



QUANTERA

ERA-NET Cofund in Quantum Technologies

<https://www.quantera.eu/>

Call 2023 for Transnational Research Proposals

ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR THE APPLICANTS

Call Secretariat:

Sergueï Fedortchenko

serguei.fedortchenko@anr.fr

+33 1 78 09 80 37

Table of contents

- 1. Introduction..... 3
 - 1.1. About your proposal..... 3
 - 1.2. About the submission system 3
 - 1.3. Roles in the submission process..... 3
- 2. How to connect 4
 - 2.1. Submission website 4
 - 2.2. Create an account and begin the creation of a submission 4
 - 2.3. Activation of your account 5
 - 2.4. Authentication page 6
 - 2.5. User role 7
- 3. How to create your proposal..... 7
 - 3.1. Submit a proposal..... 7
 - 3.2. Identification of the project 8
 - 3.3. Information about your submission..... 9
 - 3.3.1. Partnership and tasks 9
 - 3.3.2. Partners/Organisations files..... 11
 - 3.3.3. Identity of the Project 15
 - 3.3.4. Scientific Abstracts 16
 - 3.3.5. Scientific Document..... 17
 - 3.3.6. Peer reviews 17
 - 3.3.7. Submission of the project..... 18

1. Introduction

1.1. About your proposal

All documentation relative to the call is provided on the following QuantERA website page: <https://quantera.eu/call-2023-announcement/>.

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 **May 11th, 2023 at 17:00 (CEST)**.

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, 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...).

1.2. About the submission system

The QuantERA Call 2023 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 (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 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 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):**
[https://aap.agencerecherche.fr/ layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1932](https://aap.agencerecherche.fr/layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1932)
- **Applied Quantum Science (AQS):**
<https://aap.agencerecherche.fr/ layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1931>

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](#).

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>.

If you do not have 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 authentication 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 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”.

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

Welcome to the ANR's online project submission platform.
You selected the Call:
QuantERA Call 2023 - Quantum Phenomena and Resources (QPR) 2023

- 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: *

- Following the validation:
 - If you don't have already an account on the submission site, a confirmation 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

- Each modified page must be **saved** before going to the next one. If you do not click on save, all changes will be lost.
- 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.

Legal notice Cookies management Personal data protection policy

Make sure to fill in your email address here, then click on the button below. This will allow you to begin creating a proposal, even if you log in at a later date via <https://aap.agencerecherche.fr>

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

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,

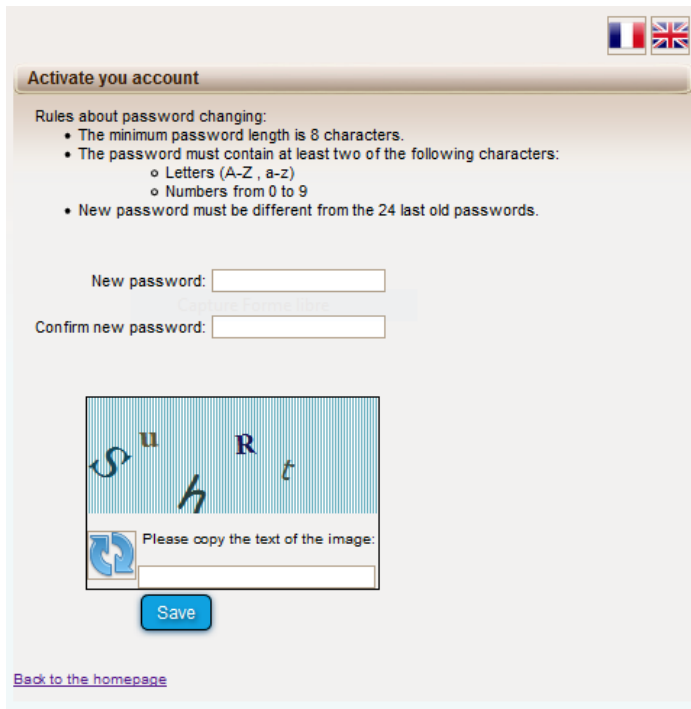
This is an automated email with your logins for the ANR information system (<https://aap.agencerecherche.fr>). Please click on the link below and follow the procedure to complete the activation of your account.

