

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

GUIDANCE FOR SUBMITTING A PRE-PROPOSAL AT STAGE 1 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 pre-proposal at stage 1 on the SIM.

Please note that:

- all applications must be submitted on the SIM;
- a separate guidance note for submitting a full proposal at stage 2 will be uploaded on the JPI CH – CHSE dedicated webpage, shortly after the stage 1 eligibility notification.

All documentation related to the call is provided on the [JPI CH – CHSE call dedicated webpage](#).

Prior to submitting a pre-proposal at stage 1, applicants must carefully read the call text as well as both general and national eligibility requirements.

For any questions, please write to: jpich-chse-2022@anr.fr

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1. The submission system

The electronic submission system for the JPI CH – CHSE 2022 call is available at the following URL:
<https://aap.agencerecherche.fr/layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1787>

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

2. Roles in the submission process

A JPI CH – CHSE research consortium is composed of a minimum of three and a maximum of five partners, each represented by Principal Investigators (PIs). One of them is the Project Leader (PL).

Please note that PLs are referred to as “Project Coordinators” on the SIM.

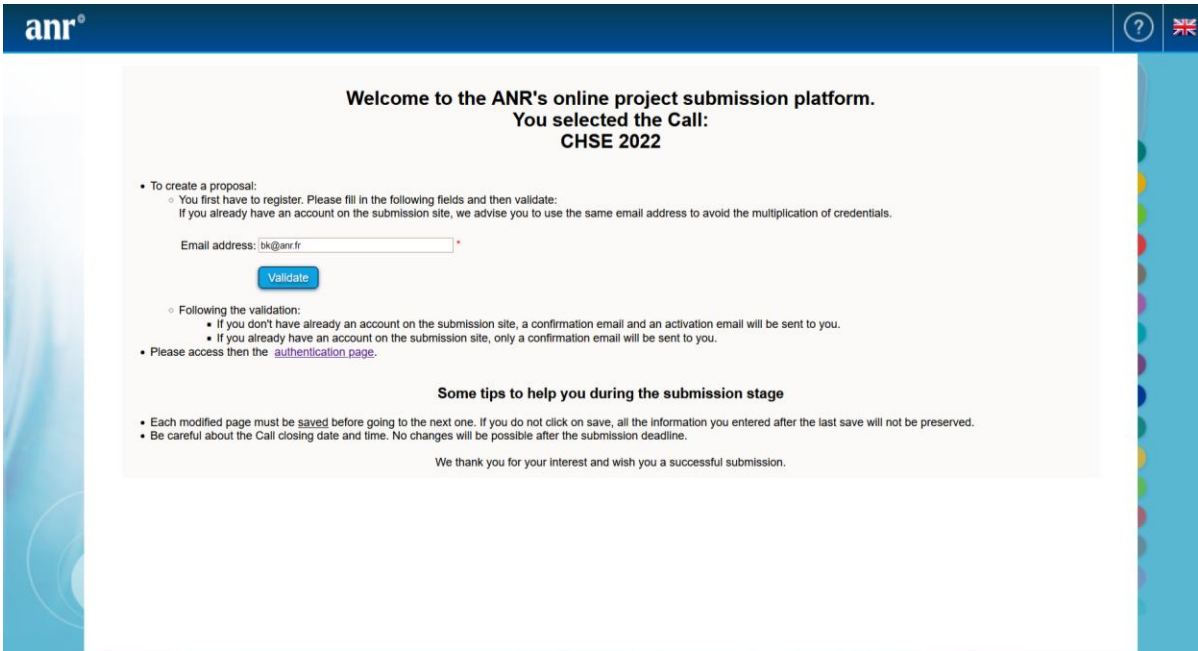
The PL is responsible for creating the proposal on the SIM and inviting Principal Investigators (PIs) to join the consortium on the SIM. PIs are then automatically informed by email that they have been added to a new research proposal and invited to log into the system so they can make sure that the information provided by the PL about them and their organisation is correct. **It is the joint responsibility of the PL and PI to ensure that the information provided is correct.**

The PL is responsible for submitting the application file. When the proposal is complete, the PL must lock it so that it can no longer be modified by PIs and so that it is automatically submitted upon the stage 1 submission deadline. Only the PL is allowed to modify the project-level information.

