D7.3: Electronic submission tool: Description of the electronic tool used for the submission of projects
GUIDELINES FOR APPLICANTS

Version N°1

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Long term Europe-Africa Research and Innovation call on Renewable Energy

LEAP-RE
Call 2021

http://www.leap-re.eu/

ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR APPLICANTS

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1. Introduction

1.1. About your proposal

All documentation relative to the call is provided on the following LEAP-RE website page: http://www.leap-re.eu/.

Prior to submission, the project coordinator must prepare a project proposal document, to be submitted in PDF format document following the template available on the call page¹.

Some agencies require an additional documents (check on appendix IV) to be included in the submission documents for the international submission. Please make sure that you and your partners check the appendices of your corresponding agencies regarding additional documents, in order to ensure the acceptability of your proposal. The templates of these documents are available on the call page².

Keep in mind that each funding organisation has its own funding criteria and regulations, which are mentioned in the call announcement.

1.2. About the submission system

The LEAP-RE Call 2021 electronic submission system is based on the French National Research Agency (ANR) electronic submission platform (https://aap.agencerecherche.fr/). The present document is designed to guide you through the submission process and ensure a smooth submission.

Note that some features of the submission platform are not used for this call and that some fields in the interface can be safely ignored.

Each modified page in the submission platform must be saved (using the “Save” button) before going to another page.

1.3. Roles in the submission process

A Consortium is composed of project Partners represented by Principal Investigators (PIs). The project coordinator creates the proposal in the submission system and adds the other project partners. The partner PIs are automatically informed by email. The email invites them to log into the system in order to complete, check or modify the information provided by the coordinator about the consortium. It is the responsibility of the coordinator to ensure that the partner information is properly filled in. When the proposal is complete, the coordinator can lock it, which prevents the other partners updating their information. Only the coordinator is allowed to modify the project-level information.

2. How to connect

The coordinator and the other PIs can connect to the website in the following way.

¹http://www.leap-re.eu/
²http://www.leap-re.eu/
2.1. Submission website

The electronic submission system is available at this URL: https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1633

**NOTE:** The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

2.2. Create an account

The welcome page of the submission system is shown below. Fill in the form with your personal information (Last name, First name, Email address).

If you already have an account on the ANR submission website, you can go directly to the authentication page.

If you have forgotten your password, you can ask for a new one on the authentication page.

2.3. Activation of your account (if you have no account yet)

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

**FROM:** SIM ANR simnoreply@agencerecherche.fr

**SUBJECT:** Activation de votre compte / Account Activation
Open the activation link from the email and activate your account.
2.4. Authentication page

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

FROM: SIM ANR simnoreply@agencerecherche.fr
SUBJECT: Création d'un nouveau projet / Creation of a new proposal
2.6. User role

After validation, you are asked to choose your user profile:
- Project Coordinator (can modify all the information)
- Project Partner (can modify its own information)

To create a new submission, select “Project Coordinator” and click on the “Access” button.

3. How to create your proposal

3.1. Submit a proposal
3.2. Identification of the project

You do not need to translate the title in French, and you can simply copy and paste the English Project title here.

Select if the project is mainly:
- Fundamental research
- Industrial research
- Experimental development
- Technical feasibility study

Still on the same page, as the coordinator of the proposal you have to fill the following form:
NOTE:

This list is determined according to the French terminology of research and innovation bodies. Concerning the public bodies, notably universities, in France, we used to talk about “Public Laboratory” as long as we talk about a facility in a university/a faculty on public funds that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed.

If you want to refer to a university with this background, please choose “Public laboratory”. If you are a university on private funds, please choose “Other private”.

3.3. Information about your submission

Once you have provided the project identification information, you will 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):

1. Partnership and tasks
2. Partners/Organisations files
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Peer-reviewers
7. Submission of the project
3.3.1. Partnership and tasks

Under this tab, the coordinator can fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.

**IF YOU WANT TO ADD A PARTNER**

When clicking on the icon to add a new partner and having confirmed, the following table appears:
Click on “Select a Principal Investigator” and give the coordinate of the person associated to the partner:

Click on the lens to search the person. If the person has no existing account, then it appears the following result:

The following form is open. You can fill in the information about the person that represents the new partner. Then you click on the icon at the bottom of the form to create the person.
You are back to the previous page with the result updated by your creation. Then you can tick the box at the left side of the name of the person and click on “Assign” to associate the person with the new partner.

The new partner with the right associated is then created. Don’t forget to fill in the requested fields and to save to finish the creation and go back to the submission process. Depending on the country you select, you have to select the corresponding funding agency for the funding demand of the partner. You also have the possibility to declare the partners as not demanding any fund to a funding agency and being a partner “With own funds”.
NOTE: If your country belong to an African country without agency and you request a funding, please fill:

Research Funding organisation with “With own funds” and the fill the Comment.

