

## Guidelines Pilot Joint Call SEE-ERA.NET

**Login Proposal Entry Programme**

**At least Internet Explorer v5.5 (or higher) or Netscape v6 (or higher) is needed to manage your proposal online**

If you are not registered yet to enter the Proposal Entry Programme online, please fill in this [Registration Form](#). We will contact you to inform you your new username and Password.

Please fill in your username and password and select "OK" to enter Proposal Submission Programme

Please use the log off button in the menu to leave the application, if you fail to do so the application might remain locked. If the application is locked, the coordinator can unlock it with his unlock password.

**Username**

**Password**

You forgot your username and/or password? Please contact INTAS

To register, you will be asked for your name and email address, upon completion you will receive an email with your username and password. These are case-sensitive and cannot be changed.

When you return to the login page, you can start using the application by logging in.

The whole set of forms is interactive. Please save every page before proceeding to the next. When you arrive at the teams-section, please be aware that the first team is automatically the coordinating team.



http://www.intas.be - General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**seeera**  
**net** INTEGRATING AND STRENGTHENING  
THE EUROPEAN RESEARCH AREA  
WWW.SEE-ERA.NET IN SOUTHEAST EUROPE

SEE-ERA.NET Proposal Submission Programme

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## SEE-ERA.NET Pilot Joint Call

- GENERAL INFORMATION
- PROPOSAL DETAILS
- OBJECTIVES & BACKGROUND
- RESEARCH PROGRAMME
- TEAM INFORMATION
- RESEARCH INFORMATION
- COST INFORMATION
- INNOVATION INFORMATION
- OTHER INFORMATION
- SYRRE INFORMATION
- PROJECT SUMMARY
- FINAL SUBMISSION
- LOG OFF

Welcome to the Proposal Submission Programme where you can manage your proposal. A proposal must be submitted in English only.

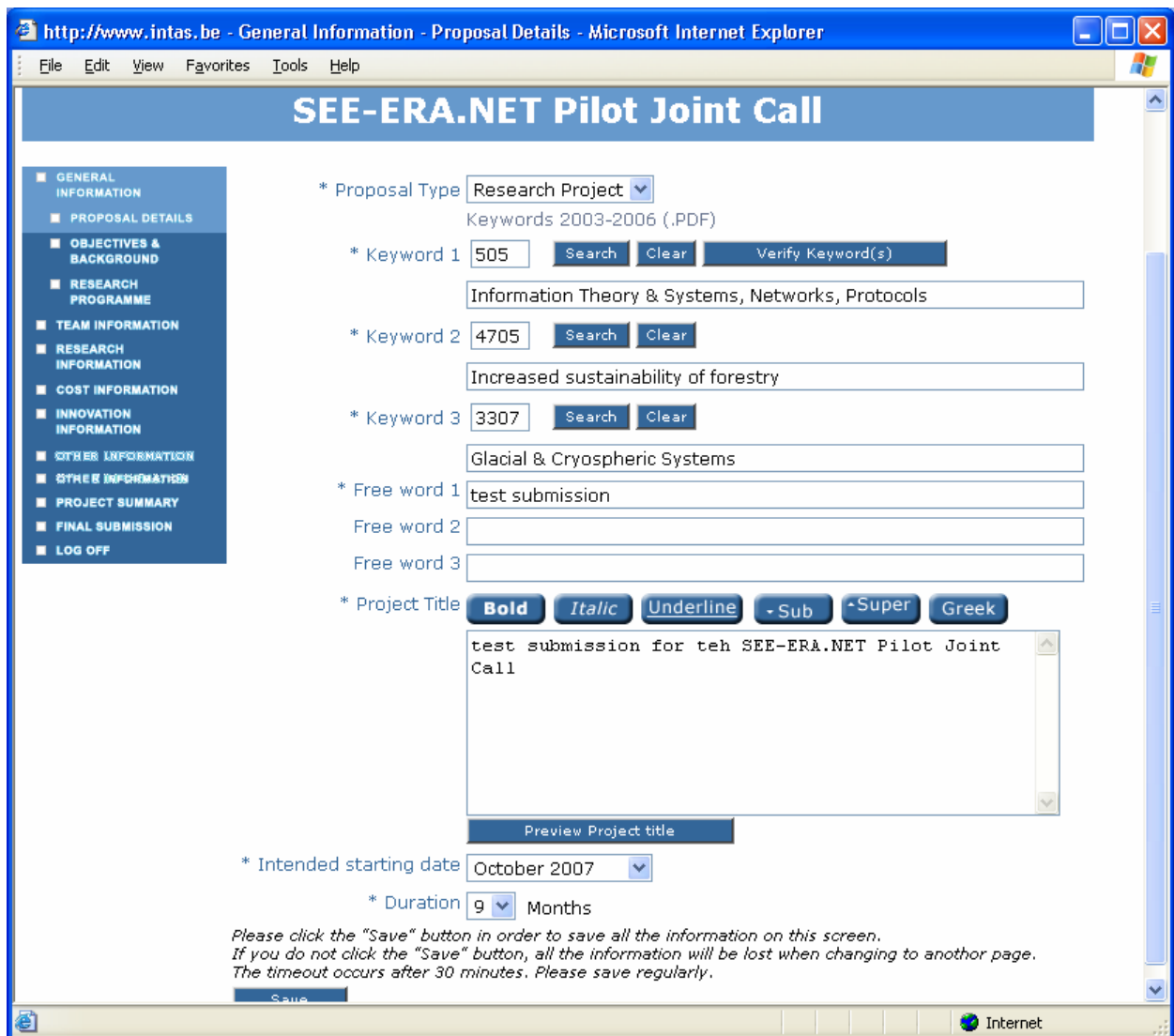
This submission form consists of the following sections:

- General Information
- Team Information
- Research Information
- Costs
- Innovation
- IPR and follow up
- Other Information
- Project Summary
- Final Submission

As soon as a section is completed a  will be added.

You can navigate the forms by selecting each section on the left column.

This page gives the general overview of the separate menu items. A tick in the tick-box means that a specific section is completed.



http://www.intas.be - General Information - Proposal Details - Microsoft Internet Explorer  
 File Edit View Favorites Tools Help

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\* Proposal Type

Keywords 2003-2006 (.PDF)

\* Keyword 1

\* Keyword 2

\* Keyword 3

\* Free word 1   
 Free word 2   
 Free word 3

\* Project Title

\* Intended starting date

\* Duration  Months

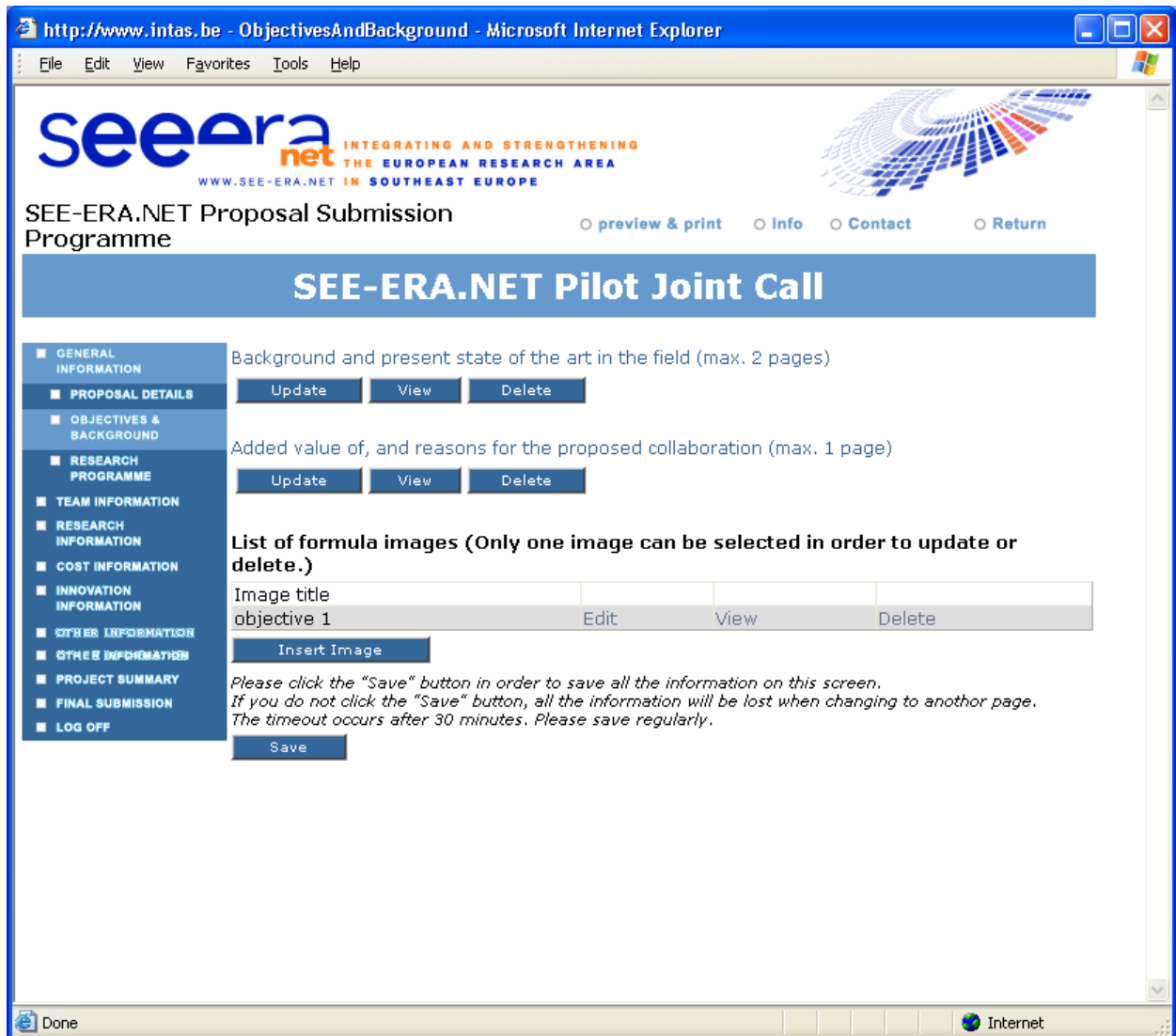
*Please click the "Save" button in order to save all the information on this screen.  
 If you do not click the "Save" button, all the information will be lost when changing to another page.  
 The timeout occurs after 30 minutes. Please save regularly.*

