



**ENIAC-ED-54**

**GUIDE FOR THE  
PROPOSAL SUBMISSION TOOL**

**for Call ENIAC-2011-2**

**v1.0**

**Disclaimer**

This Guide is based on the rules and conditions contained in the legal documents applicable to the ENIAC Joint Undertaking and the national funding schemes of the ENIAC member States. The Guide does not in itself have legal value, and thus does not supersede these documents.

Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded from <http://www.eniac.eu>

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## 1 The part of 10 for EPSS

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1. **Call deadlines for FPP are absolutely firm and are strictly enforced.**
2. **Only the coordinator is authorised to submit the proposal. Do not delegate this responsibility as it requires some understanding of EPSS.**
3. **In Part A: Leaving cells empty will block the submission of your proposal, therefore if you miss some of the data (a name, a phone number, an amount, etc.) then use a dash ("-") for alphanumeric character and a zero ("0") for numerical data, or ("0.00") for decimal numeric information.**
4. **Some cells have a limited set of values, those will appear in a drop down menu or in a separate box. If you cannot introduce a value in a cell, look for the box it might be hidden behind some other window.**
5. **Part C must be in PDF format, The overall limit size for Part C is 10 Mbytes.**
6. **Part B consists of an Excel table and a PDF document, The overall limit size for Part B is 10 Mbytes.**
7. **For larger documents, please contact ENIAC JU Secretariat**
8. **Part B/C filename must be made up only of the letters A to Z and numbers 0 to 9 without special characters or spaces. For easy reference always include the acronym of your project as first characters in the filename.**
9. **Only when all problems are corrected can the proposal effectively be submitted.**
10. **You must press the button "SUBMIT PROPOSAL" in order to validate the submission. After submitting your proposal you can still modify it and re-submit it. Therefore do not wait till the last moment to submit.**

## 2 Constituent parts of a Proposal

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### 2.1 Full Project Proposal (FPP)

The information requested in the FPP consists of a detailed description of the project.

The FPP is entered through a web portal. It consists of a Part A (a set of digital forms), Part B and Part C a set of documents to be uploaded.

### 2.2 Part A, Part B and Part C

The proposal consists of four parts:

**Part A** will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested. This information will be encoded in a structured database for further computer processing to produce, for example, statistics and evaluation reports. This information will also support the experts and ENIAC staff during the evaluation process.

The information in Part A is entered through a set of on-line forms in the electronic proposal submission service (**EPSS**) which is described further. Any changes or additional information regarding Part A can be entered through a set of on-line forms in the EPSS system.

EPSS allows furthermore the upload of a further set of documents that also are requested for the submission of the proposal:

**Part B:** The template for Part B consists of a text document and an EXCEL spreadsheet with tables. But under EPSS only documents in Pdf or Xls can be uploaded. Therefore all the Word documents must be prepared and finally transformed into Pdf document for upload. The EXCEL spreadsheet can be uploaded as such.

Part B is a list of headings, rather than an administrative form (see Template for Part B). You should follow this structure (see template) when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work.

Part B also include for each participant the calculation of his costs and his requested public funding. The different items of the budget to be funded must be explained: direct costs (equipment, materiel, manpower, etc), indirect costs (overheads), etc. In addition to these calculations, participants from ENIAC member States should provide additional information that national authorities require to verify the national eligibility criteria for funding.

As a template for those calculations 2 different forms are available. One form for participants from ENIAC member States and one form for participants from other EU Member States and FP7 Associated Countries that are not ENIAC member States.

The same information must be introduced in the EPSS system. How this is done is explained further (mapping the required fields between the forms and the electronic forms in EPSS).

More information on the funding information can be found in a next chapter.

**Part C:** Verification of national eligibility criteria for funding:

National eligibility criteria for funding can be found in the document "National Contact persons, Eligibility criteria and Funding rules" that is published with the Call. As a common rule, participants from ENIAC member States should make sure that their proposal contains any additional information that national authorities will require to verify the national eligibility criteria for funding.

In addition, and for this Project Outline phase, each participant from a country requiring additional information must provide it in PDF files according to the guidelines given. These files should be included in the Part C of the Project Outline.

Any changes or additional information regarding Part A should be entered through a set of on-line forms in the EPSS system, which is described in section 4 of this document.

