

**Eurofleets**



# **EUROFLEETS2**

## **Ship-time application**

### **“Polar and Subpolar” Call 2013**

## **Online Submission Guidelines**

Project website:

[www.eurofleets.eu](http://www.eurofleets.eu)

Version 13.03.2013

## Introduction

The following pages offer a step-by-step guideline for the submission process. You can use them as a checklist to make sure you have all the information needed in order to fill in the form. The different screenshots displayed in this document will guide you through the whole submission process.

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#). Proposal submission involves three steps, as outlined below:

- **Step 1:** Registration on the proposal submission website and retrieval of a password for further access.
- **Step 2:** Preparation of your proposal, including all relevant information. This step consists of two main parts:
  - **Part A:** General information about the proposal, applicants (PI and scientific party) and technical information regarding the intended research cruise.
  - **Part B:** Scientific description of the project. This part needs to be uploaded at the end of the online application process.
- **Step 3:** On the finalization of the proposal submission applicants will receive an automatically generated Proposal Summary Sheet of the proposal submitted, as a confirmation of a successful submission. You are able to preview this Proposal Summary Sheet at any time whilst preparing your application following the Proposal Summary Sheet Preview link in the “Finalization” menu of the submission website. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute. It must then be sent (by post) to the EUROFLEETS2 Evaluation Office. See the deadline information below.

## CLOSING DATE

Proposals must be received online via the [online proposal submission website](#) by

**FRIDAY 24<sup>th</sup> of May 23:59 HOURS (CET)**

The proposal submission website will no longer be accessible after this date. Please allow enough time to upload your proposal to avoid the call closure rush.

One signed (PI and an appropriate authorised person (e.g. head of department, research office) and stamped copy of the proposal summary sheet must be posted to the EUROFLEETS2 Evaluation Office, to arrive no later than the **7<sup>th</sup> of June**, at the following address:

Dr. Verónica Willmott-Puig  
EUROFLEETS2 Evaluation Office

Am Handelshafen 12  
27570 BREMERHAVEN

GERMANY

## Step 1 – Login page

The Login page is the default page of the online proposal submission website you will be directed to. In order to be able to use the proposal submission system you have to register following the blue “Registration” link.

The screenshot shows the pt(outline\*) - Online registration page for the EUROFLEETS2 Ship-time application "Polar and Subpolar" Call 2013. The page includes fields for USERNAME (YOUR E-MAIL ADDRESS) and PASSWORD (FORGOTTEN?). A note states: "The system automatically disconnects users that have been inactive for more than 120 minutes. Please save all data entered before timeout, unsaved data is lost. After this time you will have to log in again. Being active means clicking on links and buttons; entering data into the electronic forms is not accounted for." Another note says: "If you have an email Address at yahoo.fr: You might have problems registering for pt(outline\*). For reasons unknown to us, there are problems of compatibility of the two systems. Please register with an alternative email address." A third note states: "If your browser is not displaying correctly or have problems viewing the site, particularly if you are using Internet Explorer, we recommend that you use the most advanced browser supported by your computer and operating system." A "Login" button is at the bottom. To the right, a sidebar provides contact information for the EUROFLEETS2 Evaluation Office, including address, phone, fax, and email.

After providing your email address on the Registration page and clicking the button “Register” you will automatically receive an email containing a link to your password. Please note, that your password will only be displayed once and you should carefully remember it. Your email address becomes your username.

When you have secured the password you can click on “Activate Access”, which gives immediate access to the EUROFLEETS2 Login page above. After completion of this step you are able to login to the system at any time before the deadline, which will enable you to alter the submission (the system will save the data submitted) and to return, when convenient, to finalise the submission before the deadline.

In case you forget your password you can order a new one by clicking the “(FORGOTTEN?)” button and provide your e-mail address. The new password will be send to your account. **When using the new password previously inputted data will not be lost.**

Please note, that for security reasons the system will automatically disconnect people after 120 minutes of inactivity. Therefore please save your data regularly.

## Step 2 - Overview

This is the Overview page displayed once you have logged in. You are able to reach this page at any stage during the submission process through clicking on the green ptOutline button.

On the right hand side you find the links to the different menus of Part A and Part B of the proposal submission procedure, along with the finalization menu.

