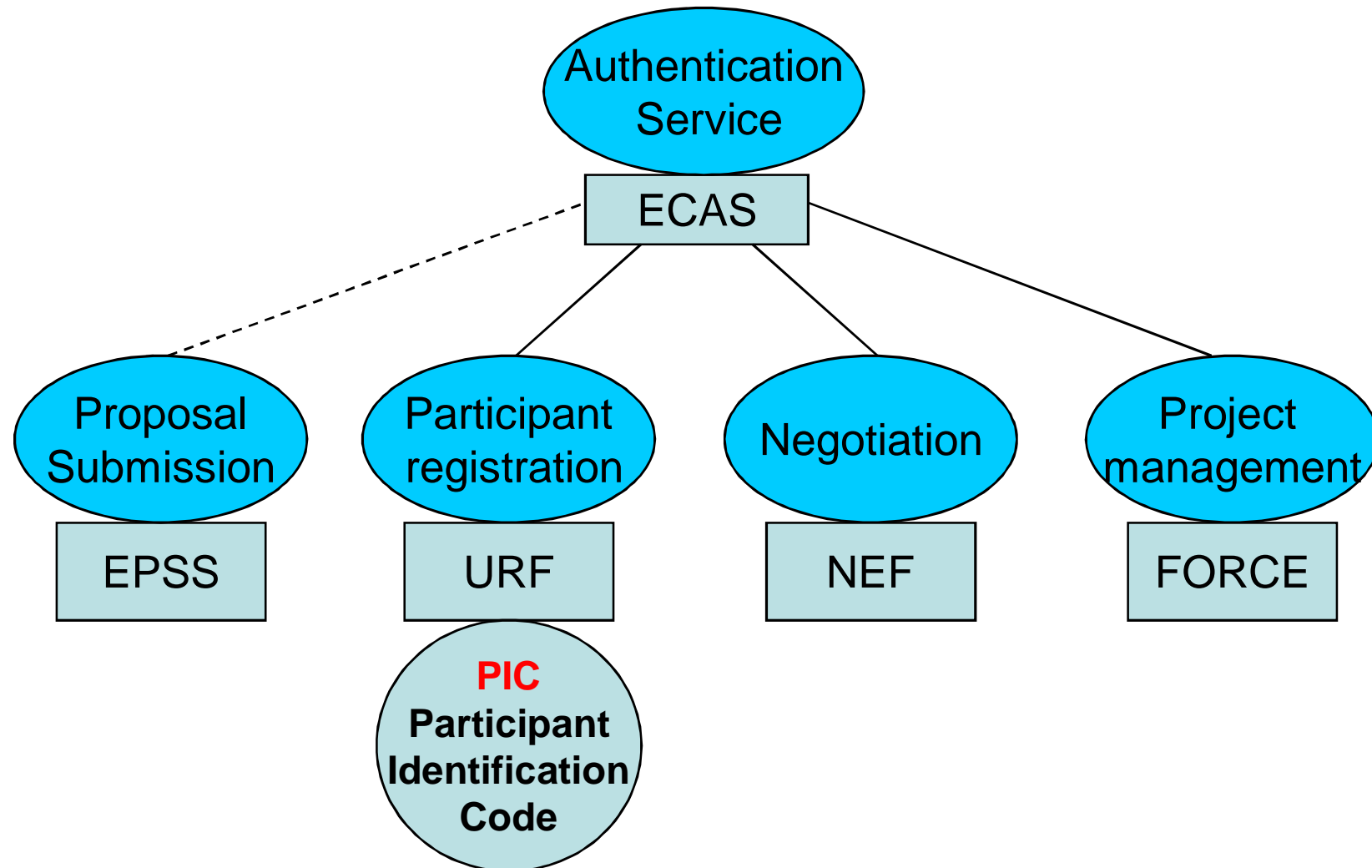


Administrative aspects of FP7 proposals

Aleksander Bakowski
NCP Poland
Institute of Fundamental
Technological Research PAS





EPSS

Electronic Proposal Submission System

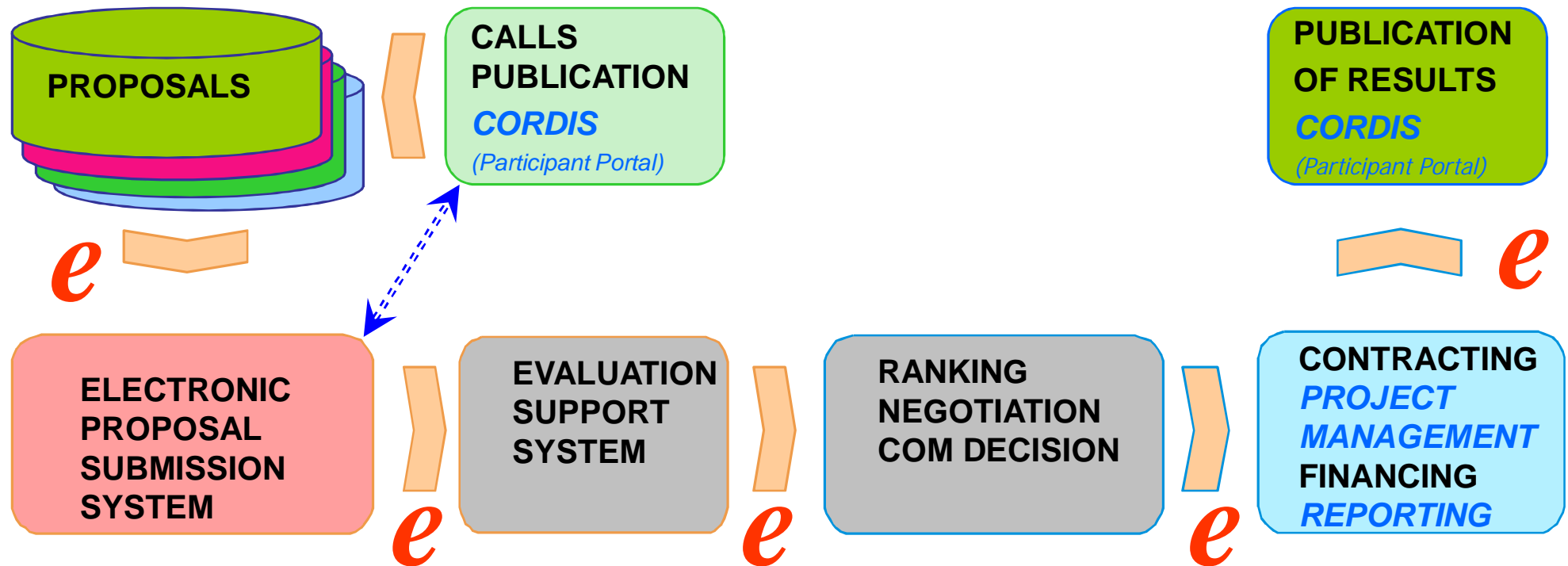


What is the EPSS ?

- EPSS = Electronic Proposals Submission System
- An electronic system enabling project coordinators to **prepare and submit their proposal online** through the Internet using a web site accessed seamlessly from Cordis (*Participant Portal in the future*) or accessed directly once the participant is registered
- Operating 7 days a week, operating 24 hours a day, free of charge to the participants, supporting most IT configurations, avoiding paper based submission costs and issues



EPSS in the FP7 process chain

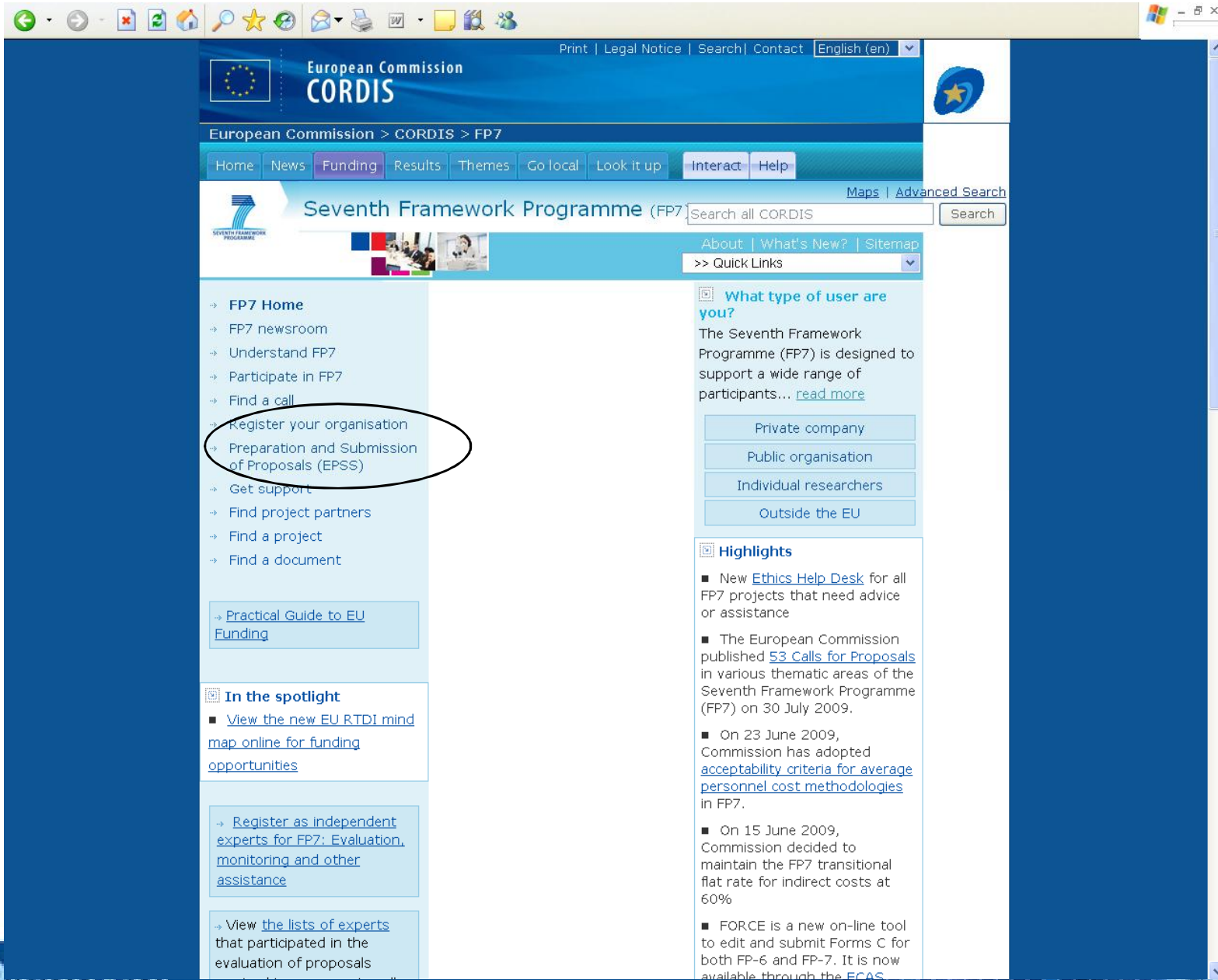


e : electronic information transfer



Step 1: **Obtaining an account from the EPSS**





European Commission
CORDIS

European Commission > CORDIS > FP7

Home News Funding Results Themes Go local Look it up Interact Help

Seventh Framework Programme (FP7) Search all CORDIS Search

About | What's New? | Sitemap
>> Quick Links

→ **FP7 Home**

- FP7 newsroom
- Understand FP7
- Participate in FP7
- Find a call
- Register your organisation
- **Preparation and Submission of Proposals (EPSS)**
- Get support
- Find project partners
- Find a project
- Find a document

