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

If you do not have a password or have forgotten your password, you can provide your e-mail address here to get a new one.
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.

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).
3.2. Identification of the project

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

Select Fundamental research

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

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

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

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.
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.

Select or create an Applicant. A pop up will appear, see below.

You can create a new Applicant from his or her email address.

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).

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 up 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'en-ligne d'identification.

L'adresse est la suivante : https://anr-agence-recherche.fr

Si vous ignorez d'où provient cette sollicitation, nous vous recommandons de prendre contact avec Madame Sylvie Contrepois (sylvie.contrepois@wanadoo.fr).

Cordialement,

L'Agence Nationale de la Recherche

[Additional text in French]

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.
Administrative data
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
Financial data

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.
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 project duration should be comprised between 24 and 36 months. When scrolling this menu, you will be able to select the number of months.

Select Fundamental research

Project keywords must be provided here

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.

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### 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.
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.
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.

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?