

eFORM User Guide

www.seera-ei-pjc.asm.md

Email: pjc-support@asm.md

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1. INTRODUCTION

This guide describes how to get started with eFORM - online application form specifically designed for the SEERA-EI Pilot Joint Call. eFORM is available at www.seera-ei-pjc.asm.md

The Applicant (usually this is the Project Coordinator) is the person registering the proposal into the system.

This user guide will explain the steps for successfully submitting a project proposal.

For technical support, please contact pjc-support@asm.md

2. GETTING A USERNAME AND PASSWORD

Access to the eFORM online application system is provided via the web page of the SEERA-EI PJC www.seera-ei-pjc.asm.md.

Click on "Register", fill in the registration form and submit it. The system will send you the username by **e-mail**.

Note: Please, memorise your password when registering, because the system does not send it via e-mail due to security reasons. If you forget your password, you can restore it by clicking "Request new password".

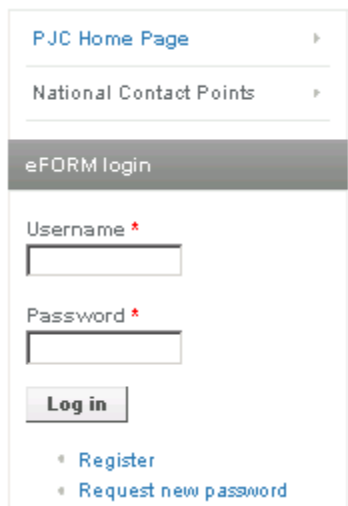


| | |
|--|--|
| <p>PJC Home Page ▶</p> <p>National Contact Points ▶</p> <p>eFORM login</p> <p>Username *</p> <input type="text"/> <p>Password *</p> <input type="password"/> <p><input type="button" value="Log in"/></p> <ul style="list-style-type: none">• Register• Request new password | <h3>PJC Home Page</h3> <p>PILOT JOINT CALL FOR PROPOSALS in Research and Skill Building in Scientific Cloud Computing</p> <p>Call launch: 15 May 2012</p> <p>Deadline for eligibility check: 5 August 2012, 17:00 CET</p> <p>Deadline for final submission of proposals: 5 September 2012, 17:00 CET</p> <p>Budget: EUR 600.000</p> <p>Maximum grant for projects: EUR 150.000</p> <p>Type of projects supported: Joint collaborative research projects</p> |
|--|--|

Important: The login you receive by e-mail is specifically linked to only one proposal (for the call and for the instrument you have chosen).

3. LOGIN

As a coordinator you must use the login that has been sent to you by e-mail and password that you introduced during registration to access the eFORM system.



