

## Quick guide to submit your ERC-2018-AdG proposal using the submission forms in HTML5 format

**This guide is intended to complement the main reference document, the Information for Applicants to the Advanced Grant 2018 Call, available on the ERC website.**

All applicants are strongly recommended to familiarize themselves with the submission forms well ahead of time.

Proposals that miss the submission deadline (**30 August 2018 17:00:00**, Brussels time) will not be evaluated. It is therefore highly recommended to submit your proposal as early as possible and at least 48 hours before the deadline of the call. This should allow sufficient time for handling potential incompatible local IT configuration settings. Confidentiality concerns should not prevent early submission since the system does not allow any access to the proposals before the call deadline.

A proposal can be submitted as many times as the applicant wishes until the submission deadline. Every new version of the proposal will replace the previously submitted one.

In order to create a proposal, it is essential to have an EU Login account: register on the Participant Portal or login with your EU Login username and password.

EU Login registration and access to the proposal submission system are identified as STEP 1 and STEP 2 in the Information for Applicants to the Advanced Grant 2018 Call; please refer to this document for detailed guidance.

The screenshot shows the 'Participant Portal' for the European Commission's Research & Innovation. The navigation bar includes links for HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, PROJECTS & RESULTS, EXPERTS, and SUPPORT. The 'LOGIN' and 'REGISTER' buttons are highlighted with a red circle. The main content area features a call for proposals for the ERC Advanced Grant 2018, with a submission session starting on May 23, 2018.

Upon login, the page STEP 3, Create a Draft Proposal, opens up.

### STEP 3: Create a draft proposal

1. Enter your organisation data and select your role – information entered here will be propagated to the Step 4 and Step 5 of the submission form.

If you are creating a mock proposal simply to test the system, please use the acronym TEST. If you submitted a proposal in the past, you will find the Host Institution PIC number under: Organisations you have been previously associated with.

Find your organisation PIC by clicking on the search button.

Please refer to the Information for Applicants to the Advanced Grant 2018 Call (p.31-32) for further guidance.

The screenshot shows a web interface for creating a draft proposal. On the left, there is a sidebar with a 'Configuration OK' status, a 'Download Part B Templates' button, and two links: 'Visit our 'How to' user guide' and 'Visit our 'H2020 Online Manual''. The main content area is divided into two sections. The top section, titled 'Your organisation', contains two input fields for 'PIC\*' and 'Short name\*', both with help icons. Below these is a section for 'Organisations you have been previously associated with. Click to select.' which shows two placeholder boxes. At the bottom right of this section is a button labeled 'Search for your organisation PIC' with a 'search' sub-button, which is circled in red. The bottom section, titled 'Your Role', asks the user to 'Please indicate your role in this proposal' and offers three radio button options: 'Principal Investigator' (selected), 'Main Host Institution Contact', and 'Contact'.

2. Enter the information requested in **Your Proposal** section and click on **next>>**

Please note that the fields marked with an asterisk (\*) are **mandatory**.

The acronym should be of no more than 20 characters (use standard alphabet and numbers only; no spaces, symbols or special characters).

Select the *primary ERC panel* for the evaluation of your proposal.

**Your Proposal**

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*

Character count:

**ERC Panel\***

**next >>**

#### **STEP 4: Manage your related parties**

In this step, the PI as coordinator of the project will enter the name and details of the Main Host Institution Contact and any other contact person by clicking on the "+" sign by the word *Contact* and selecting the typology of contact.

Please note that to submit a valid proposal the Principal Investigator and the Main Host Institution Contact must be entered. In the absence of these details, the system will not allow the submission and the validation check will signal an ERROR until these data are introduced.

Additional partner organisation may be entered by clicking on *Add Partner Organisation*.

Please refer to the Information for Applicants to the Advanced Grant 2018 Call (p.32-34) for further guidance and information on different roles and related access-rights.

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

## Step 4

### Manage Your Related Parties

**ERC-2018-ADG**

USER NAME [REDACTED]

TOPIC ERC-2018-ADG

TYPE OF ACTION ERC-ADG

A.B.C. ACRONYM TEST

DRAFT ID | SEP-210526153

THU 30 DEADLINE (Brussels Local Time) August 2018 17:00:00

52 days left until closure

Configuration OK ✓

**Download Part B Templates** ↓

[Visit our 'How to' user guide](#) ↗

[Visit our 'H2020 Online Manual'](#) ↗

### Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 **Add Partner Organisation** ?

1 **Host Institution** **Contact** ?

[REDACTED] - Principal Investigator

[Change Organisation](#) [Contact organisation](#)

next >>

done (X) Version: 20180614\_1440 - Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) (+32 2 29 92222)

From this page, it is also possible to download the Part B1, Part B2 and Host Institution letter templates. **Please note that the templates have been modified with respect to last year; therefore make sure to use the ERC\_AdG\_2018 templates.**

**Save all changes and click on next>>**

Due to the HTML5 configuration, in order to save the **changes related to parties** made in step 4, it is necessary to further **validate the information** on the administrative forms in Step 5.

