

# EPSS - elektronisches Einreichen eines Antrags

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05.Juni 2009





## Was ist EPSS?

### EPSS = Electronic Proposal Submission System

- Online System der Europäischen Kommission zur elektronischen Antragstellung für FP7-Projekte
- **Alle** Proposals für Marie Curie Projekte werden über EPSS online hochgeladen!
- Daten sind nur den beteiligten Partnern und der EK zugänglich und werden verschlüsselt gelagert.



## Einreichen eines IF-Antrags mit EPSS

1. **Registrieren** für die Ausschreibung
2. **Ausfüllen** aller Online-Formulare (**A-Forms**)
3. **Nominieren** von drei **Referees**
4. **Download** der **Teil-B-Vorlage** für die Ausschreibung
5. **Upload** des finalen Antrags (**Teil B**)
6. **Kontrolle** ob Antrag vollständig am Server



## Registrierung

<https://www.epss-fp7.org/epss/login.jsp>

### Wer registriert sich / Wer macht was?

Der/die ForscherIn registriert sich, füllt **alle A-Formulare** aus, gibt **Referees** an und lädt das **Proposal** hoch.

## EPSS – Registrierung

A screenshot of a web browser window showing the registration page for EPSS FP7. The browser title is 'EPSS FP7: Registration - Mozilla Firefox'. The address bar shows the URL 'https://www.epss-fp7.org/epss/registrationCoordinatorInformation.jsp'. The page content includes a header with 'Electronic Proposal Submission Ser', a navigation bar with 'CORDIS: EPSS', and a main section titled 'Registration - Personal Details'. Below this, there are fields for 'PIC info?' (with a 'Clear PIC-data' button and a 'View PIC data' link), 'Title \*' (a dropdown menu showing 'Mr.'), 'First name \*', 'Surname \*', 'Organisation Short Name \*', 'Telephone \*', and 'E-mail \*'. The browser's status bar at the bottom shows 'Fertig' and the website address 'www.epss-fp7.org'.

- PIC
- Titel
- Name des Fellows
- Name der Organisation
- Email-Adresse

**IF:**

**PIC und Name der  
zukünftigen  
Gastinstitution!**

## EPSS – Registrierung

A screenshot of a web browser window showing the 'EPSS FP7: Registration - Mozilla Firefox' page. The browser's address bar shows the URL 'https://www.epss-fp7.org/epss/registrationProposalInformation.jsp'. The page content includes a header 'Registration - Proposal Details' and a note: '(Note that registration information is indicative only. The information that you provide to prepare for evaluation of the call. The details that you give here need not be final proposal. Only the details you provide in the final proposal when you make the submission.)'. Below this, a red warning states: 'Please fill the proposal details below. This page must be filled in less than 30 minutes; otherwise the data is lost and the registration fails.' The form fields include: 'Topic code \*' (text input), 'Scientific Panel \*' (dropdown menu with '--SELECT ONE--'), 'Title \*' (text input), 'Acronym \*' (text input), 'Short abstract (max. 2000 characters) \*' (text area), 'Total number of Participants \*' (text input), and a section for 'Further details of the participants - not mandatory' with fields for 'Partner 1' (Organisation Legal Name, Department or Laboratory Name, Scientist in charge, and Country dropdown).

- Topic code (autom.)
- Scientific panel
- Titel
- Akronym
- Abstract
- Anzahl der Partner
- Informationen über Partnerorganisationen (Name, Land, Kontaktperson)

## EPSS – Übersicht



The screenshot shows the 'EPSS FP7: Prepare Proposal' web application in a Mozilla Firefox browser. The address bar shows the URL <https://www.epss-fp7.org/epss/proposalGeneral.jsp>. The page title is 'Electronic Proposal Submission Service'. The main content area is titled 'General Information' and displays the following details:

- Call Selected: FP7-PEOPLE-ITN-2008
- Sub-Scheme Selected: MC-ITN
- Proposal ID: Not available
- Proposal status: Proposal NOT submitted

A warning message states: "The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is NOT used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B." Below this, the title is 'FFG-Test to assess viability of EPSS' and the coordinator is 'Johannes Sorz'.

