

https://www.quantera.eu/

Call 2025 for Transnational Research Proposals

ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR THE APPLICANTS

Call Secretariat:

Maurice TIA

Maurice.TIA@anr.fr

+33 1 72 73 06 90

Table of contents

1.	. Intr	oduc	tion	. 3
	1.1.	Abo	out your proposal	. 3
	1.2.	Abo	out the submission system	. 3
	1.3.	Role	es in the submission process	. 3
2	. Hov	v to c	connect	. 4
	2.1.	Sub	omission website	. 4
	2.2.	Cre	ate an account and begin the creation of a submission	. 4
	2.3.	Acti	vation of your account	. 6
	2.4.	Autl	hentication page	. 7
	2.5.	Use	er role	. 8
3	. Hov	v to c	create your proposal	. 8
	3.1.	Sub	omit a proposal	. 8
	3.2.	Ider	ntification of the project	. 9
	3.3.	Info	rmation about your submission	10
	3.3.	.1.	Partnership and tasks	10
	3.3.	.2.	Partners/Organisations files	11
	3.3.	.3.	Identity of the Project	16
	3.3.	.4.	Scientific Abstracts	17
	3.3.	.5.	Scientific Document	17
	3.3.	.6.	Submission of the project	19

1. Introduction

1.1. About your proposal

All documentation related to the Call is provided on the following QuantERA website page: https://quantera.eu/call-2025/.

Prior to submission, the Project Coordinator must carefully read the Call Announcement and prepare two documents following the templates available on the Call webpage:

- A project proposal document, to be submitted in PDF format,
- A project financial plan, to be submitted in Excel format.

The deadline for submitting both documents is **December 5th**, **2025 at 17:00 (CET)**.

Keep in mind 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 might differ depending on the funding organisation (different categories of expenses, details about the distribution over time...).

1.2. About the submission system

The QuantERA Call 2025 Electronic Submission System (ESS) is based on the French National Research Agency (ANR) electronic submission platform (https://aap.agencerecherche.fr/). This 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. For example, detailed financial information does not need to be completed here, as it should instead be provided by uploading the financial plan (note however that the detailed financial information is mandatory for applicants requesting funding from the ANR).

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 Project Coordinator about the Consortium. It is the responsibility of the Project Coordinator to ensure that the Partner information is properly filled in. When the proposal is complete, the Project Coordinator can lock it, which prevents the other Partners to update their information. Only the Project Coordinator is allowed to modify the project-level information.

2. How to connect

The Project 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:

- Applied Quantum Science (AQS):
 https://aap.agencerecherche.fr/ layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAA P=2332

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 <u>Call Announcement</u>.

NOTE #2: The user interface is bilingual (French and English). Click on the flag on the upperright 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

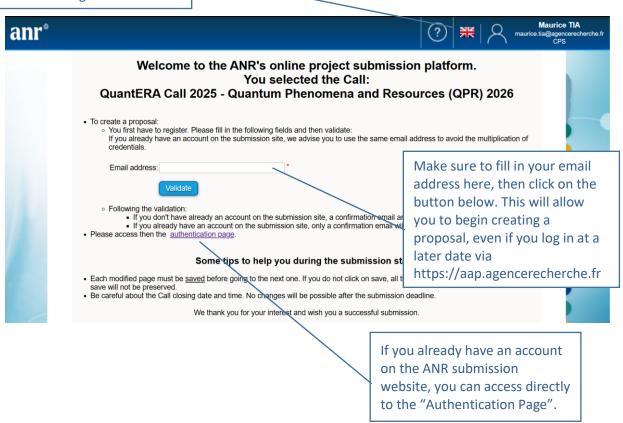
The welcome page of the submission system is shown below. First, fill in your email address as shown in the screenshot below. The platform will then associate your email address to the creation of a new proposal. That will allow you to create your proposal even if you log in at a later date on https://aap.agencerecherche.fr.