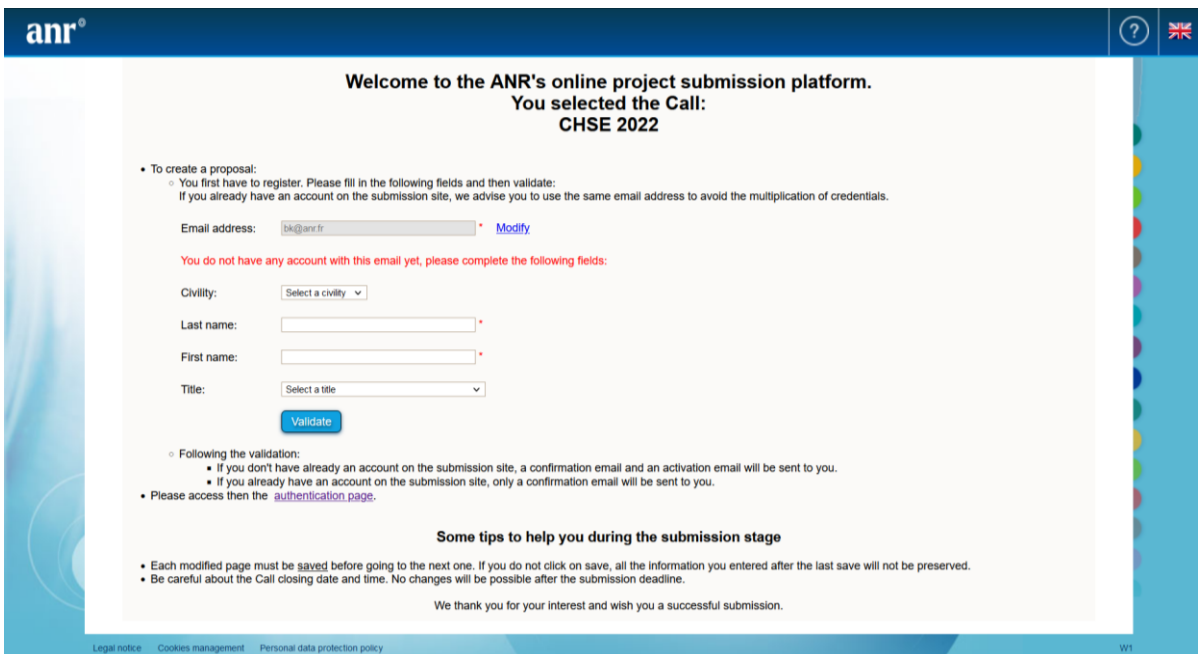
NOTE: Only the PL and PIs are added on the SIM application form. Any information about co-applicants, team Members, Associate Partners and Cooperation Partners must be provided directly on the application forms, which must be submitted as PDF files at stage 1 and stage 2 (please see the template on the JPI CH – CHSE call dedicated webpage).

3. Creating an account

- To create an account on SIM, please:
 - click on the [JPI CH – CHSE 2022 submission portal](#) on SIM;
 - enter the email address you wish to use for creating an application;
 - click on “validate”.



- If you do not have an account yet on SIM, you will be asked to enter your personal details and to choose a password. You will then be sent an activation link on your email address.



- An email will be sent from the website in the following format (if you do not receive the email, please check your junk 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

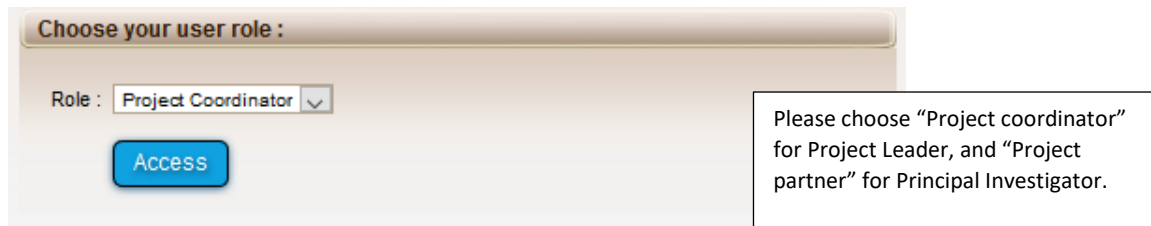
Login: anna.ardix@gmail.com

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.*

- To activate your account, click on the activation link in the email. This link is only active for 72 hours. If you receive several emails, please always use the last link you have received.
- Once your account is activated, you will be able to login to SIM using the login credentials that you have chosen.
- You will then be asked to choose your user profile from 2 options:
 - Project Coordinator (can create a new application and modify any information) – select this if you are the Project Leader;
 - Project Partner (can modify its own information) – select this if you are one of the Principal Investigators.



