



# LEAP-RE

Long-Term Joint EU-AU Research  
and Innovation Partnership on Renewable Energy

Research & Innovation Action

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## **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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Submission System:*

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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 page<sup>1</sup>.

**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 page<sup>2</sup>.

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.

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<sup>1</sup><http://www.leap-re.eu/>

<sup>2</sup><http://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.

Welcome to the ANR's online project submission platform.  
You selected the Call:  
LEAP-RE step 1 2021

- To create a proposal:
  - You first have to register. Please fill in the following fields and then validate:
    - If you already have an account on the submission site, we advise you to use the same email address to avoid the multiplication of credentials.

Email address:

Validate

- Following the validation:
  - If you don't have already an account on the submission site, a confirmation email and an activation email will be sent to you.
  - If you already have an account on the submission site, only a confirmation email will be sent to you.
- Please access then the [authentication page](#).

**Some tips to help you during the submission stage**

- Each modified page must be saved before going to the next one. If you do not click on save, all the information you entered after the last save will not be preserved.
- Be careful about the Call closing date and time. No changes will be possible after the submission deadline.

We thank you for your interest and wish you a successful submission.

If you already have an account on the ANR submission website, you can access directly to 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](mailto:simnoreply@agencerecherche.fr)

**SUBJECT:** Activation de votre compte / Account Activation

Hello,

This is an automated email with your logins for the ANR information system (<https://aap.agencerecherche.fr>).  
Please click on the link below and follow the procedure to complete the activation of your account.

**User Reference :** R0809346S109

**Login:** Marie-Laure.TAROT@agencerecherche.fr

**Activation link:** [https://aap.agencerecherche.fr/\\_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=32454637-3432-4335-2d30-3945442d3434](https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=32454637-3432-4335-2d30-3945442d3434)

Yours sincerely,  
The French National Research Agency

*This is an automatic e-mail message generated by the ANR electronic submission platform <https://aap.agencerecherche.fr>.  
Please do not respond to this email.*

Open the activation link from the email and activate your account.

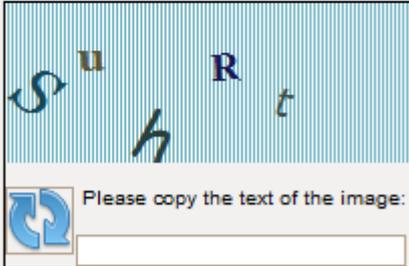
Activate your account

Rules about password changing:

- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
  - Letters (A-Z , a-z)
  - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password:

Confirm new password:

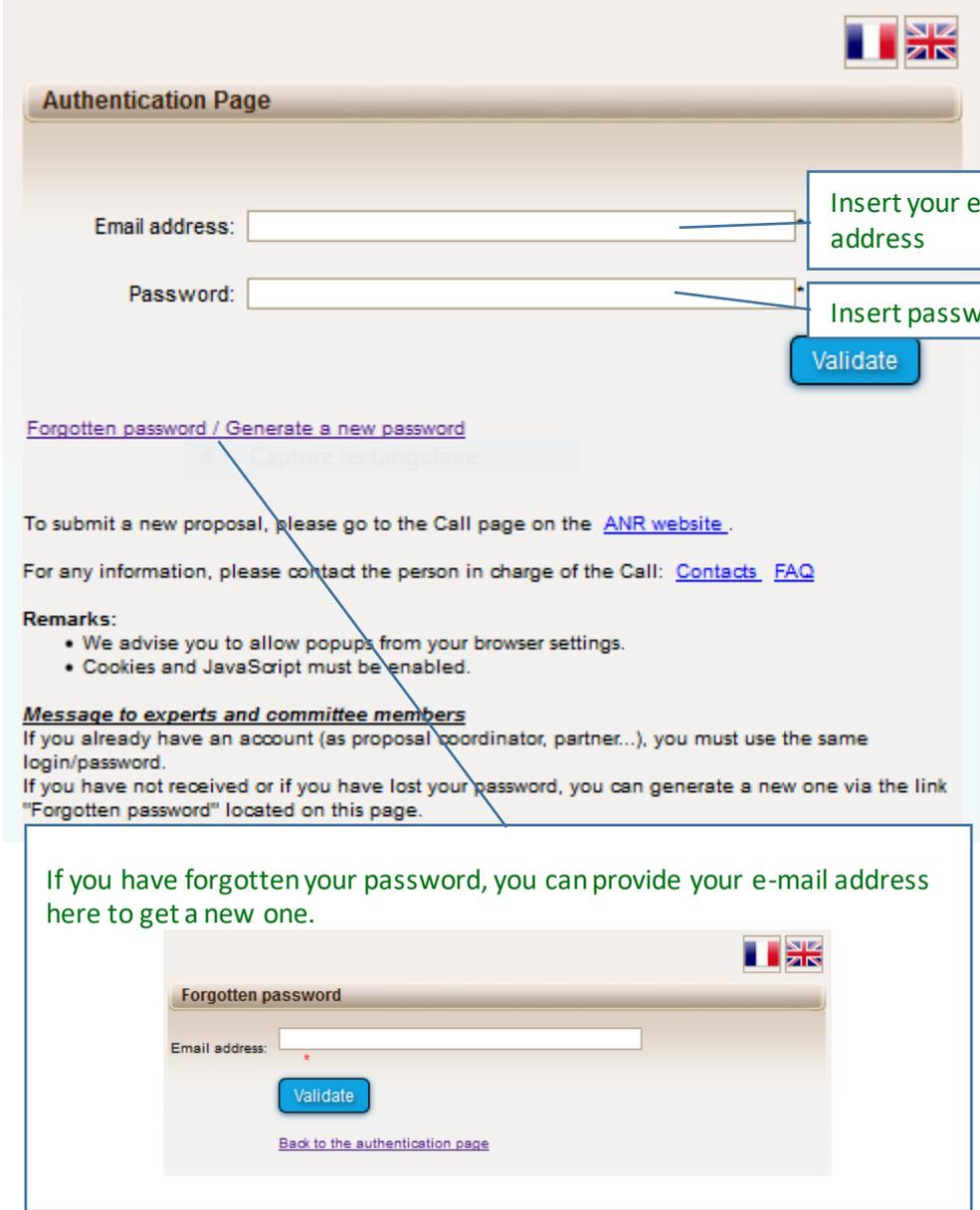


Please copy the text of the image:

Save

[Back to the homepage](#)

## 2.4. Authentication page



The screenshot shows the 'Authentication Page' with a header containing French and UK flags. Below the header are two input fields: 'Email address:' and 'Password:'. A blue 'Validate' button is positioned to the right of the password field. A callout box points to the email field with the text 'Insert your e-mail address', and another callout box points to the password field with the text 'Insert password'. Below the input fields is a link: '[Forgotten password / Generate a new password](#)'. A section titled 'Remarks:' contains two bullet points: '• We advise you to allow popups from your browser settings.' and '• Cookies and JavaScript must be enabled.' Below this is a section titled 'Message to experts and committee members' with two paragraphs of text. A large callout box at the bottom of the screenshot contains the text: 'If you have forgotten your password, you can provide your e-mail address here to get a new one.' Below this text is a smaller screenshot of the 'Forgotten password' page, which has a header with the French and UK flags, an 'Email address:' input field, a 'Validate' button, and a link: '[Back to the authentication page](#)'.

## 2.5. Notification from the system (if you already have an account)

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](mailto:simnoreply@agencerecherche.fr)

**SUBJECT:** Création d'un nouveau projet / Creation of a new proposal

Dear Madam, dear Sir,

You indicated you wish to submit a proposal for the call of proposals **"LEAP-RE step 1"**.

Please log in to the submission platform of ANR, using the username and password you already used for your previous connections. If you forgot the password, you can reset it from the authentication page.

The address is: <https://aap.agencerecherche.fr>.

As proposal coordinator, you must register the partners of this proposal in the tab "Partnership and Tasks". Do not forget to specify the funding agency of the partner. If the partner does not request funds from an agency, select the value "On own funds" and you won't have to fill the fields regarding funding. If you do not maintain your wish to submit, simply ignore this message.

