# Deliverable D 2.2

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**Project co-ordinator name, title and organisation:**

**National Hellenic Research Foundation (EKT NHRF)**

**Project website address:  www.respotnet.eu**

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The document has been prepared under the ResPotNet project, WP2 Support to trans-national cooperation between convergence and advanced regions, Task 2.1: Development of a trans-national Partner Search Facilitator.

Although for the finalization of the Partner Search Facilities involvement of the subcontractor Index Copernicus was needed work under the document was conducted solely within Partner Search Team (FFG Austria, MES CRA Bulgaria, EKT NHRF Greece).

**Table of Contents:**

## 1. PARTNER SEARCH FACILIATOR – Main Page

You are here: Main page

**ResPotNet and 7FP signs (logotypes) are the active links to the ResPotNet and FP7 websites**

**"Partner Search" option is dedicated to all users of the system. It enables to browse all the Research Organizations and Project Ideas according to certain criteria.**

You are here: Main page

Welcome to the trans-national Partner Search Facilitator. The Partner Search Facilitator is the main tool to promote potential of the research entities in the convergence/outermost regions. This tool supports trans-national cooperation among research entities in Europe.

**Useful links:**

Cordis Project Partners Search

List of FP7 research organisations' legal names

Index Copernicus

### Partner Search Facilitator

Please choose an option:

Partner Search

Registration

Log in

**Using "Registration" option you can:**
- Register new Research Organisation
- Register new Research Center
- Register new Key Researcher (CV)

**"Log in" option allows all the registered users to log into the system.**

**Useful links**

Powered by Index Copernicus

## 2. PARTNER SEARCH – step 1

You are here: Main page » Partner Search

**Using button "Back" you can go back to the previous page in each section of the application.**

You are here: Main page » Partner Search

This section allows you to search the Partner Database. Type in a searched phrase and find a research entity of your choice. The search engine also allows you to browse the key researcher database of a given research entity.

### Partner Search

Research entity name ▼

Back

**You can search data base by words e.g. University, Polytechnics and by categories**

+ Search    Browse all Browse project ideas

**You can search by categories**

Research Organization Name, Country, Convergence region, Peripheral region, Other region, 7PR Fields, Keywords, Key researcher name

**To start search press "Search" or Enter.**

**With "Browse all" you will be able to view all Research Centers**

**With "Browse Project Idea" you will be able to view all Project Ideas**

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## 2. PARTNER SEARCH – step 2

You are here: Main page » Partner Search



## 2. PARTNER SEARCH – step 3

You are here: Main page » Partner Search

## 2. PARTNER SEARCH – step 1 (Project Ideas)

You are here: Main page » Partner Search



This section allows you to search the Partner Database. Type in a searched phrase and find a research entity of your choice. The search engine also allows you to browse the key researcher database of a given research entity.

**Partner Search**

Idea name

ghjkl

proposal_name

Results after „Browse project ideas"

When you use „Browse project ideas" you will be able to see all the Project Ideas in the PSF

Each Project Idea is active so to get more information about the idea you have to click on Project Idea name.

## 2. PARTNER SEARCH – step 1 (Project Ideas – Getting info)

You are here: Main page » Partner Search » Project ideas » Project details



**Project Idea**

Test - RK

| | |
|---|---|
| Project ID: | 1 |
| Status: | open |
| Date of last Modification: | February 10, 2009 |
| Quality Label: | |

**Project Info**

| | |
|---|---|
| Proposal name: | Test - RK |
| Project description: | Tu będzie opis projektu |
| Budget estimation: | |
| Key partners already involved: | |
| FP7 Research Area: | Health, Nanosciences, nanotechnologies, materials & new production technologies, Energy |
| Research area (Orteush or Index Copernicus Classification): | Astronomy, Physics, Biology, Biochemistry, Genetics and Molecular Biology, Nursing and Health Professions, Cognitive Sciences |
| Keywords: | badania DNA |

**Sought partner's profile**

| | |
|---|---|
| Role in the project: | Exchange of know-how and experience |
| Required skills and Expertise: | |
| Country: | Andorra |

**Additional information**

**Contact info**

To get contact information, please click here.