PJC Home Page ▶

National Contact Points ▶

eFORM login

Username *

Password *

Log in

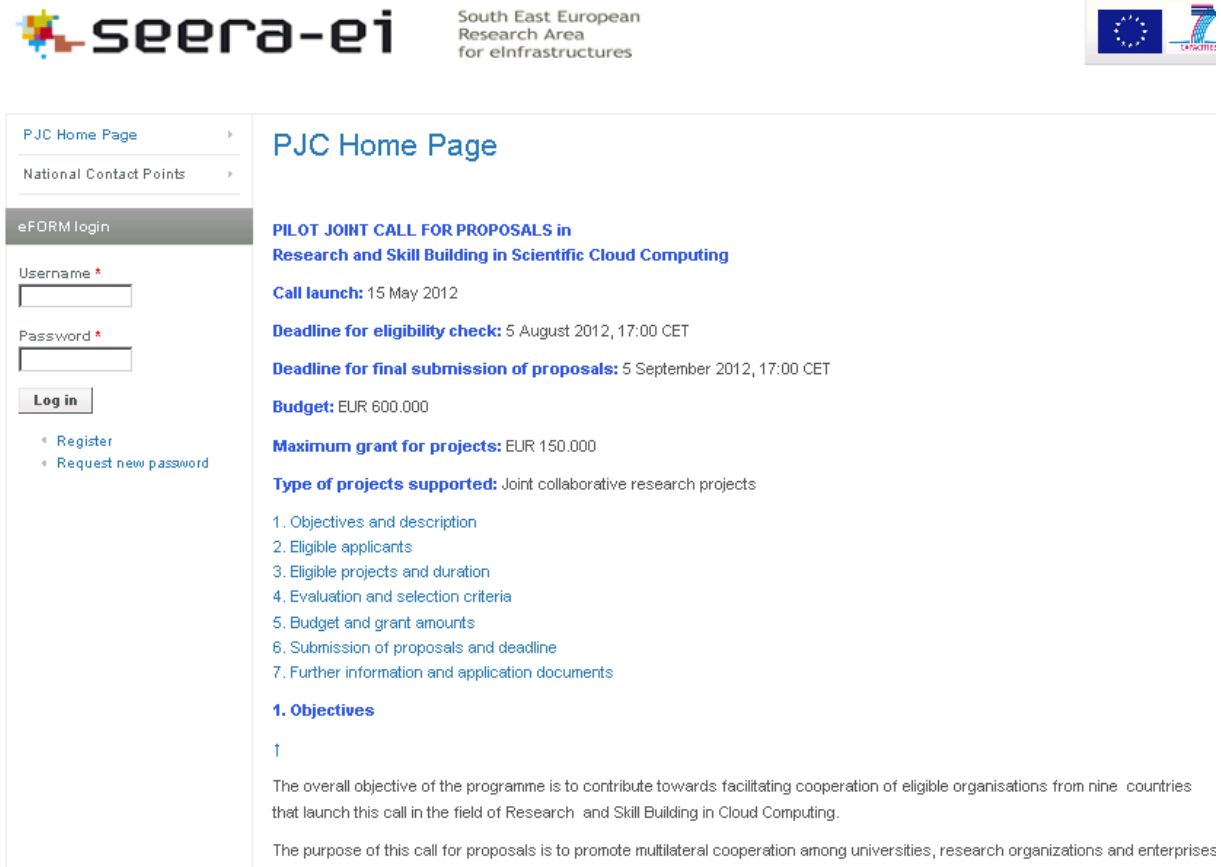
- [Register](#)
- [Request new password](#)

- Go to www.seera-ei-pjc.asm.md
- Introduce the Coordinator Username
- Enter the Coordinator Password
- Press the “Log in” button.


TIP: Reduce typing errors: Write logins and passwords in a text program and copy/paste them into the fields. This prevents mis-typing errors.

4. GENERAL

Now, you may start preparing the proposal.



seera-ei South East European Research Area for einfrastructures



PJC Home Page

National Contact Points

eFORM login

Username *

Password *

Log in

Register

Request new password

PJC Home Page

PILOT JOINT CALL FOR PROPOSALS in Research and Skill Building in Scientific Cloud Computing

Call launch: 15 May 2012

Deadline for eligibility check: 5 August 2012, 17:00 CET

Deadline for final submission of proposals: 5 September 2012, 17:00 CET

Budget: EUR 600.000

Maximum grant for projects: EUR 150.000

Type of projects supported: Joint collaborative research projects

1. Objectives and description
2. Eligible applicants
3. Eligible projects and duration
4. Evaluation and selection criteria
5. Budget and grant amounts
6. Submission of proposals and deadline
7. Further information and application documents

1. Objectives

1

The overall objective of the programme is to contribute towards facilitating cooperation of eligible organisations from nine countries that launch this call in the field of Research and Skill Building in Cloud Computing.

The purpose of this call for proposals is to promote multilateral cooperation among universities, research organizations and enterprises

Prior to Login the menu on the left displays 2 options:

- PJC Home Page
- National Contact Points

After you Log in the system, the menu will be supplemented by the third option, designed for submission of proposals:

- eFORM

4.1. PJC Home Page

PJC Homepage – presents the general information on the call for proposals, including the deadline for submission, call budget, maximum grant for projects as well as detailed information related to:

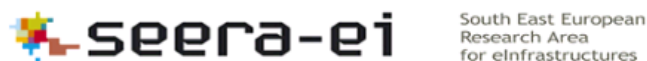
1. Objectives and description
2. Eligible applicants
3. Eligible projects and duration
4. Evaluation and selection criteria
5. Budget and grant amounts
6. Submission of proposals and deadline
7. Further information and application documents

Navigate through the links to access the information you need.

