

Instructions of the Electronic Submission Tool (EST)

**FOR THE FIRST PILOT CIRCLE-MOUNTAIN
COORDINATED CALL**

**Climate change impacts (natural and anthropogenic
factors) and response options in mountainous areas**

Electronic Submission Tool (EST). Instructions

Deadline for submission of proposals : 29 January 2010

BASIC REMARKS

- Full proposals to the CIRCLE Call will be accepted **ONLY through this EST.**
- **ONLY the Lead Partner** of each consortium must submit the data related to the project. He/she will previously collect the information from the other partners of the consortium.
- The EST will be available until **29 January 2010, 05:00 pm (CET).**

[Electronic Submission Tool](#)

REGISTRATION FIRST!

- If you visit the EST the first time, click **Register** and follow instructions.
- For security reasons, a first e-mail from the system will ask you to confirm your registration.
- In a second e-mail you will find your personal password to enter the EST.

SECTION 1

1. Administrative details

- It contains the basic data of the partners of the consortium, and it has to be fulfilled on line.

2. Summary, Cost & Technical report

- A model file (*Summary-Cost-TechnicalReport.doc*) provided by the EST will describe:
 - ✓ Project title
 - ✓ Project acronym
 - ✓ A summary of the proposal
 - ✓ A list of work packages
 - ✓ Calculated costs per partner and requested funding (including own contribution)
 - ✓ Time schedule
 - ✓ Detailed project description

Annex:

- References (previous projects related to the proposed project)
- List of Publication of the principal project participants in call related fields
- Curriculum vitae for all participating partners

- Download it to your computer, insert data and upload the resulting file into the EST.
- Follow strictly the rules established in the Call Text for preparing the Summary and the Project Description. It must be written in English. Please provide a detailed project description, jointly filled by all applicants (max. 30 pages, excluding the Annex, A4; minimum type size 11, Arial).
- Prepare the document on your computer, then generate a pdf file with the final version and then upload it into the EST. **The size of the pdf file is limited to 3Mb!** (the system is not able to upload larger files).
- **Do not use a different model!**

3. Statement of Commitment

- In a model file (*StatementOfCommitment.doc*) provided by the EST, consortium partners will confirm that in the event of approval any project expenditure related to the mentioned project will not be funded by any other Research Programme.
- Download the file to your computer, insert data, print and sign by each researcher of each partner, including the lead partner.
- **Do not use a different file!**
- Generate as many Statements of Commitment as partners in pdf files and upload them into the EST.
- Send these documents by email to the national contact person and by ordinary mail (post stamp not later than January 29th 2010), with original signatures, to the Joint Call Secretariat:

Victoria Sanz Montemayor
Ministry of Science and Innovation
C/ Albacete 5, Planta 5 Norte
28071 Madrid – SPAIN

SECTION 2

4. National Application Form

- Additionally, in some cases, applicants (Lead Partner and partners) have to prepare a National Application Form for the proposed project, according to the national funding rules of each country (for details please contact the National Contact Person).

NOTES

- You can logout the system and come back at any time after, just remember to save the data you have entered by clicking **Save** before logging out.
- Click at **Submit proposal** only after verifying the data you have enter and the file you have uploaded. **There is no possibility to modify anything once you have submitted the proposal.**
- Depending on the browser you are using, you may see a message indicating that it does not trust the server's digital certificate. If you accept this message, you will be able to access the server without any problem.