After clicking an active Project Idea name. You can view Project Idea details without contact information. To view the contact information please click „click here" on „Contact Info"

## 2. PARTNER SEARCH – step 1 (Project Ideas – Getting info 2)

You are here: Main page » Partner Search » Project ideas » Project details » Get project contact details



To receive information on Project Idea contact person you have to fill in your basic information:

• Your country:

• Type of your organization:

• Your Organization foreseen role in the project:

• Name of your Researcher Organization:

• Your e-mail:

To receive contact information you have to submit this form.

## 2. PARTNER SEARCH – step 1 (Project Ideas – Getting info 3)

You are here: Main page » Partner Search » Project ideas » Project details » Get project contact details



After sending the form you will receive an email (on the provided email address) with Project Idea information and contact details.

At the same time, on the screen, you will see a link. When you click it you will be able to view all the details of Project Idea including contact information.

## 3. REGISTRATION

You are here: Main page



„Register Research Organization" (RO) allows to add new RO. Each PSF user can add new RO. New RO profile to be visible on PSF to other users has to be approved by respective NCP.

„Register Research Center" (RC) allows to add new RC. Each PSF user can add new RC. New RC profile to be visible on PSF and on respective RO profile to other users has to be approved by respective RO administrator.

„Register CV" allows to register new Key Researcher at PSF.

## 3.1. REGISTRATION (Research Organisation)

You are here: Main page » Registration » Register Research Organisation



This is the 1st of 5 steps of the Research Organization Registration. Required fields are marked „*". If any of the field is wrongly filled, before moving to the next step of the registration, it will be marked in red.

„Next" allows to go to the following step. Data in the current section is saved and one can go back to it before finishing the registration.

## 3.1. REGISTRATION (Research Organization)

You are here: Main page » Registration » Register Research Organization



Indicates the step of the registration you are at.

„Previous" and „Next" can be used to navigate between the steps

## 3.1. REGISTRATION (Research Organization)

You are here: Main page » Registration » Register Research Organization



„Summary" is the last step of the registration – the 5th step.

In this part you will be able to view again all the fields you filled in during the registration. You can check all the fields before submission. All the fields of the form are inactive.

To make the corrections please press back.

## 3.1. REGISTRATION (Research Organization – Research Potential Data)

You are here: Main page » Registration



## 3.1. REGISTRATION (Research Organization – Research Potential Data)

You are here: Main page » Research Organization info – section 2

## 3.2. REGISTRATION (Research Center – step 1)

You are here: Main page » Registration » Register Research Center



Research Center is subordinate to Research Organization therefore to register new Research Center you should find respective Research Organization in your country.

At any moment you can go to Register Research Organization or Register CV section.

## 3.2. REGISTRATION (Research Center – step 2)

You are here: Main page » Registration » Register Research Center



This is the 2nd of 5 steps of the Research Center Registration. Required fields are marked „*". If any of the field is wrongly filled, before moving to the next step of the registration, it will be marked in red.

## 3.2. REGISTRATION (Research Center – step 3)

You are here: Main page » Registration » Register Research Center



In the 3rd step there is a possibility of „copying" the contact data if it is the same as legal address – just select the „Copy legal address".

## 3.2. REGISTRATION (Research Center - Summary)

You are here: Main page » Registration » Register Research Center



„Summary" is the last step of the registration – the 5th step.

In this part you will be able to view again all the fields you filled in during the registration. You can check all the fields before submission. All the fields of the form are inactive.

To make the corrections please press back.

## 3.2. REGISTRATION (Research Center – Research Potential 1)

You are here: Main page » Registration



After completing the last step of registration RC „Summary" you will receive the following note of adding new RC.

To complete the RC research potential forms select „Click here".

To go back to the main page please select „Go to main page".

## 3.2. REGISTRATION (Research Center – Research Potential 2)

You are here: Main page » Research Center info – section 2



The 1st step of adding the „Research Potential" to the given Research Center.

