

Eurofleets



EUROFLEETS2

“Embarked Equipment” Call 2013

Online Submission Guidelines

Project website:

www.eurofleets.eu

Version 14.06.2013

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

Monday 16th of September 18:00 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 **1st of October 2013**, at the following address:

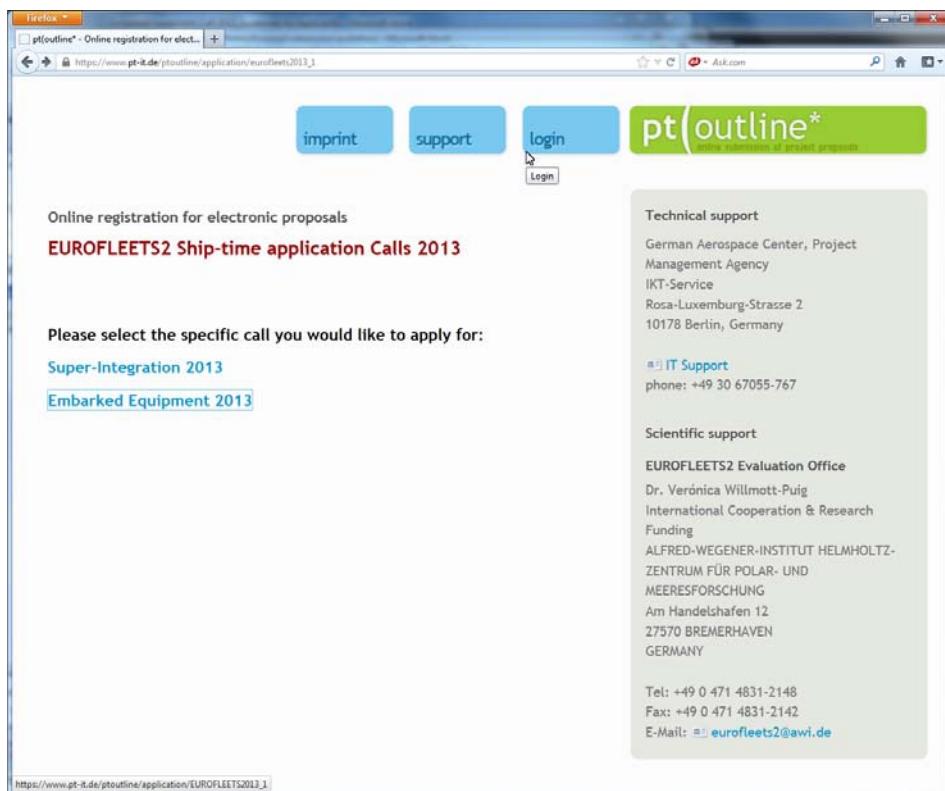
Dr. Verónica Willmott-Puig
EUROFLEETS2 Evaluation Office

