



**IDEAL-IST**

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Your Worldwide ICT Support Network

# Successful proposal, parts A, B (and C)

**Dina Bērziņa,**  
ICT, FET, Energy, ECSEL NCP in Latvia,  
H2020 NCP National coordinator



This project has received funding from  
the European Union's Horizon 2020  
research and innovation programme  
under grant agreement No 645216

European Commission Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

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EU Programmes 2014-2020

Search Topics

Updates

Calls

- H2020
- 3rd Health Programme
- Asylum, Migration and Integration Fund
- Consumer Programme
- COSME
- Internal Security Fund - Borders
- Internal Security Fund - Police
- Justice Programme
- Promotion of Agricultural Products
- Rights, Equality and Citizenship Programme
- Research Fund for Coal & Steel

FP7 & CIP Programmes 2007-2013

46 Results

Keyword Search:  SEARCH

If you don't find your topic, you can also use the [free text search](#).

Select the Programme

Hold the 'CTRL' key to select several programmes.

H2020

Status  Forthcoming  Open  Closed

Sort by  (Planned) opening date  Deadline  Topic title  Topic identifier

**19 of 46 topics are not from ICT WP**

Topic: **ART-01-2017: ICT infrastructure to enable the transition towards road transport automation** **Forthcoming**

Publication date: 14 October 2015

Types of action: IA Innovation action two-stage

DeadlineModel: two-stage

Opening date: 20 September 2016

Deadline: 26 January 2017 17:00:00

2nd stage Deadline: 27 September 2017 17:00:00

Time Zone : (Brussels time)

Topic: **CIRC-01-2016-2017: Systemic, eco-innovative approaches for the circular economy: large-scale demonstration projects** **Forthcoming**

Publication date: 14 October 2015

Types of action: IA Innovation action two-stage

DeadlineModel: two-stage

Opening date: 08 November 2016

Deadline: 07 March 2017 17:00:00

2nd stage Deadline: 05 September 2017 17:00:00

Time Zone : (Brussels time)

EU Programmes 2014-2020

Search Topics

Updates  

Calls  


- H2020**
- 3rd Health Programme
- Asylum, Migration and Integration Fund
- Consumer Programme
- COSME
- Internal Security Fund - Borders
- Internal Security Fund - Police
- Justice Programme
- Promotion of Agricultural Products
- Rights, Equality and Citizenship Programme
- Research Fund for Coal & Steel

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

## Calls for Proposals



**Horizon 2020**

Advanced search for topics  
Calls for tenders on TED

Excellent Science

- European Research Council (ERC)
- Future and Emerging Technologies (FET)
- Marie-Sklodowska-Curie Actions
- Research Infrastructures

Industrial Leadership

- Leadership in enabling and industrial technologies (LEIT)
- Information and Communication Technologies**

Status  Calls with forthcoming topics  Calls with open topics  Calls with only closed topics

Sort by  Call title  Call identifier  Publication date

**FILTER**

**Societal Challenges**  
Sustainable Food Security – Resilient and resource-efficient value chains  
H2020-SFS-2016-2017  
Publication date: 14 October 2015

**Industrial Leadership**  
Information and Communication Technologies Call  
H2020-ICT-2016-2017  
Publication date: 14 October 2015

**Industrial Leadership**  
EU-Brazil Joint Call  
H2020-EUB-2017  
Publication date: 14 October 2015

**Industrial Leadership**  
CALL FOR NANOTECHNOLOGIES, ADVANCED MATERIALS, BIOTECHNOLOGY AND PRODUCTION  
H2020-NMBP-2016-2017  
Publication date: 14 October 2015

**Industrial Leadership**  
Horizon 2020 dedicated SME Instrument 2016-2017  
H2020-SMEInst-2016-2017  
Publication date: 14 October 2015

**Industrial Leadership**  
Industry 2020 in the Circular Economy  
H2020-IND-CE-2016-17  
Publication date: 14 October 2015

**Industrial Leadership**  
Internet of Things  
H2020-IOT-2016-2017

**Societal Challenges**  
Digital Security Focus Area  
H2020-DS-2016-2017


not ICT Calls

## Behavioural change toward energy efficiency through ICT - EE-07-2016-2017:

<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/ee-07-2016-2017.html>

Read the info

15-16 September 2016

 Horizon 2020  
Pillar: Societal Challenges  
Work Programme Year: H2020-2016-2017  
Work Programme Part: 'Secure, Clean and Efficient Energy'  
Call : H2020-EE-2016-2017 [H2020 website](#)  
[Call budget overview](#)

**Topic Description** + More

**Specific Challenge:**

The objective is to demonstrate that ICT-based solutions can contribute to saving energy by motivating and supporting behavioural change of energy end-users.