The Principal Investigator of the newly registered partner receives the following email inviting to log in into the platform.

FROM: SIM ANR simnoreply@agencerecherche.fr

NOTE: It is important for the partner to log in at least for signing the online commitment to be part of the applying consortium.

IF YOU WANT TO MODIFY THE INFORMATION ABOUT A PARTNER

If you have several partners from the same country, assigning a partner as a country head-on gives it access rights (create, modify and Delete on the partners in the same country as its own)
Click on “Modify” to provide information about a partner (Name, acronym, category, country, funding organisation if applicable, amount of requested funding, and PI information; See the pop-up window shown below).
3.3.2. Partners/Organisations files

This tab enables you to provide further information about each partner. It contains two sub-tabs: “Administrative data” and “Financial data”. The only new mandatory field in addition to the ones from the previous tab is the “Partner category” one, under the “Administrative data” sub-tab. Under the “Financial data” sub-tab, only the “Requested funding” field is required.
Administrative data

All partners must sign the online commitment by ticking the box.

Select the administrative category of the project partner between (cf NOTE section 3.2): Association, Other Enterprise than Very small enterprises or SMEs, Other private, Other Public, Public Laboratory, Research Foundation, SMEs, Very Small Enterprises.
### Financial data

**Consortium**

<table>
<thead>
<tr>
<th>Name or acronym of the partner/organisation</th>
<th>Full cost (€)</th>
<th>Requested Funding (€)</th>
<th>Permanent position (person.month)</th>
<th>NON permanent position WITH Funding requested (person.month)</th>
<th>NON permanent position WITHOUT Funding requested (person.month)</th>
<th>Country head-on</th>
<th>Research Funding Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>France (1)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>ANRT</td>
</tr>
<tr>
<td>South Africa (1)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>With own funds</td>
</tr>
<tr>
<td>Algeria (1)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>MESRS (Algeria)</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select the partner organisation in the table(s) above and then update its administrative and financial data.

The maximum funding for each project is 1 Million € and the maximum funding per partner in one project is 800 K€. However, not all funding agencies will apply these amounts (see Appendix IV). The funding maximum for one partner (800 K€) will apply for each project but does not accumulate for a partner present in several projects.

Always check with the corresponding national/regional Funding Organisation for any restrictions (Appendix IV of the call text).

Full cost (€): 0.00  Requested Funding (€): 0.00

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This project has received funding from the European Union’s Horizon 2020 Research and Innovation Program under Grant Agreement 963530.
3.3.3. **Identity of the Project**

Under this tab must be provided general information about the project such as the call topic, the project duration, and key words.

As mentioned in the call announcement, the project duration can be max 36 months (please check the funding partners details as durations vary).

Do not change this information.

Project key words (max. 5) must be provided here.

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**Call topic**

Under the sub-tab **Research themes**, select “Primary” for the topic you apply to and possible “Secondary” topics. The selection should look as the screenshot below (depending on the topic).

The bottom of the window shows a summary of the research funding organisations per partner.
3.3.4. Scientific Abstracts

Under this tab please provide the project summary and relevance to the call, as provided in the pre-proposal document (in accordance with section 2). The versions provided under this tab are used for reviewer assignment.

3.3.5. Scientific Document

Under this tab, you must upload the preproposal document in PDF format. **Each project must submit a pre-proposal (i.e. scientific document) using the template available on the LEAP-RE website:** [http://www.leap-re.eu/](http://www.leap-re.eu/)

For the others document needed, you can add them in the “annex of the scientific document”:

- A maximum of three CVs (of lead researcher and two key personnel) per consortium partner is allowed and the LEAP-RE CV template must be used and which cannot exceed two pages per consortium person;

**Some national agencies request additional national information. Please find the requested files for on the LEAP-RE website:** [http://www.leap-re.eu/](http://www.leap-re.eu/)
3.3.6. **Peer reviewers**

This tab gives the coordinator the opportunity to warn the call secretariat of names of peer-reviewers that you would like not to be a peer reviewer of your pre-proposal, due to conflict of interests in terms of intellectual property or competition.

**List of the unsuited peer reviewers for the proposal evaluation process**

The proposal of the partners have the option to report laboratories/companies or experts where there may be conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal.

No peer reviewers were added.

[Add a peer reviewer]
This project has received funding from the European Union’s Horizon 2020 Research and Innovation Program under Grant Agreement 963530.

### 3.3.7. Submission of the project

This tab enables the coordinator to lock and unlock the project proposal. When the proposal is locked, PIs from other partners cannot modify their information.

The tab also provides information on the proposal validity. Alerts shown in red are blocking issues for the submission.

A confirmation email is sent to the coordinator at call closure.