→ [Practical Guide to EU Funding](#)

In the spotlight

- [View the new EU RTDI mind map online for funding opportunities](#)

→ [Register as independent experts for FP7: Evaluation, monitoring and other assistance](#)

→ View [the lists of experts](#) that participated in the evaluation of proposals

What type of user are you?

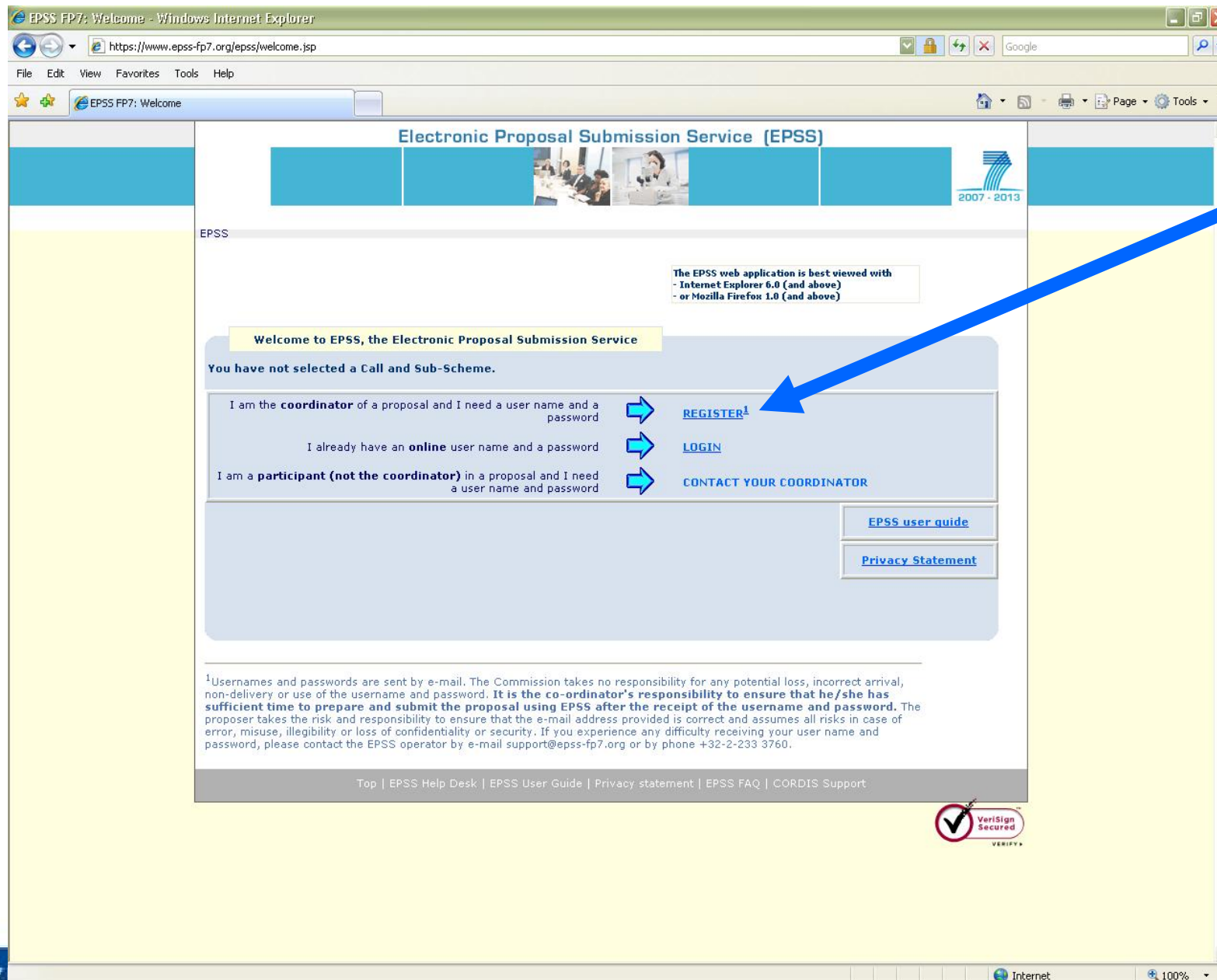
The Seventh Framework Programme (FP7) is designed to support a wide range of participants... [read more](#)

- Private company
- Public organisation
- Individual researchers
- Outside the EU

Highlights

- New [Ethics Help Desk](#) for all FP7 projects that need advice or assistance
- The European Commission published [53 Calls for Proposals](#) in various thematic areas of the Seventh Framework Programme (FP7) on 30 July 2009.
- On 23 June 2009, Commission has adopted [acceptability criteria for average personnel cost methodologies](#) in FP7.
- On 15 June 2009, Commission decided to maintain the FP7 transitional flat rate for indirect costs at 60%
- FORCE is a new on-line tool to edit and submit Forms C for both FP-6 and FP-7. It is now available through the ECAS.





The screenshot shows the EPSS (Electronic Proposal Submission Service) website in a Windows Internet Explorer browser window. The address bar shows the URL <https://www.epss-fp7.org/epss/welcome.jsp>. The page title is "EPSS FP7: Welcome".

The main content area is titled "Electronic Proposal Submission Service (EPSS)" and features a blue header with the EPSS logo and the years "2007 - 2013". Below the header, there is a yellow box with the text "Welcome to EPSS, the Electronic Proposal Submission Service".

The main content area is divided into three sections:

- You have not selected a Call and Sub-Scheme.**
- I am the **coordinator** of a proposal and I need a user name and a password** → [REGISTER¹](#)
- I already have an **online** user name and a password** → [LOGIN](#)
- I am a **participant (not the coordinator)** in a proposal and I need a user name and password** → [CONTACT YOUR COORDINATOR](#)

Below these sections, there are two buttons: [EPSS user guide](#) and [Privacy Statement](#).

A blue arrow points from the right side of the page towards the [REGISTER¹](#) link.

¹Usernames and passwords are sent by e-mail. The Commission takes no responsibility for any potential loss, incorrect arrival, non-delivery or use of the username and password. **It is the co-ordinator's responsibility to ensure that he/she has sufficient time to prepare and submit the proposal using EPSS after the receipt of the username and password.** The proposer takes the risk and responsibility to ensure that the e-mail address provided is correct and assumes all risks in case of error, misuse, illegibility or loss of confidentiality or security. If you experience any difficulty receiving your user name and password, please contact the EPSS operator by e-mail support@epss-fp7.org or by phone +32-2-233 3760.

At the bottom of the page, there is a footer with the text: "Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support".

In the bottom right corner, there is a VeriSign Secured logo.



EPSS FP7: Registration - Windows Internet Explorer

https://www.epss-fp7.org/epss/registrationCoordinatorInformation.jsp;jsessionid=0a01012b30d7c30d1692fec48c1bc72ddcba7d6cda2.e38Qbx8Mbh0Pb00Rbhurc34Rbx...

File Edit View Favorites Tools Help

EPSS FP7: Registration

Electronic Proposal Submission Service (EPSS)

2007 - 2013

EPSS

Registration - Personal Details

Call Selected: **FP7-ENERGY-2010-2**
Sub-Scheme Selected: **CP**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC
[View PIC data](#)

Title *

First name *

Organisation Short Name *

Telephone *

E-mail *

Warning: Only proposal Coordinators should register. Partners should obtain the req...

Top | EPSS Help Desk | EPSS User Guide | Privacy statem...

PIC - Verify Data

The PIC you entered is associated with the data indicated below.
Please verify and click OK if you accept.
After obtaining your EPSS account, you will still be able to remove the PIC-data if you decide not to use it.

PIC information:
PIC: 123456789

Organisation information:
Organisation Legal Name: TEST Organization
Organisation Short Name: TEST
Street name and number: Street 1
City: Brussels
Country: BELGIUM
Postcode: 1234

Registration without PIC

EPSS FP7: Registration - Windows Internet Explorer

https://www.epss-fp7.org/epss/registrationCoordinatorInformation.jsp;jsessionid=0a01012b30d7c30d1692ffec48c1bc72ddcba7d6cda2.e38Qbx8Mbh0Pb00RbhuRc34Rbx

File Edit View Favorites Tools Help

EPSS FP7: Registration

Electronic Proposal Submission Service (EPSS)

2007 - 2013

EPSS

Registration - Personal Details

Call Selected: **FP7-ENERGY-2010-2**
Sub-Scheme Selected: **CP**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC
[View PIC data](#)

Title *

First name * Surname *


Organisation Short Name *

Telephone *

E-mail *

Warning: Only proposal Coordinators should register. Partners should obtain the registration information from the proposal Coordinator.

Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support



→ EPSS registration mail

- The EPSS registration email, which contains the access codes to prepare and submit the proposal, will be sent to the email address you define during the registration.

