Guideline for the COFASP website users to prepare their application
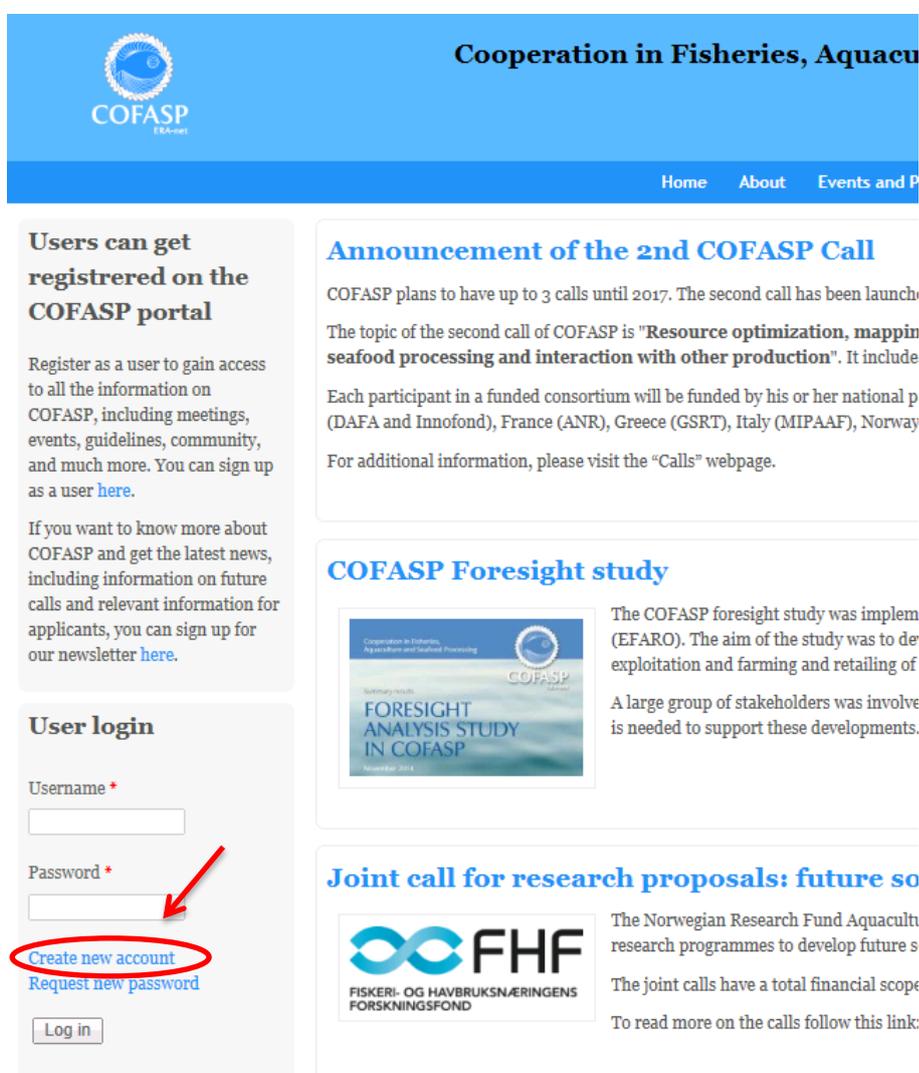
> **You must have your JavaScript enabled on your browser to prepare your application. You can check the status of your browser via this link: http://activatejavascript.org/**

This guideline will explain you step by step how to apply to COFASP call for proposals online. To apply on a COFASP call for proposals, you have to create a proposal.

The proposal administrator is automatically the project coordinator.

1- Create an account

To create your group, first of all, you have to log on COFASP as user. If you do not have an account, you have to click on "*Create new account*" on the COFASP homepage:

2- Create a proposal

When you are logged as user, you have to go to the "Calls" webpage and then click on "Create new proposal".

A Proposal is a closed room where users can communicate in confidence. The primary purpose of Proposals is to provide a facility for partnering and application development in relation to ERA-NET calls, but Proposals may also be used for any other purpose users may have.

The user who creates a Proposal is automatically the Proposal Coordinator, who has the sole rights to make changes in the proposal, including adding/deleting memberships and giving administration rights to other members.

