PRIMA
PARTNERSHIP FOR RESEARCH AND INNOVATION IN THE MEDITERRANEAN AREA

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 Handobook*, 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.

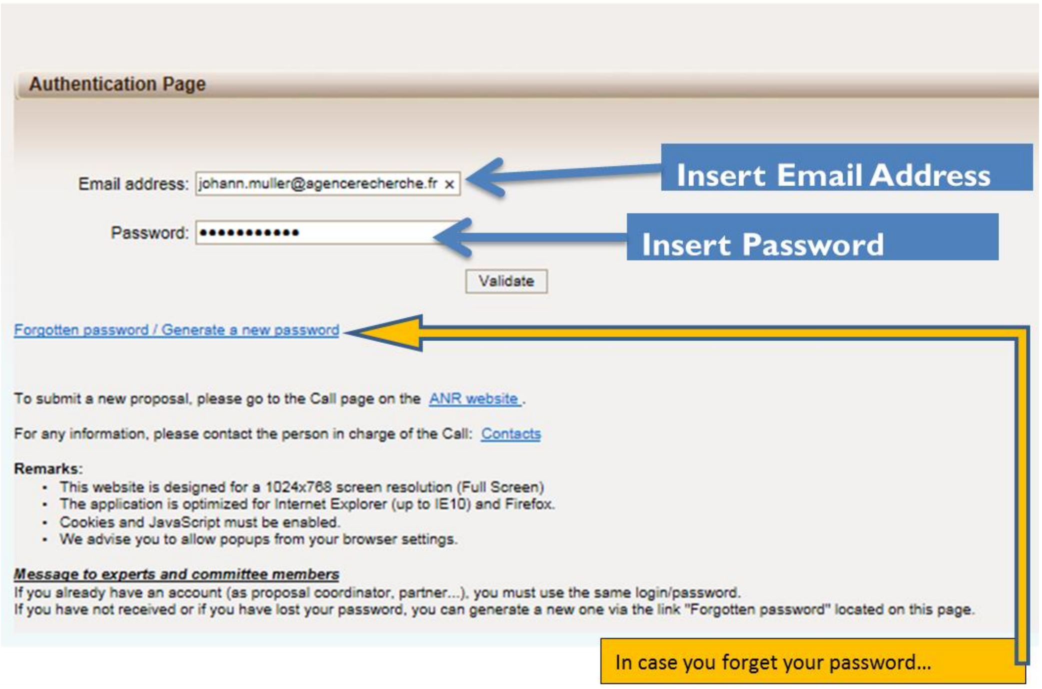
Each modified page in the submission platform must be saved before going to another page.

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

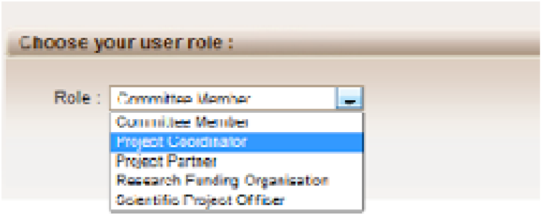
2. The following screen will be displayed:



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).

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**":

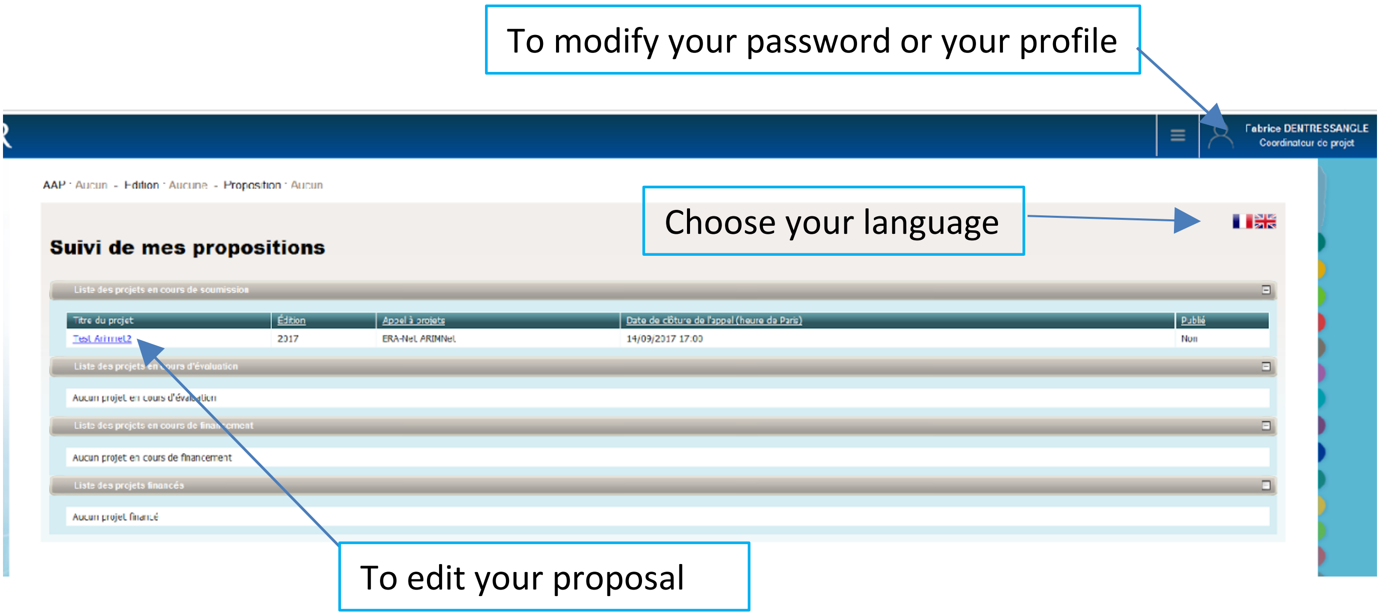
4. (once the coordinator has invited his/her partners for the project, the project partners will have to log in the same way but <u>selecting "project partner"</u>)



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:



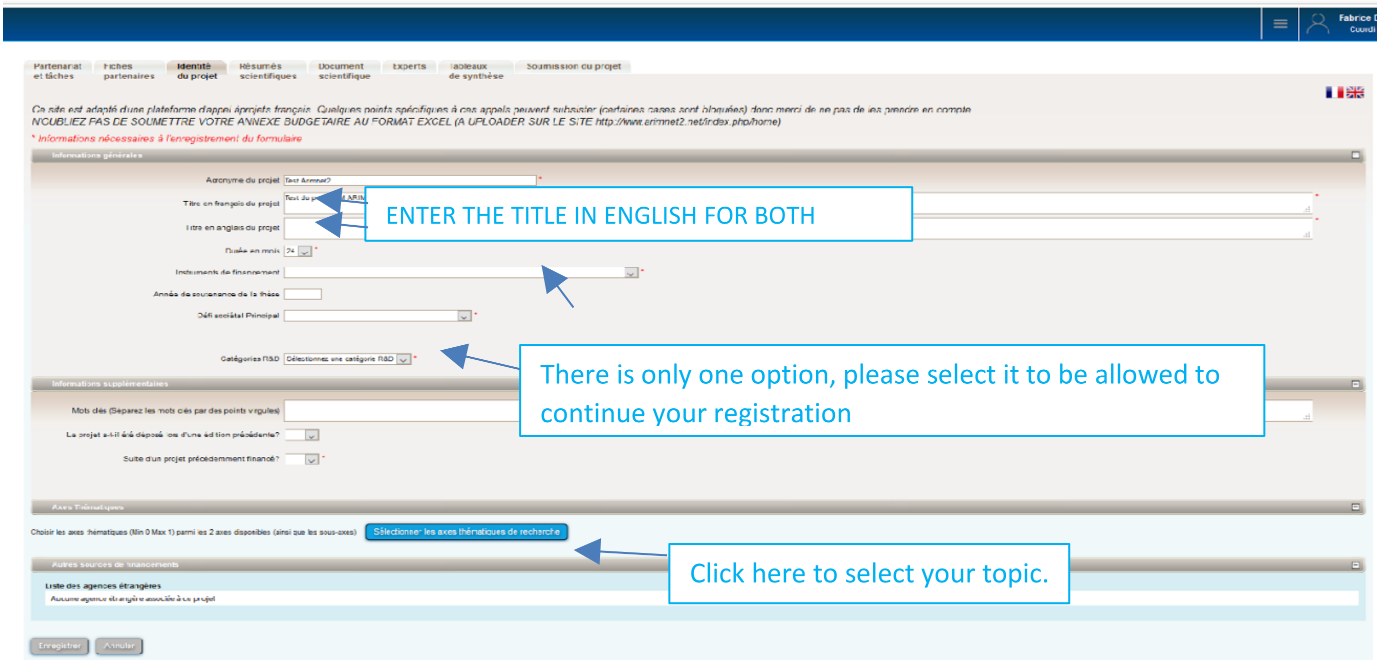
Click on the title of your proposal to go to the next step

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**

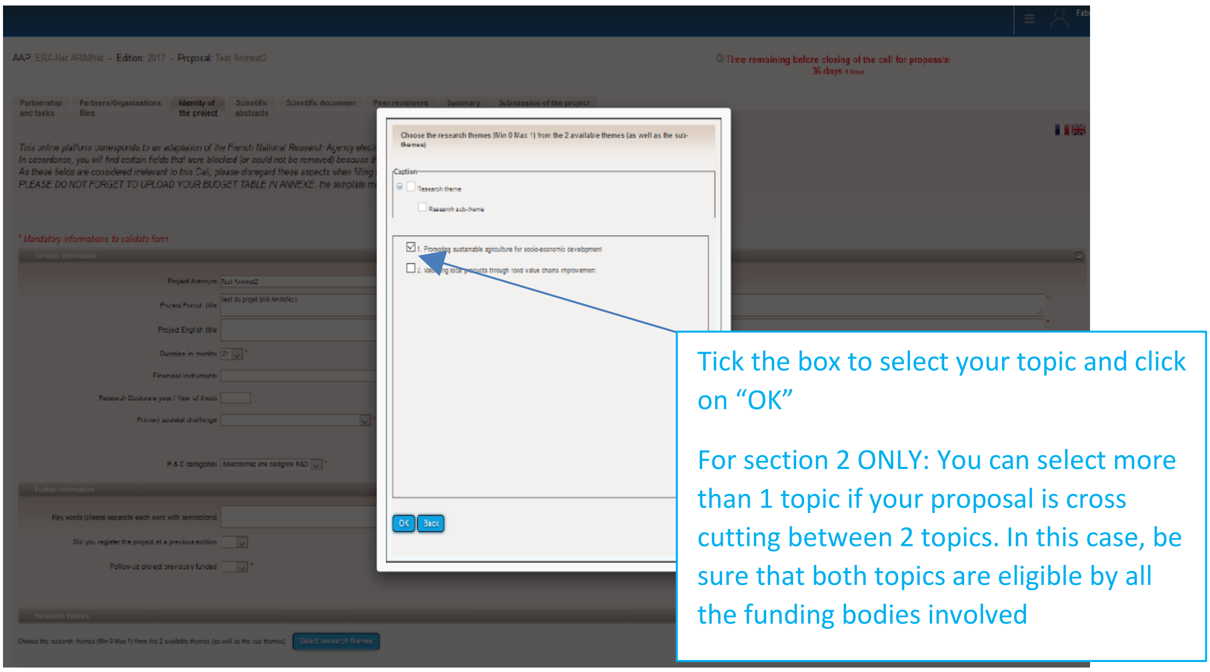
By default, you will first be directed to the "**Identity of the project**" page:

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?

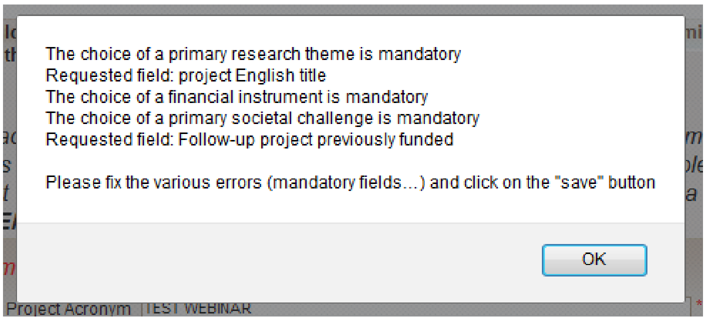


You must also answer some questions concerning the proposal and provide keywords defining the research domains of your proposal. An open field section of "Keywords" allow you to introduce extra keywords not mentioned in the previous section. Keywords must be separated by semicolons.

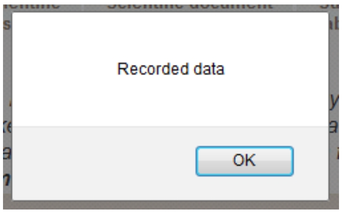
To select your topic:



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:



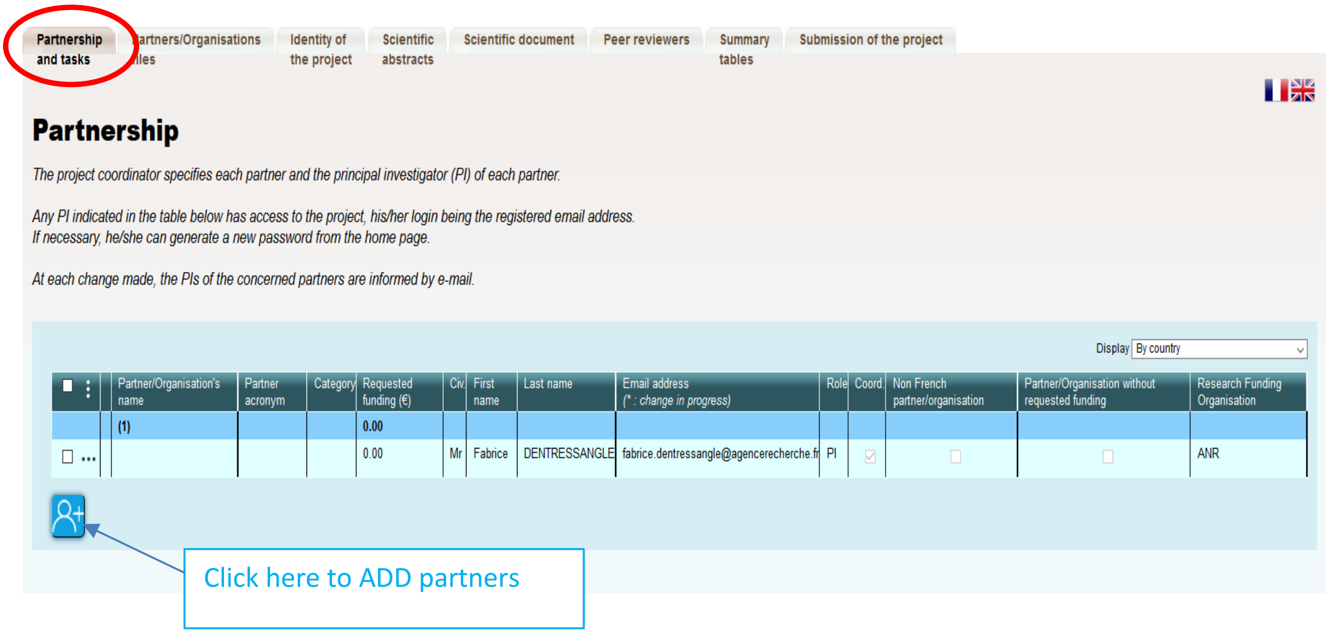
When all the fields have been properly completed you will get a confirmation from the system when saving:



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 <u>Principal Investigator</u>, the whole research team can be described later (in another tab).

