

## Deliverable D 2.2

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<b>Deliverable No.</b>	<b>D 2.2</b>
<b>Deliverable Name</b>	<b>Partner Search manual</b>
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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).

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## 1. PARTNER SEARCH FACILIATOR – Main Page

You are here: Main page

The screenshot shows the main page of the Partner Search Facilitator. At the top, there are logos for ResPotNet and the Seventh Framework Programme. A callout box points to these logos, stating: "ResPotNet and 7FP signs (logotypes) are the active links to the ResPotNet and FP7 websites".

The main content area is titled "Partner Search Facilitator" and includes a "Please choose an option:" section with three buttons: "Partner Search", "Registration", and "Log in". Callout boxes provide details for each:
 

- "Partner Search" is dedicated to all users of the system, enabling browsing of all Research Organizations and Project Ideas according to certain criteria.
- Using "Registration" 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.

On the left side, there is a "Useful links" section with three links: "Cordis Project Partners Search", "List of FP7 research organisations' legal names", and "Index Copernicus". A callout box labeled "Useful links" points to this section.

The footer of the page states "Powered by Index Copernicus" and includes a logo.

## 2. PARTNER SEARCH – step 1

You are here: Main page » Partner Search

The screenshot shows the "Partner Search" step 1 page. At the top, there are logos for ResPotNet and the Seventh Framework Programme. A "Back" button is located in the top right corner. A callout box explains: "Using button 'Back' you can go back to the previous page in each section of the application."

The main content area is titled "Partner Search" and includes a search form with a "Research entity name" dropdown menu and a "Search" button. A callout box points to the "Search" button, stating: "To start search press 'Search' or Enter."

Below the search form, there are two links: "Browse all" and "Browse project ideas". Callout boxes provide details for each:
 

- "Browse all" allows viewing all Research Centers.
- "Browse Project Idea" allows viewing all Project Ideas.

On the left side, there is a text box explaining the search functionality: "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."

On the right side, there are two callout boxes explaining search capabilities:
 

- "You can search data base by words e.g. University, Polytechnics and by categories"
- "You can search by categories: Research Organization Name, Country, Convergence region, Peripheral region, Other region, 7PR Fields, Keywords, Key researcher name"

The footer of the page states "Powered by Index Copernicus" and includes a logo.

## 2. PARTNER SEARCH – step 2

You are here: Main page » Partner Search

The screenshot shows the ResPolNet Partner Search interface. At the top left is the ResPolNet logo, and at the top right is the SEVENTH FRAMEWORK PROGRAMME logo with a 'Welcome' message. Below the navigation bar, the breadcrumb 'You are here: Main page » Partner Search' is visible, along with a 'Back' button. The main content area is titled 'Partner Search' and contains a search form with two input fields: 'Research entity name' and 'Country', each with a dropdown arrow. Below the form are buttons for '+', 'Search', and 'Browse all'. A callout box with an orange border points to the '+' button and the dropdown arrows, containing the text: 'To add more than one research criteria, please use sign "+"', '„,” sign allows to reduce the number of search criteria'. At the bottom, it says 'Powered by Index Copernicus' with a globe icon.

## 2. PARTNER SEARCH – step 3

You are here: Main page » Partner Search

The screenshot shows the ResPolNet Partner Search interface with search results. The breadcrumb 'You are here: Main page » Partner Search' and 'Back' button are present. The search form now has a 'Research entity name' dropdown menu. Below the form are buttons for '+', 'Search', and 'Browse all'. The search results are displayed in a table with two columns: 'Research organisation' and 'Country'. The results are as follows:

Research organisation	Country
<a href="#">Akademia Medyczna w Białymstoku</a>	Poland
<a href="#">Akademia Medyczna w Lublinie</a>	Poland
<a href="#">JPPT</a>	Poland
<a href="#">Nowy RO jako niezależowany</a>	Poland
<a href="#">Test z poziomu NCP ADM</a>	United States

A callout box with an orange border points to the 'Browse all' button, containing the text: 'When you use „Browse all” you will be able to view all the Research Organizations registered in PSF'. At the bottom, it says 'Powered by Index Copernicus' with a globe icon.

