

## OPEN RESEARCH AREA FOR THE SOCIAL SCIENCES

# ORA7 SIM GUIDANCE FOR APPLICANTS

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# 1. Introduction

## 1.1. About your proposal

All documentation relative to the call is provided on the following ORA7 website page:

<https://anr.fr/ORA7>

Prior to submission, the applicants must carefully read the call specification and related literature and prepare the documents following the templates available on the ORA7 website page:

- Proposal Template (includes Project identification, Project participants, Research description, Total budget, Justification of resources, Bibliography, Summary of Japanese proposal, Former submissions and resubmissions, and Curricula Vitae)
- ESRC Financial Form
- SSHRC National Financial Form

There is also the possibility to upload letters of support from your organizational partners which contribute cash and/or in-kind resources to your project (there is no template for the letters of support).

## 1.2. About the submission system

The ORA Call 2021 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.

Note that some features of the submission platform are not used for this call and that some fields in the interface can be safely ignored – especially those appearing in gray.

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 Partnership is composed of a Main Applicant and Applicants. It may also include co-Applicants, team members, and cooperation partners. The Main Applicant creates the proposal in the submission system and adds the other Applicants. The Applicants 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 Main Applicant about them. It is the responsibility of the Main Applicant to ensure that the partners' information is properly filled in. When the proposal is complete, the Main Applicant can lock it, which prevents the other Applicants from updating their information. Only the Main Applicant is allowed to modify the project-level information.

**NOTE: Only the Applicants (including the Main Applicant) are entered into the SIM application form.** The Co-applicants, Team Members and Cooperation Partners are only entered in the ORA 7 Proposal Template available on the ORA 7 webpage. **This rule doesn't apply to applicants in ANR's remit, who should also enter their co-applicants in the SIM.**

## 2. How to connect (Main applicants and Applicants)

The Main Applicant and the other Applicants can connect to the website in the following way. **The co-applicants, the team members and the cooperation partners cannot access the application.**

### 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=1724>

**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 do not have a password or have forgotten your password, you can ask for a new one on 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. This link is only active for 72 hours. If you receive several emails, please always use the last link you have received.

## 2.4. Authentication page

The screenshot shows the 'Authentication Page' of the ANR system. It features a header with French and UK flags. The main form has two input fields: 'Email address' and 'Password', both with callouts indicating where to insert the user's information. A 'Validate' button is positioned below the password field. Below the form, there is a link for 'Forgotten password / Generate a new password'. A callout box points to this link, explaining that users without a password or who have forgotten theirs can use this to generate a new one. Below this callout is a smaller screenshot of the 'Forgotten password' sub-page, which has an 'Email address' field and a 'Validate' button, with a 'Back to the authentication page' link at the bottom. The main page also includes a 'Remarks' section with advice on browser settings and a 'Message to experts and committee members' section with login instructions.

**Authentication Page**

Email address:

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.

**Forgotten password**

Email address:

[Validate](#)

[Back to the authentication page](#)

## 2.5. User role

After validation, you are asked to choose your user profile from 2 options:

- Project Coordinator (can modify all the information) – select this if you are the Main Applicant; or
- Project Partner (can modify its own information) – select this if you are the Applicant.

**Only the Main Applicant 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

Please choose “Project coordinator” for “Main applicant”, and “Project partner” for “Applicant”.

## 3. How to create your proposal (Main applicant)

### 3.1. Submit a proposal

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

ANR

AAP: None - Edition: None - Proposal: None

**My proposals**

[Submit a proposal](#) to the call for proposals: 'ORA 7' - 2022

List of proposals in a current call

List of currently reviewed proposals

List of proposals within the grant signing process

List of funded proposals

### 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

• Capture rectangulaire

Project acronym

Project French title

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

Project English title

R & D categorie

Select Fundamental research

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

**Identification of the coordinator of the project**

Principal Investigator/Scientific manager of the partner

Civility

First name

Last name

Email

Title

Project coordinator ☒

Research organisation of the partner

Country

Research Funding Organisation

Comment (regarding the choosen Research Funding Organisation)

Category

Name of the research structure

Acronym of the research structure

**Save**

**Main Applicant**

Please indicate your funding agency (ANR, DFG, ESRC, SSHRC).

Select the administrative category of the project partner between:

- Association
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs
- Very Small Enterprises

**Name and acronym of the Research Institution (that is, your institution of affiliation)**

### 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. Submission of the project



ANR

AAP: ORA 7 - Edition: 2022 - Proposal: ESSAI 2

Time remaining before closing of the call for proposals: 124 days 18 hours

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

## 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	Country head-on	Research Funding Organisation
France (1)				0.00								
...	INSTITUTION A		Public Laboratory	0.00	Ms	Sylvie	Contrepolis	sylvie.contrepolis@wanadoo.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANR

### 3.3.1. Partnership and tasks

Under this tab, the Main Applicant can fill in the composition of the consortium and provide basic information about each applicant. Applicants can be added, edited or deleted.