Yours sincerely,

The management team,

The French National Research Agency

## 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.



Choose your user role :

Role :  ▾

## 3. How to create your proposal

### 3.1. Submit a proposal



**My proposals** 

[Submit a proposal](#) to the call for proposals: 'LEAP-RE step 1' - 2021

List of proposals in a current call

There are no proposals

List of currently reviewed proposals

There are no proposals

List of proposals within the grant signing process

There are no proposals

List of funded proposals

There are no proposals

## 3.2. Identification of the project

Please fill in the informations below to create your project.  
These will remain modifiable until the close of the call for projects.

### Identification of the project

Capture rectangulaire

Project acronym

Project French title

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

Project English title

R & D categorie

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:

**Identification of the coordinator of the project**

**Principal Investigator/Scientific manager of the partner**

Civility

First name

Last name

Email

Title

Project coordinator

**Research organisation of the partner**

Country  \*

Category  \*

Name

Partner acronym

Research Funding Organisation  ⓘ \*

Comment (regarding the chosen Research Funding Organisation)

Select the administrative category of the project partner between:

- Association
- Other Enterprise than Very small enterprises or SME:
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs
- Very Small Enterprises

**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

- Partnership and tasks
- Partners/Organisations files
- Identity of the project**
- Scientific abstracts
- Scientific document
- Peer reviewers
- 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.

Partnership and tasks
Partners/Organisations files
**Identity of the project**
Scientific abstracts
Scientific document
Peer reviewers
Submission of the project

## Partnership

*The project coordinator specifies each partner and the principal investigator (PI) of each partner.*

*Any PI indicated in the table below has access to the project, his/her login being the registered email address. If necessary, he/she can generate a new password from the home page.*

*Note that users with only the scientific team member role do not have an account to log into the application.*

*At each change made, the PIs of the concerned partners are informed by e-mail.*

Display By country

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: change in progress)	Role	Coord.	Country head-on	Research Funding Organisation
☐ ...	<a href="#">Test Laboratory</a>	Test Lab	Other Public	0.00	Ms	Marie-Laure	TAROT	Marie-Laure.TAROT@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANR
☐ ...	<a href="#">Test Lab 2</a>		Other Public	0.00	Mr	Fisrt Name	Last Name	fisrtname.lastname@testlab2.dz	PI	<input type="checkbox"/>	<input type="checkbox"/>	MESRS (Algérie)

Add new partner

Modify partner/organisation

Delete partner/organisation

#### **IF YOU WANT TO ADD A PARTNER**

When clicking on the icon to add a new partner and having confirmed, the following table appears:

**Add a partner**

Principal Investigator/Scientific manager of the partner **Select a Principal Investigator** \*

Civility

First name

Last name

Email

Title

**Research organisation of the partner**

Country  \*

Category  \*

Name  \*

Partner acronym

Research Funding Organisation  ⓘ \*

Comment (regarding the choosen Research Funding Organisation)

Click on "Select a Principal Investigator" and give the coordinate of the person associated to the partner:

**Search a person**

One of the following fields must be filled : "Last name" or "Email".

Last name  First name  Email  Keywords

**Search results**

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

**Search a person**

Renseigner au moins les champs 'Nom' et 'Email'

Last name  First name  Email  Keywords

**Search results**

The specified search words did not match any results. You can check the spelling of search terms, or create a new person

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.

**Create a person**

The fields "Last name", "First name", "Title" and "Email" are mandatory.

Civility:

Last name:  \*

First name:  \*

Email address:  \*

Title:

Personal site:

National identifiant:

ORCID Number:  -  -  -

Keywords:

Predefined keywords:

**Professional address**

Street number:  Street, Avenue, Lane, Place, ...:

Additional address:  Postcode / Zip code:

City:  Cedex:

District:  Country:

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.

**Search a person**

One of the following fields must be filled : "Last name" or "Email".

