10 minutes guide

to the proposal submission

Service desk contact details:

- The service desk is available on weekdays between 9:00 and 18:00 Brussels Time (Friday 17:00)
- It can be contacted by phone at this number +32 2 29 92222
- Or alternatively by electronic mail at this address DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu

Please mention the following information:

- Your telephone number
- The call and funding scheme you have applied to
- The version of the Adobe Reader and the internet browser used

Read this first

The electronic submission system of the European Commission is a web site application and relies on Adobe form technology for key parts of the process (Adobe Reader version 9 or above must be installed on your machine).

To download Adobe Reader follow this link [Adobe Reader Download].

The submission system is built as a succession of steps towards the submission of a complete proposal. When using the site, navigation buttons **NEXT** and **BACK** will be located at the bottom of the screen. The submission action is also considered as a navigation button. You may have to scroll down in order to locate the button if the screen is small.

Note that the system can be slow depending on a series of conditions, like the Internet access line speed, current load on the system. It is highly recommended to allow the system to complete the operation before starting over as this may cause the system to slow down ever further. Please if possible, report promptly any issue encountered when using the system.

What is needed?

As this is a web application, an Internet connection is mandatory. The system has been tested with a set of reference configurations. However, this does not guarantee that the system will be fully functional on your computer. A diagnostic window is provided and may warn you of possible incompatibilities.

The follow table shows the minimum system requirements

Component	Minimum requirements
Adobe Reader	Version 9 or above. All previous reader installations removed
Internet connexion	ADSL Line, 512 Kbps
Memory	RAM – 512 Kbytes
Screen resolution	Minimum 1024 x 768
JavaScript	JavaScript must be enabled
Cookies	Cookies must be enabled
Pop-up blocker	No effect
User ID	Valid user ID with the Commission (ECAS account)

The Submission system has been tested in various operating systems and internet browsers.

The following table shows the operating systems and browsers actively supported by the system, as well as the Adobe Reader version recommended for each configuration.

Operating system	Internet browser	Adobe Reader
Windows XP	Internet Explorer 7 & 8 Firefox 3.6 or above Google Chrome 10 or above Opera 10.6 & 11 Safari 5	Version 9 or above
Windows Vista & 7	Internet Explorer 8 & 9 (upon release) Firefox 3.6 or above Chrome 10 or above	Version 10
Mac OSX	Safari 5	Newer Mac's run on 64bit which is incompatible with Adobe Reader 9. It's best to download and install Adobe Reader version 10.
Note: The system is best viewed with Mozilla Firefox 3 and above		

CONTACTING THE RIGHT HELP DESK

- For questions related to the content of the call itself, contact the Research Enquiry Service of the European Commission: http://ec.europa.eu/research/enquiries
- For issues related to the use of the submission system, contact the dedicated service desk by:
  Electronic mail address: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu
  Telephone: +32 (2) 29 92222
- For issues related to installation of the Adobe Reader, contact your local information system assistance. Installing the Adobe Reader may require administrator rights on the machine you are using.

Submitting a proposal in a few easy steps

Overview

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of proposals. Proposals describe planned activities, information on who will carry them out, and how much they will cost. The Commission evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. This evaluation is a peer-review carried out by independent experts.

The Submission system allows participants to the Seventh Framework Programme to submit proposal electronically, via the web. The system helps you in selecting the Funding scheme, managing the list of participants and contact details, communicating with partners of the proposal, uploading the necessary files and filling the administrative forms. Once the proposal is completed, it can be submitted, multiple times if revisions are needed, before the call deadline.

All the data uploaded is securely stored on a server to which only the proposal coordinator and the other participants in the proposal have access until the deadline.

Coordinator, partner and referee

The roles that are available in the system are Coordinators, Partners and Referees. Depending on the proposal you participate in, you might play some of these roles and this has an effect on the actions you may do and the information you have to supply.

For a given proposal, the coordinator acts as the single point of contact between the participants and the Commission. The coordinator is generally responsible for the overall planning of the proposal and for building up the consortium that will do the work.

Note that for some calls, only one participant is needed and the participant will be the coordinator of the proposal by default.

If you are a partner to a proposal, you will be invited by the coordinator to fill the administrative forms that contain the contact and address details. Most of the fields will be pre-filled with data already supplied by the Commission systems in order to gain time and ensure higher data quality.

The following table highlights the differences between a coordinator and partner action

Action	Coordinator	Partner
Select the call	Yes	No
Invite participants	Yes	No
Submit the proposal	Yes	No
Define the budget tables	Yes	No

For some calls (Marie Curie actions / Mobility Actions) you might be invited to participate to the proposal cycle as a referee. The referee is the person designated by the coordinator (fellow) that assesses the participant quality to the Commission services by submitting a reference letter. The referee does not need to read or contribute to the proposal and his assessment is not visible to the coordinator

The following table highlights the differences between a coordinator (fellow) and referee actions

Action	Coordinator	Referee
Select the call	Yes	No
Invite referee	Yes	No
Write the proposal	Yes	No
Read the proposal	Yes	No
Submit the proposal	Yes	No
Write assessment	No	Yes
Read assessment	No	Yes

Submission system screen design

On the screen, you will find, from top to bottom:

1. A banner giving you the action you can perform at each step in the proposal preparation and submission.

2. On the top left side of the screen, the ID card of your proposal. The information that is presented in the section will be enriched as the user progresses in the preparation and submission step of the scientific proposal.

3. On the bottom left side of the screen, the results of the compatibility of your system configuration with the submission system minimum requirements.

4. On the bottom right side of the screen, the navigation buttons, **BACK, NEXT** and **SUBMIT**.

Note:

- If the compatibility check highlights issues (Configuration unconfirmed), click on the *help page* link located at the compatibility results box for more information.

- The time out for the system is of 13 hours. In other words, you will not be requested to identify yourself for this period of time. Currently there is no way to log off the system, to do so; you must close all the submission sessions already open (internet browser windows).

- If you are not using your own computer or if security is a concern, do not leave any submission session open and do not leave any PDF form save locally in the computer.

- Passwords are personal. They are no longer linked to a specific proposal. Sharing your password means giving access to all your proposals, projects and costs statements.

- In order to safeguard your data, the site relies on encrypted communications to the European Commission machines. On some Internet browsers, informative messages may be shown on installing a certificate. Please do so if requested.

Starting the process

The process always starts from the European Commission Research Participant Portal, a single entry for all activities in the field of research: finding opportunities, finding partners for your proposal, submitting proposals, defining the grant agreement with the European Commission services and managing costs statements, reports and payments.

See: http://ec.europa.eu/research/participants/portal/page/home

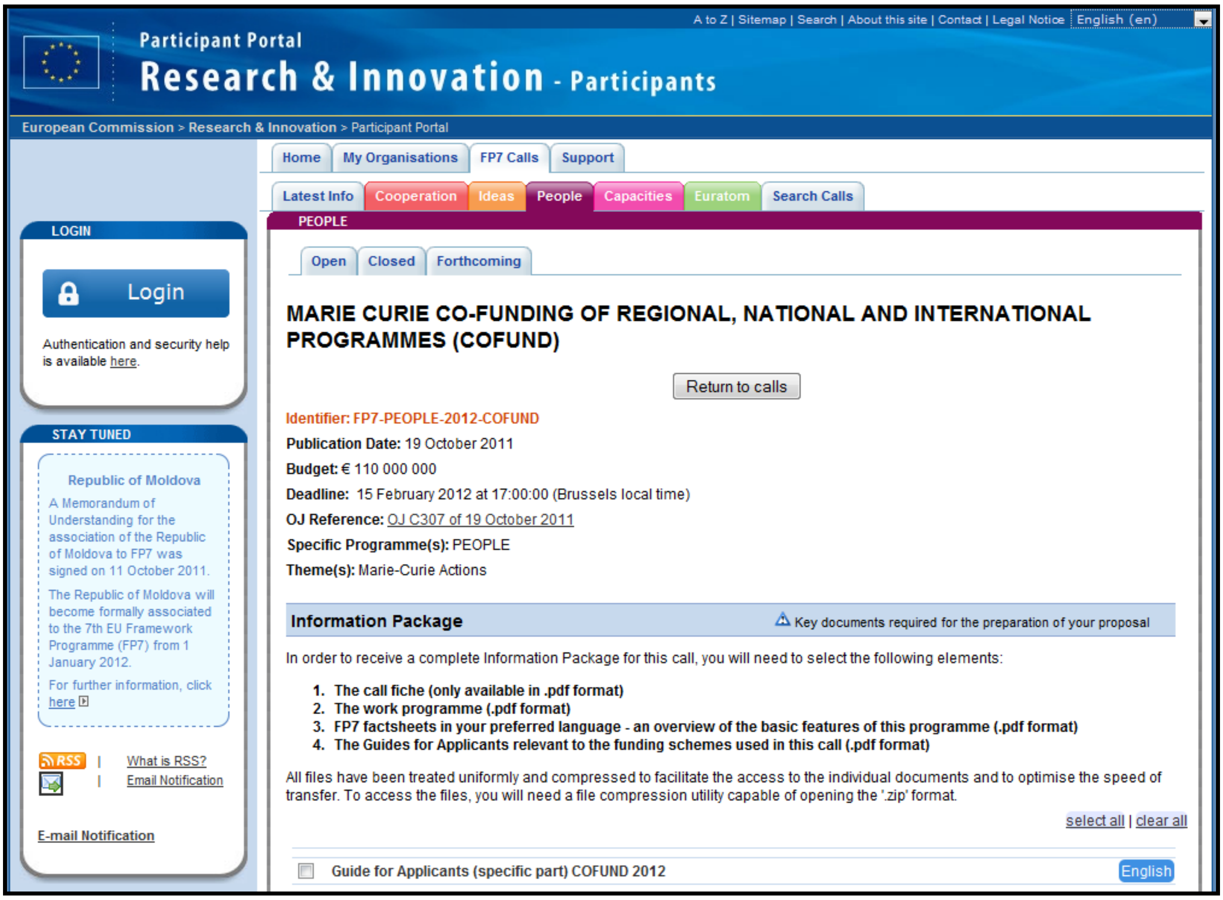
The access to the Participant Portal and its underlying services, including the submission system, requires a **EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)** account.

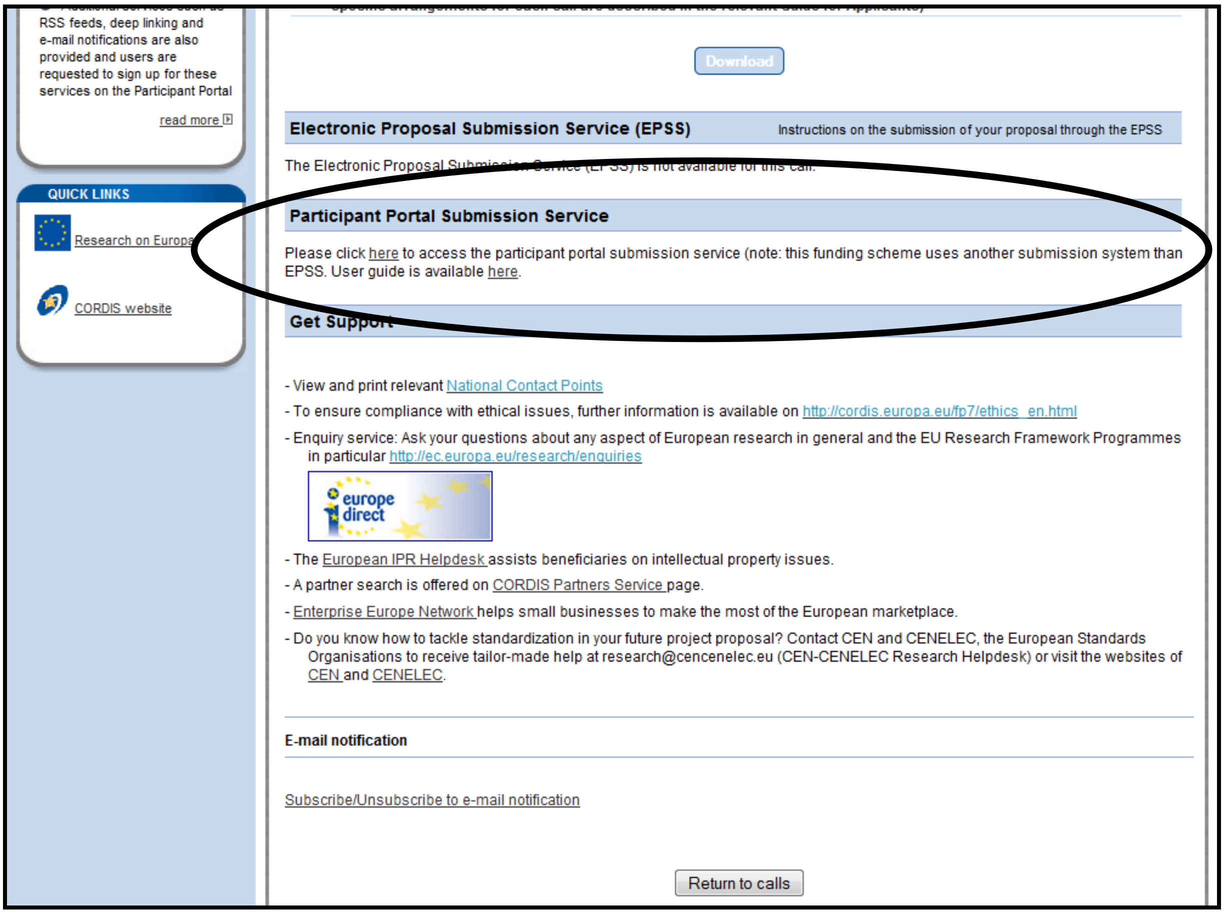
ECAS is the European Commission's user authentication service: it allows authorised users to login to a wide range of Commission information systems, using a single username and password.