### Proposal details

On this page you give the specifications of the proposals you are submitting. The proposal type can be Research project, Network project or Summer School.

The keywords and free words should be considered with care as they will be a deciding factor to assign evaluators to your proposal. If you click the search option, a wizard will guide you to determine the appropriate keywords. Free words can be chosen freely and should be used to give more insight in the chosen keywords.

The intended starting date is only indicative. The starting date will be fixed when establishing a contract in case of selection.



## Objectives and Background


Please upload the files necessary in .rtf format.

Images may be in the format jpg, jpeg, tiff, gif, bmp and png.



Research Programme

Please upload your workprogramme in .rtf format.



Please introduce the teams. The first team is the coordinating team.  
 Please give a name that clearly identifies the team in max. 50 characters.

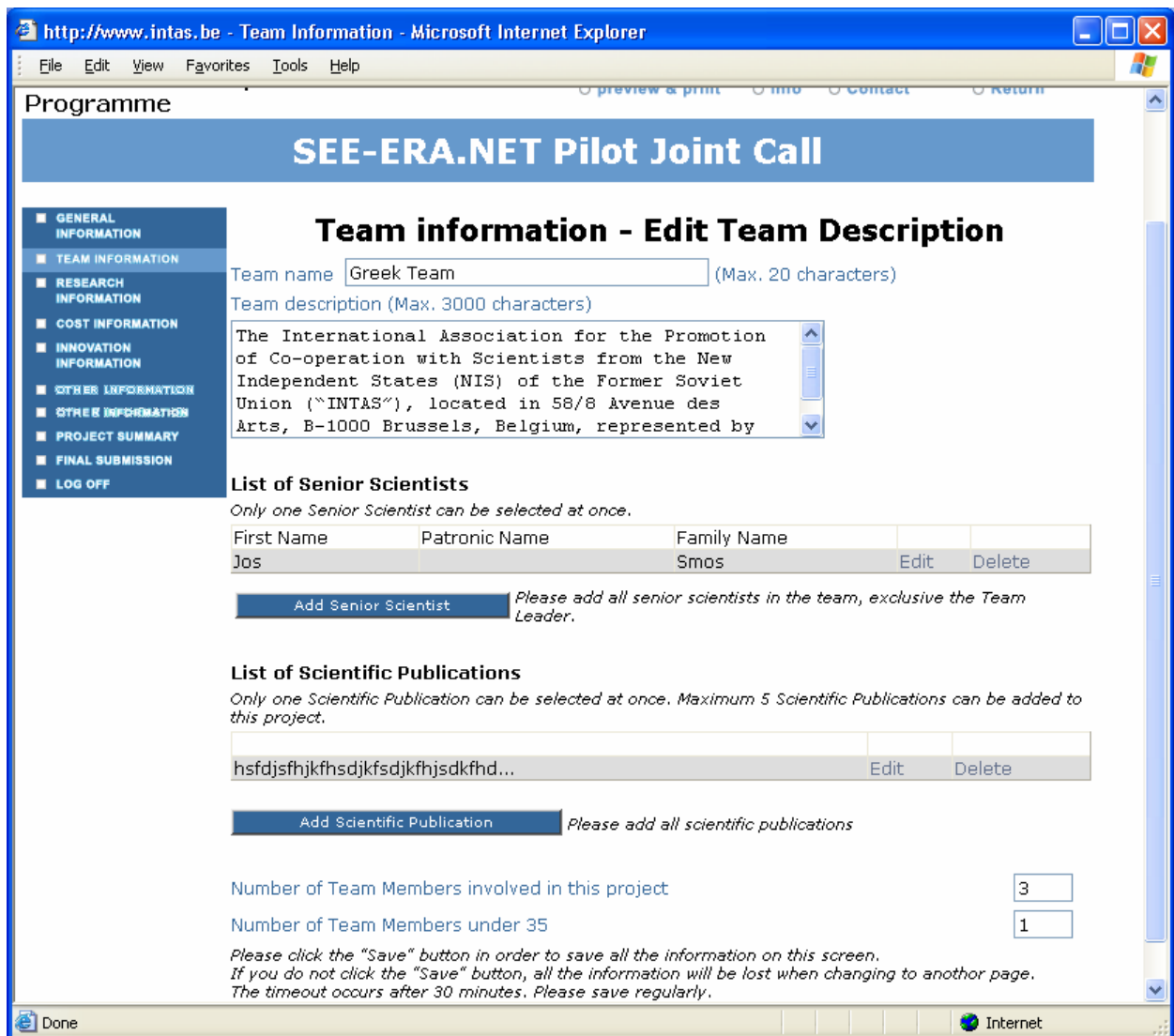
Click "Add New Team" to add a team to this proposal.  
 Click "Team Name" to manage all the related information regarding the selected team. Click "Contact Details Team Leader" to manage the contact details of the team leader of the selected team. Click "Delete" to delete the selected team.

Team name	Contact Details Team Leader	Delete
<a href="#">Greek Team</a>	<a href="#">Contact Details Team Leader</a>	<a href="#">Delete</a>
<a href="#">Albanian Team</a>	<a href="#">Contact Details Team Leader</a>	<a href="#">Delete</a>
