

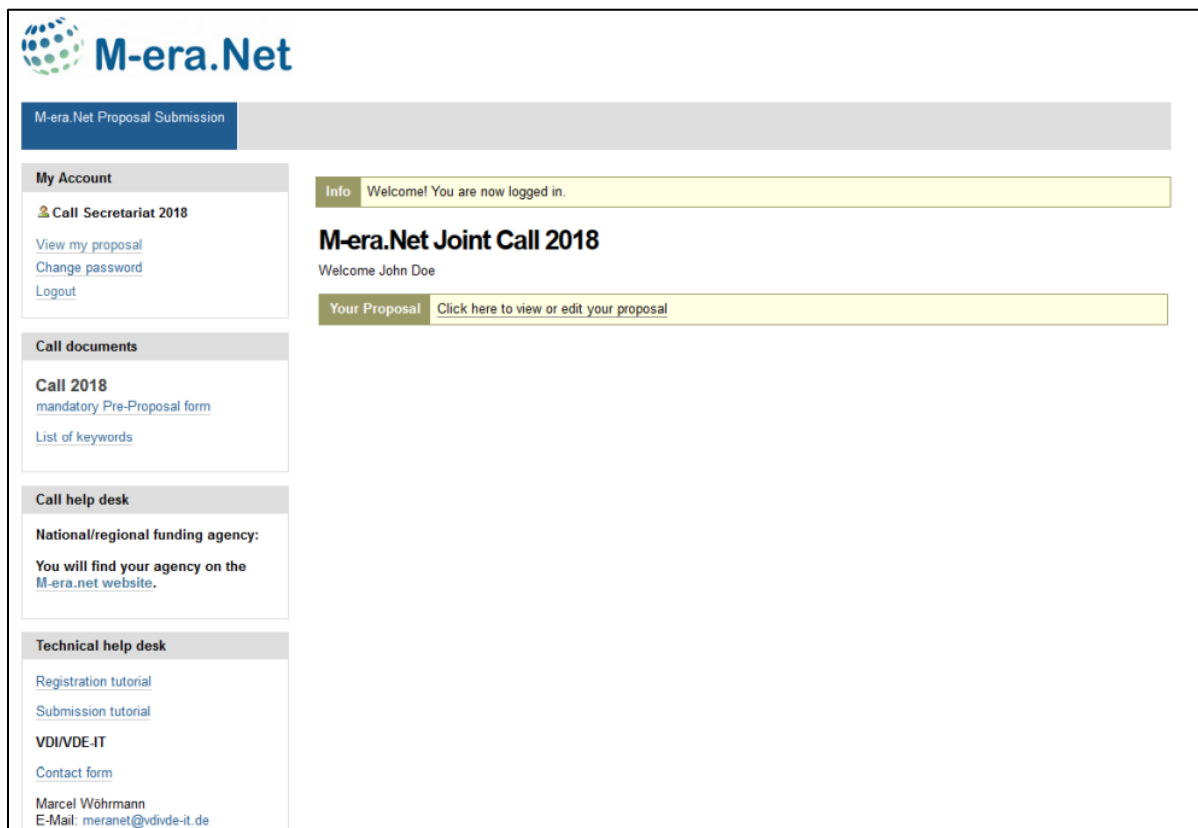
M-ERA.NET

Submission Tutorial

Please note: all screenshots in this tutorial are examples. Any dates and times regarding deadlines have no validity. Please visit the M-ERA.Net Website (<https://m-era.net>) for valid information about call deadlines!

Starting page

After log in you will see the following page:



Screenshot 1: after successful login

Information and support

“My account” in the upper left corner offers a direct link to your proposal: You can also change your password or logout. These options are always visible.

The mandatory proposal form is available for download.

2 types of support are provided:

- a) For information on the national/regional funding rules please contact your respective national/regional funding organisation listed on our [website](#) and in the Guide for Proposers
- b) Only for IT related issues there is a “Technical help desk”.

