How to submit a ERC- 2019-PoC proposal using html 5

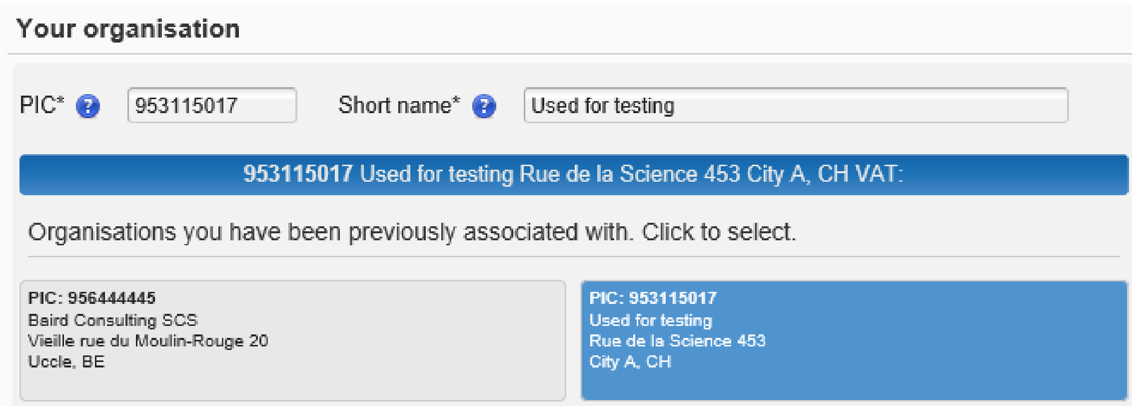
We strongly recommend potential applicants to start getting familiar with the application form well ahead the deadline.

Proposals that fail to be submitted by the deadline will not be evaluated.

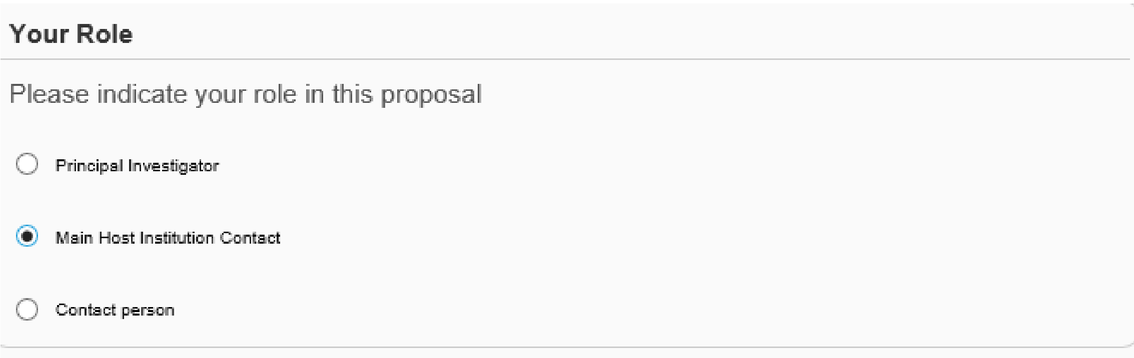
It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it. There is no reason in delaying the submission for confidentiality concerns as the system does not allow any access to the proposals before call deadline or cut-off (other than to selected data that is part of the Submission and Evaluation of Proposals Assent Disclaimer).
You can submit the proposal as many times as you wish up to the deadline. Every submitted version will replace the previously submitted one.

STEP 3: Create a Draft Proposal

1. If **testing,** please use the specific PIC created for testing purposes

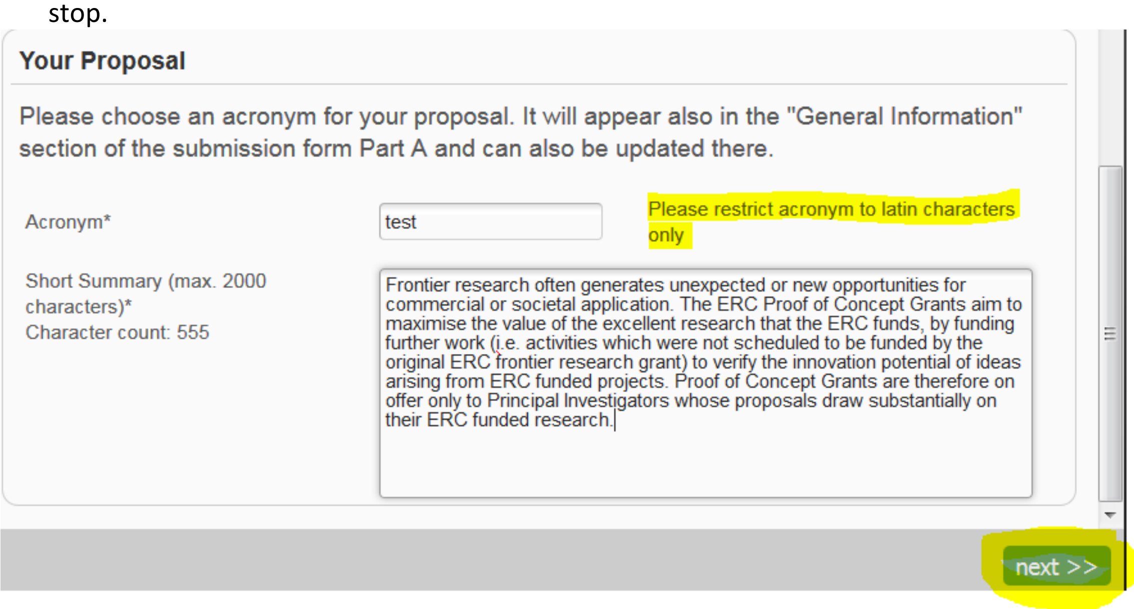


2. Select your Role. Information provided here will be propagated into Step 4 and Step 5 submission form.



3. Complete the information in this section and click on next>>

Please note that fields marked with a star (*) are **mandatory**.
The Acronym must contain 20 or fewer Latin alphanumeric characters including Hyphen Underscore and Full stop.