User Reference : R0683531S299
Login: serguei.fedortchenko@anr.fr
Activation link: <https://aap.agencerecherche.fr/layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=3cd289f5-7640-4016-a198-a412cc5ed2ea>

Yours sincerely,
The French National Research Agency

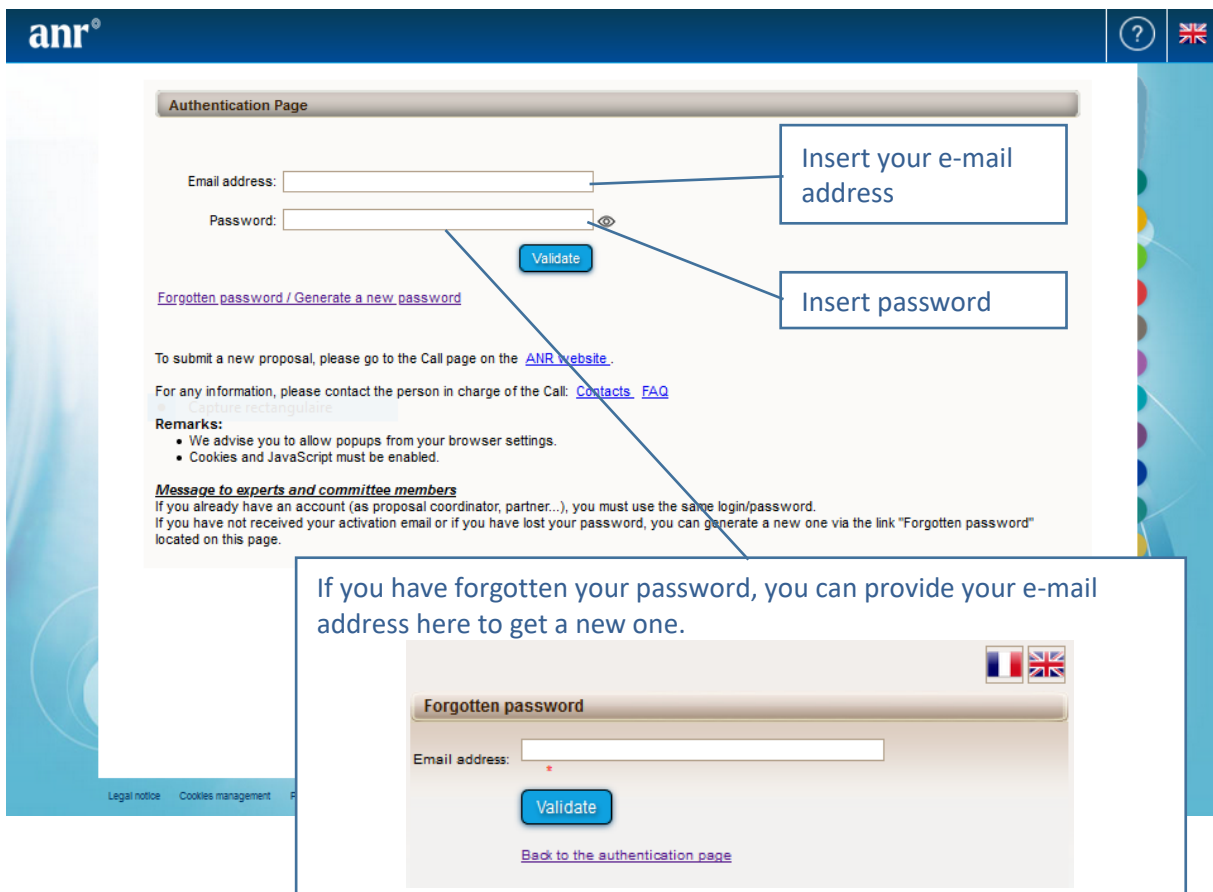
This is an automatic e-mail message generated by the ANR electronic submission platform <https://aap.agencerecherche.fr>. Please do not respond to this email.

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



2.4. Authentication page

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

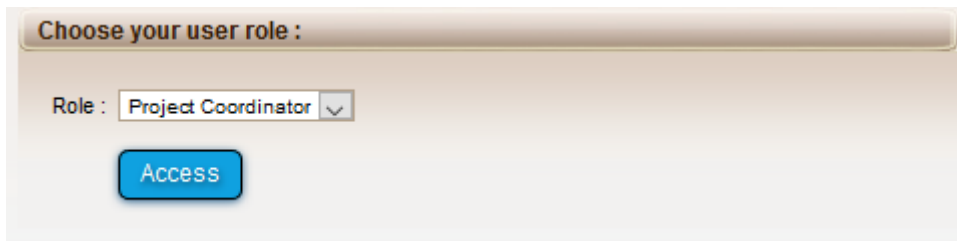


2.5. User role

From the “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 (can modify its own information)

