

***Online submission tool***  
***Guide for applicants***  
***Joint call for proposals***  
***CETP***  
***Clean Energy Transition Partnership***

Version 1.0

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*In collaboration with*



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## 1. Introduction

This submission tool is a web-based system for the compilation of the applications, containing all the relative information about project, coordinator, partners and team members.

Each proposal will be assigned an alphanumeric code which identify it uniquely, using the format CETP-2024-xxxxx (where xxxxx is a progressive number).

- The proposal must be written in English.
- The different sections of the application should not exceed the prescribed maximum space.
- Any documents other than those requested in the proposal will not be taken into consideration and will not be forwarded to the evaluators.
- When applying, keep in mind that the submission system will close at 14:00 CEST of the deadline date established for Step 1. However, the Call Secretariat can only ensure responses to email support requests up to 12:00 CET.

### 1.1. Use of data

For information: the data provided in this pre-proposal application form will be used to:

- communicate with you about the call and application process;
- allow the funding organisations to perform an eligibility check of the applicants;
- assess the quality of your proposal and consortia by the Evaluators;
- award funding if your application is successful;
- analyse and describe your applicant pool (the name of applicants is anonymised in our analysis);
- collect your feedbacks and improve our communications with potential future applicants in future Joint Calls.

Data will be accessible to Funding Organisations participating in the call, including the ones based in non-EU or non-EEA countries. Protection of personal data and compliance with the EU's General Data Protection Regulation (2016/679) (GDPR) is however ensured.

Data will be also processed in an aggregated way for the production of statistics ensuring anonymity and confidentiality throughout the process.

Retention of personal data shall take an end in accordance with the Online Submission Tool Privacy Policy and CETPartnership Privacy and Data Policy and in any case no later than 5 years after the final approval of the final report by the European Commission.

### 1.2. Technical support

For any IT problem with the platform, contact CINECA by opening a support request at the link <https://mur.support.cineca.it/support.php?service=mur-internazionali.bandit.cineca.it&cmp=65330> (the Support Link is available in each form of the application).

For any problem related to the international call please contact the Call Secretariat ([callmanagement@cetpartnership.eu](mailto:callmanagement@cetpartnership.eu)).

For any problem related to the national funding rules please contact the national contact points (see list in the call text and National Annex).

### 1.3. Access to the system

It is possible to access to the platform by clicking on Submission Platform-> Login Preproposal at <https://cetp-submission.mur.gov.it/>

If you don't have any, you need to create a new account by clicking on **"Register"**:

The image displays two side-by-side screenshots of the MUR - INTERNATIONAL PROJECTS web interface. The left screenshot shows the 'Sign in to your account' page. It features input fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Forgot Password?' link. A blue 'Sign In' button is highlighted with a red circle. Below this button, there are links for 'Or sign in with' and 'Accedi con SPID'. At the bottom, there is a link for 'New user? Register'. The right screenshot shows the 'Register' page. It includes input fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. A 'Back to Login' link is located below the 'Confirm password' field. A blue 'Register' button at the bottom is highlighted with a red circle.

A registration form will be opened: here you must enter your data:

At the end a verification email will be sent to the address that your have inserted during the registration:

The image shows a screenshot of the 'Email verification' page. It has a yellow warning box with a triangle icon and the text: 'You need to verify your email address to activate your account.' Below this, it states: 'An email with instructions to verify your email address has been sent to you.' At the bottom, there is a link: 'Click here to re-send the email.'

The text of the email will be as follows:

Someone has created a MUR - International Projects account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 15 minutes.

If you didn't create this account, just ignore this message.

## 2. How to apply

After the verification of the email, you will find the list of open Calls and Calls you've applied in the past. Please select:

### CETP JC2024 (Clean Energy Transition Partnership) - Pre Proposal

Pre Proposal phase of CETP - Clean Energy Transition Partnership

Start Date: | Deadline Date: |

Then create a new application by clicking on the button **"Add"** under **"Applications"**:

[Home](#) • [CETP24](#) •

### Applications

**ADD**

Code	Acronym	Role	Phase	Status	Submission Date	Actions
------	---------	------	-------	--------	-----------------	---------

You will be asked to fill a form with four fields in which insert the title and the acronym of the project, the short name of the research organisation and the call module you are applying for. Please note that Project acronym, title and call module shall be considered as definitive. After filling them, click on **"Add"**:

Add

1

Project short name/acronym

1

Project title


Short name (acronym) of the research organisation/Company

Please specify what call module you are applying for\*

Cancel

**Add**

You can open the new application by clicking  in the following list:

Applications						
<b>ADD</b>						
Code	Acronym	Role	Phase	Status	Submission Date	Actions
CETP-2024-00001	TEST CINECA	n.d.	Pre-proposal	Draft	n.d.	