→ First login

- As a coordinator you must use the login and password that has been sent to you by e-mail to access the EPSS.
- Go to <https://www.epss-fp7.org> to login

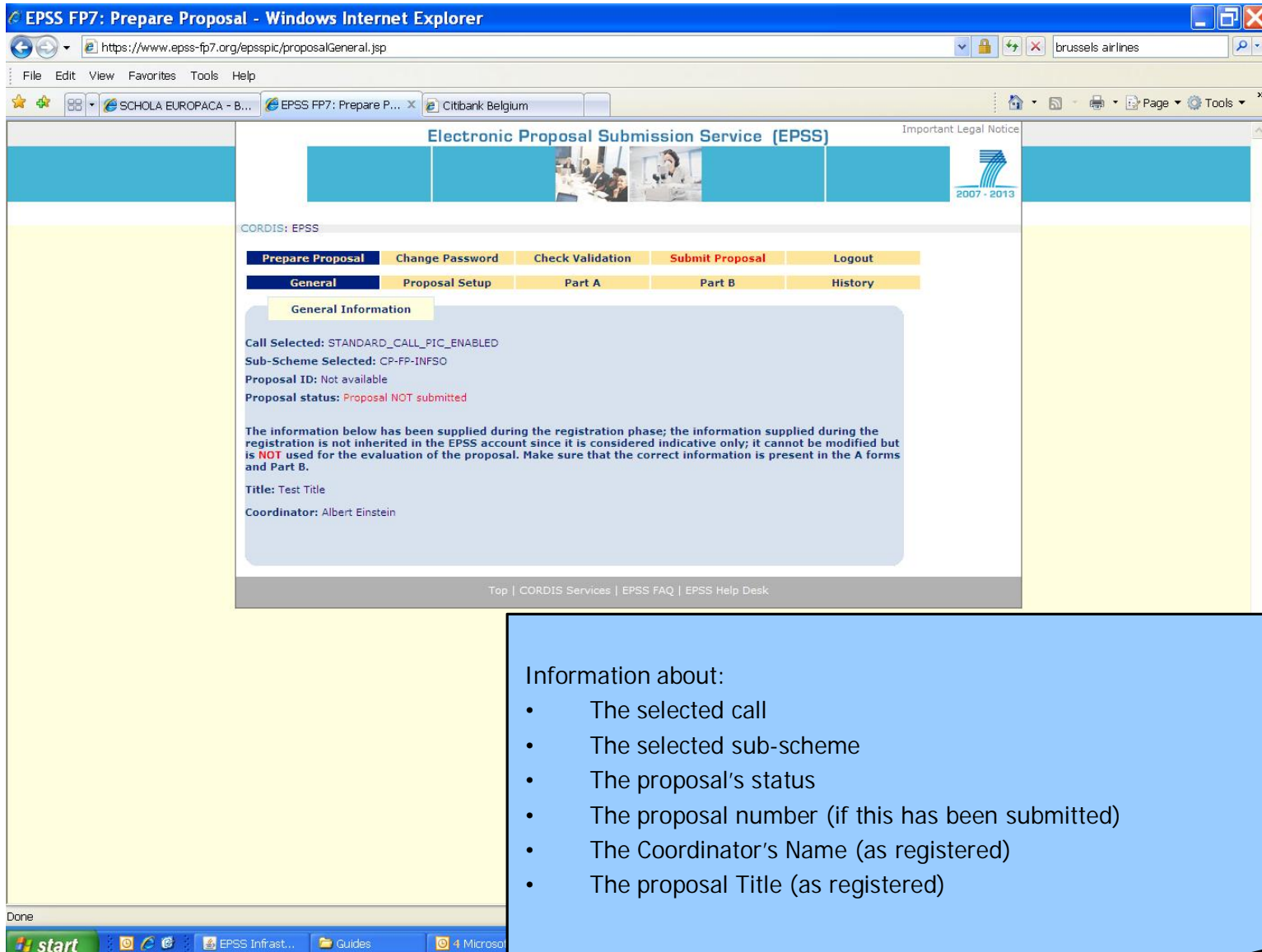
→ Subsequent logins

- Go to <https://www.epss-fp7.org>
- Introduce the –Coordinator or Other participant- User ID
- Enter the –modified Coordinator or Other participant- Password
- **Note: By entering the proposal as another participant, you can only access your A2 Form for editing. Other participants can view all proposal information but only edit A2 forms.**



Step 2: Proposal setup





EPSS FP7: Prepare Proposal - Windows Internet Explorer

https://www.epss-fp7.org/epsspic/proposalGeneral.jsp

File Edit View Favorites Tools Help

SCHOLA EUROPACA - B... EPSS FP7: Prepare P... Citibank Belgium

Electronic Proposal Submission Service (EPSS) Important Legal Notice

CORDIS: EPSS

Prepare Proposal Change Password Check Validation Submit Proposal Logout

General Proposal Setup Part A Part B History

General Information

Call Selected: STANDARD_CALL_PIC_ENABLED
Sub-Scheme Selected: CP-FP-INFPO
Proposal ID: Not available
Proposal status: Proposal NOT submitted

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is NOT used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.

Title: Test Title
Coordinator: Albert Einstein

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

start EPSS Infrastr... Guides 4 Microsoft


Information about:

- The selected call
- The selected sub-scheme
- The proposal's status
- The proposal number (if this has been submitted)
- The Coordinator's Name (as registered)
- The proposal Title (as registered)



Add participant with PIC

Electronic Proposal Submission Service (EPSS) Important Legal Notice





2007 - 2013

CORDIS: EPSS

[Prepare Proposal](#) | [Change Password](#) | [Check Validation](#) | [Submit Proposal](#) | [Logout](#)
[General](#) | [Proposal Setup](#) | [Part A](#) | [Part B](#) | [History](#)

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	Test			Albert.Einstein@company.org	Edit details

Add Participant

Participant Identification Code [PIC info?](#)

PIC

Organisation Short Name *

Participant E-mail(s) *

Top | CORDIS Service

In the proposal setup section you define the number of other participants that participate in your project. Note: The first participant is always the co-ordinator.

To add another participant to the proposal, you may provide the relevant participant's PIC number and must provide a participant short name and e-mail address.

If a PIC is provided then the corresponding data will be retrieved from the database once the corresponding A2 form is opened.

You shall make sure that the responsible participant opens the corresponding A.2 form in order to finish validation.



Add participant without PIC

Electronic Proposal Submission Service (EPSS) Important Legal Notice

CORDIS: EPSS

[Prepare Proposal](#) | [Change Password](#) | [Check Validation](#) | [Submit Proposal](#) | [Logout](#)
[General](#) | [Proposal Setup](#) | [Part A](#) | [Part B](#) | [History](#)

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	Test			Albert.Einstein@company.org	Edit details

Add Participant

Participant Identification Code [PIC info?](#)
 PIC [Clear PIC-data](#)

Organisation Short Name *
Participant E-mail(s) *

Status of your organisation [Status info?](#)
 Non Profit Organisation yes no
 Public Body yes no
 Research Organisation yes no
 Higher, secondary education establishment yes no

Method of determining Indirect Costs [Cost model info?](#)

Actual Indirect Costs
 Actual Indirect Costs calculated using a Simplified Method
 Standard Flat Rate of 20%
 Transitional Flat Rate (p. t. 60%)
 Lump Sum (only for ICPC)

The following information is also requested by filling manually – mandatory fields marked with red asterisk:

- The legal status of organization
- The Method of determining the Indirect Cost
- Click "Add Participant".

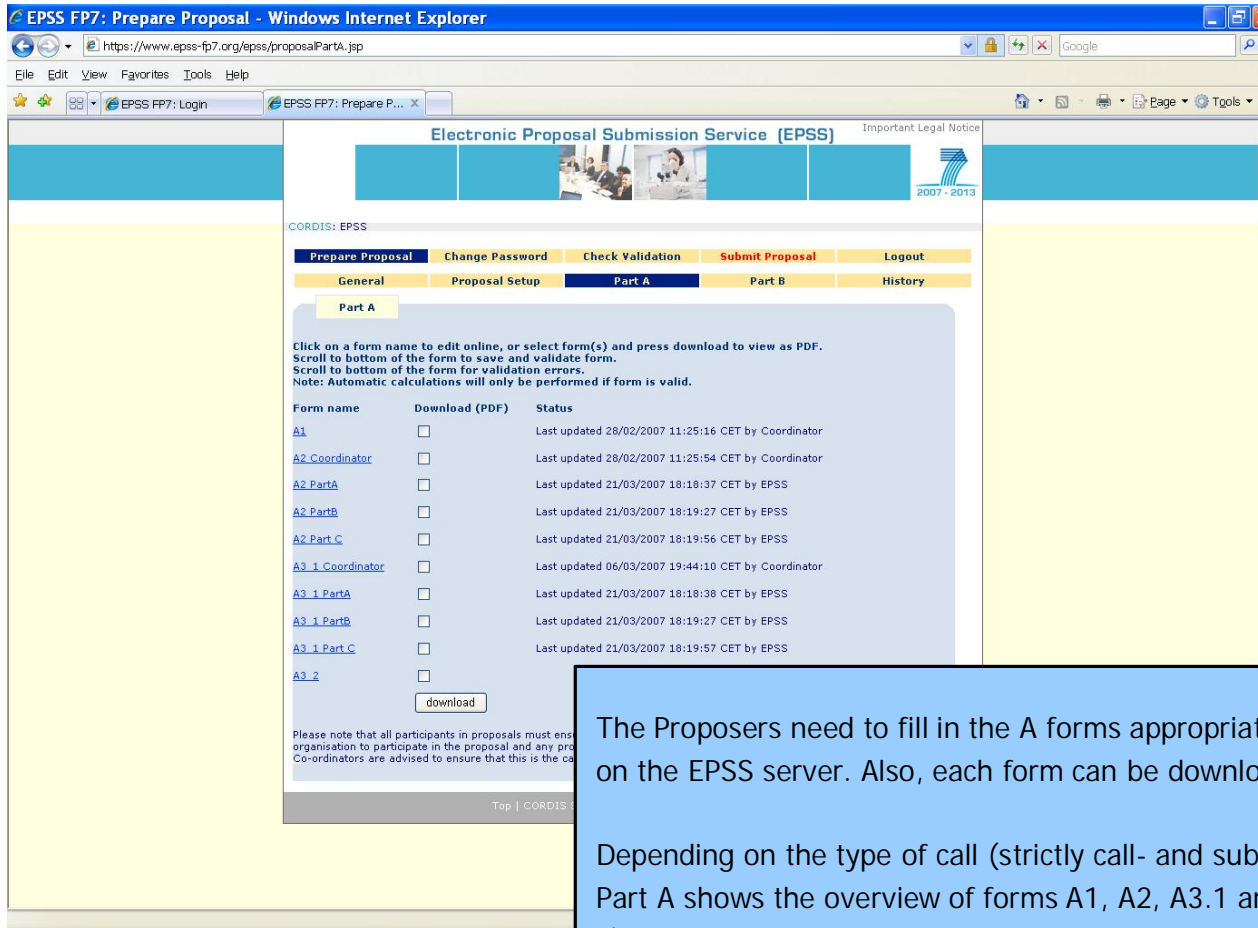
Once a participant is added, the system automatically creates an A2 form and either an A3.1 form or extra rows in the A3/A4 form depending on the call.

