Online submission tool

Guide for applicants

Joint call for proposals

CETP

Clean Energy Transition Partnership

Version 1.0

19 September 2024

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.bandi.cineca.it&cmp=65330 (the Support Link is available in each form of the application).

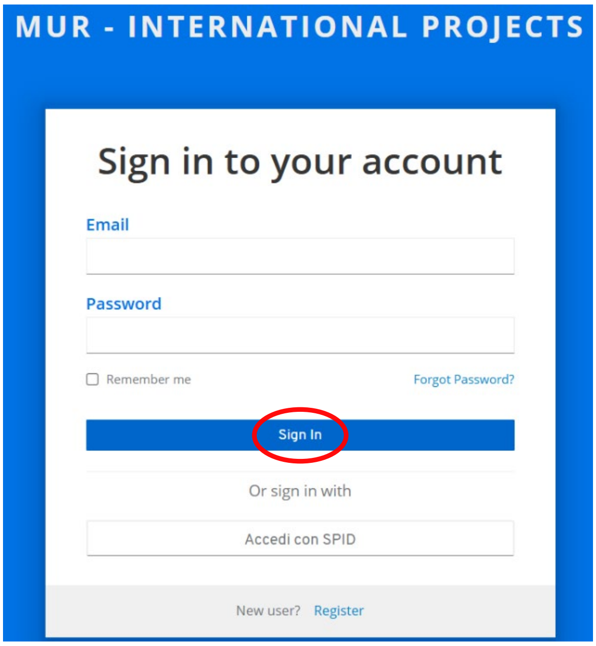
For any problem related to the international call please contact the Call Secretariat (callmanagement@cetpartnership.eu).

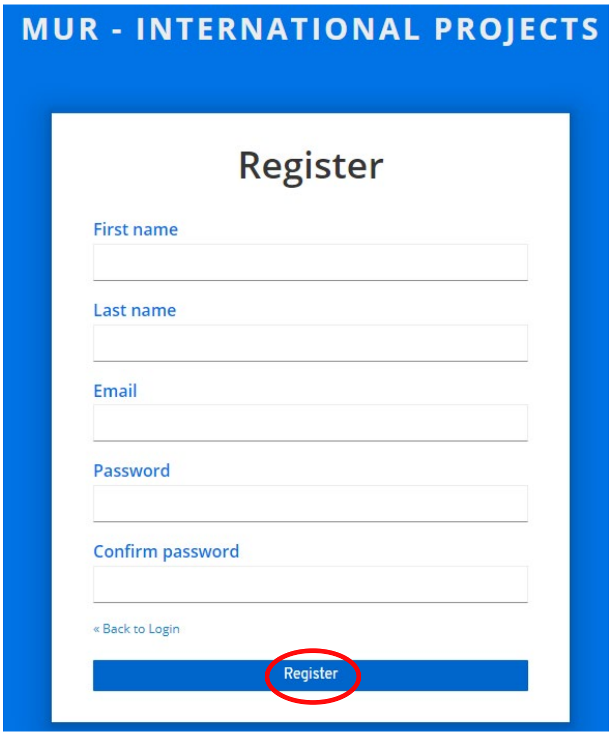
For any problem related to the national funding rules please contact the national contact points (see list in the call text and National Annex).

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/

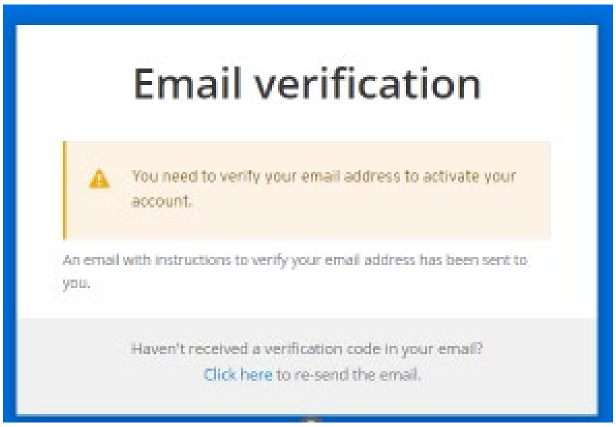
If you don't have any, you need to create a new account by clicking on "**Register**":





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 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

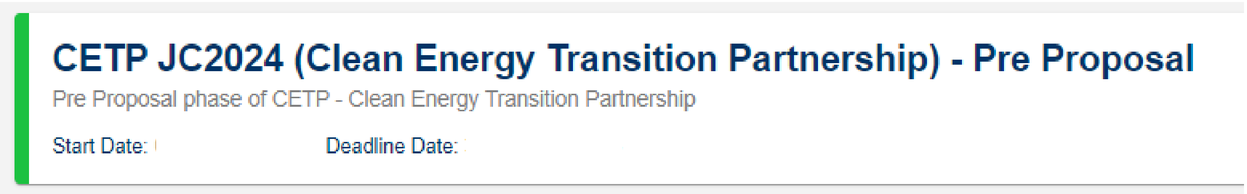
Link to e-mail address verification

This link will expire within 15 minutes.

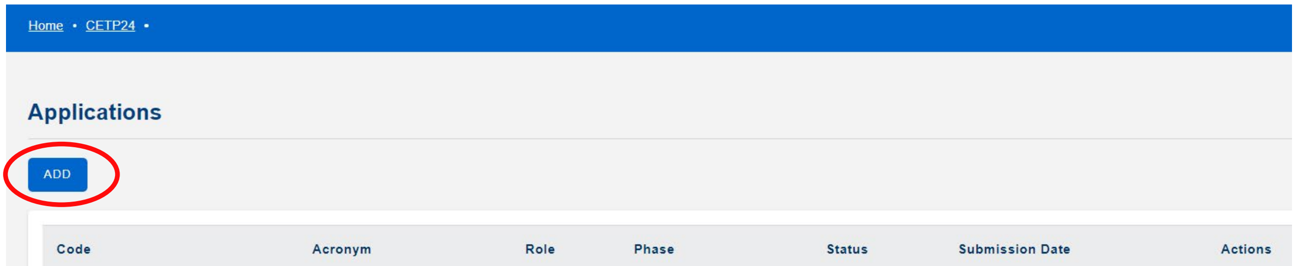
If you didn't create this account, just ignore this message.