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

You are here: Main page » Partner Search

ResPolNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » Partner Search [Back](#)

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:

proposal name:

Results after „Browse project ideas“

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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

ResPolNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » [Partner Search](#) » [Project ideas](#) » Project details [Back](#)

### 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 bazele opis projektu

Budget estimation:

Key partners already involved:

FP7 Research Area: Health, Nanosciences, nanotechnologies, materials & new production technologies, Energy

Research area (Ordnish or Index Copernicus Classification): Astronomy, Physics, Biology, Biochemistry, Genetics and Molecular Biology, Nursing and Health Professions, Cognitive Sciences

Keywords: DARWINIA CIA

**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](#).

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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

**Project Idea**

**Test - RK**

Your country: \* United States

Your Organization/foreseen role in the project: Research organization

Your Organization/foreseen role in the project:  Coordinator  Partner

Your Organization/foreseen role in the project:  Technology development  Research  Training  Dissemination  Demonstration  Other

Name of your Researcher Organization:

Your e-mail:

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

**Project Idea**

**Test - RK**

To the e-mail address provided we sent a link to get full contact data in future.  
[Go back to project idea 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

**ResPotNet**

SEVENTH FRAMEWORK PROGRAMME

Welcome

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
- Register Research Organisation
- Register Research Center
- Register CV
- Log in

„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.

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#### 3.1. REGISTRATION (Research Organisation)

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

**ResPotNet**

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » [Registration](#) » Register Research Organisation

**Register Research Organisation** (\* required fields) Step 1 of 5

Entity legal name: \*

Entity short name: \*

Participant identity code:

**registration\_rc\_form\_head\_legaladdress**

Street name:

Number:

Town:

Postal code:

Country: United States

Internet Homepage:

Next >

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.

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### 3.1. REGISTRATION (Research Organization)

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

The screenshot shows the 'Register Research Organisation' form at Step 2 of 5. The form is divided into two main sections: 'Registration data' and 'Contact person for legal information'. The 'Registration data' section includes fields for 'Legal registration number', 'Place of registration', 'Date of registration', 'VAT number', and 'Legal form'. The 'Contact person for legal information' section includes fields for 'Family name', 'First Name', 'Phone 1', 'Phone 2', 'E-mail', and 'Fax'. At the bottom of the form, there are '< Previous' and 'Next >' buttons. A 'Back' button is located in the top right corner of the form area. Callout boxes provide additional information: one points to the 'Back' button, stating 'Indicates the step of the registration you are at.', and another points to the navigation buttons, stating '„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

The screenshot shows the 'Register Research Organisation' form at Step 2 of 5, which is the 'Summary' step. The form is identical to the previous screenshot, but the fields are now inactive. A 'Logout' button is visible in the top right corner. A 'Back' button is located in the top right corner of the form area. Callout boxes provide additional information: one points to the 'Back' button, stating '„Summary“ is the last step of the registration – the 5th step.', another points to the form fields, stating '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.', and a third points to the navigation buttons, stating 'To make the corrections please press back.'.



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

You are here: Main page » Registration

ResPolNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » Registration Back

## Register Research Organisation

Research Organisation has been added!  
 If you want to enter info regarding Organisation's research potential, [click here](#).  
[Go to main page](#)

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After completing the last step of the RO registration „Summary” you will receive the note of adding the new RO.  
 To complete the RO research potential select „Click here”.  
 To go back to main page please select „Do to main page”.

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

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

ResPolNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » Research Organisation info - section 2 Back

#### 1. Human resources

	2007	2008
Total number of employees on a Full-Time-Equivalent (FTE) basis	<input type="text"/>	<input type="text"/>
Total number of researchers* on a Full-Time-Equivalent (FTE) basic	<input type="text"/>	<input type="text"/>
Number of researchers with Ph.D. degree or higher	<input type="text"/>	<input type="text"/>

\* Ph. D. students can be included if they are involved in research projects that would be ongoing even without the Ph.D. student concerned. Engineers of the department and technical support staff are also to be included.

#### 2. Over the last 3 years, did your organisation:

	Yes	No
Publish articles in international journals****?	<input type="radio"/>	<input type="radio"/>
File patent applications?	<input type="radio"/>	<input type="radio"/>
Participate in FP7 projects	<input type="radio"/>	<input type="radio"/>
Participate in CIP projects	<input type="radio"/>	<input type="radio"/>
Participate in Structural Funds projects	<input type="radio"/>	<input type="radio"/>
Commercialise new products or technologies?	<input type="radio"/>	<input type="radio"/>

Powered by Index Copernicus

Form of the research potential of the Research Organization.  
 After completing the form please select „Submit”.

