Call 2021 for Transnational Research Proposals

ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR THE APPLICANTS

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1. Introduction

1.1. About your proposal

All documentation related to the call is provided on the QuantERA website: https://www.quantera.eu/122-quantera-call-2021-for-proposals-announcement.

Prior to submission, the project coordinator must carefully read the call announcement and prepare two documents following the templates available on the call page:

- **A project proposal document**, to be submitted in a PDF format;
  - Pre-proposal document for the 1st stage (deadline May 13th, 2021 at 17:00 CET)
  - Full proposal document for the 2nd stage (deadline September 15th, 2021 at 17:00 CET)
- **A project financial plan**, to be submitted in an Excel format.

Please note that each funding organisation has its own funding criteria and regulations, which are mentioned in the call announcement. The financial plan submitted at the transnational level is for evaluation purposes only. The presentation of the financial plan to be submitted at the national level, for all proposals or for selected projects only depending on the funding organisation, might differ depending on the funding organisation (different categories of expenses, details about the distribution over time, etc.).

1.2. About the submission system

The QuantERA 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. This is for example the case of the detailed financial information, which is instead provided by uploading the aforementioned financial plan.

Each modified page in the submission platform must be saved (using the “Save” button) before moving on 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.

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Pre-proposal form: https://www.quantera.eu/images/2021_call/QuantERA_Call_2021_-_Pre-proposal_Form_20210311_accepted.docx
Full proposal form: https://www.quantera.eu/images/2021_call/QuantERA_Call_2021_-_Full_Proposal_Form_20210311_accepted.doc
the proposal is complete, the coordinator can lock it, which prevents the other partners to update 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.

2.1. Submission website

The electronic submission system is available at the following URLs:

- **Quantum Phenomena and Resources (QPR):**

- **Applied Quantum Science (AQS):**

**NOTE:** Please follow the link corresponding to the topic you chose for your proposal (QPR or AQS). Both topics have differences in terms of expectations from the applicants, in terms of evaluation criteria, and some differences in the participating funding organisations. These differences are detailed in the [Call Announcement](https://aap.agencerecherche.fr/).

**NOTE #2:** 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 and begin the creation of a submission

The welcome page of the submission system is shown below. First, fill in you email address as shown in the screenshot below. The platform will then associate your email address to the creation of a new proposal. That will allow you to create your proposal even if you log in at a later date on [https://aap.agencerecherche.fr](https://aap.agencerecherche.fr).

If you do not have an account on the platform yet:

- Click on “authentication page” (or “page d’identification” if the webpage is set in French),
- Then click on “Generate a new password” (“Générer un nouveau mot de passe” in French),
- Fill in the same email address you used before, and an authentification email will be sent to you (see next section).

If you already have an account on the ANR submission website, from the “authentication page” you can log in to the platform using the same email address you used before.

If you have forgotten your password, you can ask for a new one on the “authentication page”.
2.3. Activation of your 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
SUBJECT: Activation de votre compte / Account Activation

Hello,

This is an automated email with your login 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: R0635331S99
Login: sergeui.ledorcherenko@anr.fr
Activation link: https://aap.agencerecherche.fr/Layers/SIM/Pages/SIMActivationCompte.aspx?passP=3c43595b-7640-4016-a198-a412cc5e42e

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 e-mail.

Open the activation link from the email, and activate your account.
2.4. Authentication page

Here below is shown a screenshot of the “authentication page”, as mentioned in the previous sections above.
2.5. User role

From the “authentification page”, after entering your email address and password, and having clicked on “Validate” (“Valider” in French), 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

Once you chose your user role, you are logged in on the platform, and you can click on “Submit a proposal” as shown on the screenshot below. Note that the button “Submit a proposal” for the QuantERA Call 2021 will only be shown if you already entered your email address on a submission link from Section 2.1.

Click here to begin the creation of your proposal.

After you created your proposal, it will be shown here, and you will be able to edit it by clicking on its acronym.
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.

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

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

No action is needed from you regarding both of these options, which are already filled in.
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

Make sure to choose the right country and funding organisation. If you don’t find your country and funding organisation, please check whether you are in the right topic (QPR or AQS).
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.

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).

Add new partner

Place the mouse pointer on the 3 dots to edit the partner’s information or to delete a partner. It is only possible to delete partners other than the coordinator.
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, the “Requested funding” field and the “Full cost” field are required.
Administrative data

Select the administrative category of the project partner between:
- Association
- Other enterprise than very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs
Financial data

<table>
<thead>
<tr>
<th>Name of acronym of the partner organisation</th>
<th>Full cost (€)</th>
<th>Requested Funding (€)</th>
<th>Permanent position (person months)</th>
<th>NON permanent position WITHIN Funding requested (person months)</th>
<th>NON permanent position WITHOUT Funding requested (person months)</th>
<th>Country head (E)</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>ANR</td>
</tr>
<tr>
<td>Select MPQ (coord)</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>
<tr>
<td>Select Poland (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>NCN</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 below.

Administrative data  Financial data

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

[Save]  [Cancel]
3.3.3. Identity of the Project

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

Call topic
Under the sub-tab Research themes, click on “Select research themes” and choose between one or five themes (these correspond to the pillars listed in the Call Announcement). The selection should look as one of the two screenshots below (depending on the themes). A minimum of one theme must be selected.
The bottom of the window shows a summary of the research funding organisations per partner.

### 3.3.4. Scientific Abstracts

Under this tab the project summary should be provided, as per the proposal document. The versions provided under this tab are used for reviewer assignment.

The “Non-confidential abstract or summary in English” field should correspond to the “Summary of the project” field in the proposal document.

### 3.3.5. Scientific Document

The proposal document (in a PDF format) and the financial plan (in an Excel format) must be uploaded here.
3.3.6. 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 the call closure.

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

Upload the proposal document in PDF format.

Upload the financial plan in Excel format.
Note that there is no submission button per se, however all new information added to the proposal should be saved using the save buttons available in the other tabs.
Please pay attention to the red alert below which correspond to missing mandatory information.
After the closure of the submission, you will receive an email confirming your successful submission.