Only black and white copies of Part B are used for evaluation and you are strongly recommended therefore not to use colour in your document. Do not insert hypertext links, only the text of your Part B will be read, not any documents linked to it.

## 3 The Proposal submission tool (EPSS)

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### 3.1 Getting started

Proposals must be submitted electronically, using the Electronic Proposal Submission System (EPSS). You can access the Electronic Proposal Submission System (EPSS) from the call page on <http://www.eniac.eu/>. The EPSS has a built-in help function.

Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated.

#### **Late information**

Check regularly the Call page for new information or eventual clarifications.

#### **About the deadlines**

**Call deadlines are absolutely firm and are strictly enforced.**

The EPSS will be closed after the deadline of each phase of the call. After these deadlines, access to the EPSS for this call will be impossible. Do not wait until the last moment before submitting your proposal!

All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline.

#### **A user guide for EPSS**

Before using the system, it is highly recommended to read through the EPSS User Guide which is available at <https://www.epss-fp7.org/epss/EPSS-Userguide.pdf>.

#### **The help-desk for EPSS**

EPSS Help desk (IT Tool)

email: [support@epss-fp7.org](mailto:support@epss-fp7.org)

Tel: +32 2 233 3760

## **Accessing EPSS**

Navigate to the Call page on the eniac website: [www.eniac.eu](http://www.eniac.eu). You have to first make your choice for which call for proposals and for which sub-scheme you want to apply. After selecting the call, you will arrive at the call page. On the call page, go to the Electronic Proposal Submission Service (EPSS) section; choose the sub-scheme you want to apply for from the dropdown list and press "Go". When asked for the call and sub-scheme information, use following data:

**Call : ENIAC-2011-2**  
**Sub-Scheme: JTI-CP-ENIAC**

## **Getting a user ID and password**

You will then arrive at the EPSS start page. Click on "Register", fill in the registration form and submit it. The EPSS will send you coordinator and partners' usernames and passwords by e-mail.

## **Use of the system by the proposal coordinator**

As a coordinator you can:

- register as interested in submitting a proposal
- set up (and modify) your consortium by adding/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general and to your own administrative details
- download the document template for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit, the complete proposal: Part A, Part B (one PDF file) and Part C (as several PDF files)

## **Use of the system by the other participants**

Other participants can:

- complete their own sections A2 (participant details)
- download the whole proposal for review

## ***3.2 Submitting the proposal***

### **Who?**

For both phases the documents to be submitted will consist of a Part A, Part B and Part C (when required).

**Only the coordinator is authorised to submit the proposal.**

### **How?**

Completing the Part A forms in the EPSS and uploading a Part B and Part Cs (if applicable) does not yet mean that your proposal is submitted.

**You must press the button "SUBMIT PROPOSAL" in order to validate the submission.**

The EPSS then performs an automatic validation of the proposal for such problems as missing data, etc. Submission is blocked until these problems are corrected.

**Only when these problems are corrected may the proposal be submitted.**

Therefore "SUBMIT PROPOSAL" starts the final steps for submission; it does not in itself cause the proposal to be submitted.

When successfully submitted, the coordinator sees a confirmation window that indicates that the proposal has been received. This is also confirmed by an e-mail message from noreply@epss-fp7.org. This automatic message is not the official acknowledgement of receipt which will be issued by ENIAC JU.

### **Corrections**

**After submitting your proposal you can still modify it and re-submit it right up to the deadline.** The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline.**

**Leaving cells empty will block the submission of your proposal, therefore if you miss some of the data (a name, a phone number, an amount, etc.) then use a dash ("-") for alphanumeric character and a zero ("0") for numerical data, or ("0.00") for decimal numeric information.**

**Some of the cells must be filled in from a dropdown menu or from a detachable menu (pop-up window). It can happen that this pop-up window is blocked by your browser or that the window is hidden by some other window. Therefore if you cannot fill in a value in a cell, check for this menu.**

Errors discovered in proposals submitted to the EPSS can be rectified by simply submitting a corrected version. So long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, however, the JU can accept no further additions, corrections or re-submissions. The last eligible version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

### **When: Respecting the submission deadline.**

Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.

Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.