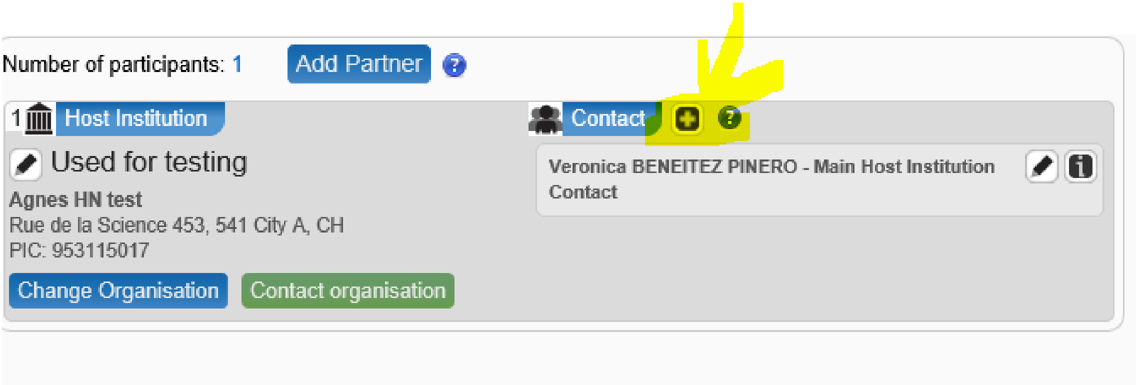


STEP 4: Manage Your Related Parties

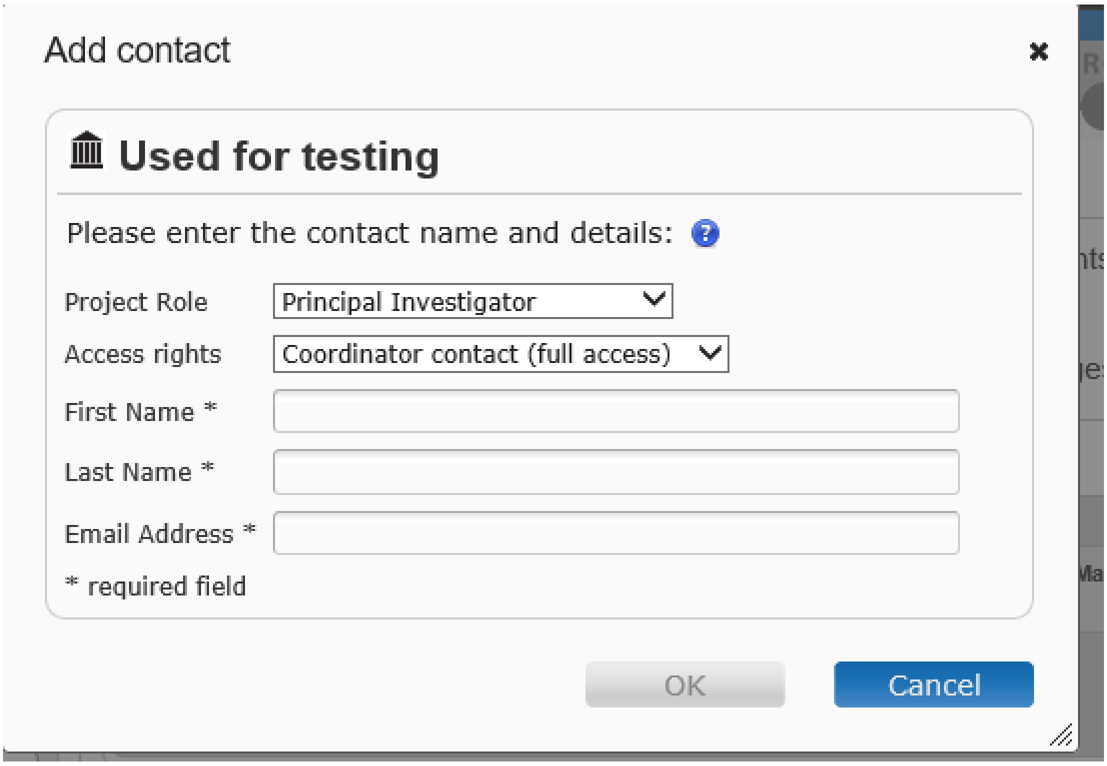
In this Step 4 you should indicate the name of the Main Host Institution Contact, the Principal Investigator and any other contact person.

Information provided here will be propagated into STEP 5 submission form. Please note that if any modification is needed YOU WILL HAVE TO COME BACK TO THIS STEP 4.

1. To add a contact click on the + next to the word “contact”

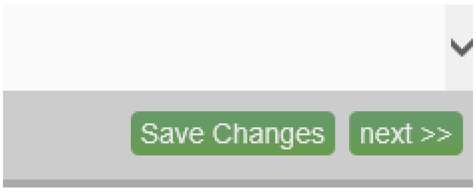


2. Select what kind of contact you are entering



!! Please note that to submit a valid proposal you need to enter at least the Main Host Institution Contact and the Principal Investigator Contact. If the information is not entered, the system will NOT allow you to submit a proposal and the validation check will give you an ERROR until you complete the data.

