EUROFLEETS2

"Super-Integration" 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:

  o **Part A:** General information about the proposal, applicants (PI and scientific party) and technical information regarding the intended research cruise.

  o **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 2013, 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**, at the following address:
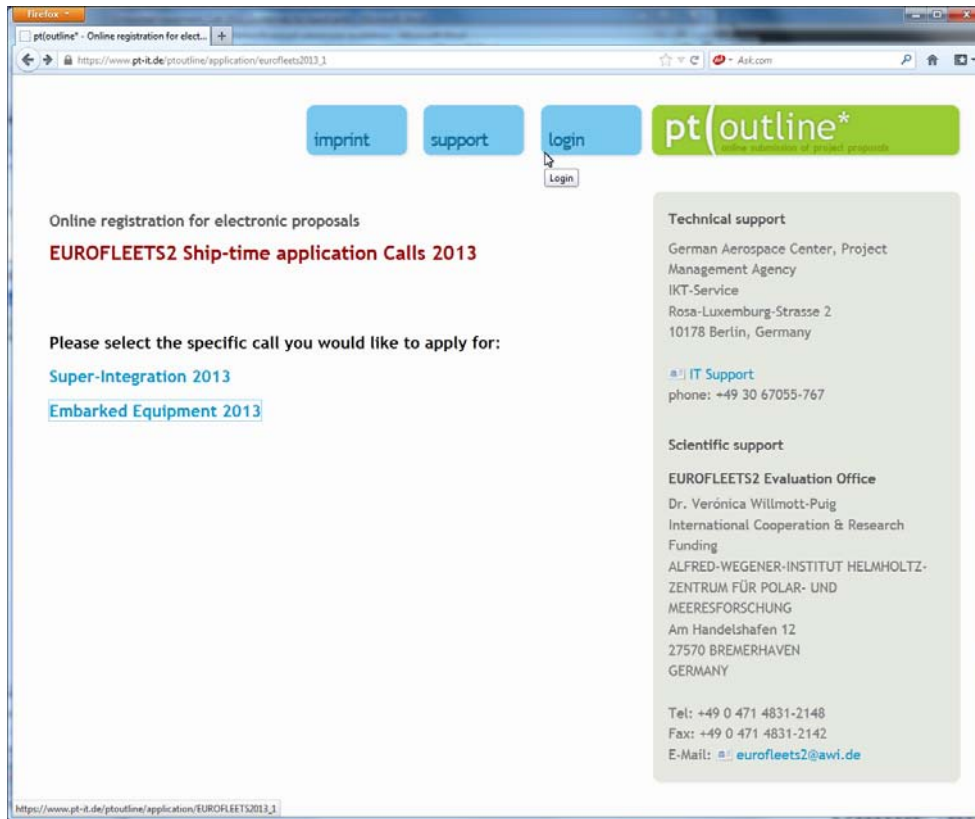
Dr. Verónica Willmott-Puig
EUROFLEETS2 Evaluation Office