**Topic conditions and documents** + More

Please read carefully all provisions below before the preparation of your application.

**Submission Service**

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

<b>Type of Action</b>	<b>Innovation action [IA]</b>	<b>START SUBMISSION</b>
<b>Topic</b>	Behavioural change toward energy efficiency through ICT - EE-07-2016-2017	

Guidance on proposal submission: [H2020 ONLINE MANUAL](#)

IT Guidance: [it HOW TO](#)

## Topic Description

### Specific Challenge:

The objective is to demonstrate that ICT-based solutions can contribute to saving energy by motivating and supporting behavioural change of energy end-users.

Compare with official Work Programme (pdf)

### Scope:

Activities are focused on the development of innovative user-friendly digital tools and applications or services making use of energy end-user generated information or captured from in-home equipment/sensors (like smart meters, communication-enabled heat metering tools, smart plugs, smart appliances and/or energy-aware products), in possible combination with intelligent controls and automation, with the purpose to significantly enhance energy efficiency by behavioural change of end-users taking informed decisions. The solutions will focus on empowering consumers (buildings

Read all: does your project idea fit into the Scope and can ensure Expected Impact?

### Expected Impact:

Proposed actions are expected to demonstrate the impacts listed below (wherever possible, use quantified indicators and targets):

### Cross-cutting Priorities:

Gender  
Open Innovation

## Topic conditions and documents

Please read carefully all provisions below before the preparation of your application.

1. List of countries and applicable rules for funding here? →
2. Eligibility and admissibility conditions
3. Evaluation
4. Provisions, proposal templates and evaluation forms for the type(s) of action(s) under this topic
5. Additional provisions
6. Open access must be granted to all scientific publications resulting from Horizon 2020 actions
7. Additional documents

You meet all the criteria mentioned



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 645216

# Check Data Base!!!

[cordis.europa.eu/search/advanced\\_en?projects](http://cordis.europa.eu/search/advanced_en?projects)

**- maybe your idea is already financed ???**

be creative in search, ensure your idea is not financed before

**Filter by**

All content types  Projects only

Search terms

Acronym

Reference

Record number (RCN)

Title

Start date  anytime  From  to

End date  anytime  From  to

Programmes  All

Topics  All

Call identifier

Funding scheme  All

EU contribution (EUR)  From  to

Total cost (EUR)  From  to

Subject  All

Countries  All  Coordinator  Participant

Organisation   Coordinator  Participant

Administrative contact  First name  Last name   Coordinator  Participant

Results 1 - 8 of 8

Order by: Last update date Results/page: 10

**HORIZON 2020**

[PROJECT] **TRIBE** - [Training Behaviours towards Energy efficiency: Play it!](#)  
Ref.: 649770  
Start date: 2015-03-01, End date: 2018-02-28  
TRIBE project aims to contribute to a citizens' behaviour change towards energy efficiency in public buildings, through their engagement in the experience of playing a social game, linked by ICT to real time data collected from 5 pilot buildings hosting around 1.300 regular...  
Programme: H2020-EU.3.3.1.  
Record Number: 194617  
Last updated on: 2016-06-30

**HORIZON 2020**

[PROJECT] **OrBEET** - [Organizational Behaviour improvement for Energy Efficient administrative public offices](#)  
Ref.: 649753  
Start date: 2015-03-01, End date: 2018-02-28  
Tertiary sector buildings sector consume a sizeable proportion of EU total energy consumption and the majority of consumption is directly attributed to the operational phase of the building life-cycle. Occupant behaviour is a major cause of this consumption. OrBEET proposes an...  
Programme: H2020-EU.3.3.1.  
Record Number: 194615  
Last updated on: 2016-05-27

**RAMP**

[PROJECT] **RAMP** - [Real neurons-nanoelectronics Architecture with Memristive Plasticity](#)  
Ref.: 612058  
Start date: 2013-11-01, End date: 2016-10-31  
Information processing in classical "von Neumann" architectures is less efficient compared to biological counterparts when dealing with ill-posed problems and noisy data. The reason is that the biological brain is configured differently and the key is its evolving structure, ...  
Programme: FP7-ICT  
Record Number: 109899  
Last updated on: 2016-04-01

# Start submission (for coordinators only)

Type of Action	Innovation action [IA]	<a href="#">START SUBMISSION</a>
Topic	Behavioural change toward energy efficiency through ICT - EE-07-2016-2017	
Guidance on proposal submission:	<a href="#">H2020 ONLINE MANUAL</a>	
IT Guidance:	<a href="#">HOW TO</a>	

## Get support

[+ More](#)

**[H2020 Online Manual](#)** your online guide on the procedures from proposal submission to managing your grant.

Please confirm your choice of the **topic** and **type of action for the call**, as these cannot be changed subsequently in the submission system.