3. Once the information is entered , please save changes and click on next



Good to know: Add Partner

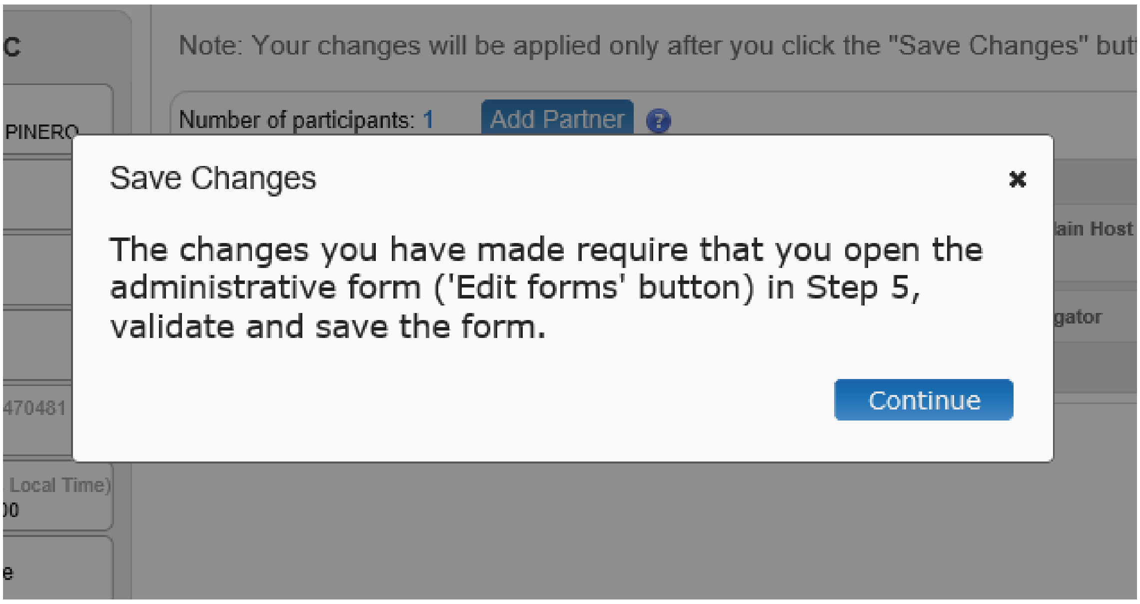
Add contact (where applicable):

- You can manage the list of organisations and access right of persons at Step 4. You may identify and give access to as many contact persons of the selected organisations as you wish. The identification is based upon the e-mail address of the person. When you add a contact person, you will be prompted to supply the contact details: name, e-mail, phone.
- **Main contact person:** Each organisation needs to have one main contact person identified; the main contact person will have to fill in full contact details in the administrative form. The 'Main Contact Person' for the coordinating organisation (Participant no. 1) will become the primary contact person for the Services. Other contact persons may also be identified and may receive read-only or full access rights. Contact persons with full access rights of the coordinator (Participant no. 1) will be called 'Coordinator contacts' in the Participant Portal, while for the other participants 'Participant Contacts'; contact persons with read-only rights will be called 'Team Members'. Other contact persons are listed with basic details in the administrative form.
- **Access rights:** The main contact person and contact persons of the coordinator with full access rights have the same level of rights: they can manage the list of participants and contacts, edit any part of the administrative part of the proposal and upload any attachments (eg. technical annex), and submit the proposal. Contact persons with read-only rights can only view/download the information. Participant contacts with full access rights can only edit their section of the administrative form and view all proposal data.
- Access rights can be revoked by the Coordinating Organisation contacts. The person who created the proposal cannot be deleted.
- **Invitation:** All contacts will receive an e-mail and a notification to the Portal about the invitation to the proposal upon saving the data at Step 4.

Add partner

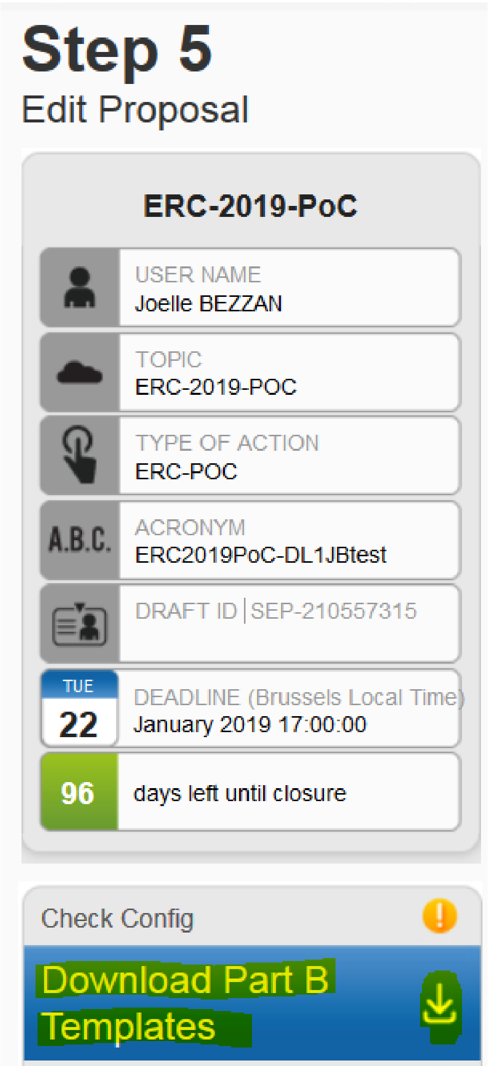
- For the primary coordinator contact and the first participant contact, the information supplied here is pushed into the administrative forms
- In the forms it is read only, you must return here if you wish to edit it (press "back" on Step 5)
- The email address is mandatory; it is used to both grant access via the ECAS system and to send an email invitation
- You cannot change the email address – please delete the contact and re-add if necessary
- Please ask the contact if they have an existing ECAS account and use the corresponding email where possible
- If they don't have an ECAS account then use the email they supply to you, an ECAS account will be created and an email sent to the contact with details on how to validate

4. **!!** Due to HTML5 configuration, in order to save the changes made in step 4 you will have to further validate the information on the administrative forms in Step 5.- Please do not submit a proposal in the last minute to avoid this kind of surprises.

