



## **FACCE-JPI Call for proposals on Climate Smart Agriculture**

### **FACCE-ERA-NET+ Guidelines for the use of FACCE-JPI Submission Tool**

### **First Step: Pre-proposal Submission**

**Submission of the Pre-proposal by the Coordinator on  
[www.submission-faccejpi.com](http://www.submission-faccejpi.com)  
Deadline: 2<sup>nd</sup> December 2013, 13:00 CET**

**Submission of the Full Proposal on  
[www.submission-faccejpi.com](http://www.submission-faccejpi.com)  
Deadline: 1<sup>st</sup> April 2014, 13:00 CET**

Please visit us on the website  
<http://www.faccejpi.com>  
or contact the FACCE-JPI Call Office:  
[ptj-faccejpi@fz-juelich.de](mailto:ptj-faccejpi@fz-juelich.de)  
Phone: (+49) 2461 61-2422  
Fax: (+49) 2461 61-1790

1. Introduction .....	3
2. General information.....	3
Call Documents .....	4
Automatic Log-out .....	4
3. Coordinator registration.....	5
Password Lost?.....	7
4. Pre-proposal part 1: “Fact Sheet” .....	9
Project consortium – “Coordinator” and “Partner” .....	9
Project data .....	11
Financing .....	12
5. Pre-proposal – Part 2: Project Description .....	13
6. Submission - Finalisation .....	14
Download your Fact Sheet .....	14

## 1. Introduction

This document complements the Call Announcement of FACCE-ERA-NET+ and therefore must be considered as additional information to this Call Announcement, which contains the most important information for applicants.

These guidelines provide the key technical information on how to submit a Pre-proposal via the FACCE-JPI Submission Tool in the framework of FACCE-ERA-NET+. The features of this tool are described and screen shots are provided in order to support applicants for a smoother submission of their Pre-proposal. For further questions regarding the use of the tool which are not answered in these guidelines, applicants may contact the [FACCE-JPI Call Office](#).

Along this document, relevant screen shots of the tool are provided as visual support.

At the beginning of the second step of this FACCE-ERA-NET+ call, similar guidelines will be provided for Full Proposal submission.

## 2. General information

***The Pre-proposal consists of two parts: the first one is generated by the tool: the “Fact Sheet” displays the online provided data in the sections “Coordinator”, “Partners”, “Finances” and “Basic Project Data” which are automatically transferred by the tool into a pdf-template. The second part consists of the pdf-file uploaded by the coordinator in the section “Project Description”. Both parts are mandatory!***

The submission of the Pre-proposal is the duty of the project coordinator, who has to submit electronically the Pre-proposal on behalf of his/her consortium. No specific action is required from his/her partners; **however the Call Announcement, the National Regulations, and requirements described in these documents remain valid and must be considered**, including eligibility and evaluation criteria.

All fields provided in the tool are mandatory unless specified otherwise (optional).

Different text fields are provided within the tool. Character limits (including empty spaces) have been determined and are indicated in the description of these text fields. It **is essential to respect these character limits**, since longer entries will not be saved by the tool.

## Call Documents

Several documents are provided in the tool and can be downloaded:

- Call Announcement
- Guidelines for the use of FACCE-JPI Submission Tool – Step 1
- The list of National Contact Points



Welcome

Welcome

[FAQ](#)

[National Regulations](#)

[Download your Proposal](#)



[Call Announcement](#)  
[Guidelines for Applicants](#)  
[National Contact Points](#)

[Coordinator](#)

[Partners](#)

[Basic Project Data](#)

[Financing](#)

[Summary](#)

[Submit](#)

FACCE-JPI Call Office  
Forschungszentrum Jülich  
GmbH  
Nicolas Tinois  
PU-BIO3  
52425 Jülich  
GERMANY  
Tel.: +49 (0)2461 61-2422  
[gti-faccejpi@fz-juelich.de](mailto:gti-faccejpi@fz-juelich.de)

[LOGOUT](#)

