



**Artificial Intelligence Research in the Field of Biodiversity**

**[IA-BIODIV CHALLENGE](#)**

**Call 2021**

# **ELECTRONIC SUBMISSION SYSTEM GUIDELINES FOR APPLICANTS**

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# 1. Introduction

## 1.1. About your proposal

All documentation relative to the call is provided on the following ANR website page: <https://anr.fr/en/call-for-proposals-details/call/challenge-ia-biodiv-research-in-artificial-intelligence-in-the-field-of-biodiversity/>.

Prior to submission, the project coordinator must carefully read the call announcement<sup>1</sup> and prepare a project proposal document, to be submitted in PDF format, following the templates available on the call page<sup>2</sup>:

- [Submission model for the french project \(French consortium\)](#);
- [Submission model for the african-french project \(african-french consortium\) - AFD](#) + [Mandatory appendix for the african-french project \(african-french consortium\) - AFR](#).

## 1.2. About the submission system

The IA-BIODIV Challenge electronic submission system is based on the French National Research Agency (ANR) electronic submission platform (<https://aap.agencerecherche.fr/>). The present document is designed to guide you through the submission process and ensure a smooth submission.

Each modified page in the submission platform must be saved (using the “Save” button) before going to another page.

## 1.3. Roles in the submission process

A Consortium is composed of project partners represented each by a Principal Investigator (PI). The project coordinator creates the proposal in the submission system and adds the other project partners. The partner PIs are automatically informed by email. The email invites them to log into the system in order to complete, check or modify the information provided by the coordinator about them. It is the responsibility of the coordinator to ensure that the partner information is properly filled in. When the proposal is complete, the coordinator can lock it, which prevents the other partners to update their information. Only the coordinator is allowed to modify the project-level information.

# 2. How to connect

The coordinator and the other PIs can connect to the website in the following way.

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<sup>1</sup> <https://anr.fr/fileadmin/aap/2021/aap-ia-biodiv-2021.pdf>

<sup>2</sup> <https://anr.fr/en/call-for-proposals-details/call/challenge-ia-biodiv-research-in-artificial-intelligence-in-the-field-of-biodiversity/>

## 2.1. Submission website

The electronic submission system is available at the following URL:

[https://aap.agencerecherche.fr/\\_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1481](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1481)

**NOTE:** The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

## 2.2. Create an account

The welcome page of the submission system is shown below. Fill in the form with your personal information (Last name, First name, Email address).

If you already have an account on the ANR submission website, you can go directly to the authentication page.

If you have forgotten your password, you can ask for a new one on the authentication page.

**Welcome to the ANR's online project submission platform.**  
**You selected the Call:**  
**IA-Biodiv 2021**

• To create a proposal:  
• You first have to register. Please fill in the following fields and then validate:  
If you already have an account on the submission site, we advise you to use the same email address to avoid the multiplication of credentials.

Email address:

• Following the validation:  
• If you don't have already an account on the submission site, a confirmation email and an activation email will be sent to you.  
• If you already have an account on the submission site, only a confirmation email will be sent to you.

• Please access then the [authentication page](#).

**Some tips to help you during the submission stage**

- Each modified page must be **saved** before going to the next one. If you do not click on save, all the information you entered after the last save will not be preserved.
- Be careful about the Call closing date and time. No changes will be possible after the submission deadline.

We thank you for your interest and wish you a successful submission.

**Callouts:**

- To create a proposal for the IA-BIODIV challenge, enter your Email address
- You can switch the language here
- If you have already created a proposal, you can directly access the "Authentication Page".

## 2.3. Activation of your account

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

**FROM:** SIM ANR [simnoreply@agencerecherche.fr](mailto:simnoreply@agencerecherche.fr)

**SUBJECT:** Activation de votre compte / Account Activation

Hello,

This is an automated email with your logins for the ANR information system (<https://aap.agencerecherche.fr>).  
Please click on the link below and follow the procedure to complete the activation of your account.

