

# Submission Platform Romanian-EEA Research Programme "Research within priority sectors"

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INNOVATION AND CREATIVITY

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			Sign Up Passw	ord recovery	
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## **Highlights:**

- Submission accounts used for previous Calls, with Password Recovery option
- Sign Up to create a new account, a VALID email address is requested

# Initiate a submission





# Submission Form **Proposal Information**

## **Highlights:**

- All fields are mandatory
- "No. of Partners" field affects next forms
- Some fields are \_ automatically calculated from other fields or forms

1.1 Proposal Information 1.2 List of Participants 1.3 Domain						
General Information*						
Pre Proposal Registration Code	0014					
Project Registration Code	[received after submitting]					
Project Title	You have 200 characters remaining out of 2					
Project Acronym						
Project Executive Summary	You have 4000 characters remaining out of 40					
Project Starting Date	00/00/0000 No sooner than 1st of May 20.					
Project Finishing Date	00/00/0000 No later than 30th of April 20.					
Project Duration (months)**	0					
Total Budget from Program	n/a (EUR)					
Own Funding Budget***	n/a (EUR)					
Budget asked by Donor States Project Partners (%)***	n/a (%)					
No. of Partners in Consortium (including the Project Promoter)	[Select]					
Preparatory cost****	[Select]					
Does the project target research contributing to the improvement of the situation of the Roma population?	[Select] V					
<< Previous Section St	ave Changes Next Section >>					



\*\*\* Automatically calculated from section 2.3 Budget Breakdown. \*\*\*\* Select YES if you want to receive reimbursement of preparatory cost, otherwise choose NO

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# Submission Form List of Participants – Project Promoter (1)



## **Highlights:**

 For Romanian Organisations (including Project Promoter) fields are activated after filling in CUI (Unique Identification Code) and pressing "Load Organisation Fields..." button

General Information 2. Financial Information 3. Uploa		
1 Proposal Information 1.2 List of Participants 1.3 Domain 1		
List of Participants Involved in this Project		
PROJECT PR	OMOTER (PP)	
Country*:	Romania	
Organisation Identification Code*:	(Roman	ian CUI - digits only)
Load Organisation Fields	s based on provided code	
	Prin	cipal Investigator (PI)
	Last Name*:	Petrescu
Fill in Organisation Identification Code and press "Load Organisation Fields based on provided code" button to view	First Name*:	Florin-Adrian
Organisation Details fields!	Previous Last Name:	
	CNP*:	
	Birth Date*:	00/00/0000
	Doctor*:	[Select]
	Phone Number*:	
	Fax Number*:	
	E-Mail Adress*:	florin@cnmp.ro
	Person responsi man	ble for administrative and financial agement of the project
	Last Name*:	
	First Name*:	

# Submission Form List of Participants – Project Promoter (2)



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## **Highlights:**

- "Organisation name" is filled in automatically based on previous CUI
- Romania is preselected as Project Promoter "Country"
- "Entity Type" field affects State Aid formulas in Work Plan section and list of requested statements
- For Project Promoter is preselected to *Research Organisation*

Proposal Information	1.2 List of Participants 1.3 Domain		
List of Participa	nts Involved in this Project		
	PROJECT PR	OMOTER (PP)	
	Country*:	Romania	
Orga	anisation Identification Code*:	(Romani	an CUI - digits only)
orgo	Load Organisation Fields	s based on provided code	
C	Organisation Details	Princ	cipal Investigator (PI)
Organisation Country:	Romania	Last Name*:	Petrescu
cui	12354176	First Name*:	Florin-Adrian
Organisation Name*:	UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	Previous Last Name:	
Principal CAEN:		CNP*:	
Research CAEN:	[Select]	Birth Date <b>*:</b>	00/00/0000
County":	Select	Doctor*:	[Select]
City*:		Phone Number*:	
Street*:		Fax Number*:	
Street number:		E-Mail Adress":	florin@cnmp.ro
Other address letails:		Person responsil mana	ble for administrative and financial agement of the project
ip code*:	(floor, apartment - if needed)	Last Name*:	
Entity type*:	Research Organization	Previous Last	
)rganisation ype <mark>*</mark> :	[Selectati]	Nāme:	