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:

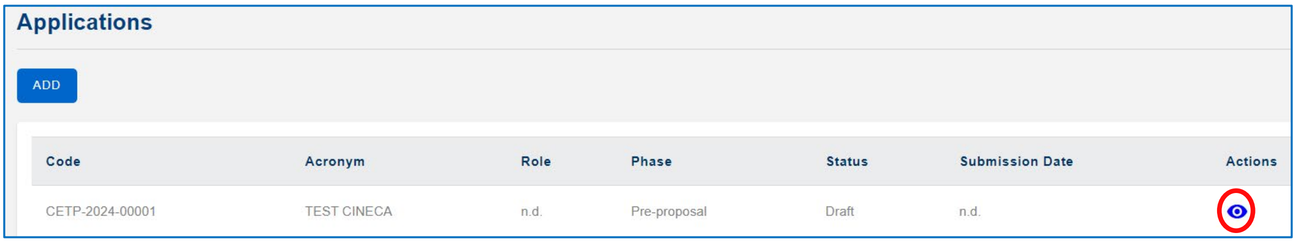


Then create a new application by clicking on the button "**Add**" under "**Applications**":



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**":

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



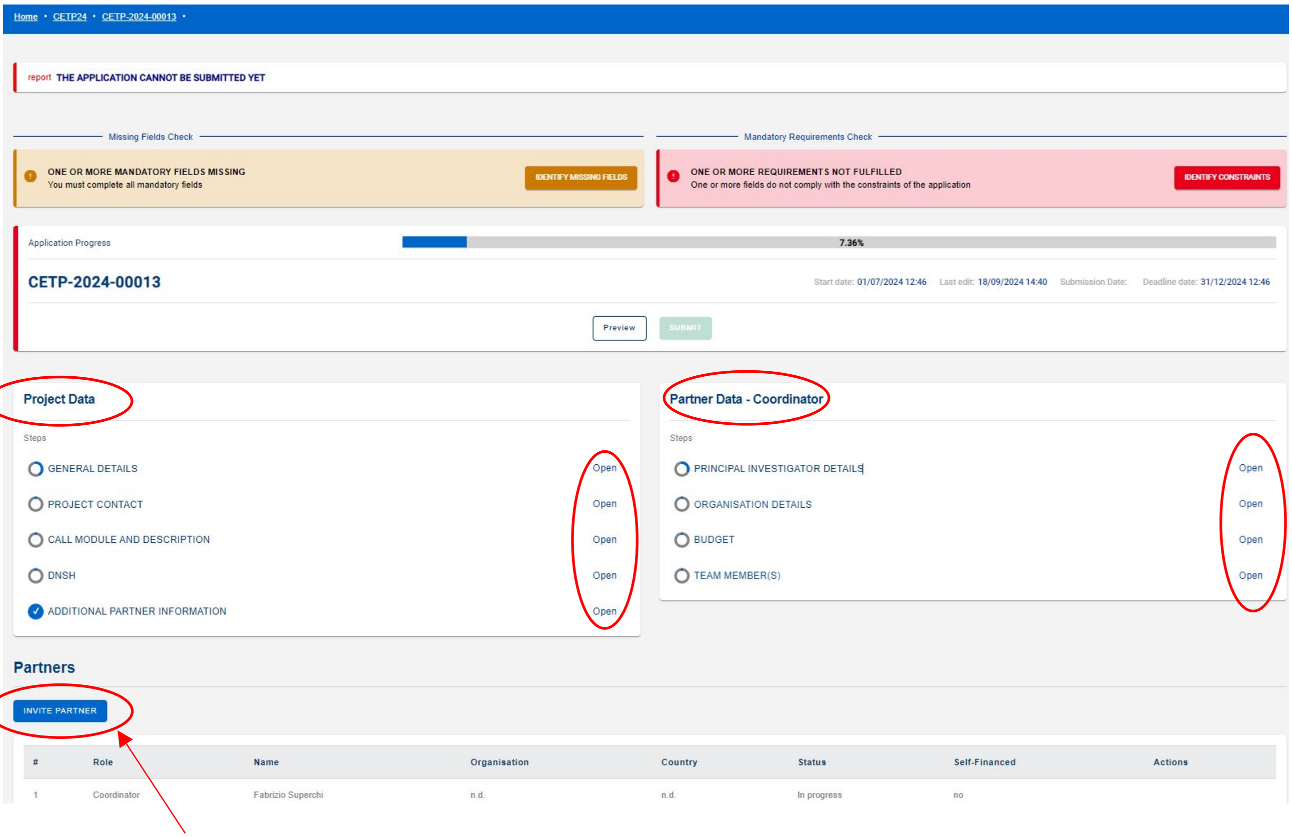
3. How to manage the application data

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:



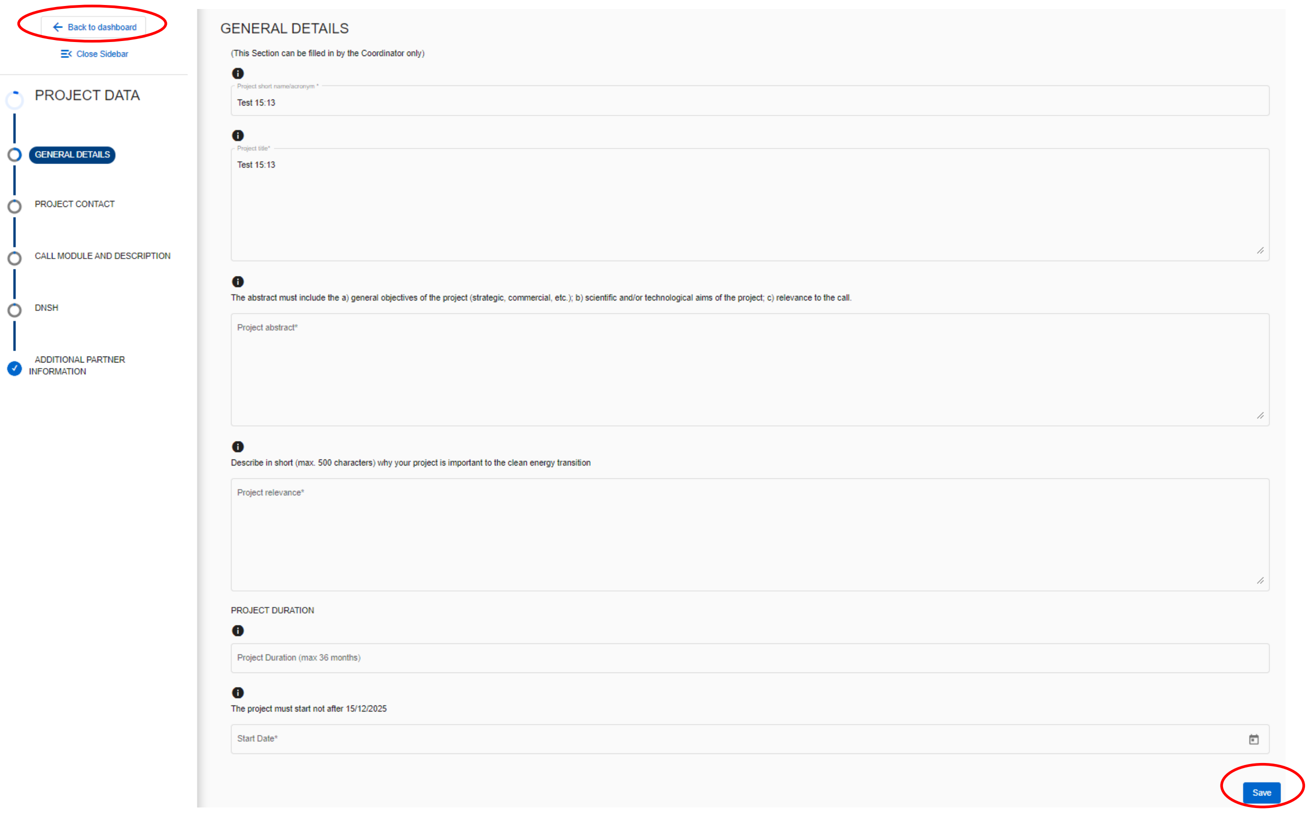
Click on "**Invite Partner**" to add one or more partners (see specific section of this guide).
For details on the Invitation acceptance and procedure, please check section 4.