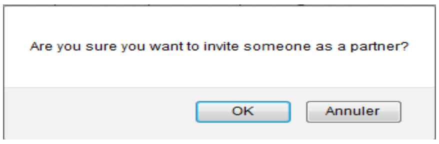
4. HOW TO ADD PARTNERS

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

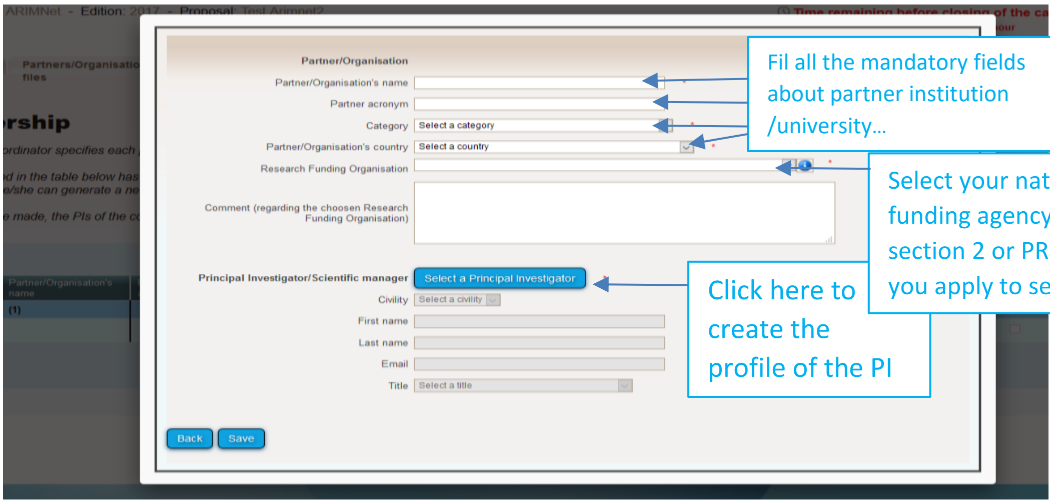


The Coordinator must click on “**Add new partner/organisation**” in the bottom of the Table.

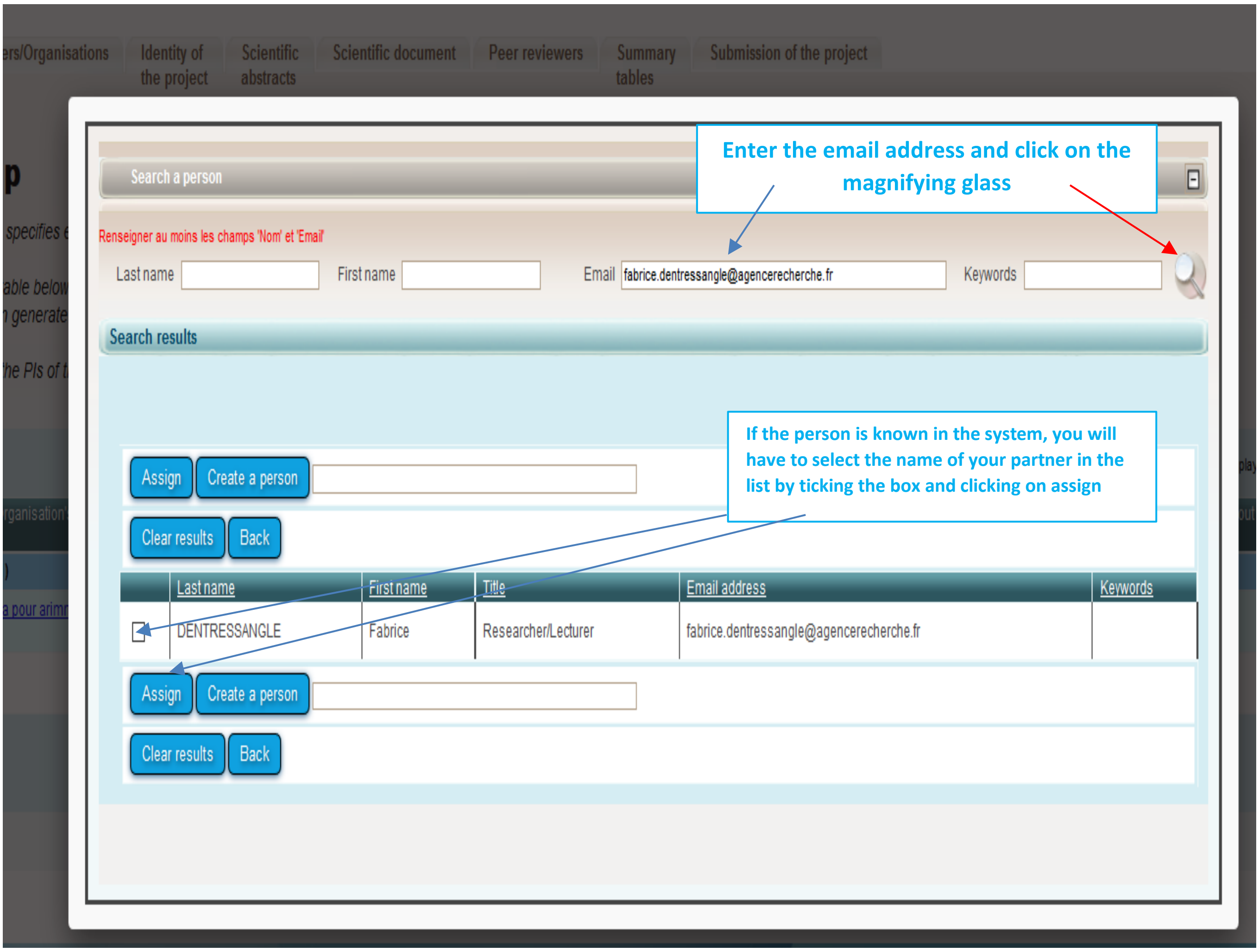
A pop-up will ask you for confirmation and you can confirm it by clicking “**OK**”:



