



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/eiqjapan_ic2023 (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.

Language: deutsch [english](#)

PT-Outline
online submission


Site notice Support

Login **Sign up** Recover password

Please sign up with a valid email adress. Afterwards you will receive an confirmation email with further instructions.

E-Mail:

Sign up

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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 screenshot shows the PT-Outline online submission interface. At the top left is the logo 'PT-Outline' with the text 'online submission' below it. At the top right are two buttons: 'Site notice' and 'Support'. Below the logo is a navigation menu with 'Startseite' and a 'session timeout: 11:34 o'clock (UTC+0h)' indicator. The main content area is titled 'forms (EIG_JC1JAPAN-38-003)' and features a sidebar with a menu where 'Overview' is highlighted with a red circle. The main content area has an 'Overview' tab and contains the following text:

The five menu items on the right (General Information, Principal project leader, Project Partner, Upload project description, Proposal Submission) will guide you through the process of preparing and submitting your proposal. In order to fill in the different forms, please click on each of the menu items. The proposal can be saved and edited at a later stage until the final submission. However, to save a site, mandatory fields on this respective site have to be filled in. Once the proposal is bindingly submitted by clicking on the 'Submit now' button on the last menu item NO FURTHER CHANGES can be made to your proposal.

Proposals must be submitted exclusively using this online tool. Proposals submitted via E-mail, fax, paper copy will not be considered.

Only the coordinator of a project consortium should register, enter the name and contact data of the other consortium partners, edit and save the electronic forms, upload the 'Financial Plan' and finally submit the proposal on behalf of the project consortium. The other consortium partners should not submit a separate proposal.

The proposal is stored password protected. Connection to the server is SSL encoded and data safety and protection of confidence are warranted.

Application Procedure

- 1 Please complete the electronic forms (General Information, Principal project leader, Project Partner, Upload project description) by inserting project-specific data into the designated fields.
- 2 Please download the template for the "project description" (word document), complete it and then upload the file again (word document).
- 3 Please **check** all entries and complete the **binding submission** of the proposal by clicking on the 'Submit now' button.

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, however 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 only.

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**).



online submission



Startseite session timeout: 12:02 o'clock (UTC±0h)

forms (EIG_JC1JAPAN-38-003)

- Overview
- General information
- Principal project leader**
- Project Partner
- Upload project description
- Proposal Submission

Call details

Call acronym
EIG_JC1JAPAN

Call deadline
15-01-2016 15:00 UTC±0h

Principal project leader

All fields marked with * are mandatory.

Here, please give only information about the Principal project leader. Information about further project partners should be added in the next menu item 'Project Partner'.

Title *
For example: Prof., Dr., etc.

Family name *

First name *

Gender *
Bitte auswählen...

Organisation *
Please give the full legal name of your organisation.