**Topic:** Behavioural change toward energy efficiency through ICT - EE-07-2016-2017

**Type of Action:** Innovation action [IA]

**Call:** Energy Efficiency Call 2016-2017


[CANCEL](#)

[CONFIRM](#)



Component	Mandatory requirements
<b>Adobe Reader</b>	<i>Version X or above, all previous reader installations must be removed prior to installing the latest version Adobe Acrobat X Pro needs to be updated to the latest version (10.1.15).</i>
<b>Internet connection</b>	<i>ADSL Line, 512 Kbps or faster</i>
<b>Memory</b>	<i>RAM - 512 MB of more</i>
<b>Screen resolution</b>	<i>Minimum 1024 x 768 of higher</i>
<b>JavaScript</b>	<i>JavaScript must be enabled</i>
<b>Cookies</b>	<i>Cookies must be enabled</i>
<b>Pop-up blocker</b>	<i>No effect</i>
<b>User ID</b>	<i>Valid user ID with the Commission (ECAS account)</i>

***The use of mobile devices for online submission of research proposals is not supported***

 project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 642216

# Recommended system configuration


Operating system	Internet browser	<i>Adobe Pro or Acrobat Reader</i>
<b>Windows Vista &amp; 7</b>	Internet Explorer 8 to 11 Firefox 3.6 or above Google Chrome 10 or above	Version X or above
<b>Windows 10</b>	Firefox 3.6 or above IE 11 Google Chrome until 44	Version X or above
<b>Mac OSX</b>	Safari 5 or above	Version XI
<b>Linux</b> (Xubuntu 14.04)	Firefox 28.1	Version 9.5.5




## Step 3

### Create a Draft Proposal

H2020-EE-2016-2017


 USER NAME  
Dina BERZINA

 TOPIC  
EE-07-2016-2017

 TYPE OF ACTION  
IA

 DEADLINE (Brussels Local Time)  
THU 19 January 2017 17:00:00

**133** days left until closure

Check Config 

Download Part B  
Templates 

Visit our 'How to' user guide 

Visit our 'H2020 Online Manual' 

### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

#### Your organisation

PIC\*   Short name\* 

Organisations you have been previously associated with. Click to select.

PIC: 999815861

PIC: 999933328

Search for your organisation PIC

#### Your Role

Please indicate your role in this proposal

Main contact

Contact person

## Step 4

### Manage Your Related Parties

#### H2020-GERI-2015-1

**USER NAME**  
Inga SIRANTE

**TOPIC**  
GERI-3-2015


**TYPE OF ACTION**  
RIA

**A.B.C.** ACRONYM  
Test


**DRAFT ID** | SEP-210284102

**WED** SUBMISSION DEADLINE  
**16** September 2015 17:00:00 CET

**104** days left until closure

Check Config 

**Download Part B Templates** 


[Visit our 'How to' user guide](#) 




[Visit our 'H2020 Online Manual'](#) 


### Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.



Note: Your changes will be applied only after you click the "Save Changes" button.





Number of participants: 4 [Add Partner](#) 


**1**  **Coordinator** Contact  

 **SIA GT**  
SIA NKP Latvia  
Skunu 4, LV 1050 Riga, LV  
PIC: 927929064




[Change Organisation](#) [Contact LEAR](#)





**Inga SIRANTE - Main contact**  


**2**  **Partner** Contact   

 **Association**  
Association  
ancienne gare, 52160 VAILLANT, FR  
PIC: 928226563




[Change Organisation](#) [Contact LEAR](#)

**Jean Didro - Contact person**   

**3**  **Partner** Contact   

 **Mercy University Hospital**  
Mercy University Hospital, Cork, Limited  
Mercy Provincial Offices, Bishop St., Cork, IE  
PIC: 934003980

[Change Organisation](#) [Contact LEAR](#)

**John O'Conory - Main contact**   

[Save Changes](#)

[next >>](#)

## Step 5 Edit Proposal

### H2020-GERI-2015-1

USER NAME  
Inga SIRANTE

TOPIC  
GERI-3-2015

TYPE OF ACTION  
RIA

A.B.C.  
ACRONYM  
Test

DRAFT ID | SEP-210284102

WED  
16  
SUBMISSION DEADLINE  
September 2015 17:00:00 CET

104 days left until closure

Check Config

Download Part B  
Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

view history

print preview

#### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

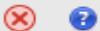
Technical Annex Section  
1-3

upload



Technical Annex Section  
4-5

upload



Ethics - Supporting  
Document(s) (Annex to  
the Ethics Self  
Assessment, if relevant.)