### 3. How to manage the application data

After the creation of the project, you will be directed to the **dashboard** from which you can manage all the application data.

The dashboard is divided into two sections:

- **Project Data (to be completed only by Coordinator)**
- **Partner Data (to be completed by each partner including the coordinator)**

Each section is divided into various items that can be modified by clicking on "OPEN", to the right of each one:

Home • CETP24 • CETP-2024-00013

report THE APPLICATION CANNOT BE SUBMITTED YET

Missing Fields Check: ONE OR MORE MANDATORY FIELDS MISSING. You must complete all mandatory fields. IDENTIFY MISSING FIELDS

Mandatory Requirements Check: ONE OR MORE REQUIREMENTS NOT FULFILLED. One or more fields do not comply with the constraints of the application. IDENTIFY CONSTRAINTS

Application Progress: 7.36%

CETP-2024-00013

Start date: 01/07/2024 12:46 Last edit: 18/09/2024 14:40 Submission Date: Deadline date: 31/12/2024 12:46

Preview SUBMIT

**Project Data**

Steps

- GENERAL DETAILS
- PROJECT CONTACT
- CALL MODULE AND DESCRIPTION
- DNSH
- ADDITIONAL PARTNER INFORMATION

Open Open Open Open Open

**Partner Data - Coordinator**

Steps

- PRINCIPAL INVESTIGATOR DETAILS
- ORGANISATION DETAILS
- BUDGET
- TEAM MEMBER(S)

Open Open Open Open

**Partners**

INVITE PARTNER

#	Role	Name	Organisation	Country	Status	Self-Financed	Actions
1	Coordinator	Fabrizio Superchi	n.d.	n.d.	In progress	no	

Click on **"Invite Partner"** to add one or more partners (see specific section of this guide).  
For details on the Invitation acceptance and procedure, please check section 4.

#### 3.1. Project data

The "Project Data" section is subdivided in 5 points, each of them contains some fields in which you can insert all the required information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

### 3.1.1. General details

The screenshot displays a web application interface for project management. On the left, a vertical sidebar contains a navigation menu with the following items: 'PROJECT DATA', 'GENERAL DETAILS' (highlighted with a blue bar), 'PROJECT CONTACT', 'CALL MODULE AND DESCRIPTION', 'DNSH', and 'ADDITIONAL PARTNER INFORMATION'. At the top of the sidebar, there are two buttons: 'Back to dashboard' and 'Close Sidebar', both of which are circled in red. The main content area is titled 'GENERAL DETAILS' and includes a sub-header '(This Section can be filled in by the Coordinator only)'. The form consists of several sections with text input fields: 'Project short name/acronym' (containing 'Test 15.13'), 'Project title' (containing 'Test 15.13'), 'Project abstract' (with a note: 'The abstract must include the a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project; c) relevance to the call.'), 'Project relevance' (with a note: 'Describe in short (max. 500 characters) why your project is important to the clean energy transition'), 'PROJECT DURATION' (with a note: 'Project Duration (max. 36 months)'), and 'Start Date' (with a note: 'The project must start not after 15/12/2025'). A blue 'Save' button is located in the bottom right corner of the form, also circled in red.

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

### 3.1.2. Project Contact

← Back to dashboard

Close Sidebar

PROJECT DATA

GENERAL DETAILS

**PROJECT CONTACT**

CALL MODULE AND DESCRIPTION

DNSH

ADDITIONAL PARTNER INFORMATION

**PROJECT CONTACT**

(This Section can be filled in by the Coordinator only)

Indicate the contact person for this project. The Project contact may be the same as the Principal Investigator.

