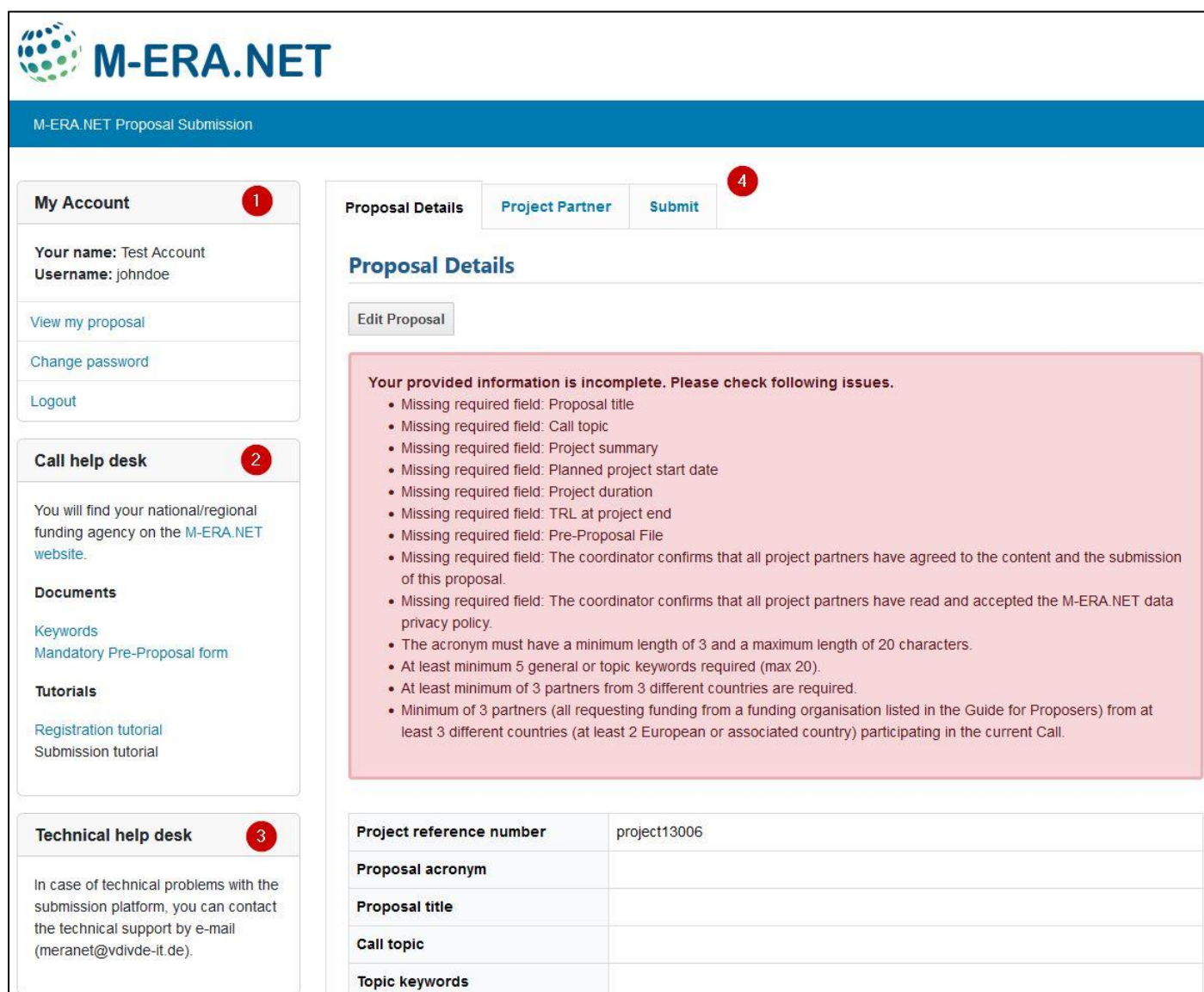# M-ERA.NET – Submission Tutorial

Please note: all screenshots in this tutorial are examples. Any dates and times regarding deadlines have no validity. Please visit the M-ERA.NET website (https://www.m-era.net) for valid information about call deadlines!

Starting Page

After log in you will see the following page:

Information and support

1. "My Account" in the upper left corner offers a direct link to your proposal details page. You can also change your password or logout. These options are always visible.
2. "Call help desk": mandatory proposal forms are available for download. For information on the national/regional funding rules, please contact your respective national/regional funding organisation listed on our website and in the Guide for Proposers.
3. Only for IT related issues there is a "Technical help desk".
4. Use these tabs to navigate between the "proposal details page", "project partner page" and "submit page".

Start proposal submission

For a successful proposal submission, you need to provide information both through the M-ERA.NET online forms in the submission tool and through the M-ERA.NET proposal forms (Word files).

