

# QUANTERA

QuantERA ERA-NET Cofund in Quantum Technologies

**Electronic Submission System**

**Call 2019 Submission Guidelines**

Call Information: Jérôme Lasne ([jerome.lasne@anr.fr](mailto:jerome.lasne@anr.fr) – Tel.: +33 1 7354 8338)

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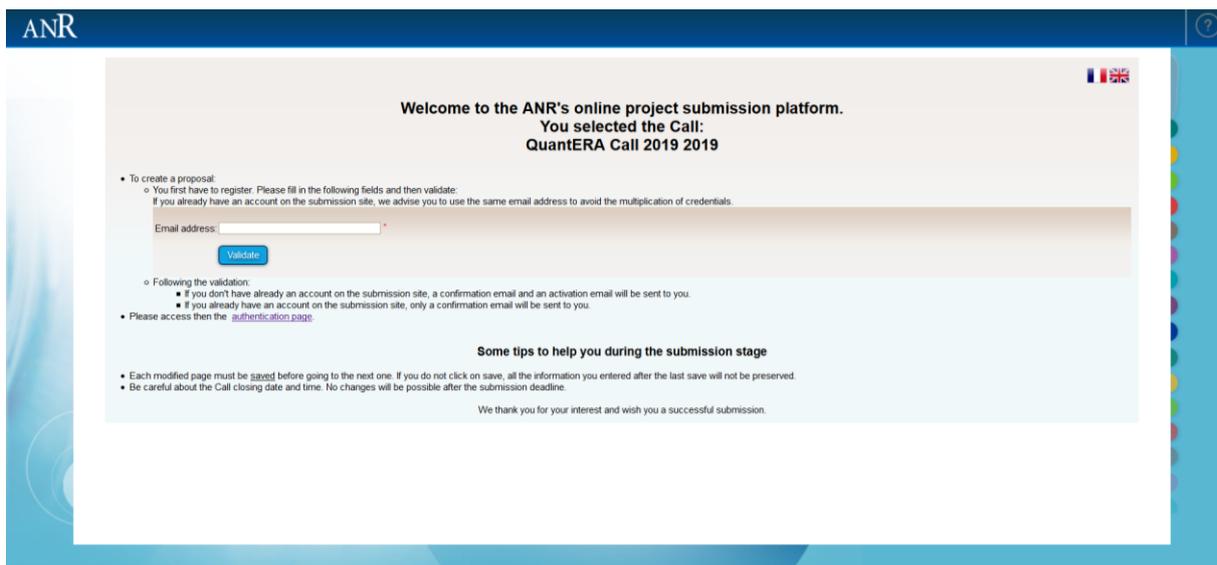
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The submission process for the QuantERA Call 2019 relies on the French National Research Agency (ANR) platform. Click on the “Union Jack” flag to access the English version.

## 1. Proposal Creation Request / Account Creation

The project coordinator is in charge of submitting the proposal. To submit a proposal, you need to **request a proposal creation**. For this, go to:

[https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1353](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1353)



The screenshot shows the ANR online project submission platform registration page. The header includes the ANR logo and a language selector (French and English flags). The main heading reads: "Welcome to the ANR's online project submission platform. You selected the Call: QuantERA Call 2019 2019". Below this, there are instructions for creating a proposal, including a registration step with an email address field and a "Validate" button. There are also tips for the submission stage and a thank you message.

Note: **If the e-mail address entered does not correspond to an existing account**, the system will create a new account and send an e-mail with a link to **activate the new account** (see below). Check your spams if you have not received this e-mail in your inbox.

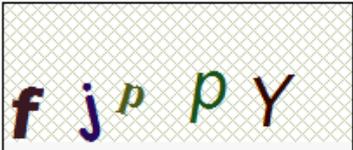
**Activate you account**

Rules about password changing:

- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
  - Letters (A-Z , a-z)
  - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password:

Confirm new password:



Please copy the text of the image:

## 2. Proposal Creation / Proposal Access

Once you have requested the creation of your proposal (see section 1.), go to the authentication page of the platform <https://aap.agencerecherche.fr> to **create your proposal**. Enter your login (email address) and password to connect to your account.

Authentication Page 

Email address:

Password:

[Forgotten password / Generate a new password](#)

To submit a new proposal, please go to the Call page on the [ANR website](#).