Moving to the next step after selecting „Next".

## 2. REGISTRATION (Research Center – Research Potential 3)

You are here: Main page » Research Center info – section 2



The 2nd step of the registration of the Research Center. „+" at the bottom allows to insert new rows the table – it will allow the user to add description of the equipment considered by him as essential. Moving to the next step after selecting „Next".

## 3.2. REGISTRATION (Research Center – Research Potential 4)

You are here: Main page » Research Center info – section 2



The 3rd step of the RC registration

Selecting the „Area of FP7" causes projecting of the pop up window with the possibility of choosing the domain.

Moving to the next step after selecting „Next".

## 3.2. REGISTRATION (Research Center – Research Potential 5)

You are here: Main page » Research Center info – section 2



The 5th step of the RC registration is „Detailed areas of research activities (optional)"

To finish the RC registration please click „Submit"

## 3.3. REGISTRATION (CV – Key Researcher)
You are here: Main page



When you click „Register CV" you will be able to register as a Key Researcher at PSF.

PSF uses Index Copernicus CV registration. Registration is joint for both PSF and Index Copernicus.

„Register CV" allows each researcher to register his CV and create profile on PSF.

The PSF also allows you to transfer your CV from IC Data base.

## 3.3. REGISTRATION (CV – Key Researcher)
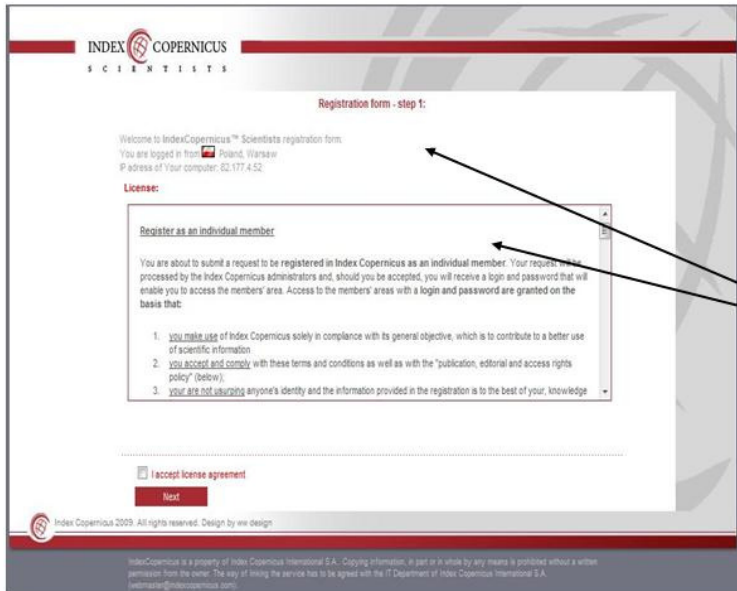


This is the first step of the registration if you do not already have a profile on PSF and IC.

Below the text „Registration form – step 1" you will see the information that you were transferred from the PSF to IC registration form. To register your CV follow the instructions on the website.

