EIG CONCERT • JAPAN

Connecting and Coordinating
European Research and Technology Development with Japan

Joint Call for Proposals on Solutions for Carbon-Neutral Cities

GUIDELINES
FOR APPLICANTS

Proposal Submission Period:
Tuesday 23 May 2023 to Tuesday 1 August 2023
(deadline 10:00 CEST, i.e. 17:00 Japanese time)

Websites:
https://www.concert-japan.eu (for Call Text and National/Regional Regulations)

https://ptoutline.eu/app/eigjapan_jc2023 (online submission tool)

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How to submit a proposal using the PT-Outline tool?

Registration on the PT-Outline website

To submit a proposal for the EIG CONCERT-Japan Joint Call, you will have to use the online webtool PT-Outline at: **https://ptoutline.eu/app/eigjapan_jc2023**

Only one of the project leaders (the principal project leader) should formally submit a proposal on behalf of the whole project consortium. The second project leader and the other project partners do not have to submit a separate proposal to the PT-Outline tool.

To prepare the proposal online, you first have to register by clicking on the **Sign up** tab.

You will then be guided to the **Registration page** where your email address has to be entered. A link to an individual password will then be sent to your email address. The **individual password will be displayed only once**; please make sure that you remember it during the whole proposal submission phase. The password is case-sensitive and cannot be changed.

Overview page

After having logged in with the username (email address) and password, you will be guided to the **Overview page** which gives information on how to proceed.

The following four pages need to be filled in online with information: General Information, Principal project leader, Project Partner, Project description (see the white box on left hand side).

General Information

To start filling in the General Information page, please click on the blue keyword in the grey box. This page requests information on the project title and acronym, a summary of the proposal (not exceeding 3000 characters), the sub-thematic area and keywords. All fields marked with an **orange star** are mandatory fields and need to be filled in.

To save the information, click on the blue *Save* button at the end of the page.

Please note: You can save information even if all mandatory fields are not filled in, <u>however</u> an orange note will appear next to "General Information" in the left grey box, informing you that information is missing. You can continue but you will have to complete the missing information before the final submission.

Your data has been saved when the green bar below is shown at the top of the page.

The fields that still need to be filled in before submitting will be highlighted in red.

Principal project leader

After having saved the data, please proceed to the next page **Principal project leader**. Here, you will first have to fill in background information on the principal project leader <u>only</u>.

Secondly, give the information on **the principal project leader's requested budget** according to the seven sub-categories (travel costs, living expenses, expenses for the organisation of small scientific events, costs for research material and small-scale research equipment, indirect costs, personnel costs and other costs) for Year 1, 2 and 3 respectively. If no spending is planned in one or more of the sub-categories, enter "0".

All costs must be given in EURO.

> It is highly recommended to consult the national/regional regulations for the cost categories of each project partner! These can be found in the **Joint Call Text**, available at **www.concert-japan.eu**, and in case of doubts, please contact your National or Regional Contact Persons (contacts in Part 3 of the **Joint Call Text**).
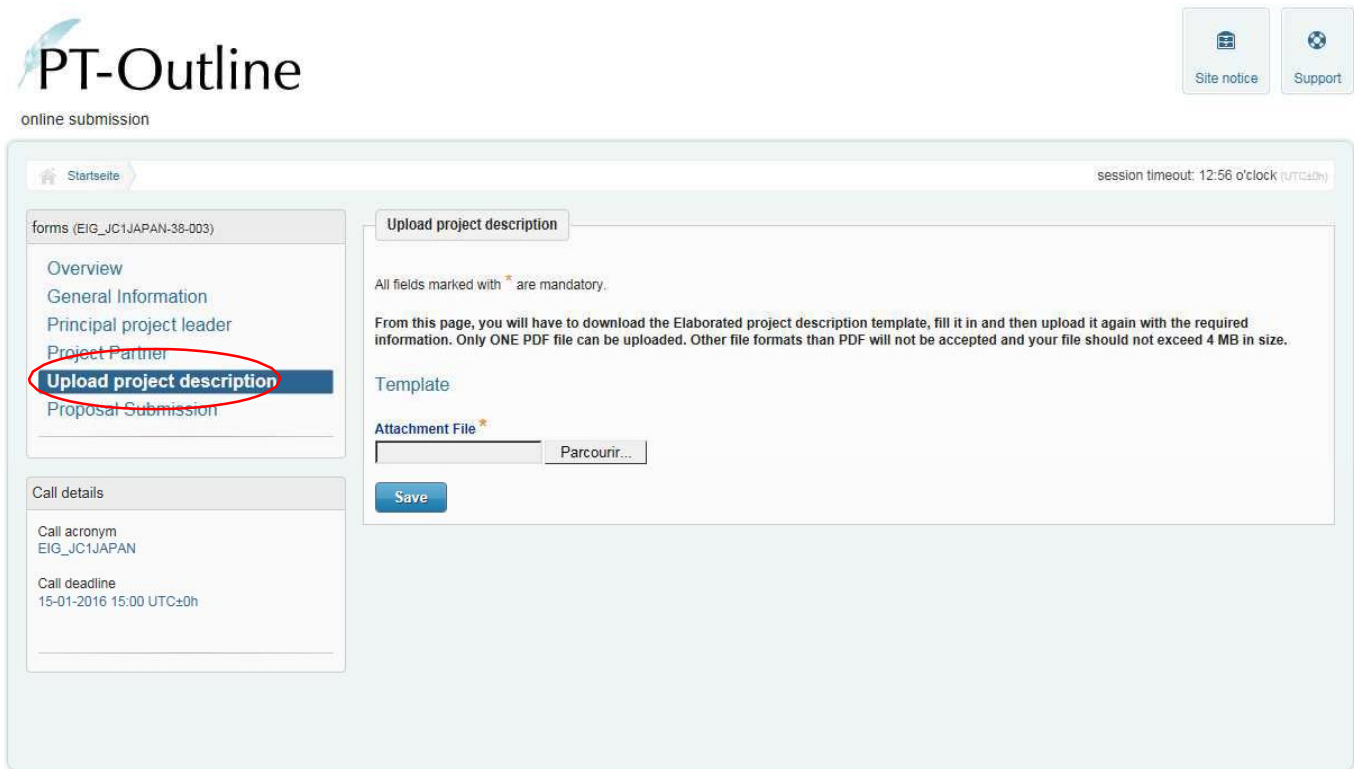
Project Partner