Organisation short name *

Department *

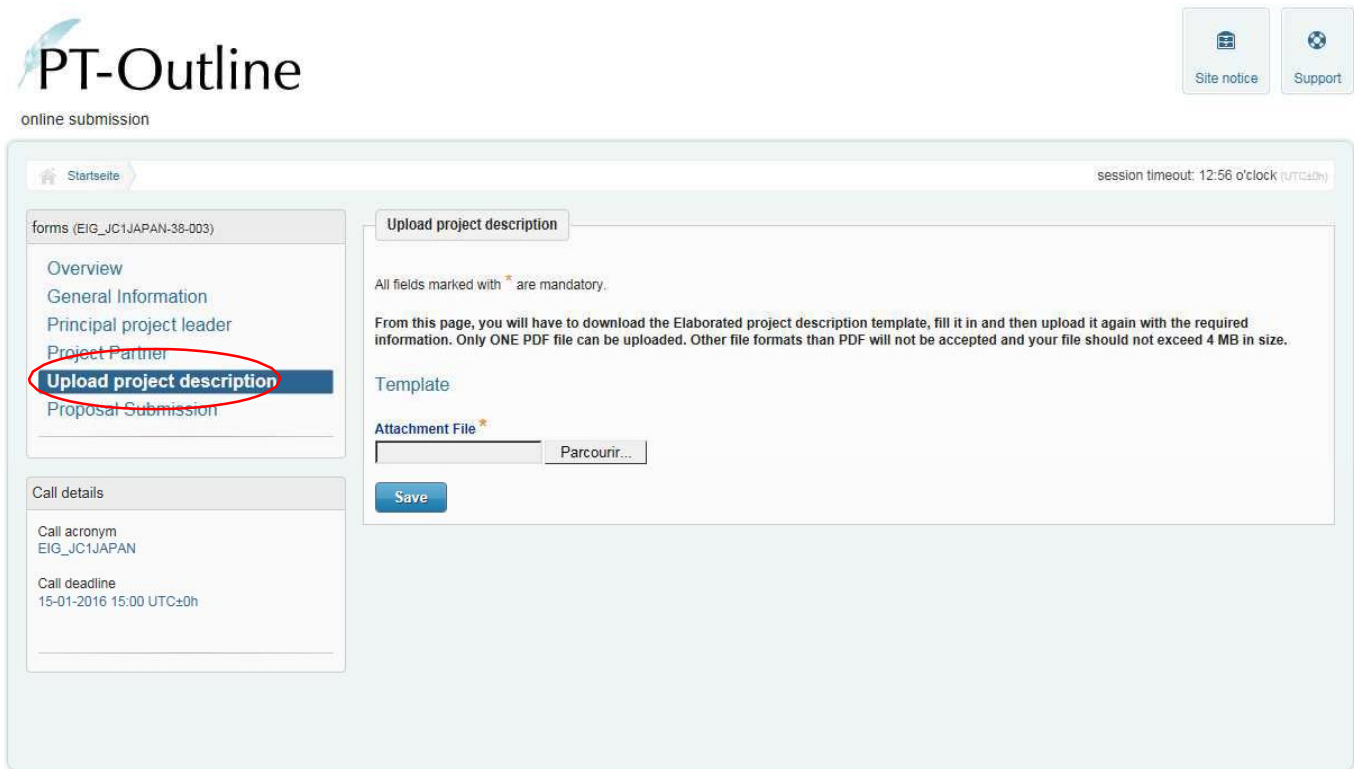
Project Partner

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.

The screenshot displays the PT-Outline online submission interface. At the top left is the PT-Outline logo and the text "online submission". At the top right are "Site notice" and "Support" buttons. A "session timeout: 12:18 o'clock (UTC+0h)" message is visible in the top right corner. The main content area is divided into a left sidebar and a main form area. The sidebar contains a menu with "Project Partner" highlighted in blue and circled in red. Below the menu is a "Call details" section showing "Call acronym: EIG_JC1JAPAN" and "Call deadline: 15-01-2016 15:00 UTC+0h". The main form area is titled "Principal project leader" and includes a "show project coordinator" button. Below this is the "Project Partner" section, which has a sub-header "1. Project Partner 1" and an "add project partner" button. The form contains several fields: "Title" (with a note "For example: Prof., Dr., etc."), "Family name", "First name", "Gender" (a dropdown menu with "Bitte auswählen..." selected), and "Organisation" (with a note "Please give the full legal name of your organisation"). A note at the top of the form states "All fields marked with * are mandatory." and "Here, please give only information about the project partner."

Upload project description

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



The screenshot shows the PT-Outline online submission interface. At the top left is the PT-Outline logo and 'online submission' text. At the top right are 'Site notice' and 'Support' buttons. The main content area is titled 'Upload project description' and includes a 'Save' button. A sidebar on the left contains navigation links: 'Overview', 'General Information', 'Principal project leader', 'Project Partner', 'Upload project description' (highlighted with a red circle), and 'Proposal Submission'. Below the sidebar is a 'Call details' section showing 'Call acronym: EIG_JC1JAPAN' and 'Call deadline: 15-01-2016 15:00 UTC±0h'. The main content area also contains instructions: 'All fields marked with * are mandatory. From this page, you will have to download the Elaborated project description template, fill it in and then upload it again with the required information. Only ONE PDF file can be uploaded. Other file formats than PDF will not be accepted and your file should not exceed 4 MB in size.' Below this is a 'Template' section with an 'Attachment File *' field and a 'Parcourir...' button.