To learn more about ECAS go to, [ECAS Help page]()

From the Participant Portal, you will have the opportunity to select the call of proposals and access the background information, the key information is the call fiche. To access the submission system,

Go to the **call page** information of the call you want to submit your project proposal **>>**Scroll down until the **Participant Portal Submission Service** section and follow the instruction to access the submission system





TIP: Please read carefully the work programme and the call fiche (both documents are posted on the Participant Portal website). Proposals are eligible under certain conditions and some of these conditions are checked by the system and may prevent submission. Error messages will be displayed.

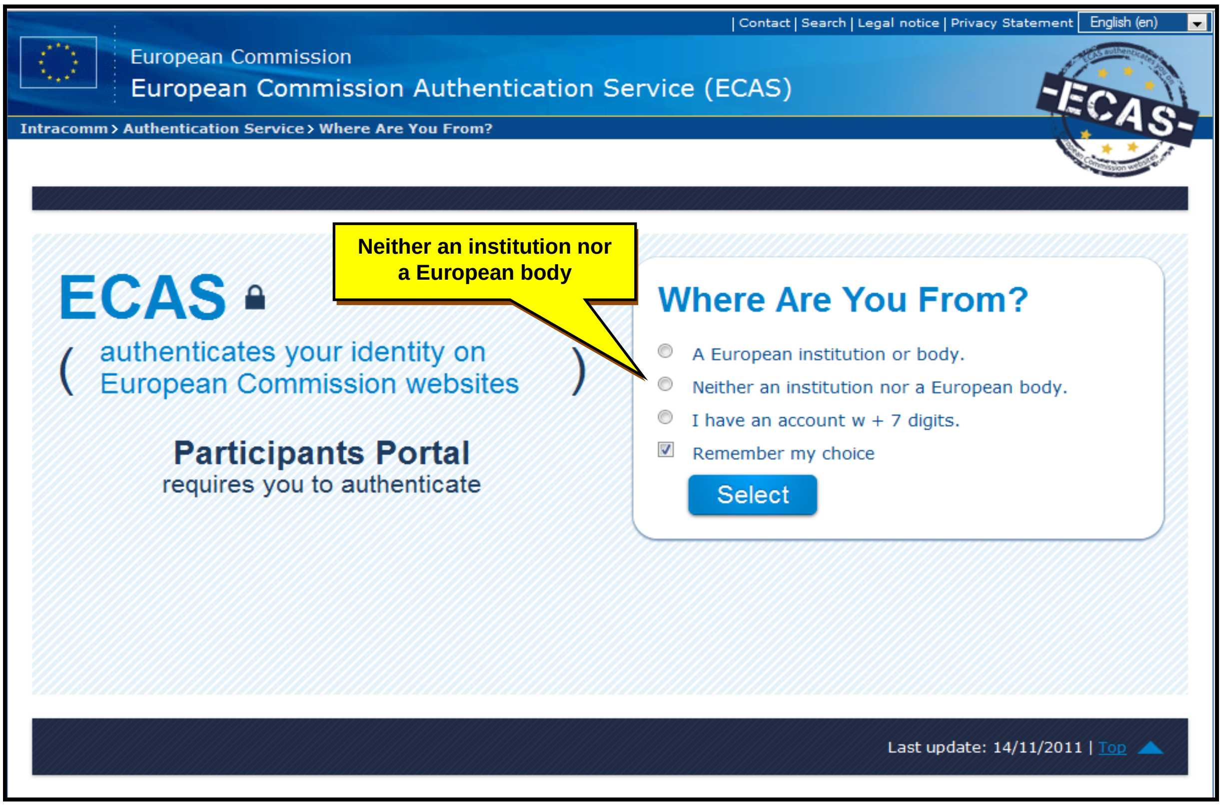
To begin using the system you must get a personal user ID with the **European Commission Authentication Service (ECAS)** as mentioned above at the starting process section. The personal ID is mandatory in order to complete the information requested from partners or in order for the proposal coordinator to submit the proposal. From this step you will be able to login the system, if you already have an ECAS account or register yourself in order to get one.

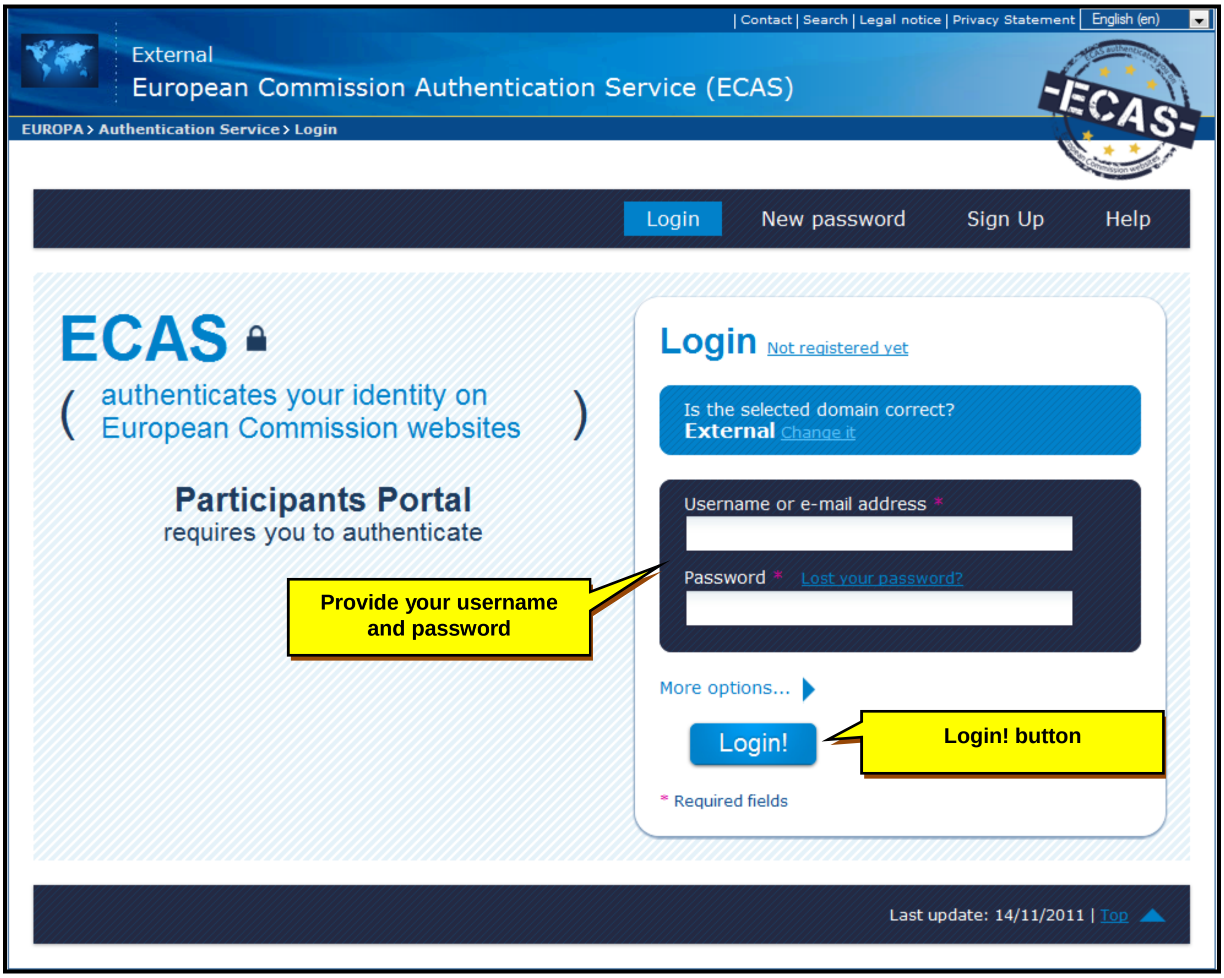
If you have already an account with the Commission,

1. At the Where are you from? Window - Select the **Neither an institution nor a European body** option and click on the **Select** button

2. Provide your **user name and password**

3. Click on the **Login** button


| Contact | Search | Legal notice | Privacy Statement
English (en)
European Commission
European Commission Authentication Service (ECAS)
Intracomm > Authentication Service > Where Are You From?
ECAS
authenticates your identity on
European Commission websites
Participants Portal
requires you to authenticate
Neither an institution nor a European body
Where Are You From?
A European institution or body.
Neither an institution nor a European body.
I have an account w + 7 digits.
Remember my choice
Select
Last update: 14/11/2011 | Top


| Contact | Search | Legal notice | Privacy Statement
English (en)
External
European Commission Authentication Service (ECAS)
EUROPA > Authentication Service > Login
Login
New password
Sign Up
Help
ECAS
authenticates your identity on
European Commission websites
Participants Portal
requires you to authenticate
Login
Not registered yet
Is the selected domain correct?
External Change it
Username or e-mail address *
Password *
Lost your password?
Provide your username and password
More options...
Login!
Login! button
* Required fields
Last update: 14/11/2011 | Top

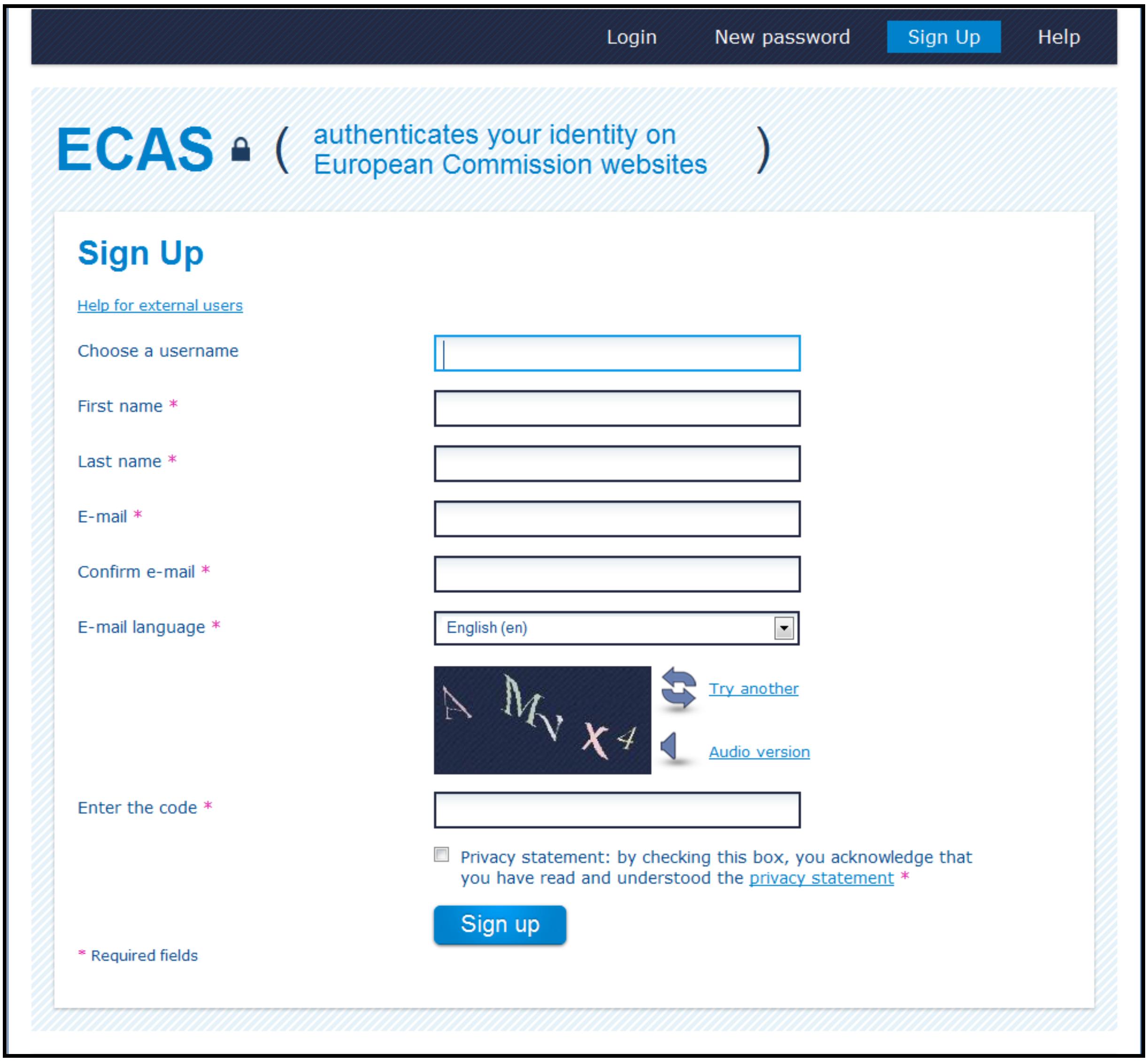
If you do not have an account with the Commission,