## 3.3. REGISTRATION (CV – Key Researcher)
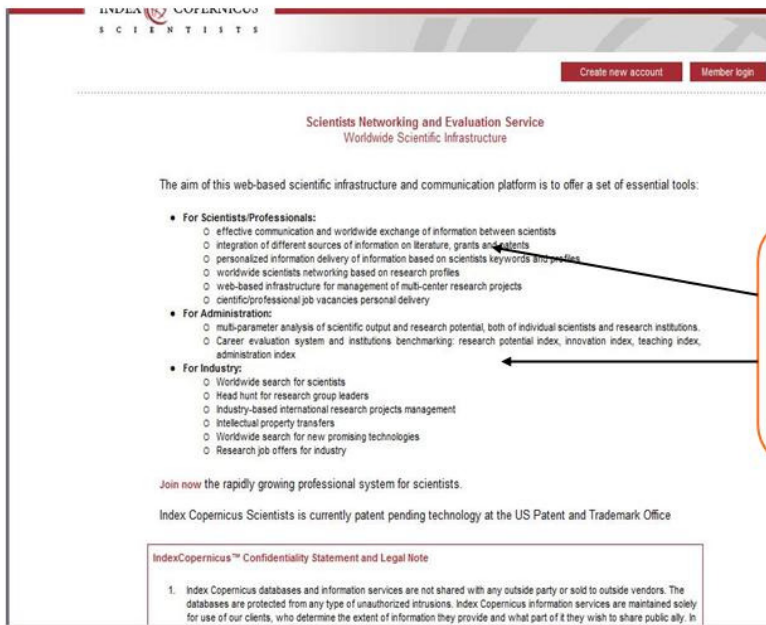


This is the first step of the registration if you already have a profile on PSF and IC.

Below the text „Scientists Networking and Evaluation Service" you will see the information that you were transferred from the PSF to IC registration form. To register your CV follow the instructions on the website.

## 4. LOGIN

You are here: Main page » Account log in



This is the administrator login panel. Please insert your login details and login to the administration panel. If you would like to obtain an administration role for your research entity please contact admin@admin.eu.

Login and password are choosen by you during the registration.

If you forgot your password it will be send to your email address.

In case of any other questions please contact Administrator

## 4. LOGIN

You are here: Main page » Password reminder



After entering the login – the username, the e-mail reminding the password will be sent. The mail will be sent to the address indicated in the profile created in the IC or the PSF.
After entering the login you should select „Submit"

## 5.1. PROFIL ADMIN National Contact Point

**You are here: Main page » Administration Panel (NCP)**



To log out of the system please click "Logout"

You are logged in as „adminncp"

The NCP administrator can see all the RO in his profile. RO are divided in two groups. In the first „Waiting Research Organization" RO wait for NCP acceptance. In the second group „Research Organization" listed RO are already registered.
Each of the names is an active link. After selecting the name of the RO you will be able to view the RO details, however without the possibility of edition.
Using „Edit" you will be able to edit the information about the selected RO, but only in the context of the RO's legal name, its short name and PIC number (these are the criteria according to which NCP takes the decision about accepting new RO).
The function „Delete" allows cancellation of the selected RO. However, before the final cancellation of the RO the confirmation note will be projected.

This is the option only for Master Admin. It is used to add new calls from the Work Programme

## 5.1. PROFIL ADMIN National Contact Point (RO – Edit view)

**You are here: Main page » Administration Panel (NCP) » Edit Research Organisation**



The NCP administrator can see all the RO in his profile. He can edit each of them. However, only 3 fields can be edited: Entity legal name, short name and Participant Identity Code.
After entering the changes please select „Submit" in order to save them.

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## 5.1. PROFIL ADMIN NCP

You are here: Main page » Partner Search » Research Organisation



This is the view of the single RO which appears after selecting the RO name (the active link, with no possibilities of edition)

## 5.2. PROFIL ADMIN Research Organization (Research Organization Admin Profile)

You are here: Main page » Administration Panel (RO)



The RO admin profile in the main part contains information to which RO the certain admin is assigned.

Admin RO may use few functions indicated in the menu. These are:
- „Edit RO information" – allows to edit the RO profile. The edition form is the same as used during the registration the new RO;
- Edit RO's potential info – allows to edit the 2nd section – „RO research potential"
- „List of RC" – the list of RC assigned to the certain RO;
- „Add new RC" –allows to enter of a new RC – the 1st step in the registration of the RC;
- „Add new project idea" – allows to allows to registered or add Project Idea;
- „View Ideas/Ideas – allows to look through all the projects

„Hide Research Organization potential" allows RO Administrator to hide RO's potential. After saving the decision, any user of PSF, apart from RO Administrator, will not be able to view the potential of the RO.