<a href="#">Serbian Team</a>	<a href="#">Contact Details Team Leader</a>	<a href="#">Delete</a>

[Add New Team](#)

### Team information

Please add all the separate teams in your consortium. Please note that the first team is de facto the coordinating team.



http://www.intas.be - Team Information - Microsoft Internet Explorer  
 File Edit View Favorites Tools Help

Programme  
**SEE-ERA.NET Pilot Joint Call**

**Team information - Edit Team Description**

Team name  (Max. 20 characters)  
 Team description (Max. 3000 characters)  
 The International Association for the Promotion of Co-operation with Scientists from the New Independent States (NIS) of the Former Soviet Union ("INTAS"), located in 58/8 Avenue des Arts, B-1000 Brussels, Belgium, represented by

**List of Senior Scientists**  
 Only one Senior Scientist can be selected at once.

First Name	Patronic Name	Family Name		
Jos		Smos	Edit	Delete

Please add all senior scientists in the team, exclusive the Team Leader.

**List of Scientific Publications**  
 Only one Scientific Publication can be selected at once. Maximum 5 Scientific Publications can be added to this project.

hsfdjsfhjkfhdsjkfhsdkfhdsdkfh...	Edit	Delete
----------------------------------	------	--------

Please add all scientific publications

Number of Team Members involved in this project   
 Number of Team Members under 35

Please click the "Save" button in order to save all the information on this screen.  
 If you do not click the "Save" button, all the information will be lost when changing to another page.  
 The timeout occurs after 30 minutes. Please save regularly.