1. At the Where are you from? window - Select the **Neither an institution nor a European body** option

2. Click on the Sing Up button located on the top banner

3. Fill the required fields in

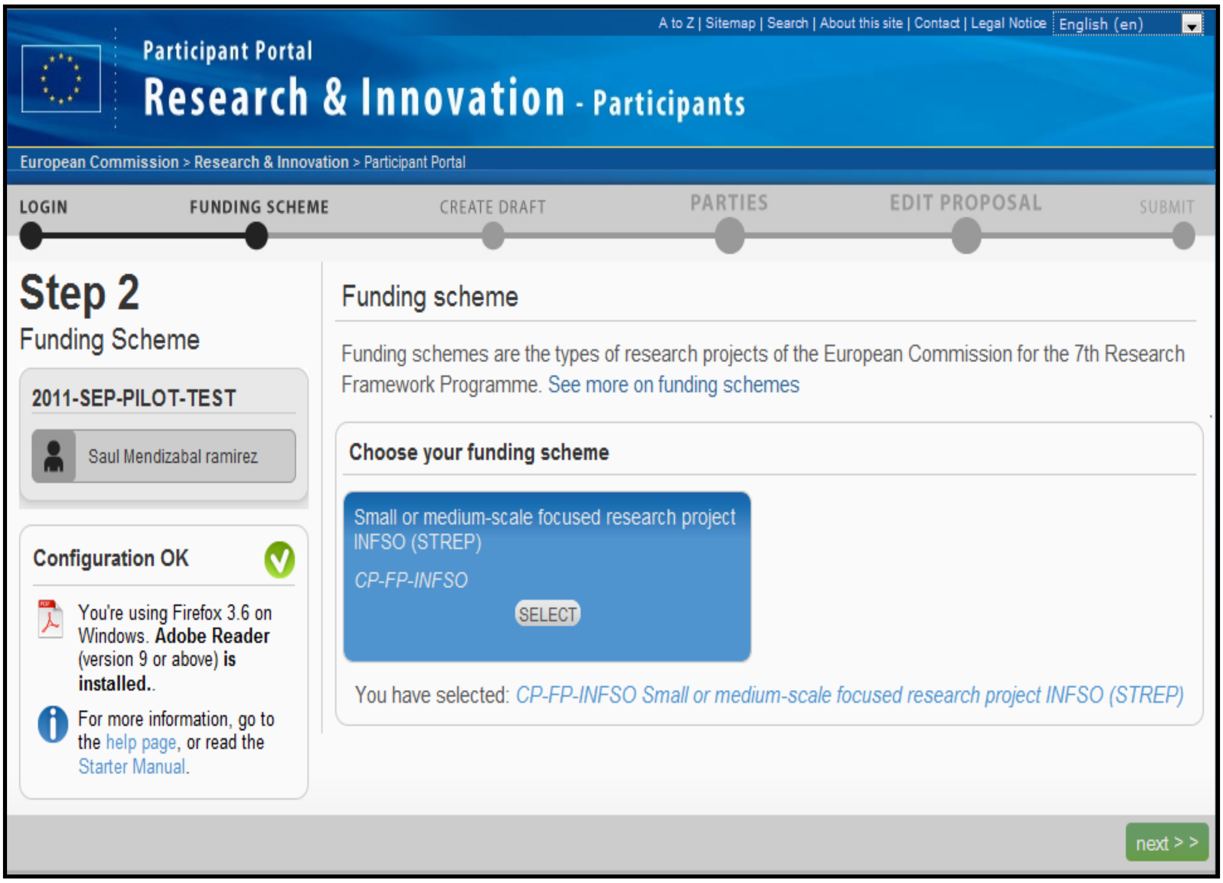
4. Click on the **Sign up** button located at the bottom of the page



The second step: selecting the funding scheme

For each call, a list of funding schemes will be presented by the site. The proposal coordinator must choose the appropriate one for the proposal. Refer to the call fiche and work programme for the various conditions applicable to each funding scheme.

The funding scheme is already selected; you will have to click on the navigation button **NEXT** to continue.



Prior step 3: obtaining a mandatory participant code or PIC

The Participant Identification Code is a unique 9 digit number that helps the European Commission identify a participant. It is used in all grant-related interactions between the participant and the Commission.

If your organisation has already participated in a 7th Framework Programme proposal, it is likely that the organisation has already received a PIC number. You can check it on the Participant Portal:

http://ec.europa.eu/research/participants/portal/page/myorganisations

All participants already possessing a PIC should use it to identify themselves in the proposal submission system. After entering the PIC, sections of the A forms will be filled in automatically.

If a PIC is not yet available for an organisation, it can be obtained by registering the organisation in the Unique Registration Facility.

A PIC will then be given, which can then be used in the submission system. The use of PICs will lead to more efficient processing of your proposal. Registration in the Unique Registration Facility for receiving a PIC is quick and simple:

http://ec.europa.eu/research/participants/portal/page/myorganisations

Whenever the data shown in the submission system appears to be incorrect once the PIC has been entered, it is advisable to contact the LEAR of the organisation to change the data through the Unique Registration Facility (URF). This parallel process has no influence on the preparation and submission of the proposal. The proposal can be submitted even without the correction of such errors.

However, it is possible to change organisation data initially prefilled from the PIC in the submission system. This change however remains local (in the submission system) and it is not associated to the PIC for further use.

TIP: If your organisation already has a PIC, it is likely that it has also appointed a Legal Entity Appointed Representative (LEAR). The names of LEARs are not available online; you have to enquire with the administration of your organisation

TIP: Check that the organisation you select is the one intended. You will have the possibility to correct it at a later stage but better be safe than sorry: invitations to participate may just be sent to the correct person but associated to the wrong organisation. Ask your contact to confirm that the information you have obtained is for the correct organisation.

The third step: Proposal's overview

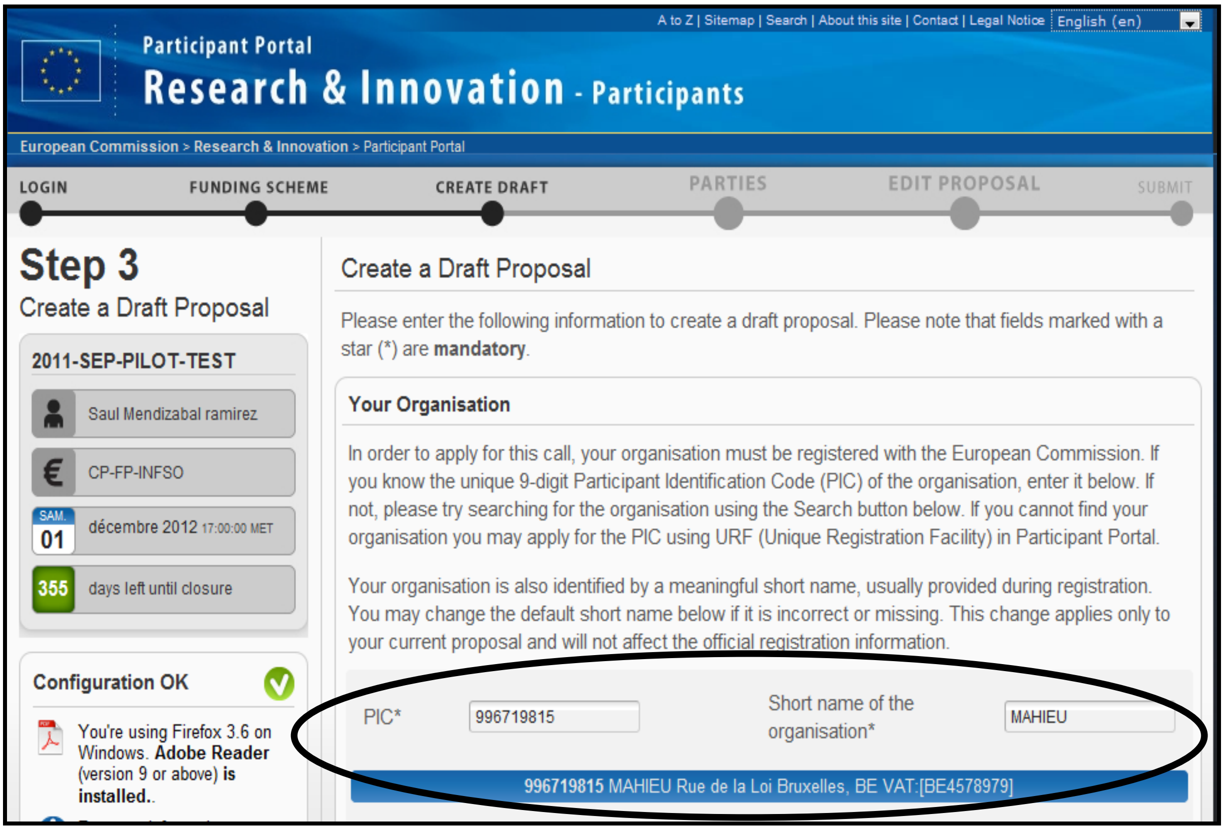
Data entry

Once the funding scheme is selected, basic proposal information must be entered in order to create a placeholder for all elements (forms and proposal text).

If you already know the PIC number of the prime organisation (proposal coordinator), enter it at the PIC field. The details of the organisation will be displayed and the short name of the organisation will be automatically filled in. The system imports the short name from the directory of the organisation.

If you need to change the short name of the organisation, you can do it, but use only Latin characters.

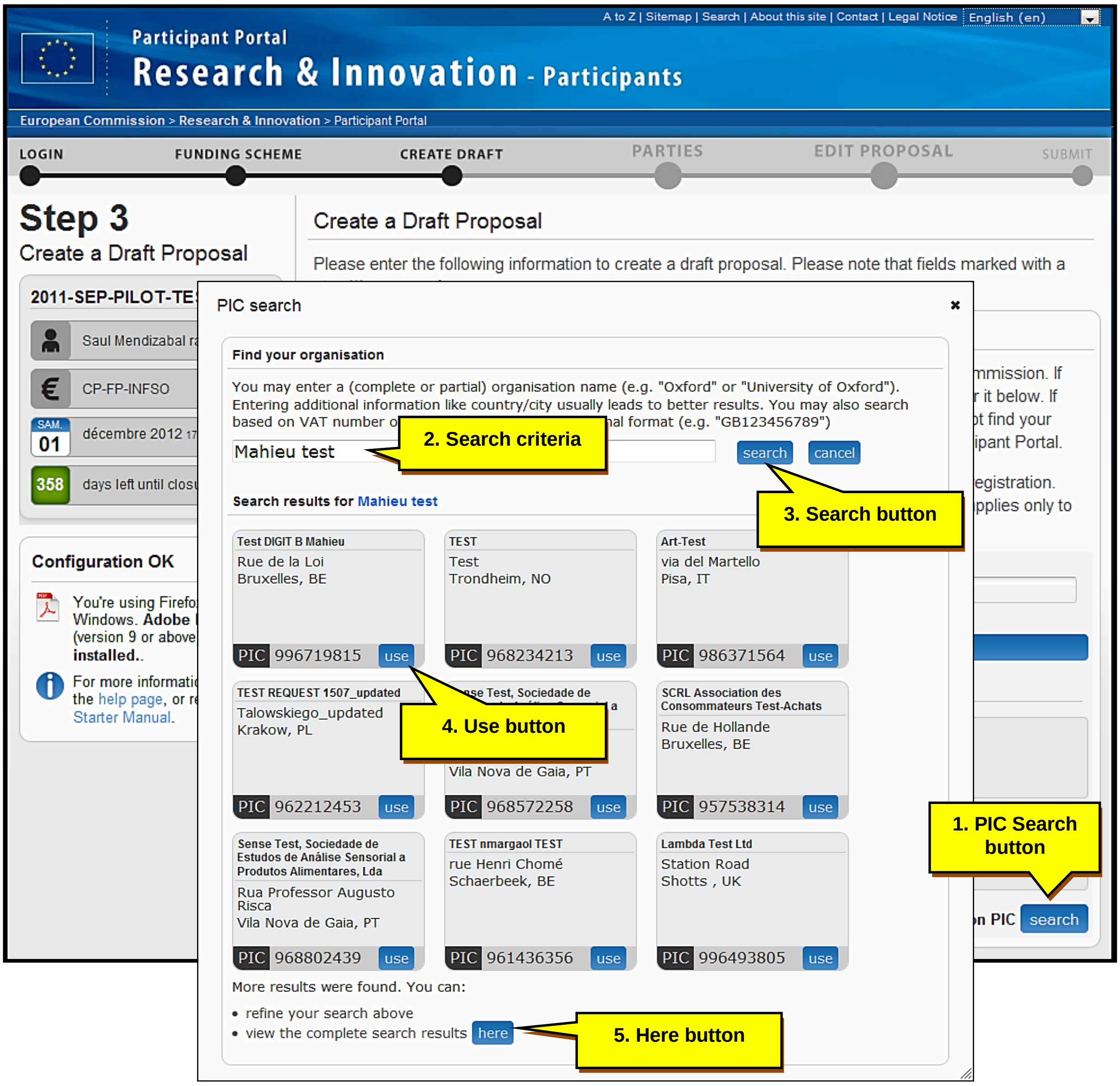
The use of non-Latin or accented characters cause issues with the system down the line.



