

eFORM User Guide for National Contact Points and Call Secretariat

www.seera-ei-pjc.asm.md

Email: pjc-support@asm.md

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1. INTRODUCTION

This guide describes the functionalities offered to **National Contact Points** and **Call Secretariat** by the eFORM - online application form specifically designed for the SEERA-EI Pilot Joint Call.

eFORM is available at www.seera-ei-pjc.asm.md

National Contact Points (NCPs) – role in the eFORM system for the national representatives that perform the eligibility check of the draft proposals, checking the compliance to PJC National Eligibility and Funding Rules.

Call Secretariat – role in the eFORM system for the entity that collects final proposals submitted for evaluation.

This user guide will explain the steps for accessing submitted proposals by the NCPs or Call Secretariat.

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.

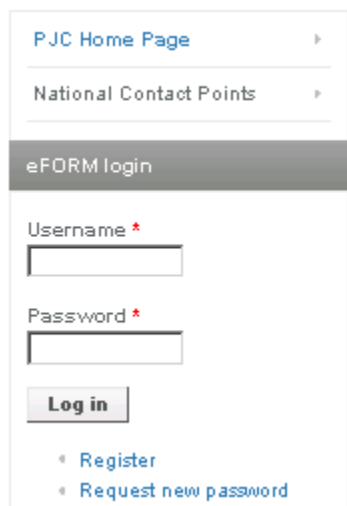
The National Contact Points and Call Secretariat representatives are nominated within the Implementation Agreement signed by the countries participating in the Pilot Joint Call for Proposals.

For security reasons, the technical support team of the eFORM system generates the credentials to access the system for nominated NCPs and Call Secretariat.

The technical support team will send you the username and password by e-mail.

3. LOGIN

Please use the credentials sent to you by email to access the eFORM system.



PJC Home Page

National Contact Points

eFORM login

Username *

Password *

Log in

• Register

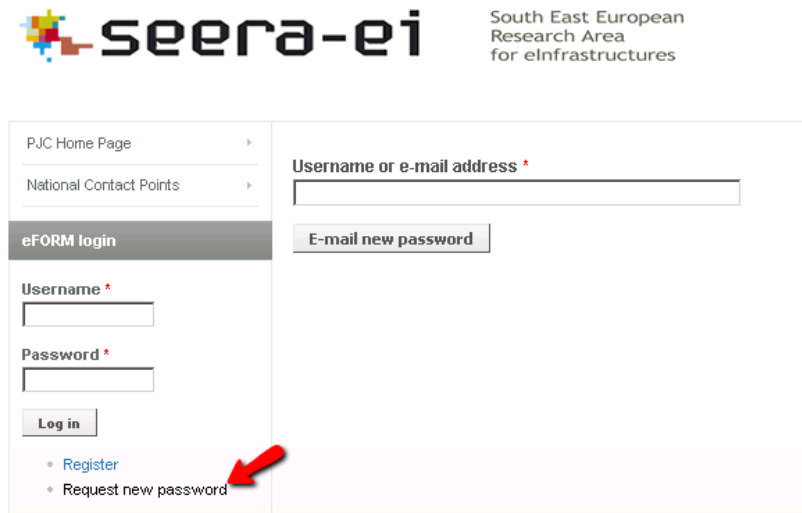
• Request new password

- Go to www.seera-ei-pjc.asm.md
- Introduce your Username
- Enter your 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.

NOTE: You are strongly recommended to change your password after the first login.

To change your password, click “Request new password”.



PJC Home Page >
National Contact Points >

eFORM login

Username *

Password *

Log in

- Register
- Request new password

Username or e-mail address *

E-mail new password

You will receive the following message on your e-mail:

“A request to reset the password for your account has been made at SEERA.

You may now log in by clicking this link or copying and pasting it to your browser:

[URL link for resetting the password]

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- SEERA team”

4. NCP VIEW

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 viewing the proposals submitted for preliminary eligibility check:

- Proposals

South East European
Research Area
for eInfrastructures

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- PJC Home Page
- National Contact Points
- Proposals
- Log out

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

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:

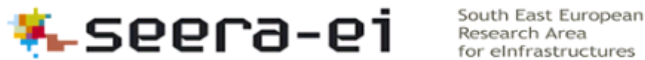
1. Objectives and description
2. Eligible applicants
3. Eligible projects and duration
4. Evaluation and selection criteria
5. Budget and grant amounts
6. Submission of proposals and deadline
7. Further information and application documents

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

4.3. Proposals (submitted for preliminary ELIGIBILITY CHECK)

To view proposals submitted by Project Coordinators for preliminary eligibility check, click on “Proposals” option in the menu after logging in.

The proposals are displayed in a table, the recently submitted proposals being situated on top. The same proposal can be submitted for eligibility check several times.

For every proposal, the following information is displayed:

- *Proposal acronym*;
- *Proposal title*;
- *Coordinator* and the *Country* he/she represents;
- The date when the proposal was *Submitted on*;
- *Responded on* – the option activated by the NCP after he/she viewed the proposal and submitted a feedback to it.

NOTE: The results of the preliminary eligibility check should be sent back to the e-mail address of the Project Coordinator (as set in Part A of the proposal) and e-mail address of the relevant Principal investigator from the organisation (as set in the respective Part C of the proposal).