To access the National Eligibility Rules for different countries, PJC Guide for Applicants, PJC Evaluation Guidelines and Templates for Parts B, C and D of the proposal, click on “7. Further information and application documents”.

4.2. National Contact Points

National Contact Points includes the list of the National Contact Points (NCPs) for countries participating in the call, with their e-mail addresses. The role of the NCPs is to perform the eligibility check of the proposals submitted for the call, paying special attention to national eligibility rules.



PJC Home Page >

National Contact Points >

eFORM login

Username *

Password *

Log in

- [Register](#)
- [Request new password](#)

National Contact Points

| Funding Party | Institution (e.g. ministry) | National Contact Point | E-mail address |
|-----------------|--|-------------------------|--|
| Bulgaria | Ministry of Education, Youth and Science (MEYS) | Diana Popova | d.peeva@mon.bg |
| | The Ministry of Transport, Information Technology and Communications (MTITC) | Anelia Dimova | adimova@mtitc.government.bg |
| Greece | General Secretariat for Research & Technology | Mrs Anastasia Tsilianou | atsi@gsrt.gr |
| Moldova | Academy of Sciences of Moldova | Dr. Lidia Romanciuc | intprojects@asm.md |
| Romania | National Authority for Scientific Research | Adrian Stoica | adrian.stoica@ancs.ro |
| Serbia | Ministry of Education and Science | Svetlana Bogdanović | svetlana.bogdanovic@nauka.gov.rs |
| Turkey | The Scientific and Technological | Ebru BAŞAK AKÖZ | Ebru.basak@tubitak.gov.tr |

5. SUBMITTING A PROPOSAL

To start preparing a proposal, log in the system, introducing your credentials and click “eFORM” option in the menu on the left.

Debra Abdas

- PJC Home Page >
- National Contact Points >
- eFORM** >
- Log out >

Pilot Joint Call for project proposals
RESEARCH AND SKILL BUILDING IN CLOUD COMPUTING

Date of call: 15 May 2012















Due date for submission of draft proposals for eligibility checking: 05 August 2012, 17:00 CET

Final submission date: 05 September 2012, 17:00 CET

eFORM

1 Click the pencil icon or the document name to edit / upload a project document.

1 Click the download link to download the project documents as PDF.

| Partner Nr | Project part | Edit / Upload | Download as PDF | Status |
|------------|--------------------------------------|---|---|--------|
| P1 | Part A: Project Identification |  |  | |
| P1 | Part B: Project proposal description |  |  | |
| P1 | Part C: Eligibility data |  |  | |
| P2 | Part C: Eligibility data |  |  | |
| P2 | Part D: Mandate letter |  |  | |
| P3 | Part C: Eligibility data |  |  | |
| P3 | Part D: Mandate letter |  |  | |

Select the status of your application *

1 You **CANNOT SUBMIT** the final version for evaluation **UNLESS ALL PARTS OF THE PROPOSAL ARE COMPLETED!**

Draft version for eligibility check **1** (Deadline: 05 August 2012)

Final version for evaluation of the proposal **1** (Deadline: 05 September 2012)

This is the central page of the submission system, listing all proposal parts that have to be filled in by the Project Coordinator.

The **draft version** of the proposal can be submitted for eligibility check before the deadline, so that relevant NCPs verify the compliance with the national eligibility rules.

The **final version** of the proposal can't be submitted for evaluation unless all parts of the proposal are completed.

To start completing the proposal, click on **Part A: Project identification** or the pencil icon next to it.

5.1. Part A

“Part A: Project identification” is the section defining the administrative details of the project, partners involved as well as the project budget. It comprises several sections to be filled in appropriately by the Project Coordinator. All fields in the forms are mandatory and are marked with red asterisks.