Those forms are accessible via the A2-Link, A3-Link buttons, but they can also be found after clicking in the "Part A" Tab.



Step 3: Part A – Administrative forms





The screenshot shows the 'Electronic Proposal Submission Service (EPSS)' interface. The main content area is titled 'Part A' and contains a table of forms. The table has three columns: 'Form name', 'Download (PDF)', and 'Status'. Below the table is a 'download' button. A note at the bottom of the table states: 'Please note that all participants in proposals must ensure that the contact information for the organization to participate in the proposal and any project coordinators are advised to ensure that this is the case.'

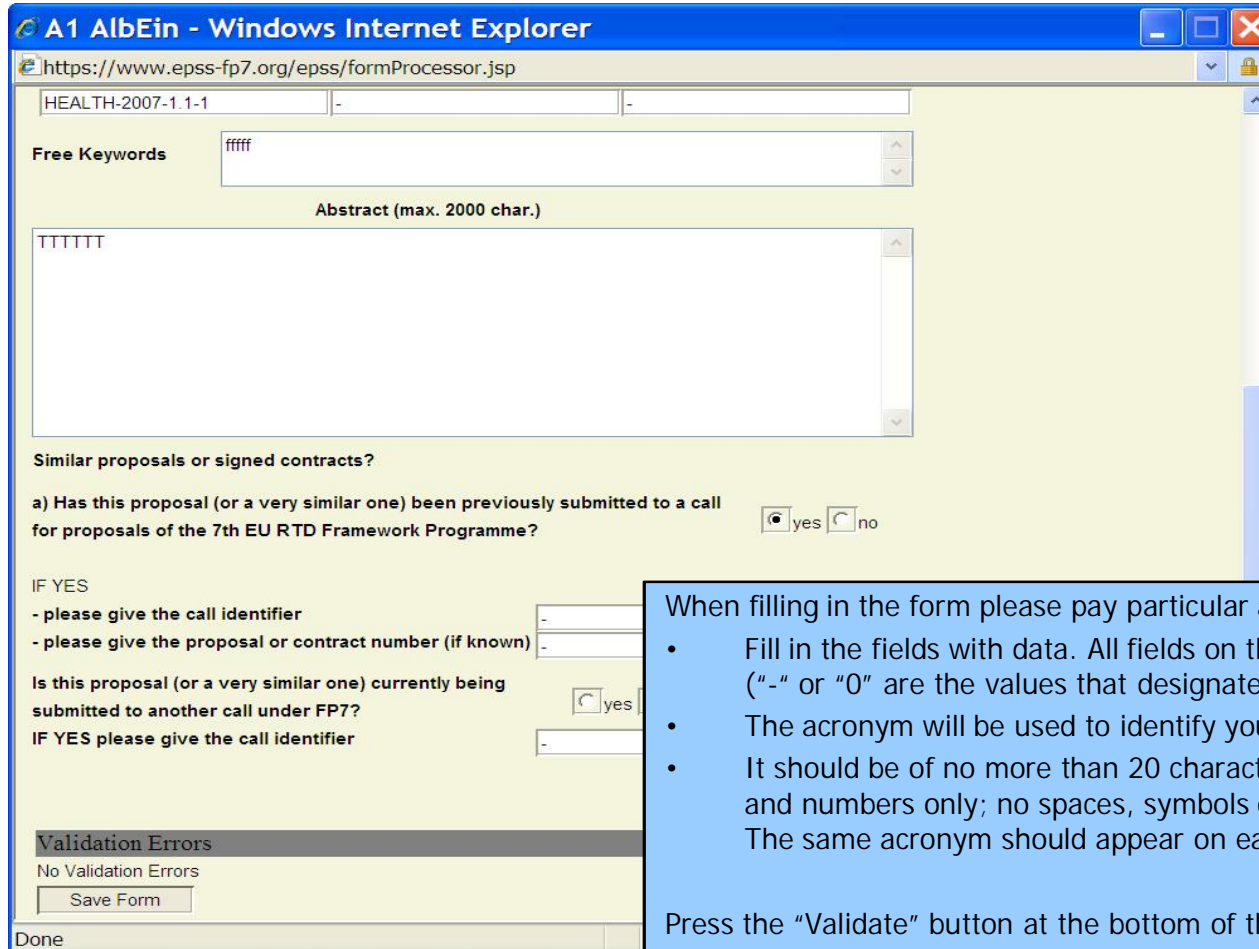
Form name	Download (PDF)	Status
A1	<input type="checkbox"/>	Last updated 28/02/2007 11:25:16 CET by Coordinator
A2_Coordinator	<input type="checkbox"/>	Last updated 28/02/2007 11:25:54 CET by Coordinator
A2_PartA	<input type="checkbox"/>	Last updated 21/03/2007 18:18:37 CET by EPSS
A2_PartB	<input type="checkbox"/>	Last updated 21/03/2007 18:19:27 CET by EPSS
A2_PartC	<input type="checkbox"/>	Last updated 21/03/2007 18:19:56 CET by EPSS
A3_1_Coordinator	<input type="checkbox"/>	Last updated 06/03/2007 19:44:10 CET by Coordinator
A3_1_PartA	<input type="checkbox"/>	Last updated 21/03/2007 18:18:38 CET by EPSS
A3_1_PartB	<input type="checkbox"/>	Last updated 21/03/2007 18:19:27 CET by EPSS
A3_1_PartC	<input type="checkbox"/>	Last updated 21/03/2007 18:19:57 CET by EPSS
A3_2	<input type="checkbox"/>	

The Proposers need to fill in the A forms appropriately and save them on the EPSS server. Also, each form can be downloaded as a PDF file.

Depending on the type of call (strictly call- and sub-scheme-specific), Part A shows the overview of forms A1, A2, A3.1 and the summary A3.2 (certain subschema also have an A4 form or don't have the A3.1/A3.2 forms).

Note: If a participant has been added with the use of PIC, then a set of fields on the A2 form will already be pre-filled with information as retrieved from the database. Only some of these fields are editable.





A1 AlbEin - Windows Internet Explorer
https://www.epss-fp7.org/epss/formProcessor.jsp

HEALTH-2007-1.1-1 - -

Free Keywords ffff

Abstract (max. 2000 char.)
TTTTTT

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme? yes no

IF YES
- please give the call identifier -
- please give the proposal or contract number (if known) -

Is this proposal (or a very similar one) currently being submitted to another call under FP7? yes

IF YES please give the call identifier -

Validation Errors
No Validation Errors
Save Form

Done

When filling in the form please pay particular attention to the verification:

- Fill in the fields with data. All fields on the forms are mandatory (“-” or “0” are the values that designate the “none” or “Non applicable” value)
- The acronym will be used to identify your proposal efficiently in the call.
- It should be of no more than 20 characters (use standard Latin alphabet and numbers only; no spaces, symbols or special characters please). The same acronym should appear on each page of the part B of your proposal.


Press the “Validate” button at the bottom of the form:

- The validation is looking for formal errors in the forms
- If it finds errors, it indicates which fields are wrongly filled.

If all the necessary fields are filled in you will find “no validation errors” at the bottom of the form.



https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer


EUROPEAN COMMISSION
 7th Framework Programme on
 Research, Technological
 Development and Demonstration

Collaborative Project **A2.1:
Participants**

Proposal Number Proposal Acronym Participant Number

If your organisation has already registered for FP7,
 enter your Participant Identity Code

Organisation Legal name
 Organisation short name

Administrative Data

Legal address

Street name Number
 Town Postal Code/Cedex
 Country

Internet homepage

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.
 The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories:

Not-for-profit organisation	<input type="checkbox"/> yes	<input type="checkbox"/> no
Public body	<input type="checkbox"/> yes	<input type="checkbox"/> no
Research organisation	<input type="checkbox"/> yes	<input type="checkbox"/> no
Higher or secondary education establishment	<input type="checkbox"/> yes	<input type="checkbox"/> no

EPSS Help

Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

Done Internet



Part A2.1 – Participants

https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer

1. Is your number of employees smaller than 250? (full time equivalent) yes no

2. Is your annual turnover smaller than € 50 million? yes no

3. Is your annual balance sheet total smaller than € 43 million? yes no

4. Are you an autonomous legal entity? yes no

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME.
Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME yes no

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal? yes no

if Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name First name(s)

Title Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Done Internet



https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer

Are there dependencies between your organisation and (an)other participant(s) in this proposal?

yes no

if Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name First name(s)

Title Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Town Postal Code/Cedex

Country Phone 1

Phone 2 Fax E-mail

Validation Errors

- No value specified for mandatory field "Sex"
- No value specified for mandatory field "Department/Faculty/Institute/Laboratory name/..."
- No value specified for mandatory field "Number"
- No value specified for mandatory field "Phone 1"

Done Internet

https://213.246.205.39 - A3_1 CEE - Microsoft Internet Explorer

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project **A3.1: Budget**

Proposal Number Proposal Acronym Participant Number

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes
**. Please be aware that not all options are available to all types of organisations.

Please indicate the way in which you will report your indirect costs:

My legal entity is established in an ICPC and I shall use the lump sum funding method yes no

	Type of Activity						Total
	RTD	Demonstration	Training	Coordination	Support	Management	
Personnel costs	-1000	2000	0	0	0	-520	480
Subcontracting	600	0	0	0	0	0	600
Other direct costs	0	0	0	0	0	0	0
Indirect costs	0	0	0	0	0	0	0
Lump sum, flat-rate or scale of unit (option only for ICPC)	0	0	0	0	0	0	0
Total budget	-400	2000	0	0	0	-520	1080
Requested EC contribution	-500000	-500000	0	0	0	-500000	-1500000
Total Receipts							-500000

EPSS Help
Demonstration activities means activities designed to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product like prototypes).