Imprint

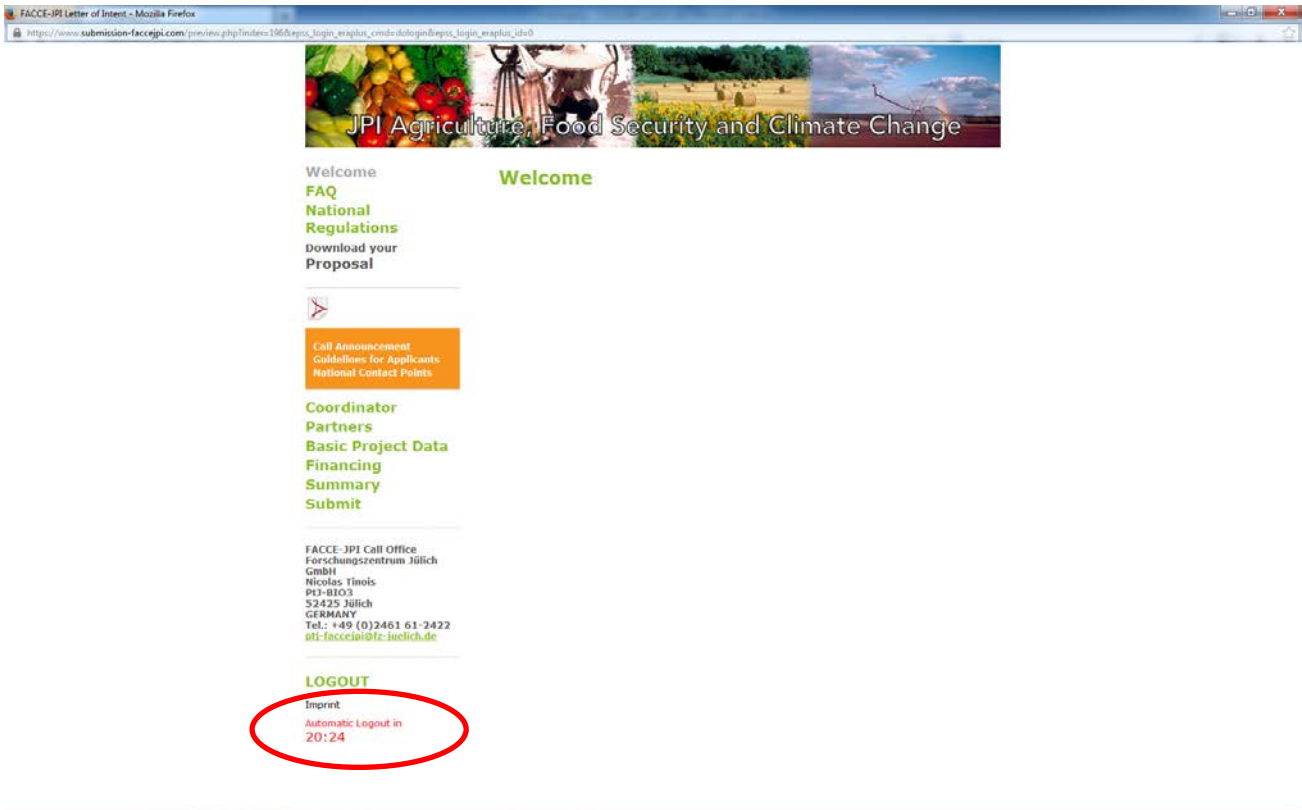
Automatic Logout in  
20:24

A Frequently Asked Questions (FAQ) section is provided and will be updated during the whole call process, should relevant issues come up.

The list of all National Regulations is also provided (same data as in Annex D of the Call Announcement).

## Automatic Log-out

For security reasons, **the tool will automatically log out users remaining inactive for more than 23 minutes**. Therefore it is strongly recommended to save changes regularly in order not to lose any data. A countdown is provided:

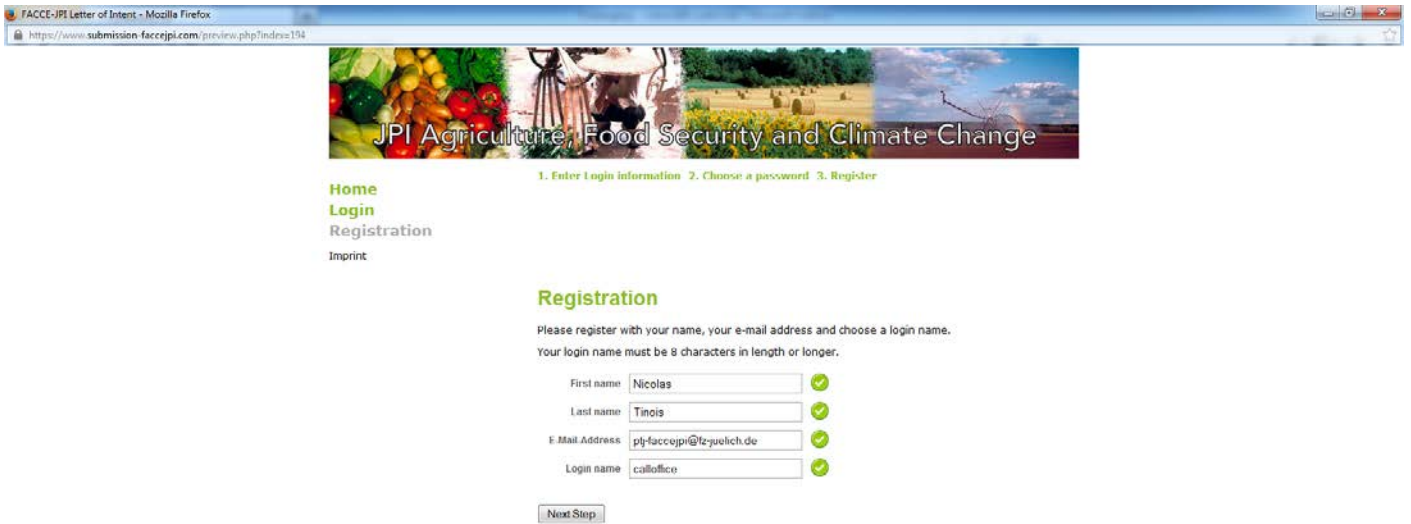


### 3. Coordinator registration

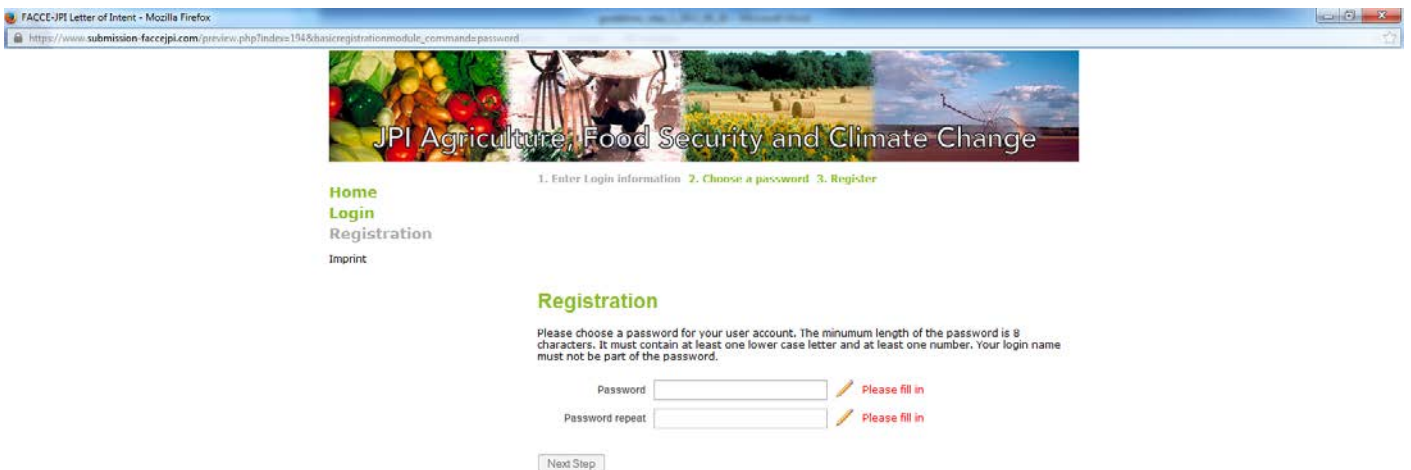
The coordinator needs to create an account online in the FACCE-JPI Submission Tool ([www.submission-faccejpi.com](http://www.submission-faccejpi.com)).

In order to create his/her account, the coordinator has to provide the following information:

- First name
- Last name
- Email-address (it is essential to enter a valid e-mail address!)
- Login name (at least 8 characters)



On the next page, the coordinator has to choose a password. The password must contain at least 8 characters, including at least one upper case letter, one lower case letter and one number.



On the third and last page of the registration, the coordinator can check his/her data, eventually “Edit” them and finally can “Register”.

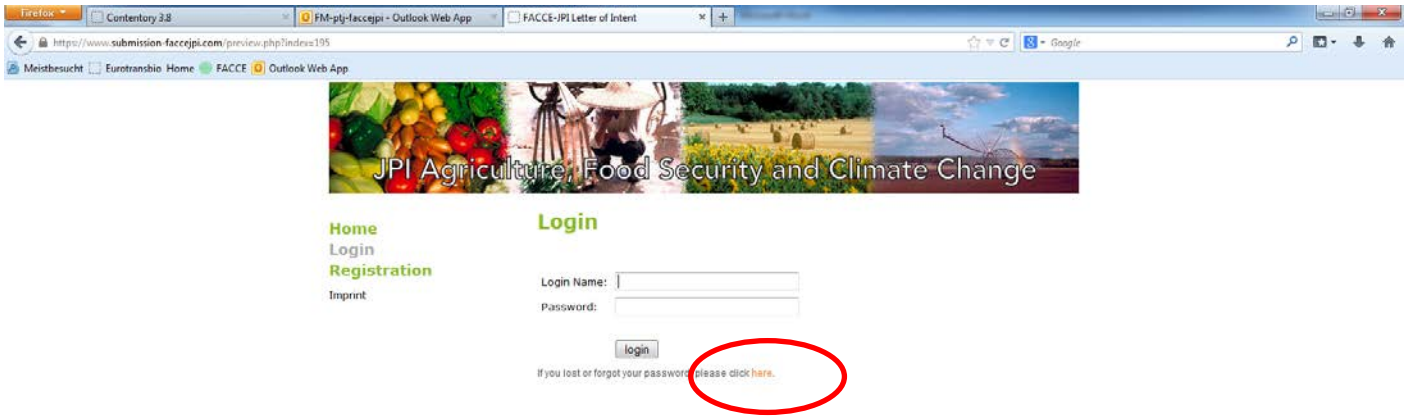


Then, an email is sent to the email-address provided in the tool with an activation link. The coordinator needs to click on this link to activate his/her account.

Once the account is activated, the coordinator can log in.

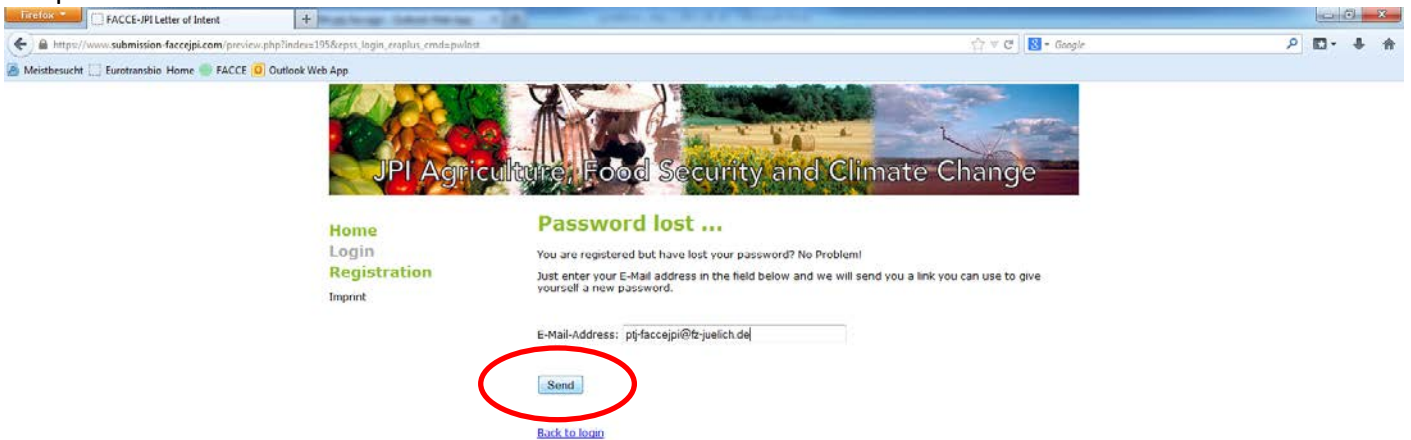
## Password Lost?