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

## 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.

Please read: The Main Applicant specifies each Institution and the Applicants' identity. Any Applicant indicated in the table below has access to the project. For Canada, Germany and UK, only Applicants should be added here (no Co-applicants, Team Members or Cooperation Partners). For France, please enter Applicants, Co-applicants and team members.

	Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ	First name	Last name	Email address (*: change in progress)	Role	Coord	Country head-on	Research Funding Organisation
France (1)				0.00								
...	INSTITUTION A		Public Laboratory	0.00	Ms	Sylvie	Contrepolis	sylvie.contrepolis@wanadoo.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANR
Germany (1)				0.00								
...	INSTITUTION B		Public Laboratory		Ms	Firstname	Lastname	firstname.lastname@testlaboratory2.de	PI	<input type="checkbox"/>	<input type="checkbox"/>	DFG
Canada (1)				0.00								
...	INSTITUTION D		Public Laboratory			Firstname4	Lastname4	firstname4.lastname4@testlaboratory5.com	PI	<input type="checkbox"/>	<input type="checkbox"/>	CRSH
United Kingdom of Great Britain and Northern Ireland (the) (1)				0.00								
...	INSTITUTION C		Public Laboratory			Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.uk	PI	<input type="checkbox"/>	<input type="checkbox"/>	ESRC

Modify partner/organisation  
Delete partner/organisation

Add new Applicant

Delete an Applicant

Modify the information about an Applicant. The Main Applicant can modify this information for him/herself and the Applicants, if the Applicants do not have already an account. Please do not hesitate to request support.

Click on the blue icon to provide information about a new Applicant (name, acronym, category, country, funding organisation if applicable, amount of requested funding, and Applicant information; see the pop-up window shown below). There should be only one applicant per participating country under the remit of the following agencies: ANR, DFG, ESRC, and SSHRC.

**Add a partner**

Principal Investigator/Scientific manager of the partner **Select a Principal Investigator** \*

Civility

First name

Last name

Email

Title

**Research organisation of the partner**

Country  \* ☐ Country head-on

Research Funding Organisation  \*

Comment (regarding the chosen Research Funding Organisation)

Category  \*

Name of the research structure  \*

Acronym of the research structure

**Back** **Save**

*Annotations:*  
 - A blue arrow points from the 'Select a Principal Investigator' button to a callout box.  
 - A red arrow points from the 'Back' button to the bottom left corner.

**Callout Box:** Select or create an Applicant. A pop up will appear, see below.

**Assign** **Create a person**

**Clear results** **Back**

	Last name	First name	Title	Email address	Keywords
<input checked="" type="checkbox"/>	Lastname	Firstname	Researcher/Professor	firstname.lastname@testlaboratory2.es	
<input type="checkbox"/>	Lastname	Firstname	Research Engineer	firstname.lastname@testlaboratory2.de	
<input type="checkbox"/>	LastName2	FirstName2	Researcher/Lecturer	FirstName2.LastName2@anr.fr	
<input type="checkbox"/>	Lastname2	Firstname2	Researcher/Professor	firstname2.lastname2@testlaboratory3.uk	
<input type="checkbox"/>	Lastname2	Firstname2	Researcher/Professor	firstname2.lastname2@testlaboratory3.be	
<input type="checkbox"/>	Lastname4	Firstname4	Research Engineer	firstname4.lastname4@testlaboratory4.pl	
<input type="checkbox"/>	Lastname4	Firstname4		firstname4.lastname4@testlaboratory5.com	
<input type="checkbox"/>	Lastname5	Firstname5	Research Engineers (Public establishment)	firstname5.lastname5@testlaboratory5.tr	
<input type="checkbox"/>	Lastname7	Firstname7		firstname7.lastname7@testlaboratory7.it	
<input type="checkbox"/>	Lastname8	Firstname8		firstname8.lastname8@testlaboratory8.pl	

**Assign** **Create a person**

**Clear results** **Back**

*Annotations:*  
 - A blue arrow points from the 'Create a person' button to a callout box.  
 - A blue arrow points from the 'Assign' button to another callout box.

**Callout Box 1:** You can create a new Applicant from his or her email address.

**Callout Box 2:** Once the Applicant is selected or created, you'll need to assign him or her to the proposal.

Click on “Modify” to provide information about an Applicant and his or her Institution (name, acronym, category, country, funding organisation if applicable, amount of requested funding, and Applicant information; see the pop-up window shown below).