The screenshot shows a web browser window for 'ptoutline\* v3.0' at the URL <https://www.pt-it.de/ptoutline/application/root.php?IDX=4nibena83nok0trjm898uvlci3>. The page title is 'EUROFLEETS2 Ship-time application "Polar and Subpolar" Call 2013 - eurofleets@awi.de - Logout'. The main content area displays the following text:

At this point you are able to provide all relevant information for the submission of a full proposal under the EUROFLEETS "Polar and Subpolar" call. Proposals are stored password-protected and can be edited until the final submission deadline. Connection to the server is SSL-encoded and data safety and protection of confidence are warranted.

Proposals must be submitted exclusively in electronic form.

Only the Principal Investigator of a proposal must register to submit the proposal. Other project partners cannot edit the proposal.

The application form is split into two parts:

**1 Part A:** General information about the proposal, applicants (PI and project partner) and technical information regarding the intended research cruise. Please complete this part of the form by inserting project-specific information into the designated fields under the links on the right hand side.

**2 Part B:** Scientific description of the project. This part needs to be uploaded as a PDF under "Project description" at the end of the online application process. Please note, that you are only permitted to upload one document. This document must:

- be an unprotected pdf file
- not exceed 4MB in size
- not exceed a total of 12 pages excluding CVs (it is mandatory to use the dedicated [CV template](#)), but including all other appendices. A font size of Times New Roman 12pt should be used with 14 pt spacing.

On the right side of the page, there is a sidebar with the following menu items:

- General and logistical project information
- Principal Investigator
- Project partner(s)
- Scientific project description
- Finalization

You can work separately in the different menus. After completion of each form you have to save the content so you can open the filled in form later. If you do not save the data they will be lost. Data can be changed and adapted until the moment you finally submit the form.

Fields marked with a yellow star are compulsory. If you fail to enter anything in these fields, you will receive a notification when you save the data. This notification is in red at the top of the page.

## Step 2 – Part A: General and logistical project information

The following information has to be submitted in the General and logistical project information menu:

The screenshot shows a web-based application window titled "pt(outline\*) v3.0" with the URL <https://www.pt-it.de/ptoutline/application/Einstellungen?IDX=4nibena83nok0trjm898uvlcl3>. The application is for the "EUROFLEETS2 Ship-time application "Polar and Subpolar" Call 2013". The main menu bar includes "imprint", "support", and the "pt(outline\*)" logo. A sidebar on the right lists sections: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization".

**General and logistical project information**

Please enter the following information about your project.

All fields marked with \* are mandatory fields.

**TITLE OF THE PROJECT**  
[Text input field with asterisk]

**PROJECT ACRONYM**  
[Text input field with asterisk]

**PROJECT OUTLINE** 2.000 characters  
[Text area input field with asterisk]

**MAIN SCIENTIFIC DISCIPLINE(S)**  
(Please press Ctrl for multiple selection)  
[List input field containing: Physical Oceanography, Geology, Geophysics]

**AGREEMENT**  
Do you agree that the abstract and keywords of your proposal if selected, along with the name and institution of the PI will be published on the EUROFLEETS2 website?  
 Yes  No

**Logistical Information**

**SHIP**  
(Please specify which is your preferred research vessel for this project)  
[Text input field]

**2ND CHOICE**  
(Please specify which is your preferred research vessel for this project)  
[Text input field]

**WORKING AREA**  
(please provide a detailed map in Part B of the proposal)  
[Text input field]

**WHICH EXCLUSIVE ECONOMIC ZONE(S) WILL BE AFFECTED?**  
(please state area(s) of operation)  
[Text input field]

**WORKING DAYS**  
(how many days of ship-time will you need to accomplish the project)  
[Text input field]

**NUMBER OF CRUISE PARTICIPANTS**  
[Text input field]

**WHEN SHOULD THE CRUISE TAKE PLACE?**  
(preferred season of the year, if any)  
[Text input field]

**PREFERRED PORT OF MOBILISATION**  
[Text input field]

**PREFERRED PORT OF DEMOBILISATION**  
[Text input field]

**SHIPS ONBOARD EQUIPMENT NEEDED**  
[Text input field]

**SHIPS MOBILE EQUIPMENT NEEDED**  
[Text input field]

**OWN EQUIPMENT PROVIDED**  
[Text input field]

**Financial Information**

**TOTAL TRAVEL BUDGET:**  
[Text input field]

**TOTAL SHIPMENT BUDGET:**  
[Text input field]

N.B.: Please note the given limits for reimbursement on the respective vessel profile page.  
Detailed financial figures have to be provided in Part B section 7.