# Submission Form List of Participants – Project Partner (1)



Country*: [Sel Select a "Country" to view Organisation Details fields!	RTNER 1 (P1)  ect Country]  Research tea Last Name :  First Name ":  Previous Last Name:	am leader from Partne	er 1 (P1)	Highlights: - Organisati activated a country	on Fields are after selecting
	Birth Date*:	00/00/0000		PROJECT P/	ARTNER 1 (P1)
	Doctor":	[Select]	•	Country*: N	orway V
	Phone Number*:		C	Organisation Details	Research team leader from Partner 1 (P1)
	Fax Number*:		Organisation Country:	Norway	Last Name*:
	E-Mail Adress*:		VAT IN <sup>®</sup>		First Name*:
Indirect cost calc	ulation method*:				Previous Last Name:
[Select]		▼	Organisation Name*:		Birth Date": 00/00/0000
		(see Guide of Applic			Doctor": [Select]
			City*:		Phone Number <sup>®</sup> :
Highlights:			Street*:		Fax Number':
- For other Countries than Romania			Zip code*:		E-Mail Adress":
some fields are not red	quested (	CNP,	Entity type*:	[Selectati]	
CUI, County)		,	Organisation website*:		
, //				Indirect cost ca	Iculation method*:

#### **UEFISCDI, December 2013**

(see Guide of Applicants, chapter 4.7.)

# Submission Form List of Participants – Project Partner (2)



Country\*: Romania Country\*: Romania ٠ ٠ Organisation Identification Code\*: (Romanian CUI - digits only) Organisation Identification Code\*: (Romanian CUI - digits only) Load Organisation Fields based on provided code Load Organisation Fields based on provided code Research team leader from Partner 2 (P2) Organisation Details Research team leader from Partner 2 (P2) Last Name\*: Organisation Romania Last Name\*: Country: Fill in Organisation Identification Code and press "Load First Name\*: CUI 2785503 First Name\*: Organisation Fields based on provided code" button to view Organisation Details fields! Previous Last INSTITUTUL NATIONAL DE CERCETARE Organisation Previous Last Name: DEZVOLTARE IN INFORMATICA - ICI Name\*: Name BUCURESTI CNP\*: CNP\*: Principal CAEN\*: 00/00/0000 Birth Date\*: **Research CAEN\*:** Birth Date\*: 00/00/0000 [Select] ٠ Doctor\*: [Select] ٠ County\*: Bucuresti - Sector 1 . Doctor\*: [Select] ٠ Phone Number\*: Phone Number\*: City\*: Bucuresti,Bucuresti - Sec Fax Number\*: Street\*: Bulevardul Maresal Al, Av Fax Number\*: E-Mail Adress\*: Street number: 8-10 E-Mail Adress\*: Indirect cost calculation method\* Bd. Mareşal Averescu nr. 8-10 [Select] Other address (see Guide of Applicants, chapter 4. details: (floor, apartment - if needed) Zip code\*: **Highlights:** Entity type\*: •

[Selectati]

www.ici.ro

٠

Indirect cost calculation method\*:

INCD

[Select]

Organisation

Organisation

website\*:

type\*:

If Romania is selected as Country, CUI is requested (same case as Project **Promoter**)

Florin PETRESCU, Cosmin CIORANU

**UEFISCDI, December 2013** 

(see Guide of Applicants, chapter 4.7.)

Submission Form Domain



1. General Information	2. Financial Information 3. Upload 4. Verify/Finalize
	2 List of Participants 1.3 Domain 1.4 Key Persons 1.5 Ethical Issues
Expertise Domain	
Main Thematic Area*	[Select]
Only for interdisciplin	ary projects, if it is case, specify other domains:
Second Thematic Area	
Third Thematic Area	
	<< Previous Section Save Changes Next Section >>
Notes *Only Main Thematic Ar	ea field is mandatory.

## **Highlights:**

 For interdisciplinary projects two more fields are available

1. General Information

# Submission Form Key Persons



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# Highlights: No. Participant\* Last Name\*\* First Name\*\* Principal Investigator and Team Leaders are 1 PROJECT PROMOTER Petrescu Petrescu Florin-Ad

- automatically imported from *"List* of Participants" section
- Other Key Persons may be added using the available button
- CNP mandatory for Romanian Organisations

No. Crt.	Participant*	Last Name*	First Name*	CNP**	Action
					Add Person
1	PROJECT PROMOTER Principal Investigator	Petrescu	Florin-Adrian		imported from "List of Participants"
2	PROJECT PARTNER 1 Research team leader from Partner 1	AAA	BBB		imported from "List of Participants"
3	PROJECT PARTNER 2 Research team leader from Partner 2	ccc	DDD	1234567890	imported from "List of Participants"
n/a	PROJECT PROMOTER				Delete Row
n/a	PROJECT PARTNER 1				Delete Row
n/a	Selectati 🔻				Delete Row
Notes	* Mandatory fields. * Mandatory only for Romani	<< Previous Section Satisfies Section Satisfies Section Satisfies Section Satisfies Section Se	ave Changes Next Section	»>	