## Save Changes



The changes you have made require that you open the administrative form ('Edit forms' button) in Step 5, validate and save the form.

Continue

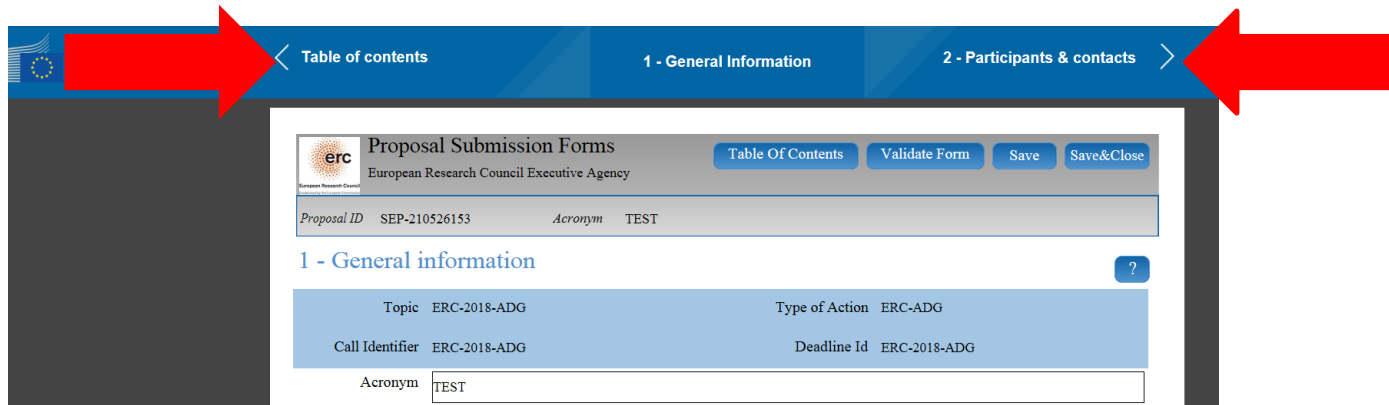
In order to avoid technical difficulties that may prevent the timely submission of your proposal, please save, validate and submit your proposal well before the call deadline.

### STEP 5: Edit proposal

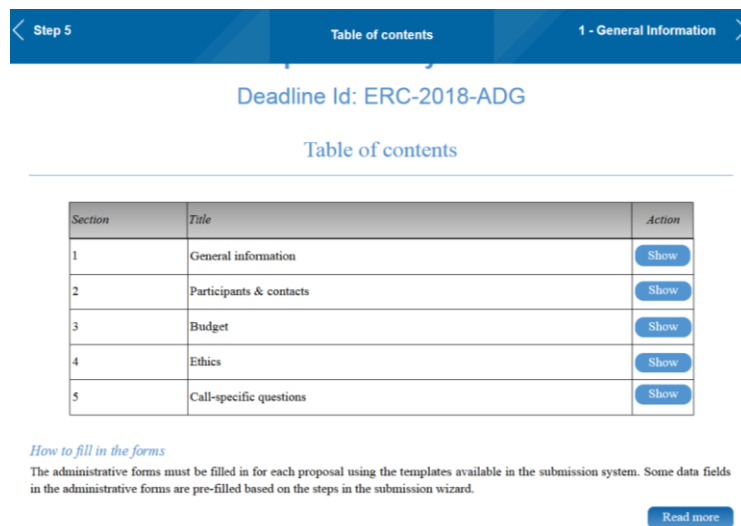
Click on *edit forms* to access the administrative submission forms.

The screenshot shows the 'Edit Proposal' step in a multi-step process. The top navigation bar includes: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL (active), and SUBMIT. The main content area is titled 'Edit Proposals' Forms' and includes a warning message: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below this, there are sections for 'Administrative Forms' and 'Part B and Annexes'. In the 'Administrative Forms' section, the 'edit forms' button is circled in red. In the 'Part B and Annexes' section, there is a list of items with 'upload' buttons and red 'X' icons. At the bottom of the page, the 'validate' button is also circled in red, along with the 'submit' button. The footer contains the text: 'done (X) Version: 20180614\_1440 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)'.

At the top of the form, it is present the navigation bar to move across the different sections.



By selecting *Table of Contents*, it is possible to access the different sections by clicking on *Show*



Fill-in all the sections as necessary; click on Save at any time to save the text entered; click on Save&Close to close the working session. All the information entered will be saved even if incomplete. You will be redirected to Step 5 where the mandatory documents (Part B1, B2 and Host Support Letter) and extra annexes, if any, can be uploaded. Please note, **only pdf files are allowed**.