Validation Errors
No Validation Errors

Done

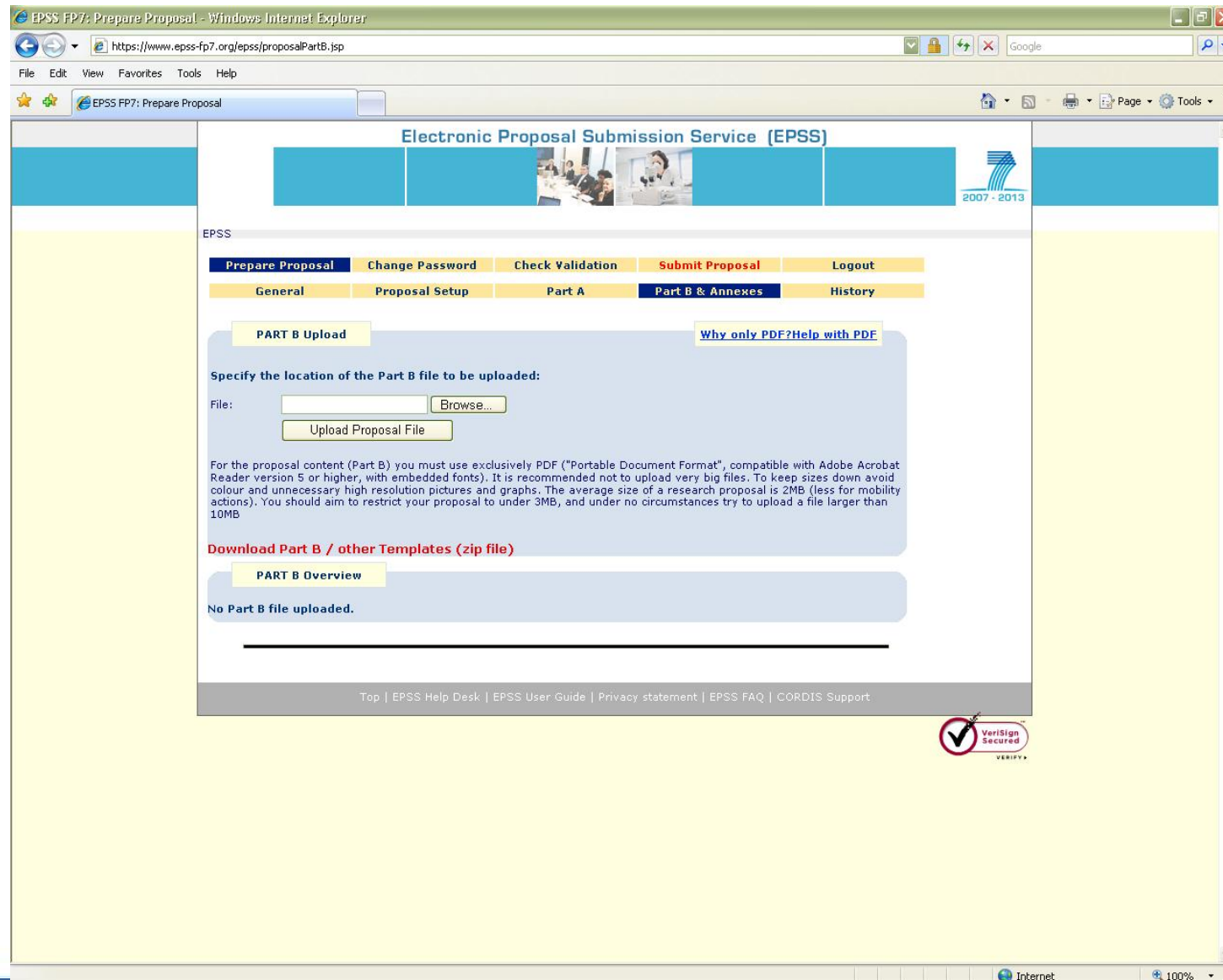
Note: the system does not verify the information entered at this stage



Step 4:
**Part B – Proposal content
and annexes**



Part B – Proposal Content



The screenshot shows a web browser window titled "EPSS FP7: Prepare Proposal - Windows Internet Explorer". The address bar shows the URL "https://www.epss-fp7.org/epss/proposalPartB.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "EPSS FP7: Prepare Proposal" and various navigation icons.

The main content area is titled "Electronic Proposal Submission Service (EPSS)" and features a navigation menu with the following options: "Prepare Proposal", "Change Password", "Check Validation", "Submit Proposal", "Logout", "General", "Proposal Setup", "Part A", "Part B & Annexes", and "History".

The "PART B Upload" section is highlighted. It includes a "Why only PDF? Help with PDF" link. Below this, it instructs users to "Specify the location of the Part B file to be uploaded:" and provides a "File:" input field with a "Browse..." button and an "Upload Proposal File" button.

A detailed instruction follows: "For the proposal content (Part B) you must use exclusively PDF ('Portable Document Format', compatible with Adobe Acrobat Reader version 5 or higher, with embedded fonts). It is recommended not to upload very big files. To keep sizes down avoid colour and unnecessary high resolution pictures and graphs. The average size of a research proposal is 2MB (less for mobility actions). You should aim to restrict your proposal to under 3MB, and under no circumstances try to upload a file larger than 10MB."

Below the instruction is a "Download Part B / other Templates (zip file)" link and a "PART B Overview" link. The status "No Part B file uploaded." is displayed.

At the bottom of the page, there is a footer with links: "Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support". A "VeriSign Secured" logo is also present.



Part B – Proposal Content

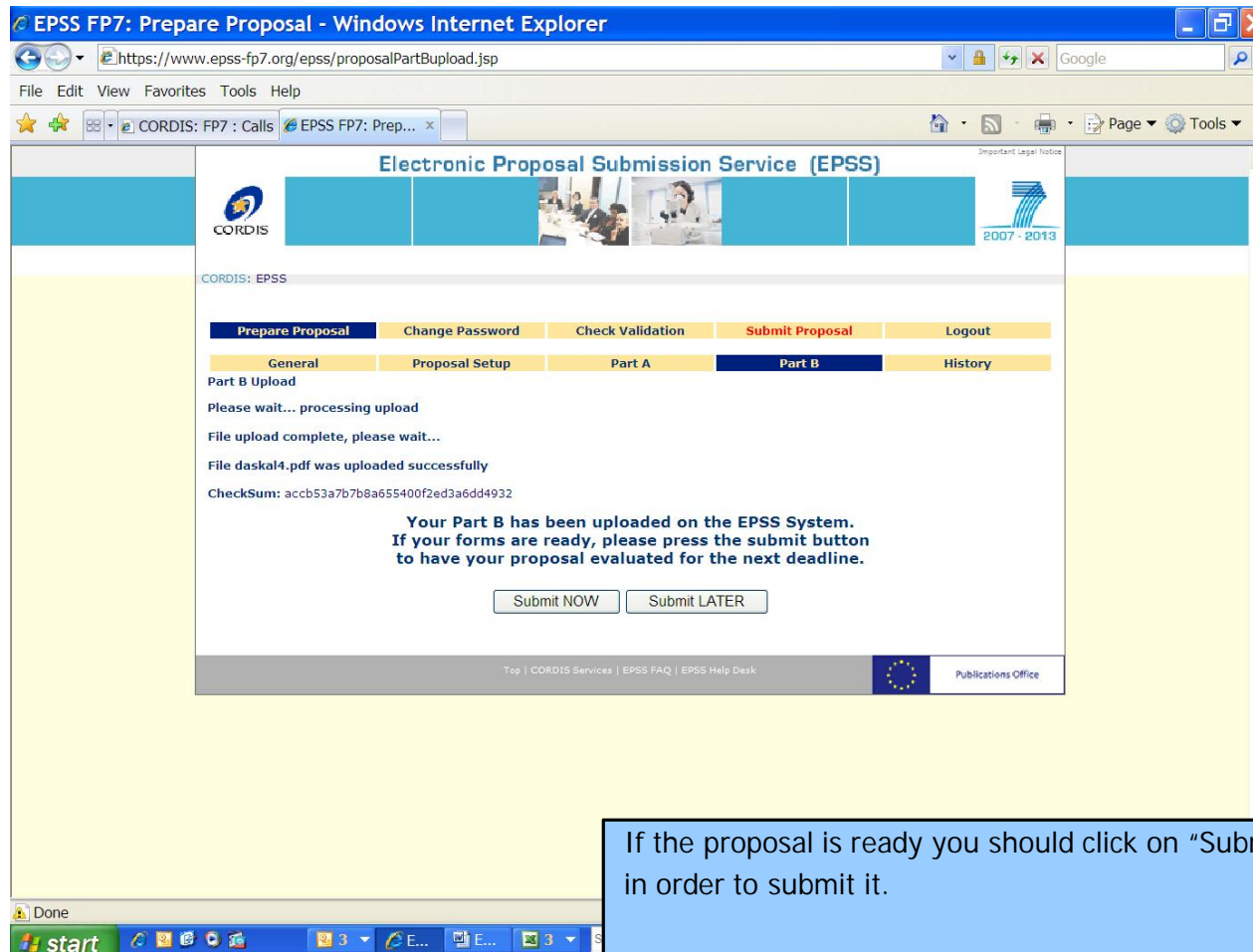
- The format of part B of a proposal (the description of the content of the proposal) for the specific call is specified in the so called “Part B Template” file.
- Use exclusively PDF (“portable document format”, compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Other file formats will NOT be accepted by the system.
- Do not use special characters in the file name. The system will prevent you from uploading such files.
- Unless otherwise specified in the call legal text, only one PDF file comprising the complete technical annex (part B) can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected during the evaluation of the proposal.
- There are some calls though (i.e. calls for the Marie Curie funds) that request two separate Part B files namely Section 1 and Section 2. If this is the case, then all instructions remain the same with the only difference that the user will have to provide 2 separate files. Format and naming convention applies for these files.