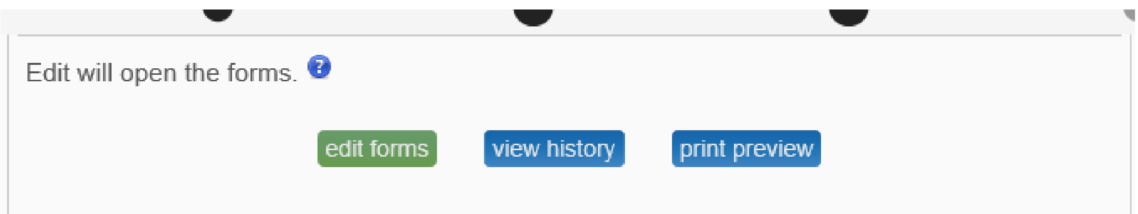


STEP 5: Edit Proposal

1. Please download the templates to submit a proposal in rtf in Step 5. !! Please note Part B templates have been modified from last year, so make sure the applicant uses the correct templates.



2. Click on Edit forms to get to the html administrative forms submission



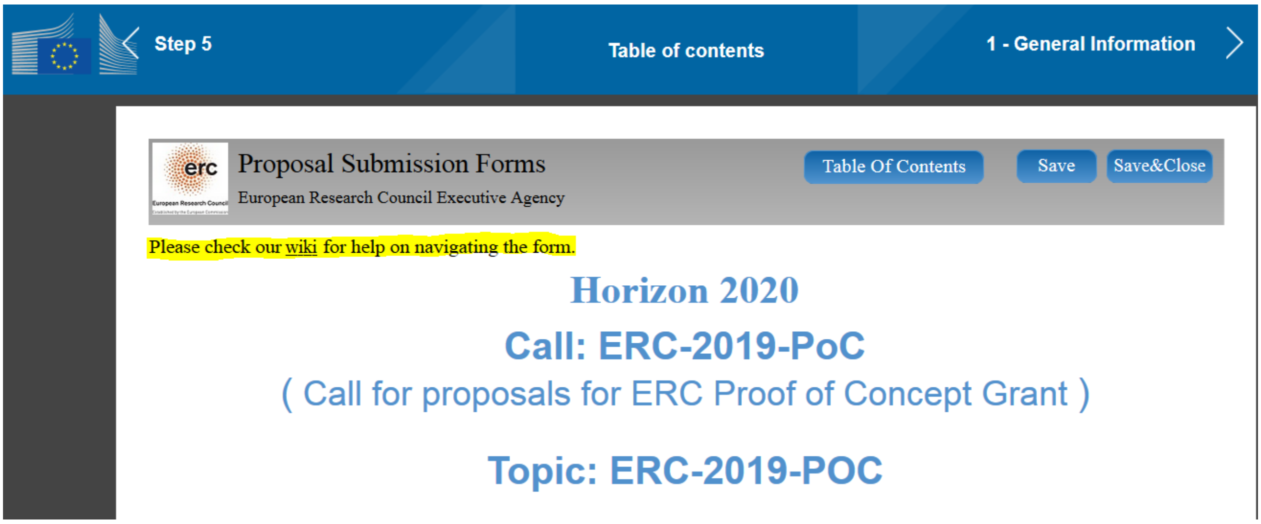
Good to know:

Administrative Forms

- As coordinator you have the rights to edit all sections of the administrative form, participants can only update their relevant sections - including the budget form.
- Note that participants and other coordinator contacts may also update the form while you are editing it, with the last-saved having priority
- Always re-check the content for correctness prior to submission
- Data which is pre-populated in the administrative forms from the Beneficiary Registry is read-only and cannot be changed. If you consider that a change is necessary then please follow the existing procedure to request an update via Participant Portal.
- The forms will open in Adobe Acrobat - the configuration panel on the lower left of the screen indicates your system's readiness for this
- If you have a browser/OS combination which offers an Adobe Acrobat browser plug-in, then the forms will open within this browser session
- If your browser/OS does not support a plug-in then the forms will open in a separate Adobe Acrobat window
- Please click the "help page" in the Configuration widget on the left for more information and help
- Extra guidance can be found inside the form as 'ghost text' in the data fields, guidance text when you position the mouse on the data item and expandable help text denoted by a '?' box.

3. Once in the forms, you will find the navigation bar on the top of the screen.

(Please check the wiki for help on navigating the form.)

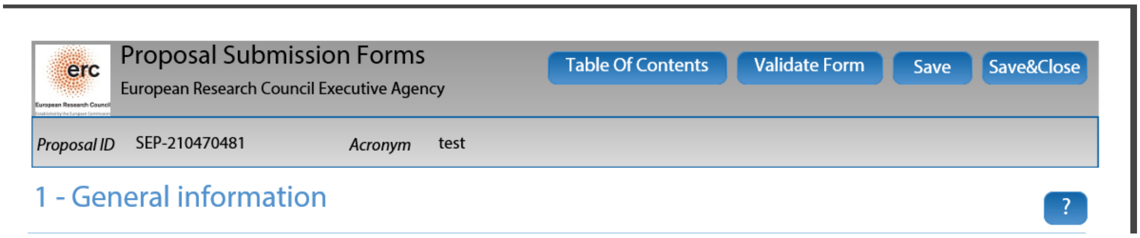


4. From the page one you will have access to the table of content. You can access most of the sections from this first page by clicking on “Show”. **!!** you cannot validate your proposal from this first page. Once you enter any of the sections, you will be able to validate the information.