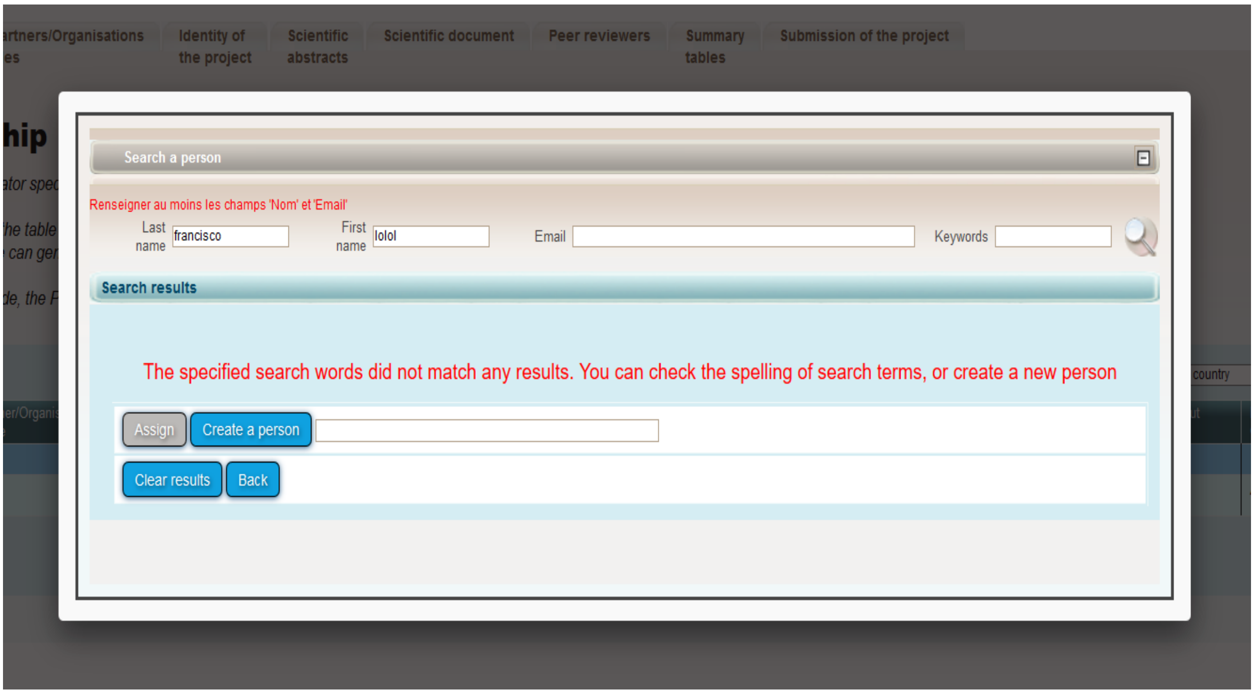
Fill in the data related to the Organisation and Principal Investigator and click on “**SAVE**”:

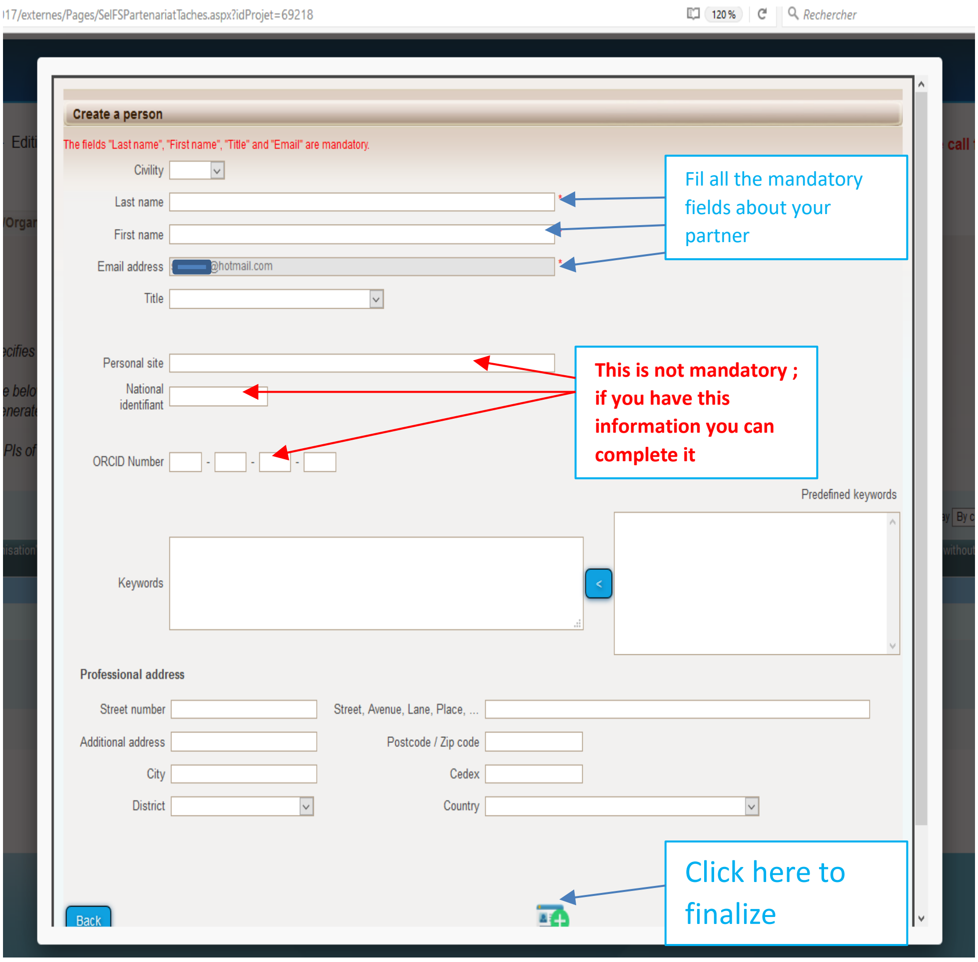


TO create the profile of the PI, the next window will appear:



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 "**XXXXX**" 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 "XXXXX" project by the Principal Investigator.

Cordialement,

Dear Madam, Dear Sir,

You have been invited by Mr/Ms XXXX to be partner of the proposal **« XXXXX »** 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.

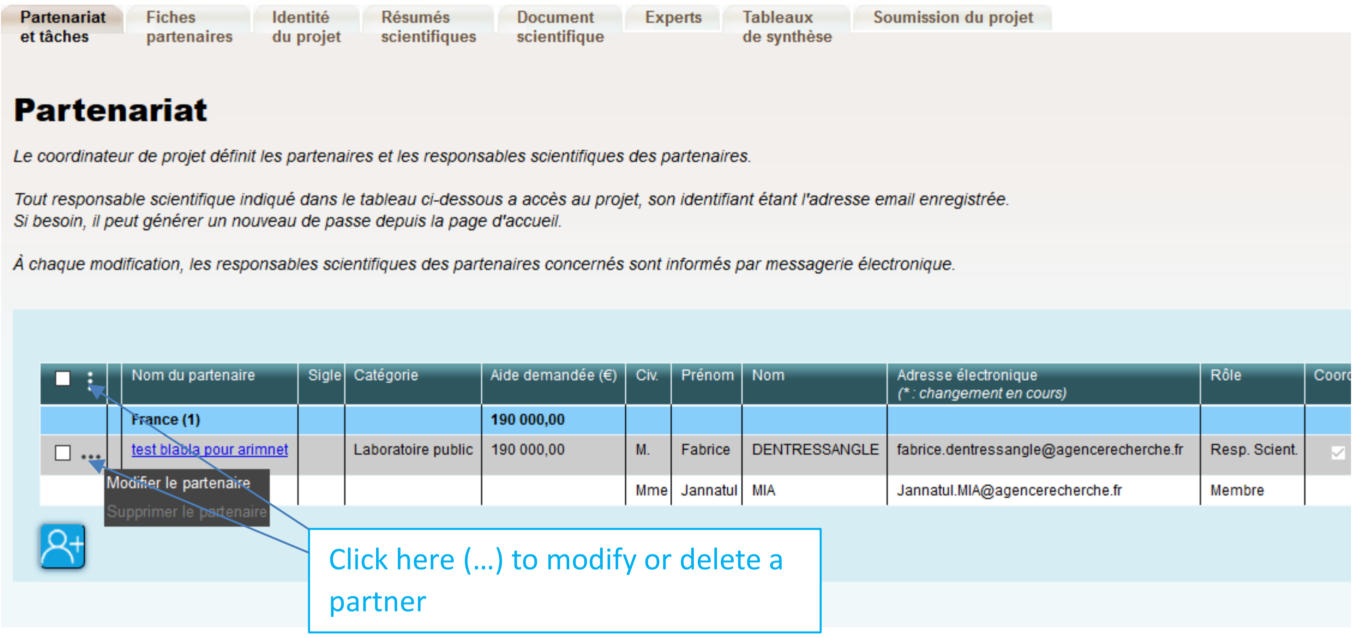
IMPORTANT NOTE TO PARTNERS:

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.

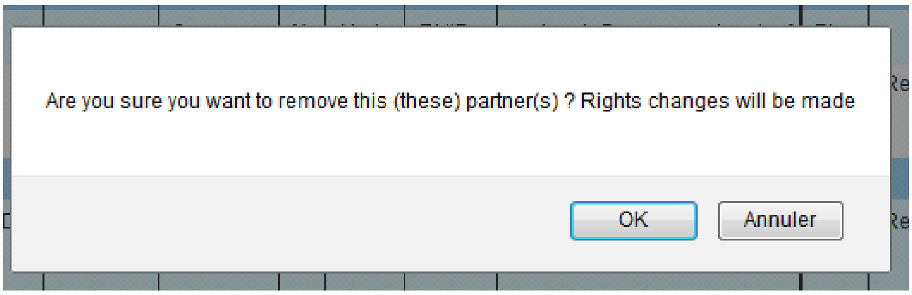
5. HOW TO DELETE/MODIFY PARTNERS

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:



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 **"XXXXXXX"**. 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,

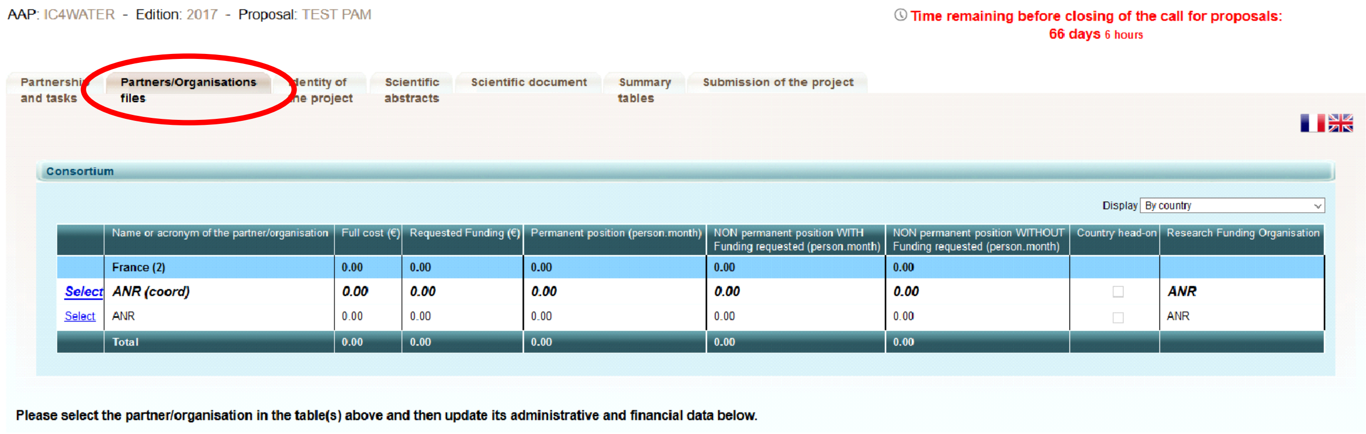
Following the request from **Mr XXXXX**, you are no longer a partner of the proposal **"XXXXXXX"**. You don't have access to this project anymore.

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

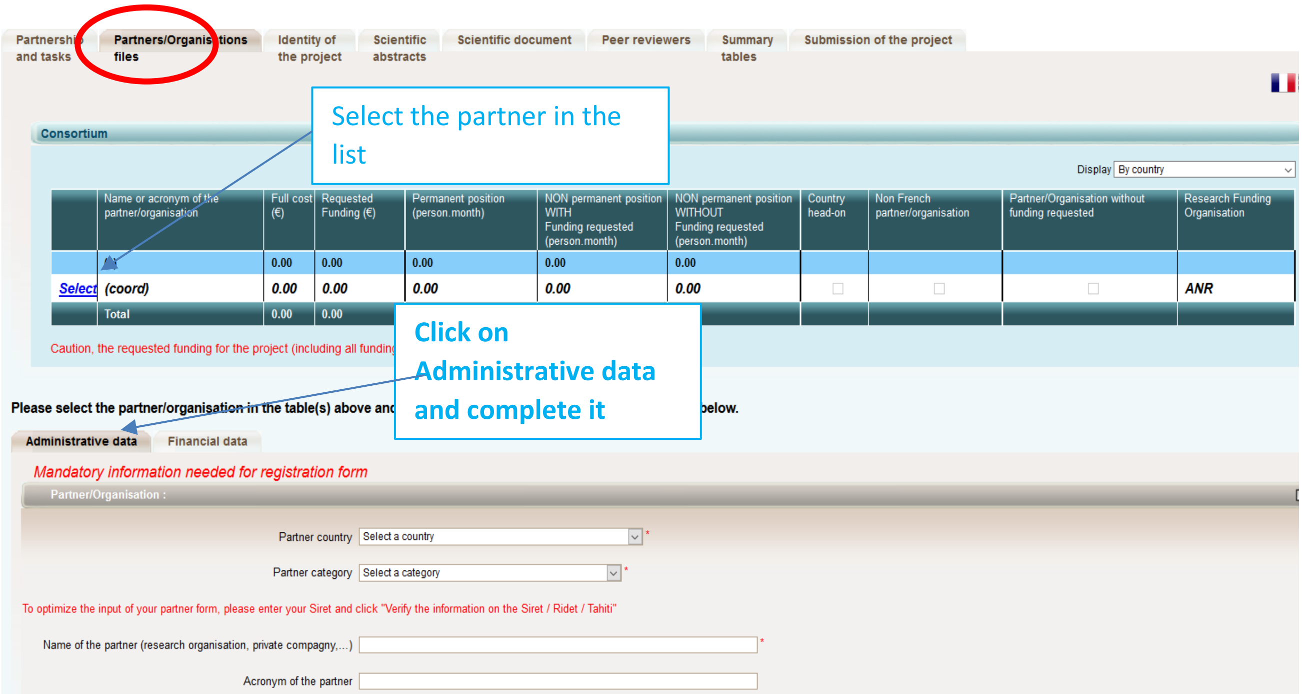
Yours sincerely,
The French National Research Agency