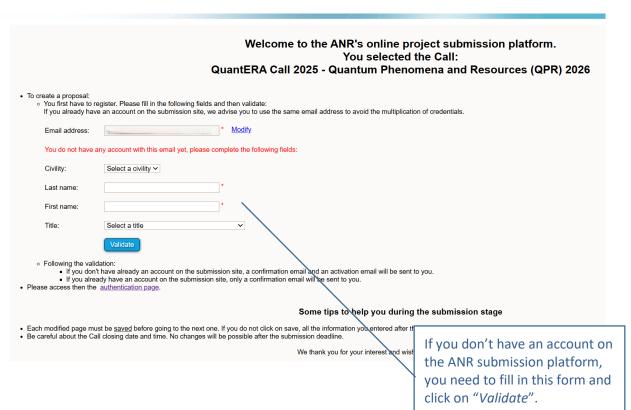
Once you entered your email, if you do not have an account on the platform yet, you will be redirected to another page where you will have to fill in your last name, first name and title. You can then click on "Validate" and an authentication email will be sent to you (see the screenshots below and next section).

If you already have an account on the ANR submission website, you can log in from the "authentication page" 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".

The language for the submission system can be switched to English here.



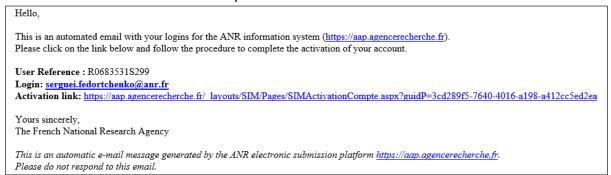


2.3. Activation of your account

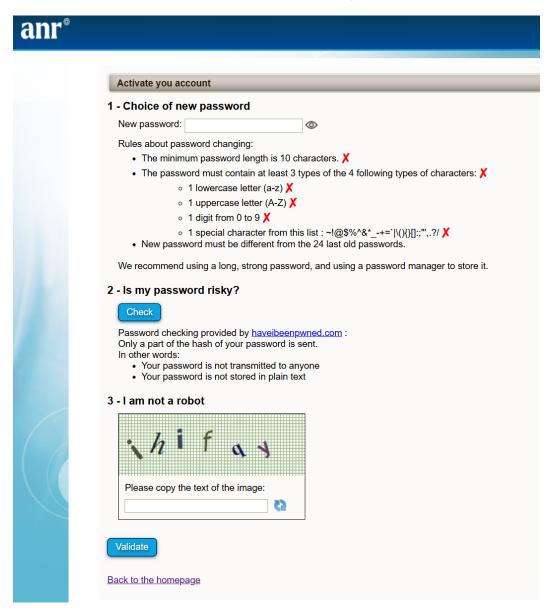
An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

FROM: SIM ANR simnoreply@agencerecherche.fr

SUBJECT: Activation de votre compte / Account Activation

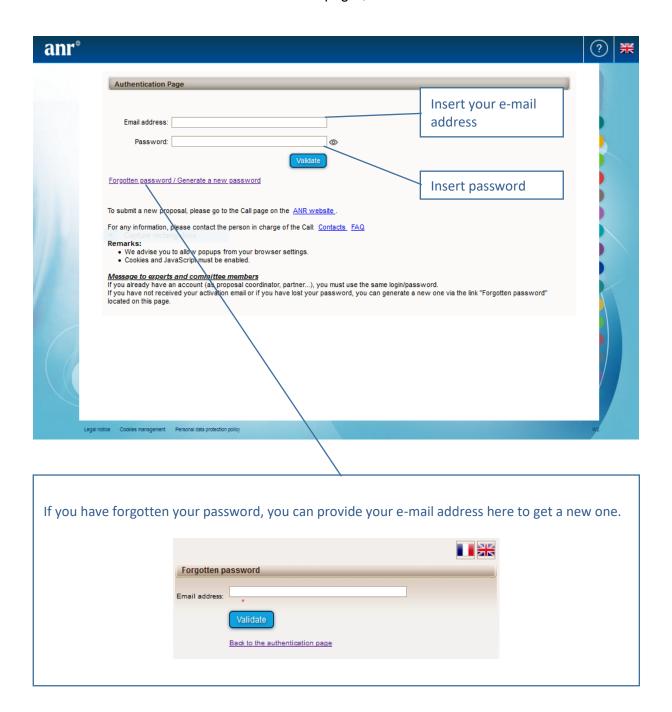


Open the activation link from the email and activate your account.



2.4. Authentication page

Screenshot below shows the "authentication page", as mentioned in the sections above.



2.5. User role

From the "authentication 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 represented by Principal Investigators (PIs) can modify its own information.