Done Internet

### Team Information – Team details

You may freely choose a team name.

Give a short description of the team and indicate the number of team members.

When the team leader's details have been added, the fields senior scientists (in the team) and scientific publications (relevant to the team) will become available.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying 'http://www.intas.be - Team Information - Microsoft Internet Explorer'. The page title is 'Programme' and the main heading is 'SEE-ERA.NET Pilot Joint Call'. A navigation menu on the left includes: GENERAL INFORMATION, TEAM INFORMATION (highlighted), RESEARCH INFORMATION, COST INFORMATION, INNOVATION INFORMATION, OTHER INFORMATION, SYRRE INFORMATION, PROJECT SUMMARY, FINAL SUBMISSION, and LOG OFF. The main content area is titled 'Team information - Contact Details Team Leader' and shows 'Team: Greek Team'. The form fields are as follows:

- \* Title:
- \* Position:
- \* Sex:
- \* Date of Birth:  dd/mm/yyyy
- \* First Name:
- Patronic Name:
- \* Family Name:
- \* Organization Type:  (dropdown menu)  
Organisation registration number is required when the organisation type is private
- \* Organization Registration Number:
- Academy / Branch:   
Please state the full name of the organization, e.g. Belarus Acadely of Sciences
- \* Organisation / University / Institute:   
Please state the full name of the organization, e.g. University of East-Anglia
- \* Department:   
Please state the full name of the organization, e.g. Department of Physics
- Laboratory:   
Please state the full name of the organization, e.g. labratory of Linguistics

Team Information – Team Leader details

Please fill in the team leader details.

http://www.intas.be - OverviewTasks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**Research Information - Task Description**

*IMPORTANT. First create the Teams under "Team Information" before managing the Tasks of this proposal.*

Task ID Automatic

Task Title

*Please create all the tasks before creating relations between tasks / subtasks*

Depending of Task

Task Leader

Belonging to team

*It is possible to copy and paste from existing word documents.*

Task Objectives

Task Methodology

Task Inputs (prerequisites, infrastructure etc.)

Task Outputs (milestones, results, deliverables)

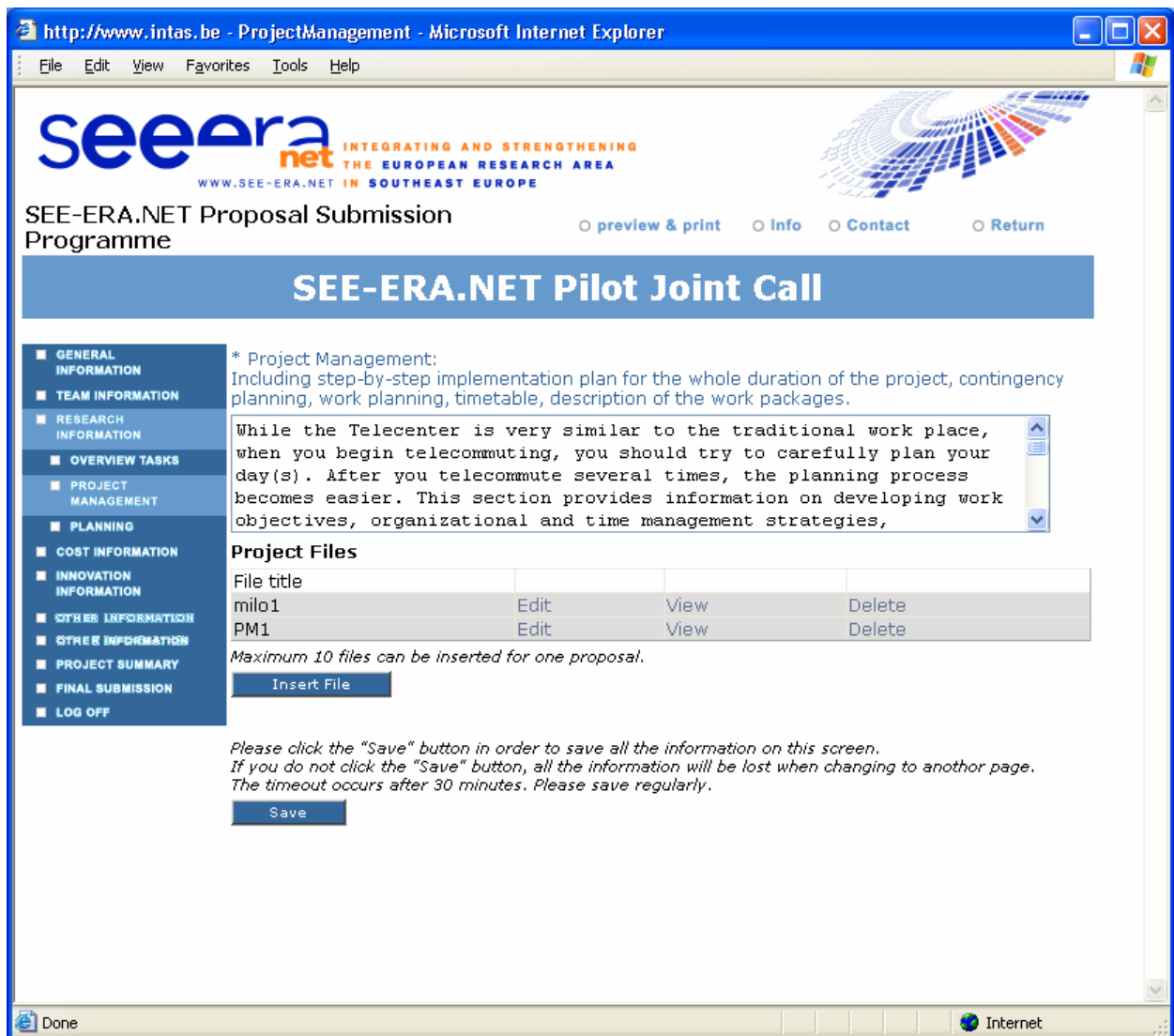
Does this task have any subtasks  Yes  No