EUROFLEETS2 will publish the abstract and keywords of your proposal, if selected, as well as the names of the different proposers on the public website. You can inform us by selecting "YES" or "NO" whether you agree, or not, to display this information.

You have to click on the "Save" button to save your data and to continue with the next section

## Step 2 – Part A: Principal Investigator

The following information has to be submitted in the Principal Investigator menu:

**Principal Investigator**

Please fill in the contact details of the person who will be responsible in all correspondance with EUROFLEETS concerning this proposal. You will be able to add details of project partners in the menu "Project partners".

All fields marked with \* are mandatory fields.

**TITLE**

**FAMILY NAME**

**FIRST NAME**

**GENDER**  
 Male  
 Female

**INSTITUTION**

**DEPARTMENT/RESEARCH GROUP**

**ADDRESS**

**COUNTRY**

**EMAIL**

**TELEPHONE (DAYTIME & MOBILE)**

**Chief Scientist**  
(Name and Contact Details if different from PI details provided above)

**CHIEF SCIENTIST: FULL NAME (INCL. TITLE)**

**ADDRESS**

**E-MAIL**

**Declaration**

**DECLARATION**  
I declare that I will observe and carry out any investigation in accordance with the general principles of the [Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area](#), regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETS Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETS project as outlined in the Guidelines for Applicants.

Yes, I agree

**Save**

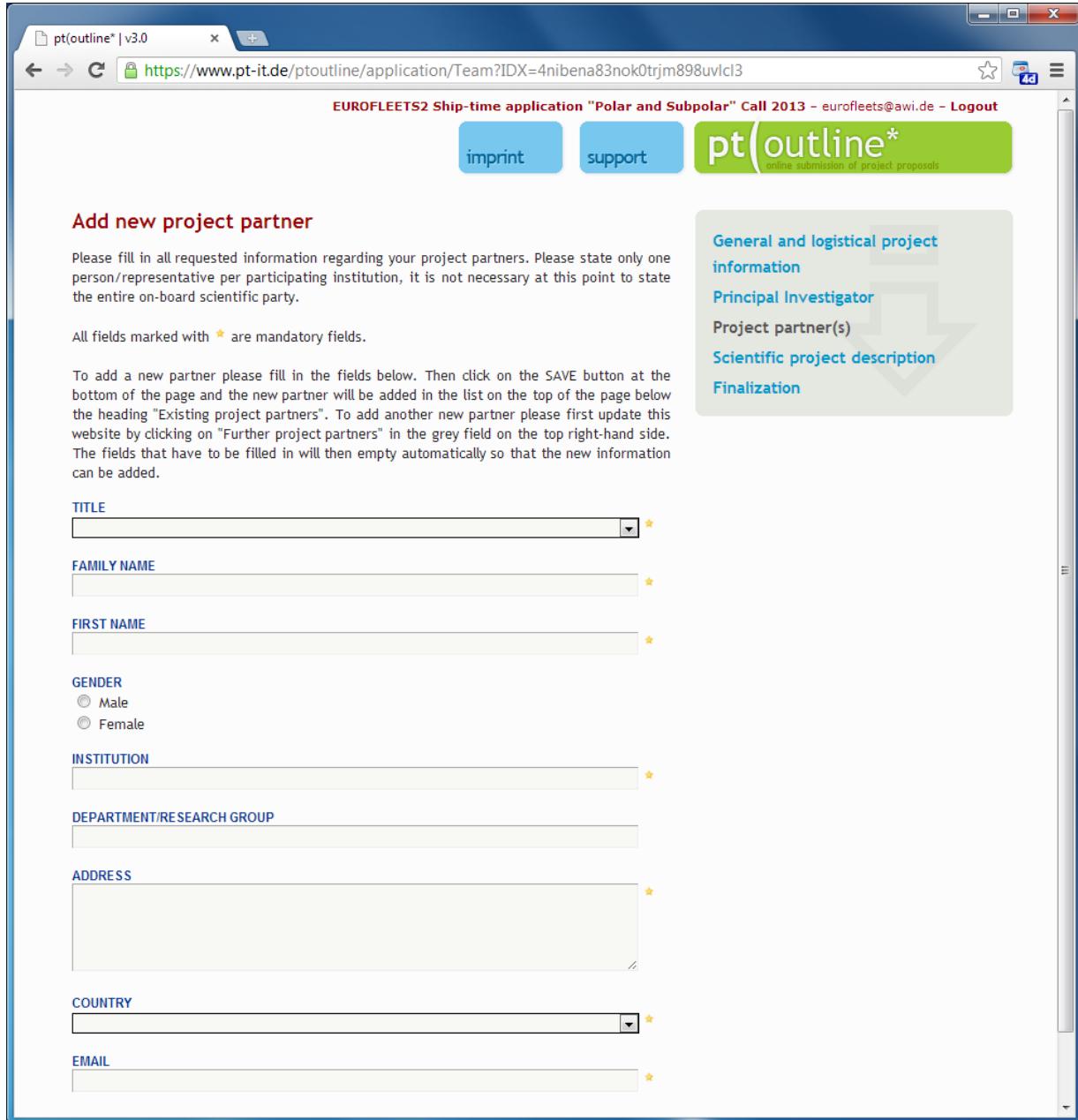
**General and logistical project information**  
**Principal Investigator**  
**Project partner(s)**  
**Scientific project description**  
**Finalization**

