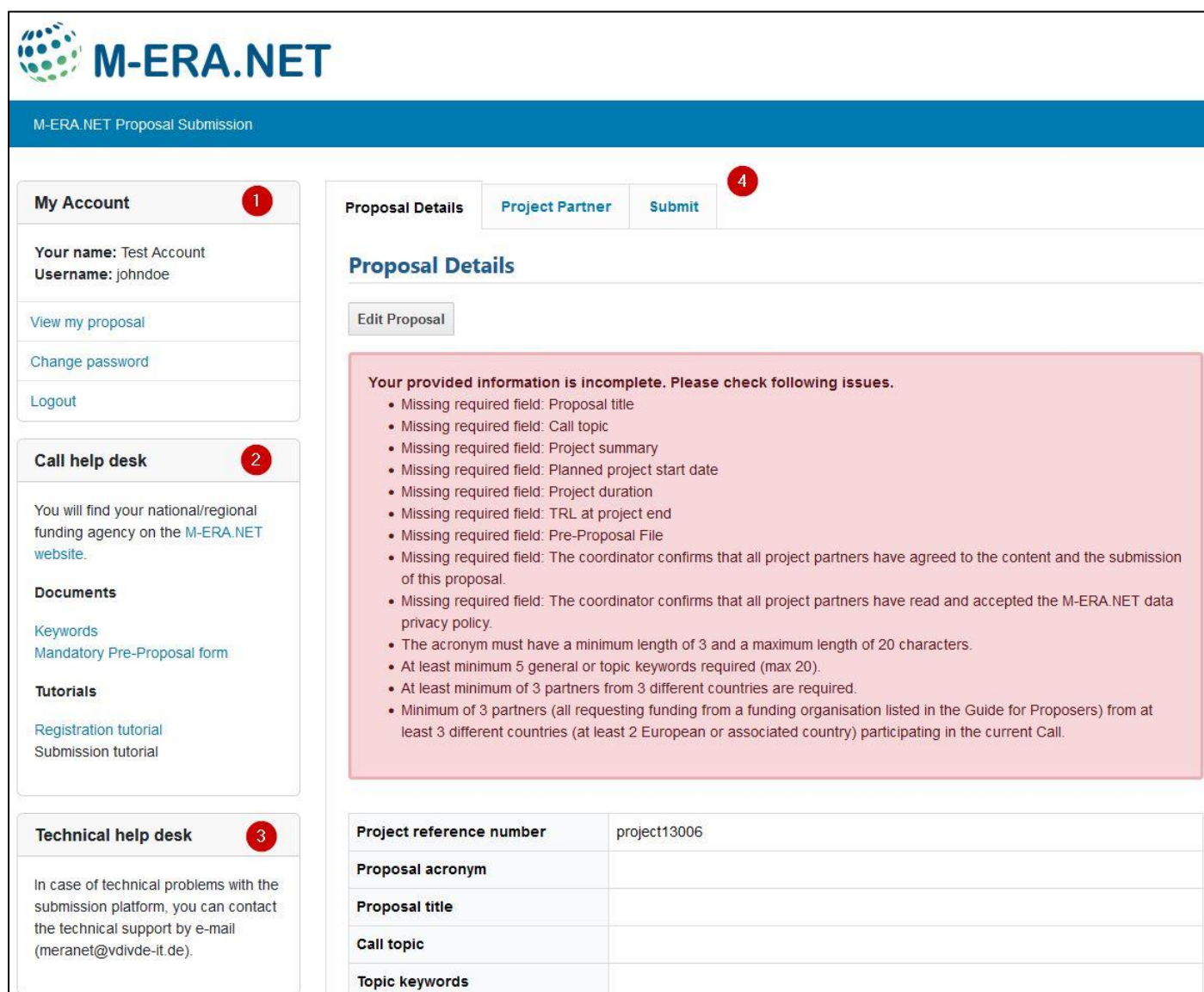



M-ERA.NET – Submission Tutorial

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:




M-ERA.NET

M-ERA.NET Proposal Submission

My Account
1

Your name: Test Account
Username: johndoe

[View my proposal](#)

[Change password](#)

[Logout](#)

Call help desk
2

You will find your national/regional funding agency on the [M-ERA.NET website](#).

Documents

[Keywords](#)

[Mandatory Pre-Proposal form](#)

Tutorials

[Registration tutorial](#)

[Submission tutorial](#)

Technical help desk
3

In case of technical problems with the submission platform, you can contact the technical support by e-mail (meranet@vdivde-it.de).

Proposal Details
Project Partner
Submit
4

Proposal Details

Edit Proposal

Your provided information is incomplete. Please check following issues.