Done Internet

## Research Information

In this module you can build your tasks. You have the option to include subtasks, dependencies etc. but it is advised to keep the task structure as simple as possible. When you need to delete a task make sure all references to teams, schedules and duration are removed.

In the schedule you have the option to define 3 different timeframes for a specific task. Please make sure that each task has a beginning and an end less then 10 months.



http://www.intas.be - ProjectManagement - Microsoft Internet Explorer  
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SEE-ERA.NET Proposal Submission Programme

SEE-ERA.NET Pilot Joint Call

- GENERAL INFORMATION
- TEAM INFORMATION
- RESEARCH INFORMATION
- OVERVIEW TASKS
- PROJECT MANAGEMENT
- PLANNING
- COST INFORMATION
- INNOVATION INFORMATION
- OTHER INFORMATION
- SYSTEM INFORMATION
- PROJECT SUMMARY
- FINAL SUBMISSION
- LOG OFF

\* Project Management:  
 Including step-by-step implementation plan for the whole duration of the project, contingency planning, work planning, timetable, description of the work packages.

While the Telecenter is very similar to the traditional work place, when you begin telecommuting, you should try to carefully plan your day(s). After you telecommute several times, the planning process becomes easier. This section provides information on developing work objectives, organizational and time management strategies,

**Project Files**

File title	Edit	View	Delete
milo1	Edit	View	Delete
PM1	Edit	View	Delete

Maximum 10 files can be inserted for one proposal.