The screenshot shows a web form titled "Modify a partner". It contains several sections:
 

- Principal Investigator/Scientific manager of the partner:** Includes a "Change the scientific manager" button (pointed to by a blue arrow from a box labeled "Applicant"), a "Civility" dropdown, and text input fields for "First name", "Last name", and "Email" (with a "Modify / Update" link). There is also a "Title" dropdown and a "Project coordinator" checkbox.
- Research organisation of the partner:** Includes a "Country" dropdown (pointed to by a blue arrow from a box labeled "Country limited to Canada, France, Germany, and UK."), a "Name" text field, a "Partner acronym" text field, and a "Research Funding Organisation" dropdown.
- Comment (regarding the chosen Research Funding Organisation):** A large text area for comments.
- Buttons:** "Back" and "Save" buttons at the bottom left, with a red arrow pointing to the "Save" button.

Each time you will add or modify an Applicant, he or she will receive the following notification by email. Please be aware that each Applicant should log in from the email address that was entered the first time by the Main Applicant and in the role of “project partner”.

If you do not read French, please go to the second part of this message:

Bonjour,

Vous avez été invité par **Madame Sylvie Contrepois** afin d'être partenaire du projet "ESSAI 2" qui va être soumis à l'appel à projets **Open Research Area 2022**.  
Veuillez vous connecter au SIM de l'ANR en utilisant les identifiants que vous avez déjà reçus pour vos précédentes connexions. Si vous les avez perdus, vous pouvez vous les faire rappeler à partir de l'écran d'identification.  
L'adresse est la suivante : <https://aap.agencerecherche.fr>

Si vous ignorez d'où provient cette sollicitation, nous vous remercions de prendre contact avec **Madame Sylvie Contrepois** ([sylvie.contrepois@wanadoo.fr](mailto:sylvie.contrepois@wanadoo.fr)).

Cordialement,  
L'Agence Nationale de la Recherche

---  
Dear Madam, Dear Sir,

You have been invited by **Madame Sylvie Contrepois** to be partner of the proposal "ESSAI 2" which will be submitted to the call of proposals "Open Research Area 2022".  
Please log in to the SIM platform of ANR, using the username and password you already received for your previous connections. If you forgot the password, you can reset it from the authentication page.  
The address is: <https://aap.agencerecherche.fr>


If you ignore where this invitation comes from, please contact **Madame Sylvie Contrepois** ([sylvie.contrepois@wanadoo.fr](mailto:sylvie.contrepois@wanadoo.fr)).

Yours sincerely,  
The French National Research Agency

**This is an automatic e-mail message generated by the ANR electronic submission platform. You have received this message because you were registered as partner in the "ESSAI 2" project by the project coordinator.**

### 3.3.2. Partners/Organisations files (to be filled by Applicants)

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 (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	<i>INSTITUTION A (coord)</i>	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Germany (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION B	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	DFG
	Canada (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION D	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	CRSH
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION C	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ESRC
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00		

The selected Main applicant or Applicant appears in *italic*

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

Administrative data

Financial data

*Mandatory information needed for registration form*

☐ **Commitment of applicants \***

Each principal investigator or applicant of each French partner requesting funds (does not concern foreign partners) formally undertakes to:

- Have communicated all the information concerning his/her application procedure (in particular administrative and financial information) to his/her hierarchy and/or to the persons empowered to legally engage the institution managing the aid (that is to say the future Beneficiary, recipient of the aid and contracting partner of the ANR where applicable), or their representatives/delegates
- Have obtained their prior agreement before submitting the project proposal to the ANR.

Partner/Organisation : INSTITUTION A

Principal Investigator/Scientific manager

Scientific team partner's member

Place of the scientific works

## **Administrative data**

**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 compagny,...)

Acronym of the partner

Research Funding Organisation  

Comment (regarding the choosen 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

Select the administrative category of the research institution between:

- Association
- Other Enterprise than Very small enterprises or SMEs
- Other private
- Other Public
- Public Laboratory
- Research Foundation
- SMEs

**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.

**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)

## Financial data

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

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
	France (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION A (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Germany (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION B	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	DFG
	Canada (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION D	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	CRSH
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION C	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ESRC
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

**Administrative data** | **Financial data**

**Financial data of partner contribution**

For all budgetary issues of partners requesting funding from ANR, please follow the ANR financial rules (main document and annexes) : <https://anr.fr/fr/rf/>

Salaries – Staff (€)						Instruments and equipments (€)	Buildings and grounds (€)	Service delivery and Intellectual property rights (€)	Overhead costs (€)	T
Permanent position		Non permanent position with funding requested		Non permanent position 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

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

Environmental costs: Control instance costs (10.00%)  %  € Cost declared

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

Total expenses  € No costs for this purpose. Requested grant rate (%)

Applicants requesting funding from ANR need to fill the full financial form online. If you encounter any problem, please switch to the French version of the website.