“Part A: Project identification” – complete the following fields:

- Project acronym (acronym may have up to 7 characters, it can contain letters - Latin characters only, numbers and common punctuation marks)
- Project Full Title
- Project duration (select 12 or 24 months)

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PJC Home Page ▶

National Contact Points ▶

eFORM ▶

Log out ▶

Pilot Joint Call for project proposals
RESEARCH AND SKILL BUILDING IN CLOUD COMPUTING

Date of call: 15 May 2012

Due date for submission of draft proposals for eligibility checking: 05 August 2012, 17:00 CET

Final submission date: 05 September 2012, 17:00 CET

PART A: Project Identification

Project acronym (up to 7 characters) *

Project Full Title *

Project duration *

- Select - months

Part A: Required Project Coordinator - the contact person for the proposal – the information in this section is generated from the data entered by the Coordinator during the “Registration” stage. It can be edited if needed, except the e-mail address.

Part A: Required Project Coordinator - the contact person for the proposal

First name *

Last name *

Institution *

Department *

Address *

Country *

- Select -

Phone *

Fax *

E-mail *

Part A: Partners involved in the realisation of the project – includes basic data about each partner involved in the project (partner number, country, institution, department and name of the principal investigator, that is the contact person for the partner).

Note: The minimum number of the partners in a proposal is 3 from 3 different countries.

- Partner number* – select a number from the drop-down list. Note: Coordinator is always Partner 1 (P1).

- Country* - select the partner country from the drop-down list. Note: Several organisations from the same country can participate in the same proposal.

- Institution* - enter the name of the institution participating in the project proposal.

- Department* - enter the name of the department of the participating institution.

- Name of the Principal Investigator (PI)* - enter the first name and the last name of the contact person for the partner organisation.

After you entered all the required information for a partner, click the “Add” button. Repeat the same procedure for all partners.

The information about partners is displayed in a table below. Coordinator information is highlighted in grey and can't be modified. Partners information can be modified and deleted, if necessary.

Partner number *

P3

Please note the Coordinator is always Partner 1 (P1)

Country *

Romania

Institution *

Name of the institution





Department *


Name of the department


Name of the Principal Investigator (PI) *

Alexandru Roman

Modify

| Partner Number | Country | Institution/ Department | Name of the Principal Investigator (PI) | Options |
|---------------------------|---------|---|---|--|
| - Select - Coordinator | Moldova | State University of Moldova/ Faculty of Computer Science | Ion Gutu | |
| P2 | Greece | Name of the institution/ Name of the department | Abdas Dabra |   |
| P3 | Romania | Name of the institution/ Name of the department | Alexandru Roman |   |

You can use the pencil icon  to modify data related to a partner. Click the pencil icon, edit any information you need and click the “Modify” button.

You can use the cross icon  to delete data related to a partner. When you click it, a pop up window will appear to confirm you want to permanently delete this information.

Are you sure you want to permanently delete this?



A light gray rectangular dialog box containing two buttons: "OK" and "Cancel".

Click “OK” to delete the data or “Cancel” to avoid deleting.

To save the information you entered in the entire **Part A** click the  button at the end of the form.

If all the necessary fields were filled in correctly, you will be redirected to the next section of **Part A: Requested project budget**.


If you omitted filling some information, validation errors will be displayed on top of the page, preventing you from saving the form.



A red-bordered rectangular box containing a red 'X' icon and two bullet points:

- No value specified for mandatory field "Project acronym (up to 7 characters)"
- No value specified for mandatory field "Project Full Title"

Part A: Requested project budget (in Euro) - in this section Project Coordinator enters planned and requested costs for every partner, including the total amounts for the first and (eventually) the second year of the project, for each of specified cost types. The application automatically calculates the total cost per year and for all project.

To return back to Part A related to administrative information, click the  button on top of form.

Select the partner number from the drop-down list and then enter requested amounts in the corresponding costs category fields. Cost type format is digits only, e.g. 7150 (Euro).

Depending on project duration selected in the previous section, you will fill the amounts for one or two years, accordingly.

When all fields are completed, press the “Add” button.