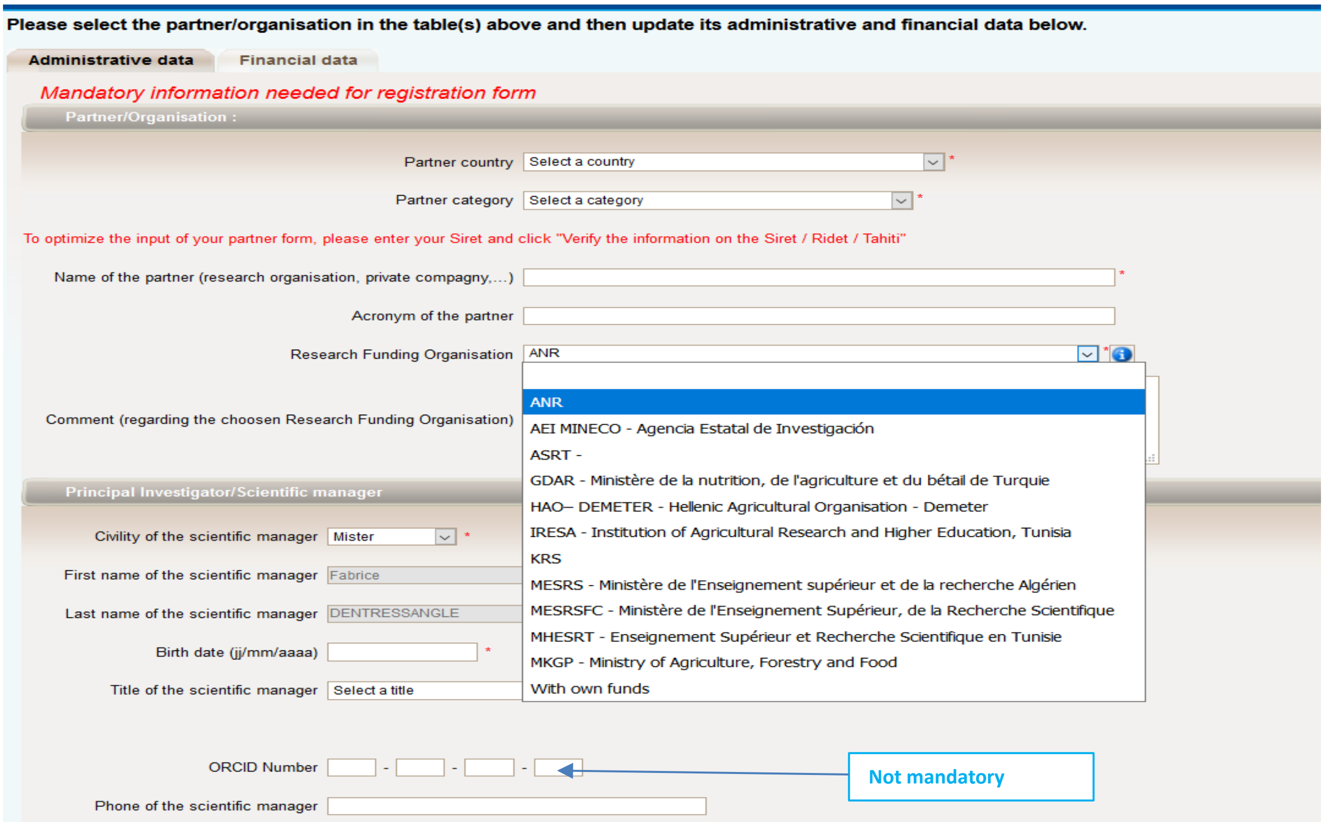
6. HOW TO EDIT PARTNERS ORGANISATION

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



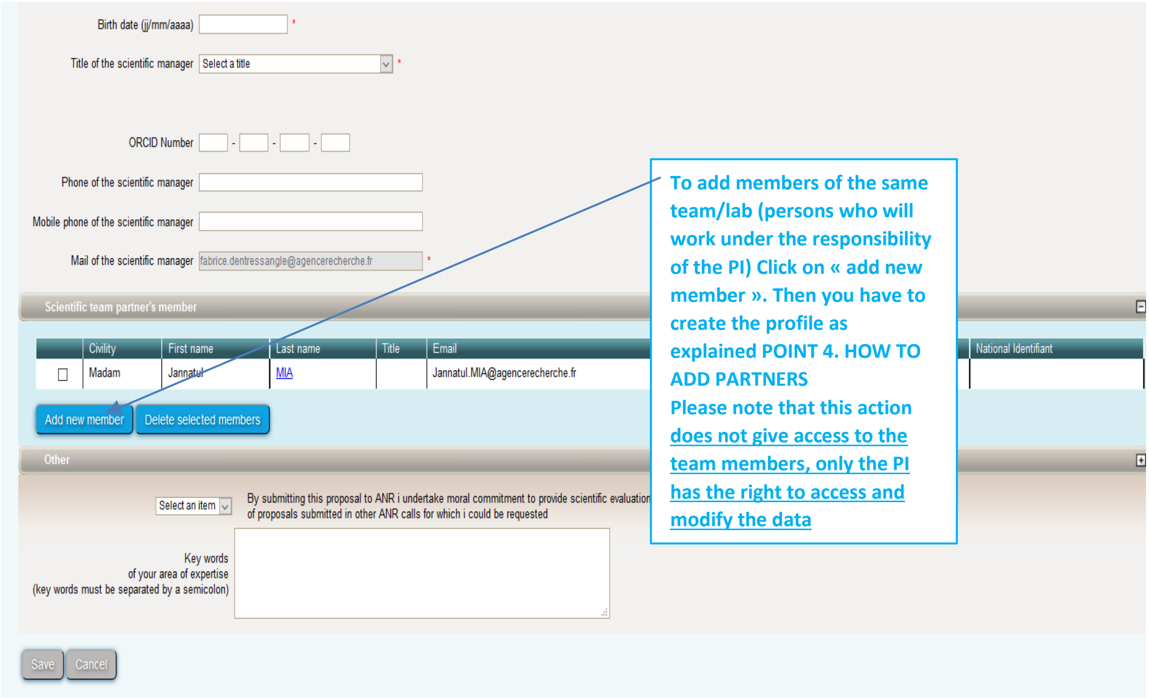
1. At the top of this Tab you will find a synthetic table summarizing the budget by partner in the Consortium. Before filling the **Administrative and Financial data tabs** you must select the partner (just click on Select in the first column).





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

You can add the members of each Partner team.



DO NOT FORGET TO SAVE REGULARLY

The Partnership table will be automatically updated.