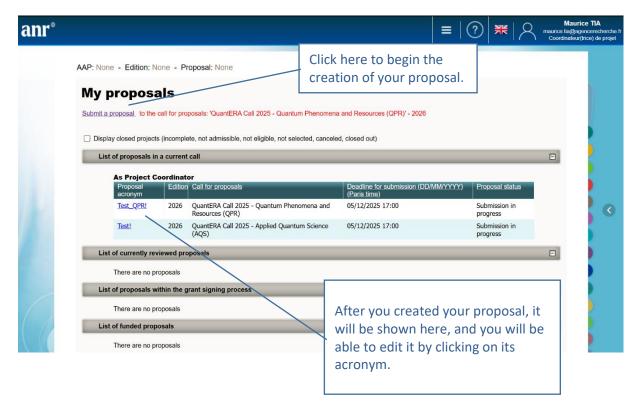
To create a new submission, select "Project Coordinator" and click on the "Access" button.



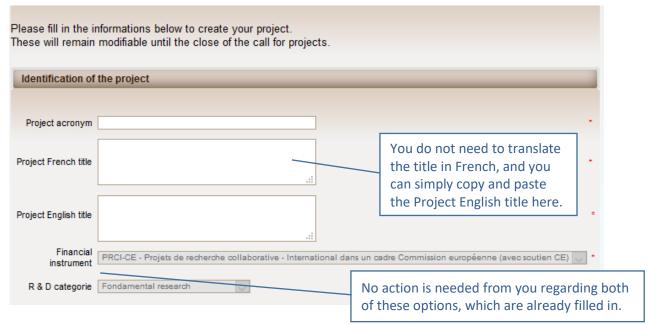
3. How to create your proposal

3.1. Submit a proposal

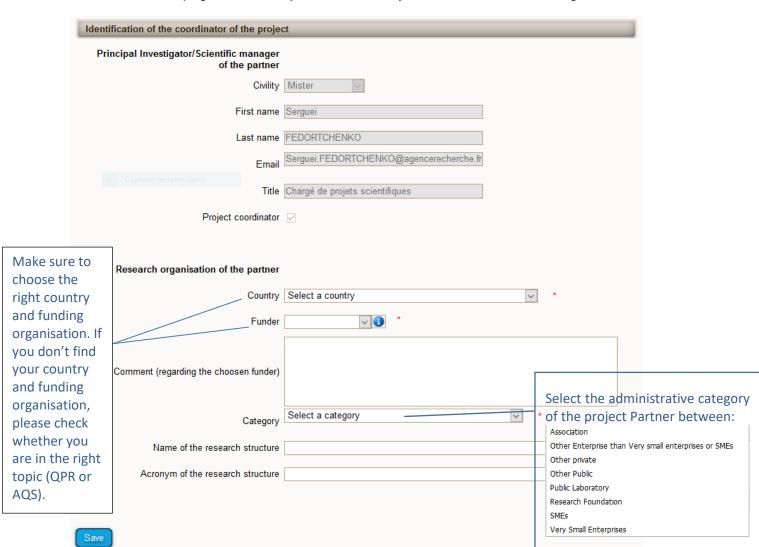
Once you chose your user role, you are logged in on the platform, and you can click on "Submit a proposal" as shown on the screenshot below. Note that the button "Submit a proposal" for the QuantERA Call 2025 will only be shown if you already entered your email address on a submission link from Section 2.1.



3.2. Identification of the project



Still on the same page, as the Project Coordinator you have to fill the following form:



Depending on the selected category, a new field asking for the French RNSR code may appear, this field is required only for the French applicants.

3.3. Information about your submission

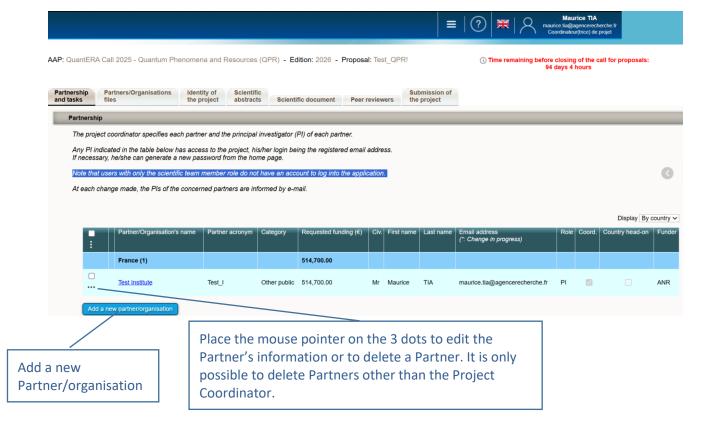
Once you have provided the project identification information, you will have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