upload



<< Step 4 - Parties validate submit

## Step 5 Edit Proposal

ERC-2016-STG

USER NAME  
Wojciech KUBICKI

TOPIC  
ERC-2016-STG

TYPE OF ACTION  
ERC-STG

ACRONYM  
Test

DRAFT ID | SEP-2020

DEADLINE (Business Day)  
26 May 2016 17:00:00

56 days left until closure

Check Config

Visit our 'How to' user guide

Visit our '2020 Online Manual'

### Validations

**Your proposal cannot be submitted until the errors below are corrected:**

#### Part A Form

- Call specific questions [view errors \(2\)](#)
- Declaration [view errors \(1\)](#)
- General Information [view errors \(4\)](#)
- Participants and contacts [view errors \(3\)](#)
  - Please go back to Step 4 to enter this information: Contact address required field
  - Please go back to Step 4 to enter this information: Contact address required field
  - Please go back to Step 4 to enter this information: Contact address required field
- Principal Investigator [view errors \(9\)](#)

#### Part B and annexes

Mandatory Part B is missing

**The following warnings will not block submission but may affect its eligibility during evaluation:**

#### Part A Form

- Budget [view warnings \(2\)](#)
- Call specific questions [view warnings \(5\)](#)
- Declaration [view warnings \(4\)](#)
- Ethics [view warnings \(1\)](#)
- General Information [view warnings \(1\)](#)
- Participants and contacts [view warnings \(11\)](#)
- Principal Investigator [view warnings \(6\)](#)

Table Of Contents **Validate Form** **Save And Close**

Proposal ID SEP-210284102 Acronym Test

## Validation result

**Show Error** The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

**Show Warning** The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	Action
Declaration	Declaration acceptance is mandatory	Show Error
Participants and contacts	Please go back to Step 4 to adapt. Main Contact Email is a required field	Show Error
General Information	Title - missing entry	Show Warning
General Information	Duration - missing entry	Show Warning
General Information	Similar Proposal submitted - missing entry	Show Warning
Declaration	Declaration acceptance missing	Show Warning
Declaration	Declaration acceptance missing	Show Warning
Declaration	Declaration acceptance missing	Show Warning
Declaration	Declaration acceptance missing	Show Warning
Declaration	Declaration acceptance missing	Show Warning
Participants and contacts	Department Name - missing entry	Show Warning
Participants and contacts	Street - missing entry	Show Warning
Participants and contacts	Town - missing entry	Show Warning
Participants and contacts	Postal Code - missing entry	Show Warning

European Commission <EC-NO-REPLY-GRANT-MA kam: man > 16:04 (Pirms 2 stundām) ☆

angļu > latviešu Tulkot ziņojumu Izslēgt: angļu

## Europa / Research / Participant Portal notification

Message to LEAR when the proposal 'template' is created

Dear Proposal Participant,

You have successfully created a draft proposal in the Participant Portal Submission System:

Proposal acronym : Test  
 Draft proposal ID : SEP-210284102 (a final Proposal ID will be assigned as soon as the proposal is submitted)  
 Call : H2020-GERI-2015-1  
 Type of action : RIA  
 Topic : GERI-3-2015  
 Call closure : 2015-09-16 17:00:00  
 Your ECAS ID : nsiranti

## Europa / Research / Participant Portal notification

You can review, edit and submit your proposal at any time from [Proposals](https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html) tab (<https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html>) in the [Participant Portal](#).

With kind regards,  
 European Commission - Participant Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the SEP helpdesk (+32 (2) 29 92222 or [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu))

Dear Sir/Madam,

The contact person of the following proposal, Mr/Ms Inga SIRANTE, has given you access to his/her draft proposal:

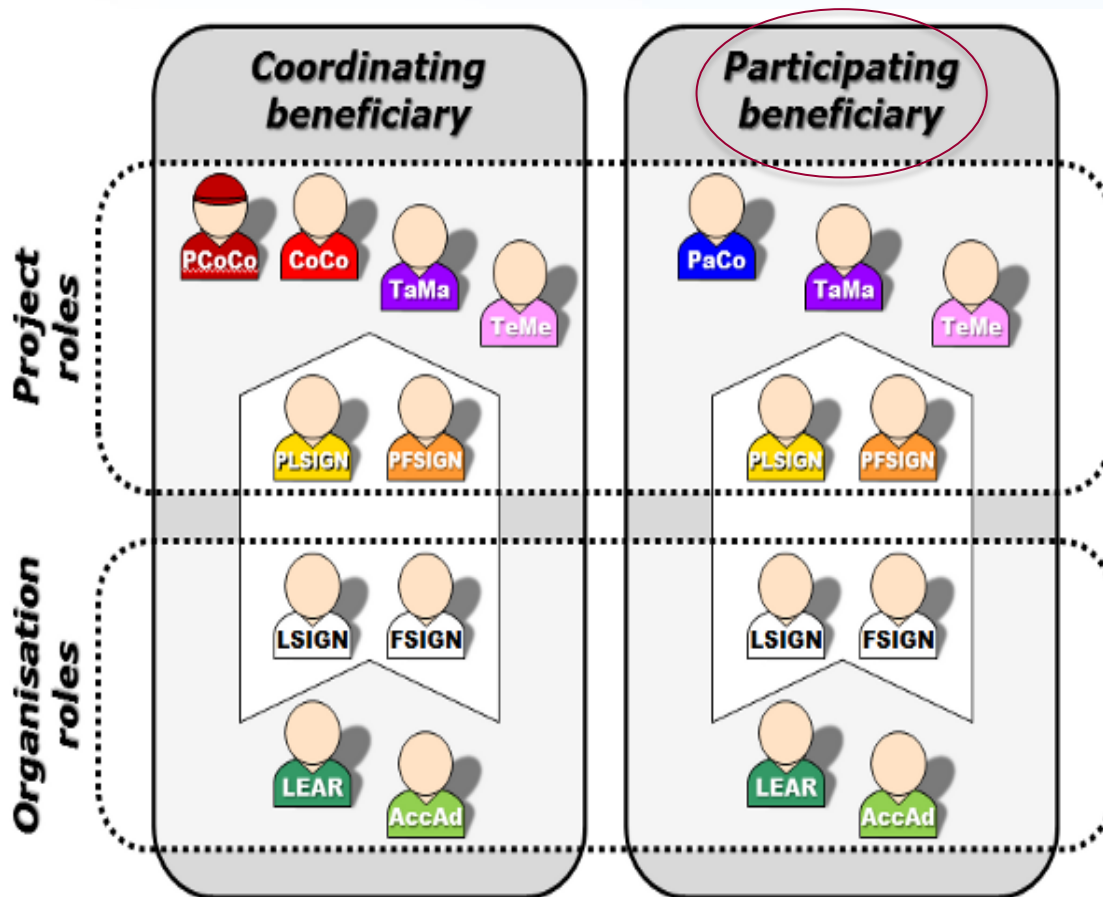
Proposal acronym : Test  
 Draft proposal ID : SEP-210284102  
 Call : H2020-GERI-2015-1  
 Type of action : RIA  
 Topic : GERI-3-2015  
 Coordinating organisation : SIA NKP Latvia (PIC: 927929064, located in Riga, LV)  
 Coordinating contact : Inga SIRANTE (nkp2015test@gmail.com - nsiranti)  
 Your organisation : STARPTAUTISKA LIETISKAS OPTIKAS BIEDRIBA (PIC: 999815861)  
 Your details (as entered by the coordinator) : D B (dinab@latnet.lv - nberzidi)

Message to proposal partner when she/he is added to partner list

This call closes on **2015-09-16 17:00:00** Brussels Local Time. Please contact the person above for any action that you might have to take. You may access this proposal at any time via the [My Proposals](#) tab in the [Participant Portal](#) using your email [dinab@latnet.lv](mailto:dinab@latnet.lv) to authenticate yourself.

With kind regards,  
 European Commission - Participant Portal Submission System team

[ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/roles-and-access-rights\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/roles-and-access-rights_en.htm)



*During proposing:*  
Participant Contact  
(PaCo): main contact +  
contact person (optional)  
Legal Entity Appointed  
Representative (LEAR)

GA:  
Legal Signatory (LSIGN)  
Project Legal Signatory  
(PLSIGN)

*Project:*  
Task Manager (TaMa)  
Team Member (TeMe)  
Project Financial  
Signatory (PFSIGN)

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# Part A





**IDEAL-IST**  
www.ideal-ist.eu

# Additional Guides 1/2



## Proposal Submission Service User Manual

20/04/2016



European Commission - Proposal Submission Service - User's Guide (20-04-2016) Page 1 of 122

## 10 minute guide

to the proposal submission – version 3.2.2

[https://ec.europa.eu/research/participants/portal/doc/call/fp7/sp1-jti-cs-2013-02/1570138-y\\_sep\\_usermanual\\_en.pdf](https://ec.europa.eu/research/participants/portal/doc/call/fp7/sp1-jti-cs-2013-02/1570138-y_sep_usermanual_en.pdf)

10 minutes guide to the proposal submission

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## Your Worldwide ICT Support Network



H2020 Programme

AGA – Annotated Model Grant Agreement

Version 2.11  
1 July 2016

Disclaimer  
This guide is aimed at assisting beneficiaries. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the Commission nor the Agencies (or any person acting on their behalf) can be held responsible for the use made of this guidance document.

[ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)



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[https://www.google.lv/url?sa=t&rct=j&q=&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwj9rpLk6obPAhVE6CwKHSvfCRUQFggcMAA&url=http%3A%2F%2Fec.europa.eu%2Fresearch%2Fparticipants%2Fdata%2Fsupport%2Fsep\\_usermanual.pdf&usg=AFQjCNGaDN2UoWyhN0mJagEgiTVzDniWFA](https://www.google.lv/url?sa=t&rct=j&q=&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwj9rpLk6obPAhVE6CwKHSvfCRUQFggcMAA&url=http%3A%2F%2Fec.europa.eu%2Fresearch%2Fparticipants%2Fdata%2Fsupport%2Fsep_usermanual.pdf&usg=AFQjCNGaDN2UoWyhN0mJagEgiTVzDniWFA)

15-16 September 2016



2016-2017

Self-evaluation form

Form 1: Research and innovation actions  
Innovation actions

Form 2: Coordination & support actions

Version 2.0  
22 October 2015



[ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/ef/2016-2017/h2020-call-ef-ria-ia-csa-2016-17\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/2016-2017/h2020-call-ef-ria-ia-csa-2016-17_en.pdf)

15-16 September 2016



[ec.europa.eu/research/participants/data/support/expert/h2020\\_expert-briefing\\_en.pdf](http://ec.europa.eu/research/participants/data/support/expert/h2020_expert-briefing_en.pdf)

Dina Bērziņa - Baku

This Toolbox has been designed by Ideal-ist to support proposers during the whole application process from project idea to project completion and future planning. Choose a category and a sub category to see a list of available media content

[Basic info](#) [Proposal](#) [Project](#)

Search  [Upload an item](#)

> Types of projects

> Developing the idea

Developing and managing the proposal

Financial and legal issues

Managing partners

Evaluation process

Ideal-ist Toolbox:  
<https://www.ideal-ist.eu/toolbox>



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 645216

# Online fill-in form 1/2

Your Worldwide ICT Support Network

European Commission - Research - Participants  
Proposal Submission Forms

Go to:

[Table of Contents](#) [Validate Form](#) [Save And Close](#)

Horizon 2020  
Call: H2020-GERI-2015-1  
Topic:  
Type of action: RIA  
Proposal number:  
Proposal acronym:

Table of contents

Section	Title	Action
1	General information	<a href="#">Go</a>
2	Participants & contacts	<a href="#">Go</a>
3	Budget	<a href="#">Go</a>
4	Ethics	<a href="#">Go</a>

How to fill in the forms

The administrative forms must be filled in for each proposal using the template data fields in the administrative forms are pre-filled based on the previous steps 1

European Commission - Research - Participants  
Proposal Submission Forms

Go to:

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Proposal ID: Acronym

Topic: Type of action: RIA

Call identifier: H2020-GERI-2015-1 Acronym:

Proposal title:

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: > \* &

Duration in months:

Free keywords:

Abstract:

Remaining characters: 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)?  Yes  No

duties of coordinator

European Commission - Research - Participants  
Proposal Submission Forms

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Proposal ID: Acronym

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.

2) The information contained in this proposal is correct and complete.

3) This proposal complies with ethical principles (including the highest standards of research integrity) — as set out, for instance, in the [European Code of Conduct for Research Integrity](#) — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct.

4) The coordinator confirms:

- to have carried out the self-check of the financial capacity of the organisation on [this link](#) or to be covered by a financial liability check in an EU project for the last closed financial year. Where the result says "adequate" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or

- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose liability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or

- as sole participant in the proposal is exempt from the financial capacity check.

5) The coordinator hereby declares that each applicant has confirmed:

- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and

- they have the financial and operational capacity to carry out the proposed action.

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.

According to Article 131 of the Financial Regulation of 20 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 284 of 28.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 302, 31.12.2012, p. 1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the processing of your personal data with the European Data Protection

m (EWS) only or both in the EWS and Central Exclusion Database (CED) as of the situations mentioned in the [Privacy Statement](#), or [Real Exclusion Database](#) (for more information see the [Privacy Statement](#)).