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.

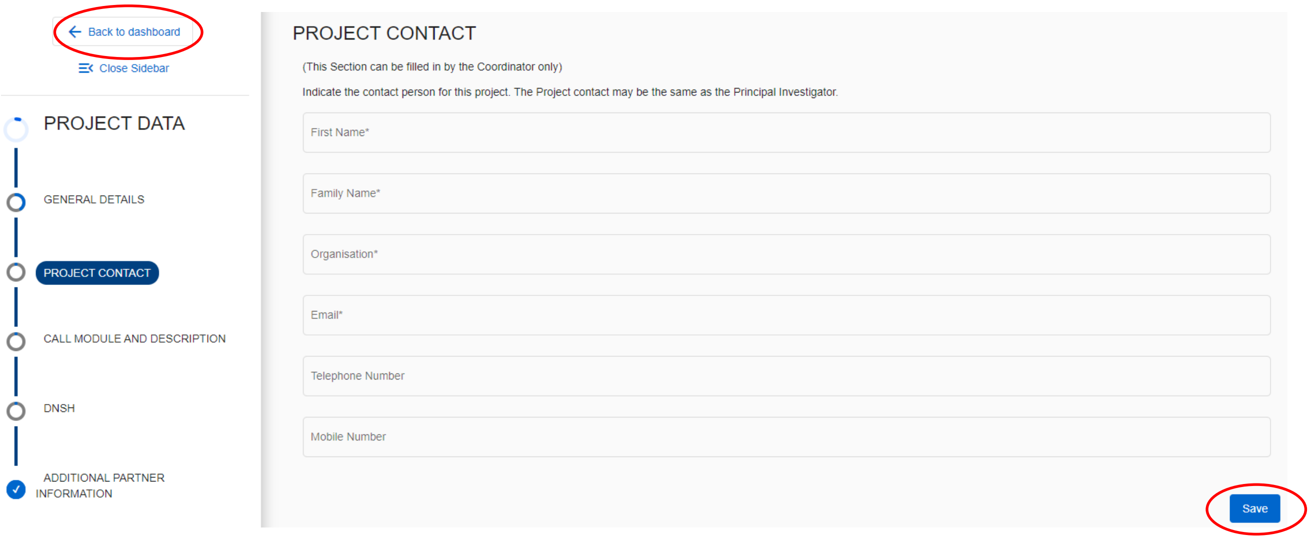
The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

3.1.1. General details



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

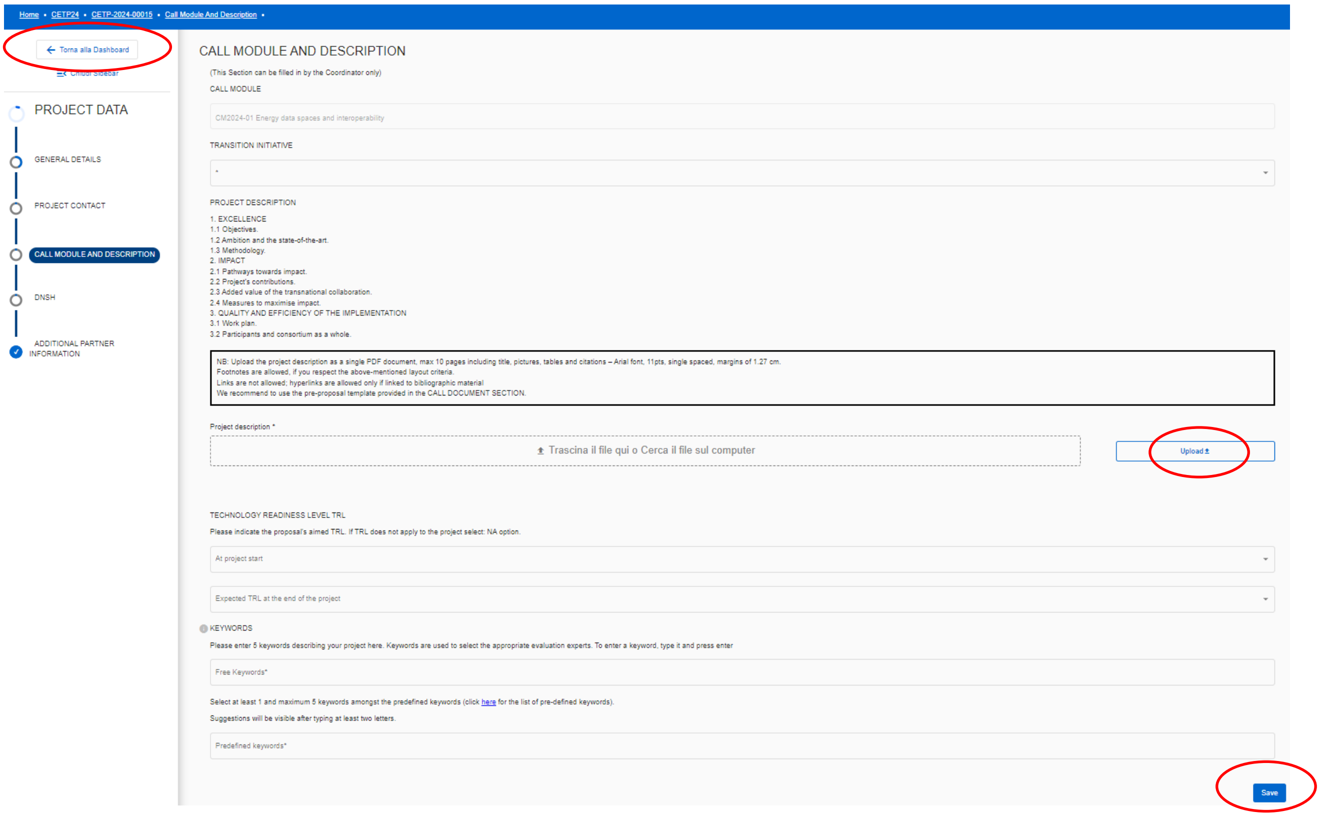
3.1.2. Project Contact



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

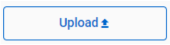
Indicate the contact person for this project. The Project contact may be the same as the Principal Investigator.