For any information, please contact the person in charge of the Call: [Contacts](#) [FAQ](#)

**Remarks:**

- We advise you to allow popups from your browser settings.
- Cookies and JavaScript must be enabled.

**Message to experts and committee members**  
 If you already have an account (as proposal coordinator, partner...), you must use the same login/password.  
 If you have not received or if you have lost your password, you can generate a new one via the link "Forgotten password" located on this page.

Select the 'Project coordinator' role.

**Choose your user role :**

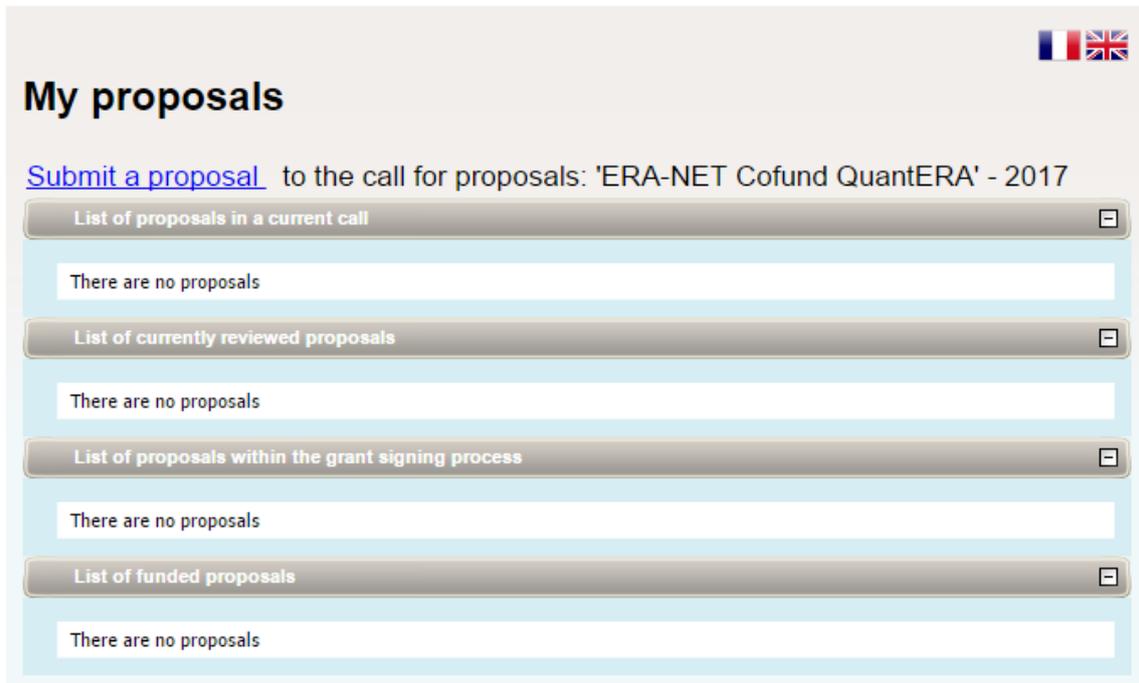
Role :

If you have already created your proposal, please select the name of your proposal.

Otherwise:

**i. Click on the 'Submit a proposal' link**

AAP: None - Edition: None - Proposal: None



The screenshot shows a user interface titled "My proposals" with a French and UK flag in the top right corner. Below the title, there is a link "Submit a proposal" followed by the text "to the call for proposals: 'ERA-NET Cofund QuantERA' - 2017". There are five sections, each with a header and a list area:

- List of proposals in a current call**: There are no proposals
- List of currently reviewed proposals**: There are no proposals
- List of proposals within the grant signing process**: There are no proposals
- List of funded proposals**: There are no proposals

**ii. Fill in the acronym and title of your proposal**

AAP: QuantERA Call 2019 - Edition: 2019 - Proposal: None



Please fill in the informations below to create your project.  
These will remain modifiable until the close of the call for projects.

**Identification of the project**

Project acronym  \*

Project French title  \*

Project English title  \*

R & D categorie  \*

### 3. Fields to Fill in

Once you have provided the acronym and the title of your proposal, you will have access to additional fields to fill. They are organised in tabs.