User Reference : R0743708S207

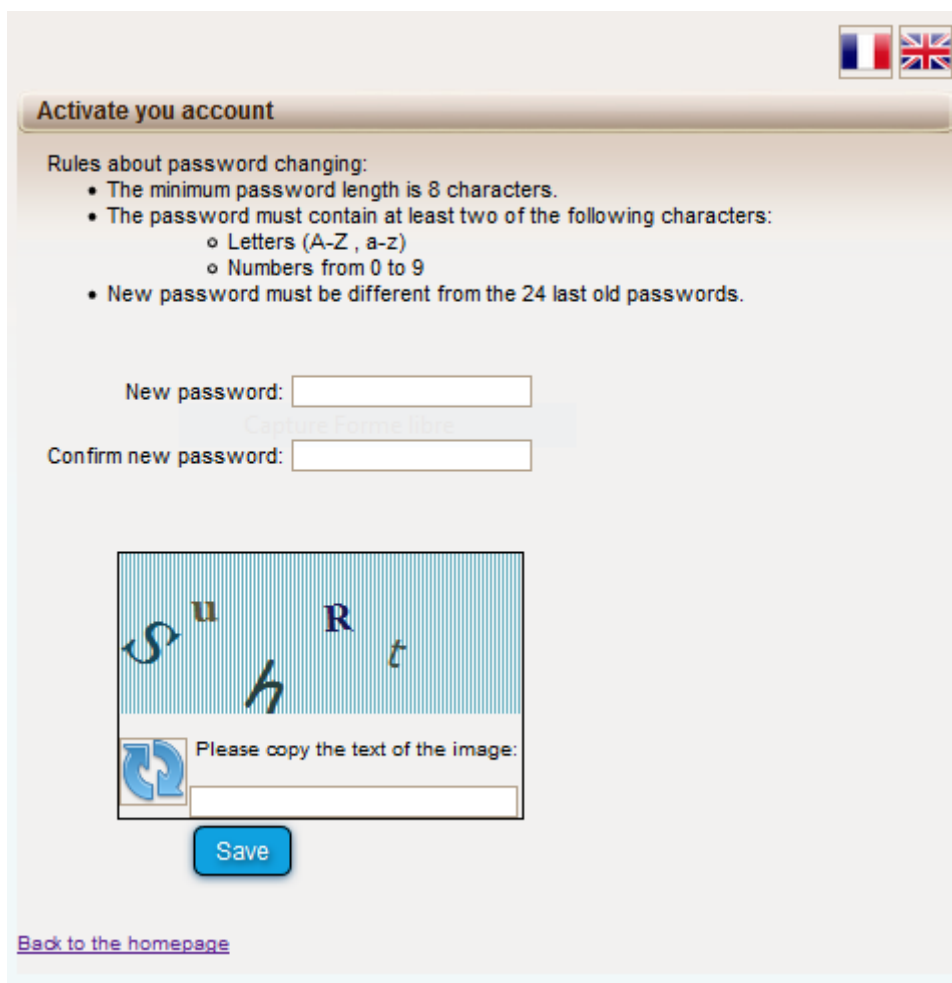
Login: [anna.ardix@gmail.com](mailto:anna.ardix@gmail.com)

Activation link: [https://aap.agencerecherche.fr/\\_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=46323044-3831-3637-2d39-4630442d3445](https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=46323044-3831-3637-2d39-4630442d3445)

Yours sincerely,  
The French National Research Agency

*This is an automatic e-mail message generated by the ANR electronic submission platform <https://aap.agencerecherche.fr>.  
Please do not respond to this email.*

Open the activation link from the email, and activate your account.



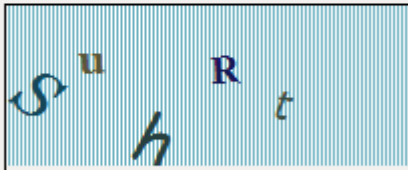
Activate your account

Rules about password changing:

- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
  - Letters (A-Z , a-z)
  - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password:

Confirm new password:



Please copy the text of the image:

Save

[Back to the homepage](#)

## 2.4. Authentication page

The screenshot shows the 'Authentication Page' with a header containing French and UK flags. Below the header, there are two input fields: 'Email address:' and 'Password:'. A callout box points to the 'Email address:' field with the text 'Insert your e-mail address'. Another callout box points to the 'Password:' field with the text 'Insert password'. Below these fields is a blue 'Validate' button. Further down, there is a link for 'Forgotten password / Generate a new password'. Below this link, there is a section titled 'Remarks:' with two bullet points: 'We advise you to allow popups from your browser settings.' and 'Cookies and JavaScript must be enabled.' Below the remarks, there is a section titled 'Message to experts and committee members' with two paragraphs of text. A callout box points to the 'Forgotten password / Generate a new password' link with the text: 'If you have forgotten your password, you can provide your e-mail address here to get a new one.'