First Name\*

Family Name\*

Organisation\*

Email\*

Telephone Number

Mobile Number

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

Indicate the contact person for this project. The Project contact may be the same as the Principal Investigator.



### 3.1.3. Call module and description

Home • DETP24 • DETP-2024-00015 • Call Module And Description

[← Torna alla Dashboard](#)

**CALL MODULE AND DESCRIPTION**  
(This Section can be filled in by the Coordinator only)

**CALL MODULE**

CM2024-01 Energy data spaces and interoperability

**TRANSITION INITIATIVE**

\*

**PROJECT DESCRIPTION**

1. EXCELLENCE  
1.1 Objectives  
1.2 Ambition and the state-of-the-art  
1.3 Methodology  
2. IMPACT  
2.1 Pathways towards impact  
2.2 Project's contributions  
2.3 Added value of the transnational collaboration  
2.4 Measures to maximise impact  
3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION  
3.1 Work plan  
3.2 Participants and consortium as a whole

NB: Upload the project description as a single PDF document, max 10 pages including title, pictures, tables and citations – Arial font, 11pts, single spaced, margins of 1.27 cm.  
Footnotes are allowed, if you respect the above-mentioned layout criteria.  
Links are not allowed: hyperlinks are allowed only if linked to bibliographic material.  
We recommend to use the pre-proposal template provided in the CALL DOCUMENT SECTION.

Project description \*

Trascina il file qui o Cerca il file sul computer

[Upload](#)

**TECHNOLOGY READINESS LEVEL TRL**

Please indicate the proposal's aimed TRL. If TRL does not apply to the project select 'NA' option.

At project start

Expected TRL at the end of the project

**KEYWORDS**

Please enter 5 keywords describing your project here. Keywords are used to select the appropriate evaluation experts. To enter a keyword, type it and press enter

Free Keywords\*

Select at least 1 and maximum 5 keywords amongst the predefined keywords (click [here](#) for the list of pre-defined keywords).  
Suggestions will be visible after typing at least two letters.

Predefined keywords\*

[Save](#)

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

#### **Project Description**

To upload the **“Project Description”** please click on [Upload](#) and then select the file on your computer or directly drag the file on the form.

Please note: it is possible to insert ONE PDF FILE ONLY. To replace the file, you can click again on [Upload](#) and repeat the steps.

### 3.1.4. DNSH (Do No Significant Harm)

[← Torna alla Dashboard](#)

[Chiedi Sostegno](#)

**PROJECT DATA**

GENERAL DETAILS

PROJECT CONTACT

CALL MODULE AND DESCRIPTION

**DNSH**

ADDITIONAL PARTNER INFORMATION

**DNSH**

(This Section can be filled in by the Coordinator only)

**DO NO SIGNIFICANT HARM (DNSH) ASSESSMENT**

**SECTION 1**

The Do No Significant Harm principle was introduced in the European Green Deal to ensure that the research and innovation activities do not make directly or indirectly a significant harm to any of the six environmental objectives, according to the EU Taxonomy Regulation (EU) 2020/852. You can find more information on what is considered as doing significant harm to the above objectives in the following note: [Technical Guidance](#). The applicant shall self-assess the DNSH filling in the following table.

Please indicate which of the following environmental objectives require further evaluation according to the DNSH principle.

Climate change mitigation

\* ☐ Si ☐ No

If NO, please detail

Climate change adaptation

\* ☐ Si ☐ No

If NO, please detail

The sustainable use and protection of water and marine resources

\* ☐ Si ☐ No

If NO, please detail

The circular economy, including waste prevention and recycling

\* ☐ Si ☐ No

If NO, please detail

Pollution prevention and control to air, water or land

\* ☐ Si ☐ No

If NO, please detail

The protection and restoration of biodiversity and ecosystems

\* ☐ Si ☐ No

If NO, please detail

**SECTION 2**

Only if the answer is YES for an environmental objective, a substantive DNSH assessment is needed. In that case, please fill the corresponding row in the table below.

Attention, if you answer "Yes" to one of the following questions, the application will not comply with the DNSH and you will not be able to submit it.