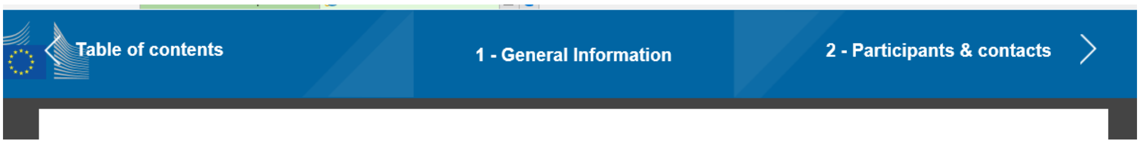
Table of contents

Section	*Title*	*Action*
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show
4	Ethics	Show
5	Call-specific questions	Show

!! You find the Validate form, Save and Save and Close bottom at the **top** of the pages.



5. Fill in a section, Click on “save” at the top of the page, and navigate to the next section by using the navigation bar at the top of the screen



Click on the "**Save**" button at any time to save your input and continue filling the form in.

Before closing the form, click on the button "**Save&Close**" button. The saving functionality works even if the form is not completely filled in. This will take you back to Step 5, where you can upload the Technical Annex and any additional documents.

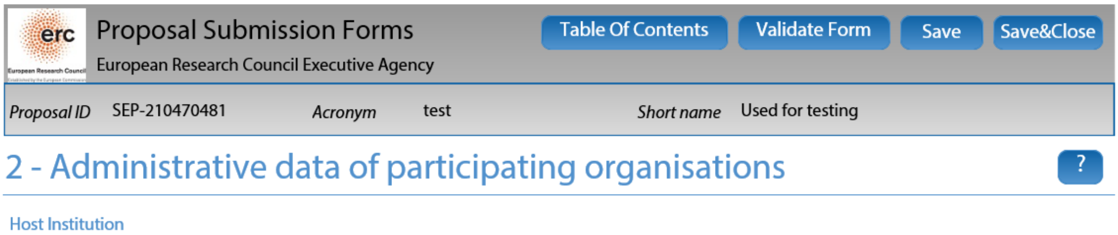
You may return to edit the form as many times as you wish prior to call closure. Any changes saved on the form need to be resubmitted in order to be received by the European Commission and considered for evaluation

6. To access the information on the Participants& Contacts please click on “Show”

2 - Participants & contacts

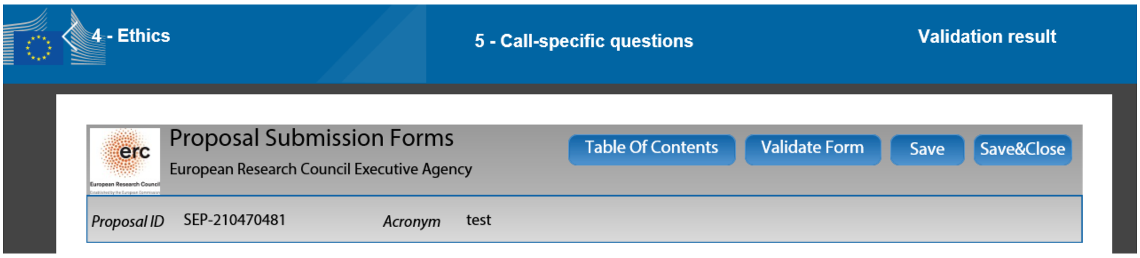
#	Participant Legal Name	Country	Action
1	Agnes HN test	Switzerland	Show

7. Once the information is entered, please go back to the top of the page to save the changes You can adapt the size of your page screen view (zoom in / zoom out) by clicking on: Ctrl+: zoom in or Ctrl - : zoom out or Ctrl 0 : for reset



8. Move forward by using the navigation bar on the top of the screen

9. After completing the call specific questions, please save the changes and validate



!! If changes are not saved and you leave the form, all the Information provided will be lost.

The validation table will show you in **RED** the blocking issues and in YELLOW the warnings.

Validation result

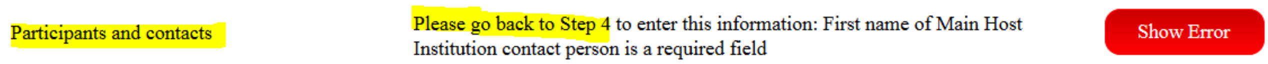
Show Error — The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked**unless that specific field is corrected!