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

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

ResPotNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » [Registration](#) » Register Research Center [Back](#)

Step 1 of 5

**Register Research Center** (\* required fields)

Country \*

Please select #

Research Organisation

[Next >](#)

**Options:**

[Register Research Organisation](#)

[Register CV](#)

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/outmost regions. This tool supports trans-national cooperation among research entities in Europe.

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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

ResPotNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » [Registration](#) » Register Research Center [Back](#)

Step 2 of 5

**Register Research Center** (\* required fields)

Center's name \*

Center's short name \*

Type of unit

Department

[< Previous](#) [Next >](#)

**Options:**

[Register Research Organisation](#)

[Register CV](#)

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/outmost regions. This tool supports trans-national cooperation among research entities in Europe.

Powered by Index Copernicus

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

ResPotNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » [Registration](#) » Register Research Center [Back](#)

Register Research Center (\* required fields) Step 3 of 5

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/outmost regions. This tool supports trans-national cooperation among research entities in Europe.

**Options:**

[Register Research Organisation](#)

[Register CV](#)

**Unit's legal address**

Street name:

Number:

Town:

Postal code:

Country:

**Unit's forwarding address** [copy legal address](#)

Street name:

Number:

Town:

Postal code:

Country:

[< Previous](#) [Next >](#)

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

ResPotNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » [Registration](#) » Register Research Center [Back](#)

Register Research Center (\* required fields) Summary

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/outmost regions. This tool supports trans-national cooperation among research entities in Europe.

**Options:**

[Register Research Organisation](#)

[Register CV](#)

**Center's name \***

**Center's short name \***

**Type of unit**

**Unit's legal address**

Street name:

Number:

Town:

Postal code:

Country:

**Unit's forwarding address**

Street name:

Number:

Town:

Postal code:

„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

**1. Human resources**

**1.1. Number of employees**

	2008	2009	2010
Total number of employees on a Full-Time-Equivalent (FTE) basis			
Total number of researchers* on a Full-Time-Equivalent (FTE) basic			
Number of researchers with Ph.D. degree or higher			

\* Ph. D. students can be included if they are involved in research projects that would be ongoing even without the Ph.D. student concerned. 'Engineers of the department' and technical support staff are also to be included.

**1.2. Gender**

	2008	2009	2010
Percentage of women in total number of researchers on a FTE basic			

**1.3. Young research personnel**

	2008	2009	2010
Percentage of young researchers in total number of researchers on a FTE basic			

Next >

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

**2. International mobility**

	Number
Total number of foreign researchers* hosted for more than 1.5 months in the last 3 years	
Number of researchers sent abroad to do research for at least 1.5 months in the last 3 years	

\* please do not calculate those, who come to acquire a Ph.D. degree

**3. Research infrastructure**

**3.1. Please mark your assessment of the physical research infrastructure (without office equipment):**

Our Department/Unit/Institute, etc. has an internationally competitive technology and it is able to conduct top research in cutting-edge research topics

Our Department/Unit/Institute, etc. has top research infrastructure, the infrastructure enables regular international research co-operation but it is not competitive if compared with the 'best in our research field'

Our Department/Unit/Institute, etc. has good quality research infrastructure, probably one of the most up-to-date in the country, but it is not good enough to join in international research on a regular basis

Our Department/Unit/Institute, etc. has an obsolete research infrastructure if compared with international organisations and it is an obstacle to international research co-operation

Our Department/Unit/Institute, etc. has a rather obsolete research infrastructure and it is an obstacle to more domestic contacts

We have no substantial infrastructure, but we have access to it and can participate in top research both nationally and internationally

**3.2. List of Laboratories\*:** only in case you ticked one of the first three responses above

No.	Short description of the laboratory	Appliances/laboratory equipment (most important)	Research area (Orteusch or Index Copernicus classification)

\* Please describe major infrastructure

Next >

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

**4. Research activities of the Center**

**4.1. Publications**

	Number	FP7 Classification
		Empty Area of FP7
		Empty Area of FP7

Substitute for Scientific Information only (which appear in the scientific literature)

	Number	FP7 Classification
		Empty Area of FP7

Part collaboration with industry

which the organisation coordinates

(not research)

are projects\*\*

get is above EUR 100 000 and the organisation's share is at least

the last 3 years

	Number of granted patents	Number of pending patents	FP7 Classification
Number of patents			Empty Area of FP7

