

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 EUROLLEETS2 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 EUROLLEETS2 Evaluation Office, to arrive no later than the **1st of October 2013**, at the following address:

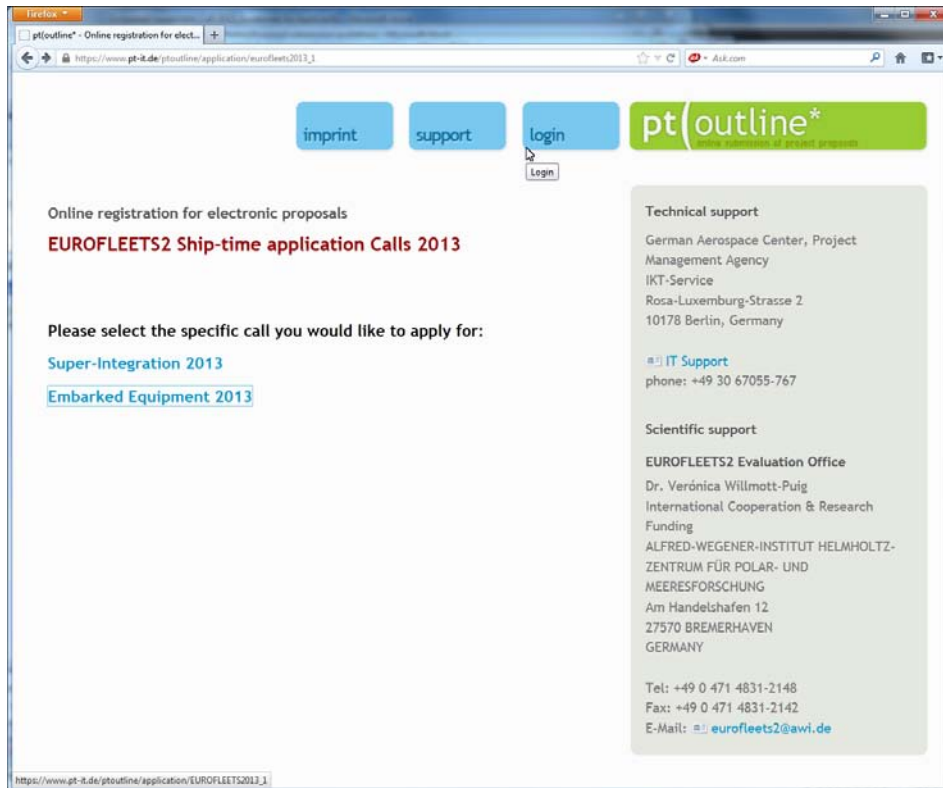
Dr. Verónica Willmott-Puig
EUROLLEETS2 Evaluation Office

Am Handelshafen 12
27570 BREMERHAVEN

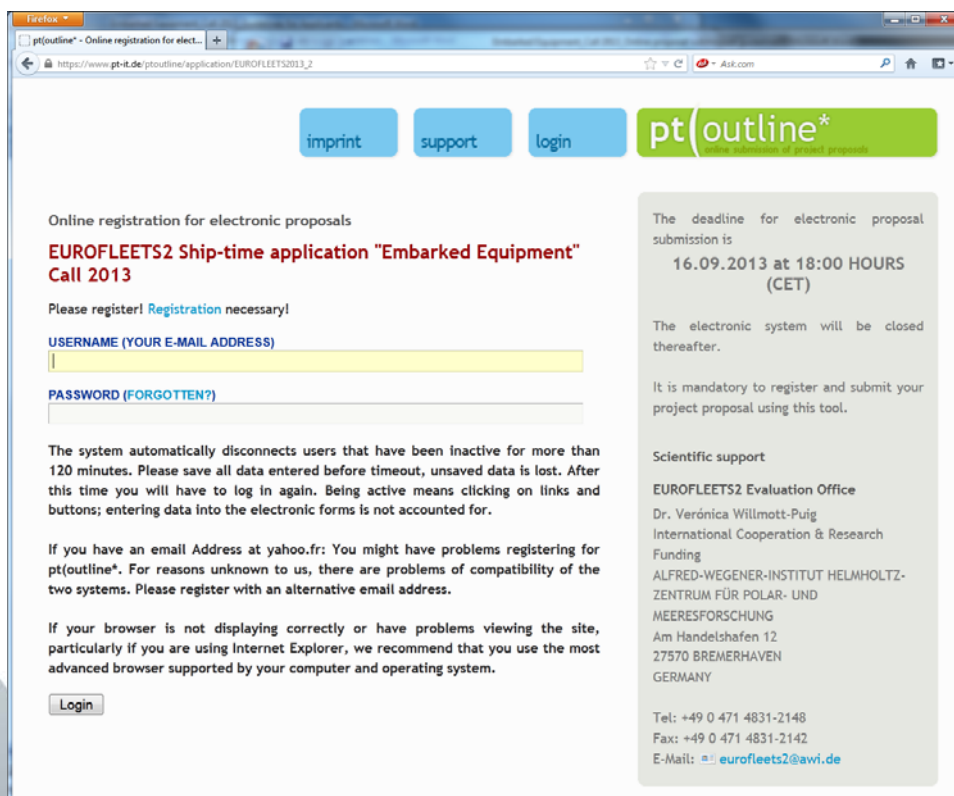
GERMANY

Step 1 – Login page

The first page of the online application website will let you choose between the currently open calls in EUROLLEETS2.