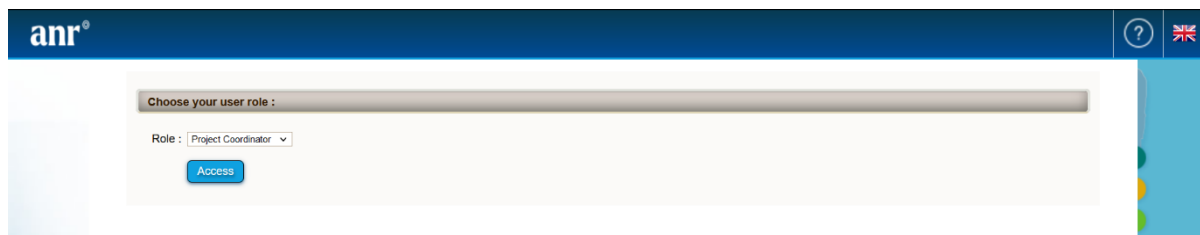
Choose your user role :

Role :

Please choose "Project coordinator" for Project Leader, and "Project partner" for Principal Investigator.

4. Creating an application file

- Project Leaders (referred to as "Project Coordinator" on the SIM) are responsible for creating a new application on the SIM.

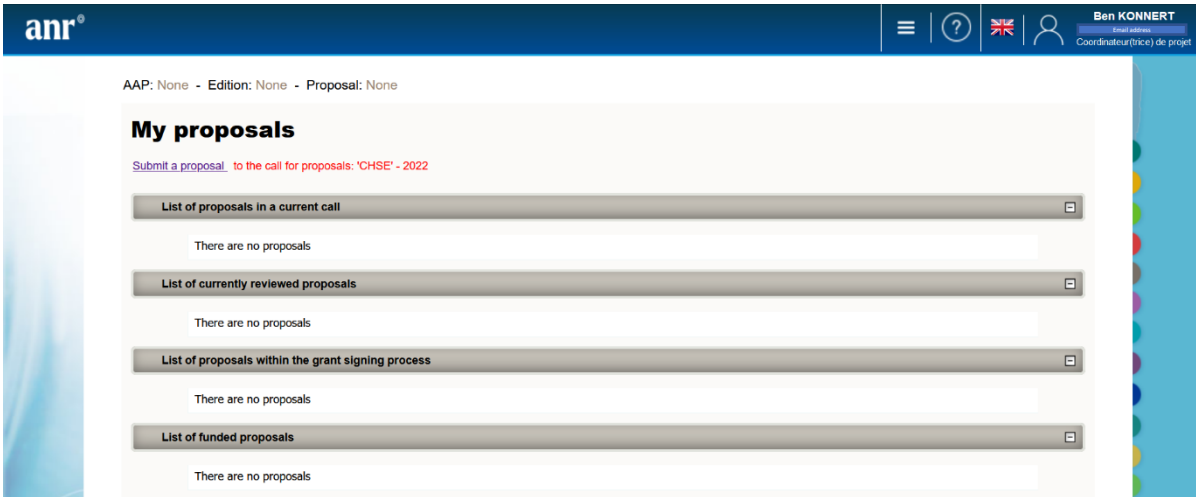


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Choose your user role :

Role :

- You can create a new application and follow its status throughout the selection process from the below dashboard. To create a new application, click on "submit a proposal".



- A new window will open in which you will be asked to provide your project's title and acronym, as well as choosing an R&D category. Please choose whichever R&D category most closely match the nature and objectives of your research project – this question is for information purposes only and will not be considered in the selection process.

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

Project English title

R & D categorie

You do not need to translate the title in French – please copy and paste the Project English title here.