Am Handelshafen 12
27570 BREMERHAVEN

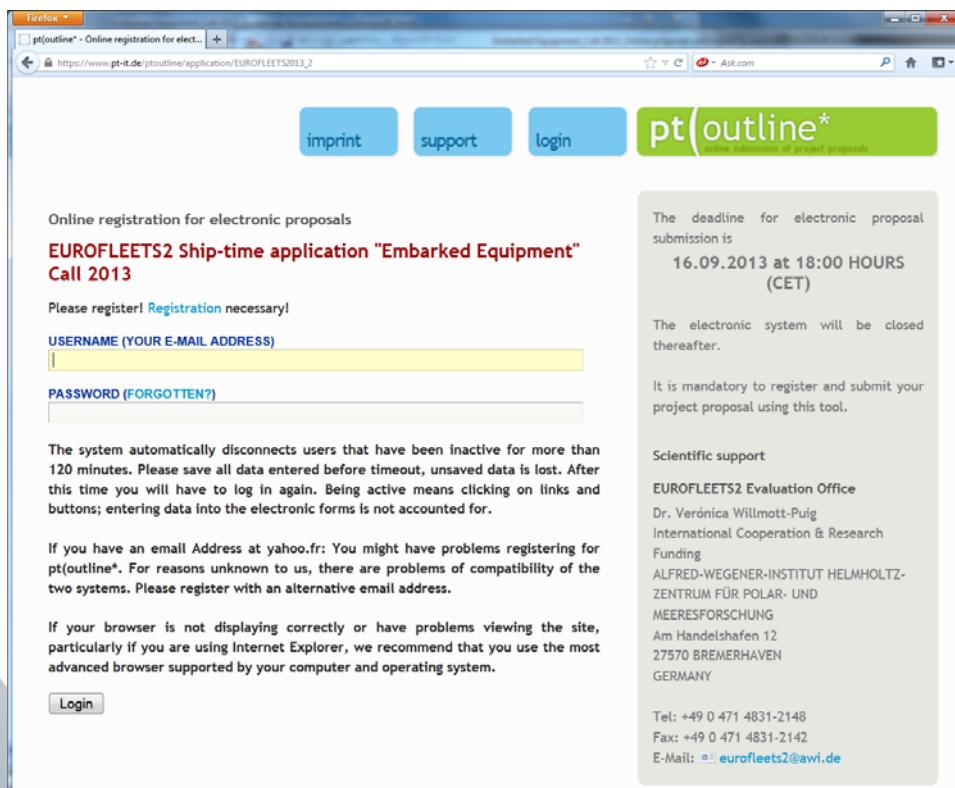
GERMANY

Step 1 – Login page

The first page of the online application website will let you choose between the currently open calls in EUROFLEETS2.



After selecting the Embarked Equipment Call, you will be directed to the Login page of the online proposal submission website. In order to be able to use the proposal submission system you have to register following the blue “Registration” link.



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.

EUROFLEETS2 application "Embarked Equipment" Call 2013