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.

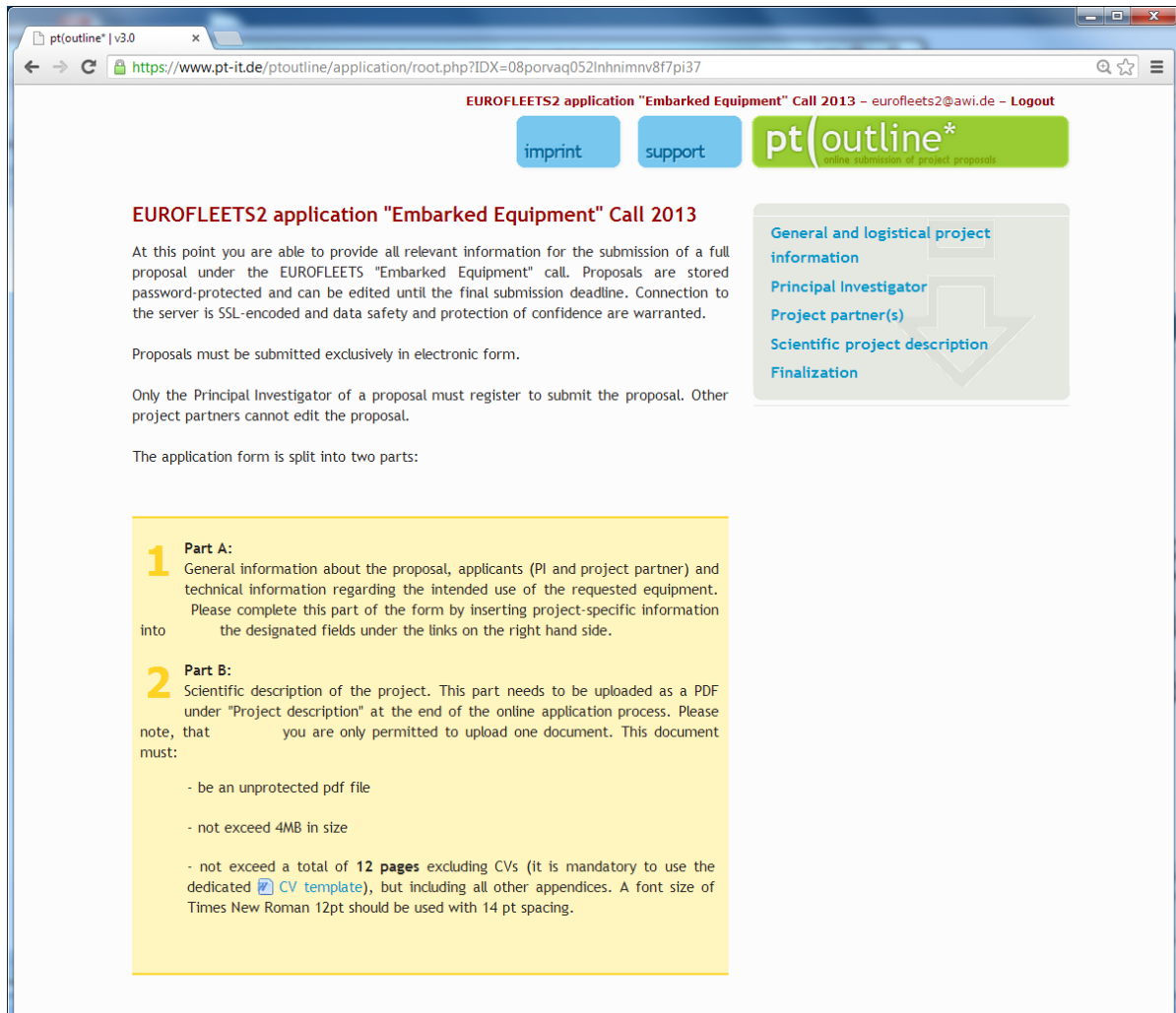
In case you forget your password you can order a new one by clicking the “(FORGOTTEN?)” button and provide your e-mail address. The new password will be send to your account. **When using the new password previously inputted data will not be lost.**

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.