- For the majority of instruments and project types in FP7, part A and part B form the complete proposal, so it might be that this section does not appear for your case.
- For some particular actions, additional annexes can be required. In this case, you can use the Annex Upload section to locate and upload them. You should not annex any other files unless this is specifically requested in the Call Text. For the Annex content the only supported format is PDF (and XLS in specific calls). The Annex filename must be different from the Part B filename. Please respect the maximum size limit of 10 MB.
- In case of uploading annexes to the EPSS, please make sure that the name of the annex file is NOT identical with the name of your part B file!
- Before being saved to the EPSS database, the Part B and Annex files are checked for viruses. If files are found to be infected they are rejected by the system and the user is warned.



Part B – Successful upload



The screenshot shows a web browser window titled "EPSS FP7: Prepare Proposal - Windows Internet Explorer". The address bar shows the URL "https://www.epss-fp7.org/epss/proposalPartBupload.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows various icons for navigation and tools. The main content area displays the "Electronic Proposal Submission Service (EPSS)" interface. At the top, there is a navigation menu with buttons for "Prepare Proposal", "Change Password", "Check Validation", "Submit Proposal", and "Logout". Below this, there is a sub-menu with buttons for "General", "Proposal Setup", "Part A", "Part B", and "History". The "Part B" button is highlighted. The main content area shows a confirmation message: "Part B Upload", "Please wait... processing upload", "File upload complete, please wait...", "File daskal4.pdf was uploaded successfully", and "Checksum: accb53a7b7b8a655400f2ed3a6dd4932". A large blue box contains the text: "Your Part B has been uploaded on the EPSS System. If your forms are ready, please press the submit button to have your proposal evaluated for the next deadline." Below this text are two buttons: "Submit NOW" and "Submit LATER". At the bottom of the page, there is a footer with "Top | CORDIS Services | EPSS FAQ | EPSS Help Desk" and the "Publications Office" logo.

If the proposal is ready you should click on "Submit NOW" and all buttons that follow in order to submit it.

If not, then click on "Submit LATER" or any other of the Tabs in order to continue with its preparation.

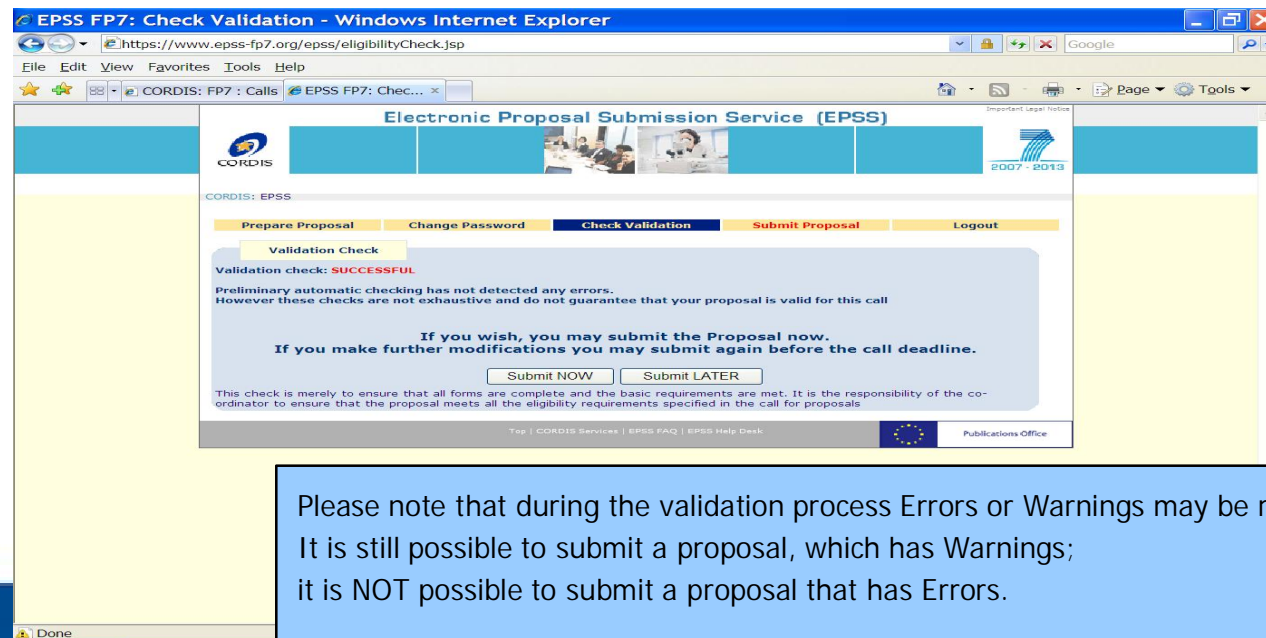


- Upload your proposal early in the process and press the “submit” button and all buttons that follow in the subsequent pages. Doing this ensures that an interim version of the proposal text (the part B) is already present on the system. Remember that the system allows multiple uploads of the proposal text and this facility should be used to avoid the call closure rush.
- In some rare instances, the proposal may be altered while in transit on the Internet. To check that the uploaded file has been received unaltered, perform a download of the part B.
- Practice the conversion of the file to the PDF format. The conversion may take an extended period of time if the page layout is complex or contains graphics. There is no point in creating a PDF document with a resolution higher than 300 DPI and in black and white. Nuances of grey may be reproduced but should be avoided for legibility purposes



Step 5: **Validation**

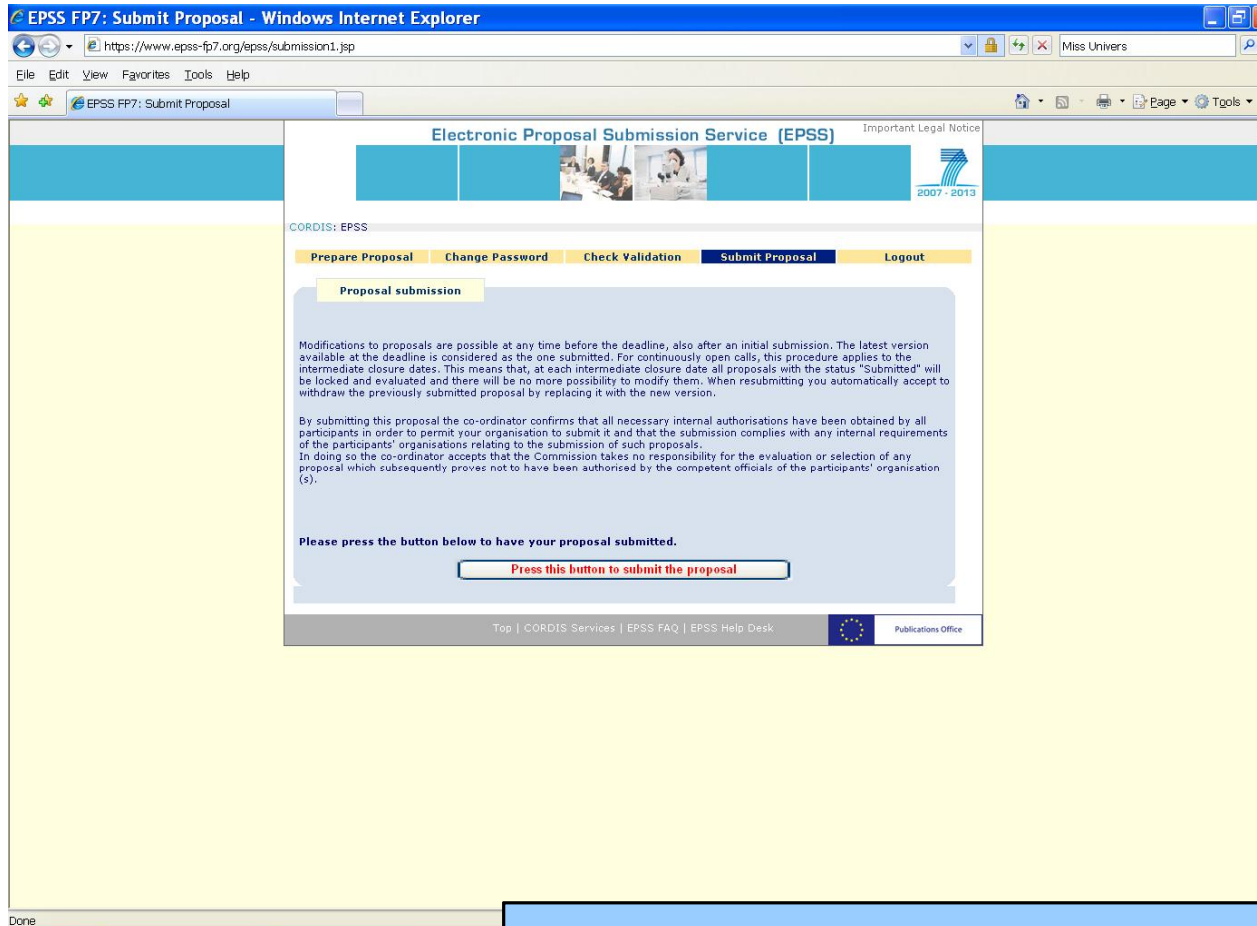




Please note that during the validation process Errors or Warnings may be reported. It is still possible to submit a proposal, which has Warnings; it is NOT possible to submit a proposal that has Errors.

Step 6: **Submission**





EPSS FP7: Submit Proposal - Windows Internet Explorer

https://www.epss-fp7.org/epss/submission1.jsp

Miss Univers

File Edit View Favorites Tools Help

EPSS FP7: Submit Proposal

Electronic Proposal Submission Service (EPSS) Important Legal Notice

2007 - 2013

CORDIS: EPSS

Prepare Proposal Change Password Check Validation **Submit Proposal** Logout

Proposal submission

Modifications to proposals are possible at any time before the deadline, also after an initial submission. The latest version available at the deadline is considered as the one submitted. For continuously open calls, this procedure applies to the intermediate closure dates. This means that, at each intermediate closure date all proposals with the status "Submitted" will be locked and evaluated and there will be no more possibility to modify them. When resubmitting you automatically accept to withdraw the previously submitted proposal by replacing it with the new version.

By submitting this proposal the co-ordinator confirms that all necessary internal authorizations have been obtained by all participants in order to permit your organisation to submit it and that the submission complies with any internal requirements of the participants' organisations relating to the submission of such proposals.

In doing so the co-ordinator accepts that the Commission takes no responsibility for the evaluation or selection of any proposal which subsequently proves not to have been authorised by the competent officials of the participants' organisation (s).

Please press the button below to have your proposal submitted.