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3 - Budget for the proposal

No	Participant short name	Country	(A) Direct personnel costs <sup>1</sup>	(B) Other direct costs <sup>2</sup>	(C) Direct costs of sub-contracts <sup>3</sup>	(D) Direct costs of providing financial support to third parties <sup>4</sup>	(E) Costs of in-kind contributions not used on the beneficiary's premises <sup>5</sup>	(F) Indirect Costs <sup>6</sup> (1+0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs <sup>7</sup>	(H) Total estimated eligible costs <sup>8</sup> (A+B+C+D+E+F+G)	(I) Reimbursement rate (%)	(J) Max. grant (€) (H*I)	(K) Requested grant (€)
1	Six Gz	LV	0	0	0	0	0	0	0	100	0	0,00	
	Total												

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4 - Ethics issues table

Section	Page
1 - HUMAN EMBRYOS/FOETUSES	
Does your research involve <a href="#">Human Embryos Stem Cells (hESC)</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your research involve the use of human embryos?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your research involve the use of human foetal tissues / cells?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 - HUMANS	
Does your research involve human participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your research involve physical interventions on the study participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 - HUMAN CELLS / TISSUES	
Does your research involve human cells or tissues (other than from Human Embryo/Foetus, i.e. section 1)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 - PERSONAL DATA (v)	
Does your research involve personal data collection and/or processing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5 - ANIMALS (v)	
Does your research involve animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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6 - THIRD COUNTRIES

Section	Page
Does your research involve non-EU countries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered flora or fauna samples, etc.)? (v)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to import any material from non-EU countries into the EU? For data imports, please fill in also section 4. For imports concerning human cells or tissues, fill in also section 3. For exports concerning human cells or tissues, fill in also section 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to export any material from the EU to non-EU countries? For data exports, please fill in also section 4. For exports concerning human cells or tissues, fill in also section 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your research involves <a href="#">any and/or year results from non-EU countries</a> , are benefits-sharing measures foreseen? (v)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Could the situation in the country put the individuals taking part in the research at risk? (v)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7 - ENVIRONMENT & HEALTH AND SAFETY (v)	
Does your research involve the use of elements that may cause harm to the environment, to animals or plants? For research involving animal experiments, please fill in also section 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your research deal with endangered flora and/or fauna protected areas? For research involving human participants, please fill in also section 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your research involve the use of elements that may cause harm to humans, including research staff? For research involving human participants, please fill in also section 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8 - DUAL USE (v)	
Does your research have the potential for military applications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9 - MISUSE (v)	
Does your research have the potential for malicious/criminal/terrorist abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10 - OTHER ETHICS ISSUES	
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="checkbox"/> Yes <input type="checkbox"/> No

3 pages for each partner

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Proposal ID:  Acronym:  Short name: null \* dd\_participants \* Proposal \* Partic...

**PIC** 928226563 **Legal name** Association "Autour de la Terre"

**Short name:** Association

**Address of the organisation**

Street: ancienne gare  
Town: VALLANT  
Postcode: 52160  
Country:   
Webpage: www.centredeartes.org

**Legal Status of your organisation** ?

**Research and Innovation legal statuses**

Public body: ..... unknown      Legal person: ..... unknown  
Non-profit: ..... unknown  
International organisation: ..... unknown  
International organisation of European interest: ..... unknown  
Secondary or Higher education establishment: ..... unknown  
Research organisation: ..... unknown

**Enterprise Data** ?

SME self-declared status: ..... unknown  
SME self-assessment: ..... unknown  
SME validation site: ..... unknown

Based on the above details of the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

NACE code:  ?

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Proposal ID:  Acronym:  Short name: null \* dd\_participants \* Proposal \* Partic...

**Department(s) carrying out the proposed work** Add a Department ?

**Department 1**

Department name:

Same as organisation address

Street:  [object XFAObject]

Town:

Postcode:

Country:

**Dependencies with other proposal participants** ?

Character of dependence	Participant
<input type="text"/>	<input type="text"/>

Add

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Proposal ID:  Acronym:  Short name: null \* dd\_participants \* Proposal \* Partic...

**Person in charge of the proposal** ?

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title:  Sex:  Male  Female

First name:  Last name:

E-Mail:

Position in org:  [object XFAObject]

Department:  [object XFAObject]

Same as organisation address

Street:

Town:  Post code:

Country:

Website:

Phone:  [object XFAObject] Phone 2:  [object XFAObject] Fax:  [object XFAObject]

**Other contact persons** ?

First Name	Last Name	E-mail	Phone
Jean	Dikro	test@gmail.com	<input type="text"/>

# Part B



## Part B Template RIA\_IA section 4-5 v20140416.rtf

## Part B Template RIA\_IA section 1-3 v20141204.rtf



### Proposal template (technical annex)

### *Research and Innovation actions* *Innovation actions*

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion for a full proposal.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

**▲ First stage proposals:** In two-stage submission schemes, at the first stage you only need to complete the parts indicated by a bracket (i.e. { }). These are in the cover page, and sections 1 and 2.

**▲ Page limit:** For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

The page limit for a first stage proposal is 15 pages.

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

#### Section 4: Members of the consortium

▲ This section is not covered by the page limit.