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



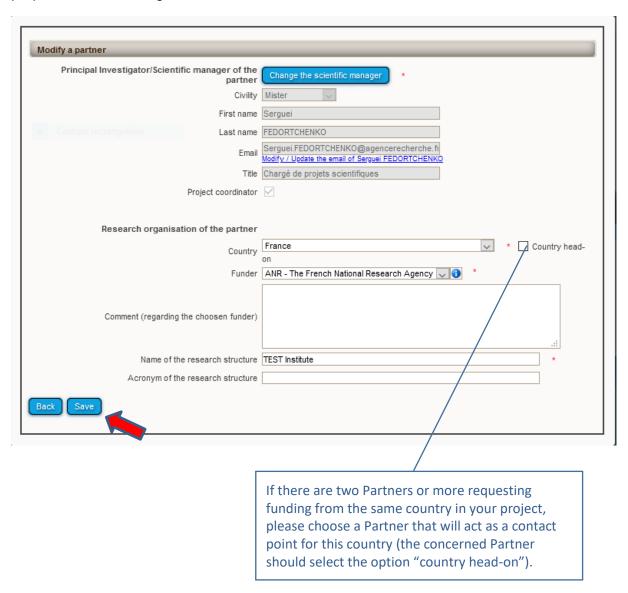
3.3.1. Partnership and tasks

Under this tab, the Project Coordinator can fill in the Consortium composition and provide basic information about each Partner. Partners can be added, edited and deleted.



Click on "*Modify partner/organisation*" 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).

Click on "Add a new partner/organisation" to have in total a minimum of 3 Partners, each requesting funding from a different funding organisation. If this condition is not fulfilled, the proposal will not be eligible.



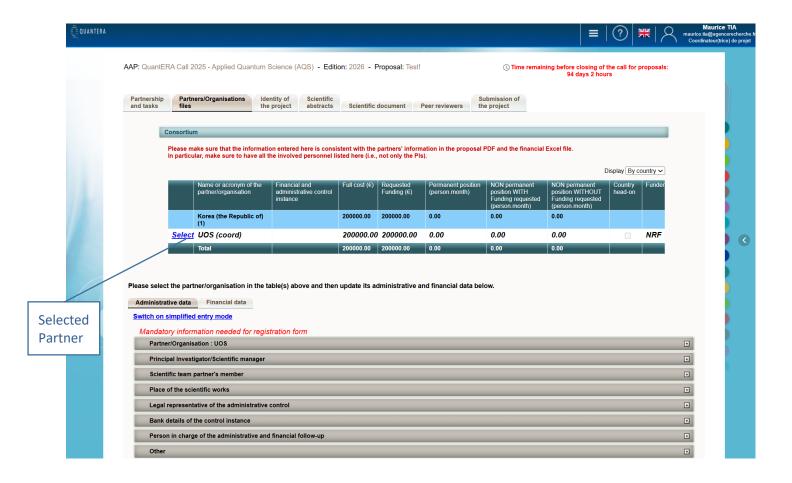
1.1.1. Partners/Organisations files

This tab enables you to provide further information about each Partner. It contains two subtabs: "Administrative data" and "Financial data".

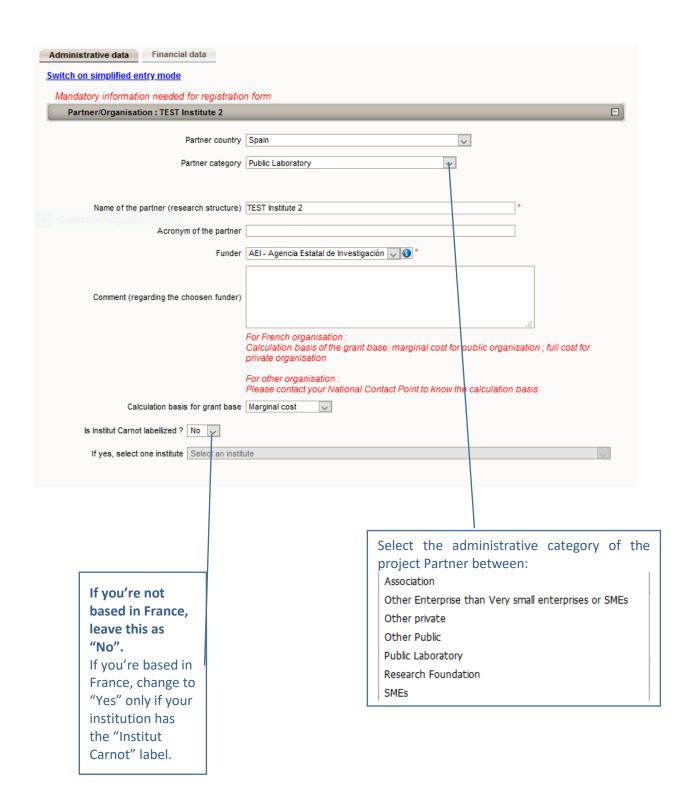
The mandatory fields under "Administrative data" sub-tab are the following: "Partner/Organisation: UOS", "Principal Investigator/Scientific manager" and "Place of the scientific works". Please note that you also need to add the names of all the scientific members