Next >

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

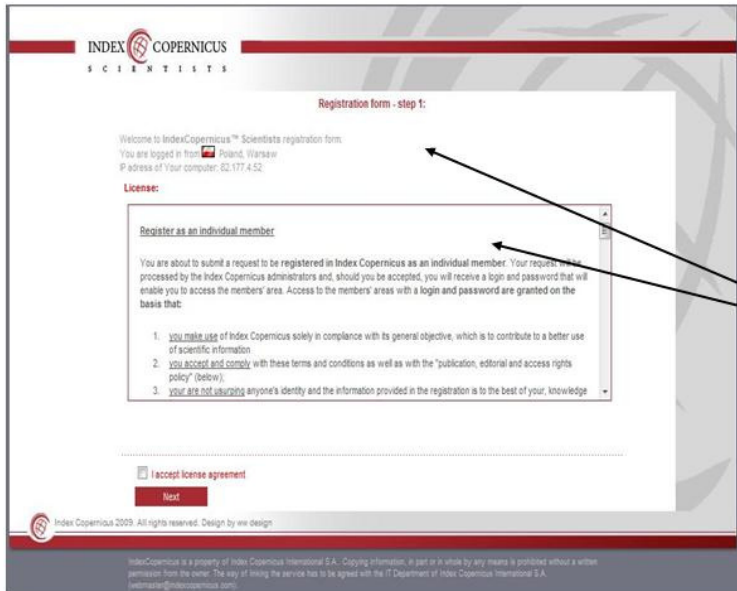
When you click „Register CV“ you will be able to register as a Key Researcher at PSF.

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.



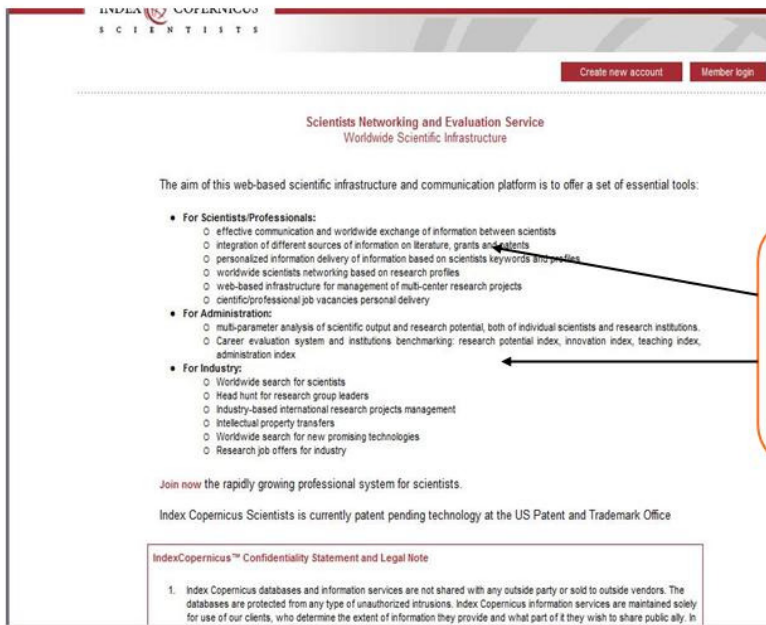
### 3.3. REGISTRATION (CV – Key Researcher)



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

ResPotNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » Account log in [Back](#)

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.su](mailto:admin@admin.su)

**Login**

Login:

Password:

[Login](#) [forgot password](#)

Powered by Index Copernicus

Login and password are chosen 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

ResPotNet

SEVENTH FRAMEWORK PROGRAMME

Welcome

You are here: [Main page](#) » Password reminder [Back](#)

**Password reminder**

Enter your login: \*

[Submit](#)

Powered by Index Copernicus

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)

The screenshot shows the 'Administration Panel (NCP)' interface. At the top right, there is a 'Logout' button. Below it, a message states 'You are logged in as „adminncp”'. The main content area is titled 'Administration Panel (NCP)' and contains a 'Waiting Research Organisations' section with a table of entries (fssa, qdts, ss, test1) and a 'Research Organisation' table listing various entities like 'Akademia Medyczna w Białymostku' and 'IPPT'. Each entry has 'edit' and 'delete' buttons. A 'Menu' on the left includes 'Add new Research Organisation', 'URF - organisation name check', and 'Edit call identifiers'. A 'Back' button is located at the top right of the main content area.