- Further down on that same screen, please:
 - Select the country where the funding organisation you wish to seek funding from is based. Once you have selected the relevant country, the name of the funding organisation participating in the call will appear in the drop-down menu.
 - Select the category that most closely match the nature of the organisation you are based in and add its full name (laboratory/research team, institution).
 - Click on the save button at the bottom of the page.

- Once your application has been successfully created and saved, your application will appear on your applicant dashboard.
- To fill in your application, please click on the project's acronym.

Proposal acronym	Edition	Call for proposals	Deadline for submission (DD/MM/YYYY) (Paris time)	Proposal status
TEST	2022	CHSE	23/05/2022 15:00	En cours de soumission

5. Partnerships and tasks

- To add project partners and their Principal Investigators, please click on “Partnership and tasks” in the upper-hand ribbon. Under this tab, the Project Leader 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 Project Leader specifies each partner and the Principal Investigator for each partner. Any PI indicated in the table below has access to the project. Only Principal Investigators should be added here (no Co-applicants, Team Members or Associate or Cooperation Partners)

Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	CN	First name	Last name	Email address (* change in progress)	Role	Coord	Country head-on	Research Funding Organisation
France (1)			0.00								
<input type="checkbox"/> 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								
<input type="checkbox"/> INSTITUTION B		Public Laboratory		Ms	Firstname	Lastname	firstname.lastname@testlaboratory2.de	PI	<input type="checkbox"/>	<input type="checkbox"/>	DFG
Canada (1)			0.00								
<input type="checkbox"/> 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								
<input type="checkbox"/> INSTITUTION C		Public Laboratory			Firstname2	Lastname2	firstname2.lastname2@testlaboratory3.uk	PI	<input type="checkbox"/>	<input type="checkbox"/>	ESRC

Add new Partner/Principal Investigator

Delete a Partner/Principal Investigator

Modify the information about a Partner/Principal Investigator. The Project Leader can modify this information for themselves and for the PIs, if the PIs do not have already an account. Please do not hesitate to request support.

6. Partners/Organisations files

- To fill out or consult Partner-specific details:
 - Click on "Partners/Organisations files" in the upper hand ribbon, located to the right of "Partnerships and tasks"
 - Click on "Select", next to the name or acronym of the partner/organisation which you would like to fill out or consult details of.
- This tab enables Project Leader or Principal Investigators to provide further information about each partner/Principal Investigator. It is recommended that Principal Investigator fill out this information for themselves.
- It contains two sub-tabs: "Administrative data" and "Financial data".

Administrative data:

To confirm their involvement in the project, project partners must:

- Confirm that their institution formally supports their application by ticking the "commitment of applicants" box

NB : each Principal Investigator must also provide a letter of commitment (see below and 7. Scientific document)
- Fill out the requested administrative data.

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	Financial and administrative control instance	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)		1.00	1.00	0.00	0.00	0.00		
Select	TEST1 (coord)		1.00	1.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	Spain (1)		0.00	0.00	0.00	0.00	0.00		
Select	TEST		0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	AEI
	Total		1.00	1.00	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**

Mandatory information needed for registration form

Commitment of applicants (signed 16/02/2022 11:41:02 by Konnert Ben) *

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 : TEST1

Partner country : France

Partner category : Public Laboratory

Please note that only those proposals which include a minimum of three and a maximum of five eligible research partners/Principal Investigators will be considered eligible at stage 1. Each partner must a) fill out the relevant information on the SIM and b) submit a scientific document (see 7. *Uploading the scientific document*), which includes their letter of commitment and follows the application form template provided on the JPI CH – CHSE call webpage.

Financial data :

- At stage 1, financial data is not requested. Applicants must only include 1 in both “full costs” and “requested funding” boxes. Financial data will be requested at stage 2 only.

Consortium

Display By country

	Name or acronym of the partner/organisation	Financial and administrative control instance	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
	Spain (1)		0.00	0.00	0.00	0.00	0.00		
Select	TEST1 (coord)		0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	AEI
	Aruba (1)		0.00	0.00	0.00	0.00	0.00		
Select	TEST		0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	With own funds
	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**

Please do not fill in the information requested under “Partners/Organisations files”.