Last name:  First name:  Email:  Keywords:

**Search results**

	Last name	First name	Title	Email address	Keywords
<input type="checkbox"/>	Last Name 3	Fisrt Name 3	Researcher/Professor	fisrtname3.lastname3@testlab3.za	

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".

**Add a partner**

Principal Investigator/Scientific manager of the partner Select a Principal Investigator \*

Civility: Madam

First name: Firsrt Name 3

Last name: Last Name 3

Email: firstname3.lastname3@testlab3.za [Modify / Update the email of Firsrt Name 3 Last Name 3](#)

Title: Researcher/Professor

Research organisation of the partner

Country: Select a country \*  Country head-on

Category: Select a category \*

Name: \*

Partner acronym:

Research Funding Organisation:  ⓘ \*

Comment (regarding the choosen Research Funding Organisation):

Back Save 

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)

**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](mailto:simnoreply@agencerecherche.fr)

**SUBJECT:** Invitation à participer au projet Long term Europe Africa Partnership on Renewable Energy "Test" / Invitation to participate in the Long term Europe Africa Partnership on Renewable Energy proposal "Test"

Dear Madam, Dear Sir,

You have been invited by **Madame Marie-Laure TAROT** to be partner of the proposal "Test" which will be submitted to the call of proposals "Long term Europe Africa Partnership on Renewable Energy".

Please log in to the SIM platform of ANR, using the username and password you already received for your previous connections. If you forgot the password, you can reset it from the authentication page.

The address is: <https://aap.agencerecherche.fr>

If you ignore where this invitation comes from, please contact **Madame Marie-Laure TAROT** ([Marie-Laure.TAROT@agencerecherche.fr](mailto:Marie-Laure.TAROT@agencerecherche.fr)).

Yours sincerely,  
The French National Research Agency

This is an automatic e-mail message generated by the ANR electronic submission platform. You have received this message because you were registered as partner in the "Test" project by the project coordinator.

**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***

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).

**Modify a partner**

Principal Investigator/Scientific manager of the partner [Change the scientific manager](#) \*

Civility

First name

Last name

Email  [Modify / Update the email of Firsr Name 3 Last Name 3](#)

Title

Project coordinator

Research organisation of the partner

Country  \*  Country head-on

Name  \*

Partner acronym

Research Funding Organisation  ⓘ \*

Comment (regarding the choosen Research Funding Organisation)

[Back](#) [Save](#) 

### 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.

Partnership and tasks | **Partners/Organisations files** | Identity of the project | Scientific abstracts | Scientific document | Peer reviewers | Submission of the project

FR UK

**Consortium**

Display By country

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Research Funding Organisation
	<b>France (1)</b>	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	Test Lab (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	<b>South Africa (1)</b>	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	TL3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<i>With own funds</i>
	<b>Algeria (1)</b>	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	TL2	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	MESRS (Algérie)
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00		

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

**Administrative data** | Financial data

*Mandatory information needed for registration form*

**Commitment of applicants \***  
Each principal investigator of each partner formally undertakes that his / her hierarchy and the persons empowered to legally engage the institution (ie the future beneficiary, recipient of the aid and contracting partner of the research funding agency where appropriate), or their representatives have given their consent to the tendering process in progress and Information on the proposal has been communicated to them.

Partner/Organisation : TL3

Principal Investigator/Scientific manager

Scientific team partner's member

Other

Select an item By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

Save Cancel

Selected partner

# Administrative data

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

Administrative data

Financial data

Mandatory information needed for registration form

Commitment of applicants \*

Each principal investigator of each partner formally undertakes that his / her hierarchy and the persons empowered to legally engage the institution (ie the future beneficiary, recipient of the aid and contracting partner of the research funding agency where appropriate), or their representatives have given their consent to the tendering process in progress and information on the proposal has been communicated to them.

Partner/Organisation : TL3

Partner country

Partner category

Name of the partner (research organisation, private company,...)