Navigation tabs include: Prepare Proposal, Change Password, Check Validation, Submit Proposal, General, Proposal Setup, Part A, and Part B. A 'VeriSign Secured' logo is visible in the bottom right corner of the page.

- General
- Proposal setup
- Part A
- Part B
- Check validation
- **Submit Proposal**
- History
- Change Password
- Logout

## EPSS – Proposal Setup



**Proposal Setup**

**IF:**

- Bearbeiten der Daten der Gastinstitution
- Hinzufügen von Referees



## EPSS – Part A

### Part A

- Download der A-Forms
- Ausfüllen der A-Forms

**IF:** ForscherIn füllt A1, A2, A3, A4 aus (IOF, IIF: 2x A2!)

Überprüfen mit „Validate“  
Speichern mit „Save Form“

EPSS FP7: Prepare Proposal - Mozilla Firefox

File Bearbeiten Ansicht Chronik Lesezeichen Extras Hilfe

https://www.epss-fp7.org/epss/proposalPartA.jsp

FFG Home FFG People FFG Wiki CORDIS: FP7 EPSS FP7 GMX:GMX era.gv.at ÖAD EU Tel

### Electronic Proposal Submission Service

CORDIS: EPSS

Prepare Proposal Change Password Check Validation Submit Proposal

General Proposal Setup **Part A** Part B

**Part A**

Click on a form name to edit online, or select form(s) and press download to view form. Scroll to bottom of the form to save and validate form. Scroll to bottom of the form for validation errors. Note: Automatic calculations will only be performed if form is valid.

| Form name                      | Download (PDF)           | Status                                      |
|--------------------------------|--------------------------|---|
| <a href="#">A1</a>             | <input type="checkbox"/> | Last updated 08/04/2008 10:05:46 CET by EPS |
| <a href="#">A2 Coordinator</a> | <input type="checkbox"/> | Last updated 08/04/2008 10:05:46 CET by EPS |
| <a href="#">A4</a>             | <input type="checkbox"/> | Last updated 08/04/2008 10:05:46 CET by EPS |

download

Please note that all participants in proposals must ensure that they have the authorisation of their organisation to participate in the proposal and any project arising from it. Co-ordinators are advised to ensure that this is the case prior to the submission of the proposal.

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

Fertig [www.epss-fp7.org](http://www.epss-fp7.org)

## EPSS – Part B



The screenshot shows the 'EPSS FP7: Prepare Proposal' interface in Mozilla Firefox. The browser address bar shows 'https://www.epss-fp7.org/epss/proposalPartB.jsp'. The page title is 'Electronic Proposal Submission Service'. A navigation menu includes 'Prepare Proposal', 'Change Password', 'Check Validation', and 'Submit Proposal'. Below this, there are tabs for 'General', 'Proposal Setup', 'Part A', and 'Part B'. The 'PART B Upload' section is active, featuring a text input field for the file location, a 'Durchsuchen...' button, and an 'Upload Proposal File' button. A detailed instruction block explains that Part B proposals must be PDF files under 3MB. A 'Download Part B / other Templates (zip file)' link is provided. At the bottom of the page, there is a 'PART B Overview' button and a status message 'No Part B file uploaded.' A 'VeriSign Secured' logo is visible in the bottom right corner of the page content.

**Part B**

- Vorlage herunterladen
- Proposal hochladen

**Teil B kann bis zur Deadline überschrieben werden**

**→ Letzte Version am Server wird evaluiert!**

## EPSS – Submit Proposal



The screenshot shows a Mozilla Firefox browser window with the address bar displaying <https://www.epss-fp7.org/epss/submission1.jsp>. The page title is "EPSS FP7: Submit Proposal - Mozilla Firefox". The browser's menu bar includes "Datei", "Bearbeiten", "Ansicht", "Chronik", "Lesezeichen", "Extras", and "Hilfe". The address bar has navigation buttons (back, forward, home, stop, refresh) and a search icon. The browser's toolbar shows several bookmarks: "FFG Home", "FFG People", "FFG Wiki", "CORDIS: FP7", "EPSS FP7", "GMX:GMX", "era.gv.at", "ÖAD", and "EU Tel". The main content area of the browser shows the "Electronic Proposal Submission Service" header with a blue background and a "2007 - 2013" logo. Below the header is a navigation menu with buttons for "Prepare Proposal", "Change Password", "Check Validation", "Submit Proposal" (highlighted in blue), and "Logout". The main content area is titled "Proposal submission" and contains the following text:

Modifications to proposals are possible at any time before the deadline, also after an initial submission. The latest version available at the deadline is considered as the one submitted. For continuously open calls, this procedure applies to the intermediate closure dates. This means that, at each intermediate closure date all proposals with the status "Submitted" will be locked and evaluated and there will be no more possibility to modify them. When resubmitting you automatically accept to withdraw the previously submitted proposal by replacing it with the new version.

By submitting this proposal the co-ordinator confirms that all necessary internal authorisations have been obtained by all participants in order to permit your organisation to submit it and that the submission complies with any internal requirements of the participants' organisations relating to the submission of such proposals. In doing so the co-ordinator accepts that the Commission takes no responsibility for the evaluation or selection of any proposal which subsequently proves not to have been authorised by the competent officials of the participants' organisation(s).

**Please press the button below to have your proposal submitted.**

**Press this button to submit the proposal**

At the bottom of the page, there is a footer with links: "Top | CORDIS Services | EPSS FAQ | EPSS Help Desk". A "VeriSign Secured" logo is visible in the bottom right corner of the page content. The browser's status bar at the bottom shows "Fertig" on the left and "www.epss-fp7.org" on the right.

**Submit Proposal**

**- Hochladen des Teil B!**

## EPSS – Check Validation



The screenshot shows a Mozilla Firefox browser window with the address bar displaying <https://www.epss-fp7.org/epss/eligibilityCheck.jsp>. The browser's menu bar includes 'Datei', 'Bearbeiten', 'Ansicht', 'Chronik', 'Lesezeichen', 'Extras', and 'Hilfe'. The page title is 'EPSS FP7: Check Validation - Mozilla Firefox'. The browser's toolbar shows navigation buttons and a search bar. The page content includes a navigation menu with 'Prepare Proposal', 'Change Password', 'Check Validation', 'Submit Proposal', and 'Logout'. The 'Check Validation' section displays the following text:

**Validation Check**

**Validation check: FAILED**

**Failure:** Forms A1 FFG, A2 Coordinator, A4 FFG have validation errors or have not been saved. Please fix before submission.

**Warning:** Insufficient partners from Member States or Associated States

**Failure:** No Part B file present

**Preliminary automatic checking has detected errors.**  
**Your Proposal cannot be submitted**

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

At the bottom of the page, there is a footer with 'Top | CORDIS Services | EPSS FAQ | EPSS Help Desk' and a VeriSign Secured logo.

**Check Validation**

**- Überprüfen ob alle A-Formulare ausgefüllt und Teil B hochgeladen**



## Kontrolle vor dem Einreichen

- ✓ Alle **A-Formulare** ausgefüllt (IOF, IIF: für beide Gastinstitutionen)
- ✓ 3 **Referee Assessments** eingeholt
- ✓ Teil B im **richtigen Format** hochgeladen (**PDF**)
- ✓ Dateiname nur Buchstaben und Zahlen, **keine Spezial- oder Leerzeichen**
- ✓ Teil B innerhalb der maximal erlaubten Größe von **10 Mb**
- ✓ Teil B in ausgedruckter Form **komplett und lesbar**
- ✓ Computer auf **Viren** geprüft → EPSS blockiert infizierte Dateien!
- ✓ „**Validation check**“ im EPSS → Achtung! ist kein „**eligibility**“ check

**Rechtzeitig auf EPSS registrieren!!!**

**Vielen Dank für Ihre Aufmerksamkeit**  
***Fragen?***