After having saved the information, proceed to the next page **Project Partner**. In this webpage, the background and budget information on the second project leader and all other project partners should be given separately. Begin with providing information on the second project leader. After having saved the information on the second project leader, you will have the option to add information on the other project partners, and so on, by clicking on "add project partner" on the top of the page.

Upload project description

After having saved the information of the last partner, proceed to the next page, **Upload project description**.

From this page, you will have to upload the **Project description template** (word format). You can download it from the **Overview** page, fill in it and then upload it again with the required information.

Please **do not forget to add short CVs of the main participating researchers involved in the proposal, including a list of the five most relevant publications of the last ten years of the participating researchers** (max. 1 page per researcher).
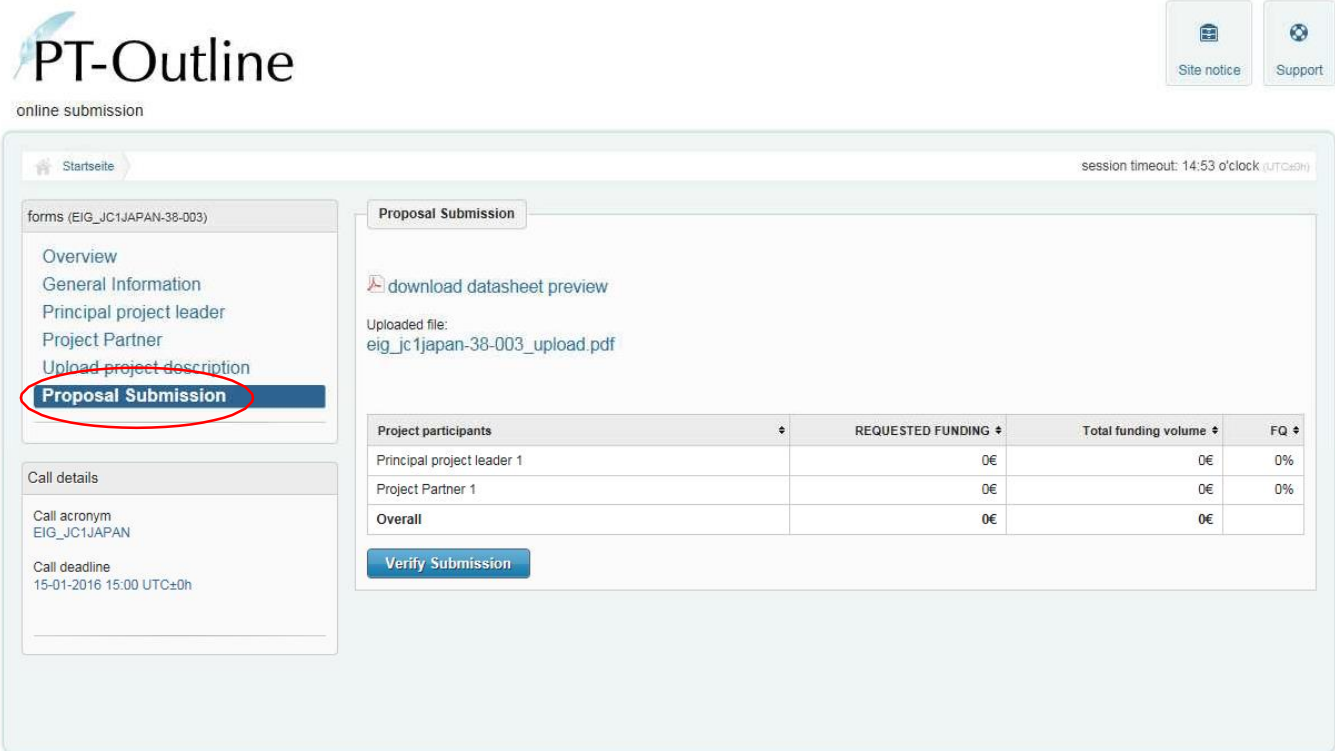
In case a project partner comes from a country other than the participating funding countries, **a confirmation letter** ensuring the funding of this project partners from other sources has to be added as well.

Please note that only a PDF file can be uploaded. Other file formats will not be accepted by the system. The name of the file you upload should not contain any spaces or special letters. The file name will automatically be changed during the upload process. **If you have already uploaded a file before, it will be overwritten by any subsequent file uploaded.**

Proposal submission

To finally check all the information provided by you, go to the page **Proposal submission**. Here, you can download **a data sheet preview** and get an overview of the overall budget requested for your project.

To submit your project proposal please click on the blue *Verify submission* button at the bottom of the page, and then on ***Submit now***. Only after having clicked on this button will your proposal be considered as submitted.

Please note that after the binding submission **NO FURTHER CHANGES** can be made to your proposal.

You will receive an automatic email after successful submission of your project. Please save this email as a proof of the submission.

Please remember that the deadline for submission is **Tuesday 1 AUGUST 2023** (deadline 10:00 CEST, i.e. 17:00 Japanese time). The electronic submission system will be closed afterwards.