3- Design your proposal

A form will open, where you can enter a title, a description, set the visibility, and optionally upload a file.
You can choose if it is a public or a private group:
• Public: Other users can see the group, read a summary description and apply for membership
• Private: The proposal is invisible for other users and memberships is by invitation only
Public / Private can be reset during the life of the group / proposal. In both groups / proposals internal communication and memberships are confidential. Files uploaded to the proposal are secured against unauthorised access.
If you opt for a public file, the title and the description will be displayed to other users.

Please, pay attention to select the open call in "Call identifier" when you design your group / proposal.

Do not forget to save when you have filled the fields. You will be able to find back your proposal in "My proposals" on the "Calls" webpage after having logged on the COFASP website.

4- Prepare your application

When your proposal is created, you have to click on **Workspace** to manage your group / proposal.

To invite partners, you have to go to "**Manage partners**" to invite your partners to join the proposal. For that purpose, your partners must be registered as users on COFASP website. If it is not the case, they have to create an account on COFASP homepage.

A **partner** is the institute to which the scientist or group is connected.

In the section "Manage partners", you can also define and modify the roles of your partners: select the partner, go to the menu "Operations" under the list of partners and select the role you want to define or modify for this partner and click on Execute. A special role is the *Project editor*, who can be a Project partner or an ordinary proposal member, and who has rights to act as the coordinator regarding editing the application.

In the section "**Edit application**", the Project coordinator must create a *Project info page* and all project partners must create a *Partner info page* and a *Partner budget.* Links to fill the different information requested for your application are available on this webpage: Create or View/Edit.

- *Project info page*: To open the project info page, you have to click on Create in the table, under the column Project. Here, you have to fill the title, acronym, abstract, keywords … and to select the sub-topic(s) for your application. You will be able to modify information afterwards: a link View/Edit will be available after saving your project info page.

  The data of this page will be used by the Call Secretariat and the Call board to look for and select the appropriate reviewers after the pre-registration deadline.

  For the full proposal stage, you will have to upload Part B of your application on this page.

- *Partner info page*: this page allow you to fill information for each partners
- *Partner budget page*: here, you have to detail the cost of your application and the funding requested. You also have to select the appropriate funding body for your request. The budget form to be filled in has a link to the contact person.

You can check your application in the section "**View application**". It gives you an overview of the different items you have filled to prepare your application. If something is wrong, you can correct your application going back to the section "Edit application".

To submit your application, you have to go to the section "**Submit application**" and click on Submit.

Please refer to the following when filling out your applications:

All limitations to **character count** include <u>spaces and symbols</u>.

The following steps (1-4) are required for preregistration:

Step 1: Create Proposal

The proposal will become an application by selecting an open call. The user who creates a proposal will automatically become the project coordinator.

Note: you will not be able to see groups you yourself have created in 'public proposals'. Instead they are listed in 'My proposals'. They are, however, visible to all other users in 'Public proposals' (if you have chosen to make your proposal public).

Step 2: Add user(s)

Add a new user to the proposal. Optionally, select one or more roles: project partner (member of the consortium), project editor (assist the project coordinator in writing the proposal), none (simply a member of the proposal with minimal privileges).

Step 3: Create project info

Fill out the 'project info' portion of the application - when preregistering, attaching a Description of Work (DoW – Part B of the proposal) is not required. The DoW is only required when handing in the full proposals.

Step 4: Create partner info

Fill out the partner information according to the description in 'Guidelines for Applicants'. Make sure that each partner is involved in filling out his/her own portions to ensure that all information is correctly filled.

This concludes the preregistration portion of your application, once you press "submit".

The next steps (5-7) are for full proposals:

Step 5: Create partner budget

The budget for each partner: The conditions applied by the funding agency in question for each partner are presented in the national regulations (see Guidelines for applicants). Each partner should ensure that his/her budget is in accordance with the national regulations of the funding agency to which he is applying.

Step 6: Attach a full Part B

Attach the Part B to the application in the 'Project info' part. You can find the Part B template (.docx) on the call main page. It is mandatory to submit the Part B form as an unprotected Adobe PDF file.

Step 7: Submit application

The application must be submitted before the deadline. Late entries will be disregarded.