At this point you are able to provide all relevant information for the submission of a full proposal under the EUROFLEETS "Embarked Equipment" 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 use of the requested equipment. 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.

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.

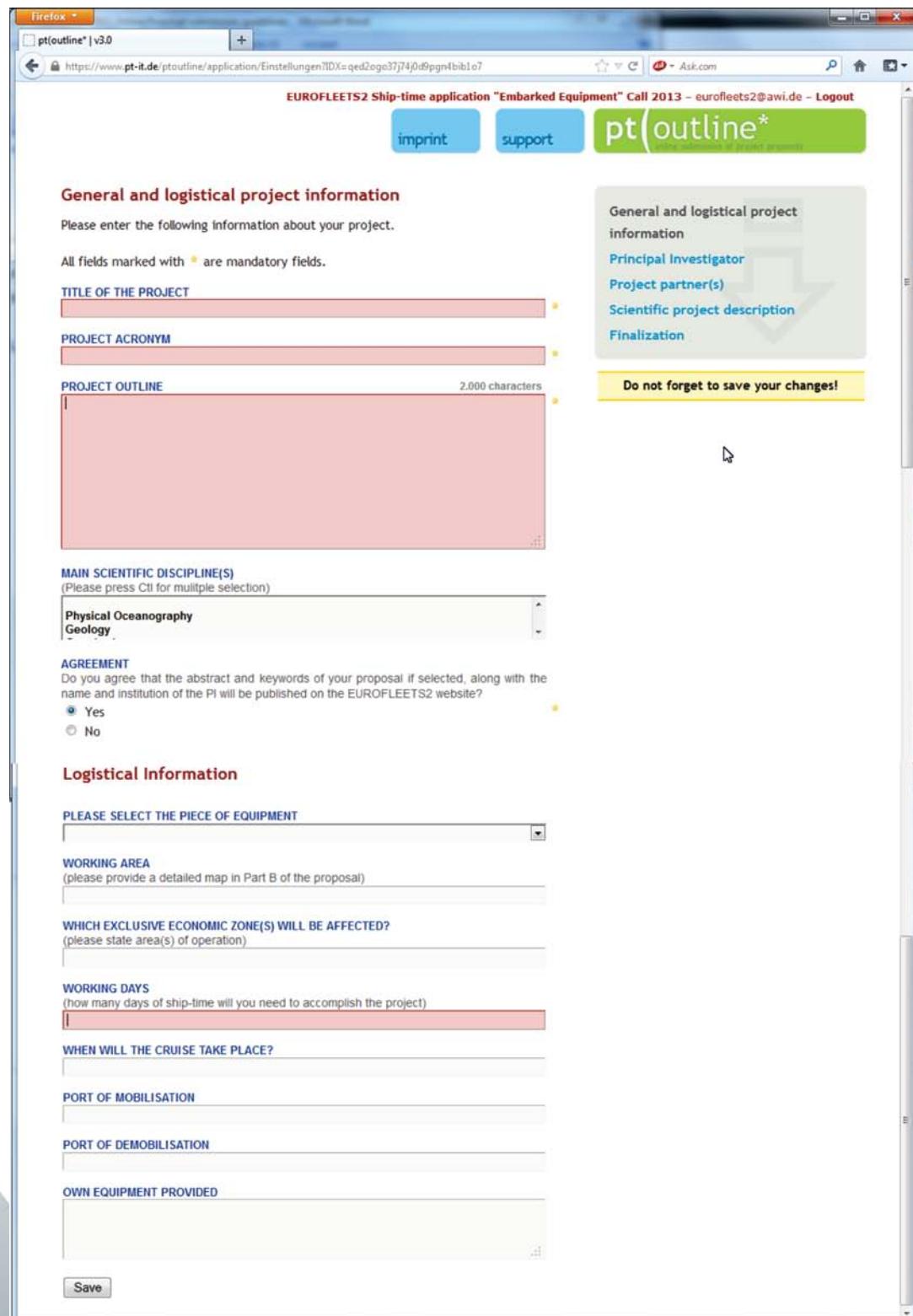
Fields marked with a yellow star are compulsory. If you fail to enter anything in these fields, you will receive a notification when you save the data. This notification is in red at the top of the page.