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 Super-Integration 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.
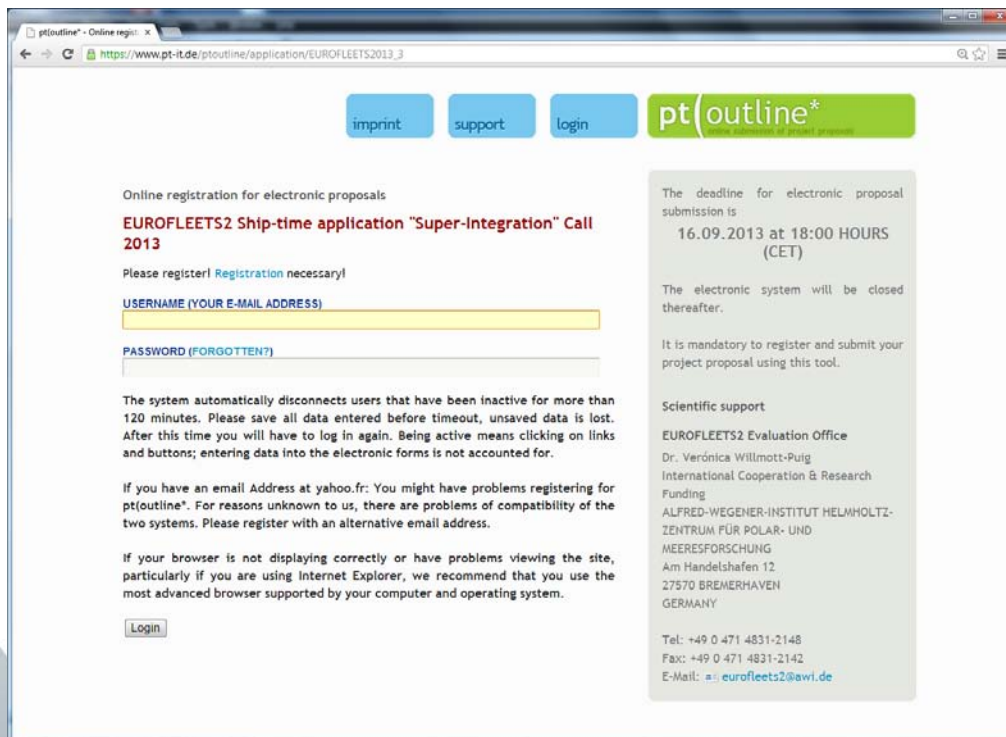
After providing your email address on the Registration page and clicking the button "Register" you will automatically receive an email containing a link to your password. Please note, that your password will only be displayed once and you should carefully remember it. Your email address becomes your 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 safe 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.
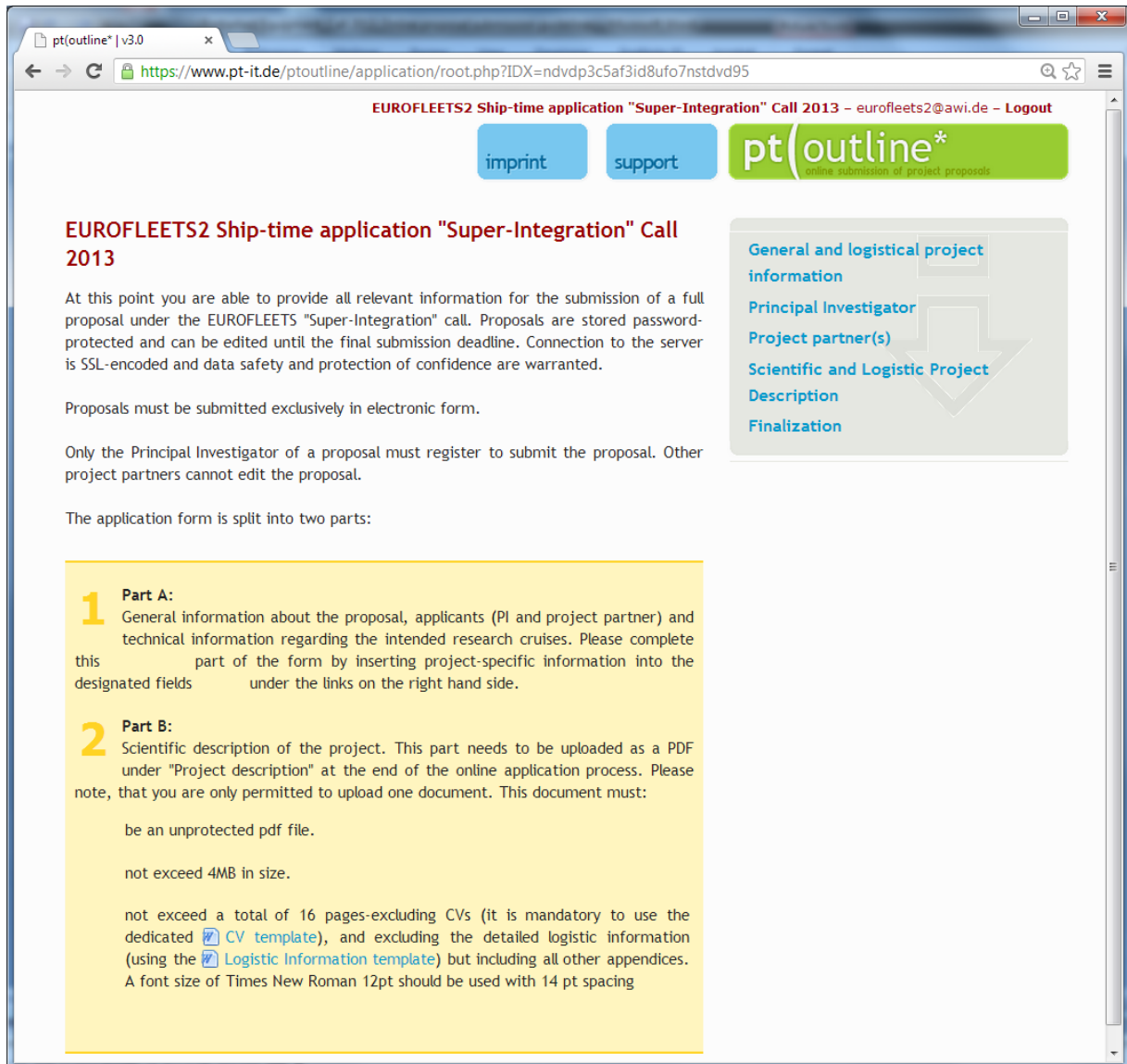
You can work separately in the different menus. After completion of each form you have to save the content so you can open the filled in form later. If you do not save the data they will be lost. Data can be changed and adapted until the moment you finally submit the form.

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:

Please complete the logistical information as well on the document "Logistic Information Template and attach it to the proposal.

Cruise 5

CRUISE 5: FIRST CHOICE

CRUISE 5: SECOND CHOICE

This cruise request includes the use of EUROFLEETS2 Embarked Equipment?
If yes, select one:

PLEASE SELECT THE PIECE OF EQUIPMENT

Financial Information

TOTAL TRAVEL BUDGET:

TOTAL SHIPMENT BUDGET:

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.

Save

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:

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:

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 "Super-Integration" Call 2013 document. Only if the document meets these specifications will it be accepted for upload.

Remember to upload in the single pdf document:

1. The Scientific Project Description (Maximum 16 pages)

2. The CVs of the Principal Investigator and Partners (using the provided template).

3. The Logistic Information, using the provided template).

Important note:

Any other appendices provided will reduce the Scientific Project Description page allowance.

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.

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.