On the login-page, a “Password Lost?”-function is provided:



[https://www.submission-faccejpi.com/preview.php?index=195&exps\\_login\\_exaplus\\_cmda-pwlost](https://www.submission-faccejpi.com/preview.php?index=195&exps_login_exaplus_cmda-pwlost)

The coordinator has to provide his/her email-address. An email is sent with a link in order to change the password.



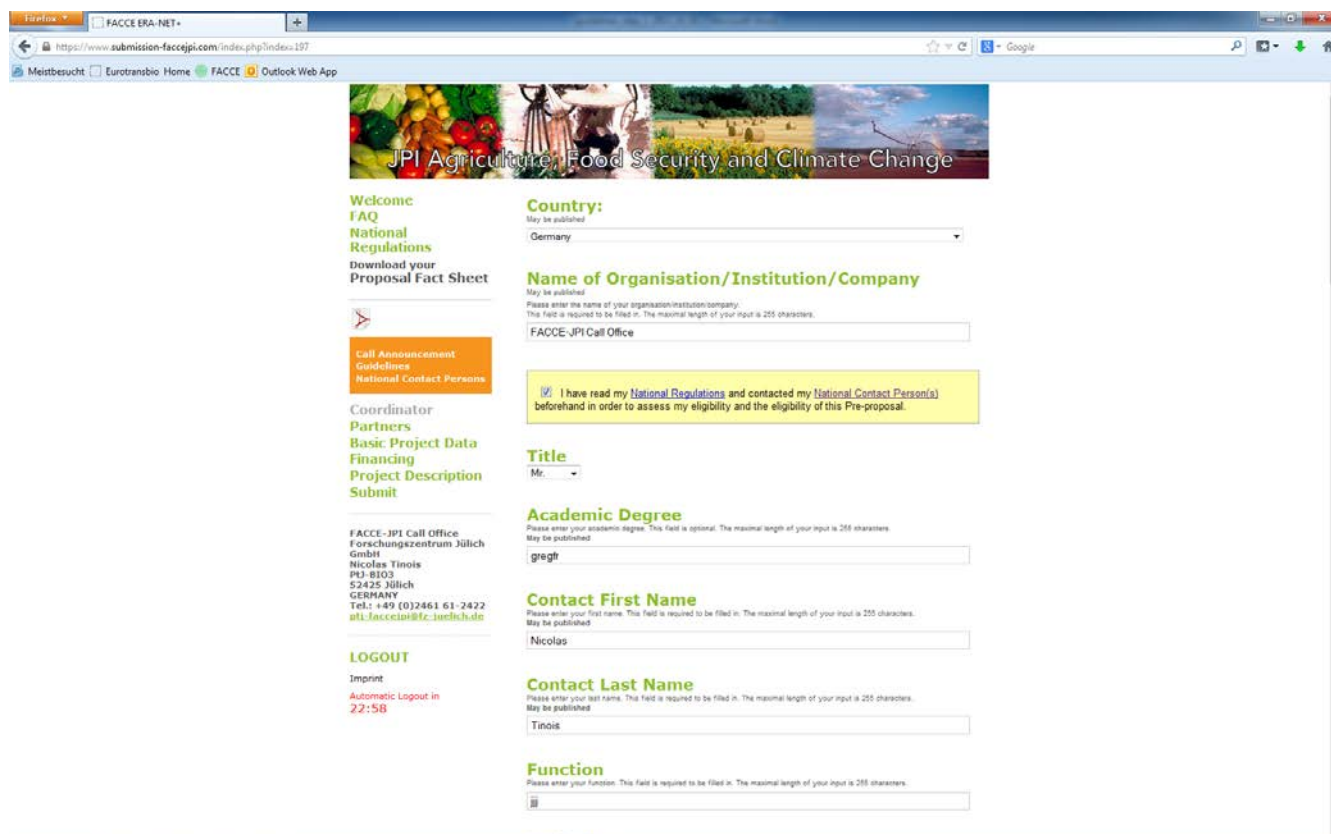
Once the password has been successfully changed, the coordinator receives an email (“Password reset”) and can login with the new password.



## 4. Pre-proposal part 1: “Fact Sheet”

### Project consortium – “Coordinator” and “Partner”

On the page “Coordinator”, the coordinator can enter/update his/her contact data, main publications and change his/her password if necessary:



The screenshot shows a web browser window with the URL <https://www.submission-faccejpi.com/index.php/index-197>. The page title is "JPI Agriculture, Food Security and Climate Change". The main content area is a registration form for the "Coordinator" role. The form includes the following fields and sections:

- Welcome**, **FAQ**, **National Regulations**, **Download your Proposal Fact Sheet**
- Call Announcement Guidelines**, **National Contact Persons**
- Coordinator**, **Partners**, **Basic Project Data**, **Financing**, **Project Description**, **Submit**
- FACEE-JPI Call Office**, **Forschungszentrum Jülich GmbH**, **Nicolas Tinois**, **Pl-8103**, **S2425 Jülich**, **GERMANY**, **Tel: +49 (0)2461 61-2422**, **pi\_faccejpi@fz.juelich.de**
- LOGOUT**, **Imprint**, **Automatic Logout in 22:58**
- Country:** May be published.
- Name of Organisation/Institution/Company:** May be published. Please enter the name of your organization/institution/company. This field is required to be filled in. The maximal length of your input is 255 characters.
- I have read my [National Regulations](#) and contacted my [National Contact Person\(s\)](#) beforehand in order to assess my eligibility and the eligibility of this Pre-proposal.
- Title:**
- Academic Degree:** Please enter your academic degree. This field is optional. The maximal length of your input is 255 characters. May be published.
- Contact First Name:** Please enter your first name. This field is required to be filled in. The maximal length of your input is 255 characters. May be published.
- Contact Last Name:** Please enter your last name. This field is required to be filled in. The maximal length of your input is 255 characters. May be published.
- Function:** Please enter your function. This field is required to be filled in. The maximal length of your input is 255 characters.