Step 2 – Part A: General and logistical project information

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

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



General and logistical project information

Please enter the following information about your project.

All fields marked with * are mandatory fields.

TITLE OF THE PROJECT

PROJECT ACRONYM

PROJECT OUTLINE 2.000 characters

MAIN SCIENTIFIC DISCIPLINE(S)
(Please press Ctrl for multiple selection)

Physical Oceanography
Geology

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

PLEASE SELECT THE PIECE OF EQUIPMENT

WORKING AREA
(please provide a detailed map in Part B of the proposal)

WHICH EXCLUSIVE ECONOMIC ZONE(S) WILL BE AFFECTED?
(please state area(s) of operation)

WORKING DAYS
(how many days of ship-time will you need to accomplish the project)

WHEN WILL THE CRUISE TAKE PLACE?

PORT OF MOBILISATION

PORT OF DEMOBILISATION

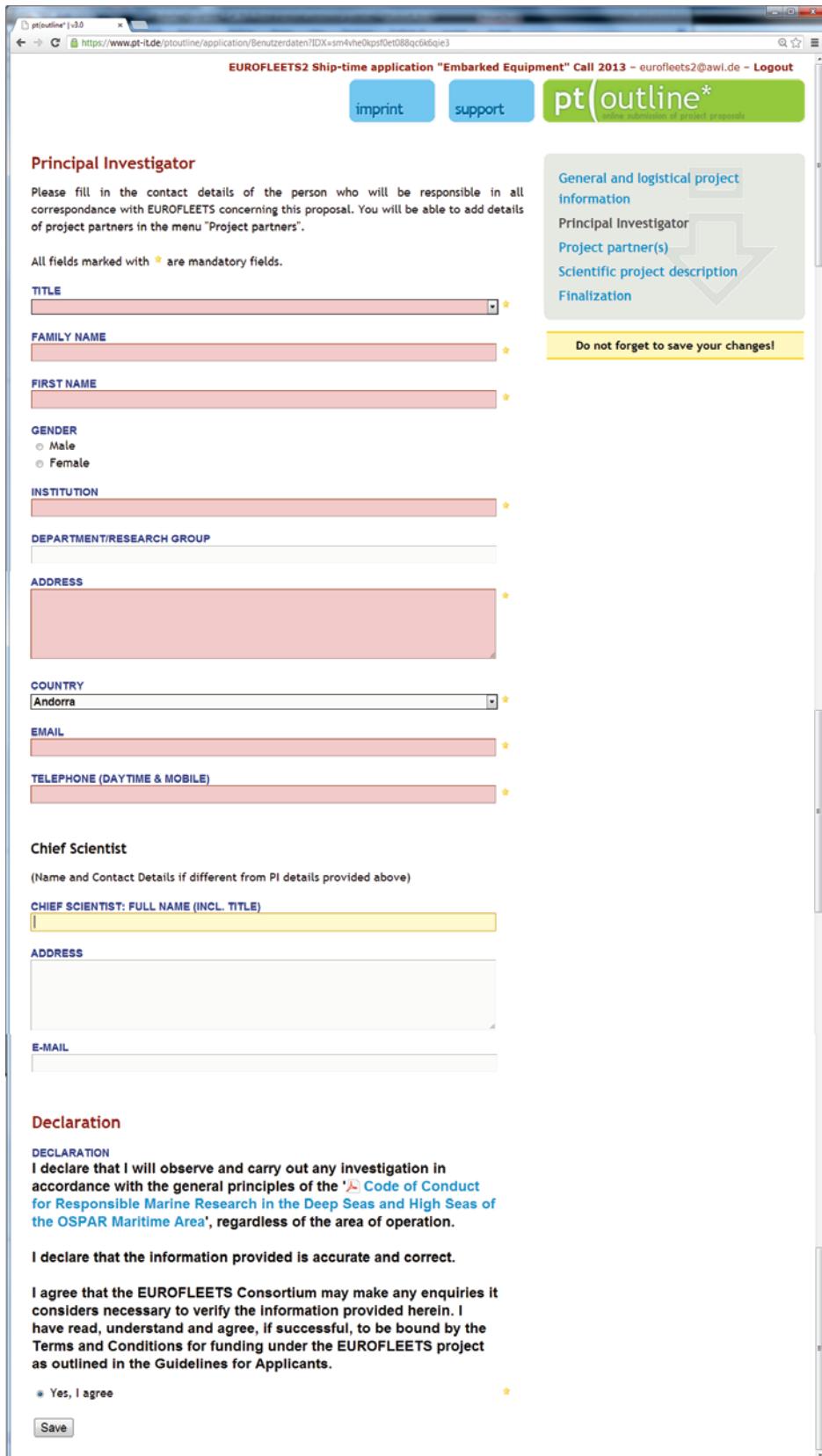
OWN EQUIPMENT PROVIDED

Do not forget to save your changes!