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- PJC Home Page >
- National Contact Points >
- Proposals** >
- 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

Proposals submitted for eligibility check

i *The results of the preliminary eligibility check should be sent back to the e-mail address of the Project Coordinator (as set in Part A of the proposal) and e-mail address of the relevant Principal investigator from the organisation (as set in the respective Part C of the proposal).*

Nr	Proposal acronym	Proposal title	Coordinator, Country	Submitted on	Responded on
1	PolinaT	Ultimul test de incercare de inregistrare a unui proiect nou cu scopul de testare finala si lansare de succes a site-ului.	Dergaciova Polina, Moldova	22.05.12	

To view a proposal, click on its title and the eFORM opens. If no proposal was submitted, a message will say “*No projects submitted for preliminary eligibility check yet.*”

You can then view all forms of a proposal filled in and submitted for eligibility check up to date. As NCP your main responsibility is to check the compliance to national rules of the forms submitted from your country. In the eFORM table the forms belonging to your county are set in bold (**Country**).

The forms can only be downloaded as PDF. You can download the same proposal as many times as necessary. If necessary send a feedback to the relevant partner, check the box “*Eligibility check was performed and the partner was informed*” and click on the “Next” button.

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- PJC Home Page >
- National Contact Points >
- Proposals >
- 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

 The results of the preliminary eligibility check should be sent back to the e-mail address of the Project Coordinator (as set in Part A of the proposal) and e-mail address of the relevant Principal investigator from the organisation (as set in the respective Part C of the proposal).

Partner Nr	Project part	Country
P1	Part A: Project identification	Moldova
P1	Part B: Project proposal description	Moldova
P1	Part C: Eligibility data	Moldova
P3	Part C: Eligibility data	Bulgaria
P3	Part D: Mandate letter	Bulgaria
P5	Part C: Eligibility data	Greece
P5	Part D: Mandate letter	Greece
P7	Part C: Eligibility data	Bulgaria
P7	Part D: Mandate letter	Bulgaria
P13	Part C: Eligibility data	Turkey
P13	Part D: Mandate letter	Turkey
P18	Part C: Eligibility data	Romania
P18	Part D: Mandate letter	Romania

Eligibility check was performed and the partner was informed

Eligibility check is an optional step and the proposal can be submitted directly for evaluation. Therefore a list of all proposals submitted for final evaluation is displayed for the NCP role for statistical purposes, without the possibility of viewing their content.

These proposals are displayed under the table with proposals submitted for eligibility check, in a separate table entitled “*List of proposals submitted for evaluation*”.

5. CALL SECRETARIAT VIEW

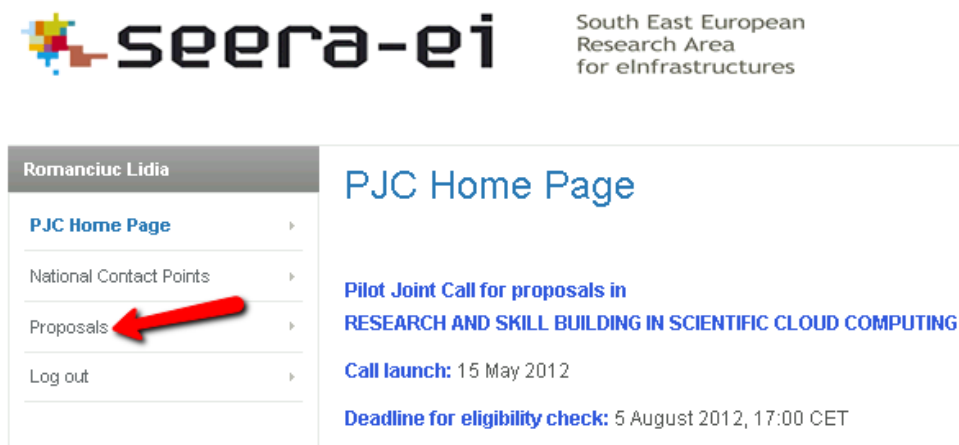
Prior to Login the menu on the left displays 2 options:

- PJC Home Page
- National Contact Points

For descriptions of the “PJC Home Page” and “National Contact Points” options, please see paragraph 4.1 and 4.2.

After you Log in the system, the menu will be supplemented by the third option, designed for viewing the proposals submitted for preliminary eligibility check:

- Proposals (These are proposals submitted for final evaluation.)



South East European
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for elnfrastructures

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- PJC Home Page
- National Contact Points
- Proposals
- Log out

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

5.1. Proposals (submitted for FINAL EVALUATION)

To view proposals submitted by Project Coordinators for final evaluation, click on “Proposals” option in the menu after logging in.

The proposals are displayed in a table, the first proposal submitted for evaluation is situated on top.

For every proposal, the following information is displayed:

- *Proposal acronym;*
- *Proposal title;*

- *Coordinator* and the *Country* he/she represents;
- The date when the proposal was *Submitted on*.

NOTE: The main goal of the Call Secretariat role in the system is to collect all proposals submitted for final evaluation in a single point of access.

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- PJC Home Page >
- National Contact Points >
- Proposals >
- 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

Proposals submitted for final evaluation

Nr	Proposal acronym	Proposal title	Coordinator, Country	Submitted on
1	PolinaT	Ultimul test de incercare de inregistrare a unui proiect nou cu scopul de testare finala si lansare de succes a site-ului.	Dergaciova Polina, Moldova	22.05.12

Return

To view a proposal, click on its title - the eFORM, containing all forms of the proposal opens. If no proposal was submitted, a message will say “No projects submitted for final evaluation yet.”

You can then view all forms of a proposal filled in and submitted for final evaluation up to date. The forms can only be downloaded as PDF to be viewed, printed and sent to the experts. You can download the same proposal as many times as necessary.