Acronym of the partner

Research Funding Organisation

Comment (regarding the chosen Research Funding Organisation)

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

Principal Investigator/Scientific manager

Civility of the scientific manager

First name of the scientific manager

Last name of the scientific manager

Birth date (jj/mm/aaaa)

Title of the scientific manager

ORCID Number  -  -  -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager

Scientific team partner's member

None

Note that users with only the scientific team member role do not have an account to log into the application.

Other

Select an item

By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

# Financial data

- Partnership and tasks
- Partners/Organisations files**
- Identity of the project
- Scientific abstracts
- Scientific document
- Peer reviewers
- Submission of the project



Consortium

Display | By country

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Research Funding Organisation
	<b>France (1)</b>	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	Test Lab (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	<b>South Africa (1)</b>	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	TL3	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	With own funds
	<b>Algeria (1)</b>	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	TL2	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	MESRS (Algérie)
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00		

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

- Administrative data
- Financial data**

This criteria as to be filled

The maximum funding for each project is 1 Million € and the maximum funding per partner in one project is 600 k€. However not all funding agencies will apply these amounts (see Appendix IV). The funding maximum for one partner (600 k€) will apply for each project but does not accumulate for a partner present in several projects.

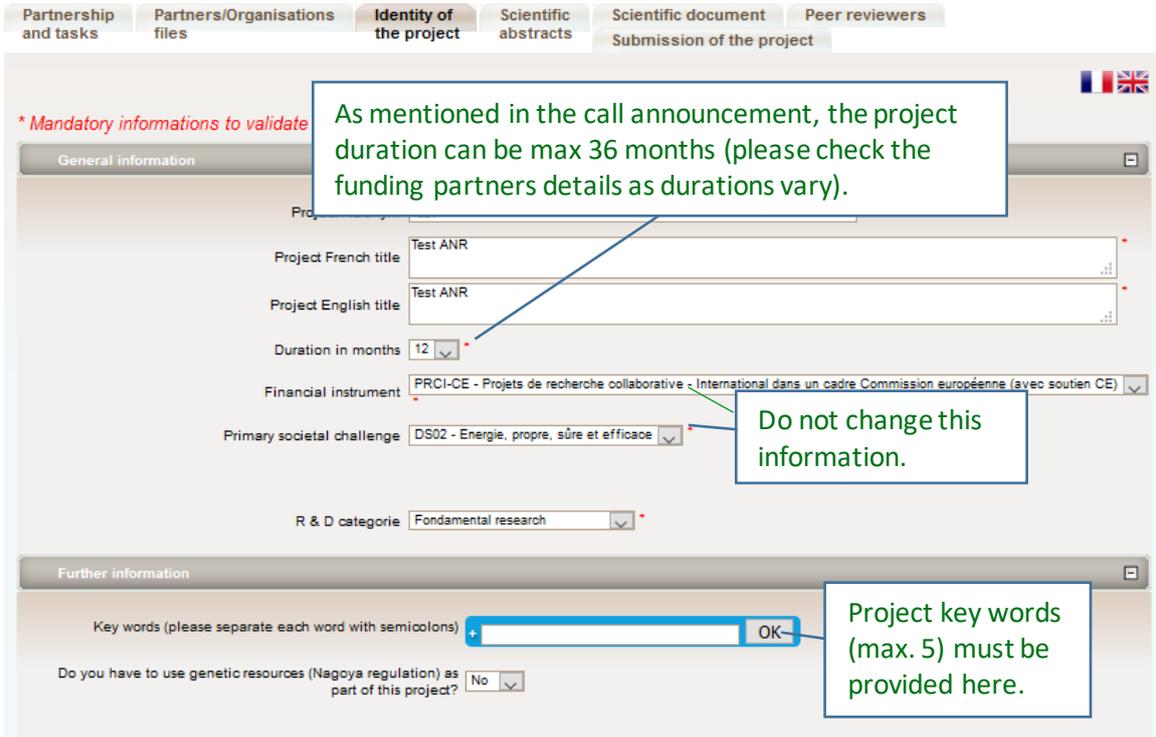
Always check with the corresponding national/regional Funding Organisation for any restrictions (Appendix IV of the call text)

Full cost (€)  Requested Funding (€)



### 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.



\* Mandatory informations to validate

General information

Project French title: Test ANR

Project English title: Test ANR

Duration in months: 12

Financial instrument: PRCI-CE - Projets de recherche collaborative - International dans un cadre Commission européenne (avec soutien CE)

Primary societal challenge: DS02 - Energie, propre, sûre et efficace

R & D categorie: Fondamental research

Further information

Key words (please separate each word with semicolons): [input field] OK

Do you have to use genetic resources (Nagoya regulation) as part of this project? No

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.