Authentication Page

Email address:

Password:

Validate

[Forgotten password / Generate a new password](#)

Capitaine rectangulaire

To submit a new proposal, please go to the Call page on the [ANR website](#).

For any information, please contact the person in charge of the Call: [Contacts](#) [FAQ](#)

Remarks:

- We advise you to allow popups from your browser settings.
- Cookies and JavaScript must be enabled.

**Message to experts and committee members**

If you already have an account (as proposal coordinator, partner...), you must use the same login/password.

If you have not received or if you have lost your password, you can generate a new one via the link "Forgotten password" located on this page.

If you have forgotten your password, you can provide your e-mail address here to get a new one.

Forgotten password

Email address:

Validate

[Back to the authentication page](#)

## 2.5. User role

After validation, you are asked to choose your user profile:

- Project Coordinator (can modify all the information)
- Project Partner (can modify its own information)

**Only the coordinator role** allows to create a new proposal in the submission system: Select "Project Coordinator" and click on the "Access" button.

The screenshot shows a form titled 'Choose your user role:'. It contains a dropdown menu labeled 'Role:' with 'Project Coordinator' selected. Below the dropdown is a blue 'Access' button.

Choose your user role :

Role :

Access

## 3. How to create your proposal

### 3.1. Submit a proposal

To create your proposal, please click on “Submit a proposal” (see below).



### 3.2. Identification of the project

Please fill in the informations below to create your project.  
These will remain modifiable until the close of the call for projects.

**Identification of the project**

Project acronym	<input type="text"/>	*
Project French title	<input type="text"/>	*
Project English title	<input type="text"/>	*
Financial instrument	<input type="text" value="Challenges"/>	*
R & D categorie	<input type="text" value="Fondamental research"/>	*

You do not need to translate the title in French, and you can simply copy and paste the Project English title here.

Still on the same page, as the coordinator of the proposal you have to fill the following form:

### Case of a French coordinator

Identification of the coordinator of the project

Principal Investigator/Scientific manager of the partner

Civility: Madam

First name: Florence

Last name: Helft

Email: florence.helft@agencerescherche.fr

Title:

Project coordinator: ☒

Research organisation of the partner

Country: France

Research Funding Organisation: AFD - Agence française de développement  
ANR - The French National Research Agency  
With own funds -

Comment (regarding the chosen Research Funding Organisation):

Category: Select a category

Financial and administrative control instance: ☒

Scientific property management instance: ☒

Name of the research structure:

Acronym of the research structure:

If all the consortium partners are French (and/or foreigner with own funds), chose ANR as Funding Agency.

### Case of African coordinator:

Identification of the coordinator of the project

Principal Investigator/Scientific manager of the partner

Civility: Madam

First name: Florence

Last name: Helft

Email: florence.helft@agencerescherche.fr

Title:

Project coordinator: ☒

Research organisation of the partner

Country: Select a country

Research Funding Organisation: AFD - Agence française de développement  
With own funds -

Comment (regarding the chosen Research Funding Organisation):

Category: Select a category

Name of the research structure:

Acronym of the research structure:

Select your country and then chose AFD as Funding Agency.

### 3.3. Information about your submission

Once you have provided the project identification information, you will have access to the main online submission page composed by several tabs gathering all the information needed for the evaluation of the project (from the left to the right side of the screen):

1. Partnership and tasks
2. Partners/Organisations files
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Peer reviewers
7. Submission of the project



#### 3.3.1. Partnership and tasks

Under this tab, the coordinator can fill in the consortium composition and provide basic information about each partner. Partners can be added, edited and deleted.

**Partnership**

The project coordinator specifies each partner and the principal investigator (PI) of each partner.