The submission of a proposal requires some knowledge of the EPSS, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **You are advised not to delegate the job of submitting your proposal!**

## **Upload of documents**

For the **Part B (Word document) OR Part C** you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. **For the spreadsheet you use EXCEL format.**

Irrespective of any page limits, there is an **overall limit of 10 MBytes to the size** of proposal file Part B or C.

There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters, special characters and spaces must be avoided.

Concerning the PDF conversion:

- You are advised to clean your document before converting it to PDF (e.g. accept all tracked changes, delete notes).
- Check that your conversion software has successfully converted all the pages of your original document (e.g. there is no problem with page limits).
- Check that your conversion software has not cut down landscape pages to fit them into portrait format. Check that captions and labels have not been lost from your diagrams
- Please note that your proposal will be printed in black and white on plain A4 paper for the evaluation. Therefore **please make sure that any security features that prevent printing are turned OFF in your PDF document**

Only a single PDF file (apart from the Excel spread sheet) comprising the complete Part B and a number of specific participants Part C PDF files can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

## **Withdrawing a proposal**

You may withdraw a proposal before the call deadline by submitting a revised version with a Part B section containing only the following text:

"The applicants wish to withdraw this proposal. It should not be assessed or evaluated".

You may also withdraw a proposal after the deadline. Contact the EPSS help desk.

### ***3.3 Final checks before submission***

- Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?
- Is your Part B in portable document format (PDF), including no material in other formats?
- **Is your Part B or Part C filename made up only of the letters A to Z and numbers 0 to 9 without special characters or spaces?**

- **Preferably put the Acronym of your project first to avoid a mix up (same for the Part C).**
- Have you printed out your Part B, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file.
- Is your Part B file within the size limit of 10 MBytes?
- Are the Part C files within the size limit of 10MBytes each?
- Have you virus-checked your computer? The EPSS will automatically block the submission of any file containing a virus.

The deadlines: very important!

- Have you made yourself familiar with the EPSS in good time?
- Have you allowed time to submit a draft version of your proposal well in advance of the deadline (at least several days before), and then continued to improve it with regular resubmissions?
- Have you completed the EPSS submission process for your final version?

## 4 Instructions for completing Part A of the proposal

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**When you have filled in all the necessary information you can print Part A for your own verification of the data.**

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the participants in the consortium and section A3 concerns the funding.

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *You have inserted zeros ("0") where there are no costs or funding figures. **Leaving cells empty will block the submission of your proposal***
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*



The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance will also be available.

The precise questions and options in EPSS may be presented in a different layout than the forms you see underneath. However, when you have filled in all the necessary information you can print Part A for your own verification of the data.

**The visual outlook of the forms on the screen might be different from what is shown here.**

### 4.1.1 Form A1

**Proposal Submission Form**

 ENIAC-JU Project Proposal  **A1: Content**

Proposal Number:  Proposal Acronym:

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**General Information**

Proposal Title:

Duration in months:  Call Identifier:

Topic code(s) most relevant to your proposal

SP1-JU-ENIAC-2010-5	SP1-JU-ENIAC-2010-5	None
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Free Keywords:

Abstract (max. 2000 char.):

a

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the ENIAC-JU or the 7th EU RTD Framework Programme?

IF YES

- please give the call identifier:

- please give the proposal or contract number (if known):

b) Is this proposal (or a very similar one) currently being submitted to another call under FFP?  yes  no

IF YES please give the call identifier:

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By ticking this box you as the project coordinator confirm that you have the agreement of the consortium to give access to the full text of the proposal to the AENEAS staff

I Agree  I Disagree

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**Validation Errors**

No Validation Errors


**Please note the tick boxes at the bottom of the page. You have a choice here! You can agree or you can disagree.**

### 4.1.2 Form A2.1

Proposal Submission Form



**ENIAC-JU  
Project Proposal**



**A2.1:  
Participants**

Proposal Number  Proposal Acronym  Participant Number

**If your organisation has already registered for FP7, enter your Participant Identification Code**

Organisation Legal name   
 Organisation short name

Administrative Data

**Legal address**

Street name  Number   
 Town  Postal Code/Cedex   
 Country   
 Internet homepage

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.  
 The Commission also collects data for statistical purposes.  
 The guidance notes will help you complete this section.