## 5.2. PROFIL ADMIN Research Organisation (Research Organisation Admin Profile)

You are here: Main page » Research Organisation info – section 2



Admin RO can use few functions indicated in the menu. These are:
„Edit RO information" – allows to edit the RO profile– similarly to the registration of the new RO;
Edit RO's potential info – allows the edition of the 2nd section – „RO research potential"
„List of RC" – projects the list of RC assigned to the certain RO;
„Add new RC" –allows the entering of a new RC – the 1st step in the registration of the RC;
„Add new project idea" – allows to move to the registration form/to add Project Idea;
„View Proposals/Ideas – allows to look through all the projects

## 5.2. PROFIL ADMIN Research Organisation (List of Research Centers)

You are here: Main page » Administration Panel (RC) » List of Research Centers



When you select the „List of RC" you will be able to view all the Research Centers assigned to this RO. From the „List of RC" you will have access to all Project Ideas submitted by each RC.

Each of the names of RC has an active link. After selecting the name of the RC you will be able to view the RC details.

Selecting the active link of Project Idea will you to view the details of the Project Idea, however with no possibilities of edition.

The button „Delete" causes the final cancellation of the project. Before cancellation, the confirmation note will appear.

## 2. PROFIL ADMIN Research Organisation (Project Idea view)

You are here: Main page » Project details



When you click an active name of the „Project Idea" you will view „Project Idea" details. RO Administrator is not allowed to edit Project Proposals submitted by RC.

## 5.2. PROFIL ADMIN Research Organisation (Add new Project Idea – step 1)

You are here: Main page » Add Project Idea



This is the 1st step of „Add Project Idea" Both RC Administrator and Key Researcher can add new Project Idea.

„Next" allows to go to the following step. Data in the current section is saved and one can go back to it before finishing the registration.

## 5.2. PROFIL ADMIN Research Organisation (Add new Project Idea – step 2)

You are here: Main page » Add Project Idea



The 2nd step. „Previous" and „Next" can be used to navigate between the steps

## 5.2. PROFIL ADMIN Research Organisation (Add new Project Idea – step 3)

You are here: Main page » Add Project Idea



The 3rd step: „Sought partner's profile"

## 5.3. PROFIL ADMIN Research Center (Research Center Admin Profile)

You are here: Main page » Administration Panel (RC)



On „Administration Panel (RC)" Research Center Administrator can view his Research Center profile and respective Research Organization.

Research Center Administrator is allowed to:
- „Edit information about RC" – allows to edit information about RC. The edition form is the same as used during the registration of new RC;
- Edit RC's potential info – allows to edit section 2 – „RC research potential info"
- „View Proposals/Ideas – allows to view all Project Ideas submitted by this RC
- Add new project idea" – allows to register or add new Project Idea
- „Invite new researcher" – allows RC Administrator to invite researchers to become a Key Researcher of RC

„Hide Research Center potential" allows RC Administrator to hide RC's potential. After saving the decision, any user of PSF, apart from RC Administrator, will not be able to view the potential of RC.

## 5.3. PROFIL ADMIN Research Center (Research Center Admin Profile)

You are here: Main page » Administration Panel (RC) » Invite new researcher



RC Administrator can invite researchers to become a Key Researchers of RC.
To do that RC Administrator has to fill in and send this form. Required fields are marked with „*".
Researcher receives an automatic email with information about the RC and instructions on how to become a Key Researcher.

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 1)

You are here: Main page » Research Center info – section 2



Click „Next" to go to the following step

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 2)

You are here: Main page » Research Center info – section 2



The 2nd step of the form.

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 3)

You are here: Main page » Research Center info – section 2



The 3rd step of the form.

"+" allows to add more equipment that is used by Research Center or Key Researcher

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 4)

You are here: Main page » Research Center info – section 2



The 4th step of the form.

There are two types of classification used in PSF. First is a general classification used in FP7. More detailed classification is based on Orteliush Classification System.

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 5)

You are here: Main page » Research Center info – section 2



Clicking „Areas of FP7" allows to choose in the pop-up window a category of FP7

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 6)

You are here: Main page » Research Center info – section 2



The 5th step of the form.

## 5.3. PROFIL ADMIN Research Center (Research Potential – step 7)

You are here: Main page » Research Center info – section 2