3.1.3. Call module and description

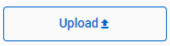


After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "**Back To Dashboard**".

Project Description

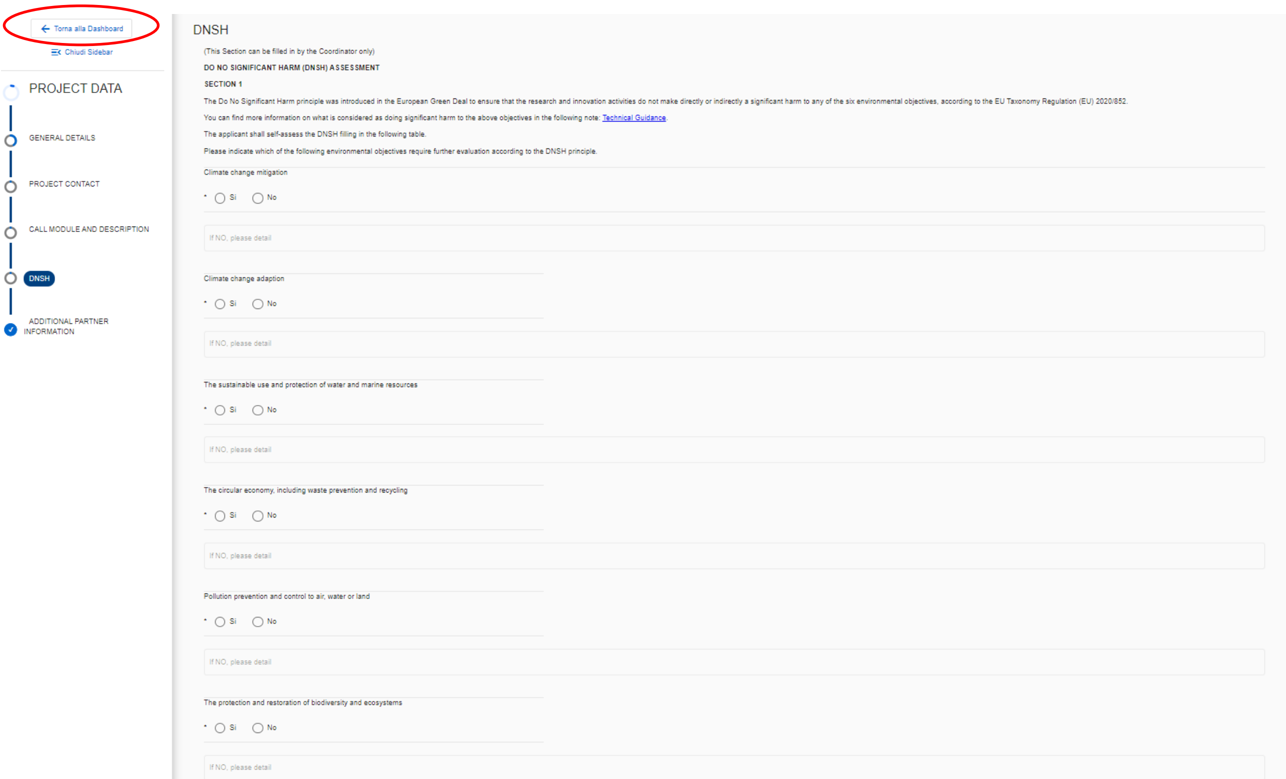
To upload the "Project Description" please click on 

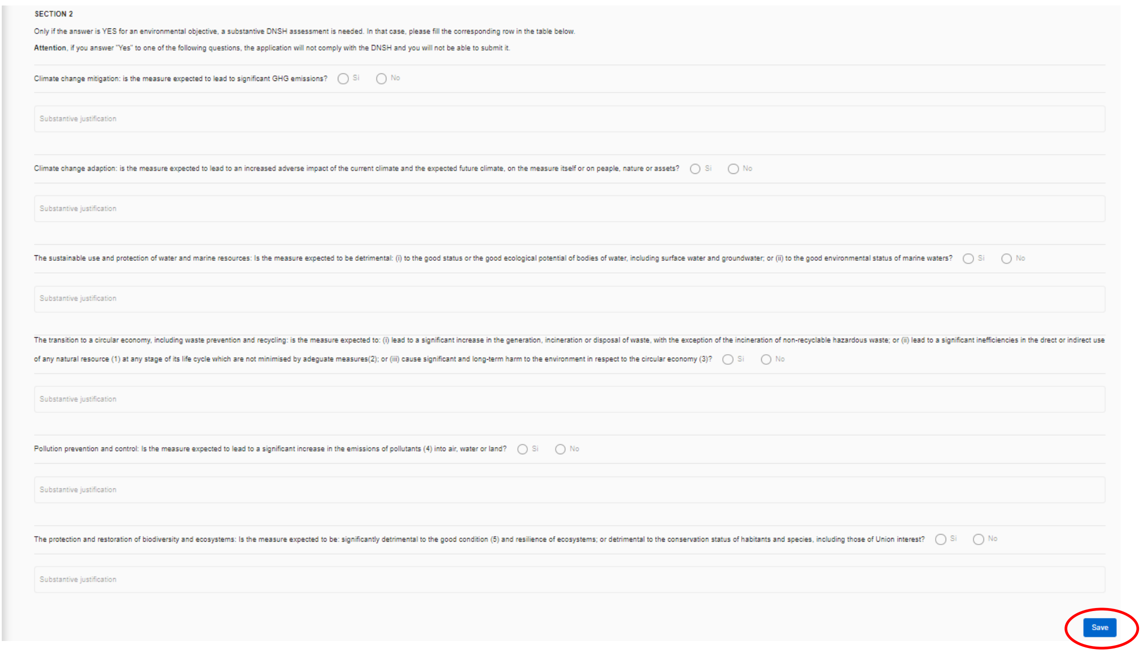
and then select the file on your computer or directly drag the file on the form.

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

and repeat the steps.