On the page “Partners”, the coordinator can build up his/her consortium by creating an entry in the provided table for each of his/her partners.

By clicking “Add new partner”, the coordinator can insert a new partner and enter the contact data and main publications of this partner (similar page as “Coordinator”).

The screenshot shows the FACCE ERA-NET+ website. At the top, there is a navigation menu with links for 'Meistbesucht', 'Eurotransbio Home', 'FACCE', and 'Outlook Web App'. The main header features a banner with the text 'JPI Agriculture, Food Security and Climate Change'. Below the banner, there are several sections: 'Welcome', 'FAQ', 'National Regulations', 'Download your Proposal Fact Sheet', 'Call Announcement Guidelines National Contact Persons', 'Coordinator Partners', 'Basic Project Data', 'Financing', 'Project Description', and 'Submit'. A table titled 'List of Partners, including the Project Coordinator:' is displayed, with columns for '#', 'Organisation', 'Contact Name', and 'Organisation Type'. The table contains four rows of data. To the right of the table, there are two red circles: one around the 'ADD NEW PARTNER' button and another around the 'edit/delete' buttons for each partner. At the bottom, there is a 'LOGOUT' section with 'Imprint' and 'Automatic Logout in 22:57'.

#	Organisation	Contact Name	Organisation Type
1	FACCE-JPI Call Office	Tinois	Research organisation
2	Le Savant Fou SARL	Dupont	SME
3	XYZ GmbH	Iym	Research organisation
4	12345678	hghhghgh	Other

In this table, in the right column and for each partner, buttons are provided to “edit” the data of this specific partner or even to “delete” this partner’s entries.

A disclaimer is provided on the pages “Coordinator” and “Add new partner” with a checkbox:

The screenshot shows the 'Partner 4' form on the FACCE ERA-NET+ website. The form includes a 'back to list' button, a text area for the coordinator to provide information, a 'Country:' dropdown menu (set to Belgium), a checkbox for a disclaimer, a 'Title' dropdown menu (set to Mr.), and input fields for 'Academic Degree', 'Partner First Name', and 'Partner Last Name'. The disclaimer checkbox is highlighted with a red circle. The disclaimer text reads: 'I have read the National Regulations of this partner and confirm that this partner has read his/her National Regulations and contacted his/her National Contact Person(s) beforehand in order to assess his/her eligibility and the eligibility of this Pre-proposal. Partners from non-participating countries may participate at their own expense.'

On the same page, a drop-down menu “Country” is provided. Once a country is chosen, the respective document “National Regulations” is accordingly linked in this disclaimer. For any partner (including the coordinator) from a country participating in the call, **this disclaimer must be checked and confirmed (checkbox must be checked)** by the coordinator. Else, it is impossible to submit. The disclaimer is not relevant for partners from other countries (they may participate at their own expense).

## Project data

This part contains some key elements of the proposal:

- Project title
- Project acronym
- Duration (in months; only integer numbers lower than 36)
- Expected start
- Expected end (the expected end cannot be later than 36 months after the expected start)
- Optionally, it is possible to indicate up to 3 names of experts by whom the proposal should not be evaluated

The screenshot shows a web browser window with the URL <https://www.submission-faccejpi.com/preview.php?index=205>. The page features a header banner with the text "JPI Agriculture, Food Security and Climate Change" and a navigation menu on the left. The main content area contains a form with the following sections:

- Welcome**
  - FAQ
  - National Regulations
  - Download your Proposal
- Call Announcement**
  - Guidelines for Applicants
  - National Contact Points
- Coordinator Partners**
  - Basic Project Data
  - Financing
  - Summary
  - Submit
- FACCE-JPI Call Office**
  - Forschungszentrum Jülich GmbH
  - Nicolaus Tinois
  - PI-8103
  - 52425 Jülich GERMANY
  - Tel.: +49 (0)2461 61-2422
  - nti-faccejpi@fz-juelich.de
- LOGOUT**
  - Imprint
  - Automatic Logout in 22:57
- Project title**
  - Please enter the project title. This field is required to be filled in. The maximal length of your input is 250 characters.
  -
- Project acronym**
  - Please enter the project acronym. This field is required to be filled in. The maximal length of your input is 25 characters.
  -
- Project duration**
  - Please enter the project duration in month. This field is required to be filled in. The maximal number of month is 36.
  -
- Expected Start**
  - May be published
  - Please enter the expected start date (dd/mm/yyyy). This field is required to be filled in.
  -
- Expected End**
  - May be published
  - Please enter the expected end date (dd/mm/yyyy). This field is required to be filled in.
  -
- Experts**
  - Please provide (max. 3) names of experts by whom you do not wish to be evaluated.
  - Please enter the Name of the expert. This field is optional to be filled in.
  - Please enter the Name of the expert. This field is optional to be filled in.
  - Please enter the Name of the expert. This field is optional to be filled in.
-

## Financing

The provided table must be filled in only with integer numbers, in K€ (1 K€ = 1.000€), including VAT. The coordinator must provide the expected costs in the respective fields (be they “Personal costs”, “Travel cost”...) encountered by each partner within the proposed project.