**Note:** **The system does not check the eligibility criteria.** For instance, the system allows selecting 30 months for the project duration, but only 24 or 36 months long projects are eligible.

AAP: QuantERA Call 2019 - Edition: 2019 - Proposal: TestQuant ⌚ Time remaining before closing of the call for proposals: 38 days 2 hours

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Submission of the project

#### Partnership

The project coordinator specifies each partner and the principal investigator (PI) of each partner.  
 Any PI indicated in the table below has access to the project, his/her login being the registered email address. If necessary, he/she can generate a new password from the home page.  
 Note that users with only the scientific team member role do not have an account to log into the application.  
 At each change made, the PIs of the concerned partners are informed by e-mail.

Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: change in progress)	Role	Coord.	Research Funding Organisation
France (1)	ANR	Public Laboratory	0.00	Mr	Jerome	LASNE	Jerome.LASNE@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	ANR

#### i. Partnership and tasks Tab

Under this tab, the coordinator has to fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.

**Note:** The partner added is notified and is granted access to modify her/his own information. The proposal's information can only be modified by the coordinator. The coordinator has also the possibility to lock the proposal so that the partners cannot modify it. The partners do not need to log in, the coordinator has the possibility to fill in their partners' information.

AAP: ERA-NET Cofund QuantERA - Edition: 2017 - Proposal: Test QuantERA

Partnership and tasks | Partners/Organisations files | Identity of the project | Scientific abstracts | Scientific document | Submission of the project

#### Partnership

The project coordinator defines the project partners/organisations. At each addition, an email is sent to the new collaborator with the necessary information

Partner/Organisation's name	Initials	Category	Requested funding (€)	Civ.	First name	Last name	Email address	Role	Title	Coord.	Non French partner/organisation	Partner/Organisation without requested funding	Research Funding Organisation
(1)			0.00	Mr	Mathieu	GIRERD	mathieu.girerd@gmail.com	PI	Researcher/Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR
Austria (1)			0.00	Mr	Bob	Alice	mathieugirerd@yahoo.fr	PI	PhD student, post-doctorant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FWF

## ii. Partners/Organisations files Tab

For each partner, you must indicate:

- *Administrative data* sub-tab: **Partner country**, **Partner category**, **Name of the partner**, **Initials of the partner**, **Research Funding Organisation**, and the **team members** (if already known, see below).

To proceed: Select a partner, go to the *Administrative data* sub-tab.

Note: **You can safely ignore the other fields.**

Civility	First name	Last name	Title	Email
<input type="checkbox"/>	alice	bob		bob.alice@anr.fr

Add new member    Delete selected members

- *Financial data* sub-tab: **Requested funding (€)**, and **Full cost (€)**.

To proceed: Select a partner, go to the *Financial data* sub-tab.

Note: **You can safely ignore the Detailed entry.**

Partners/Organisations files    Identity of the project    Scientific abstracts    Scientific document    Submission of the project

Consortium

	Name or initials of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Non French partner/organisation	Partner/Organisation without funding requested	Research Funding Organisation
	France (1)	0.00	0.00	0.00	0.00	0.00				
Select	CNRS (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANR
	Austria (1)	0.00	0.00	0.00	0.00	0.00				
Select	OAW	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FWF
	Poland (1)	0.00	0.00	0.00	0.00	0.00				
Select	UoW	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCN
	Total	0.00	0.00	0.00	0.00	0.00				

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

Administrative data    **Financial data**

[Detailed entry](#)

Full cost (€)     Requested Funding (€)

Save    Cancel

### iii. Identity of the project Tab

Please provide the following information: **Project Acronym**, **Project English title** (copy and paste the project title in this field), **Duration in months** (select either 24 or 36. 30 is not allowed in this call), **Key words**, **Follow-up project previously funded** (select No).