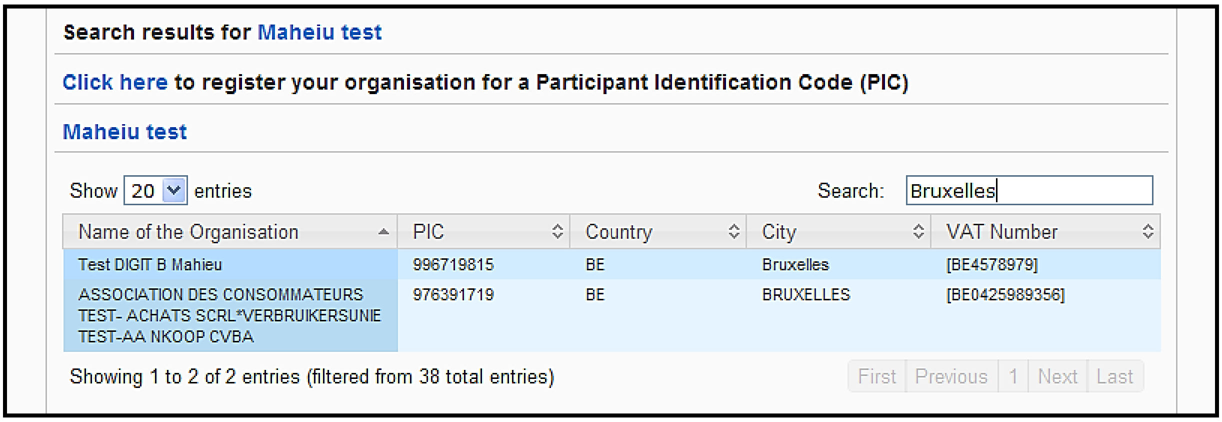
If you don't know the PIC number, a search function is offered. Over 20.000 organisations details are already available. The organisation information is copied in the administrative forms to avoid typing mistakes.

To search for an organisation PIC number,

1. Click on the PIC **SEARCH** button
2. At the PIC search pop- up window enter one of the following information:
   a. The usual short name of the organisation, used for naming the website
   b. The VAT number, whenever the VAT is applicable
   c. The legal name of the organisation
3. Click on the **SEARCH** button
4. Click on the **USE** button to select the organisation
5. If the organisation you are looking for does not appear in the first results, click on the **HERE** button to refine your search, and select the right organisation.



The following window is displayed after clicking on the here button.



Search results for Maheiu test

Click here to register your organisation for a Participant Identification Code (PIC)

Maheiu test

Show 20 entries Search: Bruxelles

Name of the Organisation	PIC	Country	City	VAT Number
Test DIGIT B Mahieu	996719815	BE	Bruxelles	[BE4578979]
ASSOCIATION DES CONSOMMATEURS TEST- ACHATS SCRL*VERBRUIKERSUNIE TEST-AA NKOOP CVBA	976391719	BE	BRUXELLES	[BE0425989356]

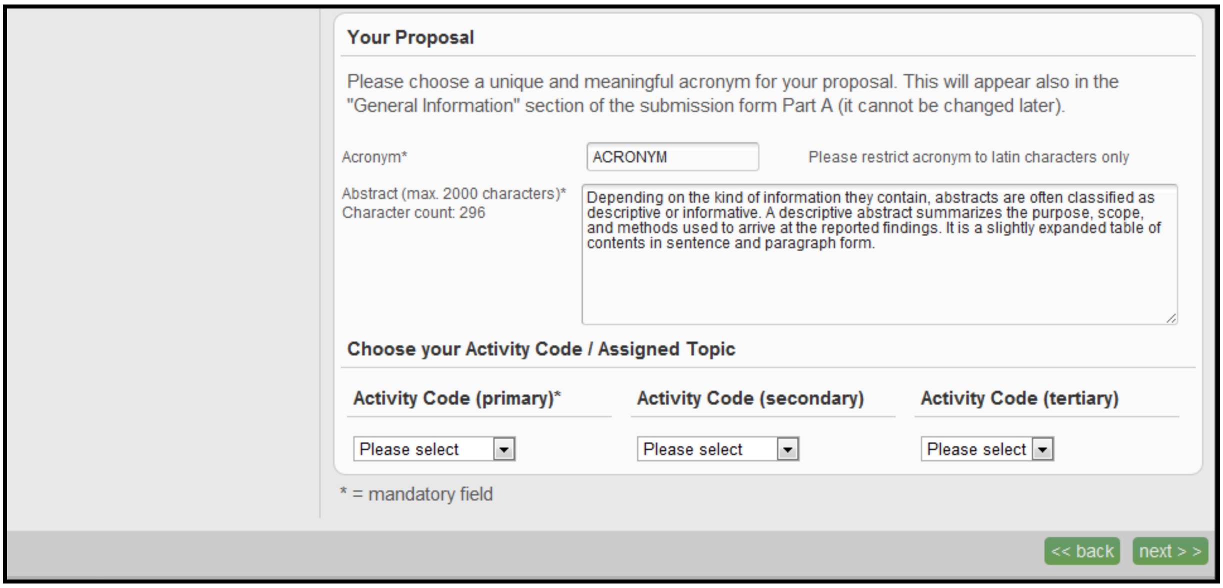
Showing 1 to 2 of 2 entries (filtered from 38 total entries) First Previous 1 Next Last

Once the prime organisation (proposal coordinator) is known and identified, the system will request the essential details of the proposal. These details will be used by the Commission service to plan the evaluation. In general, the following is requested:

1. The proposal acronym. This is the name of the proposal and it will be used throughout the lifetime of the project, if funded. No more than 20 characters are allowed (standard alphabet and numbers only; no symbols or special characters, except underscore, space, hyphen and dot).)

2. The proposal abstract, which describes briefly the purpose of the proposal with a maximum of 2.000 characters.

3. Activity code (i.e. identification of the objective addressed by the proposal).



NEXT to continue

Click on the **NEXT** button to continue. The set of administrative forms for the proposal will be created, once the proposal is created, there is no way to change the proposal acronym, funding scheme or proposal coordinator. If a change is needed, you should create another proposal.

TIP: The abstract given here is preliminary information. The latest version of it will be found in the proposal submission forms, usually in form A1. Differences between the initial abstract and the final one are expected by the European Commission services.

The fourth step: managing other participants to the proposal

At this step the proposal coordinator will set up the consortium. The proposal coordinator can:

- **Add other participants** to the proposal. A search function is offered as in step 3, in order to insert the participant code in the administrative forms and copy the most up to date information for you. This information will be completed with contact details – multiple contacts can be added. Other participants will be invited to access to the proposal (the contact person will receive an email with a link to access the system and update the participating organisation information).

- **Delete a participant**

- **Reorder the participants**. The order of the participants in the administrative forms will be adjusted

The proposal coordinator however cannot be deleted, and is always the first participant.

For Marie Curie calls

Participants to Marie Curie calls may invite up to three referees. The referee is a physical person that will inform the European Commission on the good standing of the participant. However, the referee is not requested to contribute to the proposal itself.

Whenever the referee has submitted an opinion on the participant, the system will inform the participant of the action. The content of the assessment remain private to the Commission services.

For other calls

For other calls, organisations can be added, deleted and their order in the proposal changed. Each organisation can have one or more contact persons that can be declared as part of the proposal building. Note that the European Commission requests only one contact point per organisation. The additional contact points are offered as convenience in order to guarantee continuity of proposal building should a person be absent. Such a facility is needed as the password system is linked to a person and no longer to a proposal.

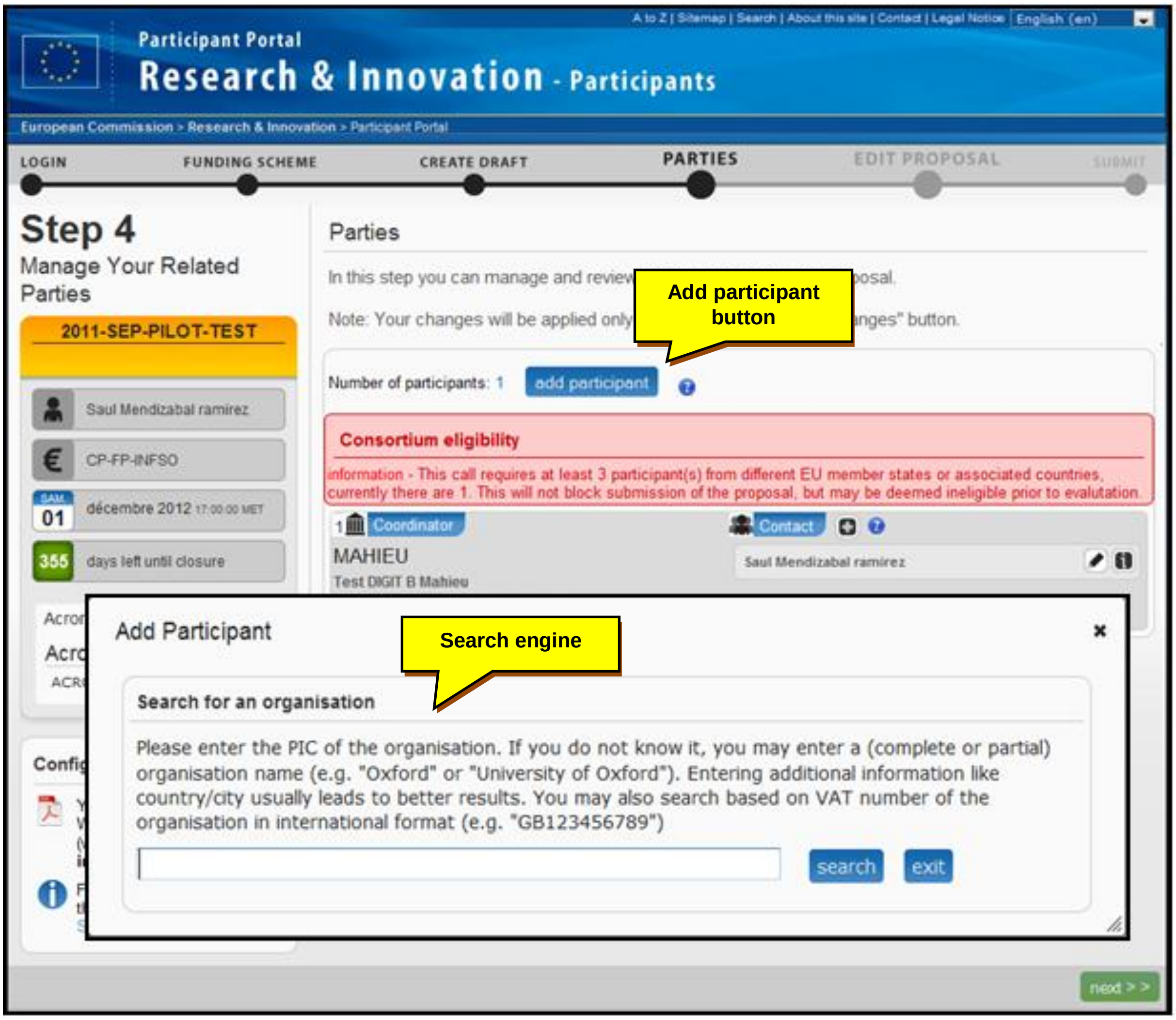
The submission system will warn you about the consortium eligibility rules applied for each call. Most funding schemes require proposals from a number of participants (usually at least three) who agree to work together in a consortium.

Add participant / referee

To add a participant to your proposal,

1. Click on the **ADD PARTICIPANT** button, same search function as in the third step is offered.

2. Follow the same instructions given on the third step to search and select an organisation.



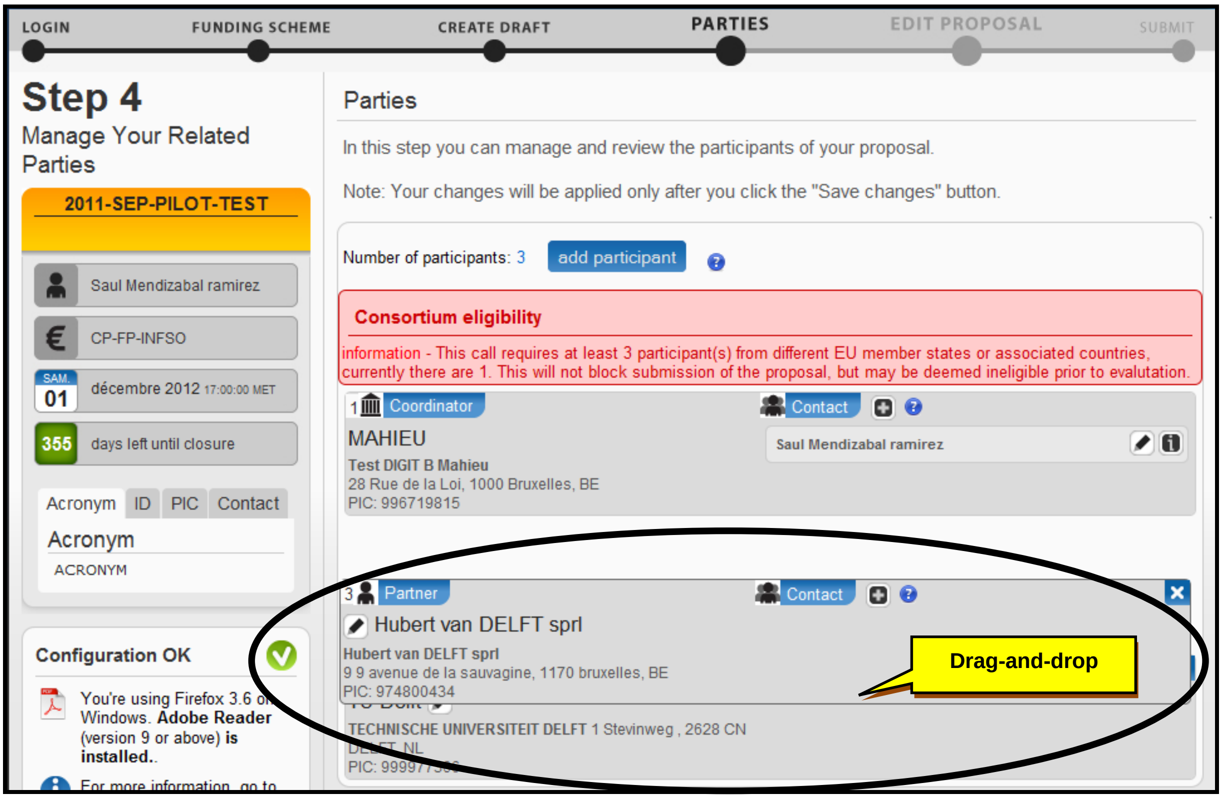
Delete participant

To delete the participant, click on the delete button (**X**), located at the top right corner of the participant information.

