE TO UPLOAD IN THE ANNEX SECTION THE LETTER ATTESTING THAT THE FUNDS TO COVER ITS PARTICIPATION IN THE PROJECT WILL BE AVAILABLE. (See section V of the guidelines for applicants section 2 for more details <http://prima-med.org/calls-for-proposals/reference-documents/>)

Authorized Formats: PDF, XLS, XLSX. Max. size : 10 Mb.

To upload:

- PART I (in pdf) of the proposal (no page limit)
- the detailed budget in Excel
- Attestation Letters from partners participating on their own funds or if they are not in a PRIMA PS

IMPORTANT: Just click on search to upload your documents. A red sentence appears if the scientific document is lacking. The Scientific 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 scientific document and consult annexes.

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

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

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

Add a poor reviewer

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 **Tab Submission of the project** allows you to submit your proposal:

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 verify 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 screenshot shows a navigation bar with tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, Scientific abstracts, Scientific document, Peer reviewers, Summary tables, and Submission of the project (circled in red).

The main content area includes:

- 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.
- A **Lock proposal** button is present.
- Checking fields** section:
 - 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
- Administrative and financial document of the project** section:
 - A **Download document** button is present.

Callouts (blue boxes) provide additional instructions:

- Next to the **Lock proposal** button: **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.**
- Next to the **Checking fields** section: **CHECK CAREFULLY THIS PART AS IT PROVIDE YOU INFORMATION ABOUT POSSIBLE MISSING DATA**
- Next to the **Download document** button: **DO NOT USE THIS BUTTON; ALL YOUR DOCUMENTS MUST BE UPLOADED IN THE TAB « SCIENTIFIC DOCUMENT »**

Please 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 delete a proposal, you must send a request to the Call Secretariat (fabrice.dentressangle@prima-med.org; Mohamed.wageih@prima-med.org; marco.orlando@prima-med.org; ali.rhouma@prima-med.org)