Start proposal submission

For a successful proposal submission you need to provide information both through the M-ERA.NET online form and the M-ERA.NET proposal form (Word file).

You must:

-) fill in all mandatory fields in the online form.
-) complete the M-ERA.NET proposal form (Word file); this mandatory form is provided in the “call documents” section of this page.
-) make sure that data in the online form are in line with data in the proposal form.
-) upload the M-ERA.NET proposal form (pdf file).

To start the online application you can either use the link “View my proposal” in the “My account” section or the link [Click here to view or edit your proposal](#) in the content area.

Please note that the whole proposal submission is done by the project coordinator only!

Proposal details page


This page shows the current submission status (highlighted in orange); mandatory fields which are not yet completed are highlighted (red).

A summary of already completed information (including all project partners) is shown at the bottom of the page.

Use the “Edit proposal” button to provide mandatory information on the project.

Use the “Add new partner” button to add additional project partners.

My Account

 John Doe

[View my proposal](#)

[Change password](#)

[Logout](#)

Call help desk

Please contact your funding agency.

You will find your agency on the [M-era.net website](#).

Technical help desk

[Contact form](#)

[Registration howto](#)

[Submission howto](#)

VDI/VE-IT

Marcel Wöhrmann
E-Mail: meranet@vdivde-it.de

Proposal Details

Submission State The current state of the proposal is **not submitted**.

You can not submit your proposal Submission of the pre-proposal requires certain eligibility criteria to be fulfilled.

Please check following items:

- Project duration is required.
- Pre-Proposal file is required.
- Specify a partner who act as coordinator.
- Acronym is required.
- Minimum of 3 partners from 2 different countries are required.
- Please select the call topic.
- Proposal title is required.
- Project summary is required.

[✎ Edit Proposal](#) [➕ Add new partner](#)

[📄 Show all information](#)

Acronym	
Title	Title of your proposal
Project summary	
Keywords	---

Screenshot 1: Proposal details page. Proposal is incomplete.