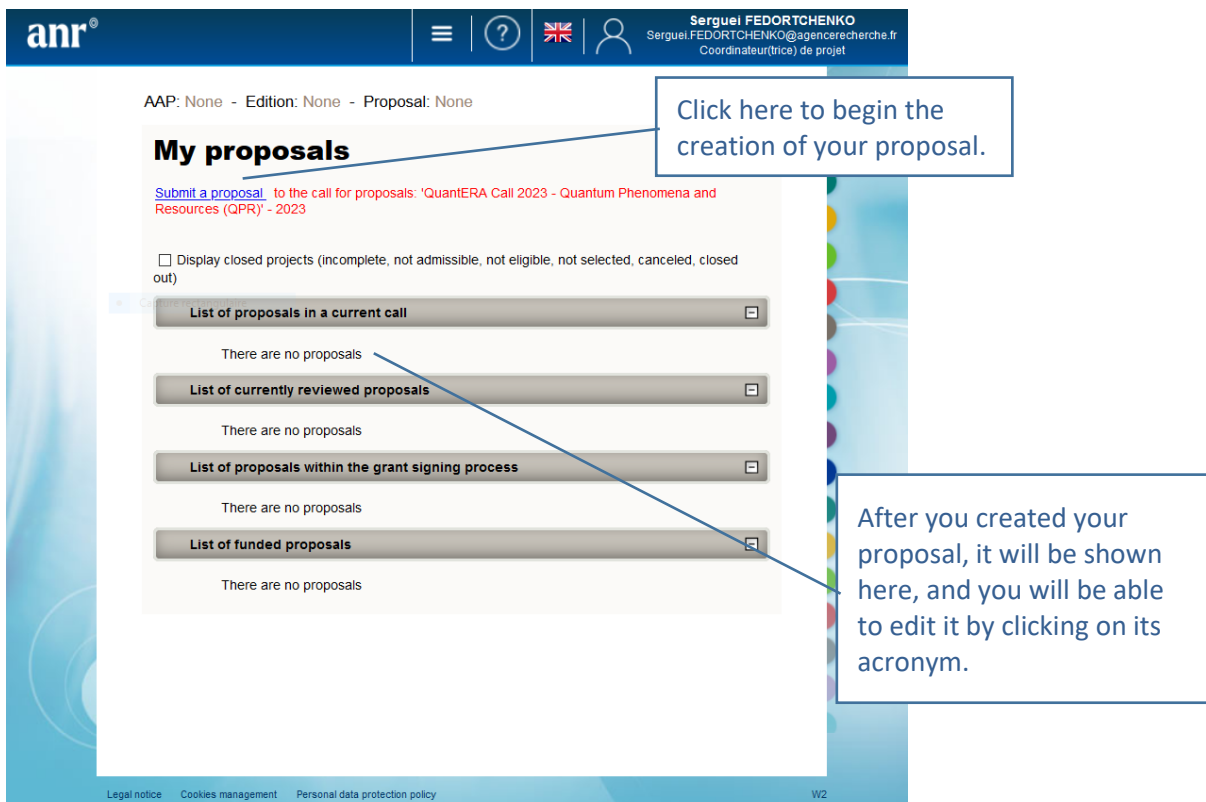
To create a new submission, select “Project Coordinator” and click on the “Access” button.



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 2023 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

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

Project acronym

Project French title

Project English title

Financial instrument

R & D categorie

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.

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

Capture rectangulaire

Title

Project coordinator

Research organisation of the partner

Country

Funder

Comment (regarding the choosen funder)

Category

Name of the research structure

Acronym of the research structure

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
- Very Small Enterprises

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. 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

The screenshot shows the top navigation bar of the QuantERA submission portal. On the left is the QuantERA logo. On the right, there are icons for a menu, help, a flag, and a user profile. The user profile is for Sergei FEDORTCHENKO, with email sergei.fedortchenko@anr.fr and role 'Coordinateur(trice) de projet'. Below the navigation bar, the page title is 'AAP: QuantERA Call 2023 - Quantum Phenomena and Resources (QPR) - Edition: 2023 - Proposal: Test 2'. A red notification indicates 'Time remaining before closing of the call for proposals: 80 days 3 hours'. A horizontal menu contains seven tabs: 'Partnership and tasks' (highlighted), 'Partners/Organisations files', 'Identity of the project', 'Scientific abstracts', 'Scientific document', 'Peer reviewers', and '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.