WARNING: when deleting a participant, all the administrative forms for this participant are deleted. This action takes place right after you click on delete button

Reorder participant

To reorder the participants, select one participant line, click on the mouse and drag it to the correct position. Release the mouse button. The order of the participants in the administrative forms will be adjust



Add contact person for participating organisations / add referee

From the contact part of the screen it is possible to add persons that contribute to the proposal preparation (partners or referees).

To add a contact person to your proposal,

1. Click on the add button (**+**) , located next to the contact label

2. An add contact pop up window is displayed

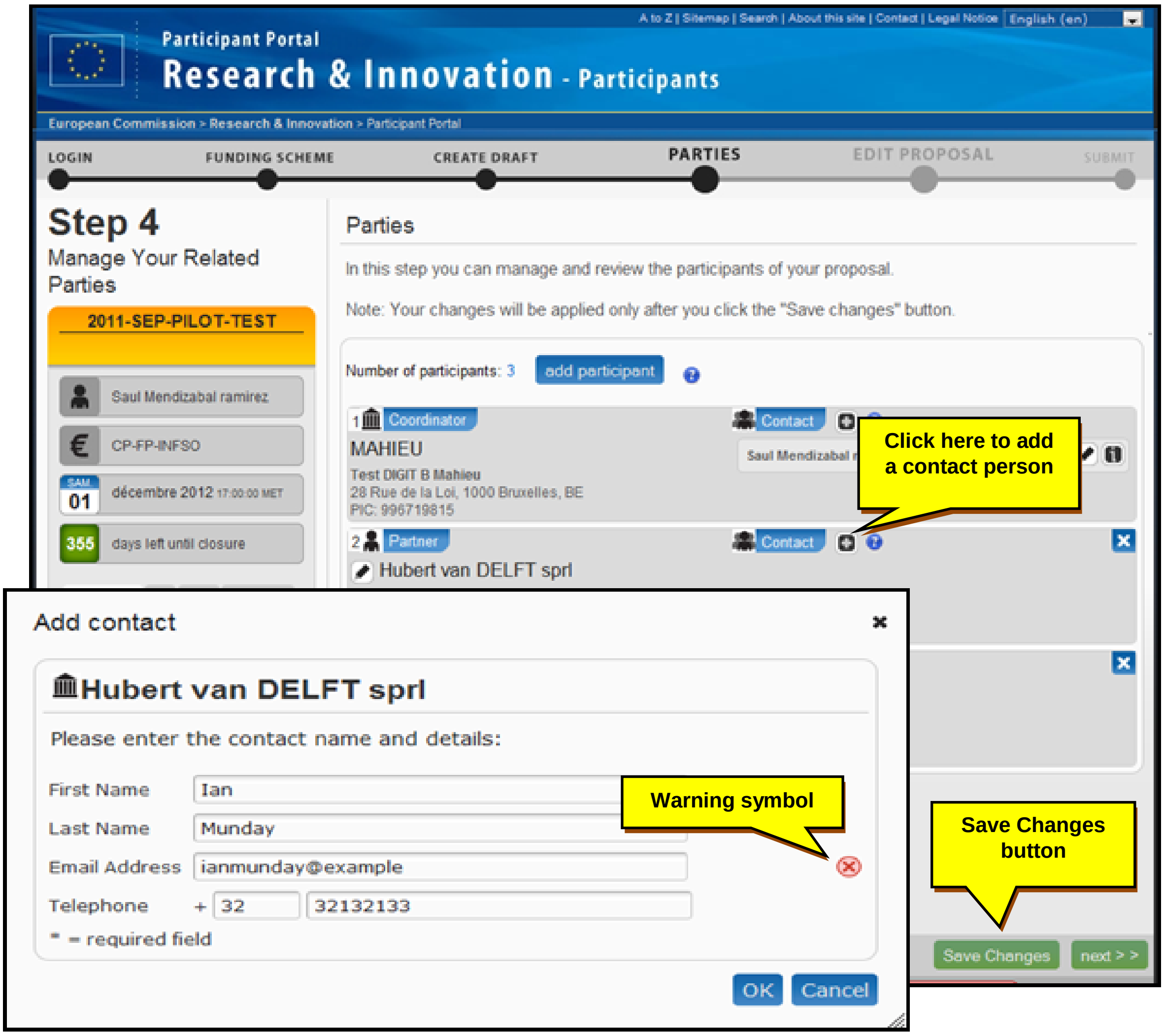
3. Fill in the requested information, following the next recommendations and click on the **OK** button

    a) Names (First Name & Last Name) must be Alphanumeric plus "-" apostrophe & full stop (+ accents)

    b) Email Address must be in email format

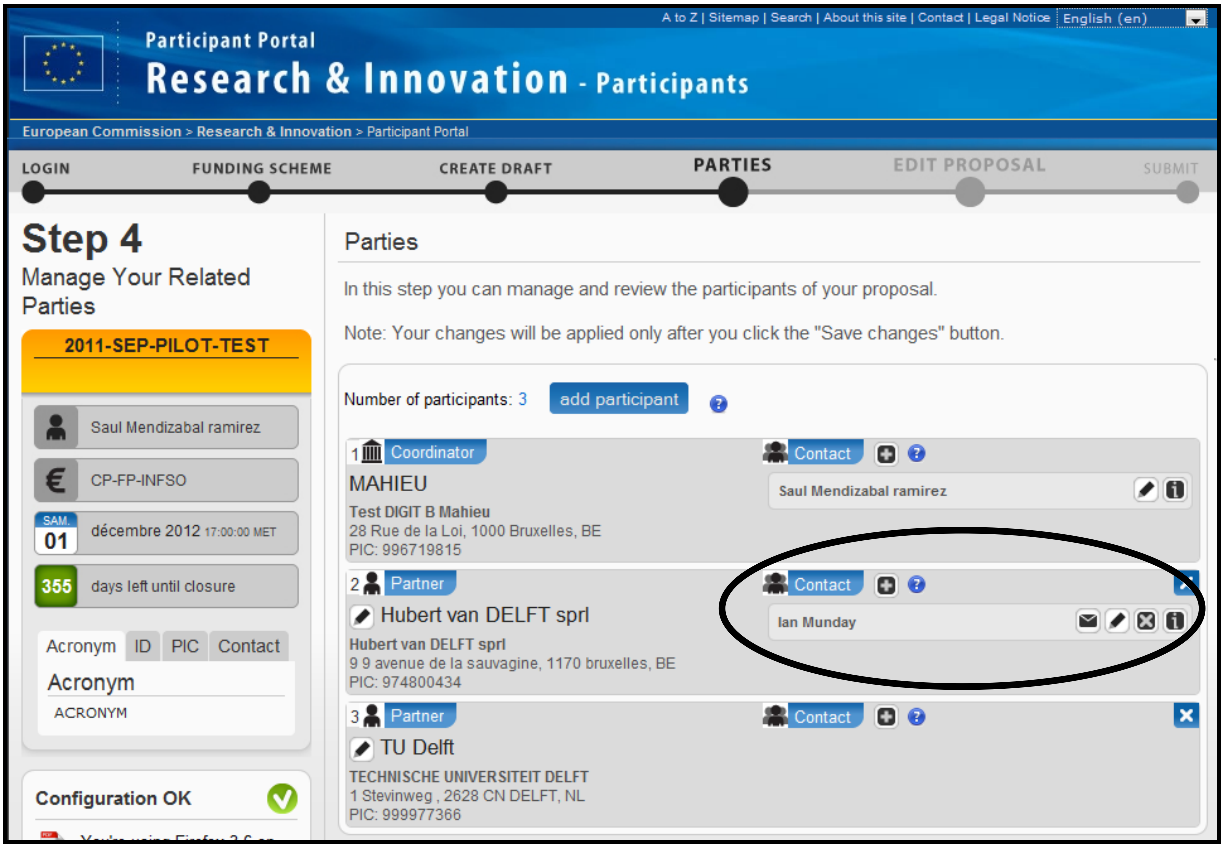
    c) Telephone must be in international phone number format

The system validates the information you enter and will warn you if the information is incorrect.



Note that you need to inform the central system of the information just entered by clicking on the **SAVE CHANGES** button, located at the bottom of the screen. At this point, you have just added the contact. If by mistake you click on the **NEXT** button, without saving your changes, the system will warn you by displaying the confirm navigation window.

Once the contact person is added to your proposal, the following buttons (icons) are displayed at the contact screen; the following table describes the actions you can take by clicking on one of them.

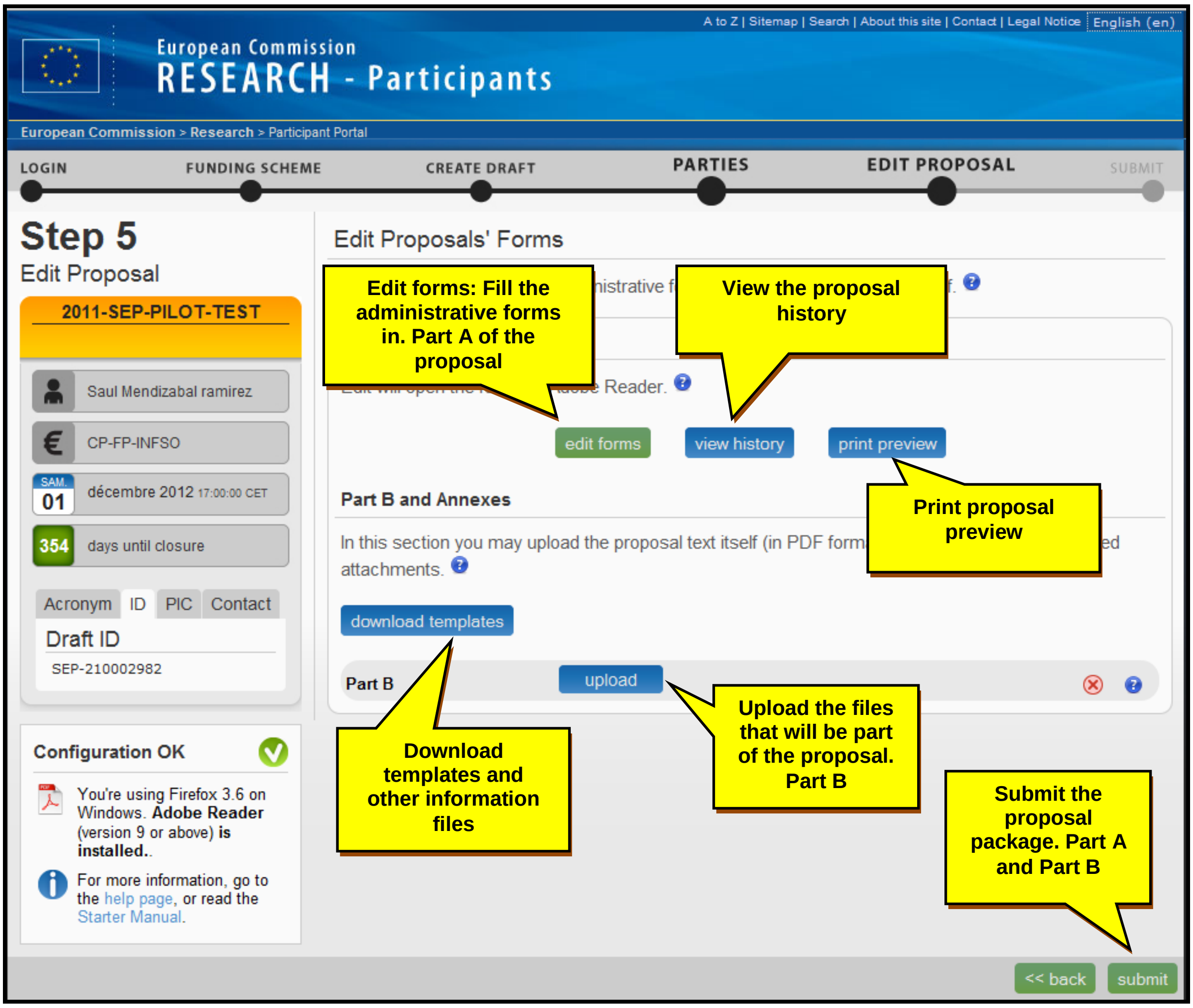


Button (icon)	Action
	Invite a contact person to participate in the proposal. The system sends an e-mail with the proposal details and a link to access the proposal
	Edit contact person information
	Delete contact person
	Expand and minimise the information box of the contact person

WARNING: inviting and deleting contact persons are actions that take place right after clicking the button.