### 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).



Research themes

Choose the research themes (Min 1 Max 6) from the 6 available themes (as well as the sub-themes) [Select research themes](#)

Research themes	Level
End-of-life and second-life management and environmental impact of RE components	Primary
Innovative solutions for priority domestic uses (clean cooking and cold chain)	Secondary

\* :Specific project theme / sub-theme

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



Sources of funding ☰

**List of Research Funding Organisation**

Name of the Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
ANR	<input type="checkbox"/>	Test Lab
MESRS (Algérie)	<input type="checkbox"/>	TL2
With own funds	<input type="checkbox"/>	TL3

### 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/>**

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/>**





Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | **Scientific document** | Peer reviewers

Submission of the project

Submit the scientific document

Each project must submit a pre-proposal (i.e scientific document) using the template available on the LEAP-RE website.

Please respect the following rules in terms of maximal length for the following sections.

- Abstract: 4000 characters
- Scientific and/or technological excellence (max: 2 pages)
- Impact (max: 2 pages)
- References (max: 1 page)
- Total length: 6 pages maximum.

Calibri 11pt, single spaced; the page's margins should be kept.

The scientific document must be written in English.

Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 6.

Parcourir... Aucun fichier sélectionné.

Submit the scientific document

Scientific document in Anglais submitted 22/12/2020 15:15:51 by TAROT Marie-Laure : [2021\\_LEAP-RE\\_step 1\\_Test\\_DocSci.pdf](#)

Annex to the scientific document

Please upload here:

- Form C: statement of own commitment if need
- 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

If required by the national/regional regulations, submission forms or other documents must be submitted to the participating Funding Organisations according with their deadlines or on this [page](#).

**Appendix IV of the Call text.**

Authorized Formats: DOC, DOCX, ODS, ODT, PDF, RTF, XLS, XLSX. Max. size : 10 mb.

Parcourir... Aucun fichier sélectionné.

Submit

As specified in the call announcement, the proposal document must be written in English.

Upload the proposal document in PDF format.

Upload here the other mandatory files

### 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



## 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.

	Last name	First name	Institution/Company	Email	Reasons
<a href="#">Update</a> <a href="#">Cancel</a>	Lastname4	Firstname4	Test-Laboratory 5	@testlaboratory5.com	Please give an explanation

[Add a peer reviewer](#)

	Last name	First name	Institution/Company	Email	Reasons
<a href="#">Edit</a> <a href="#">Delete</a>	Lastname4	Firstname4	Test-Laboratory 5	firstname4.lastname4@testlaboratory5.com	Please give an explanation

[Add a peer reviewer](#)

You may repeat the operation to add several unsuited peer reviewers.

### 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.

**The closing date for call for proposals is 01/04/2021 until 17:00 (DD/MM/YYYY; Current local time in Paris, France)**

**Project status :Submitting**

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted
- the grant amount requested for the project is non-zero at the closing of the call for proposals

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.  
The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

[Lock proposal](#)

**Checking fields**

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

- In red** : This condition must be fulfilled for your proposition to be complete
- In orange** : Information about the project or partner that should be filled or corrected

Proposal :

- No scientific document has been uploaded
- The aid requested under the project must be different from 0
- The "continuation of previous funded project?" field is empty
- The abstract in French is empty
- The abstract in English is empty
- No principal research theme has been entered for your project

Partner/Organisation 1 : [Test Lab \(Coordinator\)](#)

- Grant amount requested by the partner is zero
- The partner has not entered all of the required fields under administrative data

**Administrative and financial document of the project**

[Generate](#)