Save

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

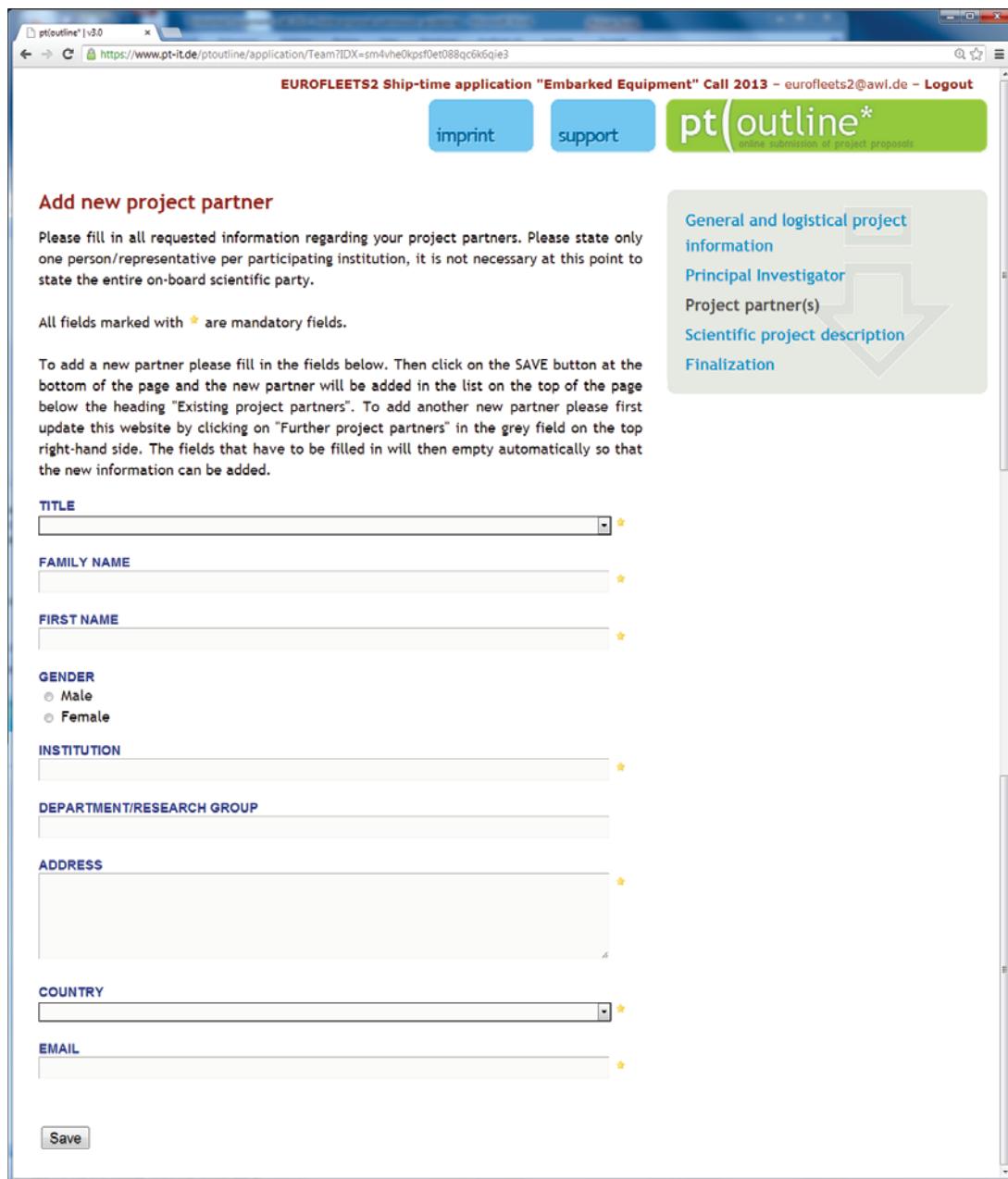
Save

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:



The screenshot shows a web-based application window titled "ptoutline" version 3.0. The URL is <https://www.pt-it.de/ptoutline/application/Team?ID=sm4vhe0kpsf0et088qc6k6qje3>. The page header includes "EUROFLEETS2 Ship-time application "Embarked Equipment" Call 2013" and "eurofleets2@awi.de - Logout". There are "imprint" and "support" buttons. The main content area is titled "Add new project partner". It contains instructions: "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." It also notes that all fields marked with a yellow star are mandatory. A text area for adding a new partner is described: "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." On the right, a sidebar titled "ptoutline*" lists "General and logistical project information", "Principal Investigator", "Project partner(s)" (which is expanded to show "Scientific project description" and "Finalization"), and "Logout". The form itself has fields for "TITLE", "FAMILY NAME", "FIRST NAME", "GENDER" (with radio buttons for "Male" and "Female"), "INSTITUTION", "DEPARTMENT/RESEARCH GROUP", "ADDRESS", "COUNTRY", and "EMAIL". A "Save" button is at the bottom.

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 “Embarked Equipment” Call 2013- Application document. Only if the document meets these specifications will it be accepted for upload.

The screenshot shows a web browser window for the ptoutline* application. The URL is <https://www.pt-it.de/ptoutline/application/Skizze?IDX=08porvaq052Inhnimnv8f7pi37>. The page title is "EUROFLEETS2 application "Embarked Equipment" Call 2013 – eurofleets2@awi.de – Logout". The logo "ptoutline*" is in the top right corner. Navigation buttons for "imprint" and "support" are in the top left. A sidebar on the right lists steps: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". The main content area is titled "Uploaded Project Description" and shows a file named "Project Description" (109.4 KB). Below this, a section titled "Scientific project description" contains instructions: "Please prepare your scientific description of the project according to the structure outlined in Part B of the [EUROFLEETS application "Embarked Equipment Call 2013"](#), before you proceed to upload your document below." It also lists upload requirements: "Please note, that you are only permitted to upload one document. This document must:" followed by a bulleted list of rules. A note at the bottom states: "Proposals exceeding the given limits will not be accepted!" and "Tip: Send your application early in the process to avoid the call closure rush." A file upload section with a "Choose File" button and a "Save" button is at the bottom.

