

# JPI CH Cultural Heritage, Society and Ethics call for proposals 2022

## GUIDANCE FOR SUBMITTING A FULL PROPOSAL AT STAGE 2 ON ANR GRANT MANAGEMENT SYSTEM (SIM)

Research proposals for the JPI CH – Cultural Heritage, Society and Ethics (CHSE) call must be submitted on ANR’s grant management system: the SIM. This note provides guidance for submitting a full proposal at stage 2.

Please note that all applications must be submitted on the SIM, using the same login details as those used at stage 1. All the information that you entered at stage 1 has been transferred to stage 2 on the SIM.

All documentation related to the call is provided on the [JPI CH – CHSE call dedicated webpage](#). Prior to submitting a full proposal at stage 2, applicants must carefully read the **call text**, the **stage 2 application form** (particularly the checklist on the last page), and the **FAQ**.

For any questions, please write to: [jpich-chse-2022@anr.fr](mailto:jpich-chse-2022@anr.fr)

### 1. Partnerships and tasks

The consortium of PL/PIs must remain the same between stage 1 and stage 2. Any changes between the pre-proposal submitted at stage 1 and the full proposal

submitted at stage 2 must be duly justified in the Description of the Research (i.e. part A of the stage 2 – application form). Please note that the research objectives and core hypotheses cannot be modified substantially between the two stages. If you have any in doubt, please contact the call secretariat ([jpich-chse-2022@anr.fr](mailto:jpich-chse-2022@anr.fr)) and the relevant funding organization via email.

## 2. Partners/Organisation files

### 2.1. Administrative data

If you need to amend any of the administrative data related to the PL (“project coordinator”) and PI submitted at stage 1, please inform the call secretariat ([jpich-chse-2022@anr.fr](mailto:jpich-chse-2022@anr.fr)) and funding organization via email and then save this modification on the SIM.

Please add the Associate Partners and Cooperation Partners as “scientific partners” on the SIM under “partnerships and tasks”. Please make sure to choose “with own funds” in the “Research Funding Organization field” and to write their role (“Associate Partner” or “Cooperation Partner”) in the comment box.

### 2.2. Financial data

The level of details from applicants differ if they request funding from ANR (detailed form) or from other funding organizations (simplified form). To fill out the financial data, please make sure that you have selected your institution on the below table by clicking on the “select” button next to its name.

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

Submission of the project

	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>		

Applicants applying for ANR funding will see the below screen and must fill out the entire form, according to the provisions of ANR [règlement financier](#) and the [appendix for French participants](#):

**Financial data of partner contribution**

As mentioned in the "modalités de participation pour les partenaires sollicitant une aide de l'ANR", the obligation for those seeking funding from ANR to complete the financial annex and submit their research proposal on the SIM is additional, and not substitute, to the obligation to submit their research proposal on the Belmont Forum's submission platform, BFGO, by the 29 July, 22:00 CEST, and according to all conditions described in the call text.

Salaries – Staff (€)						Teaching Discharge (€)	Instruments and equipments (€)	Buildings and grounds (€)	Service delivery and Intellectual property rights (€)	Overhead costs (€)	Total (€)
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Environmental costs: Control instance costs (10.50%)  %  €      Cost declared

Environmental costs: Search structure costs (2.50%)  %  €      Funding base (€)

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

Requested Funding (€)

including  € for internal billing on the whole project

€ for billing between partners on the whole projet

Share of requested funding dedicated to financing service expenditures and IP  %

Applicants seeking funding from other funding organizations in this call will see the below screen. They only need to indicate the:

- a) "full cost", i.e. the overall budget for this partner including both the costs to be covered by the JPI CH CHSE budget and, if applicable, and by any additional funds (e.g. brought by the PI's institution). Please note that these figures must correspond to the figures reported in column E-F of the CHSE call budget tables, worksheet A.
- b) "Requested funding" in euros (€) from their own funding organization. Please note that applicants based in countries not using the euro (€) as their currency must either use the exchange rate that their institutions set for such international calls or use the exchange rate of the day, as per the [European Central Bank data](#). Either way, applicants must indicate what exchange rate was used to calculate their budget in their own PI budget table (worksheet A).

**Please note that none of the data collected here will be considered during the evaluation process. The International Assessment Panel (IAP) members will only refer to the budget tables**

### 3. Identity of the project

If you need to amend any of the data submitted at stage 1, please inform the call secretariat ([jpich-chse-2022@anr.fr](mailto:jpich-chse-2022@anr.fr)) and funding organization via email and then save this modification on the SIM.

### 4. Scientific Abstracts

Under this tab, applicants must provide a publishable project summary. The version provided under this tab is used by the call secretariat to identify relevant reviewers for your proposal.

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 (€)

  

**Note: The project summary provided here must be exactly the same as the one provided in the “Publishable Project Summary” (Section I) of the stage 2 – application form.**

### 5. Scientific Document

The stage 2 – application form must be submitted as scientific document in a pdf format.

Applicant seeking funding from AHRC must upload the AHRC financial form as an annex.

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

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

## 6. Peer reviewers

Please indicate any peer reviewer whom you consider holding a conflict of interest with and who you therefore consider ill-suited to review your proposal.

## 7. Submission of the project

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

The tab also provides information on the validity of the proposal. Alerts shown in red relate to 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\***.

## 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

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

### 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



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

# Any questions?

After reading carefully this document and following the guidelines, if you encounter any problem, please do not hesitate our technical support: [jpich-chse-2022@anr.fr](mailto:jpich-chse-2022@anr.fr)

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

- The name of the call: CHSE;
- 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 nature of the technical difficulty: please make screen captures;
- What have you already done to solve the problem?