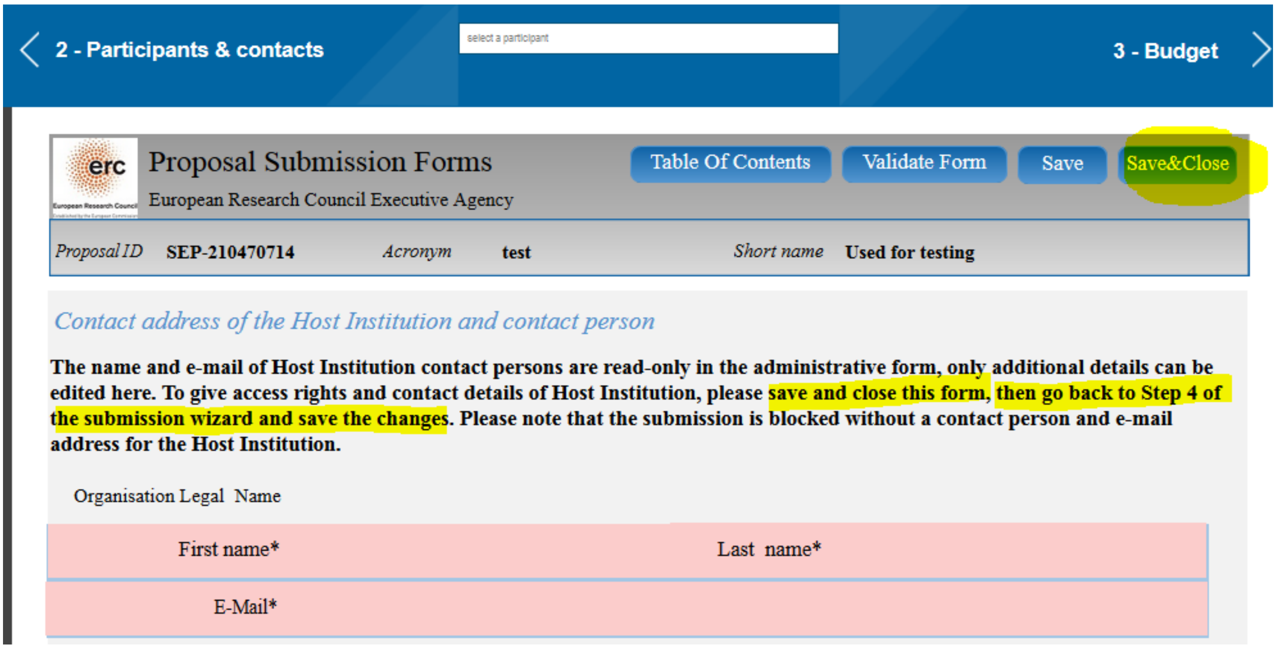
Show Warning — The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
Principal Investigator	Nationality is a required field	Show Error
Principal Investigator	Date of Birth is a required field	Show Error
Used for testing	Department Name - missing entry	Show Warning

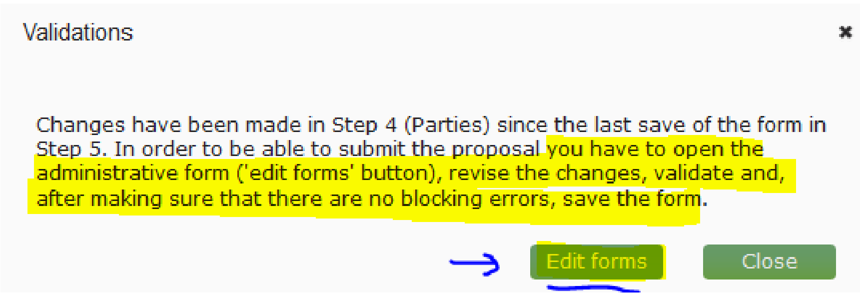
If you click on “show error” the system will redirect you to the place where the error was spotted. Please correct the blocking error, click on save and validate again the form. ‼ If you do not save and validate, the information will not be recorded.

And for **ERRORS regarding Participants and contacts**: in order to give access rights and contact details of Host Institution, please save and close the form, then go back to Step 4 of the submission wizard and save the changes:



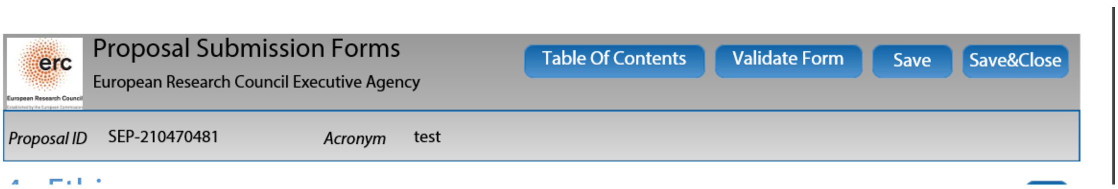


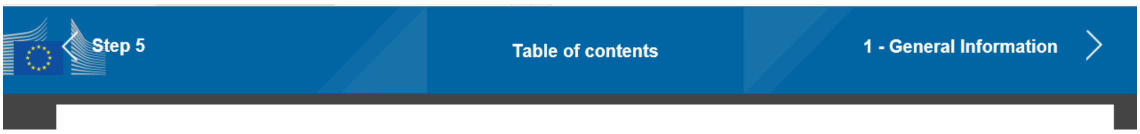
Then you have to go back to Step 5 revise and save the changes:



You can leave administrative forms at any time by clicking on “save and close”. You can go back to step 5 from the main page by clicking on “Step 5” and the navigation bar