3.1.4. DNSH (Do No Significant Harm)



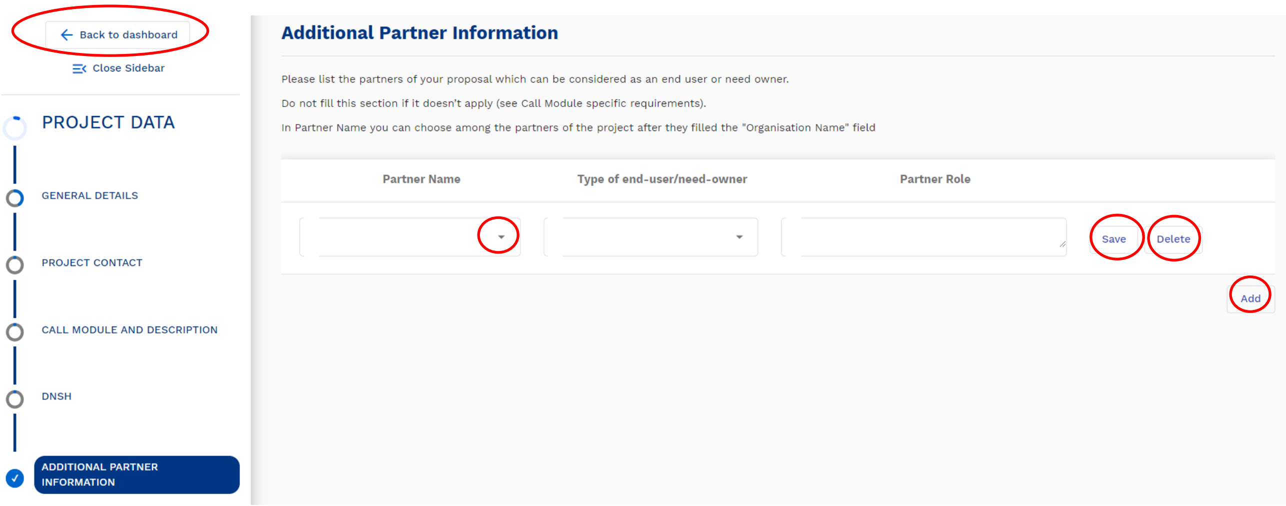


For each objective the applicant is requested to indicate if further evaluation is required according to the DNSH principle. If the answer is NO you have to explain why no further evaluation is needed.

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



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:

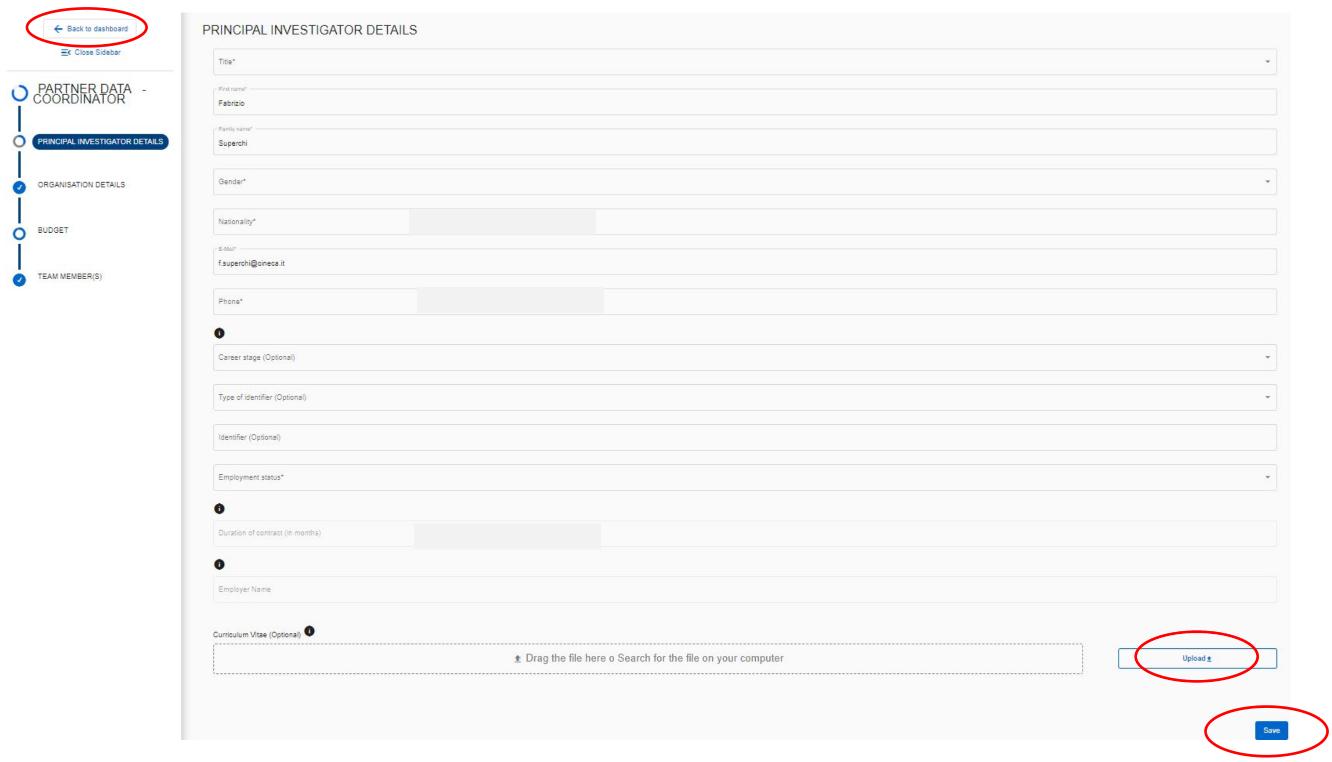
- Partner from countries/regions (and organisations) eligible for direct funding by the Funding Organisations participating in the CETP Joint Call 2024 (designated Partners 1, 2… N).
- Fully self-financed Partner from any country who bring their own secured budget. The self-financed partner cannot be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