7. HOW TO FILL IN THE FINANCIAL INFORMATION

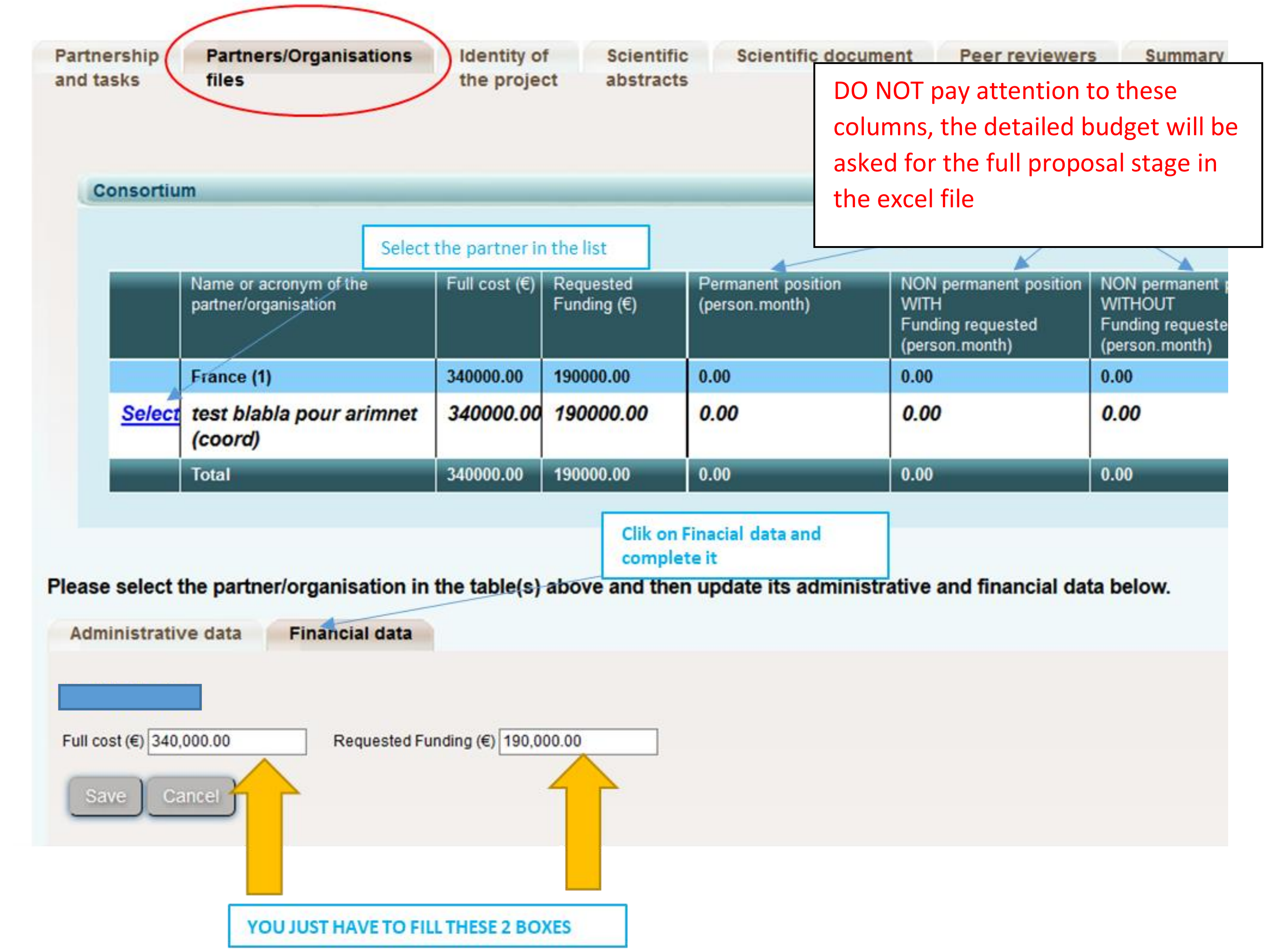
For stage 1 PRE PROPOSAL of RIA and IA: ON THE WEBSITE you just have to indicate <u>for each partner</u> the FULL COST OF THE PROJECT AND THE REQUESTED AMOUNT TO PRIMA. No details are requested for this stage (no Excel file to upload)

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).

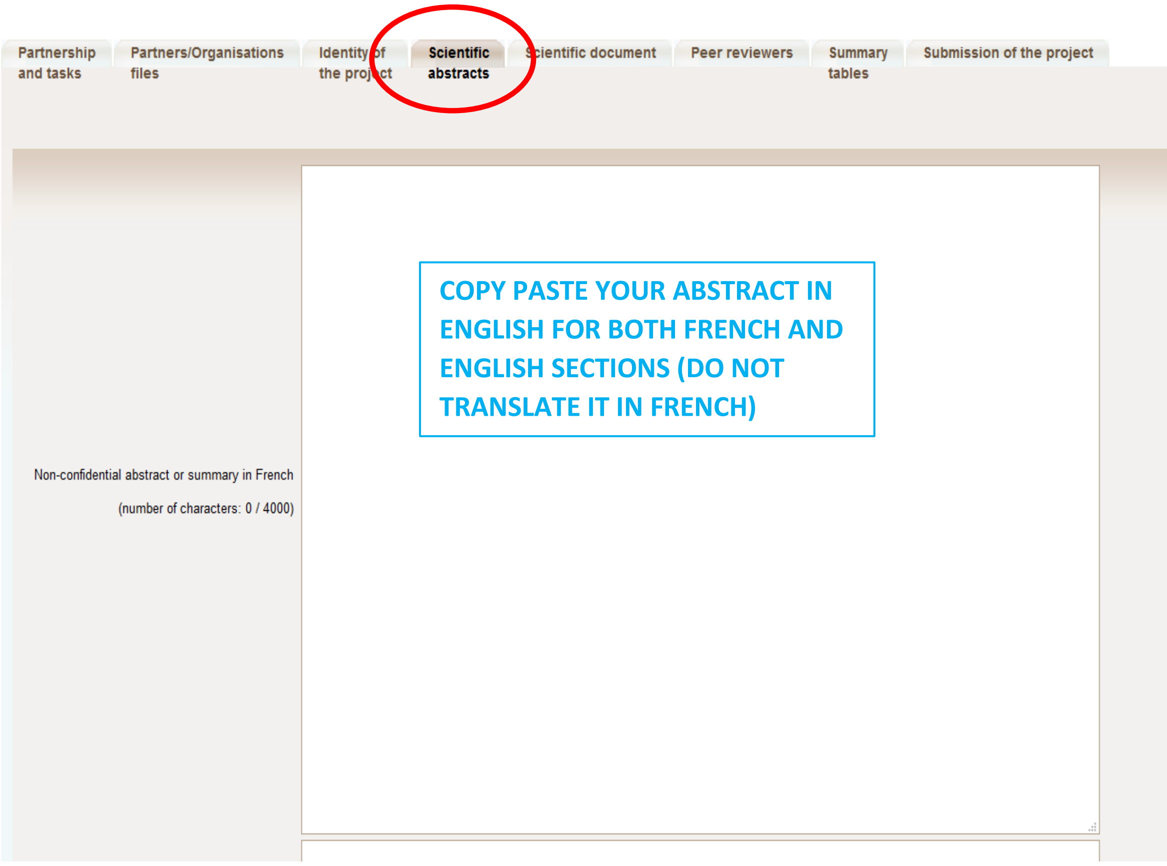
The Budget template in excel (specific to each type of action and also to the section to which you apply) will be available on : http://www.prima-med.org