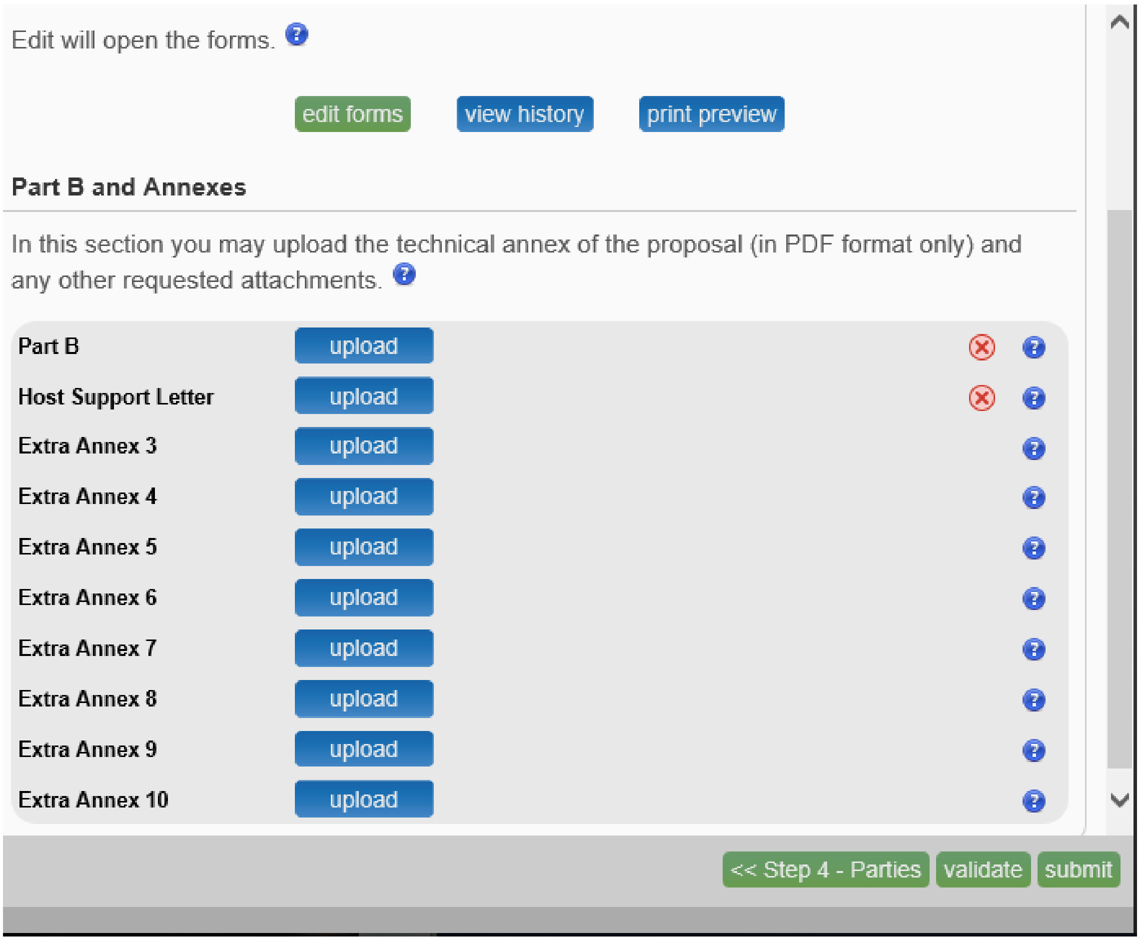
‼ DO NOT FORGET TO ALWAYS SAVE THE CHANGES



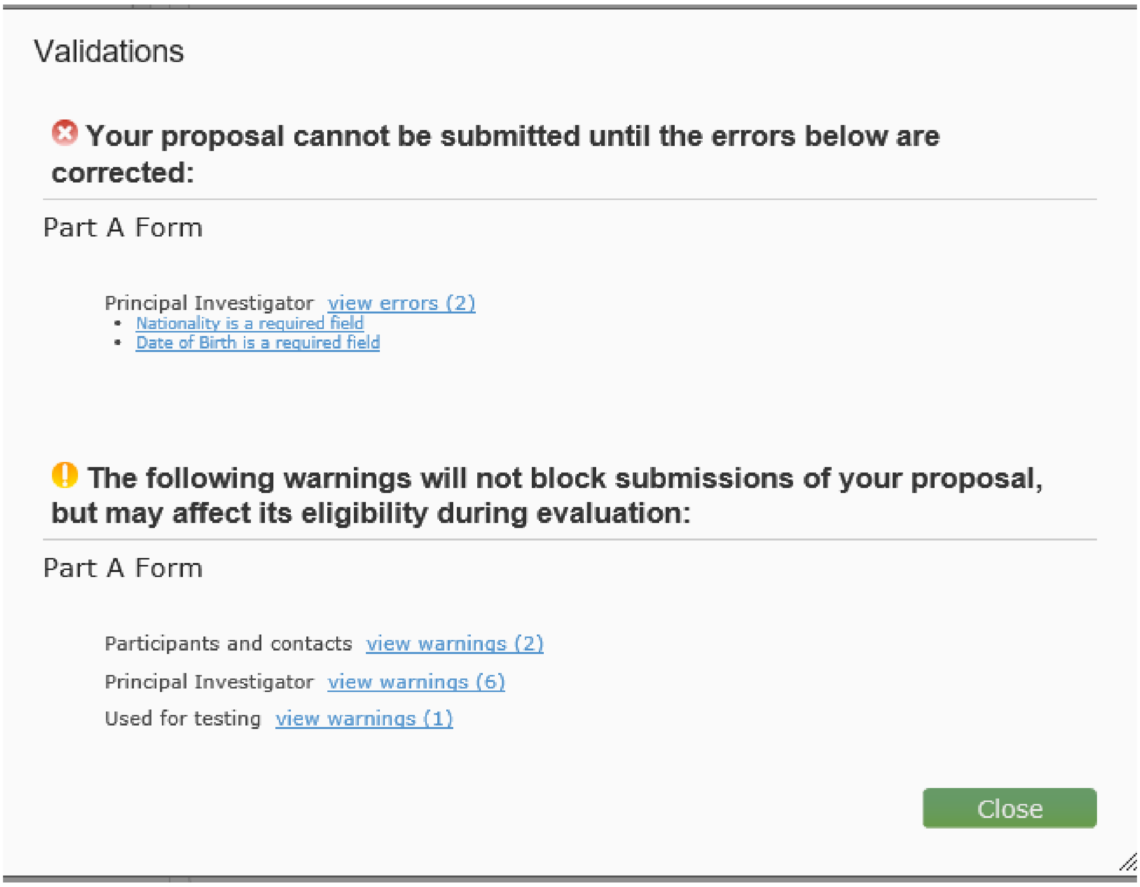


10. Once your proposal is ready you can click on “submit” at the bottom page of the submission forms. Please note that in order to submit a proposal Part B and Host Support Letter have to be uploaded.