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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).

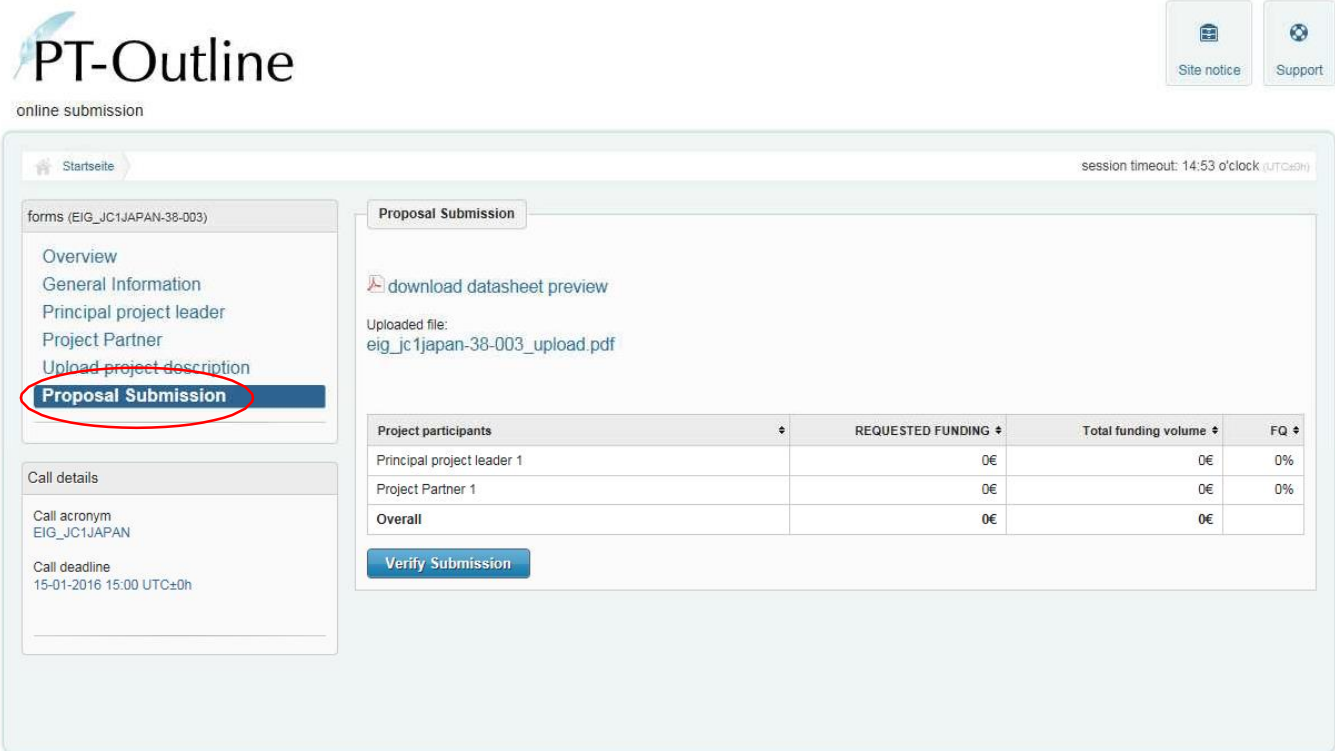
In case a project partner comes from a country other than the participating funding countries, a **confirmation letter** ensuring the funding of this project partners from other sources has to be added as well.

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.



PT-Outline
online submission

Startseite session timeout: 14:53 o'clock (UTC+9H)

forms (EIG_JC1JAPAN-38-003)

- Overview
- General Information
- Principal project leader
- Project Partner
- Upload project description
- Proposal Submission**

Call details

Call acronym
EIG_JC1JAPAN

Call deadline
15-01-2016 15:00 UTC±0h


Proposal Submission

[download datasheet preview](#)

Uploaded file:
eig_jc1japan-38-003_upload.pdf

Project participants	REQUESTED FUNDING	Total funding volume	FQ
Principal project leader 1	0€	0€	0%
Project Partner 1	0€	0€	0%
Overall	0€	0€	

[Verify Submission](#)

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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.