You may return to Step 5 and edit the proposal forms as many times as you wish before the call closure. **Any change introduced and saved will require a new submission of the proposal in order to be received by the EC offices and considered for evaluation.**

After completing all the required sections save the changes and click on "Validate Forms".

erc Proposal Submission Forms  
European Research Council Executive Agency

Table Of Contents Save Save&Close

Proposal ID SEP-210522299 Acronym test

## Validation result

**Show Error** The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

**Show Warning** The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	ERC Keyword 1 - missing entry	Show Error
General Information	Agreement on title use is a required field	Show Error

The "Validation result" report will show in RED all the blocking errors and in YELLOW the warnings. By clicking on show error, you will be redirected to the section of the proposal where mandatory information is missing, amend the mistake, save and validate the form again in order to record the changes.

Please note that in order to amend the information regarding Participants and Contacts, comprising access rights and contact details of the Host Institution, it is necessary to Save&Close and return to Step 4.

LOGIN    FUNDING SCHEME    CREATE DRAFT    **PARTIES**    EDIT PROPOSAL    SUBMIT

## Step 5

### Edit Proposal

**ERC-2018-ADG**

**USER NAME**  
[REDACTED]

**TOPIC**  
ERC-2018-ADG

**TYPE OF ACTION**  
ERC-ADG

**A.B.C.**    **ACRONYM**  
TEST

**DRAFT ID** | SEP-210526153

**THU 30**    **DEADLINE (Brussels Local Time)**  
August 2018 17:00:00

**52** days left until closure

Configuration OK ✔

**Download Part B Templates** ↓

[Visit our 'How to' user guide](#) ↗

[Visit our 'H2020 Online Manual'](#) ↗

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#### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms

Edit will open the forms. ?

edit forms    
 view history    
 print preview

#### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Part B1	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	✘ <span style="color: blue;">?</span>
Part B2	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	✘ <span style="color: blue;">?</span>
Host Support Letter	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	✘ <span style="color: blue;">?</span>
Extra annex 1	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 2	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 3	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 4	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 5	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 6	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 7	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>
Extra annex 8	<span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 3px;">upload</span>	<span style="color: blue;">?</span>

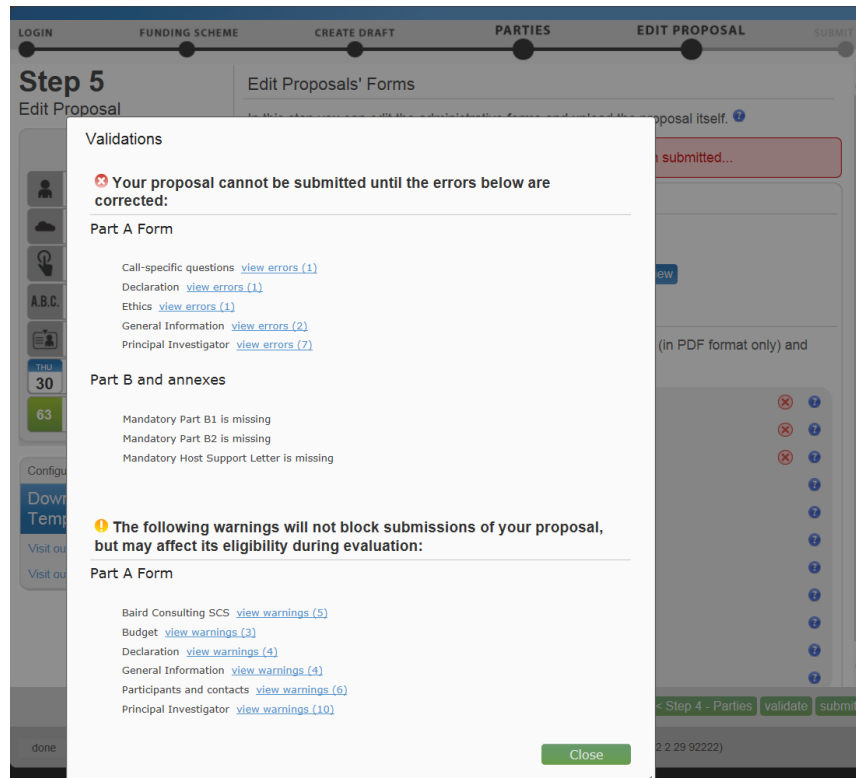
<< Step 4 - Parties    
 validate    
 submit

Introduce the changes in Step 4 and click on next>>; verify the changes in Step 5, by clicking on "edit forms", save and validate to ensure that the blocking error was corrected.

Once the proposal is complete and ready to be submitted, with Parts B1 and B2, Host Support Letter and, if applicable, relevant annexes uploaded as pdf files, click on submit.

In case the proposal is incomplete a Validation report will appear:





By clicking on "view errors" and "view warnings", you will be redirected to the first page of the submission form and you will have to navigate through the various sections to fix the mistakes.

Once again, **save** and **validate** to record the new information introduced.

If the validation report shows no blocking errors, click on submit.

Once the proposal is submitted, if time allows it, it is still possible to re-edit, download and withdraw the proposal prior to the call closure.