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 screenshot shows the 'Edit Research Organisation' form. It includes a 'Logout' button at the top right and a 'Back' button. The form has three input fields: 'Entity legal name:' with the value 'test1', 'Entity short name:' with the value 'test1', and 'Participant identity code:'. A 'Submit' button is located below the fields. The breadcrumb trail at the top reads '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.

## 5.1. PROFIL ADMIN NCP

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

The screenshot shows the 'Research Organisation' profile for 'Akademia Medyczna w Białymstoku'. The page includes a breadcrumb trail: 'You are here: Main page » Partner Search » Research Organisation'. A 'Logout' button is in the top right. The main content area displays the following information:

- Entity legal name:** Akademia Medyczna w Białymstoku
- Entity short name:** AM Białystok
- Participant identity code:** 4885-9214
- Address:** [input field]
- Internet Homepage:** [input field]
- Registration details:**
  - Legal registration number: 123456789
  - Place of registration: Białystok
  - Date of registration: 01/01/2000
  - VAT number: 1234567898
  - Legal form: SME
- Entity authorised representative:**
  - Family name: Kowalski
  - First name: Jan
  - Title: Professor

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 screenshot shows the 'Administration Panel (RO)' for 'Akademia Medyczna w Białymstoku'. The page includes a breadcrumb trail: 'You are here: Main page » Administration Panel (RO)'. A 'Logout' button is in the top right. The main content area displays the following information:

- Entity legal name:** Akademia Medyczna w Białymstoku
- Entity short name:** AM Białystok
- Participant identity code:** 4885-9214
- Address:** [input field]
- Internet Homepage:** [input field]

On the left side, there is a 'Menu' section with the following links:

- [Edit RO information](#)
- [Edit RO's potential info](#)
- [List of RC](#)
- [Add new RC](#)
- [Add new project proposal](#)
- [View Proposals](#)

Below the menu is an 'Options' section with a checkbox for 'Hide Research Organisation potential' and a 'Save' button.

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

**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 beetle opis projekta  
 Budget estimation:  
 Key partners already involved:  
 FP7 Research Area: Health, Nanosciences, nanotechnologies, materials & new production technologies, Energy  
 Research area (interest or linked Copernicus): Astronomy, Physics, Biology, Biochemistry, Genetics and Molecular Biology, Nursing and Health Professions, Cognitive Sciences  
 Classification:  
 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](#).

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

**Project Idea - step 1 of 3**

Type of project \* FP7 Research Potential

Proposal name \*

Project description

Budget estimation

Key partners already involved

Keywords

Project Proposal Entry Date (YYYY-MM-DD)

**Contact person**

Mr. Ms. Dr./Prof \*

Mr.

Tel.

Address

E-mail \*

**FP7 Research Area**

Health  
 Food, Agriculture and Fisheries, Biotechnology  
 Information & communication technologies  
 Nanosciences, nanotechnologies, materials & new production technologies  
 Energy  
 Environment (including Civil Charge)  
 Transport (including aeronautics)  
 Socio-economic Sciences and the Humanities  
 Space  
 Security

**Next**

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 screenshot shows the 'Project Idea - step 2 of 3' page. The page is titled 'Project Idea - step 2 of 3' and contains a list of scientific disciplines grouped into four categories: Physical Sciences and Engineering, Life Sciences, Health Sciences, and Social Sciences and Humanities. Each discipline has a checkbox next to it. The 'Previous' and 'Next' buttons are located at the bottom of the list. A callout box with an orange border contains the text: 'The 2nd step „Previous” and „Next” can be used to navigate between the steps'. The page also features a 'Logout' button in the top right corner and a 'Welcome admin\_3' message.

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

You are here: Main page » Add Project Idea

The screenshot shows the 'Project Idea - step 3 of 3' page. The page is titled 'Project Idea - step 3 of 3' and contains a form for 'Sought partner's profile'. The form has several fields: 'Call identifier' (a dropdown menu), 'Role in the project' (a dropdown menu with 'Exchange of knowhow and experience' selected), 'Specify role of other' (a text area), 'Required skills and expertise' (a text area), 'Country (hold CTRL and click to select items)' (a list box with a search bar and a list of countries including Bulgaria, France, Germany, etc.), and 'Additional information about the project' (a text area). A 'Submit' button is located at the bottom of the form. A callout box with an orange border contains the text: 'The 3rd step: „Sought partner's profile”'. The page also features a 'Logout' button in the top right corner and a 'Welcome admin\_3' message.