Any PI indicated in the table below has access to the project, his/her login being the registered email address. If necessary, he/she can generate a new password from the home page.

Note that users with only the scientific team member role do not have an account to log into the application.

At each change made, the PIs of the concerned partners are informed by e-mail.

Display: By country

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (* : change in progress)	Role	Coord.	Research Funding Organisation
<b>France (1)</b>											
<input type="checkbox"/>	<a href="#">TEST Laboratory</a>	TEST-L	Public Laboratory	0.00	Mr	Serguei	Fedortchenko	serguei.fedortchenko@anr.fr	PI	<input checked="" type="checkbox"/>	ANR
<b>Spain (1)</b>											
<input type="checkbox"/>	<a href="#">TEST Laboratory 2</a>		Public Laboratory	0.00		Firstname	Lastname	firstname.lastname@testlaboratory2.es	PI	<input type="checkbox"/>	AEI
<b>United Kingdom of Great Britain and Northern Ireland (the) (1)</b>											
<input type="checkbox"/>	<a href="#">TEST Laboratory 3</a>		Public Laboratory	0.00		Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.uk	PI	<input type="checkbox"/>	UKRI

Modify partner/organisation  
Delete partner/organisation

Add new partner

Delete a partner

Modify the information about a partner

Click on “Modify” to provide information about a partner (name, acronym, category, country, funding organisation if applicable, amount of requested funding, and PI information; see the pop-up window shown below).

**Modify a partner**

Principal Investigator/Scientific manager of the partner [Change the scientific manager](#) \*

Civility

First name

Last name

Email  [Modify / Update the email of Mélanie PATEAU](#)

Title

Project coordinator ☐

Research organisation of the partner

Country  \* ☐ Country head-on

Research Funding Organisation  \*

Comment (regarding the chosen Research Funding Organisation)

Name of the research structure  \*

Acronym of the research structure

[Back](#) [Save](#)

### 3.3.2. Partners/Organisations files

Partnership and tasks **Partners/Organisations files** Identity of the project Scientific abstracts Scientific document Peer reviewers Submission of the project

This tab enables you to provide further information about each partner. It contains two sub-tabs: “Administrative data” and “Financial data”. The only new mandatory field in addition to the ones from the previous tab is the “Partner category” one, under the “Administrative data” sub-tab. Under the “Financial data” sub-tab, only the “Requested funding” field is required.

Partnership and tasks | **Partners/Organisations files** | Identity of the project | Scientific abstracts | Scientific document | Peer reviewers | Submission of the project

### Consortium

Display: By country

	Name or acronym of the partner/organisation	Full cost (€)	Requested Funding (€)	Permanent position (person month)	NON permanent position WITH Funding requested (person month)	NON permanent position WITHOUT Funding requested (person month)	Country head-on	Research Funding Organisation
	<b>France (2)</b>	0.00	0.00	0.00	0.00	0.00		
Select	Test Lab coord (coord)	0.00	0.00	0.00	0.00	0.00		ANR
Select	<b>Lab Test 2</b>	0.00	0.00	0.00	0.00	0.00		ANR
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00		

Please select the partner/organisation in the table(s) above and fill in the administrative and financial data below.

**Administrative data** | Financial data

**Mandatory information needed for registration form**

☐ **Commitment of applicants \***  
Each principal investigator of each partner formally undertakes that his / her hierarchy and the persons empowered to legally engage the institution (ie the future beneficiary, recipient of the aid and contracting partner of the research funding agency where appropriate), or their representatives have given their consent to the tendering process in progress and information on the proposal has been communicated to them.

Partner/Organisation : Lab Test 2	
Principal investigator/Scientific manager	
Scientific team partner's member	
Place of the scientific works	
Legal representative of the administrative control	
Person in charge of the administrative and financial follow up	
Other financial supports	
Other	

By submitting this proposal to ANR I undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which I could be requested

Select an item

Key words of your area of expertise (key words must be separated by a semicolon)

Selected partner is in *italic*

PI of each partner has to tick this case to complete the submission

Click on the to open the form

## Administrative data

Partnership and tasks

Partners/Organisations files

Identity of the project

Scientific abstracts

Scientific document

Peer reviewers

Submission of the project

Administrative data

Financial data

**Mandatory information needed for registration form**


Partner/Organisation : Université de Florence

Partner country

Partner category

Name of the partner (research organisation, private company,...)