The field “Total costs” is automatically calculated as the sum of all costs for each partner.

In the last column, the coordinator has to enter the funding amount requested for each partner.

Optionally and if relevant, a text field is also provided so that the coordinator can describe other costs and subcontract budgets.

The screenshot shows a web browser window with the URL <https://www.submission-faccejpi.com/preview.php?index=190>. The page header features a banner with the text "JPI Agriculture, Food Security and Climate Change" over a background image of agricultural products and a field. The main content area is divided into a left sidebar and a main right section.

**Left Sidebar:**

- Welcome
- FAQ
- National Regulations
- Download your Proposal
- Call Announcement Guidelines for Applicants National Contact Points
- Coordinator Partners
- Basic Project Data
- Financing
- Summary
- Submit
- FACCE-JPI Call Office Forschungszentrum Jülich GmbH Nicolas Timols P13-B103 52425 Jülich GERMANY Tel: +49 (0)2461 61-2422 jpi-facces@fz-juelich.de
- LOGOUT
- Imprint
- Automatic Logout in 22:08

**Main Section: Budget Plan**

Enter only digits - integer number in **K€** including VAT without special nor empty characters:

Organization	Costs							Total Costs	Requested Funding
	Personnel	Travel	Consumables	Subcontracts	Equipment	Overhead	Other		
FACCE JPI Call Office Germany	24	8	250	3	50	4	0	329	205
Le Savarit Foa SARL France	33	4	4	5	25	36	0	107	50
XYZ GmbH Cyprus	1	1	1	1	0	0	0	4	0
<b>TOTAL</b>	<b>58</b>	<b>13</b>	<b>255</b>	<b>9</b>	<b>75</b>	<b>40</b>	<b>0</b>	<b>450</b>	<b>255</b>

**Comments about the budget**

**Other Costs and Subcontracting**

Description of other costs and subcontracting (if any; max. 800 characters):

## 5. Pre-proposal – Part 2: Project Description

The “Project Description” consists of a **pdf-file** (other formats cannot be uploaded) uploaded by the coordinator in the provided field. **The size limit of this file (Max. 10 MB; Max. 6 pages; Font Calibri 10 pt) must be regarded as strict.**

A Word-template is provided, indicating also character limits for the different parts of this project description, which must be strictly respected. The coordinator must download this template (see screen shot hereunder; red circle “1”) and use it to prepare his/her Project Description. Each provided text field must be completed (empty cells must be filled in). If necessary, figures (such as photos, graphics...) may be included in these fields, however it is reminded that the pdf-file may not be beyond 10 MB and 6 pages. The font to be used is Calibri, the font size 10 pt.

**Documents which do not respect these limits and requirements will be erased.**

The Project Description must be uploaded using the provided button (2): the coordinator has to select the file s/he wants to upload and finlise the upload by clicking on “Save present status of editing” (3).

The provided upload file will accept only pdf-files with a size of up to 10 MB.

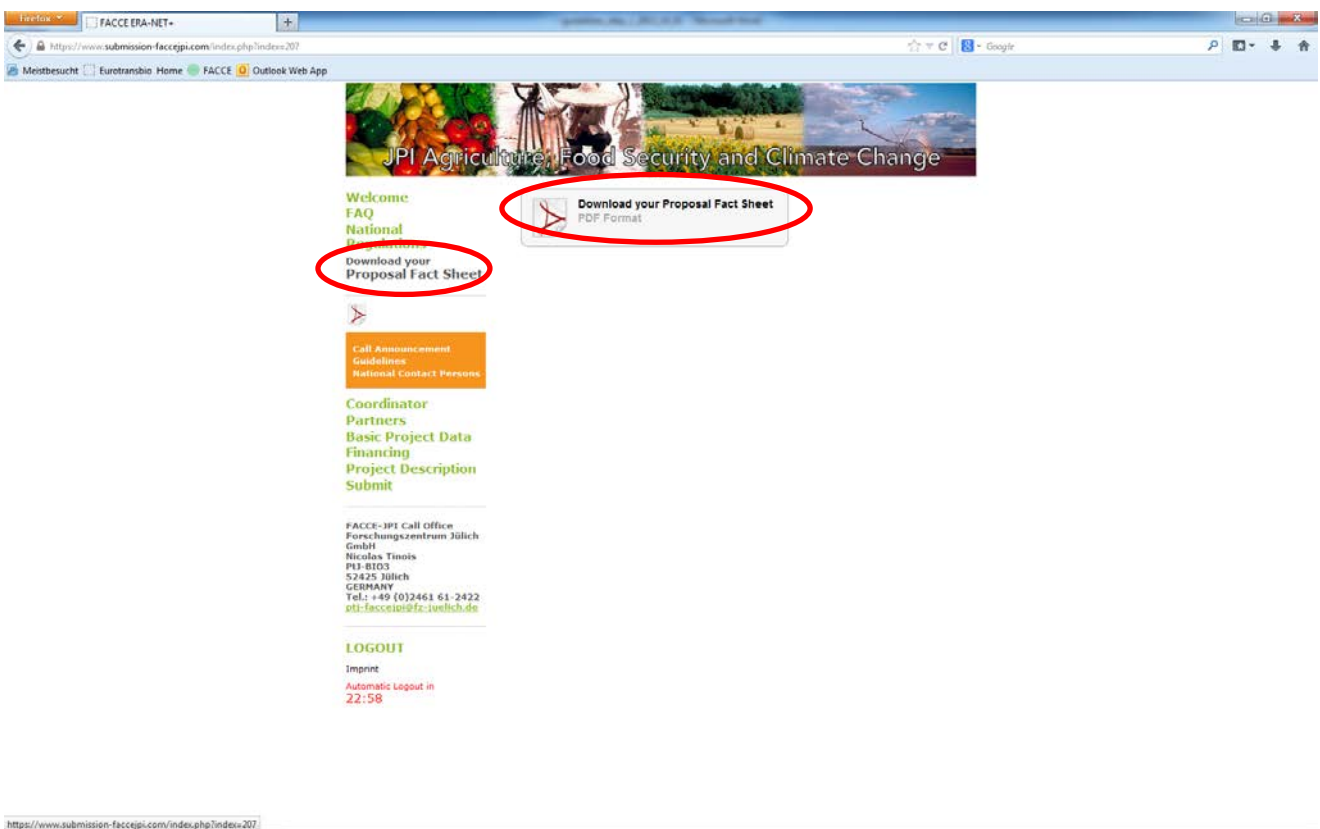
Once a project description has been uploaded, and until the submission deadline, it remains possible to upload a new version of the document, which will then overwrite the former one.