Climate change mitigation: is the measure expected to lead to significant GHG emissions? ☐ Si ☐ No

Substantive justification

Climate change adaptation: is the measure expected to lead to an increased adverse impact of the current climate and the expected future climate, on the measure itself or on people, nature or assets? ☐ Si ☐ No

Substantive justification

The sustainable use and protection of water and marine resources: is the measure expected to be detrimental: (i) to the good status or the good ecological potential of bodies of water, including surface water and groundwater; or (ii) to the good environmental status of marine waters? ☐ Si ☐ No

Substantive justification

The transition to a circular economy, including waste prevention and recycling: is the measure expected to: (i) lead to a significant increase in the generation, incineration or disposal of waste, with the exception of the incineration of non-recyclable hazardous waste; or (ii) lead to a significant inefficiencies in the direct or indirect use of any natural resource (1) at any stage of its life cycle which are not minimised by adequate measures(2); or (iii) cause significant and long-term harm to the environment in respect to the circular economy (3)? ☐ Si ☐ No

Substantive justification

Pollution prevention and control: is the measure expected to lead to a significant increase in the emissions of pollutants (4) into air, water or land? ☐ Si ☐ No

Substantive justification

The protection and restoration of biodiversity and ecosystems: is the measure expected to be: significantly detrimental to the good condition (5) and resilience of ecosystems; or detrimental to the conservation status of habitats and species, including those of Union interest? ☐ Si ☐ No

Substantive justification

**Save**

For each objective the applicant is requested to indicate if further evaluation is required according to the DNSH principle. If the answer is NO you have to explain why no further evaluation is needed.

If the answer is YES the applicant is requested to declare the measures expected in section 2.

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

### 3.1.5. Additional Partner Information

← Back to dashboard

Close Sidebar

**PROJECT DATA**

GENERAL DETAILS

PROJECT CONTACT

CALL MODULE AND DESCRIPTION

DNSH

**ADDITIONAL PARTNER INFORMATION**

#### Additional Partner Information

Please list the partners of your proposal which can be considered as an end user or need owner.  
Do not fill this section if it doesn't apply (see Call Module specific requirements).  
In Partner Name you can choose among the partners of the project after they filled the "Organisation Name" field

Partner Name	Type of end-user/need-owner	Partner Role
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Delete

Add

In this form you can specify the partners of your proposal which can be considered as an end user or need owner.

In "Partner Name" drop-down list you will see your Partners only after they have accepted the invitation and filled in their "Organisation details" section.

For each filled line you will have press the specific "**Save**" button.

You can also delete a line by clicking Delete button (this action does not remove the partner from the application).

Press "**Add**" to add a new item.

After completing all the fields, select a new section on the left menu or click on "**Back To Dashboard**".

### 3.2. Partner data

There are 2 categories of Partners:

- Partner from countries/regions (and organisations) eligible for direct funding by the Funding Organisations participating in the CETP Joint Call 2024 (designated Partners 1, 2... N).
- Fully self-financed Partner from any country who bring their own secured budget. The self-financed partner cannot be the project Coordinator.

The "Partner Data" section is subdivided into 4 points, each of them contains some fields in which you can insert all the information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

This section can be filled in either by the Partner invited by the coordinator and by the coordinator.

### 3.2.1. Principal Investigator details

PRINCIPAL INVESTIGATOR DETAILS

Title\*

First name\*  
Fabrizio

Family name\*  
Superchi

Gender\*

Nationality\*

E-Mail\*  
f.superchi@cineca.it

Phone\*

Career stage (Optional)

Type of identifier (Optional)

Identifier (Optional)

Employment status\*

Duration of contract (in months)

Employer Name

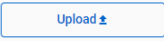
Curriculum Vitae (Optional)

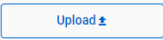
Drag the file here or Search for the file on your computer

Upload

Save

**Curriculum Vitae**: Upload a brief CV of the Coordinator and of the Principal investigator of each partner (max 2 pages each).

To upload the “Curriculum Vitae” please click on  and then select the file on your computer or directly drag the file on the form.

Please note: it is possible to insert ONE PDF FILE ONLY. To replace the file, you can click again on  and repeat the steps.

After completing all the fields, click on “**Save**” and then select a new section on the left menu or click on “**Back To Dashboard**”.