### Consortium

Display

	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 (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION A (coord)	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Germany (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION B	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	DFG
	Canada (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION D	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	CRSH
	United Kingdom of Great Britain and Northern Ireland (the) (1)	0.00	0.00	0.00	0.00	0.00		
<a href="#">Select</a>	INSTITUTION C	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	ESRC
	Total	0.00	0.00	0.00	0.00	0.00		

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

Administrative data

Financial data

Full cost (€)

Requested Funding (€)

Save

Cancel

For applicants requesting funding from DFG, ESRC, or SSHRC, only **the simplified entry** is required. As budget information for DFG, ESRC and SSHRC is collected in the ORA 7 Proposal template and the national financial forms, here add "1" in both textboxes. No amount added here will be considered during the evaluation process.



### 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 keywords.

The screenshot displays the 'Identity of the project' tab within a submission interface. The tab is highlighted in orange. Below the tab, there are flags for France and the United Kingdom. A red asterisk indicates mandatory information. The form is divided into two sections: 'General information' and 'Further information'.

**General information section:**

- Project Acronym:** TePro \*
- Project French title:** Test Proposal \*
- Project English title:** Test Proposal \*
- Duration in months:** 24 (dropdown menu open showing 24 and 36) \*
- Financial instrument:** - Projets de recherche collaborative - International dans un cadre Commission Européenne \*
- Primary societal challenge:** DS07 - Société de l'information et de la communication \*
- R & D categorie:** Fondamental research \*

**Further information section:**

- Key words (please separate each word with semicolons):** [Empty text box] \*
- Did you register the project at a previous edition:** [Empty dropdown] \*
- Follow-up project previously funded:** [Empty dropdown] \*

**Callout boxes:**

- Duration:** The project duration should be comprised between 24 and 36 months. When scrolling this menu, you will be able to select the number of months.
- R & D categorie:** Select Fundamental research
- Key words:** Project keywords must be provided here
- Follow-up project previously funded:** Please use the guidelines provided in the resubmission section of the proposal template.

## Call topic

Please ignore the sub-tab **Research themes**.

### 3.3.4. Scientific Abstracts

Under this tab should be provided the project summary to the call, as also provided in the Proposal Template. The version provided under this tab is used for reviewer assignment.

**Note: The project summary provided here must be exactly the same as the one provided in the Proposal Template, section 1.**

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 the following documents must be uploaded:

- Proposal Template (includes Project identification, Project participants, Research description, Total budget, Justification of resources, Bibliography, Summary of Japanese proposal, Former submissions and resubmissions, and Curricula Vitae)
- SSHRC National Financial Form
- ESRC Financial Form
- Letters of support from your organizational partners

The Proposal Template, the ESRC Financial Form and the letters of support must be saved and uploaded as PDFs. The SSHRC National Financial Form must be uploaded as an Excel spreadsheet.

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

Submit the scientific document

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.

Authorized Format: PDF. Max. size : 50 Mb. Maximum number of pages : 20.

Specify the language of the scientific document

☐ French ☐ English

Parcourir... Aucun fichier sélectionné.

Submit the scientific document

No scientific document submitted for this project.

Annex to the scientific document

Authorized Formats: BMP, DOC, DOCX, GIF, JPEG, JPG, ODP, ODS, ODT, PDF, PNG, PPT, PPTX, RTF, XLS, XLSX. Max. size : 50 Mb.

Parcourir... Aucun fichier sélectionné.

Submit

Upload the Proposal Template in PDF format

You can provide as many annexes as needed, each of them being limited to 50 Mb



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

### 3.3.6. Submission of the project

This tab enables the Main Applicant to lock and unlock the project proposal. When the proposal is locked, the Applicants cannot modify their information.

The tab also provides information on the validity of the proposal. 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.

## 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 abstract in English is empty**
- **No principal research theme has been entered for your project**

## Administrative and financial document of the project

Generate

Submission of the project



**VERIFY THAT ALL THE DATA ARE CORRECT AND THAT YOU HAVE UPLOADED THE 3 DOCUMENTS (PART I, PART II AND THE BUDGET)**

**THERE IS NO BUTTON TO SUBMIT YOUR PROPOSAL: YOUR PROPOSAL WILL BE AUTOMATICALLY SUBMITTED BY THE CALL DEADLINE.**

The closing date for call for proposals is **17/11/2021 until 12:00** (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 financed by the ANR signed the online 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

Be careful to lock your proposal, so it will be automatically submitted by the call deadline.

## 4. Any problem?

After reading carefully this document and following the guidelines, if you encounter any problem, please do not hesitate our technical support: [ORA7.si@agencerecherche.fr](mailto:ORA7.si@agencerecherche.fr).

To help you in the most efficient way, the IT support needs the following information:

- The name of the call: ORA7.
- Your project acronym.
- The email address used to log in (it needs to be the same as the one used to create the project).
- A precise description of what you are trying to achieve.
- The exact bug/technical difficulty: please make screen captures.
- What have you already done to solve the problem?