The PI has to agree to the declaration stated on this page. Otherwise he/she will not be able to continue with the submission process!

You have to click on the “Save” button to save your data and to continue with the next section

## Step 2 – Part A: Project partner(s)

The information to be submitted for additional project partners is essentially the same as for the principal investigator:



**Add new project partner**

Please fill in all requested information regarding your project partners. Please state only one person/representative per participating institution, it is not necessary at this point to state the entire on-board scientific party.

All fields marked with **\*** are mandatory fields.

To add a new partner please fill in the fields below. Then click on the **SAVE** button at the bottom of the page and the new partner will be added in the list on the top of the page below the heading "Existing project partners". To add another new partner please first update this website by clicking on "Further project partners" in the grey field on the top right-hand side. The fields that have to be filled in will then empty automatically so that the new information can be added.

**TITLE**

**FAMILY NAME**

**FIRST NAME**

**GENDER**  
 Male  
 Female

**INSTITUTION**

**DEPARTMENT/RESEARCH GROUP**

**ADDRESS**

**COUNTRY**

**EMAIL**

**General and logistical project information**  
**Principal Investigator**  
**Project partner(s)**  
**Scientific project description**  
**Finalization**

You have to click on the “Save” button to save your data and to continue with the next section

If information on existing project partners needs to be updated or a project partner needs to be deleted, you are able to do this following the respective icons behind a project partner.

### **Important note:**

**In order to meet the eligibility criteria of the EUROFLEETS2 call, at least one additional project partner has to be from a country different to the country of the PI.**

## Step 2 – Part B: Scientific project description

With this step you enter PART B of the form and you will need to have the document ready for uploading. The document has to be prepared according to the specifications described in the EUROFLEETS2 Ship-time application “Polar and Subpolar” Call 2013 document. Only if the document meets these specifications will it be accepted for upload.

The screenshot shows the pt(outline\*) v3.0 software interface. At the top, there is a header with the URL <https://www.pt-it.de/ptoutline/application/Skizze?IDX=nc4kfstbbola4gl1v655pk9d53> and a title "EUROFLEETS2 Ship-time application "Polar and Subpolar" Call 2013 – eurofleets@awi.de – Logout". Below the header are buttons for "imprint", "support", and the pt(outline\*) logo. The main content area is titled "Uploaded Project Description" and shows a file named "Project Description" (109.4 KB). To the right, a sidebar titled "General and logistical project information" lists "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". Below the main content, there are instructions for the scientific project description, file requirements, and a note about proposal limits. At the bottom, there is a "UPLOAD PROJECT DESCRIPTION" button, a "Choose File" input field showing "No file chosen", and a "Save" button.