**Non profit organisation**  yes  no

**Public body**  yes  no

**Research organisation**  yes  no


**Higher or secondary education establishment**  yes  no

**Main area of activity (NACE code)**


**Tip:**  
 Scroll to the bottom of the form to validate, view validation errors and save the form.

### 4.1.3 Form A2.2

Proposal Submission Form



**ENIAC-JU**  
Project Proposal



**A2.2:**  
Participants

**1. Is your number of employees smaller than 250? (full time equivalent)**  yes  no

**2. Is your annual turnover smaller than € 50 million?**  yes  no

**3. Is your annual balance sheet total smaller than € 43 million?**  yes  no

**4. Are you an autonomous legal entity?**  yes  no

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".  
In all other cases, you might conform to the Commission's definition of an SME.  
**Please check the additional conditions given in the guidance notes to the forms**

Following this check, do you conform to the Commission's definition of an SME  yes  no

Dependencies with (an)other participant(s)

**Are there dependencies between your organisation and (an)other participant(s) in this proposal?**  yes  no

**if Yes:**

Participant Number	Organisation Short Name	Character of dependence
0	-	None <input type="button" value="v"/>
0	-	None <input type="button" value="v"/>
0	-	None <input type="button" value="v"/>

Contact Point

**Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)**

Family name  First name(s)

Title   Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

**Address (if different from the legal address)**

Street name  Number

Town  Postal Code/Cedex

Country  Phone 1

Phone 2  Fax  E-mail

Validation Errors

No Validation Errors


**Form A3.1**

This form should be filled in for each participant.

The relation with the funding calculation forms of Part B – Funding tables is as follows:

- The total budget for column A3.1-RTD should be the same number as total eligible cost i.e. the sum of eligible cost for fundamental/basic research + industrial/applied research + Experimental development. This is indicated as "Total EC" in figure below.
- The requested JU contribution should be 16.7% of the figure above "Total JU"
- The requested national contribution should be the same number as total national contribution requested i.e. the sum of national contribution requested for fundamental/basic research + industrial/applied research+experimental development: "Total NC".
- Only RTD column should be used. **The other columns (demonstration, coordination etc. ) can not be used for this call.**

**Proposal Submission Form**



**ENIAC**  
 Joint Undertaking

**A3.1: Budget**

Proposal Number 
 Proposal Acronym 
 Participant Number

My legal entity is established in an ENIAC-JU Member State
  yes
  no
 

Tip: X  
 Scroll to the bottom of the page to validate, view validation errors and save the form back to EPSS

	RTD	Demonstration	Coordination	Support	Management	EPSS	
Personnel costs (in €)	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
Subcontracting (in €)	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
Other direct costs (in €)	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
Indirect costs (in €)	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
<b>Total budget (in €)</b>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>
<b>Requested JU contribution (in €)</b>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
<b>Requested National contribution (in €)</b>							<input type="text" value="2"/>

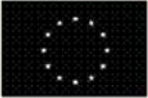
Further guidance (eg. On the meaning of eligible costs, subcontracting etc.) can be found in Annex 3 to the Guide for Applicants

**Validation Errors**

No Validation Errors

**Form A3.2**

This table is automatically generated by the system using the tables A3.1 and can not be edited. An example of this form is given below. The column "Total receipts" contains the numbers for requested national contribution, the column "Requested EC Contribution" contains the numbers for JU contribution.

Proposal Submission Forms											
		EUROPEAN COMMISSION 7th Framework Programme for Research, Technological Development and Demonstration				<b>A3.2: Budget</b>					
Participant number	Organisation Short Name	Organisation country	Estimated budget (whole duration of the project)							Total receipts	Requested EC Contribution
			RTD	Demonstration	Coordination	Support	Management	Other	Total		
1	TEST Company	BE	1000000	0	0	0	0	0	1000000	308000	167000
2	Company B	BE	1500000	0	0	0	0	0	1500000	124500	250500
3	Company C	SE	800000	0	0	0	0	0	800000	346400	133600
4	Company D	DE	1500000	0	0	0	0	0	1500000	312000	250500
5	University E	MT	360000	0	0	0	0	0	360000	0	60120
6	Company F	UK	400000	0	0	0	0	0	400000	133200	66800
<b>Total</b>			5560000	0	0	0	0	0	5560000	1224100	928520

Please note that this table must be coherent with the table you have prepared under the TEMPLATE using the EXCEL sheet (see the table FUNDING in that spreadsheet).