Full cost (€) Requested Funding (€)

Save Cancel

7. Identity of the project

- Next, please click on “identity of the project” located in the upper-hand ribbon, to the right of Partners/Organisations’ files and fill out all requested information.
- Under this tab, Project Leader must provide general information about the project (ie call topic(s) it responds to, project duration, and keywords).

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

*** Mandatory informations to validate form**

General information

Project Acronym: TEST

Project French title: Test for CHSE2022

Project English title: Test for CHSE2022

Duration in months: 30

Financial instrument: Inter-JPI - Projet de recherche collaborative international dans un cadre JPI (sans soutien CE)

R & D categorie: Fundamental research

Further information

Key words (please separate each word with semicolons)

Do you have to use genetic resources (Nagoya regulation) as part of this project? No

Did you register the project at a previous edition?

Follow-up project previously funded? No

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

Is the project multidisciplinary? (*) If so, select a secondary committee: Please choose a secondary committee

8. Scientific abstracts

- Applicants must provide scientific abstracts for the project at stage 1. These must provide a high-level summary of the scientific information contained in the pre-proposal scientific document. Scientific abstracts must be submitted in English only. Please write “0” in the French abstract box.
- Please note that scientific abstracts submitted at stage 1 will only be used by the call secretariat and will neither be considered in the selection process nor publicised. Eligible applicants will be invited to submit a new abstract when submitting their full proposals at stage 2.

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

Non-confidential abstract or summary in French
(number of characters: 1 / 1)

Non-confidential abstract or summary in English
(number of characters: 40 / 4000)

Please include your abstract in English!

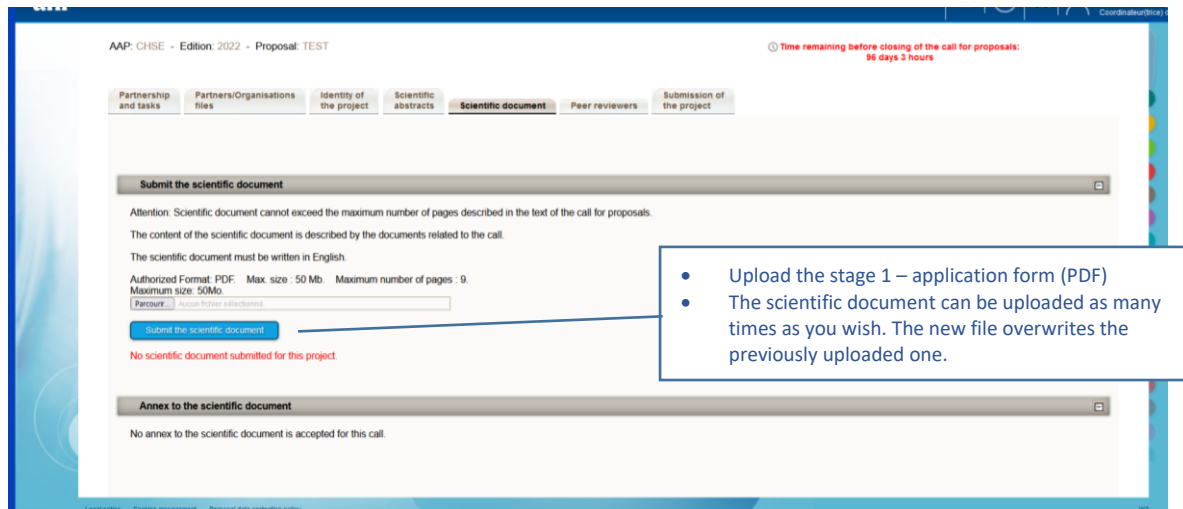
Save Cancel

All data fields will be used by the evaluation committee and steering committee members during the selection process or procedure.
The non-confidential abstracts and summaries are intended to be published, if the proposal is selected for funding (update if necessary). The title of the proposal, key words, list of partners, requested amount, starting and ending dates will be published also.
By submitting this proposal, applicants consent to the online publication of the proposal ID, the list of partners and the abstracts.