Part A: Requested project budget (in EUR)

Partner number *

ⓘ Maximum grant for projects EUR 150000

| Fields | Year 1 | Year 2 |
|--------------------|----------------------|----------------------|
| Staff costs * | <input type="text"/> | <input type="text"/> |
| Travel * | <input type="text"/> | <input type="text"/> |
| Publishing costs * | <input type="text"/> | <input type="text"/> |
| Subcontracting * | <input type="text"/> | <input type="text"/> |
| Other costs * | <input type="text"/> | <input type="text"/> |
| Overheads * | <input type="text"/> | <input type="text"/> |


ⓘ Cost type format is digits only, e.g. 7150

All entered amounts are displayed in a table below.









| Partner Number | Cost type | Year 1 | Year 2 | Total |
|------------------------------|------------------|--------|--------|-------|
| P1 Coordinator | Staff costs | 1 | 0 | 1 |
| | Travel | 1 | 0 | 1 |
| | Publishing costs | 1 | 0 | 1 |
| | Subcontracting | 1 | 0 | 1 |
| | Other costs | 1 | 0 | 1 |
| | Overheads | 1 | 0 | 1 |
| | TOTAL | | 6 | 0 |
| P2 | Staff costs | 5 | 5 | 10 |
| | Travel | 4 | 5 | 9 |
| | Publishing costs | 65 | 6 | 71 |
| | Subcontracting | 25 | 5 | 30 |
| | Other costs | 4 | 4 | 8 |
| | Overheads | 5 | 5 | 10 |
| TOTAL | | 108 | 30 | 138 |

You can use the pencil icon to modify data related to a partner. Click the pencil icon, edit any information you need and click the “Modify” button.

You may modify the duration of the project form 24 to 12 months. In this case the system will warn you that all data introduced for the second year, will be automatically deleted.

To save all the information you entered related to project budget, click the  button at the end of form. In case you omitted introducing some data, validation errors will be displayed on top of the page, preventing you from saving this section. In case all the information was entered, you will be redirected to the “eFORM” page of the application.

In case all information was entered correctly in **Part A: Project identification** on the “eFORM” page the Status of this part is marked by a green tick and a download link is available, allowing the user to download Part A in PDF format.

| eFORM | | | | |
|---|--------------------------------------|---|--|---|
| <p> Click the pencil icon or the document name to edit / upload a project document.</p> <p> Click the download link to download the project documents as PDF.</p> | | | | |
| Partner Nr | Project part | Edit / Upload | Download as PDF | Status |
| P1 | Part A: Project Identification |  |  Download |  |
| P1 | Part B: Project proposal description |  |  Download |  |

5.2. Part B

For the proposal content (part B) you are requested to use exclusively PDF (“portable document format”, compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Other file formats will NOT be accepted by the system. Both commercial and free tools to convert files to PDF format are widely available on the WEB.

Compressed (zipped or otherwise compressed) archives will NOT be accepted (PDF is self-compressing; there is no gain in zipping). Technical problems resulting from the use of other formats may lead to your proposal being excluded.





The Part B filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), and the dash (-) character. Maximum file size of the PDF file is 20 MB.

To upload **Part B: Project proposal description** into the system, on the “eFORM” page click the title of this project part or the pencil icon next to it.

eFORM

① Click the pencil icon or the document name to edit / upload a project document.

② Click the download link to download the project documents as PDF.

| Partner Nr | Project part | Edit / Upload | Download as PDF | Status |
|------------|--------------------------------------|---|-----------------|---|
| P1 | Part A: Project Identification |  | Download |  |
| P1 | Part B: Project proposal description |  | Download |  |

Use the “Browse” button to locate the part B file. Click on “Upload” to upload the Part B file to the system. Make sure the correct file was uploaded and click the “Save” button.

File

Maximum size of the PDF file is 20 MB







After uploading Part B into the system, the status of this part on “eFORM” page is marked by a green tick and the Download link is active.

5.3. Part C

In a proposal there are several forms **Part C: Eligibility data**, depending on the number of partners entered by Project Coordinator in Part A: Project identification.

These forms are filled in by partners using the Part C template available on “PJC Homepage” in 7. Further information and application documents.