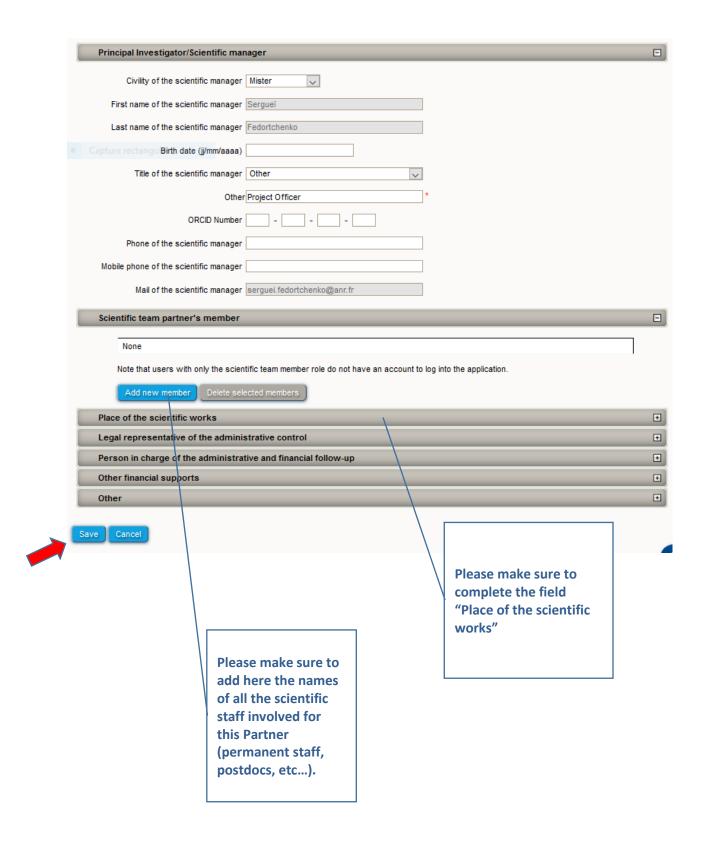
involved in the proposal for a given Partner (permanent, postdocs, etc...) under the field "Scientific team partner's member".

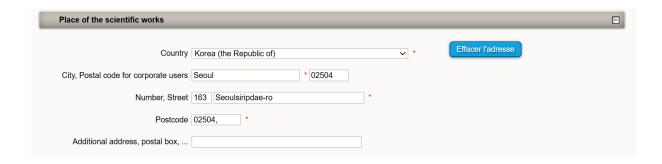
Under the "Financial data" sub-tab, the "Requested funding" field and the Full cost" field are required.



Administrative data

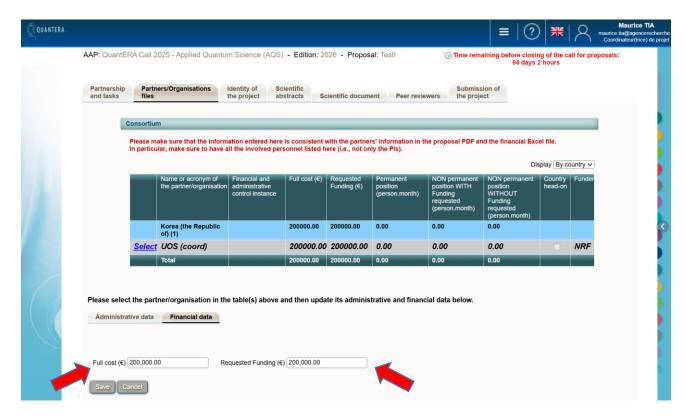






Please do not forget to click on the "Save" button at the bottom of the page.

