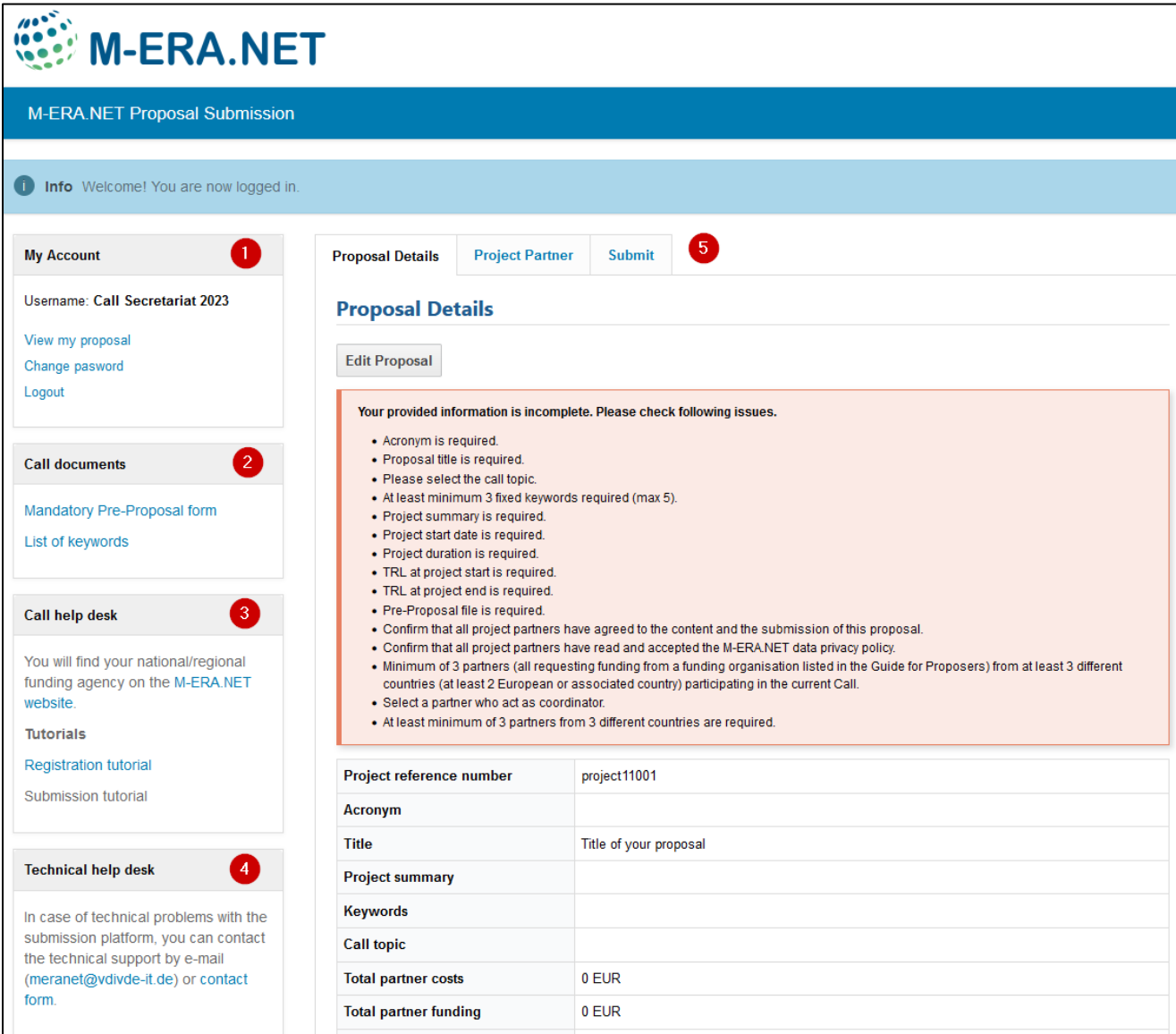


# M-ERA.NET – Submission Tutorial

**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

Info Welcome! You are now logged in.

**My Account** 1

Username: Call Secretariat 2023

[View my proposal](#)

[Change password](#)

[Logout](#)

**Call documents** 2

[Mandatory Pre-Proposal form](#)

[List of keywords](#)

**Call help desk** 3

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

**Tutorials**

[Registration tutorial](#)

[Submission tutorial](#)

**Technical help desk** 4

In case of technical problems with the submission platform, you can contact the technical support by e-mail ([meranet@vdivde-it.de](mailto:meranet@vdivde-it.de)) or [contact form](#).

Proposal Details [Project Partner](#) [Submit](#) 5

**Proposals Details**

[Edit Proposal](#)

Your provided information is incomplete. Please check following issues.

