Artificial Intelligence Research in the Field of Biodiversity

[IA-BIODIV CHALLENGE](#)

Call 2021

ELECTRONIC SUBMISSION SYSTEM

GUIDELINES FOR APPLICANTS

ANR contact:

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Table of contents

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[1] and prepare a project proposal document, to be submitted in PDF format, following the templates available on the call page[2]:
- 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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[1] https://anr.fr/fileadmin/aap/2021/aap-ia-biodiv-2021.pdf

[2] 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

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.

To create a proposal for the IA-BIODIV challenge, enter your Email address

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

You can switch the language here

- 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: *

Validate

- 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

If you have already created a proposal, you can directly access 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.

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
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
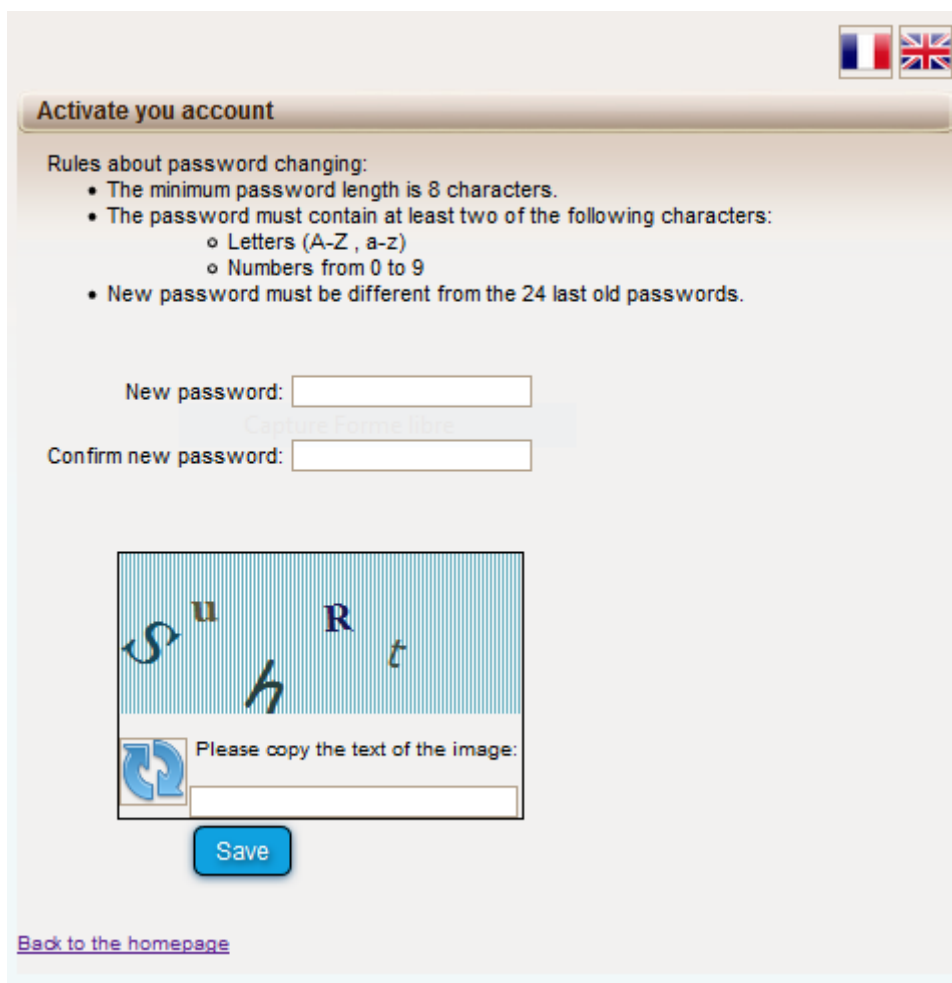**Login:** anna.ardix@gmail.com
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=46323044-3831-3637-2d39-4630442d3445

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.
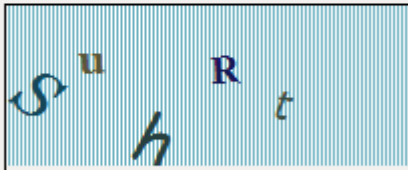
2.4. Authentication page

Authentication Page

Email address: [   ] · → Insert your e-mail address

Password: [   ] · → Insert password

[Validate]

Forgotten password / Generate a new password

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.

Choose your user role :

Role : [Project Coordinator ∨]

[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

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@agencerecherche.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 choosen 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@agencerecherche.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 choosen 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.

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).

3.3.2. Partners/Organisations files

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.

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
	France (2)	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	*Lab Test 2*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	☐	*ANR*
	Total	0.00	0.00	0.00	0.00	0.00		

Please select the partner/organisation in the table(s) above an[d] ... [d] financial data below.

> Selected partner is in *italic*

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	⊞

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

> Click on the ⊞ to open the form

Select an item ▾   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) [   ]

[Save] [Cancel]

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 [Select a country ▼]

Partner category [Select a category ▼]

Name of the partner (research organisation, private compagny,...) [_____]

Acronym of the partner [_____]

Research Funding Organisation [___ ▼] ⓘ

Comment (regarding the choosen Research Funding Organisation) [_____]

Principal Investigator/Scientific manager

Civility of the scientific manager [Madam ▼]

First name of the scientific manager [Anna]

Last name of the scientific manager [Ardizzoni]

Birth date (jj/mm/aaaa) [_____]

Title of the scientific manager [Researcher ▼]

> Select the administrative category of the project partner between:
> Select a category
> Association
> Other private
> Other Public
> **Public Laboratory**
> Research Foundation

ORCID Number [___] - [___] - [___] - [___]

Phone of the scientific manager [_____]

Mobile phone of the scientific manager [_____]

Mail of the scientific manager [anna.ardiz@gmail.com]

Scientific team partner's member

None

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

[Add new member] [Delete selected members]

> Click here to add new members to the scientific team

Other

[Select an item ▼] 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) [_____]

[Save] [Cancel]

Financial data

Administrative data   Financial data

Financial data of partner contribution

Enter the amounts for each category of costs as described in the ANR Financial Regulations (https://anr.fr/RF)

Click on "calculate" to apply the environmental costs

3.3.3. Identity 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.

Please, indicate 48 for the duration

You have to chose between:
DS01: sustainable resources management and adaptation to global change
DS07: Society for information and communication

Tick to chose 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

Partnership and tasks	Partners/Organisations files	Identity of the project	Scientific abstracts	Scientific document	Peer reviewers	Submission of the project
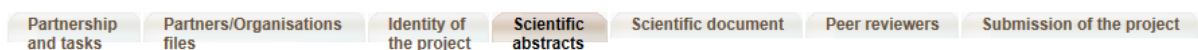
Under this tab should be provided the project summary and relevance to the call, as also provided in the proposal document. The versions provided under this tab are used for reviewer assignment.

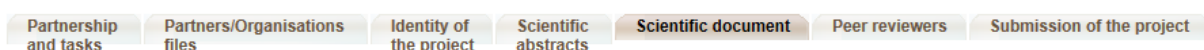The "Non-confidential abstract or summary in English" field should correspond to the "Summary of the project" field in the proposal document.

3.3.5. Scientific Document

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 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 overwrite the former one.

Please, indicate if your proposal is written in French or in English

Upload the proposal document in PDF format

Upload the CVs in the Annex section

3.3.6. Submission of the project

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