The fifth step: forms, files and submit

This step is the core of the submission process, as, from this step, the proposal coordinator can by clicking on the screen buttons:



Note that only the coordinator can upload the part B of the proposal and submit the proposal. Therefore, only the coordinator should be logged into the submission system when the submission attempt is made.

Edit forms - Online or inline / offline edition

Forms are completed using a PDF reader (e.g. Adobe Reader, see above "What is needed" for minimum requirements).

Editing the PDF form in the inline mode means that your configuration system fulfils the submission system minimum requirements. Under this condition the PDF form will be opened up within the internet browser and this will provide **<u>the best proposal submission experience</u>**.

On the other hand, editing the PDF form in offline mode means that your configuration system does not fulfil the submission system minimum requirements. Under this condition the PDF form will be opened up outside the browser and you **might experience some errors while submitting your proposal**

The proposal coordinator can complete all the forms, including the budget table and its own administrative details.

Depending on the type of call (strictly call- and sub-scheme-specific), Part A shows the overview of forms A1, A2, A3.1 and the summary A3.2 (certain sub schemes also have an A4 form or don't have the A3.1/A3.2 forms).

Click on the **EDIT FORM** button to access the forms. Wait until the reader has loaded to start filling the forms; this may take a few seconds depending on the speed of your computer.

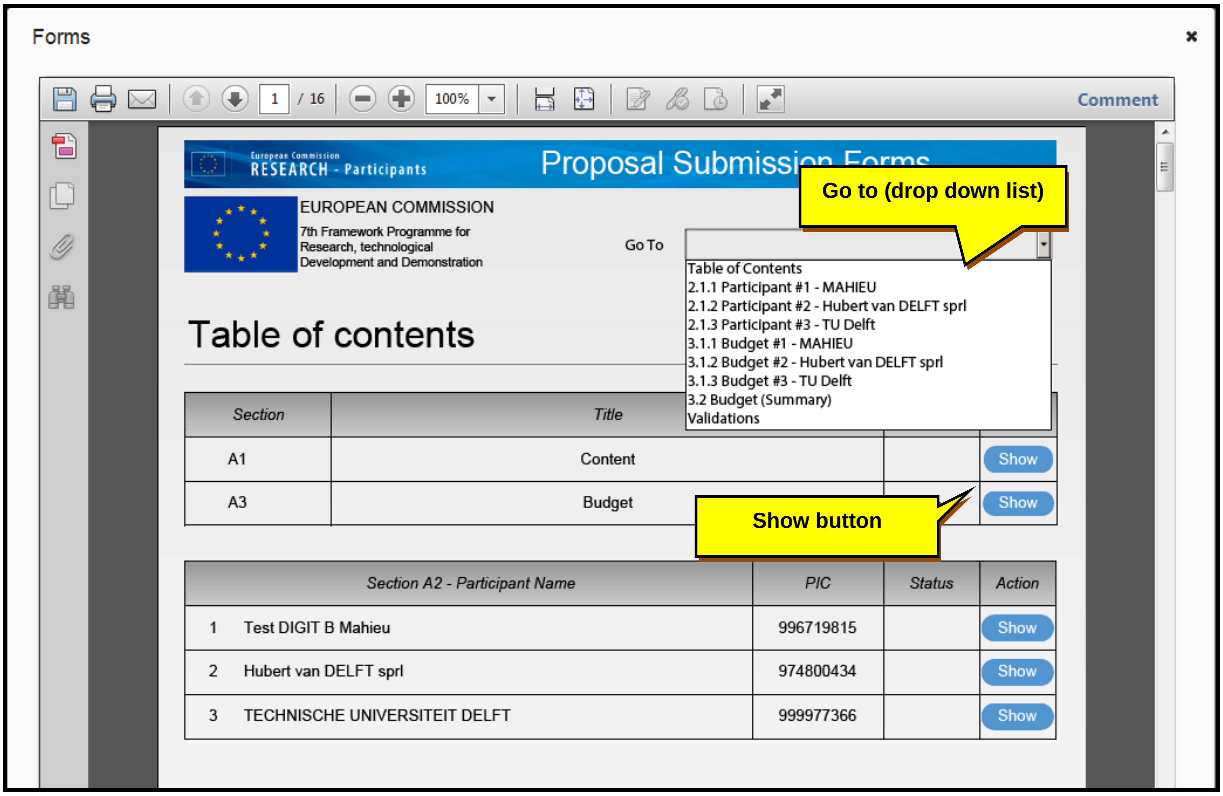
Forms

The PDF forms are programmed by the European Commission services and have some built-in logic. All fields in the forms should be filled with information. The fields where information is missing are highlighted in pink. The colour will disappear when the data entry is complete.

Some action buttons are available in the PDF form, to help you find and verify the information easily.

Go to (drop down list), this allows you to go to the PDF form sections in one click. In order to avoid moving up and down the PDF form.

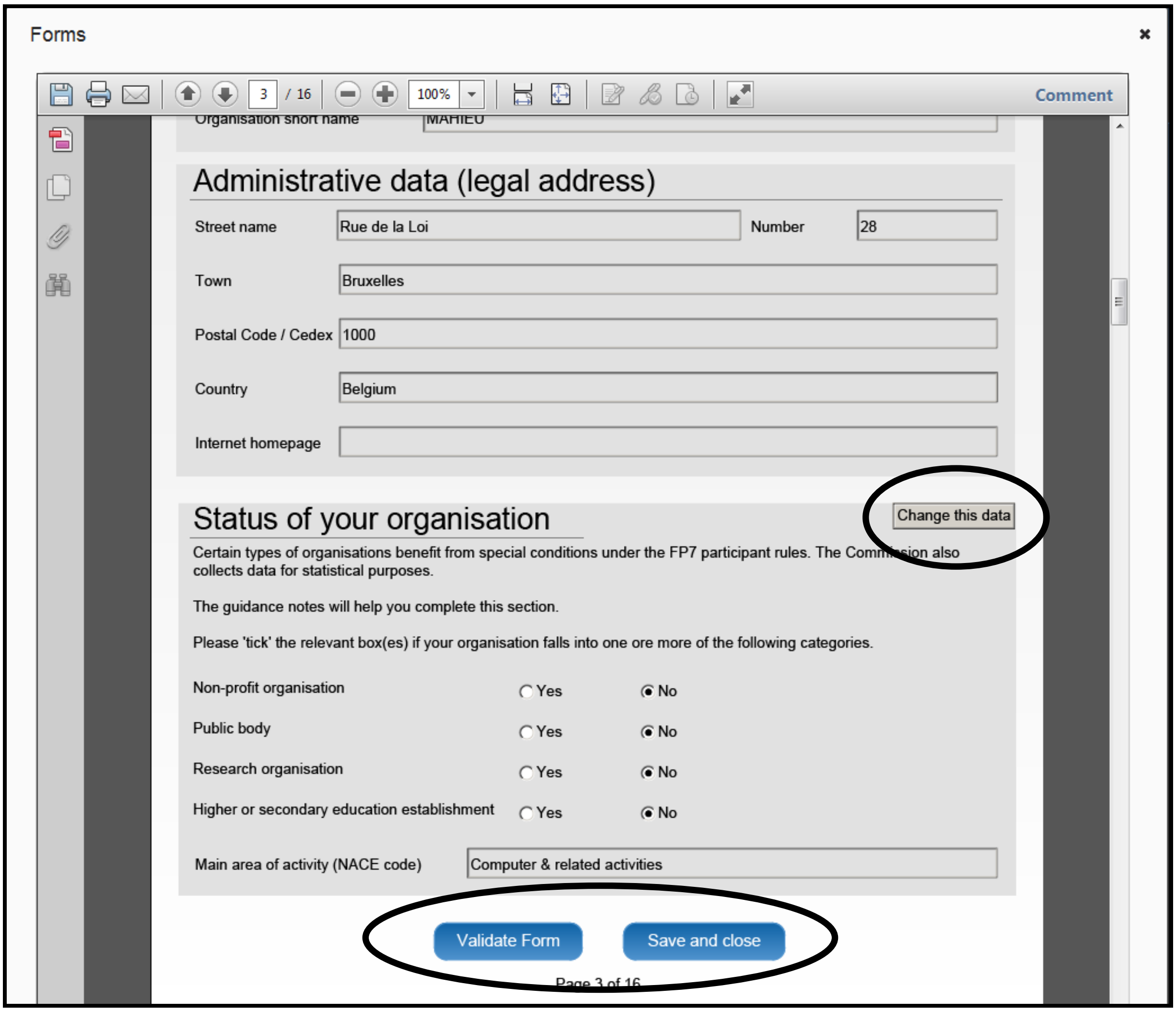
Show button takes you to the selected section.



Change this data: This button allows you to change the status of your organisation data, if it is not correct. Note that the changes will be used only at the proposal submission stage.

Validate Form, when clicking this button, all data fields in the forms will be validated against a set of rules. Presence of valid data is assessed, formats are checked, computations are done and interlinked data is checked for consistency. Any issue present in the form is reported at the end of the PDF form. By default, all fields must be filled with a value with the exception of the budget form.

Save and close, this button saves the complete administrative form (as there is only one proposal submission form dealing with administrative details). The save function works even if the form is not completely filled. You have the possibility to edit it at any moment prior the deadline.



View history

Click on the **VIEW HISTORY** to see in details the list of all system and user actions. This allows the coordinator to verify that partners have updated their forms and allows partners to verify that the coordinator has submitted the proposal in a timely fashion.

Print preview

The **PRINT PREVIEW** button allows you to download the proposal and save it locally on your computer. The only difference with the option available from the reader resides in the fact that you have downloaded a copy. This copy can be sent to participants or retained for archiving purposes.

Download templates

Click on the **DOWNLOAD TEMPLATES** to retrieve the latest information package available for the call. By default, the proposal template is included in a readily editable format (RTF). It is your responsibility to convert the proposal into the PDF format.

When converting the proposal to a PDF file, pay attention to the following:

- The proposals are printed in black and white. Evaluators may not have access to the colour version of the proposal. Make sure that colours are correctly interpreted as nuances of gray.
- There is no need to select high resolution of illustration or pictures when creating the PDF documents. The maximum resolution to use is 300 dpi (photocopy quality). This can reduce the file sizes dramatically.
- The file size itself is limited. The limits are given in the call fiche.
- Do not put a password on the attached file. It will not be printed and the Commission will not request any additional information from you.
- If special characters are needed, embed the font in the PDF file (math symbols, non Latin alphabet text, etc.).
- When a limit in pages is expressed, the underlying measurement is A4 pages, with 2 centimetres border and minimum 11 points type. Any divergence from these standards may render your proposal ineligible.
- Practice the conversion to the PDF format. Download the proposal submitted from the site to check whether the transfer is correct and whether the file is complete.

If the Commission encounters a problem at opening or printing the file, the complete proposal will be ineligible.

Upload files

Uploading the complete files might take a few second or minutes, depending on the speed of the Internet connection. At the end of the upload, a confirmation message is shown and an entry is created in the history log.

For the proposal Part B you must use exclusively PDF (“portable document format”, compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the submission system. Irrespective of any page limits, there is an overall limit of 10 Mbytes to the size of proposal file Part B. It is advised to limit the size of the proposal to 2 Mbytes.

There are also restrictions to the name given to the Part B file: use alphanumeric characters; special characters must be avoided.

You are advised to clean your document before converting it to PDF (e.g. accept all tracked changes, delete notes).

Check that your conversion software has successfully converted all the pages of your original document (e.g. there is no problem with page limits).

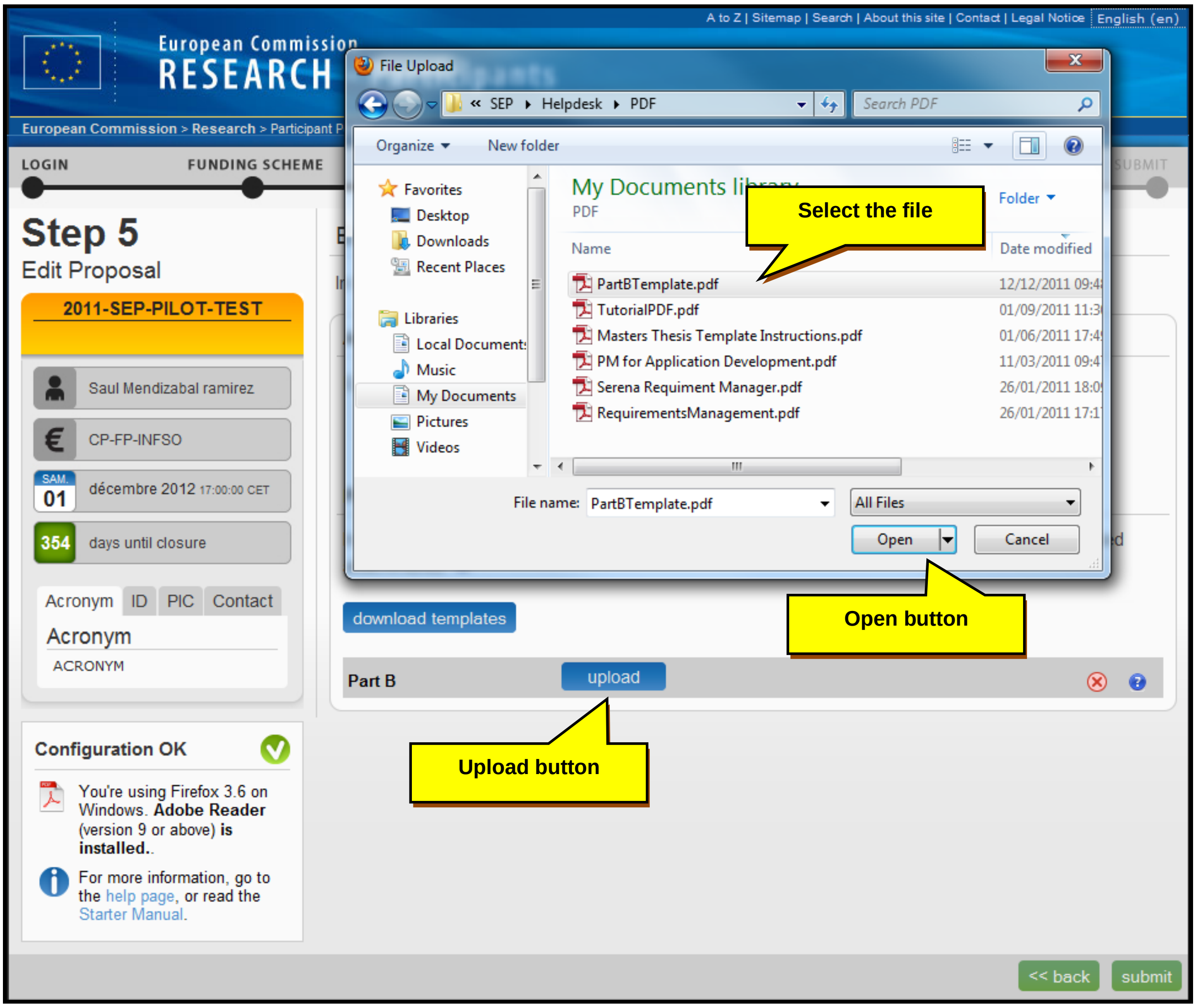
Check that your conversion software has not cut down landscape pages to fit them into portrait format.