Note: **You can safely ignore the other fields.**

The screenshot shows the 'Identity of the project' tab in a submission form. The form includes the following fields:

- Project Acronym: Text input field with 'Acronym of Test Project' entered.
- Project French title: Text input field with 'Titre of Test Project' entered.
- Project English title: Text input field with 'Title of Test Project' entered.
- Duration in months: Dropdown menu with '36' selected.
- Financial instruments: Dropdown menu with 'Not applicable' selected.
- Primary societal challenge: Dropdown menu with 'Not applicable' selected.
- Key words: Text area with 'Key word 1; Key word 2; ...' entered.
- Did you register the project at a previous edition: Dropdown menu with 'No' selected.
- Year: Text input field.
- Project Acronym: Text input field.
- Follow-up project previously funded: Dropdown menu with 'No' selected.
- Acronym of the project: Text input field.
- Is the project linked to a programme Investments for the Future programme (PIA): Dropdown menu.
- Buttons: 'Save' and 'Cancel'.

Below the form is a table titled 'List of Research Funding Organisation':

Number of the Research Funding Organisation	Associated to the project	Associated to the partner(s)/organisation(s)
FVF	<input type="checkbox"/>	<input checked="" type="checkbox"/> GAW
NCN	<input type="checkbox"/>	<input checked="" type="checkbox"/> UoW

### iv. Scientific abstracts Tab

Please **copy and paste the text of the "Summary of the project" AND "Relevance to the topic addressed in the call" section of the proposal Form** in the unique field named *Non-confidential abstract or summary in English*.

The screenshot shows the 'Scientific abstracts' tab in a submission form. The form includes the following fields:

- Text area for 'Non-confidential abstract or summary in English' with a character count of 176 / 4000.
- Text area for 'Please copy-paste here the "Summary of the project" section of your project.'
- Text area for 'Please copy-paste here the "Relevance to the topic addressed in the call" section of your project.'

## v. *Scientific document Tab*

**Upload here the short proposal Form, full proposal form AND the Financial Form. The full proposal should be uploaded as scientific document, the short proposal and financial document as supplementary files.**

The templates are available at the QuantERA website: <https://www.quantera.eu/calls-for-proposals/call-2019>. The short proposal Form and the full proposal form should be uploaded in PDF format, and the Financial Form in Excel format.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Partnership and tasks, Partners/Organisations files, Identity of the project, Scientific abstracts, **Scientific document**, and Submission of the project. The main content area is titled "Submit the scientific document". It specifies the authorized format as PDF with a maximum size of 10 Mb. An attention note states that the scientific document cannot exceed the maximum number of pages described in the call for proposals and that the project may be written in English or French. There are radio buttons for selecting the language, with "English" selected. Below this, it says "The content of the scientific document is described by the documents related to the call." and shows a file selection area with the text "Choisissez un fichier" and "Aucun fichier choisi", and a "Submit the scientific document" button. A confirmation message reads: "Scientific document in Anglais submitted 22/02/2017 18:28:00 by GIRERD Mathieu : [2017\\_ERA-NET Cofund QuantERA Acronym of Test Project\\_DocSci.pdf](#)".

**Annex to the scientific document**

Authorized Formats: PDF, Microsoft Office (until 2010). Max. size : 10 Mb

Choisissez un fichier | Aucun fichier choisi

Submit

Annex submitted 22/02/2017 18:28:10 by GIRERD Mathieu : [QuantERA Call 2017 - Financial Form - Test Project.xlsx](#) | Supprimer

## vi. Submission of the project Tab

This tab allows the coordinator to lock and unlock the project proposal. When the proposal is locked, the other partners cannot modify their information. The tab also provides information on the proposal validity.

**The proposal will be considered for review if the short proposal Form, full proposal form and the Financial Form have been submitted and if the information requested in the other tabs is provided** (in particular, you can safely ignore the alerts regarding the French partner(s)' missing data).

and tasks files the project abstracts

The closing date for call for proposals is **18/02/2019 until 17:00** (DD/MM/YYYY; Current local time in Paris, France)

**Project status :Submitting**

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted
- the grant amount requested for the project is non-zero at the closing of the call for proposals

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.  
The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

[Lock proposal](#)

**Checking fields**

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

- **in red** : This condition must be fulfilled for your proposition to be complete
- **in orange** : Information about the project or partner that should be filled or corrected

Proposal :

- **No scientific document has been uploaded**
- **The aid requested under the project must be filled**
- **The abstract in English is empty**

Partner/Organisation 1 : [ANR \(Coordinator\)](#)

- **The management and structural fees are zero**
- **Grant amount requested by the partner is zero**
- **The partner has not entered all of the required fields under administrative data**

**Administrative and financial document of the project**