ι. α	teneral Information       2. Financial Information       3. Upload       4. Verify/Finalize         Proposal Information       1.2 List of Participants       1.3 Domain       1.4 Key Persons       1.5 Ethical Issues					
	Ethical Issues*					
Research on Human Embryo/Foetus						
1	Does the proposed research involve human Embryos?					
2	Does the proposed research involve human Foetal Tissues/Cells?					
3	Does the proposed research involve human Embryonic Stem Cells?					
1	Does the proposed research on human Embryonic Stem Cells involve cells in culture?					
5	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?					
5	DOES ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?					
Res	earch on Humans	Y/N*				
,	Does the proposed research involve children?					
3	Does the proposed research involve patients?					
•	Does the proposed research involve persons not able to give consent or other kinds of vulnerable persons?					
0	Does the proposed research involve adult healthy volunteers?					
1	Does the proposed research involve Human genetic material?					
2	Does the proposed research involve Human biological samples?					

Submission Form

#### INNOVATION AND CREATIVITY

## **Highlights:**

Work Plan

- Phases, Activities and Partners can be added using buttons from the left column
- Program/Own Budget must comply with State Aid Scheme (based on "Entity Type" and "Category of Activity")

#### 2. Financial Information 2.1 Work Plan Datele au fost salvate! Project Plan Instructiuni de completare: a) Adaugati toate etapele de raportare si completati Denumirea, Rezultatele si Data Raportarii pentru fiecare b) Construiti planul de realizare, adaugand pentru fiecare etapa activitati, urmate de partenerii care realizeaza fiecare activitate in parte. Daca, spre exemplu, la o activitate a unei etape participa toate institutiile din consortiu, se adauga cate un rand sub activitatea respectiva pentru fiecare institutie participanta. Pentru fiecare activitate completati Denumirea si categoria de activitate. Pentru fiecare partener selectati rolul (CO, P1, etc.) si introduceti sumele de la buget si din surse proprii necesare pentru realizare activitatii. ATENTIE: Sumele solicitate trebuie sa respecte schema ajutorului de stat! d) Puteti sterge un rand din planul de realizare numai in cazul in care nu exista alte inregistrari care sunt legate de acesta. Ex.: nu puteti sterge etapa care activitati derivate, sau nu puteti sterge o activitate care are inregistrari cu parteneri care realizeaza respectiva activitate. Daca aveti inregistrari care sunt legate de randul pe care doriti sa-l stergeti trebuie sa stergeti intai aceste inregistrari. Phase - Title, Results Category Phase date Program Own Total No. Activity - Title Туре Budget Options of of Budget crt. (euro) activity submission (euro) (euro) Partner Phase Title: Delete Phase 00/00/0000 0,00 0,00 Phase Results: Add Act. Activity Title: Delete Activity 2 A.2 🔻 0,00 0,00 1.1 Add Partner Delete Partner PROJECT PROMOTER (PP) 3 • 0,00 0,00 0.00 Add Partner Delete Partner [Select] ۳ 0.00 0.00 Add Act 4 0.00 Add Partner TOTALS 0,00 0.00 0.00

Submission Form

Requested Funding per Participants and Years



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Requested Fu	inding pe	r Partici	pants an	d Years	(EUR)							
	2014		2015		2016		2017		Total		Own	
Participant	Program Budget	Own Budget	Budge (%)									
PP UNITATEA XXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	100.000,00	20.000,00	0,00	0,00	0,00	0,00	0,00	0,00	100.000,00	20.000,00	16,67%	
P1 Norway SRL	10.000,00	5.000,00	0,00	0,00	0,00	0,00	0,00	0,00	10.000,00	5.000,00	33,33%	
P2 INSTITUTUL NATIONAL DE CERCETARE - DEZVOLTARE IN NFORMATICA - ICI BUCURESTI	1.000,00	1.000,00	0,00	0,00	0,00	0,00	0,00	0,00	1.000,00	1.000,00	50,00%	
TOTALs	111.000,00	26.000,00	0,00	0,00	0,00	0,00	0,00	0,00	111.000,00	26.000,00	-	

### **Highlights:**

 All information is imported and calculated from "Work Plan" section

# **Submission Form**



Budget Breakdown by Category of Expenses and Partners Share

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1. General Information
 2. Financial Information
 3. Upload
 4. Verify/Finalize
 2.1 Work Plan
 2.2 Funding per Year
 2.3 Budget Breakdown
 Budget Breakdown by Category of Expenses and Partners Share (EUR)