Check that captions and labels have not been lost from your diagrams Please note that the Commission prints out proposals in black and white on plain A4 paper.

The printable zone on the print engine is bounded by 1.5 cm right, left, top bottom. No scaling is applied to make the page "fit" the window. Printing is done at 300 dots per inch.

To upload the files that will be part of the proposal,

1. Click on the **UPLOAD** button
2. Select the file from the file upload system window
3. Click on the **OPEN** button.
4. At the confirmation message click on the **CLOSE** button



SUBMIT to continue

Completing the Part A forms in the submission system and uploading a Part B does not yet mean that the proposal is submitted.

Once there is a consolidated version of the proposal, the **SUBMIT** button must be pressed. The system performs a limited automatic validation of the proposal. A list of any problems such as missing data, wrong file format or excessive file size will then appear on the screen. Submission is blocked until these problems are corrected. When corrected, the coordinator must then repeat the above steps to achieve submission. If the submission sequence described above is not followed, the Commission considers that no proposal has been submitted.

When the proposal is successfully submitted, the system will proceed to Step 6 where message that indicates that the proposal has been received is displayed.

The system also sends a submission confirmation e-mail to the proposal coordinator, with the details of the submitted proposal.

Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which the upload of the part B is started. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.

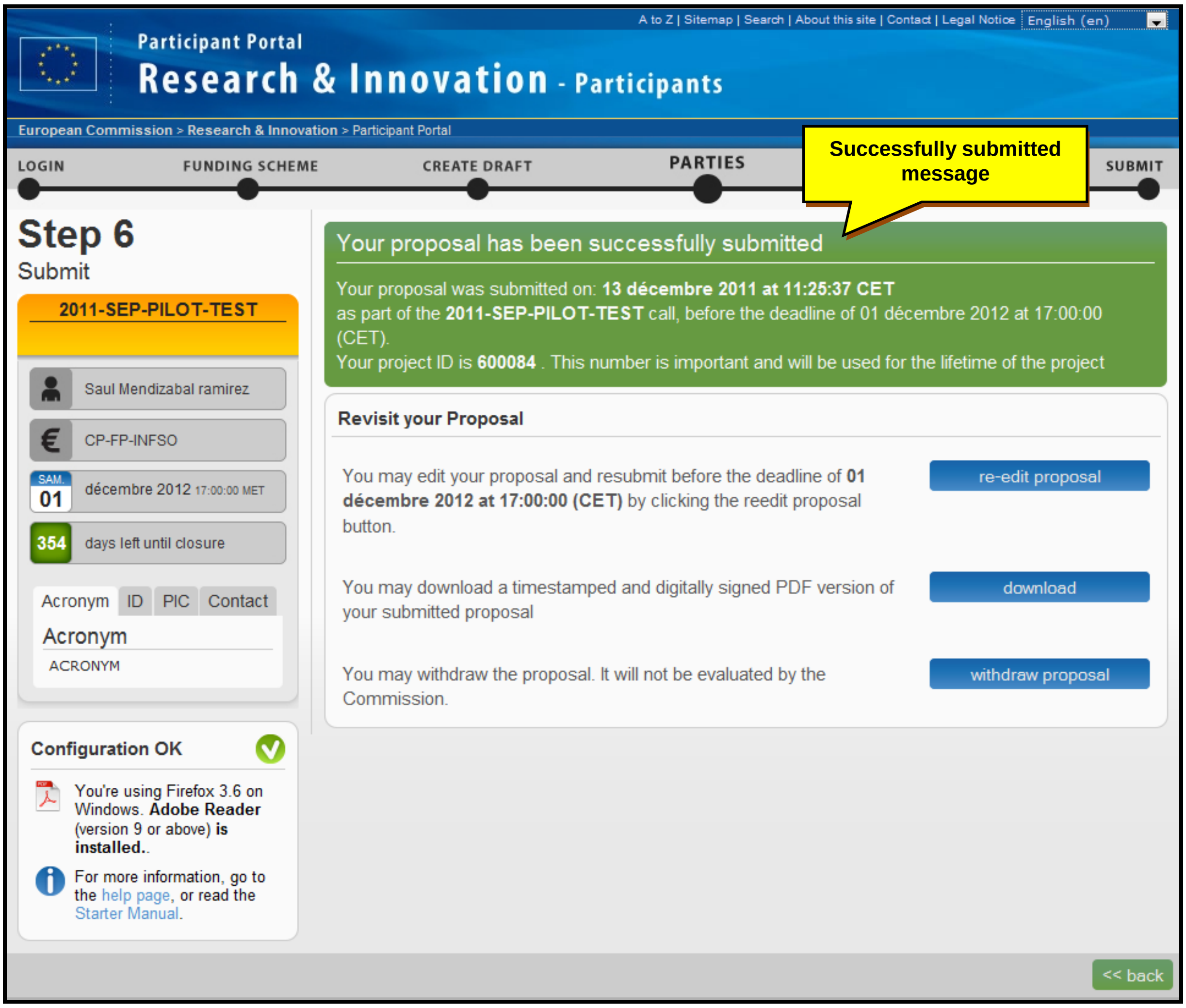
The sixth step: proposal status page

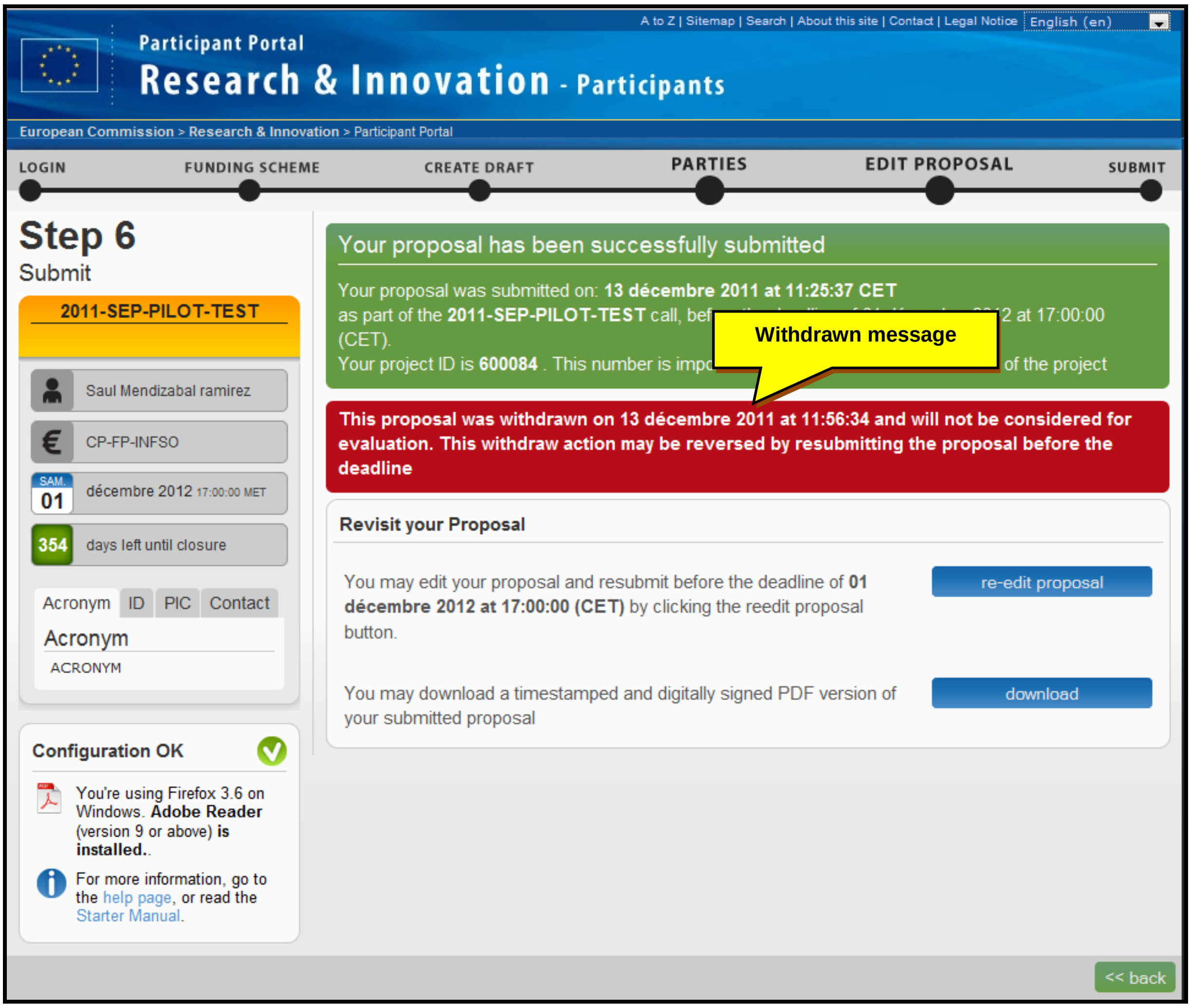
Reaching this step means that the proposal is submitted (i.e., send to the European Commission services for evaluation). It does not mean that the proposal is valid, complete, and eligible in all aspects or that it will be funded. In Step 6 you can:

Re-edit the proposal, going back to step 5. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence described above must be repeated each time.

Download the proposal. It is advised to download the proposal once submitted to check that it has been correctly sent. The downloaded proposal will be digitally signed and time stamped.

Withdraw the proposal. If the proposal is withdrawn, it will not be considered for evaluation. However, the proposal draft will be kept by the system and the withdraw action may be reversed by resubmitting the proposal before the deadline. A reason for the withdrawal will be requested by the system. When a proposal is withdrawn a message is displayed on the Step 6 screen





Editing an already created proposal

From the participant portal you can edit an already created proposal by accessing "My proposals" tab. All proposals in which you are involved will be shown; i.e., proposals you have initiated or proposals for which your contribution has been requested.

Follow these steps to access My proposals tab,

1. Participant Portal: http://ec.europa.eu/research/participants/portal/page/home

2. Click on the Login button and provide your European Commission Authenticated Service (ECAS) username and password.

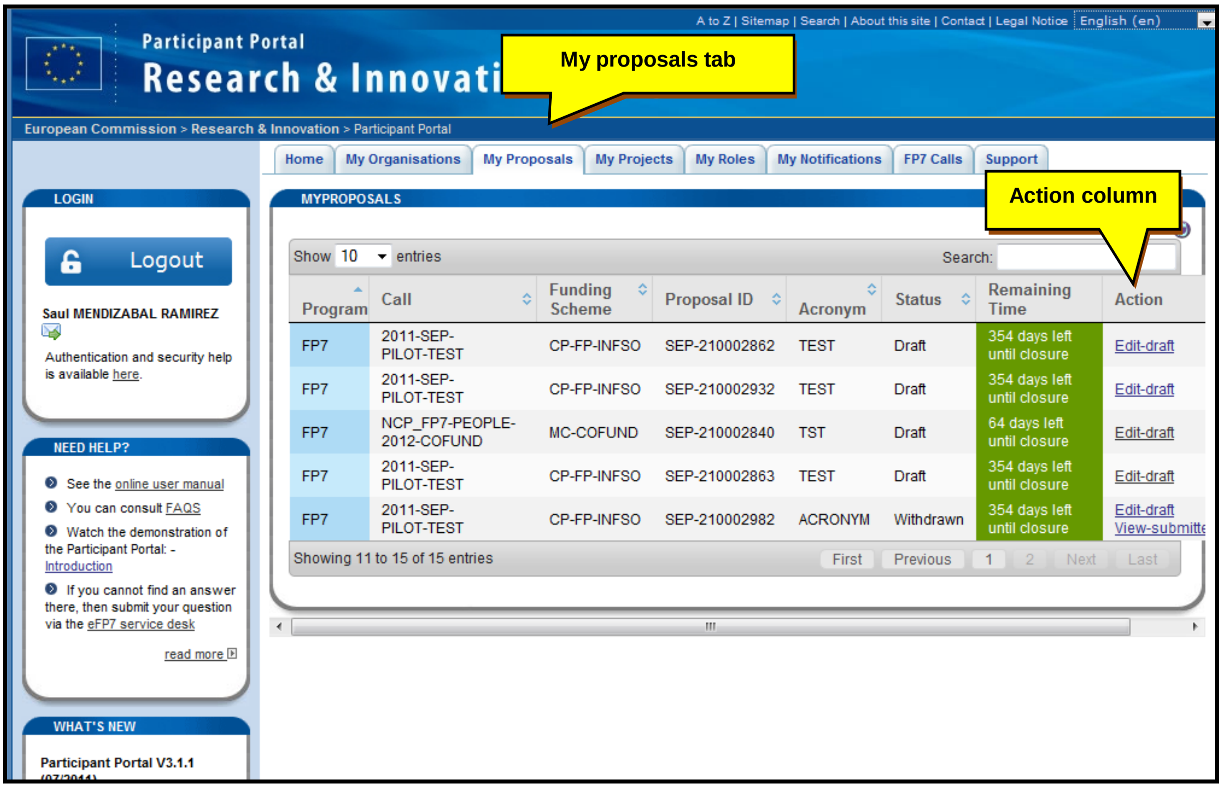
3. Click on My Proposals tab

Besides the proposal information displayed, you can jump directly into the submission service by clicking on links located at the Action column.