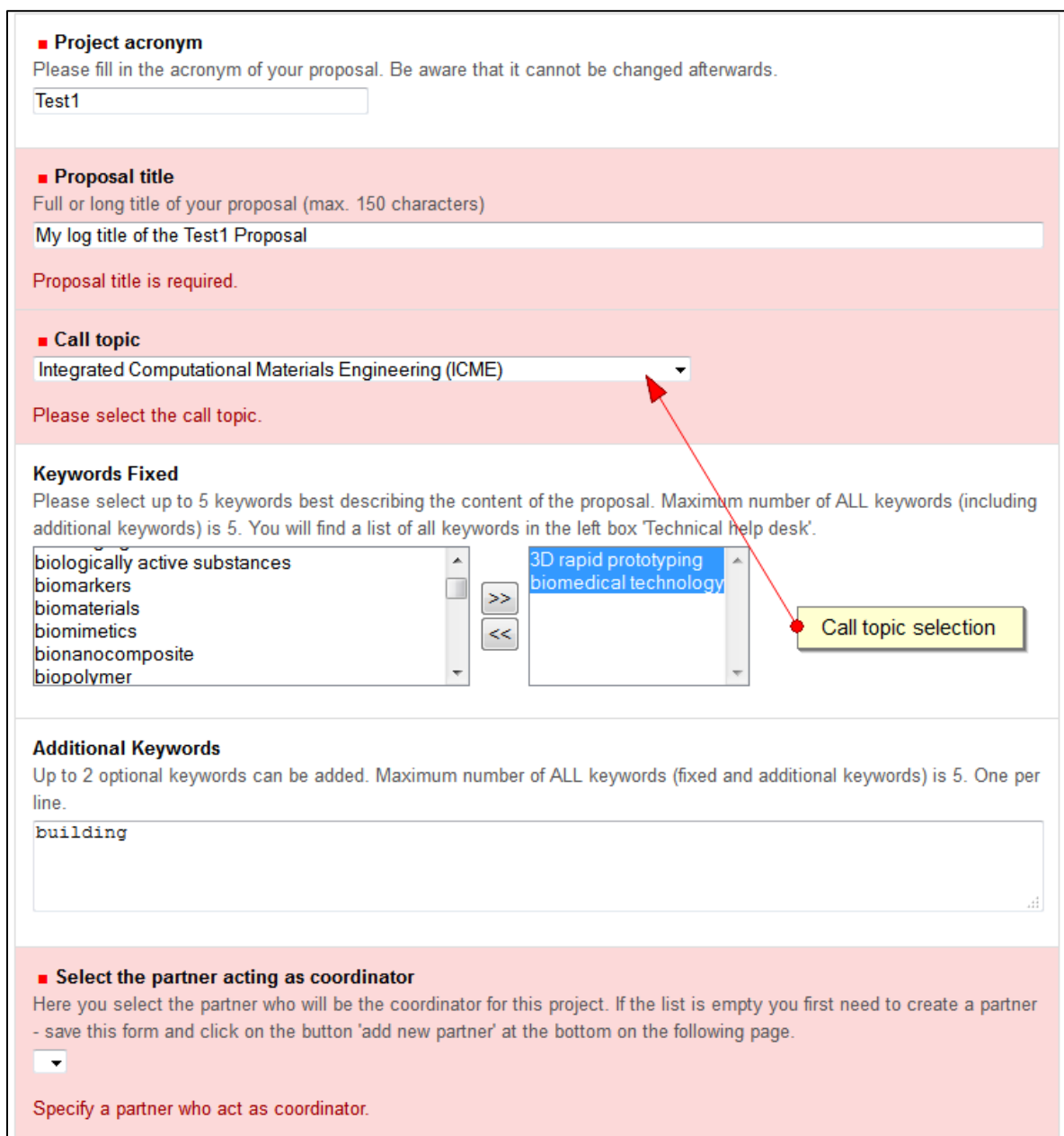
Edit proposal page

Fill in the mandatory fields. In case certain details are not yet known it is possible to skip fields and fill them in later. While you can always save a draft version please note that the final submission is only possible if all mandatory fields are completed.

Call topic: Select the call topic according to the content of your proposal. Please note that not all call topics are supported by all funding organisations (see M-ERA.NET “Guide for proposers”).

Coordinator: Please note that the first partner is automatically selected as coordinator. You can change the coordinator by editing the proposal later and select another partner as coordinator.

Pre-Proposal: Upload your proposal from. Please note that there is a technical page limit of 22 pages.



■ Project acronym
Please fill in the acronym of your proposal. Be aware that it cannot be changed afterwards.

■ Proposal title
Full or long title of your proposal (max. 150 characters)

Proposal title is required.

■ Call topic

Please select the call topic.

Keywords Fixed
Please select up to 5 keywords best describing the content of the proposal. Maximum number of ALL keywords (including additional keywords) is 5. You will find a list of all keywords in the left box 'Technical help desk'.

biologically active substances	>>	3D rapid prototyping
biomarkers	<<	biomedical technology
biomaterials		
biomimetics		
bionanocomposite		
biopolymer		

Additional Keywords
Up to 2 optional keywords can be added. Maximum number of ALL keywords (fixed and additional keywords) is 5. One per line.

■ Select the partner acting as coordinator
Here you select the partner who will be the coordinator for this project. If the list is empty you first need to create a partner - save this form and click on the button 'add new partner' at the bottom on the following page.

Specify a partner who act as coordinator.

Call topic selection

Screenshot 2: Edit proposal page (upper part)

■ Select the partner acting as coordinator
Here you select the partner who will be the coordinator for this project. If the list is empty you first need to create a partner - save this form and click on the button 'add new partner' at the bottom on the following page.

Specify a partner who act as coordinator.

■ Project summary
max. 4000 characters

But I must explain to you how all this mistaken idea of denouncing of a pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness.