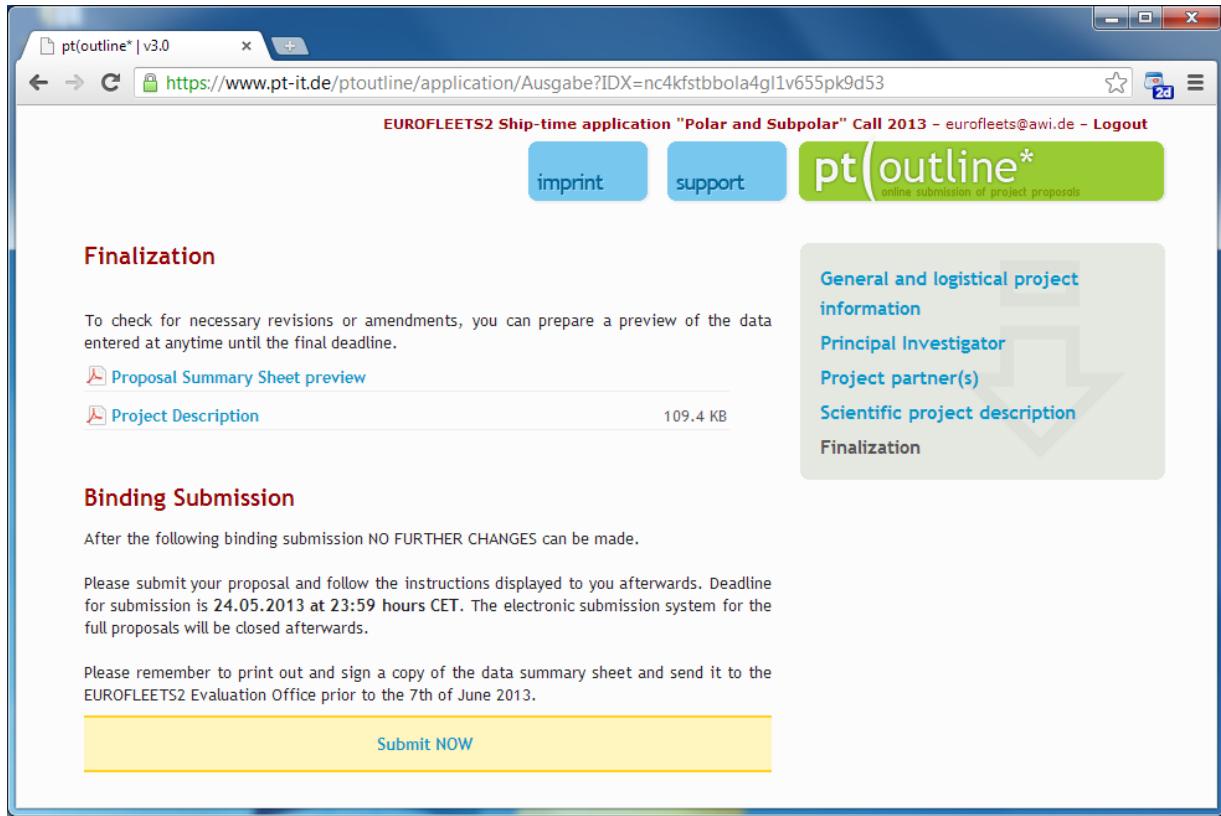
Please allow the system sufficient time to complete the upload. You will get a confirmation screen upon a successful upload and you will see the uploaded pdf (with a changed name) of your project description appearing at the top of the page.

### **Important note:**

**You are able to upload a modified version of your scientific project description anytime until the deadline. However, no modifications are possible after you have submitted your final proposal as described in the next step.**

## Step 3 – Finalization

On this page you are able to finalize the submission of your proposal.



**Finalization**

To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline.

[Proposal Summary Sheet preview](#)

[Project Description](#) 109.4 KB

General and logistical project information  
Principal Investigator  
Project partner(s)  
Scientific project description  
Finalization

**Binding Submission**

After the following binding submission NO FURTHER CHANGES can be made.

Please submit your proposal and follow the instructions displayed to you afterwards. Deadline for submission is 24.05.2013 at 23:59 hours CET. The electronic submission system for the full proposals will be closed afterwards.

Please remember to print out and sign a copy of the data summary sheet and send it to the EUROFLEETS2 Evaluation Office prior to the 7th of June 2013.

**Submit NOW**

At any time whilst preparing your application you are able to preview a Proposal Summary Sheet supplied as a pdf-file following the Proposal Summary Sheet Preview link. In the right upper corner on each page of the Proposal Summary Sheet an automatically generated project-ID is displayed. This ID is unique, and is for example used for allocating the proposal to the reviewer and access by the reviewer. It should equally be used in any correspondence with the EUROFLEETS2 Evaluation Office.

Please note that before the submission is finalised all data in all forms can be modified. Just go to the relevant page and input your edits. If the page is saved the information Proposal Summary Sheet is changed.

### **Important note:**

**If you click on the “Submit NOW” button, your submission is completed and you will not be able to come back to your proposal (even with your password). Modifications to the proposal are not possible any more at this stage.**

After having finally submitted a proposal the PI will receive an automatically generated email, as a confirmation of a successful submission. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute and sent to the EUROFLEETS2 Evaluation Office.