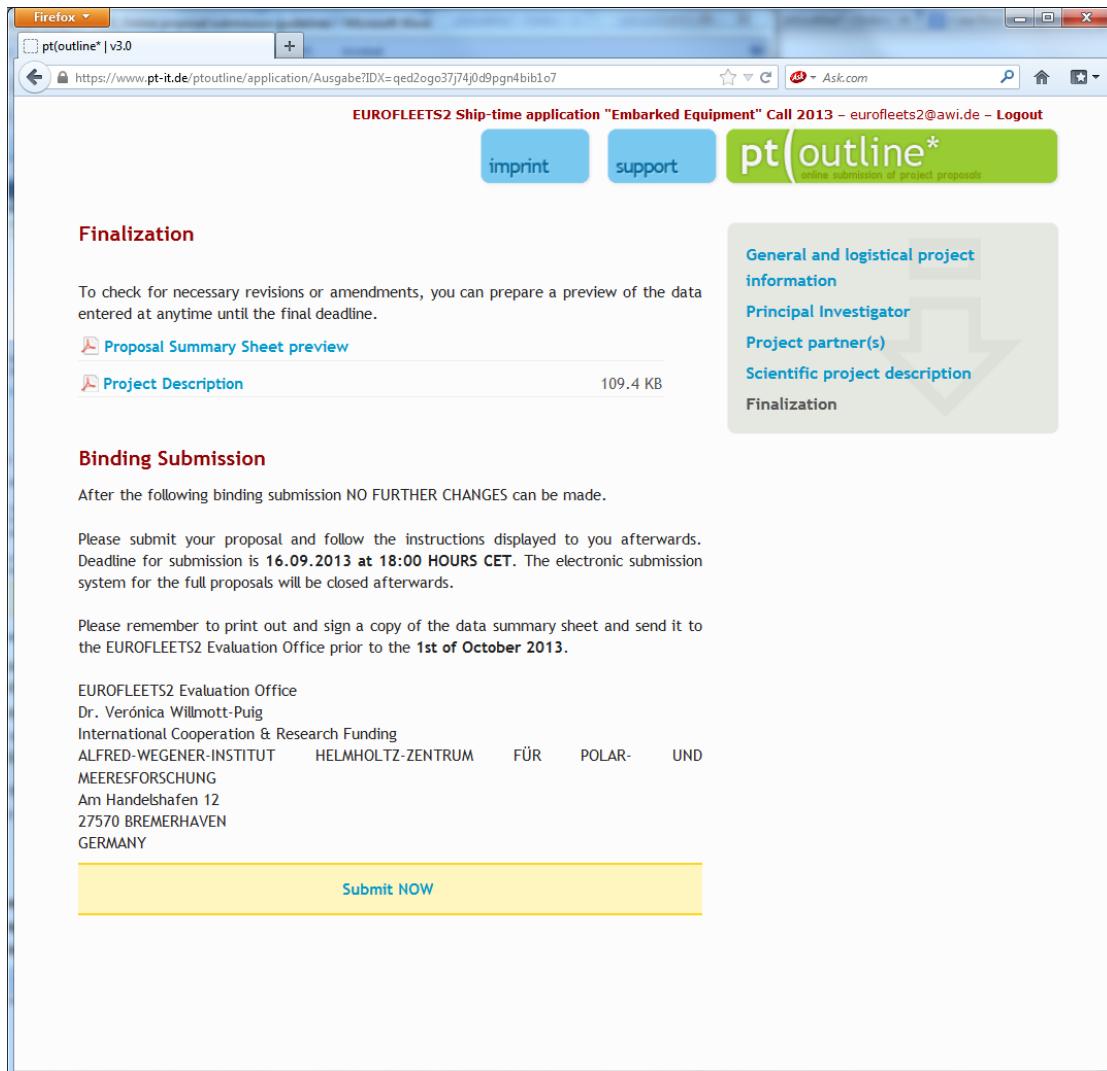
Please allow the system sufficient time to complete the upload. You will get a confirmation screen upon a successful upload and you will see the uploaded pdf (with a changed name) of your project description appearing at the top of the page.

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.



The screenshot shows a Firefox browser window with the URL <https://www.pt-it.de/ptoutline/application/Ausgabe?ID=qed2ogo37j74j0d9pgn4bib1o7>. The page title is "EUROFLEETS2 Ship-time application "Embarked Equipment" Call 2013 – eurofleets2@awi.de – Logout". The main content area is titled "Finalization". It shows a preview of the "Proposal Summary Sheet" and a "Project Description" (109.4 KB). To the right, a sidebar lists project components: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". At the bottom, there is contact information for the "EUROFLEETS2 Evaluation Office" and a large yellow "Submit NOW" button.

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.