### 3.2.2. Organization details

[← Torna alla Dashboard](#)

[Chiudi Sidebar](#)

- PARTNER DATA - COORDINATOR
- PRINCIPAL INVESTIGATOR DETAILS
- ORGANISATION DETAILS**
- BUDGET
- TEAM MEMBER(S)

#### ORGANISATION DETAILS

**PARTICIPANT IDENTIFICATION CODE (PIC)**

9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes/procurements. A search tool for organisations and their PICs is available at [Participant Register PIC](#).

After inserting the PIC press the **SAVE** button at the end of the page to pre-fill the forms

**PIC\***

Legal full name of the research organisation / company

Short name (acronym) of the research organisation/Company

**VAT / NATIONAL REGISTRATION NUMBER**

If the VAT has been retrieved on [Participant Register PIC](#) please copy it in the field "VAT / National Registration Number". Otherwise enter your VAT or National Registration Number.

VAT/National Registration Number from Participant portal

VAT / National Registration Number\*

**PARTICIPANT ORGANISATION TYPE**

Participant organisation type\*

Status: Private or Public?\*

Small or medium-sized enterprise (SME status)\*

**NACE (STATISTICAL CLASSIFICATION OF ECONOMIC ACTIVITIES)**

Please download the publication from <https://ec.europa.eu/eurostat/web/products-manuals-and-guidelines/-/ks-ra-07-015>

find your NACE COD in "Detailed Structure of NACE Rev. 2" and copy in the application form the Class and the Description in the following exemplifying format: "38.21 Treatment and disposal of non-hazardous waste"

\*

**REGISTERED OFFICE ADDRESS OF THE RESEARCH ORGANISATION / COMPANY**

Street name and number (address)

Postal Box (Optional)

Postal code\*

Ceden (Optional)

City

Country

Division / Department / Unit or Laboratory\*

**DIVISION / DEPARTMENT / UNIT OR LABORATORY**

Department Street Name and number\*

Department postal box (Optional)

Department postal code\*

Department CEDEX (Optional)

Department city\*

Department country\*

**Save**

Enter the PIC and press **"Save"** to fill some form fields.

After completing all the fields, click again on **"Save"** and then select a new section on the left menu or click on **"Back To Dashboard"**.

**PIC:** 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. If needed, one can apply for a temporary PIC on: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.

A search tool for organisations and their PICs is available on <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>.

We suggest validating the PICs via the public available Partner Search – Organisation Profile service.

This allows use to fill out some requested data inputs automatically, which is less error-prone and provides much better user experience.

**NACE:** Please download the publication from:

<https://ec.europa.eu/eurostat/web/products-manuals-and-guidelines/-/ks-ra-07-015>,

find your NACE COD in “Detailed Structure of NACE Rev. 2” and copy in the application form the Class and the Description in the following exemplifying format:

“38.21 Treatment and disposal of non-hazardous waste”

### 3.2.3. Budget

[← Back to dashboard](#)

[Close Sidebar](#)

**PARTNER DATA COORDINATOR**

- PRINCIPAL INVESTIGATOR DETAILS
- ORGANISATION DETAILS
- BUDGET**
- TEAM MEMBER(S)

#### BUDGET

FUNDING ORGANISATION

Select the Funding organization to which you are applying for funding

Funding Organisations\*

BUDGET TABLE

All partners shall fill in their own table with their own costs, including self-financed partners. Indicate in the table the total costs of the project and their indicative breakdown between the different categories of costs (e.g. personnel, equipment, consumables, subcontracts, travels, overheads) and the funding requested according to your Funding Organisation's.

Please make sure to comply with your Funding Organisation's rules for the determination of the eligible costs and the requested funding calculation.

Please note that some Funding Organisations cannot provide funding equal to 100% of eligible costs. For inquiries, contact your Funding Organisation Contact Point.

The column Total costs comprises all the costs related to the project independently of national funding rules. You must indicate here all the costs of the project in Euro including VAT depending on national rules.

The column Funding request comprises the part of the costs that you will request as contribution from your Funding Organisation.

The column Own funding is filled in automatically after saving the form. It includes all the costs that are not covered by the Funding Organisation (either because the funding level is lower than 100% and/or some costs are not eligible for funding and/or are provided in-kind). The Own funding is equal to the difference between the Total cost and the Funding requested.