Acronym of the partner

Research Funding Organisation 

Comment (regarding the chosen Research Funding Organisation)

Principal Investigator/Scientific manager

Civility of the scientific manager

First name of the scientific manager

Last name of the scientific manager

Birth date (jj/mm/aaaa)

Title of the scientific manager

ORCID Number  -  -  -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager

Scientific team partner's member

Note that users with only the scientific team member role do not have an account to log into the application.

Other

By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

Select the administrative category of the project partner between:  

Select a category

Association

Other private

Other Public

Public Laboratory

Research Foundation

Click here to add new members to the scientific team

## Financial data

Partnership and tasks   **Partners/Organisations files**   Identity of the project   Scientific abstracts   Scientific document   Peer reviewers   Submission of the project

Administrative data   **Financial data**

**Financial data of partner contribution**

For French consortia funded by ANR:  
The project proposal for French consortia must be based on a maximum grant amount of 500 k€. For partners applying for ANR funding, the criteria and modalities of attribution are defined in the ANR Financial Regulations, available at <https://anr.fr/RF>. This regulation should be read with the utmost care.

For international consortia funded by ANR:  
The international project proposal must be based on a minimum sum of €450 k and a maximum sum of €650 k. The international project proposal must represent a maximum of 50% of the total grant requested for the project. The French partner will have to meet the eligibility criteria that apply to French consortia laid out in the ANR's application process document.

Salaries – Staff (€)						Equipment and equipments (€)	Buildings and grounds (€)	Service delivery and intellectual property rights (€)	Overhead costs (€)	Total (€)
Permanent positions		Non permanent positions with funding requested		Non permanent positions without funding requested						
Cost (€)	Person month	Cost (€)	Person month	Cost (€)	Person month					
0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00

For information only: maximum amount of environmental costs taken into account: 0.00

Environmental costs: Control instances costs (10.00%) 10 % 0.00 €      Cost declared: 0.00

Environmental costs: Search structure costs (2.00%) 2 % 0.00 €      Funding base (€): 0.00

Free: 0.00 € No costs for this purpose      Requested grant rate (%): 0

Click on “calculate” to apply the environmental costs

Calculate

Requested Funding (€): 0.00

Including 0.00 € for internet billing on the whole project

0.00 € for billing between partners on the whole project

% Share of service expenditures and IP in relation to the grant base: 0 %

% Share of service expenditures and IP in relation to the requested funding: 0 %

Save   Cancel

### 3.3.3. Identity of the project

Partnership and tasks   Partners/Organisations files   **Identity of the project**   Scientific abstracts   Scientific document   Peer reviewers   Submission of the project

Under this tab must be provided general information about the project such as the call topic, the project duration, and key words.

**General Information**

Project Acronym: TEST-24  
 Project French title: Test test  
 Project English title: Test test  
 Duration in months: 48  
 Financial instrument: Challenges  
 Primary societal challenge: DS01 - Gestion saine des ressources et adaptation au changement climatique  
 R & D category: Fundamental research

**Further Information**

Key words (from the call for proposals): ☐ Bioéconomie ☐ Bioéconomie hétérogène ☐ Indicateurs de production ☐ Intelligence artificielle

Key words (please separate each word with semicolons):

Do you have to use genetic resources (Hagoya regulation) as part of this project?

Did you register the project at a previous edition?

Follow-up project previously funded?

Is the project linked to a programme [Investments for the Future programme](#) (PIA)?

Primary disciplines: ☐ Bioéconomie ☐ Intelligence artificielle

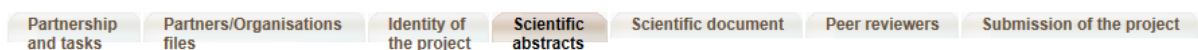
Hold the CTRL key on your keyboard for multiple selections

Primary disciplines (separate words with semicolons):  OK

**Callouts:**

- Please, indicate 48 for the duration
- You have to choose between: DS01: sustainable resources management and adaptation to global change; DS07: Society for information and communication
- Tick to choose up to 4 "call" key words
- You can add "free" key words to describe your project
- Indicate if your project follows a previous funded project (a cell to indicate the acronym will then appear)
- Besides ticking above "call" primary discipline, you can add extra "free" primary disciplines

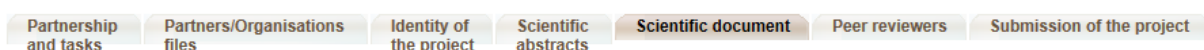
### 3.3.4. Scientific Abstracts



Under this tab should be provided the project summary and relevance to the call, as also provided in the proposal document. The versions provided under this tab are used for reviewer assignment.