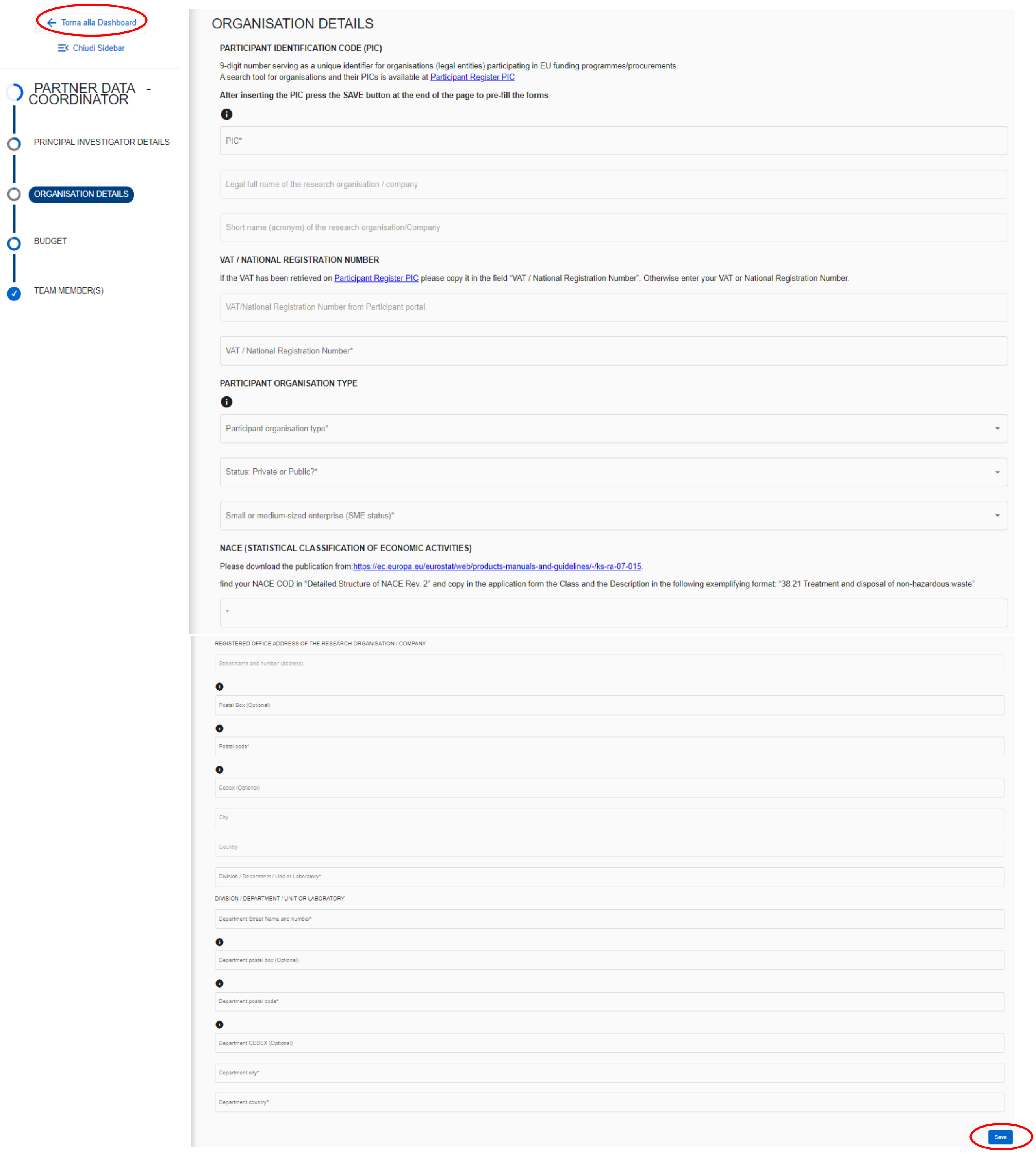
__Curriculum Vitae__: Upload a brief CV of the Coordinator and of the Principal investigator of each partner (max 2 pages each).

To upload the "Curriculum Vitae" please click on 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.

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



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.

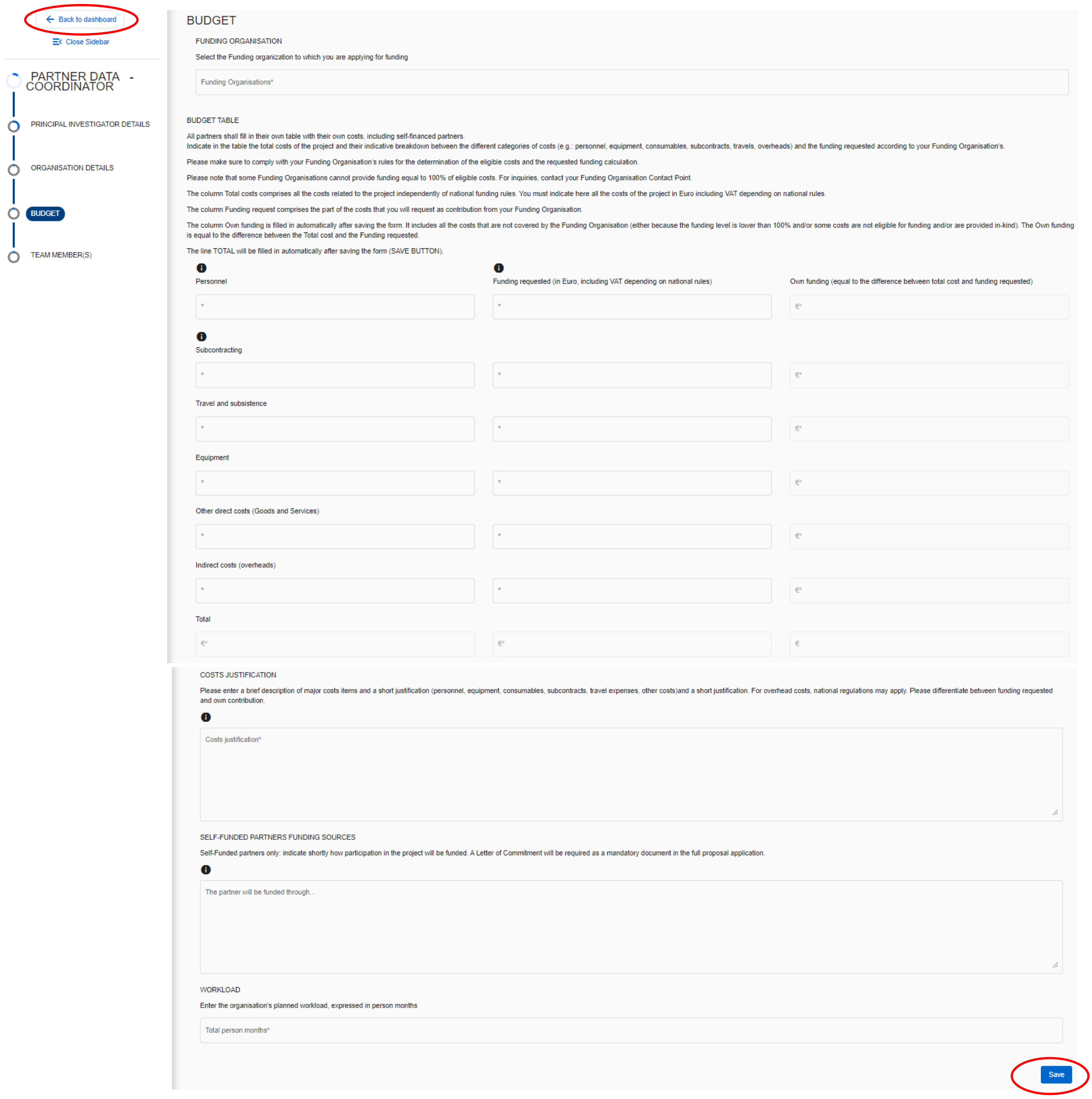
NACE: Please download the publication from:

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"

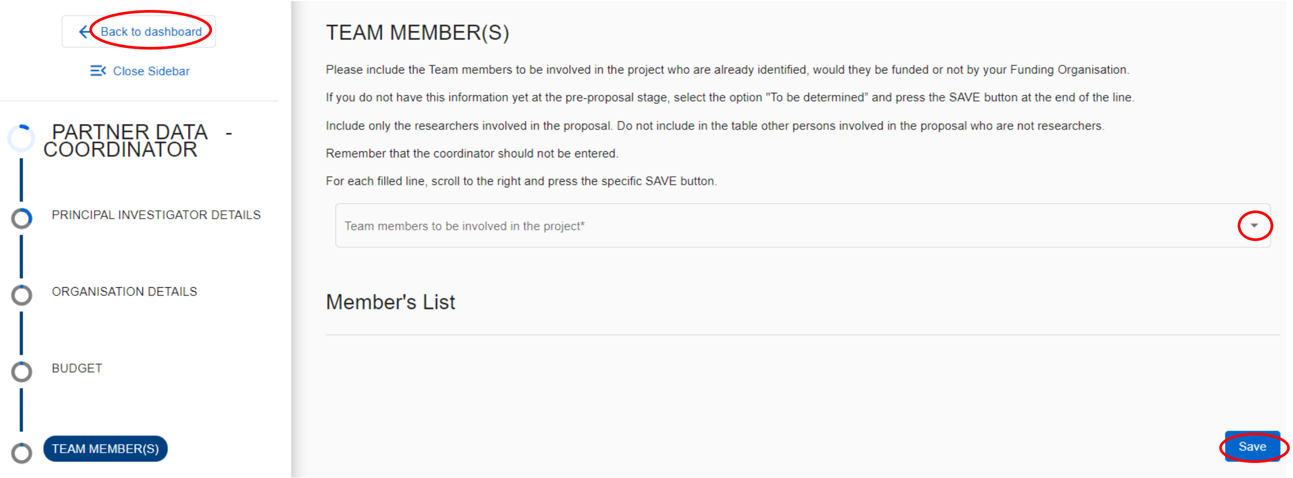
3.2.3. Budget



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)

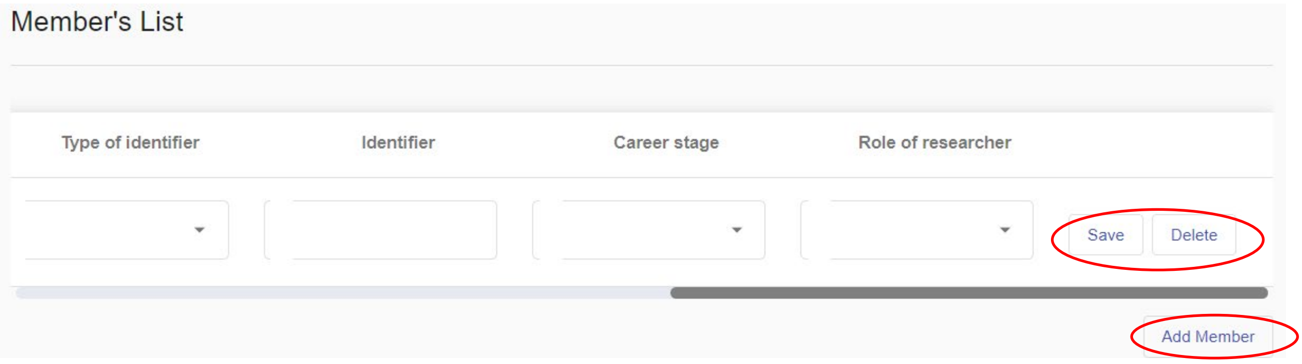


Click on “**Team members to be involved in the project**” and select between “**To be determined**” and “**Already identified**” and press “**Save**”.

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

Otherwise, enter data requested for each Team Member.

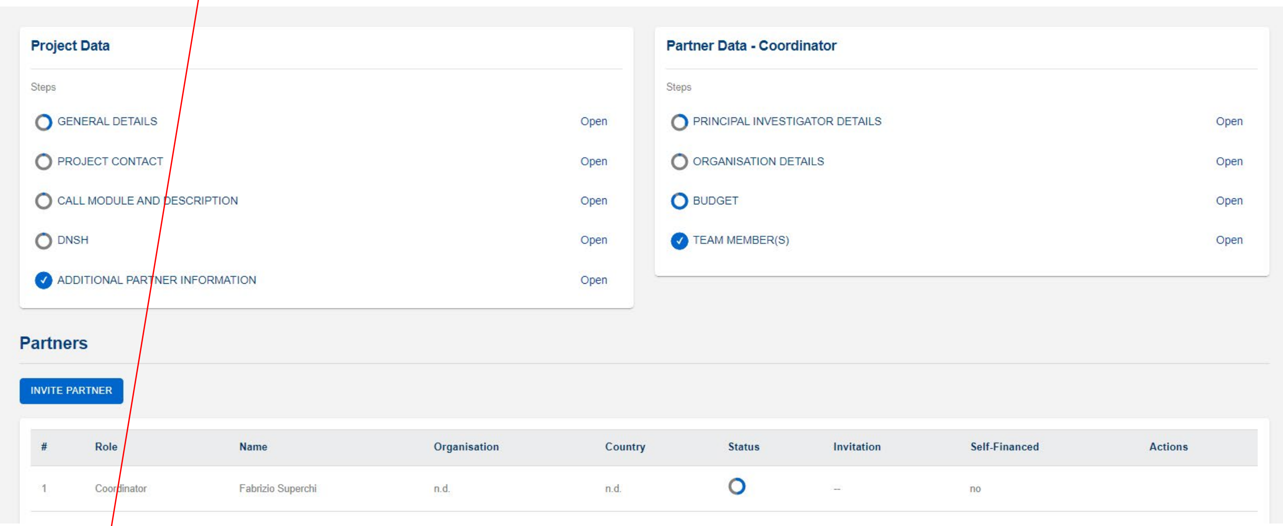
For each filled line you will have to scroll to the right and press the specific “**Save**” (or “**Delete**”) button.