Insert File

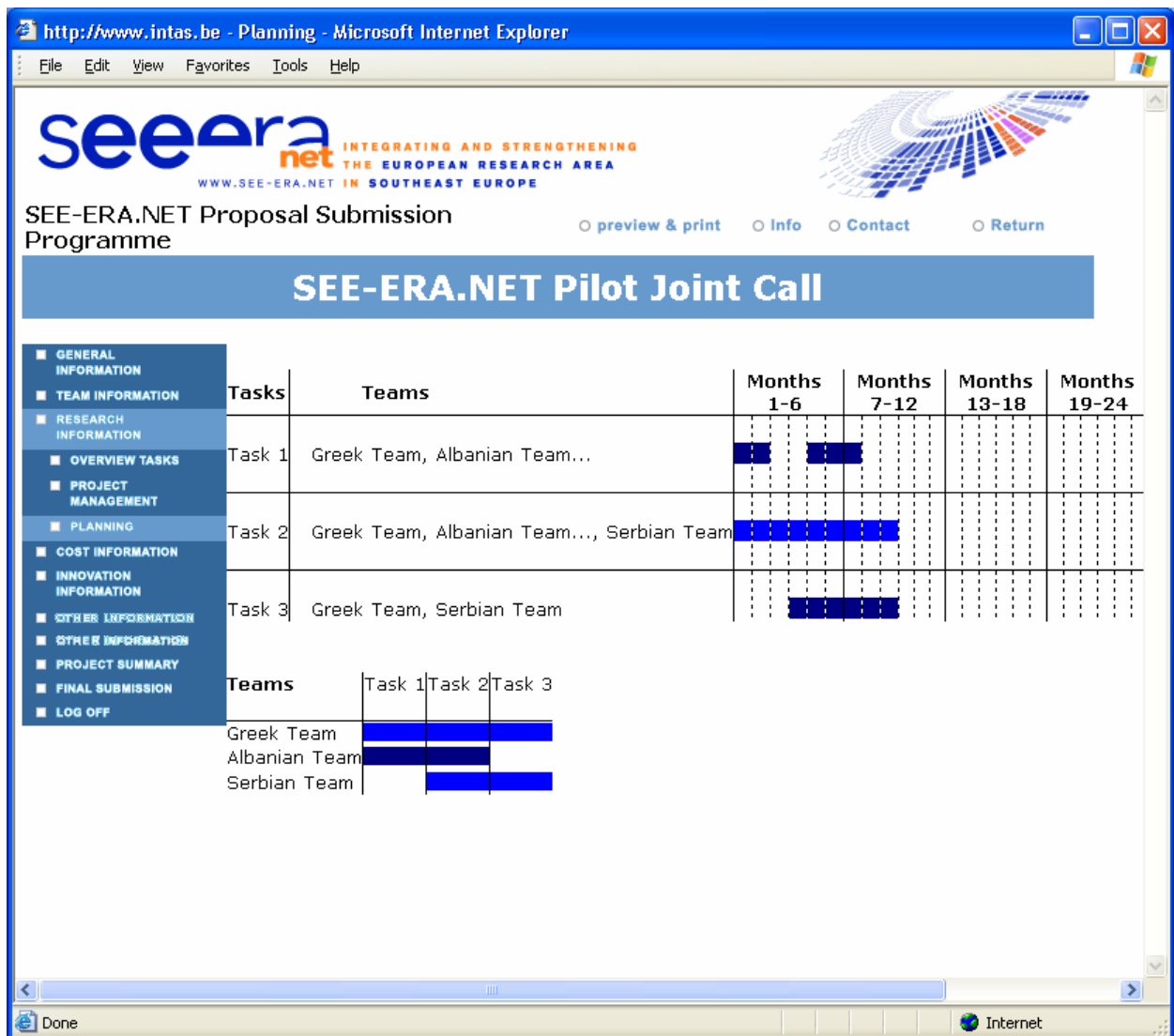
Please click the "Save" button in order to save all the information on this screen. If you do not click the "Save" button, all the information will be lost when changing to another page. The timeout occurs after 30 minutes. Please save regularly.

Save

Done Internet

Research Information – Project management

Please elaborate on the project management, including graphs, schemes, etc.



http://www.intas.be - Planning - Microsoft Internet Explorer  
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## SEE-ERA.NET Pilot Joint Call