9. Scientific document

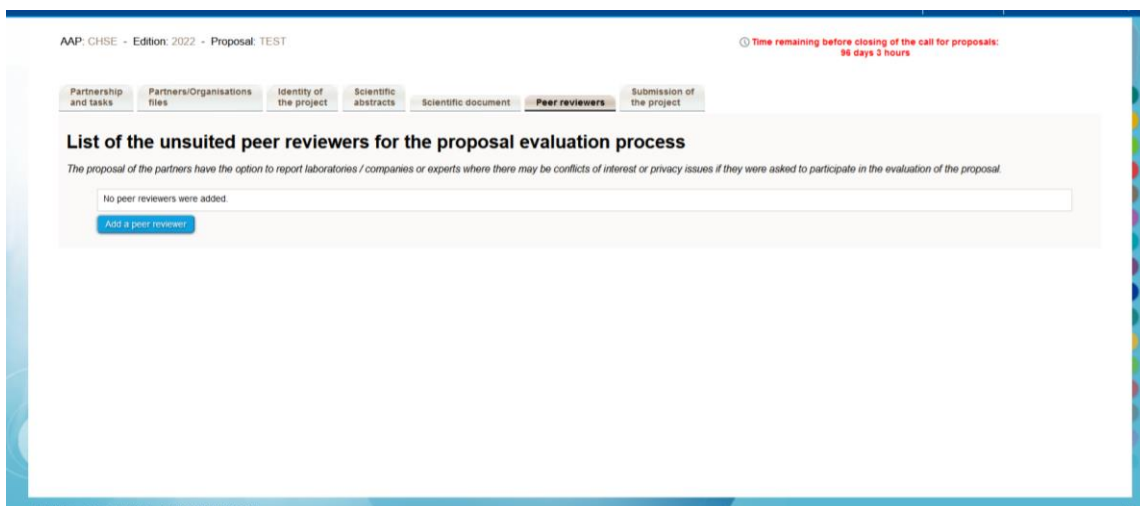
- At stage 1, applicants must submit a scientific document, consisting in a single PDF file, containing:
 - A scientific document composed of: max. four A4 pages (inclusive of text, diagrams, images etc.), Calibri 11 or equivalent, single spaced, 2cm margins, numbered pages;
 - Letters of commitment from a minimum of three and a maximum of five partners/Principal Investigators (1 A4 page each).

- Applicants must use the stage 1 application form template provided on the JPI CH – CHSE 2022 call dedicated webpage. **Any application that does comply with the prescribed formats for either the scientific document or letters of commitment will be considered ineligible.**