The screenshot shows the 'Partnership' section of the submission portal. It includes the same navigation bar as the previous screenshot. The page title is 'AAP: QuantERA Call 2023 - Quantum Phenomena and Resources (QPR) - Edition: 2023 - Proposal: Test 2'. The red notification is the same. The horizontal menu is the same, with 'Partnership and tasks' highlighted. The main content area is titled 'Partnership' and contains the following text:

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.

Below the text is a table with columns: Partner/Organisation's name, Partner acronym, Category, Requested funding (€), Civ., First name, Last name, Email address (*: change in progress), Role, Coord., Country head-on, and Funder. The table shows one partner: 'TEST Institute 2' from 'Spain (1)', a 'Public Laboratory' with '0.00' requested funding. The coordinator is 'Sergei Fedortchenko' with email 'serguei.fedortchenko@anr.fr'. A 'Display' dropdown is set to 'By country'. A blue box with a plus sign and a person icon is positioned below the table, with a line pointing to the three dots in the first column of the table row.

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.

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: Mister

First name: Serguei

Last name: FEDORTCHENKO

Email: Serguei.FEDORTCHENKO@agencerecherche.fr
[Modify / Update the email of Serguei FEDORTCHENKO](#)

Title: Chargé de projets scientifiques

Project coordinator:

Research organisation of the partner

Country: France * Country head-on

Funder: ANR - The French National Research Agency *

Comment (regarding the choosen funder):

Name of the research structure: TEST Institute *

Acronym of the research structure:

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

If there are two partners or more requesting funding from the same country in your project, please choose a partner that will act as a contact point for this country (the concerned partner should select the option “country head-on”).

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.

QUANTERA
Serguei FEDORTCHENKO
serguei.fedortchenko@anr.fr
Coordinateur(trice) de projet

AAP: QuantERA Call 2023 - Quantum Phenomena and Resources (QPR) - Edition: 2023 - Proposal: Test 2

Time remaining before closing of the call for proposals:
80 days 3 hours

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

Consortium

Please make sure that the information entered here is consistent with the partners' information in the proposal PDF and the financial Excel file.
In particular, make sure to have all the involved personnel listed here (i.e., not only the PIs).

Display By country

| | Name or acronym of the partner/organisation | Financial and administrative control instance | 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 | Funder |
|------------------------|---------------------------------------------|-----------------------------------------------|---------------|-----------------------|-----------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|--------|
| | Spain (1) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Select | TEST Institute 2 (coord) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | AEI |
| | Total | | 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

[Switch on simplified entry mode](#)

Mandatory information needed for registration form

- Partner/Organisation : TEST Institute 2 +
- Principal Investigator/Scientific manager +
- Scientific team partner's member +
- Place of the scientific works +
- Legal representative of the administrative control +
- Person in charge of the administrative and financial follow-up +
- Other financial supports +
- Other +

Selected partner

Administrative data:

Administrative data | Financial data

[Switch on simplified entry mode](#)

Mandatory information needed for registration form

Partner/Organisation : TEST Institute 2

Partner country: Spain

Partner category: Public Laboratory

Name of the partner (research structure): TEST Institute 2 *

Acronym of the partner:

Funder: AEI - Agencia Estatal de Investigación *

Comment (regarding the chosen funder):

*For French organisation :
Calculation basis of the grant base: marginal cost for public organisation ; full cost for private organisation*

*For other organisation :
Please contact your National Contact Point to know the calculation basis.*

Calculation basis for grant base: Marginal cost

Is Institut Carnot labeled? No

If yes, select one institute: Select an institute

If you're not based in France, let this as "No". If you're based in France, change to "Yes" only if your institution has the "Institut Carnot" label.

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

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:

Other:

ORCID Number: - - -

Phone of the scientific manager:

Mobile phone of the scientific manager:

Mail of the scientific manager:

Scientific team partner's member

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



Please make sure to add here the names of all the scientific staff involved for this partner (permanent staff, postdocs, etc...).

Financial data

QUANTERA

☰
?

Serguei FEDORTCHENKO
 sergei.fedortchenko@anr.fr
 Coordinateur(trice) de projet

AAP: QuantERA Call 2023 - Quantum Phenomena and Resources (QPR) -
Edition: 2023 - Proposal: Test 2

⌚ Time remaining before closing of the call for proposals:
80 days 3 hours

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

Consortium

Please make sure that the information entered here is consistent with the partners' information in the proposal PDF and the financial Excel file.
In particular, make sure to have all the involved personnel listed here (i.e., not only the PIs).

Display By country ▾

| | Name or acronym of the partner/organisation | Financial and administrative control instance | 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 | Funder |
|-------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------|---------------|-----------------------|-----------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|--------|
| | Spain (1) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Select | TEST Institute 2 (coord) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | AEI |
| | Total | | 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

Full cost (€)

Save Cancel

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.