Press this button to submit the proposal

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

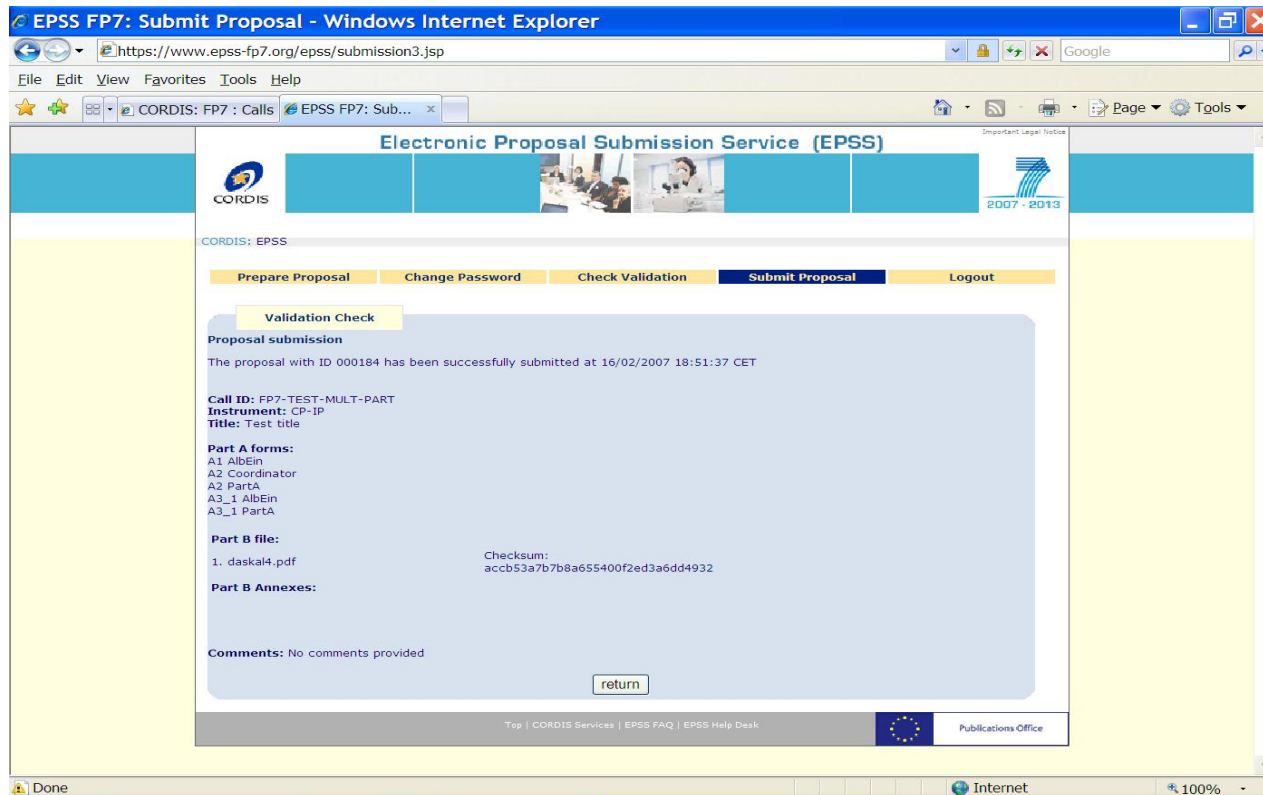
Publications Office

Done

In order to complete the proposal submission the proposer must select the "Submit Proposal" section

Without explicit submission, all the uploaded data (Forms, Part B, and Annexes) are simply saved in the EPSS database without forming a proposal package and without being recognized as a submitted proposal.

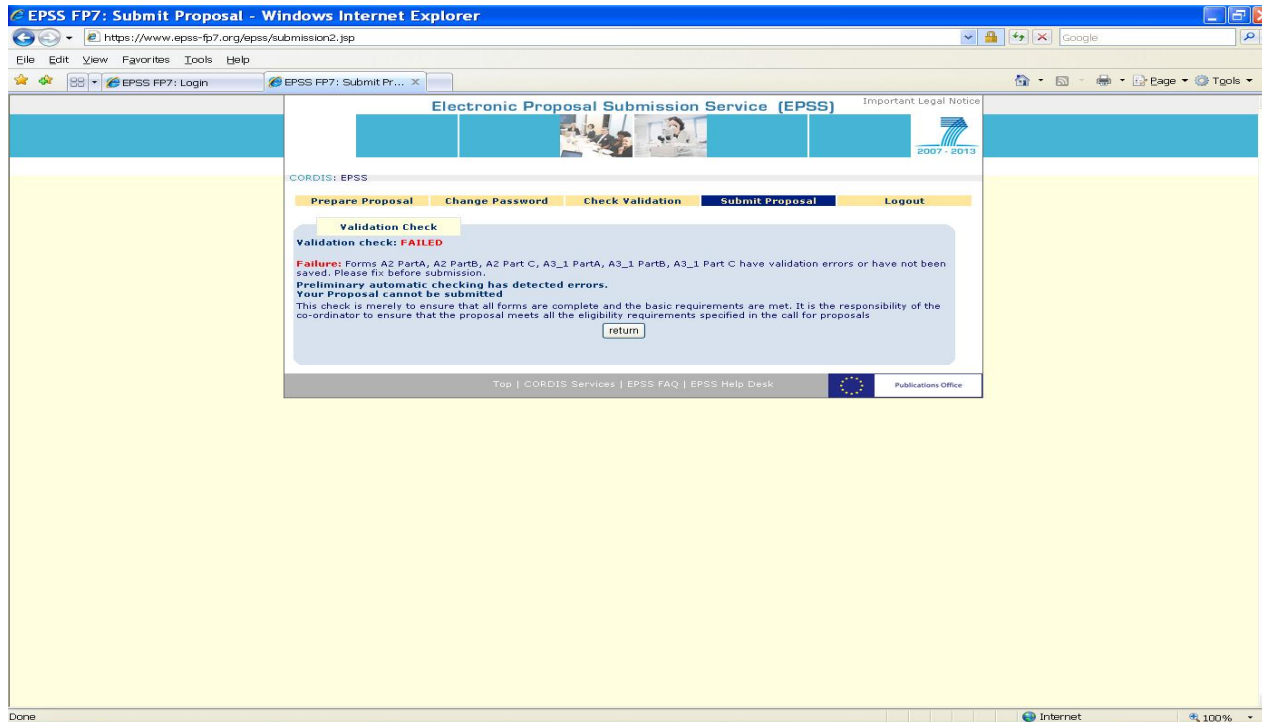
Successful submission



The screenshot shows a web browser window titled "EPSS FP7: Submit Proposal - Windows Internet Explorer". The address bar displays the URL "https://www.epss-fp7.org/epss/submission3.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is for the "Electronic Proposal Submission Service (EPSS)" and features a navigation menu with "Prepare Proposal", "Change Password", "Check Validation", "Submit Proposal", and "Logout". A "Validation Check" section displays a confirmation message: "The proposal with ID 000184 has been successfully submitted at 16/02/2007 18:51:37 CET". Below this, the submission details are listed: "Call ID: FP7-TEST-MULT-PART", "Instrument: CP-IP", and "Title: Test title". The "Part A forms" section lists: "A1 AlbEin", "A2 Coordinator", "A2 PartA", "A3_1 AlbEin", and "A3_1 PartA". The "Part B file" section shows: "1. daskal4.pdf" with a "Checksum: accb53a7b7b8a655400f2ed3a6dd4932". The "Part B Annexes" section is empty. A "Comments" section states "No comments provided". A "return" button is located at the bottom of the confirmation area. The footer of the page includes "Top | CORDIS Services | EPSS FAQ | EPSS Help Desk" and the "Publications Office" logo.



Unsuccessful submission



The screenshot shows a web browser window titled "EPSS FP7: Submit Proposal - Windows Internet Explorer". The address bar displays "https://www.epss-fp7.org/epss/submission2.jsp". The page content includes a navigation menu with "Prepare Proposal", "Change Password", "Check Validation", "Submit Proposal", and "Logout". A central message box indicates a "Validation Check" failure. The message text is as follows:

Validation Check
Validation check: FAILED
Failure: Forms A2 PartA, A2 PartB, A2 Part C, A3_1 PartA, A3_1 PartB, A3_1 Part C have validation errors or have not been saved. Please fix before submission.
Preliminary automatic checking has detected errors.
Your Proposal cannot be submitted
This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals.

A "return" button is located at the bottom of the message box. The footer of the page contains "Top | CORDIS Services | EPSS FAQ | EPSS Help Desk" and the "Publications Office" logo.



Conclusion Using the EPSS successfully



How should I proceed as a coordinator?

- Access the Cordis website for a specific call, register on the EPSS
- Check your electronic mail for the EPSS access details & FAQ
- Login for accessing the online EPSS
- Change the passwords for the coordinator and the partners
- Send the partner's username and password to the partners
- Set-up the proposal by indicating the number of participants, their participant id, name and email addresses, once in the registration process and after in the proposal setup screen
- Edit Part A forms (object, participants, budget)
- Upload the Part B file (detailed proposal text)
- Upload Part B annexes if needed or required
- Validate proposal to ensure basic checks are satisfied
- Submit the proposal
- Download the submitted file and check it is what you wish to submit
- Verify that the system gives a proposal number
- Logout and check your email for a confirmation mail