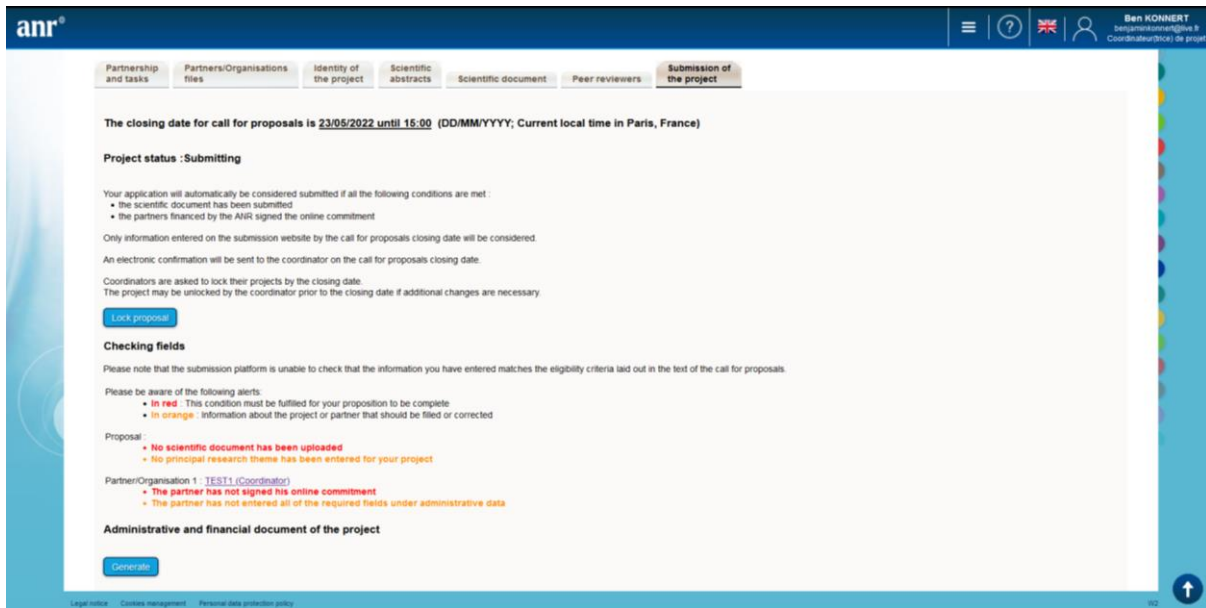
10. Peer reviewers

- Providing that your application is considered eligible at stage 1, you will be invited to submit a full proposal at stage 2. The full proposal will be scientifically assessed by an Independent International Expert Panel. If you would not like your full proposal to be assessed by any individual in particular, you may let us know by clicking on “add a peer reviewer”, filling out their details, and letting us know the reason why you would not like your application to be assessed by this individual.

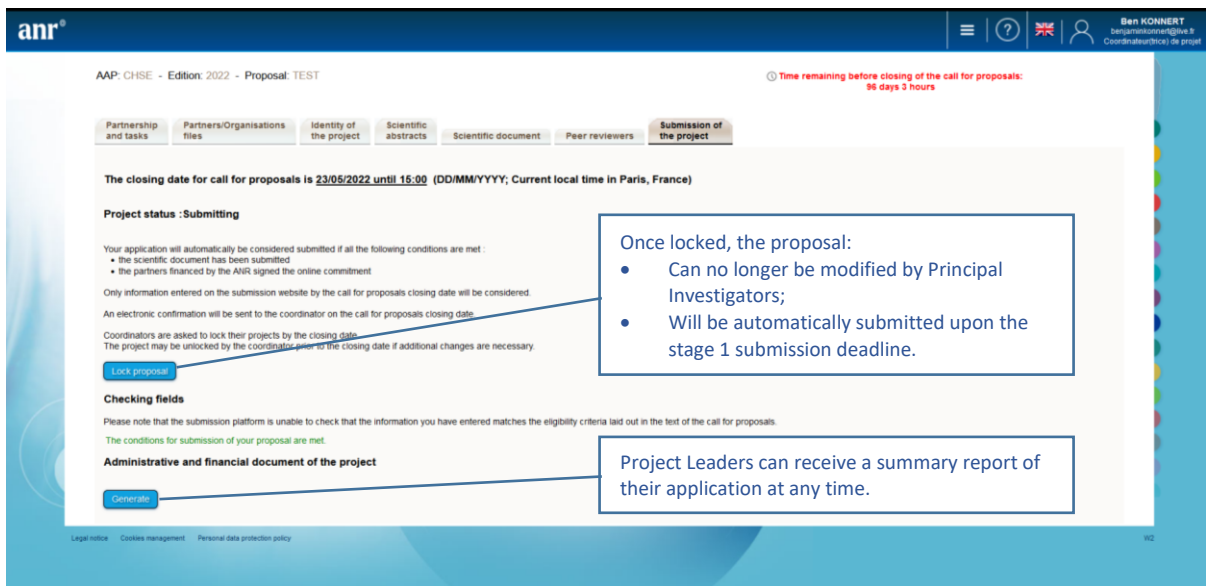


11. Submission of the project

- The last step is to submit your pre-proposal. To do so, please click on the “submission of the project” icon at the very right of the upper-hand ribbon.
- If you have filled out all fields and uploaded the scientific document (incl. the letters of commitment), you are ready to submit your research proposal.
- If any information is missing, you will be alerted as below (see text in orange and red).



- Once all conditions for submitting the pre-proposal are met:
 - The sentence “the conditions for submission of your proposal are met” will appear in green
 - The Project Leader must lock the pre-proposal by clicking on “Lock proposal” – the proposal will then be automatically submitted upon the stage 1 submission deadline. There is no submission button.



Please note that neither of these conditions guarantee that your research pre-proposal will be considered eligible at stage 1, e.g. a research project which only includes information about two Principal Investigators (see adding research partners/principal investigators to the research consortium) can be submitted on the SIM even though it does not match the eligibility requirement of involving at least three PI from three different countries, which the call secretariat will check. It is therefore critical that you check that any information you submit on the SIM match the general eligibility requirements for the call at stage 1 (see call text) as well as the eligibility requirements of the Funding Organisation which you are seeking funding from.