3731 characters remaining

Project summary is required.

■ Planned project start date

2014 / June / 18

■ Project duration
Enter the project duration in month. Please enter an integer value.

0

Project duration is required.

■ Pre-Proposal File
Upload your pre-proposal file. Only unencrypted PDF-Files are allowed. Max 22 pages. No file size restrictions.

Keine Datei ausgewählt.

Pre-Proposal file is required.

Screenshot 4: Edit proposal page (lower part)

Add / Edit partner page

Fill in the online partner form for each partner.

Funding organisation: Please note that the selected country together with the selected call topic determines the possible funding organisation/programme (please see Annex 3 in Guide for Proposers). Not all funding organisations/programmes support all call topics and therefore your choice may be limited.

Edit Partner

■ **Organisation**

■ **Organisation type**

■ **Annual turnover**
Enter the annual turnover of partner in EUR. Please enter an integer value without dot or comma.

■ **Size of company**
Please specify the number of employees

■ **Gender**

Title

Screenshot 3: Example partner form (upper part)

<p>■ Country Select the country where the partner organisation is located</p> <p>Spain <input type="text"/></p>
<p>Website</p> <p><input type="text"/></p>
<p>■ TRL at project start Provide the technology readiness level at project start for this project partner</p> <p>2 <input type="text"/></p>
<p>■ TRL at project end Provide the technology readiness level at project end for this project partner</p> <p>6 <input type="text"/></p>
<p>■ Funding Organisation Select the responsible funding organisation/programme for the partner. Please note: only available organisations/programmes depending on country and main focus will be displayed.</p> <p>MINECO (MINECO) <input type="text"/></p>
<p>■ Requested funding Enter the planned funding of partner in EUR. Please enter an integer value without dot or comma.</p> <p>0 <input type="text"/></p>

Screenshot 6: Example partner form (lower part).

It is possible to save the partner form without completing all fields. Please note that submission is only possible if all mandatory fields are completed.

Proposal submission

Make sure that data in the online form are consistent with data in the proposal form.

If all mandatory fields are filled in and the proposal form is uploaded you can finalise the proposal submission by clicking on the link “Submit this proposal”.

After the proposal is submitted, the coordinator receives a confirmation email.

Info Changes saved.

Proposal Details

Submission State The current state of the proposal is **not submitted**.

You can now submit your proposal [Submit this proposal](#)

Edit Proposal Add new partner

Acronym	Test1
Title	My long title of the Test1 Proposal
Objective	But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one reject
Publishable project summary	But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness.
Keywords	Materials, thin layer
Call topic	Integrated Computational Materials Engineering
Total partner costs	30212 EUR
Total partner funding	26212 EUR
Total person months	3713
Project start (duration)	12/2012 (15 months)
Pre-Proposal	Page1.pdf — PDF document, 132 kB (135632 bytes)

Partner

Add new partner

	Type	Status	Organisation	Contact person	Funding organisation/programme
	Coordinator		First partner	John Doe	Agency for Innovation by Science and Technology (IWT)
	Partner		My organisation	John Doe	Agency for Innovation by Science and Technology (IWT)
	Partner		dfdge	max rest	Deutsche Forschungsgemeinschaft (DFG)

Screenshot 4: Complete proposal with 3 partners

Retraction

If necessary, the coordinator can edit and resubmit the proposal again by clicking on the link „Retract proposal now“.

Please note that proposal retraction is only possible until submission deadline.

Info	The proposal was submitted successfully. A confirmation E-Mail was send to project coordinator (johndoe@test.com).
Proposal Details	
Submission State	The proposal was last submitted on Jun 18, 2014 10:42 AM .
Retract proposal	Until end of deadline you can retract and edit your proposal at any time. Retract proposal now
Show all information	
Acronym	TestCornel
Title	Testing tools for Call 2014

Screenshot 5: Status after proposal submission. If needed retraction of the proposal is possible.