The line TOTAL will be filled in automatically after saving the form (SAVE BUTTON).

Personnel	Funding requested (in Euro, including VAT depending on national rules)	Own funding (equal to the difference between total cost and funding requested)
*	*	€*
Subcontracting	*	€*
Travel and subsistence	*	€*
Equipment	*	€*
Other direct costs (Goods and Services)	*	€*
Indirect costs (overheads)	*	€*
Total	€*	€

COSTS JUSTIFICATION

Please enter a brief description of major costs items and a short justification (personnel, equipment, consumables, subcontracts, travel expenses, other costs) and a short justification. For overhead costs, national regulations may apply. Please differentiate between funding requested and own contribution.

Costs justification\*

SELF-FUNDED PARTNERS FUNDING SOURCES

Self-Funded partners only: indicate shortly how participation in the project will be funded. A Letter of Commitment will be required as a mandatory document in the full proposal application.

The partner will be funded through...

WORKLOAD

Enter the organisation's planned workload, expressed in person months

Total person months\*

[Save](#)

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

Note that the total effort of the project, and the percentage distribution among the partners, is visible in the preview pdf.



### 3.2.4. Team member(s)

[← Back to dashboard](#)

[Close Sidebar](#)

**PARTNER DATA - COORDINATOR**

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

BUDGET

**TEAM MEMBER(S)**

#### TEAM MEMBER(S)

Please include the Team members to be involved in the project who are already identified, would they be funded or not by your Funding Organisation.

If you do not have this information yet at the pre-proposal stage, select the option "To be determined" and press the SAVE button at the end of the line.

Include only the researchers involved in the proposal. Do not include in the table other persons involved in the proposal who are not researchers.

Remember that the coordinator should not be entered.

For each filled line, scroll to the right and press the specific SAVE button.

Team members to be involved in the project\*

#### Member's List

[Save](#)

Click on **"Team members to be involved in the project"** and select between **"To be determined"** and **"Already identified"** and press **"Save"**.

If **"To be determined"** has been chosen, nothing else is left to do.

Otherwise, enter data requested for each Team Member.

For each filled line you will have to scroll to the right and press the specific **"Save"** (or **"Delete"**) button.

#### Member's List

Type of identifier	Identifier	Career stage	Role of researcher	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Save</a> <a href="#">Delete</a>

[Add Member](#)

Press **"Add"** to add a new member.

## 4. Invite Partner

The coordinator can invite one or more partners by turning back to the project dashboard and by clicking on the **"Invite Partner"** button:

**Project Data**

Steps

- GENERAL DETAILS Open
- PROJECT CONTACT Open
- CALL MODULE AND DESCRIPTION Open
- DNSH Open
- ✓ ADDITIONAL PARTNER INFORMATION Open

**Partner Data - Coordinator**

Steps

- PRINCIPAL INVESTIGATOR DETAILS Open
- ORGANISATION DETAILS Open
- BUDGET Open
- ✓ TEAM MEMBER(S) Open

**Partners**

**INVITE PARTNER**

#	Role	Name	Organisation	Country	Status	Invitation	Self-Financed	Actions
1	Coordinator	Fabrizio Superchi	n.d.	n.d.	○	—	no	

To invite a Partner the Coordinator must fill in this form and click Invite partner button:

**Invite partner**

To be included in the proposal the invited partner need to accept the invitation and fill in organisation information in the platform.

First name

Family name

E-Mail

Cancel **Invite partner**

The partner receives a mail as follows:

You have been invited to CETPartnership Joint Call 2024 proposal

Fabrizio Superchi invited you to join a new proposal for CETP (Clean Energy Transition Partnership) 2024 Call.  
Click this [link](#) to go to the application platform.

If it is your first access, you will need to register to the platform.  
After that, to accept or decline the invitation, click on notification icon at the top of the right screen.