You must:

- Fill in all mandatory fields in the online forms.
- Complete the M-ERA.NET proposal form (Word file); this mandatory form is provided in the "call documents" section of this page.
- Make sure that data in the online forms are in line with data in the proposal form.
- Upload the M-ERA.NET proposal form (convert Word file to pdf file).
- **Submit your proposal in the submission tool.**

Proposal details page

1. The "Proposal Details" page gives you an overview of your proposal.
2. Click on the "Project Partner" tab to view, edit or add project partners.
3. Click on the "Submit" tab to submit your finalised proposal.
4. If any mandatory fields are not yet completed the missing information is highlighted.
5. A summary of already completed information is shown at the bottom of the page.
6. Use the "Edit Proposal" button to fill in the online forms.

Edit proposal page

Fill in the mandatory fields. In case certain details are not yet known it is possible to skip fields and fill them in later. While you can always save a draft version, please note that the final submission is only possible if all mandatory fields are completed.

Below you can see a small screenshot of the edit form. Not all fields are shown in this example.

Call topic: Select the appropriate call topic according to the content of your proposal. Please note that not all call topics are supported by all funding organisations (see M-ERA.NET "Guide for proposers").

Proposal form: Upload your proposal form (converted to pdf). Please note that there is a technical page limit (see M-ERA.NET "Guide for proposers").

Project partner page

The project partner page gives an overview of the consortium participating in the project.

1. Click the "Add new Partner" button to create a new partner.
2. The first partner is automatically selected as coordinator. Click the "Change coordinator" button to change the coordinator of your proposal.
3. This table shows a summary of all partners. Click on individual "Organisation" to edit the selected partner.
4. Available and missing information for the selected partner is shown.
5. Click the "Edit Partner" button to edit partner information.
6. Click the "Delete Partner" button to delete the selected partner.
7. If any mandatory fields are not yet completed the missing information is highlighted.
8. A summary of already completed information for the selected partner is shown at the bottom of the page.

Add project partner

For every project partner a 9-digit Participant Identification Code (PIC) is needed. It is the same PIC, which is needed for submissions to EU programmes (e.g. H2020). Please find details here: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

As coordinator, please ask your project partners to provide their PICs.

The EU provide a search function in order to check if a PIC is already available.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

If a partner organisation is not registered, a temporary PIC needs to be requested.

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

For H2020 programme, please make sure to fill in the H2020 and FP7 section in the Participant Register. Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Fill in the PIC (1) and click the "Check PIC" button (2). Now a live check with the EU PIC database will be done.

Add project partner

If you want to participate in a project proposal your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC).
Please find details here:
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

PIC • **(1)**

[   ]

(2)
[Check PIC]   [Cancel]

If the PIC check was successful, you will receive a confirmation message (1) and the information imported from the EU PIC database will be displayed (2). Afterwards press the "Create partner" button (3) to add this organisation to your consortium.

Add project partner

If you want to participate in a project proposal your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC).
Please find details here:
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

(1)
PIC is valid. We found the following information.

	(2)
PIC	999507207
Legal name	OSTERREICHISCHE FORSCHUNGSFORDERUNGSGESELLSCHAFT MBH
Country	AT
City	WIEN
Street	SENSENGASSE 1
Postalcode	1090

(3)
[Create partner]   [Cancel]

Edit partner page

Fill in the online partner forms for each partner.

Below you can see a small screenshot of the edit form. Not all fields are shown in this example.

NACE code: for statistical reasons please provide a NACE code, if applicable (Statistical Classification of Economic Activities in the European Community). Further information can be found here: https://ec.europa.eu/eurostat/web/nace

Funding organisation: Please note that the selected country together with the selected call topic determines the possible funding organisations/programmes (please see Annex 3 in Guide for Proposers). Not all funding organisations/programmes support all call topics and therefore your choice may be limited.

It is possible to save a draft partner form without completing all fields. Please note that submission is only possible if all mandatory fields are completed.

Proposal Submission

Make sure that data in the online form are consistent with data in the proposal form (Word file).

The current submission state of your proposal is visible in the first alert box (1).

Only if all mandatory fields are filled in and the proposal form is uploaded you can finalise the proposal submission by clicking on the button "Submit this proposal" (2). After the proposal is submitted, the coordinator and all project partners receive a confirmation email.

At any time you can export all your data as a PDF file by clicking the link "Show all information" (3).

Retraction

The current submission state of your proposal is visible in the first alert box (1). If necessary, the coordinator can edit and resubmit the proposal again by clicking on the button "Retract proposal now" (2). Please make sure that your proposal is resubmitted before the submission deadline.

Please note that proposal retraction is only possible until the submission deadline.