▲ The information provided here will be used to judge the operational capacity.

#### 4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- [any other supporting documents specified in the work programme for this call.]

#### 4.2. Third parties involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties <sup>1</sup>	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	

<sup>1</sup> A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (Article 14 of the Model Grant Agreement).

## 1. Page limit:

For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages.

All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).





2. ***follow chapter sequence and content in the template*** (some transferred info to another place → leave the reference),
3. ***first half page*** for Objectives and Concept and methodology have to be a hook for evaluators,
4. don't forget to ***highlight*** Relation to the work programme,
5. Impact is the most essential for **IA & SME Instrument**,
6. ***use graphs, charts, tables*** (evaluators are different),
7. Consortium as a whole - do the members complement one another? Has anybody a special task?
8. don't forget to ***describe*** Innovation management (also for RIA proposals);
9. don't ***skip*** Ethical issues (put 'no', don't leave empty);
10. **Chapters 3 and 4** have no page limit (reasonably long)





## Step 5 Edit Proposal

**H2020-GERI-2015-1**

**USER NAME**  
Inga SIRANTE

**TOPIC**  
GERI-3-2015

**TYPE OF ACTION**  
RIA

**A.B.C.** **ACRONYM**  
Test

**DRAFT ID** | SEP-210284102

**WED** **SUBMISSION DEADLINE**  
**16** September 2015 17:00:00 CET

**101** days left until closure

Configuration OK

**Download Part B Templates**

Visit our 'How to' user guide

### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.


**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms

Edit will open the forms in Adobe Reader.

**Submit**

Please wait, your proposal is being submitted.



[print preview](#)

#### Part B

In this step you can upload the proposal (in PDF format only) and any other documents.

Technical Annex Section 1-3	<a href="#">upload</a>	pp2_part_1-3.pdf	<a href="#">delete</a>		
Technical Annex Section 4-5	<a href="#">upload</a>	pp2_part_4-5.pdf	<a href="#">delete</a>		
Ethics - Supporting Document(s) (Annex to the Ethics Self Assessment, if relevant.)	<a href="#">upload</a>				

## Step 6

### Submit

#### H2020-GERI-2015-1



USER NAME  
Inga SIRANTE



TOPIC  
GERI-3-2015



TYPE OF ACTION  
RIA

A.B.C.

ACRONYM  
Test



FINAL ID | 696245  
DRAFT ID | SEP-210284102


WED


16


SUBMISSION DEADLINE  
September 2015 17:00:00 CET

101

days left until closure

Configuration OK 

[Visit our 'How to' user guide](#) 

[Visit our 'H2020 Online Manual'](#) 

### Your proposal has been successfully submitted

Your proposal was submitted on: **07 June 2015 at 15:23:03 (Brussels Local Time)** as part of the **H2020-GERI-2015-1** call, before the deadline of 16 September 2015 at 17:00:00 (Brussels Local Time).

Your project ID is **696245**. This number is important and will be used as future reference during the evaluation process.

### Revisit your Proposal

You may edit your proposal and re-submit at any time before the deadline of **16 September 2015 at 17:00:00 (Brussels Local Time)** by clicking the "re-edit proposal" button.

[re-edit proposal](#)

You may download a timestamped and digitally signed PDF version of your submitted proposal

[download](#)

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

[withdraw proposal](#)



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www.ideal-ist.eu

# Most important e-mail

Your Worldwide ICT Support Network

## Europa / Research / Participant Portal notification

Dear Proposal Participant,

The following proposal has been submitted to the Participant Portal Submission System:

Submitted by : Inga SIRANTE ([NKP2015test@gmail.com](mailto:NKP2015test@gmail.com))  
Proposal acronym : Test  
Proposal ID : 696245 (internal reference number: SEP-210284102)  
Call : H2020-GERI-2015-1  
Type of action : RIA  
Topic : GERI-3-2015  
Call closure : 2015-09-16 17:00:00  
Date of submission : 2015-06-07 15:23:03

You may return to this proposal via the [My Proposals](https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html) tab (<https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html>) in the [Participant Portal](#). Please also note that you may reedit and resubmit your proposal before the deadline. In this case only the latest submitted version will be used during evaluation.

For your reference we included below information on the attachments uploaded to the submission system:

pp2\_part\_1-3.pdf (3736 bytes, uploaded on 2015-06-07 14:55:36)  
pp2\_part\_4-5.pdf (3717 bytes, uploaded on 2015-06-07 14:58:53)

This email does not constitute a formal proof that the proposal submitted will be retained for evaluation.

13-10 SEPTEMBER 2010

20

- вопросы можете задавать на русском
- answers will be in English



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 645216