The "Non-confidential abstract or summary in English" field should correspond to the "Summary of the project" field in the proposal document.

### 3.3.5. Scientific Document



Under this tab must be uploaded the proposal document in PDF (maximum 20 pages and 20 Mb) and the CVs in PDF under the Annex section.

For the African-French consortiums, the annexes as stipulated in the document "Terms of participation for international consortia" have to be uploaded in the Annex section.

⚠ Only coordinator can upload documents under this tab.

⚠ The scientific document can be uploaded as many times as you wish. The new file overwrites the former one.

The screenshot shows two sections of the submission platform. The top section, titled 'Submit the scientific document', contains instructions: 'Attention: Scientific document cannot exceed the maximum number of pages described in the text of the call for proposals.', 'The content of the scientific document is described by the documents related to the call.', 'The scientific document must be written in French or English.', and 'Authorized Format: PDF. Max. size: 20 Mb. Maximum number of pages: 20.' It also has a 'Specify the language of the scientific document' section with radio buttons for 'French' and 'English', and a 'Parcourir...' button. A red message states 'No scientific document submitted for this project'. A blue button labeled 'Submit the scientific document' is highlighted with a callout: 'Upload the proposal document in PDF format'. The bottom section, titled 'Annex to the scientific document', provides instructions for French and international consortia regarding CV uploads. It lists 'Authorized Formats: BMP, DOC, DOCX, GIF, JPEG, JPG, ODP, ODS, ODT, PDF, PNG, PPT, PPTX, RTF, XLS, XLSX' with a 'Max. size: 20 Mb' limit. A 'Parcourir...' button is also present. A blue button labeled 'Submit' is highlighted with a callout: 'Upload the CVs in the Annex section'.

### 3.3.6. Submission of the project



This tab enables the coordinator to lock and unlock the project proposal. When the proposal is locked, PIs from other partners cannot modify their information.

The tab also provides information on the proposal validity. Alerts shown in red are blocking issues for the submission.

⚠ There is no \*submit\* button once you finalise your submission. The submission is automatic. In the tab "submission of your project", please check that a green sentence indicating that "**The conditions for submission of your proposal are met.**" is displayed. If a **red** or an **orange** sentence is displayed, please check again all the tabs or your project will be automatically considered by the system as **\*not submitted\***.

A confirmation email is sent to the coordinator at call closure.

The closing date for call for proposals is **31/08/2021 until 17:00** (DD/MM/YYYY; Current local time in Paris, France)

### Project status : Submitting

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted
- the grant amount requested for the project is non-zero at the closing of the call for proposals
- the partners signed the on-line commitment

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.

The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

Lock proposal



### Checking fields

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

- **In red** : This condition must be fulfilled for your proposition to be complete
- **In orange** : Information about the project or partner that should be filled or corrected

#### Proposal :

- No scientific document has been uploaded
- The aid requested under the project must be different from 0
- The "continuation of previous funded project?" field is empty
- The abstract in French is empty
- The abstract in English is empty

#### Partner/Organisation 1 : [Test Lab coord \(Coordinator\)](#)

- The partner has not signed his online commitment
- The management and structural fees are zero
- Grant amount requested by the partner is zero
- The laboratory partner have not entered his Control and Management instances
- The partner has not entered all of the required fields under administrative data

#### Partner/Organisation 2 : [Lab Test 2](#)

- The partner has not signed his online commitment
- The management and structural fees are zero
- Grant amount requested by the partner is zero
- The laboratory partner have not entered his Control and Management instances
- The partner has not entered all of the required fields under administrative data

### Administrative and financial document of the project

Generate