Depending on the proposal status, the link takes you either to Step 5 or Step 6 of the submission system.

- **EDIT DRAFT -** takes the user to Step 5, where the draft can be edited and submitted.

- **VIEW SUBMITTED** - takes the user to Step 6, where the last submission can be viewed; the same step offers the submission withdrawal.



About deadline

Proposals must be submitted on or before the deadline specified in the call fiche. It is your responsibility to ensure the timely submission of your proposal.

After the call deadline, the proposal can no longer be modified. However, the proposal remains accessible for the coordinator and for the proposal's participants.

Calls deadlines are absolutely firm and are strictly enforced. Please note that successive drafts of the proposal can be submitted with Submission system. Each successive submission overwrites the previous version. It is a good idea to submit a draft well before the deadline.

Do not wait until the last moment to attempt the submission of the proposal!

Contributing to a proposal as a partner

When the proposal coordinator invites you to participate to a proposal, you receive an electronic invitation (e-mail) with the proposal details and a **link** to access the submission system.

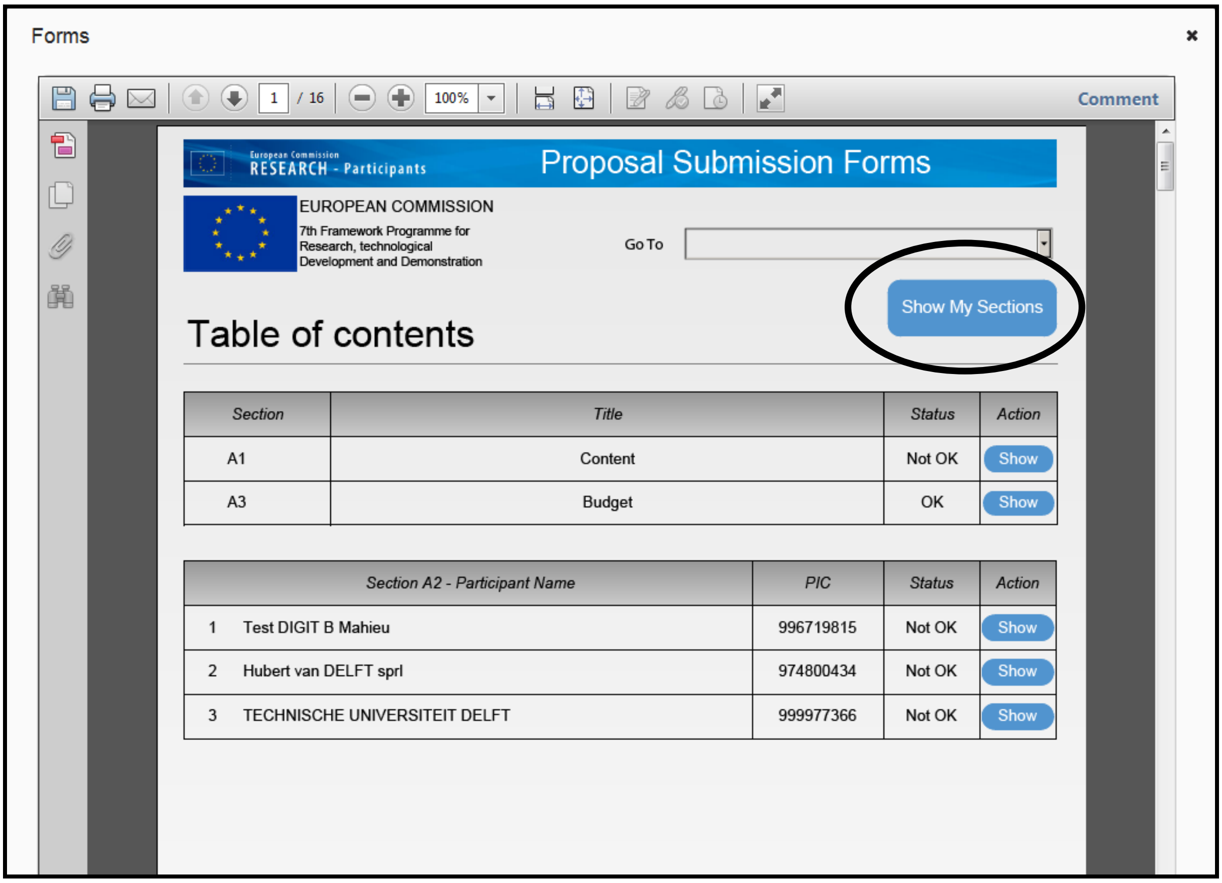
Remember that in order to access the submission system, you must have an account with the European Commission (ECAS). If you do not have an account, the system will guide you through the necessary steps.

Once you enter the submission system, the step 5 of the submission process is displayed and you are able to access the electronic administrative forms by clicking on the **EDIT FORM** button, and the rest of the proposal package. You are also able to surf back to the step 4, by clicking on the **BACK** button, to see the rest of the consortium.

Completing forms

When the PDF form is opened, you will have to verify or fill your administrative forms.

Click on the **SHOW MYSECTIONS** button to access your administrative forms and proceed to complete the requested information.



When you finish, make sure that no validation errors are left. To do this use the **VALIDATE FORMS** button located at the bottom of the page.

Contributing to a proposal as a referee

When the proposal coordinator invites you to participate as a Referee, you receive an electronic invitation (e-mail) with the proposal details and a **link** to access the PDF assessment form to submit your opinion on the participant to the Commission services. The referee does not need to access the proposal. This reference letter will be used as part of the evaluation and decision process.

In order to submit your assessment letter,

1. Click on the link received by electronic mail.

2. A form will be downloaded to your computer.

3. Fill the form as requested or save it to your computer.

4. Click on the **SUBMIT** button

Final checks before submission

- Do you have the agreement of all the members of the consortium to submit the proposal on their behalf?

- Is your Part B in portable document format (PDF), including no material in other formats?

- Is your Part B filename made up only of the letters A to Z and numbers 0 to 9 without special characters?

- Have you printed out your Part B, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file

- Have you respected the minimum font size (11 point) and the page limitations for the different sections?

- Is your Part B file within the size limit?

- Have you virus-checked your computer? The Submission system will automatically block the submission of any file containing a virus.

The deadline: very important!

- Have you made yourself familiar with Submission system in good time?

- Have you allowed time to submit a draft version of your proposal well in advance of the deadline (at least several days before), and then to continue to improve it with regular resubmissions?

- Have you completed the submission process for your final version?

When the deadline is over or when the cut-off date is reached, no one is allowed to submit proposals; usually, calls do close at 17:00:00, Brussels time.

Following submission

- Information submitted to the Submission system can still be reviewed by the applicant.

- It is highly recommended that after uploading and submitting your final version, you then review what you have uploaded

- Do this while there is still time to submit a corrected version if necessary

What are warnings?

The system will give you warnings where possible in order to avoid eligibility issues further in the process. Most likely, the system will issue a warning when:

- The number of partners is insufficient. This will not block submission but you will be requested to provide information on why you think the proposal is eligible.
- Too low budget. For some calls, the contribution of the European Commission must be higher than an amount mentioned in the call fiche. This control may be absent for some configurations.
- Too high budget. For some calls, the contribution of the European Commission must be lower than an amount mentioned in the call fiche. This control may be absent for some configurations.

FAQs and Workarounds

FAQs

Can I use the new Submission System for all EFP7 calls?

Currently, the new submission system is used only for the FP7-PEOPLE-2012-COFUND and

FP7-ICT-2011-9 calls

Do I need to request a username and password to log in the Submission system?

No, all you need is a valid account with the European Commission (ECAS)

It was recommended, but not required for an organization to be in the possession of a PIC code in application stage. This has changed?

Yes, now it is mandatory for the new submission system and will become mandatory most likely for all submissions for July 2012.

However the PIC code which is requested do not need to be validated (which is mandatory for negotiation), so can be obtained in 5/10 minutes from the participant portal.

Workarounds

I received a security message while working on Offline mode saying: "Security warning the document is trying to connect https://ec.europa.eu/research/"

This is the standard behaviour. Adobe Reader will NEVER connect to an external site without approval of the user because of security reasons. This behaviour cannot be overridden. Obviously, you can check the "remember my action" checkbox to dismiss the message the next time.

Note: the message is not showed when you display a PDF in the web browser using the inline mode edition.

To disable this message, please:

- *Open Reader*
- *Click Edit > Preferences > Trust manager*
- *Click Change Settings*
- *Click "Allow all websites" (or white list ec.europa.eu)*

The European Commission digital signature (eReceipt) of the submitted proposal is not validated.

The following procedure is only applicable for Windows operating systems

After downloading the submitted proposal:

- *Click once on the signature located at the table of contents page*
- *Click on 'Signature Properties…' in the Signature Validation Status window*
- *In the Signature Properties window click on ' Show Certificate…'*
- *Select 'Trust' tab and Click on 'Add to Trusted Identities' in the Certificate Viewer window*
- *Click on 'OK' to confirm in the Acrobat Security pop-up window*
- *The Import Contact Settings window should be displayed*
- *Tick off the 'Use this certificate as a trusted root' and click OK (note: ticking off 'Certified documents' is not required)*
- *In the Signature Properties window click first on 'Validate Signature' and then on 'Close'*
- *Your eReceipt should be validated*

I have been invited to participate in a proposal, but when I click on the link, I receive the following error message: "Error 403 — Forbidden we can't seem to find what you are looking for"

Most of the times, this error is displayed when the person who is trying to access the system is already logged in at the ECAS service with another username.

Please do the following:

- *Close your internet browser sessions*
- *Click again on the link to access the proposal*
- *When the ECAS page is displayed, verify the selected domain is "External"*
- *Provide your username and password and click on the login button*

I cannot install the version 9 or 10 of the reader

Contact your local service desk support; probably you don't have administration rights to install programs on your computer. If you have an old version already installed on your computer, it is highly recommended to uninstall it before installing the new one.

Searching organisations takes a long time

Revise your search criteria. Remember non Latin characters are supported and neither the accents.

Glossary

Call fiche

The part of the work programme giving the basic data for a call for proposals (e.g. topics covered, budget, deadline etc.). It is posted as a separate document on the Participant Portal web pages devoted to a particular call.

Coordinator

The coordinator leads and represents the applicants. He or she acts as the point of contact with the Commission.

Deadline

For a particular call, the moment after which proposals cannot be submitted to the Commission, and when the Submission system closes for that call. Deadlines are strictly enforced.

ECAS

The Commission's Authentication Service, it is the system for logging on to a whole range of web sites and online services run by the Commission. Once you've used ECAS to log on to a website or service, you won't have to identify yourself again as long as you leave your browser open.

LEAR (Legal Entity Authorised Representative)

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the Commission (see below), and distributes this number within his/her organisation.

Part A

The Part of a proposal dealing with administrative data, this part is completed using the web-based Submission system

Part B

The part of a proposal explaining the work to be carried out and the roles and aptitudes of the participants in the consortium, this part is uploaded to the Submission system as a PDF file.

Part B template

A document in RTF format supplied by the Submission system, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B.

Participants

The members of a consortium in a proposal or project, these are legal entities, and have rights and obligations with regard to the Community.

Participant Identification Code (PIC)

Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). Possession of a PIC will enable organisations to take advantage of the Unique Registration Facility and to identify themselves in all transactions related to FP7 proposals and grants.

Participant Portal

The single entry point for interaction with the research Directorates-General of the European Commission, it hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the submission and evaluation of proposals (SEP) service.

Unique Registration Facility (URF)

A system that will allow organisations who intend to submit on several occasions to register their details once and for all, obviating the need to provide the same information with each submission. The Web interface of the URF is found at http://ec.europa.eu/research/participants/urf. On this website you will also find a search tool to check if your organisation is already registered or not.

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