Call 2023 for Transnational Research Proposals

ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR THE APPLICANTS

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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):

- 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.

**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 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](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 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”.
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: A0692551S299
Login: cregueil@edoteam.fr

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.

If you have forgotten your password, you can provide your e-mail address here to get a new one.
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 2023 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

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:

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).

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

QuantERA Call 2023 - Submission Guidelines
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 coordinator can fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.

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).

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.
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

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

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

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).

<table>
<thead>
<tr>
<th>Name or acronym of the partner/organisation</th>
<th>Financial and administrative data</th>
<th>Full cost (€)</th>
<th>Requested funding (€)</th>
<th>Permanent position (person.month)</th>
<th>Non-permanent position WITH Funding requested (person.month)</th>
<th>Non-permanent position WITHOUT Funding requested (person.month)</th>
<th>Grant head;on</th>
<th>Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spain</td>
<td></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><strong>Select</strong></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>AEF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></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 must be provided general information about the project such as the call topic, the project duration, and key words.

- 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.
- Project key words must be provided here.
- 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.

![Screenshot of Research themes selection]

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

![Screenshot of Sources of funding]

In this example, the project is ineligible because only one funder appears here. Please make 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.

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.

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

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.

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.