The screenshot shows the submission portal for FACCE ERA-NET. The main heading is "JPI Agriculture, Food Security and Climate Change". The "Project Description" section contains the following text: "Please download the **word template** (1) and convert it into a pdf file. Please enter your input in the empty cells with a **font size of 10 pt** and do not erase the headers from the template. It is reminded that the maximum size of the Project Description may not be beyond 6 pages. Then please upload the project description, pdf file format only. The maximum file size is 10 MByte." Below this text are three buttons: "Durchsuchen..." (2), "save present status of editing" (3), and "Download the document" / "Delete the document". The left sidebar contains links for "Welcome", "FAQ", "National Regulations", "Download your Proposal Fact Sheet", "Call Announcement Guidelines", "National Contact Persons", "Coordinator", "Partners", "Basic Project Data", "Financing", "Project Description", and "Submit". The footer contains contact information for the FACCE-JPI Call Office and a "LOGOUT" button.

## 6. Submission - Finalisation

### Download your Fact Sheet

A link is provided, so that the coordinator can download the Fact Sheet as generated by the tool and including the online provided data. This link is provided from call opening until submission deadline. Downloading the Fact Sheet will allow the coordinator to check the online provided data and how they will be displayed in the final Pre-proposal document.



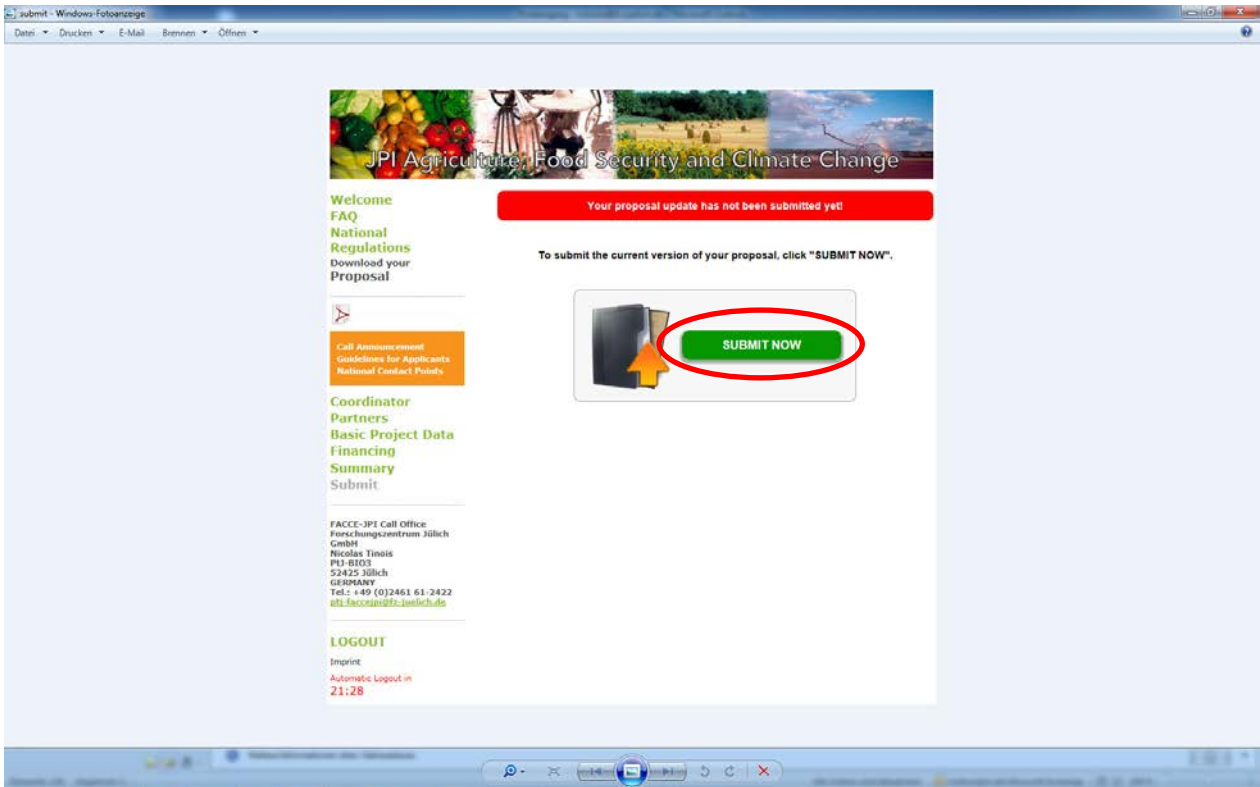
By clicking on “Submit”, the coordinator gets an overview of the information missing in the Pre-proposal (mandatory fields not or wrongly filled in) to submit. The system checks that the minimal requirements as computed in the tool have been filled in (it is e.g. the case for the minimum number of 3 partners in an applying consortium). **Therefore it is strongly recommended to use this function even at an early stage** in order to ease the submission.