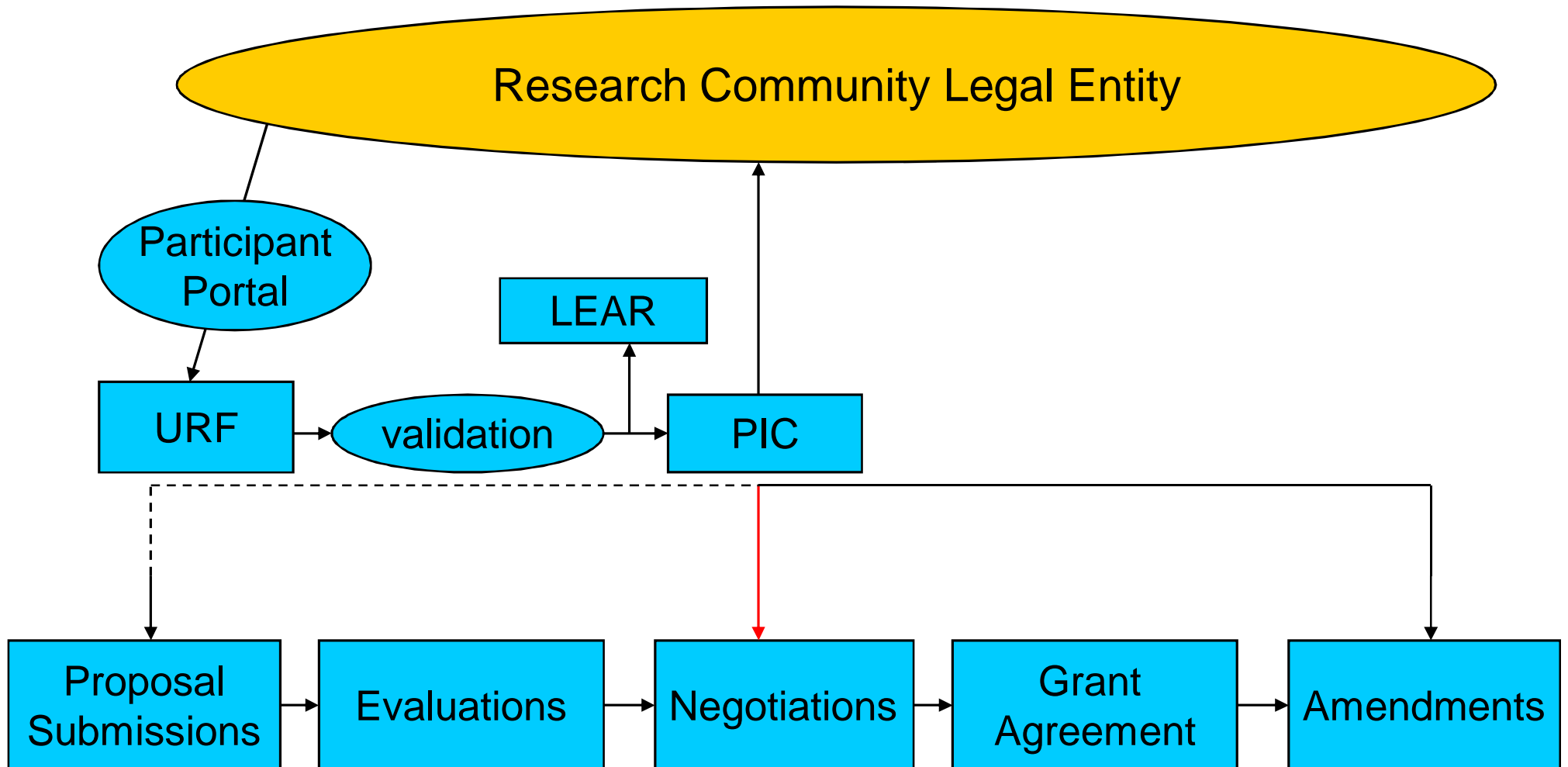


- The submit button disappears at 17:00:00.000, CET if you refresh the page
- No special characters in file names. Stick to 'A-Z', '0-9', '-'
- The system allows multiple submissions. Use the facility but do not abuse.
- Do not change budgets at the last moment: this may prevent you from getting the proposal submitted on time
- Do not upload the proposal at the last moment: this invalidates the previous submission
- Monitor CORDIS: the two systems are independent

In case of doubt, get support early:
contact the EPSS help desk on
+32 2 23 33 760 or support@epss-fp7.org
(workdays from 08:00 to 20:00)







The steps to register

- **STEP 1:** Use the [search](#) facility to check whether your organisation is already registered.
- **STEP 2:** If your organisation is not yet registered, you will need to obtain a Portal Account to begin the registration process. Please [register](#) with ECAS to obtain an ECAS account and password.
- **STEP 3:** [Register](#) your organisation using your ECAS account details. Submit your registration information to [the Central Validation Team \(CVT\)](#).
- **STEP 4:** CVT will then complete the necessary steps to identify your organisation. During this period, it is possible to [upload](#) additional documents.
- **STEP 5:** After identification, the CVT begins a verification process that will eventually lead to [the appointment of a Legal Entity Appointed Representative \(LEAR\)](#). During this period, the data that you have declared about your organisation can no longer be modified. You will however still be able to [upload](#) up to 10 Mb of additional supporting documents.
- When your data has been validated by the CVT the organisation data may be maintained only by the LEAR.
- Upon registering your organisation, you will receive a [Participant Identification Code \(PIC\)](#).



- A copy of official document showing legal name, address, registration number
- A copy of VAT registration document
- Balance sheet
- Profit and loss account
- Statutory audit report on financial statements.



Research Participant Portal - Windows Internet Explorer

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal;efp7_SESSION_ID=RMzpKkDLGGcz1FyJvB07DRhh8sh9QzTNHNFkbGJzgk3BQ9H2SM6nI-277533

File Edit View Favorites Tools Help

Research Participant Portal

A to Z | Sitemap | Search | About this site | Contact | Legal Notice | English (en)


European Commission
RESEARCH - Participants

European Commission > Research > Participant Portal

Home **My Organisations** FP7 Documentation

Register Search

LOGIN

 [Login](#)

You don't have an ECAS account yet?
Please [register](#).

ECAS help is available [here](#).

Portal registration demo is available [here](#).

FAQ

The answers to the most frequent questions that are submitted to the [eFP7 service desk](#).

See the [online user manual](#).

Watch the demonstration of the Participant Portal:

- [Introduction](#)
- [For all users](#)
- [For LEARs](#)
- [For Coordinators](#)
- [Getting support](#)

You can consult [FAQs](#) >> [read more](#)

WHAT'S NEW

Participant Portal v1.2

- Support for participant contacts on a project (new roles)
- Reviewed layout of the Organisations and MyProjects tabs
- New contact Form
- New tab called My Roles displaying your roles

REGISTER NEW ORGANISATION

Registering an organisation will allow you to receive its Participant Identification Code (PIC). More information about PICs can be found [here](#).

Using a PIC for your organisation has several advantages which are fully explained in this [FAQ entry](#).

Use the search facility to check if an organisation has already a PIC. You can check if an organisation has already a PIC [here](#).

If you do not find a pic for your organisation you have to first register as ECAS user [here](#).

You will receive an ECAS password and with this password you can register your organisation [here](#).

https://ec.europa.eu/research/participants/urf/secure/new/participantRegistration.do

Local intranet 100%



Research Participant Portal - Windows Internet Explorer

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=searchorganisations

File Edit View Favorites Tools Help

Research Participant Portal

A to Z | Sitemap | Search | About this site | Contact | Legal Notice | English (en)


European Commission
RESEARCH - Participants

European Commission > Research > Participant Portal

Home My Organisations FP7 Documentation

Register Search

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SEARCH ORGANISATIONS

Please fill in the search criteria to find the organisation

It is obligatory to complete **either** the "legal name" field **or** the "VAT number" field with at least a three character string. The other search fields can be left blank.
However, too unspecific queries may result in a long results list. The results list are truncated after the 200th record.
If searching for a legal name in the national language does not yield results you might try with a translation in English.

NOTE:
Search PIC functionality applies only to VALIDATED Organisations

Name of the organisation*: **VAT number*:**

Country: **City:**

p e r l i n g

Please enter the verification code below:

* Mandatory fields

Done Local intranet 100%



LEARs have **better control** of data:

- Document upload and management (e.g. balance sheet or viewing previous correspondence)
- LEARs can access the list of projects that their organisations are currently working on, including project details.
- Access via the Participant Portal



-> VIEW / UPDATE PARTICIPANT DATA

Your Data (edit mode):

- [ORGANISATION DATA](#)
[LEGAL ADDRESS](#)
[STATUS OF THE ORGANISATION](#)
[BALANCE SHEET](#)
[ENTERPRISE DATA](#)
[DOCUMENT MANAGEMENT](#)

New Documents

	File name	Size	Date	Description	Original
	desktop.ini	0 KB	17-04-2009	Data files for balance sheet	<input type="checkbox"/>

[UPLOAD](#)

Existing Documents

	File name	Size	Date	Description	Original
	090115VW_ACC_SHEET.xls	207 KB	17-04-2009	Loaded from PDM with Privacy = false	<input type="checkbox"/>
	ABAC REQUEST.rtf	7879 KB	17-04-2009	3eme fichier - status = validation new	<input type="checkbox"/>
	Buswaterloo-pdf.pdf	79 KB	17-04-2009	Uploaded while status = validation on going	<input type="checkbox"/>
	desktop.ini	0 KB	17-04-2009	Data files for balance sheet	<input type="checkbox"/>
	fileformat.txt	0 KB	17-04-2009	again during validation on going + original	<input checked="" type="checkbox"/>
	INFSOclean2.doc	23 KB	17-04-2009	Second document durant status = Identification on going	<input type="checkbox"/>
	IPG alignement for URF.doc	182 KB	17-04-2009	Test 1	<input type="checkbox"/>
	PP_DocMgt.vsd	1082 KB	17-04-2009	big	<input type="checkbox"/>

* Mandatory Fields

[UPDATE YOUR DATA](#)



[Top](#)

LOGOUT

Please click here to logout:

[LOGOUT](#)



[Return to URF menu.](#)



Important links:

Participant portal:

<http://ec.europa.eu/research/participants/portal>

Technical helpdesk of URF:

DIGIT-EFP7-SUPPORT@ec.europa.eu

Mail box of Central Validation Team:

REA-URF-VALIDATION@ec.europa.eu

Questions about FP7

www.ec.europa.eu/research/fp7





Where to find support for FP7

For More Information:

Project Office

22-B, Saksahans'koho Str.

Suite 29, 4th floor

Kyiv, 01033 Ukraine

Tel/fax: +380 44 289 13 15

E-mail: jso@jsoresearch.kiev.ua

FP7 National Information Point for EU-Ukraine Cooperation in Science & Technology (NIP Ukraine)

Office 801

180, Gorkoho Str.

Kyiv, 03680 Ukraine

Tel/fax: + 380 44 529 0332

E-mail: nip@fp6-nip.kiev.ua

Website: <http://www.fp7-ncp.kiev.ua>

JOINT SUPPORT OFFICE (JSO)

FOR ENHANCING UKRAINE'S

INTEGRATION INTO THE

EU RESEARCH AREA (ERA)



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