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



8. Project summary

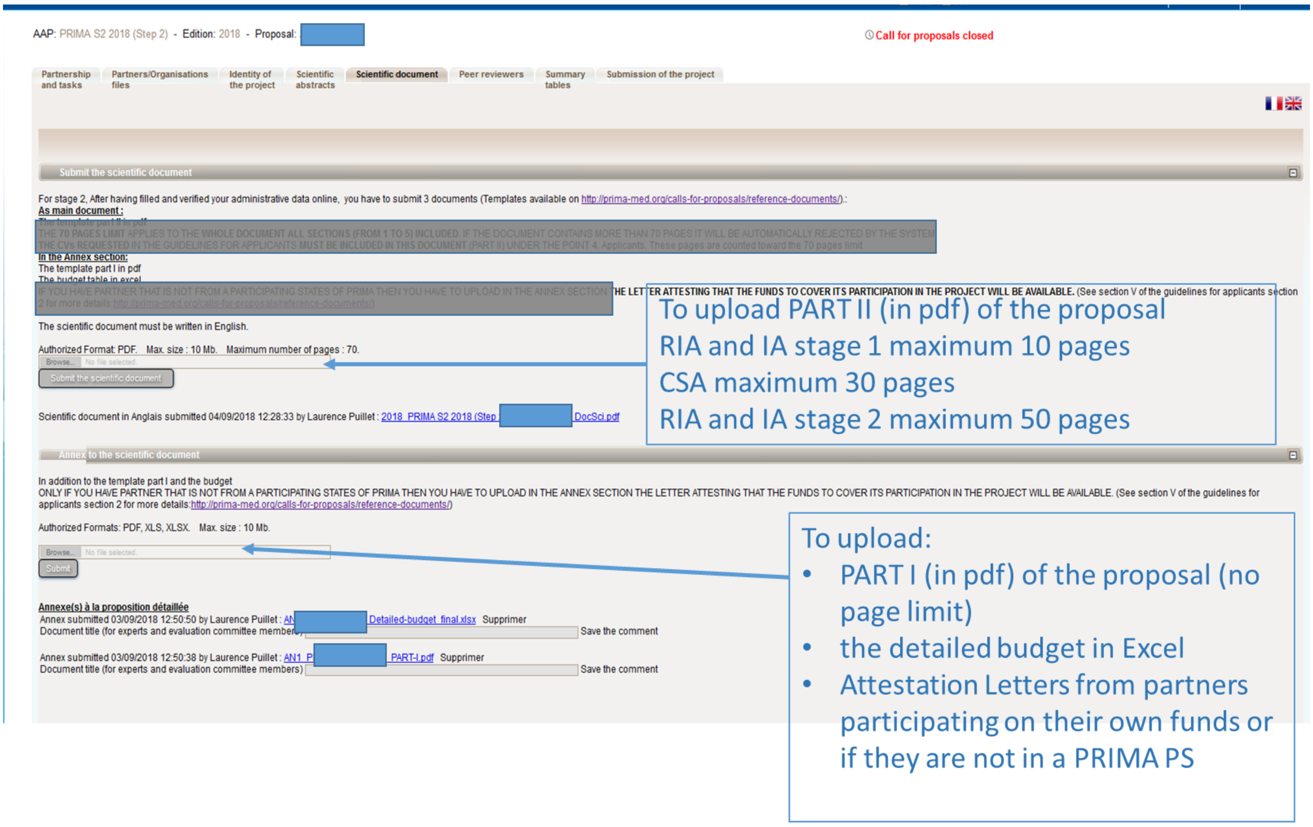
In the **Tab Scientific Abstracts**, you need to write a non-confidential abstract of your project. If the project is funded, the abstract will be published on the PRIMA website (after update if necessary). You have to Copy/Paste the Project summary of the part I of your proposal here. Please do not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



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.



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 fil the information in the “Peer reviewers” TAB

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

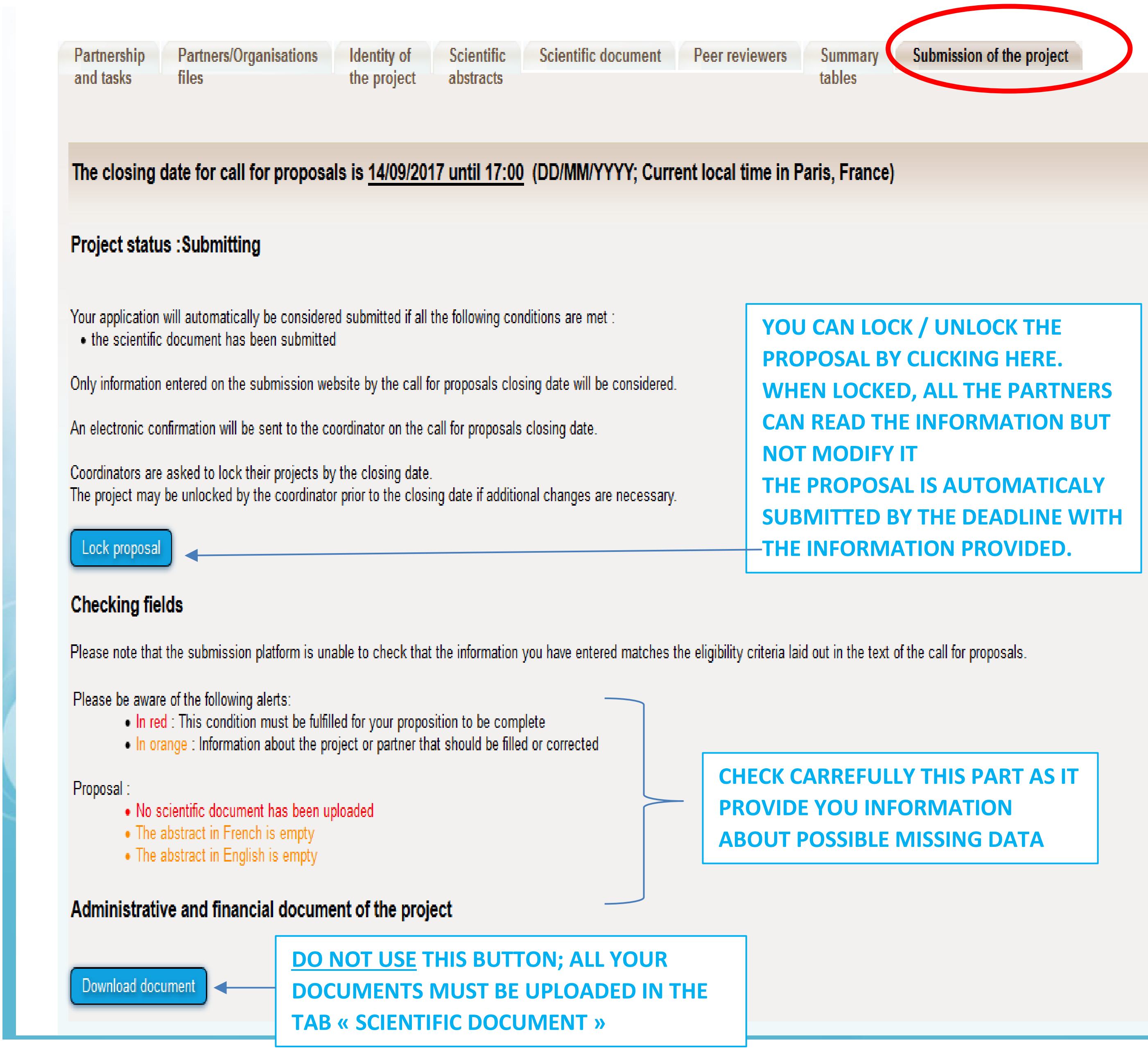
11. HOW TO VERIFY AND SUBMIT YOUR PROPOSAL

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.



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)