The screenshot shows the FACCE ERA-NET submission portal. The header includes the text "JPI Agriculture, Food Security and Climate Change". A navigation menu on the left contains links for "Welcome", "FAQ", "National Regulations", "Download your Proposal", "Call Announcement", "Guidelines for Applicants", and "National Contact Points". The "Submit" button is highlighted in orange. A red circle highlights the "List of errors" section, which contains a warning triangle icon and the text "Not all requirements are met." The error list includes:

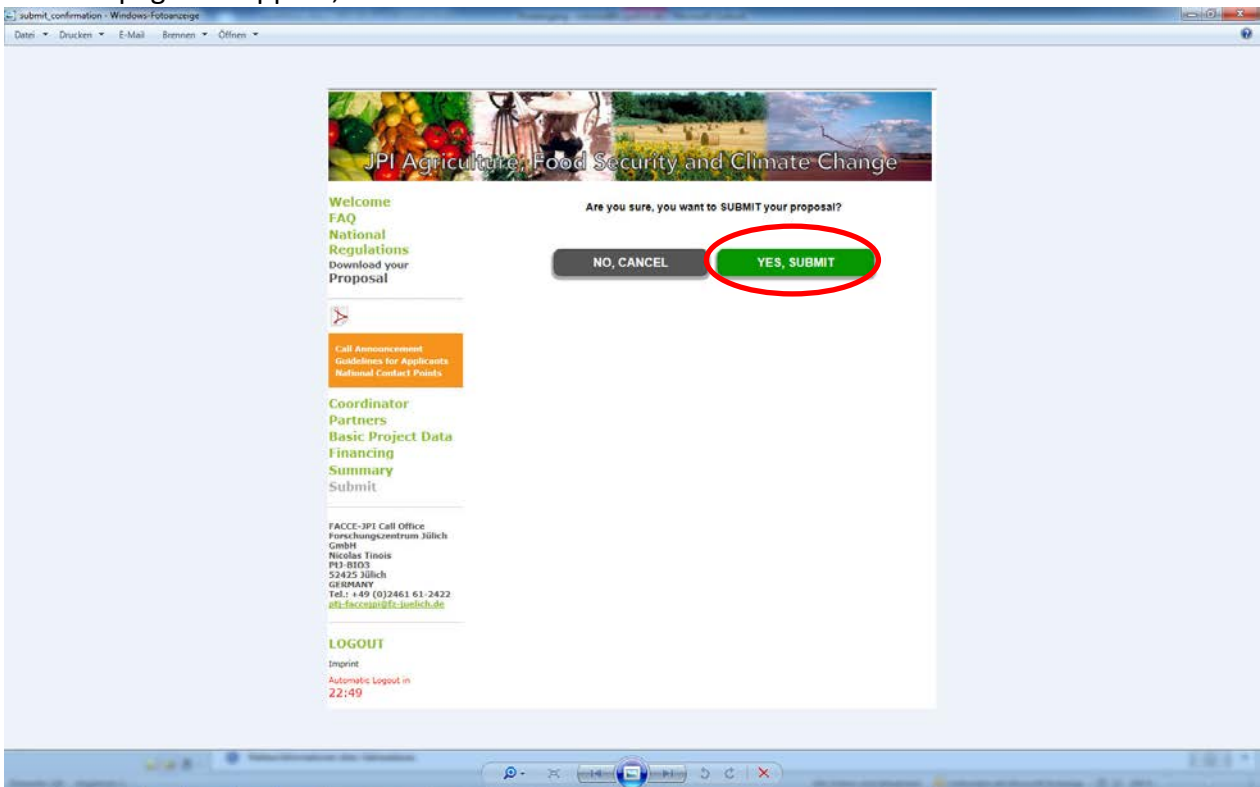
- Project Coordinator
  - Street: Field is required
  - Zip/Postal Code: Field is required
  - Town/City: Field is required
  - Telephone Number: Field is required
- Project Data
  - Project Title: Field is required
  - Project Acronym: Field is required
  - Duration: Field is required
  - Expected Start: Field is required
  - Expected End: Field is required
- Project Partners
  - Partner 2, Street: Field is required
  - Partner 2, Zip/Postal Code: Field is required
  - Partner 2, Town/City: Field is required
  - Partner 2, Telephone Number: Field is required
  - Partner 3, Street: Field is required
  - Partner 3, Zip/Postal Code: Field is required
  - Partner 3, Town/City: Field is required
  - Partner 3, Telephone Number: Field is required

At the bottom, there is a "LOGOUT" section with "Imprint" and "Automatic Logout in 20:13".

If all minimal necessary information has been provided, a green-coloured button “Submit” is provided:



Another page will appear, the coordinator needs then to confirm the submission to finalise it:



Once the proposal is submitted, each partner of the consortium receives an email notification. The coordinator may update the Pre-proposal until the submission deadline. Then s/he needs to submit again, **only the last submitted version will be forwarded** for the eligibility check and evaluation.