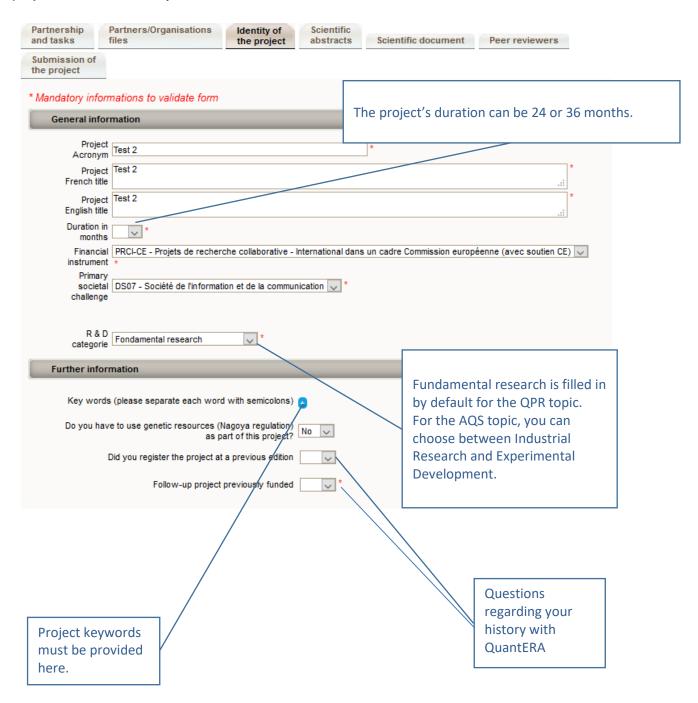
Financial data



Please do not forget to click on the "Save" button at the bottom of the page.

1.1.1. Identity of the project

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

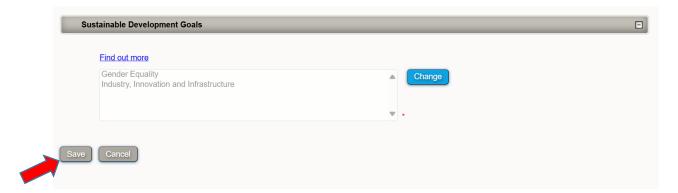


Call topic

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 <u>Call Announcement</u>). The selection should look as the screenshot below (depending on the themes). A minimum of one theme should be selected.



The bottom of the window shows the Sustainable Development Goals that need to be chosen and completed. You can modify your choice by clicking on the "Change" button.



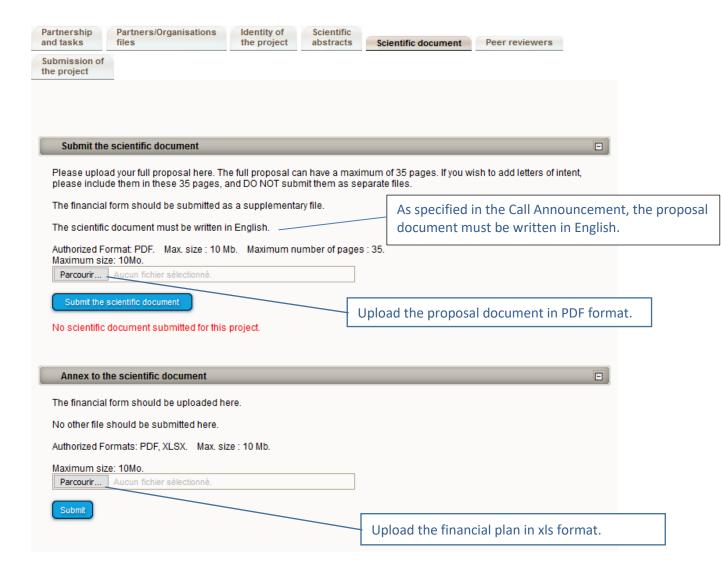
1.1.2. Scientific Abstracts

Under this tab the project summary should be added, as also provided in the proposal document. The version provided under this tab is 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.

1.1.3. Scientific Document

Under this tab the proposal document in PDF format and the financial plan in xls format must be uploaded.



1.1.4. Peer reviews



In this section, please indicate if there are potentials experts that may have conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal. If there are no such cases, please leave this section blank.

1.1.5. Submission of the project

This tab enables the Project 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 Project Coordinator at Call closure.