To upload **Part C: Eligibility data** into the system, on the “eFORM” page click the title of this project part or the pencil icon next to it corresponding to the appropriate partner.

| | | | | |
|----|--------------------------|--|----------|---|
| P2 | Part C: Eligibility data |  | | |
| P2 | Part D: Mandate letter |  | | |
| P3 | Part C: Eligibility data |  | Download |  |
| P3 | Part D: Mandate letter |  | Download |  |

Use the “Browse” button to locate the part C file. Click on “Upload” to upload the Part C file to the system. Make sure the correct file was uploaded and click the “Save” button.

File

Maximum size of the PDF file is 20 MB

After uploading Part C into the system, the status of this part on “eFORM” page is marked by a green tick and the Download link is active.

5.4. Part D

In a proposal there are several forms **Part D: Mandate letter**, depending on the number of partners entered by Project Coordinator in Part A: Project identification.

These forms are filled in by partners using the Part D template available on “PJC Homepage” in 7. Further information and application documents.

To upload **Part D: Mandate letter** into the system, on the “eFORM” page click the title of this project part or the pencil icon next to it corresponding to the appropriate partner.

| | | | | |
|----|--------------------------|--|----------|--|
| P2 | Part C: Eligibility data | | | |
| P2 | Part D: Mandate letter | | | |
| P3 | Part C: Eligibility data | | Download | |
| P3 | Part D: Mandate letter | | Download | |

Use the “Browse” button to locate the part D file. Click on “Upload” to upload the Part D file to the system. Make sure the correct file was uploaded and click the “Save” button.

File

Maximum size of the PDF file is 20 MB

After uploading Part D into the system, the status of this part on “eFORM” page is marked by a green tick and the Download link is active.

5.5. eFORM page

This is the central page of the submission system, listing all proposal parts that have to be filled in by the Project Coordinator.

The **draft version** of the proposal can be submitted for eligibility check before the deadline, so that relevant NCPs verify the compliance with the national eligibility rules. It can be submitted even if not all parts of the proposal were completed or uploaded to the system. This submission can be performed as many times as necessary. Note: Eligibility check is optional, but recommended.

To submit a draft version of the proposal for eligibility check, choose the corresponding radio button and press **Press this button to submit the proposal** button. The system will inform you that your proposal was successfully submitted for eligibility check.

Select the status of your application *

 You CANNOT SUBMIT the final version for evaluation UNLESS ALL PARTS OF THE PROPOSAL ARE COMPLETED!

- Draft version for eligibility check  (Deadline: 05 August 2012)
- Final version for evaluation of the proposal  (Deadline: 05 September 2012)

Press this button to submit the proposal

The corresponding NCPs will then check compliance with national eligibility rules and reply to the partner and project coordinator via e-mail with regard to the results of the check. If the deadline for eligibility check expired, the corresponding radio button becomes inactive.

The **final version** of the proposal can't be submitted for evaluation unless all parts of the proposal are completed, therefore the corresponding radio button is not active. All project parts must be marked by a green tick in the Status column and a Download link.

In order to complete the final submission and send the proposal for evaluation, the Project Coordinator must check the corresponding radio button "Final version for evaluation of the proposal" and press **Press this button to submit the proposal** button. The system then informs you that your proposal was successfully submitted for evaluation.

Select the status of your application *

 You CANNOT SUBMIT the final version for evaluation UNLESS ALL PARTS OF THE PROPOSAL ARE COMPLETED!

- Draft version for eligibility check  (Deadline: 05 August 2012)
- Final version for evaluation of the proposal  (Deadline: 05 September 2012)

Press this button to submit the proposal

Without submission, all the uploaded data (Parts B, C and D) are simply saved in the system database without forming a proposal package and without being recognized as a submitted proposal.

After final submission of the proposal, it can be accessed by the Project Coordinator only to download project parts.

6. eFORM CHECKLIST

1. Use the provided username and password to prepare and submit the proposal via www.seera-ei-pjc.asm.md
2. Fill in Part A forms and save the forms.
3. Upload the Part B file.
4. Upload Part C and Part D files for all partners.
5. Submit the proposal for eligibility check (optional)
6. **SUBMIT THE PROPOSAL!**