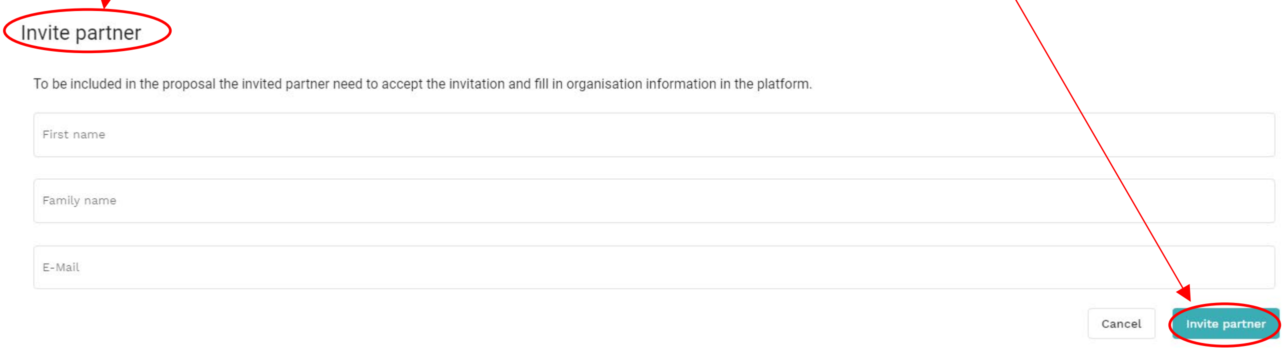
Press “**Add”** to add a new member.

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:



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



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.

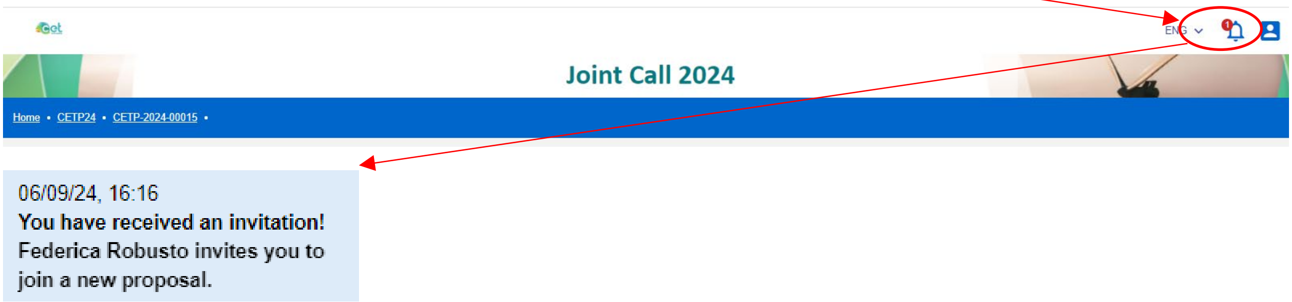
To be included in the submission of the proposal you need to accept the invitation.

Proposal code: CETP-2024-00010

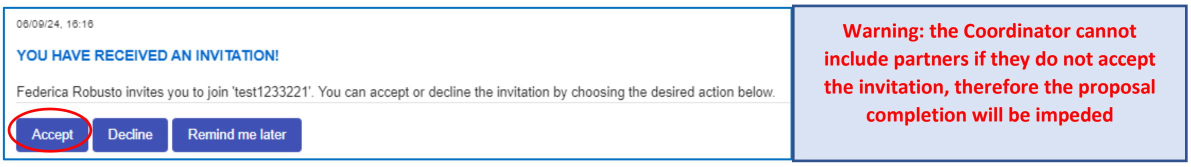
Proposal Acronym: Test 12:06 16/9/2024

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.

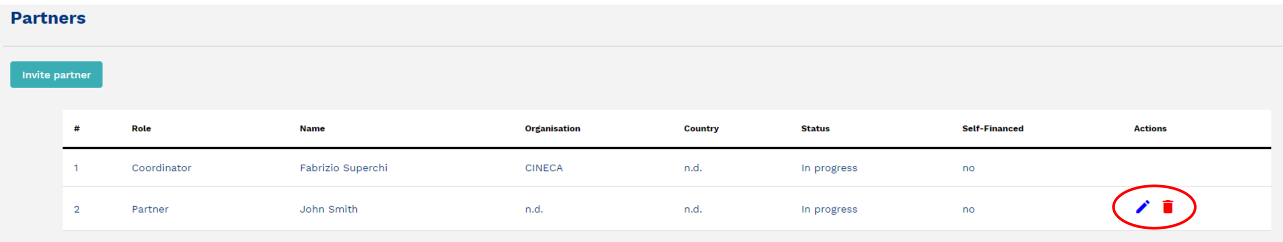


By clicking on it the partner can accept the invitation



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:

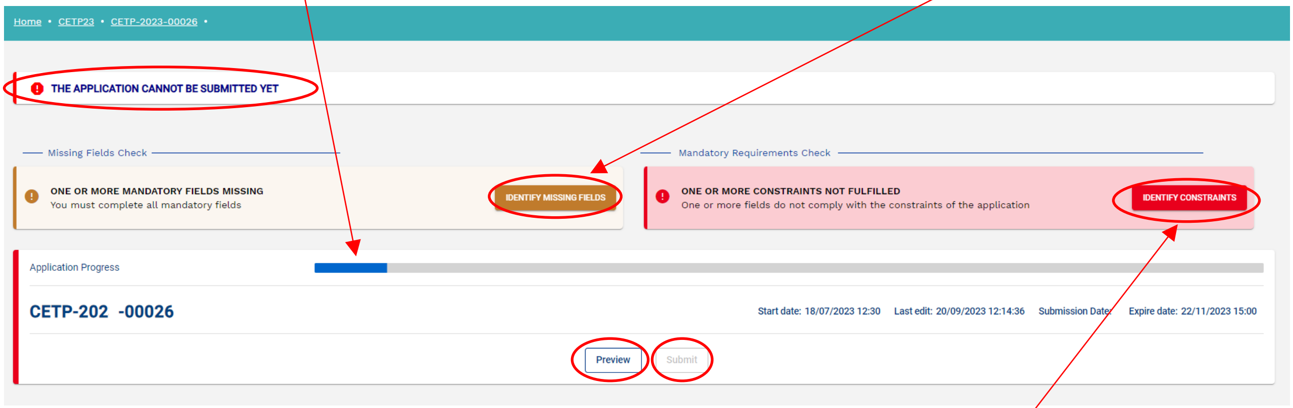


#	Role	Name	Organisation	Country	Status	Self-Financed	Actions
1	Coordinator	Fabrizio Superchi	CINECA	n.d.	In progress	no	
2	Partner	John Smith	n.d.	n.d.	In progress	no	

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.



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.