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

The screenshot shows a web browser window with the URL <https://www.pt-it.de/ptoutline/application/Einstellungen?IDX=qed2ogo37j74d9pgn4bib1o7>. The page title is "EUROFLEETS2 Ship-time application 'Embarked Equipment' Call 2013 - eurofleets2@awi.de - Logout". The page features a navigation bar with "imprint" and "support" links, and a "pt(outline*)" logo. The main content area is titled "General and logistical project information" and includes a sub-header "Please enter the following information about your project." and a note "All fields marked with * are mandatory fields." The form contains several sections: "TITLE OF THE PROJECT" (text input), "PROJECT ACRONYM" (text input), "PROJECT OUTLINE" (text area, 2,000 characters), "MAIN SCIENTIFIC DISCIPLINE(S)" (checkbox list with "Physical Oceanography" and "Geology" selected), "AGREEMENT" (radio buttons for "Yes" and "No", with "Yes" selected), "PLEASE SELECT THE PIECE OF EQUIPMENT" (dropdown menu), "WORKING AREA" (text input, with a note "please provide a detailed map in Part B of the proposal"), "WHICH EXCLUSIVE ECONOMIC ZONE(S) WILL BE AFFECTED?" (text input, with a note "please state area(s) of operation"), "WORKING DAYS" (text input, with a note "how many days of ship-time will you need to accomplish the project"), "WHEN WILL THE CRUISE TAKE PLACE?" (text input), "PORT OF MOBILISATION" (text input), "PORT OF DEMOBILISATION" (text input), and "OWN EQUIPMENT PROVIDED" (text area). A "Save" button is located at the bottom left. On the right side, there is a sidebar with a "General and logistical project information" section containing links for "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". A yellow warning box at the bottom right of the sidebar says "Do not forget to save your changes!".

Step 2 – Part A: Principal Investigator

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

EUROFLEETS2 Ship-time application "Embarked Equipment" Call 2013 - eurofleets2@awi.de - Logout

imprint support pt(outline*)

Principal Investigator

Please fill in the contact details of the person who will be responsible in all correspondence 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 *

Andorra

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

Do not forget to save your changes!

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 browser window with the URL <https://www.pt-it.de/ptoutline/application/Team?IDX=sm4vhe0kpsf0et088qc6k6je3>. The page title is "EUROFLEETS2 Ship-time application 'Embarked Equipment' Call 2013 - eurofleets2@awl.de - Logout". The page has a navigation bar with "imprint" and "support" buttons, and the "ptoutline*" logo. The main heading is "Add new project partner". Below it, a paragraph states: "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." Another paragraph says: "All fields marked with * are mandatory fields." A detailed instruction follows: "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 side, there is a sidebar with a large downward arrow and a list of links: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". The form fields are: "TITLE" (dropdown), "FAMILY NAME" (text), "FIRST NAME" (text), "GENDER" (radio buttons for Male and Female), "INSTITUTION" (text), "DEPARTMENT/RESEARCH GROUP" (text), "ADDRESS" (text), "COUNTRY" (dropdown), and "EMAIL" (text). A "Save" button is at the bottom left.

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 with the URL <https://www.pt-it.de/ptoutline/application/Skizze?IDX=08porvaq052lnhnmv8f7pi37>. The page title is "EUROFLEETS2 application 'Embarked Equipment' Call 2013 - eurofleets2@awi.de - Logout". The page features a navigation bar with "imprint" and "support" buttons, and the "ptoutline*" logo. The main content area is titled "Uploaded Project Description" and shows a file named "Project Description" (109.4 KB). Below this, the section "Scientific project description" provides 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 states: "Please note, that you are only permitted to upload one document. This document must:" followed by a list of requirements:

- be an unprotected pdf file. Other file formats than pdf will not be accepted by the system. Both commercial and free tools to convert files to pdf format are widely available on the web. Only one pdf file comprising the complete proposal can be uploaded and thus has to include all appendices.
- not exceed 4MB in size. Please be patient, it may take some minutes to complete the upload.
- 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

Additional notes include: "Proposals exceeding the given limits will not be accepted!", "Tip: Send your application early in the process to avoid the call closure rush.", and "The name of your file will automatically be changed during the upload process. If you have already uploaded a proposal before, it will be overwritten by any subsequent file upload." At the bottom, there is an "UPLOAD PROJECT DESCRIPTION" section with a "Choose File" button (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.

The screenshot shows a web browser window with the URL <https://www.pt-it.de/ptoutline/application/Ausgabe?IDX=-qed2ogo37j74j0d9pgn4bib1o7>. The page title is "EUROFLEETS2 Ship-time application 'Embarked Equipment' Call 2013 - eurofleets2@awi.de - Logout". The page has a header with "imprint" and "support" buttons, and the "pt(outline)*" logo. The main content area is titled "Finalization" and contains the following text: "To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline." Below this text are two links: "Proposal Summary Sheet preview" and "Project Description" (109.4 KB). To the right of the main content is a sidebar with a large downward arrow and a list of links: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description", and "Finalization". Below the main content is a section titled "Binding Submission" with the following text: "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 **16.09.2013 at 18:00 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 **1st of October 2013**." Below this text is the contact information for the EUROFLEETS2 Evaluation Office: "Dr. Verónica Willmott-Puig", "International Cooperation & Research Funding", "ALFRED-WEGENER-INSTITUT", "HELMHOLTZ-ZENTRUM FÜR POLAR- UND MEERESFORSCHUNG", "Am Handelshafen 12", "27570 BREMERHAVEN", "GERMANY". At the bottom of the page is a yellow button labeled "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.