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

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

The screenshot shows the 'Administration Panel (RC)' for 'Akademia Medyczna w Lublinie — I Wydział Lekarski z Oddz. Stomatologicznym'. The center's name is 'Wydział Lekarski z Oddz. Stomatologicznym', short name is 'Wydz. ze Stomatologią', and address is 'Al. Racławickie 1, 20-059 Lublin, Poland'. The 'Unit potential' section shows a 'Total' chart with values: R=5.1, T=4.0, A=1.3 and an 'Average' chart with values: R=1.7, T=1.3, A=0.4. Below this is a table of 'RU Key Researchers' with columns for 'Research Potential' and 'CV'. Three researchers are listed: Almazan Aleksandru (R: 0.9, T: 0.8), Barbaro Giuseppe (R: 0.4, T: 1.9, A: 0.4), and Caldeira João Antonio (R: 2.1, T: 0.4).

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

The screenshot shows the 'Invite new researcher' form. It features a 'Logout' button and a 'Back' button. The form is titled 'Invitation sender (\* required fields)'. It contains three input fields: 'Given name:', 'Family name: \*', and 'E-mail address: \*'. A 'Send' button is located below the 'E-mail address' field. The footer of the page reads 'Powered by Index Copernicus'.

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

Logout

ResPolNet

SEVENTH FRAMEWORK PROGRAMME

Welcome adminrc\_3

You are here: [Main page](#) » Research Center info - section 2 Back

**1. Human resources**

**1.1. Number of employees**

	2008	2009	2010
Total number of employees on a Full-Time-Equivalent (FTE) basis			
Total number of researchers* on a Full-Time-Equivalent (FTE) basic			
Number of researchers with Ph.D. degree or higher			

\* Ph. D. students can be included if they are involved in research projects that would be ongoing even without the Ph.D. student concerned. Engineers of the department and technical support staff are also to be included.

**1.2. Gender**

	2008	2009	2010
Percentage of women in total number of researchers on a FTE basic			

**1.3. Young research personnel**

	2008	2009	2010
Percentage of young researchers in total number of researchers on a FTE basic			

Next >

Powered by Index Copernicus

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

Logout

ResPolNet

SEVENTH FRAMEWORK PROGRAMME

Welcome adminrc\_3

You are here: [Main page](#) » Research Center info - section 2 Back

**1. Human resources**

**1.5. Research activities of the Key Researchers\* by FP7 research area**

No.	Research area FP7	Researcher activities
1.	Health	<input type="checkbox"/>
2.	Food, Agriculture and Fisheries, Biotechnology	<input type="checkbox"/>
3.	Information & communication technologies	<input type="checkbox"/>
4.	Nanosciences, nanotechnologies, materials & new production technologies	<input type="checkbox"/>
5.	Energy	<input type="checkbox"/>
6.	Environment (including Climate Change)	<input type="checkbox"/>
7.	Transport (including aeronautics)	<input type="checkbox"/>
8.	Socio-economic Sciences and the Humanities	<input type="checkbox"/>
9.	Space	<input type="checkbox"/>
10.	Security	<input type="checkbox"/>

Next >

Powered by Index Copernicus

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

**2. International mobility**

	Number
Total number of foreign researchers* hosted for more than 1.5 months in the last 3 years	<input type="text"/>
Number of researchers sent abroad to do research for at least 1.5 months in the last 3 years	<input type="text"/>

\* please do not calculate those, who come to acquire a Ph.D. degree

**3. Research infrastructure**

3.1. Please mark your assessment of the physical research infrastructure (without office equipment):

Our Department/Unit/Institute, etc. has an internationally competitive technology and it is able to conduct top research in cutting-edge research topics	<input type="radio"/>
Our Department/Unit/Institute, etc. has top research infrastructure, the infrastructure enables regular international research co-operation but it is not competitive if compared with the 'best in our research field'	<input type="radio"/>
Our Department/Unit/Institute, etc. has good quality research infrastructure, probably one of the most up-to-date in the country, but it is not good enough to join in international research on a regular basis	<input type="radio"/>
Our Department/Unit/Institute, etc. has an obsolete research infrastructure if compared with international organisations and it is an obstacle to international research co-operation	<input type="radio"/>
Our Department/Unit/Institute, etc. has a rather obsolete research infrastructure and it is an obstacle to more domestic contacts	<input type="radio"/>
We have no substantial infrastructure, but we have access to it and can participate in top research both nationally and internationally	<input type="radio"/>