Both documents have to be uploaded as a **pdf**.



Again before submitting, the system will indicate the validation errors:

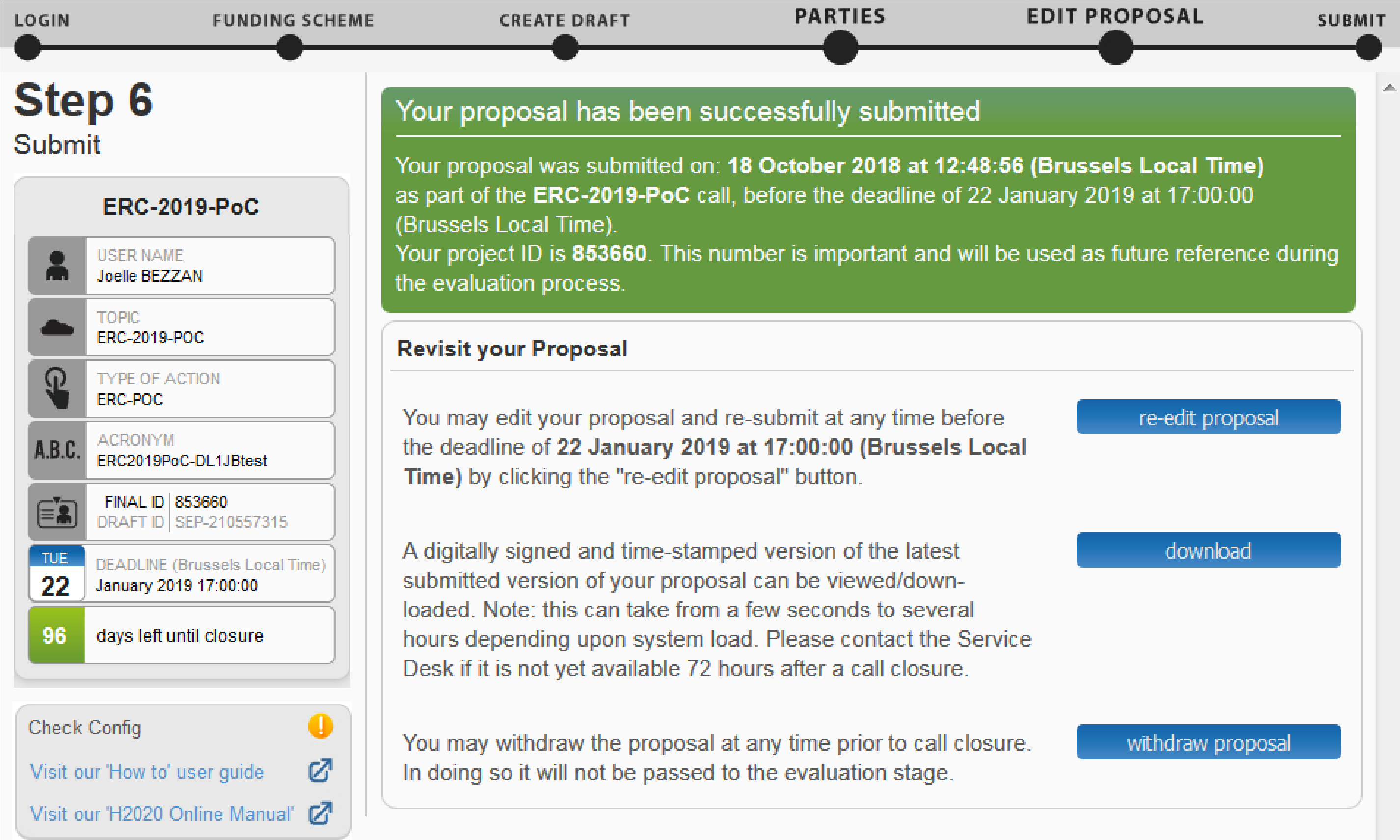


!! By clicking on the blue link you will be redirected to the first page of the administrative forms.

!!To fix the mistake, you will have to navigate through the forms in order to get to the part where the mistake happened and fix it.

!! Please save and validate, otherwise the information will not be recorded.

Once the proposal is submitted you could still re-edit, download and withdraw a proposal before the call deadline.


LOGIN
FUNDING SCHEME
CREATE DRAFT
PARTIES
EDIT PROPOSAL
SUBMIT
Step 6
Submit
ERC-2019-PoC
USER NAME
Joelle BEZZAN
TOPIC
ERC-2019-POC
TYPE OF ACTION
ERC-POC
A.B.C.
ACRONYM
ERC2019PoC-DL1JBtest
FINAL ID 853660
DRAFT ID SEP-210557315
TUE
22
DEADLINE (Brussels Local Time)
January 2019 17:00:00
96
days left until closure
Check Config
Visit our 'How to' user guide
Visit our 'H2020 Online Manual'
Your proposal has been successfully submitted
Your proposal was submitted on: 18 October 2018 at 12:48:56 (Brussels Local Time)
as part of the ERC-2019-PoC call, before the deadline of 22 January 2019 at 17:00:00 (Brussels Local Time).
Your project ID is 853660. This number is important and will be used as future reference during the evaluation process.
Revisit your Proposal
You may edit your proposal and re-submit at any time before the deadline of 22 January 2019 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.
re-edit proposal
A digitally signed and time-stamped version of the latest submitted version of your proposal can be viewed/down-loaded. Note: this can take from a few seconds to several hours depending upon system load. Please contact the Service Desk if it is not yet available 72 hours after a call closure.
download
You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.
withdraw proposal