- Missing required field: Proposal title
- Missing required field: Call topic
- Missing required field: Project summary
- Missing required field: Planned project start date
- Missing required field: Project duration
- Missing required field: TRL at project end
- Missing required field: Pre-Proposal File
- Missing required field: The coordinator confirms that all project partners have agreed to the content and the submission of this proposal.
- Missing required field: The coordinator confirms that all project partners have read and accepted the M-ERA.NET data privacy policy.
- The acronym must have a minimum length of 3 and a maximum length of 20 characters.
- At least minimum 5 general or topic keywords required (max 20).
- At least minimum of 3 partners from 3 different countries are required.
- Minimum of 3 partners (all requesting funding from a funding organisation listed in the Guide for Proposers) from at least 3 different countries (at least 2 European or associated country) participating in the current Call.

Project reference number	project13006
Proposal acronym	
Proposal title	
Call topic	
Topic keywords	

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

My Account

Your name: Test Account

Username: johndoe

[View my proposal](#)

[Change password](#)

[Logout](#)

Call help desk

You will find your national/regional funding agency on the [M-ERA.NET website](#).

Documents

[Keywords](#)
[Mandatory Pre-Proposal form](#)

Tutorials

[Registration tutorial](#)
[Submission tutorial](#)

Technical help desk

In case of technical problems with the submission platform, you can contact the technical support by e-mail (meranet@vdivde-it.de).

Proposal Details

Project Partner

Submit

Proposal Details

Edit Proposal

Your provided information is incomplete. Please check following issues.

- Missing required field: Proposal title
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- The acronym must have a minimum length of 3 and a maximum length of 20 characters.
- At least minimum 5 general or topic keywords required (max 20).
- At least minimum of 3 partners from 3 different countries are required.
- Minimum of 3 partners (all requesting funding from a funding organisation listed in the Guide for Proposers) from at least 3 different countries (at least 2 European or associated country) participating in the current Call.

Project reference number

project13006

Proposal acronym

Proposal title

Call topic

Topic keywords

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").

Edit Proposal Details

Proposal acronym
Please fill in the acronym of your proposal (min. 3 / max. 20 characters. Be aware that it cannot be changed afterwards).

Proposal title •
Full or long title of your proposal (max. 150 characters)

Call topic •
Select a value ...

Please note: Before you can choose the topic keywords you need to select a value for the call topic of the proposal.

Topic keywords
Please select keywords related to the call topic which are best describing the content of the proposal. Maximum number of keywords (general and by topic) is 20.

Start typing to select topic keywords ...

Save

Cancel









Project partner page

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

[Proposal Details](#)
[Project Partner](#)
[Submit](#)

Project Partner

1 Add new Partner
2 Change coordinator

3	Action	Type	Status	Organisation	Costs	Requested Funding	Person month	Funding organisation
	 	Partner		Max Mustermann GmbH	200.000 EUR	150.000 EUR	24	
		Coordinator		Jane Doe company	250.000 EUR	200.000 EUR	36	
	 	Partner		University Vienna	100.000 EUR		24	

Partner details: Max Mustermann GmbH

5 Edit Partner
6 Delete Partner

7

Your provided information for this partner is incomplete. Please check following issues.

- Missing required field: Funding Organisation

8

PIC	999507207
Legal Name	OSTERREICHISCHE FORSCHUNGSFORDERUNGSGESELLSCHAFT MBH

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.

PIC	999507207 2
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>

Edit Partner Details

PIC
999507207

Legal Name
OSTERREICHISCHE FORSCHUNGSFORDERUNGSGESELLSCHAFT MBH

Optional: Please choose the NACE Code (Nomenclature statistique des activités économiques dans la Communauté européenne) of your organisation.
NACE Codes can be found here:
<https://ec.europa.eu/eurostat/web/nace>

NACE code

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.

Country *
Select the country where the partner organisation is located

Spain

Website

Before you can choose the funding agency you need to:

- select a value for the call topic of the proposal and
- select a value for country

Funding Organisation *
Select the responsible funding organisation/programme for the partner. Please note: displayed list of funding organisations depends on topic and countries/regions.

Select a value ...

Select a value ...

Agencia Estatal de Investigación (AEI)

Asturian Agency for Science, Business Competitiveness and Innovation (SEKUENS)

Basque Government – Agencia Vasca de Innovación (Innobasque)

No Funding

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).

Proposal Details

Project Partner

Submit

Submit Proposal

[Show all information \(PDF\)](#) 3

1

Submission State

The current state of the proposal is **not submitted**.

2

You can now submit the proposal

[Submit this proposal](#)

Please note: With your submission you confirm that all project partner are informed of this proposal submission. After your submission a notification e-mail will be send to all project partner.

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.

Proposal Details

Project Partner

Submit

Submit Proposal

Show all information (PDF)

1

Submission State

The current state of the proposal is **submitted**. The proposal was last submitted on **Mar 24, 2025 09:28 AM**.

Retract Proposal

Retract proposal

Until end of deadline you can retract and edit your proposal at any time.

2

Retract proposal now