3.2. List of Laboratories\*: only in case you ticked one of the first three responses above

No.	Short description of the laboratory	Appliances/laboratory equipment (most important)	Research area (Orteush or Index Copernicus classification)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Please describe major infrastructure

Next >

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

**4. Research activities of the Center**

4.1. Publications

	Number	FP7 Classification
Number of publications* in journals	<input type="text"/>	Empty Areas of FP7
Number of published books	<input type="text"/>	Empty Areas of FP7

\*publications reviewed by the Institute for Scientific Information only (which appear in the science Citation Index)

4.2. Projects\*

	Number	FP7 Classification
Number of research projects**	<input type="text"/>	Empty Areas of FP7
Of which the number of projects in collaboration with industry	<input type="text"/>	
the number of EU FP projects	<input type="text"/>	
the number of EU FP projects which the organisation coordinates	<input type="text"/>	
Number of other EU FP projects (not research)	<input type="text"/>	
Number of research infrastructure projects**	<input type="text"/>	

\* the total individual project budget is above EUR 100 000 and the organisation's share is at least EUR 20 000  
\*\* started and completed during the last 3 years

4.3. Intellectual property

	Number of	Number of	FP7 Classification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Ortelush Classification System.



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

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

The screenshot shows a web browser window with the URL [http://kpk.fullinteractive.pl/fp7-classification/list/id/publications\\_journals\\_a](http://kpk.fullinteractive.pl/fp7-classification/list/id/publications_journals_a). On the left, there is a list of FP7 classification areas with checkboxes: Health, Food, Agriculture and Fisheries, Biotechnology, Information & communication technologies, Nanosciences, nanotechnologies, materials & new production technologies, Energy, Environment (including Climate Change), Transport (including aeronautics), Socio-economic Sciences and the Humanities, Space, and Security. An 'Insert' button is at the bottom of this list. On the right, a table is partially visible with columns 'Number' and 'FP7 Classification'. A callout box points to the 'FP7 Classification' column, stating: "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 screenshot shows the '5. Budget breakdown' section of the form. It includes a table with the following rows:

Source of funding	%
Private companies	<input type="checkbox"/>
International projects (EU, NATO, UN other)	<input type="checkbox"/>
Competitive government financing	<input type="checkbox"/>
Non-competitive government financing	<input type="checkbox"/>
Other sources (foundations, non-profit organisations)	<input type="checkbox"/>

A 'Next >' button is located below the table. A callout box points to the 'Competitive government financing' row, stating: "The 5th step of the form." The page also features a 'Logout' button, a 'Welcome adminrc\_3' message, and a 'Back' button.

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

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

The screenshot shows the ResPotNet interface. At the top left is the ResPotNet logo. At the top right is the logo for the Seventh Framework Programme with the text 'Welcome adminrc\_3'. Below the navigation bar, the breadcrumb 'You are here: Main page » Research Center info - section 2' is visible, along with a 'Back' button. The main content area is titled '5. Detailed areas of research activities (optional)'. It contains a table with three sections: 'Physical Sciences and Engineering', 'Life Sciences', and 'Health Sciences'. Each section lists various research fields with a checkbox next to each. An orange callout box with the text 'Optionally detailed categories can be chosen' has an arrow pointing to the 'Architecture and Engineering' checkbox.

Physical Sciences and Engineering	
<input type="checkbox"/>	Astronomy
<input type="checkbox"/>	Chemistry
<input type="checkbox"/>	Computer and Information Science
<input type="checkbox"/>	Environmental Engineering
<input type="checkbox"/>	Architecture and Engineering
<input type="checkbox"/>	Materials Science
<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Physics
Life Sciences	
<input type="checkbox"/>	Agriculture
<input type="checkbox"/>	Biology
<input type="checkbox"/>	Biochemistry, Genetics and Molecular Biology
<input type="checkbox"/>	Earth Science
<input type="checkbox"/>	Environmental Science
<input type="checkbox"/>	Geography
<input type="checkbox"/>	Immunology and Microbiology
<input type="checkbox"/>	Neuroscience
Health Sciences	
<input type="checkbox"/>	Dentistry
<input type="checkbox"/>	Medicine
<input type="checkbox"/>	Nursing and Health Professions