- Acronym is required.
- Proposal title is required.
- Please select the call topic.
- At least minimum 3 fixed keywords required (max 5).
- Project summary is required.
- Project start date is required.
- Project duration is required.
- TRL at project start is required.
- TRL at project end is required.
- Pre-Proposal file is required.
- Confirm that all project partners have agreed to the content and the submission of this proposal.
- Confirm that all project partners have read and accepted the M-ERA.NET data privacy policy.
- 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.
- Select a partner who act as coordinator.
- At least minimum of 3 partners from 3 different countries are required.

Project reference number	project11001
Acronym	
Title	Title of your proposal
Project summary	
Keywords	
Call topic	
Total partner costs	0 EUR
Total partner funding	0 EUR

## 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 documents": mandatory proposal forms are available for download.
3. "Call help desk": 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.
4. Only for IT related issues there is a "Technical help desk".
5. 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**

👤 Test Call 2021

[View my proposal](#)

[Change password](#)

[Logout](#)

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**Call 2021 documents**

[Mandatory Pre-Proposal form](#)

[List of keywords](#)

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**Call help desk**

**National/regional funding agency:**

You will find your agency on the [M-era.net website](#).

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**Technical help desk**

[Registration tutorial](#)

[Submission tutorial](#)

**VDI/VDE-IT**

[Contact form](#)  
E-Mail: [meranet@vdivde-it.de](mailto:meranet@vdivde-it.de)

1 Proposal Details
2 Project Partner
3 Submit

### Proposal Details

6 Edit Proposal

4

**Your provided information is incomplete. Please check following issues.**

- Acronym is required.
- Proposal title is required.
- Please select the call topic.
- Project duration is required.
- Pre-Proposal file is required.
- Missing required field: Is your project related to the research on future battery materials?
- Confirm that all project partners have read and accepted the M-ERA.NET data privacy policy.
- At least minimum of 3 partners from 2 different countries are required.
- Select a partner who act as coordinator.
- Minimum of 3 partners (all requesting funding from a funding organisation listed in the Guide for Proposers) from at least 2 different countries (at least 2 European or associated country) participating in the Call 2021.

5 Project reference number	project9004
Acronym	
Title	Title of your proposal
Project summary	Lorem ipsum ...
Keywords	3D components, 3D electronics, building engineering
Call topic	

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)

Proposal title is required.

■ **Call topic**

Please select the call topic.

■ **Keywords Fixed**  
Please select up to 5 keywords (minimum 3) best describing the content of the proposal. Maximum number of ALL keywords (including additional keywords) is 7. You will find a list of all keywords in the left box "Technical help desk". Kindly note that the keywords selected will be used for the assignment of evaluators and therefore, should be chosen wisely.

3D cell growth	3D components
3D concrete printing	3D electronics
3D materials	building engineering
3D model	
3D parts	
3D printing	

**Additional Keywords**  
Up to 2 optional keywords can be added. Maximum number of ALL keywords (fixed and additional keywords) is 7. One per line. Maximum 25 characters (only letters and numbers) per line are allowed.

■ **Project summary**  
max. 4000 characters

3985 characters remaining









## 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

	Type	Status	Organisation	Costs	Requested funding	Person month	Funding organisation
3	 Coordinator		<a href="#">Max Mustermann GmbH</a>	200.000 EUR	150.000 EUR	24	
	  Partner		<a href="#">Second partner org</a>	250.000 EUR	200.000 EUR	24	Projektträger Jülich (PTJ)
	  Partner		<a href="#">Jane Doe company</a>	0 EUR	0 EUR	12	

### Max Mustermann GmbH

5 Edit Partner
6 Delete Partner

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

- Funding organisation/programme is required.
- First name of contact person is required.
- Last name of contact person is required.

8 Type	Coordinator
PIC	123456789
Legal name	testorg123

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.

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.

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  

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	123456789 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
Legal name	testorg123
Country	Germany
City	Berlin
Street	Hauptstraße 1
Postalcode	10249

3

## 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/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC)

### Edit Partner Details

PIC	123456789
Legal name	testorg123

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/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom;=NACE\\_REV2&StrLanguageCode;=EN&IntPcKey;=&StrLayoutCode;=HIERARCHIC](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom;=NACE_REV2&StrLanguageCode;=EN&IntPcKey;=&StrLayoutCode;=HIERARCHIC)

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

**Website**

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

Agencia Estatal de Investigación (AEI)  
Basque Government – Agencia Vasca de Innovación (Innobasque)  
Centro para el Desarrollo Tecnológico Industrial (CDTI)  
Instituto de Desarrollo Económico del Principado de Asturias (IDEPA)  
No Funding

comma.



## 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**

**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 proposal was last submitted on **Apr 07, 2021 05:19 PM**.

**Retract proposal**

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

**2**

[Retract proposal now](#)