UNITATEA EXECUT	UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII									
YEARS	20	14	20	15	20	16	20	17	Tot	al
Category of Expenses	Program Budget	Own Budget	Program Budget	Own Budget	Program Budget	Own Budget	Program Budget	Own Budget	Program Budget	Own Budget
Personnel costs (the costs of staff assigned	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
to project)	0,0	00	0,	00	0,	00	0,	00	0,0	0
Travel and subsistence allowance for staff tajing	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
part in the project (acc. to the national rules)	0,0	00	0,	00	0,0	00	0,0	00	0,0	0
Equipment	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	0,0	00	0,	00	0,	00	0,0	00	0,0	0
Purchase of land and real estate (acc. to	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Regulation art 75)	0,0	00	0,	00	0,0	00	0,0	00	0,0	0
Consumables and	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
supply	0,0	00	0,	00	0,0	00	0,0	00	0,0	0
Other Costs *	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	0,0	00	0,	00	0,	00	0,0	00	0,0	0
Indirect Costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
(overneads)	0,0	00	0,	00	0,	00	0,	00	0,0	0
Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	0,0	DO	0,	DO	0,0	DO	0,0	DO	0,0	0

## **Highlights:**

- Must be filled in for every partner
- Totals per year will be checked against totals from "Work Plan" section

# Submission Form Upload - Core Funding Application Form



1. General Information 2. Financial Information 3. Upload 4. Verify/Finalize					
3.1 General Upload 3.2 Upload	d Statements				
General Upload					
<b>Core Funding Application</b> Form (English - Annex 1.2)	Document must be uploaded imperatively as an unprotected PDF file (document generated from a word processor file to a PDF, no scanned document) Choose File No file chosen				
	<< Previous Section Save Changes Next Section >>				

Submission Form

## **Upload Statements**



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Statements Upload*		
Make sure you have selected "Entity Type" field in Partner	"List of Participants" section for all participan	ts before uploading the statement
	Statement Type	opioudeu rine
pp	1. Declaration on compliance with the definition of research organization	Choose File No file chosen
UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	2. Declaration on a research organization's eligibility	Choose File No file chosen
	3. VAT Declaration**	Choose File No file chosen
	1. Declaration on SMEs definition	Choose File No file chosen
P1 Norway SRL	2. Declaration on an enterprise's eligibility	Choose File No file chosen
	3. VAT Declaration**	Choose File No file chosen
	1. Declaration on SMEs definition	Choose File No file chosen
P2 STITUTUL NATIONAL DE CERCETARE - DEZVOLTARE INFORMATICA - ICI BUCURESTI	IN 2. Declaration on an enterprise's eligibility	Choose File No file chosen
	3. VAT Declaration**	Choose File No file chosen

## **Highlights:**

 Custom list for each partner based on "Entity Type" field from "List of Participants" section

# Submission Form Verify / Finalize (1)



eral Information 2. Financial Information 3. Upload 4. Verify/Finalize	Highlights: - Custom made
No changes are allowed after final submission! Be sure all the information is correct and final, before clicking "Finalize" button! You can just verify if the information filled in so far is correct by clicking the "Verify" button.	allow finalizin information is fields, eligibili
Do you want to proceed?	
<< Previous Section Finalize Next Section >>	
1. General Information 2. Financial Information 3. Upload 4. v	erify/Finalize
<b>1.1 Proposal Information</b> Titlul propunerii in limba engleza trebuie sa aiba minim 30 caracte Acronimul trebuie sa aiba cel putin 3 caractere Rezumatul propunerii in limba engleza trebuie sa aiba minim 50 c	ere

 Custom made validation functions allow finalizing only if filled in information is valid (mandatory fields, eligibility criteria)

<u>1.1 Propo</u>	al Information	
Titlul propu Acronimul t Rezumatul Nu ati seleo Nu ati seleo Nu ati rasp	erii in limba engleza trebuie sa aiba minim 30 caractere ebuie sa aiba cel putin 3 caractere ropunerii in limba engleza trebuie sa aiba minim 50 caractere at data inceperii at data de finalizare ns la intrebarea referitoare la Roma population	
1.2 List of	Participants	
Nu ati intro Nu ati intro Nu ati intro CNP-ul res CNP-ul res CNP-ul res	us data nasterii pentru responsabilul institutiei 1 us data nasterii pentru responsabilul institutiei 2 us data nasterii pentru responsabilul institutiei 3 onsabilului institutiei 1 nu este completat onsabilului institutiei 2 nu este valid	

# Submission Form Verify / Finalize (2)



1. General Information 2. Financial Information 3. Upload 4. Verify/Finalize	
□ Finalize and submit your proposal	
The submission of your proposal was successfully completed. Thank you!	
Click [Here] to export the proposal as a PDF file.	
Click (Here) to export the statement.	
The statement automatically generated by the system after the successful submission of the application has to be signed by the PP and PI	
and sent to the PO/IA on the paper version within 7 days from the date of submission.	

## **Highlights:**

- After Submission, information filled in can be exported as a PDF file together with the mandatory statement
- A message is automatically sent to PI's email address to confirm submission and final registration code





# The End



# Thank you for your attention!

# Florin PETRESCU

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## **Cosmin CIORANU**

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