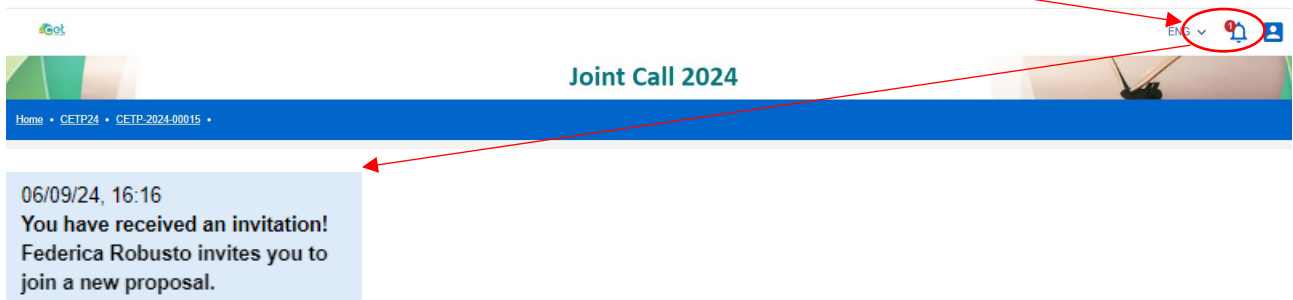
To be included in the submission of the proposal you need to accept the invitation.

Proposal code: [CETP-2024-00010](#)

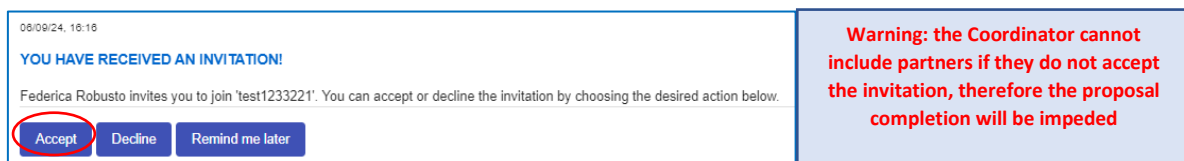
Proposal Acronym: [Test 12:06 16/9/2024](#)

The partner clicks the link in the mail and will be directed to the application home.

In the notification area he will find the invitation.



By clicking on it the partner can accept the invitation



Once accepted, the partner will be able to access his own "Partner Data" section and fill it in.

The newly added partner will be visible in the "**Partners**" section at the bottom of the dashboard:



The Coordinator, in his own dashboard, can remove a partner or edit the partner data.

## 5. Final check and submission

You can check the progress of proposal completion from the blue bar at any time and check for missing mandatory fields.

The screenshot shows the application progress bar and two check sections. The progress bar is a blue bar with a red vertical line on the left. Below it, the application ID 'CETP-202 -00026' is displayed. To the right of the ID, the start date, last edit date, submission date, and expire date are listed. Below the progress bar, there are two buttons: 'Preview' and 'Submit'. The 'Missing Fields Check' section shows a message: 'ONE OR MORE MANDATORY FIELDS MISSING. You must complete all mandatory fields.' Below this message is a button labeled 'IDENTIFY MISSING FIELDS'. The 'Mandatory Requirements Check' section shows a message: 'ONE OR MORE CONSTRAINTS NOT FULFILLED. One or more fields do not comply with the constraints of the application.' Below this message is a button labeled 'IDENTIFY CONSTRAINTS'. Red arrows point from the text above to the progress bar, the 'IDENTIFY MISSING FIELDS' button, and the 'IDENTIFY CONSTRAINTS' button. A red circle highlights the 'THE APPLICATION CANNOT BE SUBMITTED YET' message at the top left.

You can also validate the proposal at any time to check the adherence of the proposal to the requirements of the call.

In addition, a \*PDF\* preview of the application is available from the "**Preview**" button.

When the application is complete and in order, the button "**Submit**" is enabled. Clicking on "Submit" you submit your application. Nevertheless, you can modify the proposal and resubmit it again at any time before the deadline.

At the deadline, the last submitted proposal will be sent to the Call Secretariat for the evaluation, and it cannot be modified anymore.

By submitting the application, the Coordinator declares that:

- The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.
- The applicants confirm that they are aware that failure to fulfil this condition will result in the withdrawal of this proposal from the application process or the withdrawal of funding from approved projects.
- The proposal is in line with the guidelines to ethical aspects of the Horizon Europe Programme.