The screenshot displays the 'Identity of the project' tab within a submission interface. At the top, there are several tabs: 'Partnership and tasks', 'Partners/Organisations files', 'Identity of the project' (selected), 'Scientific abstracts', 'Scientific document', and 'Peer reviewers'. Below these is a 'Submission of the project' section. A red asterisk indicates '* Mandatory informations to validate form'. The form is divided into two main sections: 'General information' and 'Further information'. In the 'General information' section, there are fields for 'Project Acronym', 'Project French title', 'Project English title', 'Duration in months', 'Financial instrument', 'Primary societal challenge', and 'R & D categorie'. In the 'Further information' section, there are fields for 'Key words', 'Do you have to use genetic resources (Nagoya regulation) as part of this project?', 'Did you register the project at a previous edition', and 'Follow-up project previously funded'. Three callout boxes provide additional information: one points to the 'Duration in months' field, another to the 'R & D categorie' field, and a third to the 'Follow-up project previously funded' field. A fourth callout box points to the 'Key words' field.

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

Submission of the project

* Mandatory informations to validate form

General information

Project Acronym: Test 2 *

Project French title: Test 2 *

Project English title: Test 2 *

Duration in months: [dropdown] *

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

Primary societal challenge: DS07 - Société de l'information et de la communication *

R & D categorie: Fondamental research *

Further information

Key words (please separate each word with semicolons) +

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

Did you register the project at a previous edition [dropdown]

Follow-up project previously funded [dropdown]

Project key words must be provided here.

The project's duration can be 24 or 36 months.

Fundamental research is filled in by default for the QPR topic. For the AQS topic, you can choose between Industrial Research and Experimental Development.

Questions regarding your history with QuantERA

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 should be selected.

Research themes

Choose the research themes (Min 1 Max 5) from the 5 available themes (as well as the sub-themes) [Select research themes](#) *

| Research themes | Level |
|------------------------------|-----------|
| Quantum communication | Primary |
| Quantum information sciences | 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 funders

| Name of the funder | Associated to the project | Associated to the partner(s)/organisation(s) |
|--------------------|---------------------------|----------------------------------------------|
| AEI | <input type="checkbox"/> | TEST Institute 2 |

Sustainable Development Goals

[Find out more](#)

(No selected element) [Change](#)

[Save](#) [Cancel](#)

In this example, the project is ineligible because only one funder appears here. Please makes sure that your project has at least 3 partners, each requesting funding from a different funding organisation.

3.3.4. Scientific Abstracts

Under this tab should be provided the project summary, as also provided in 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

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

The screenshot shows the 'Scientific document' tab selected in a navigation bar. Below the navigation bar, there are two main sections: 'Submit the scientific document' and 'Annex to the scientific document'. The 'Submit the scientific document' section contains instructions for uploading the proposal document, a file selection button labeled 'Parcourir...', a 'Submit the scientific document' button, and a status message 'No scientific document submitted for this project.' The 'Annex to the scientific document' section contains instructions for uploading the financial form, a file selection button labeled 'Parcourir...', and a 'Submit' button. Three callout boxes with blue borders and lines pointing to specific elements provide additional instructions: 'As specified in the call announcement, the proposal document must be written in English.' points to the instruction 'The scientific document must be written in English.'; 'Upload the proposal document in PDF format.' points to the 'Submit the scientific document' button; and 'Upload the financial plan in Excel format.' points to the 'Submit' button in the annex section.

3.3.6. Peer reviews

The screenshot shows the 'Peer reviewers' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'List of the unsuited peer reviewers for the proposal evaluation process'. Under this title, there is a sub-heading: '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.' Below this text is a text input field containing the message 'No peer reviewers were added.' and a blue button labeled 'Add a peer reviewer'.

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 no experts in that case, please leave this section blank.

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.

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

Submission of the project

Your proposal will automatically be submitted on May 11th, 2023 at 17:00 (CEST), if all the conditions for your submission are met. This will be indicated with the following message shown in green on this page: "The conditions for submission of your proposal are met."

If you do not have this message in green, but instead see messages in orange or red, please read carefully the missing requirement reported in these messages, and correct them in your submission (e.g., missing financial information, missing administrative information, missing scientific document, etc...).

The closing date for call for proposals is **11/05/2023 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 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 English is empty**
- **No principal research theme has been entered for your project**
- **No Sustainable Development Goals selected although their selection is mandatory for the funding stage**

Administrative and financial document of the project

Generate

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.