- GENERAL INFORMATION
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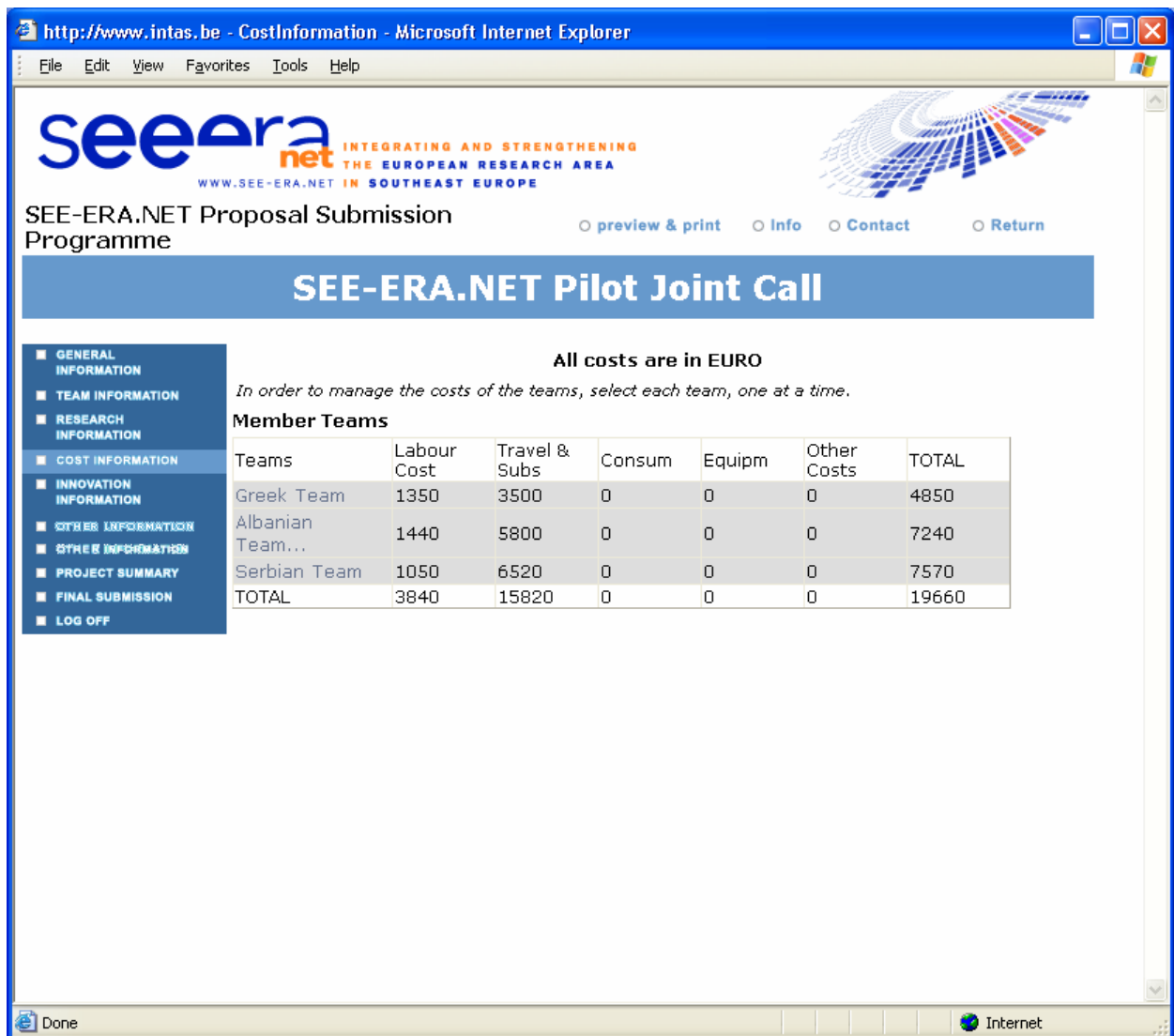
Tasks	Teams	Months 1-6	Months 7-12	Months 13-18	Months 19-24
Task 1	Greek Team, Albanian Team...	█	█		
Task 2	Greek Team, Albanian Team..., Serbian Team	█	█		
Task 3	Greek Team, Serbian Team		█		

Teams	Task 1	Task 2	Task 3
Greek Team	█	█	
Albanian Team	█		
Serbian Team			█

Done Internet

### Research Information – Planning

This is an automatic module; it generates an overview of the task/team structure.



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## SEE-ERA.NET Pilot Joint Call

**All costs are in EURO**

*In order to manage the costs of the teams, select each team, one at a time.*

**Member Teams**

Teams	Labour Cost	Travel & Subs	Consum	Equipm	Other Costs	TOTAL
Greek Team	1350	3500	0	0	0	4850
Albanian Team...	1440	5800	0	0	0	7240
Serbian Team	1050	6520	0	0	0	7570
<b>TOTAL</b>	<b>3840</b>	<b>15820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19660</b>

### Cost Information

This page gives an overview of the cost table per team. Click on the team name to make changes. The team-specific page is only available if the team leader details are complete.

http://www.intas.be - CostInformation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### Cost Information - Overview Costs

**Greek Team**

	Cost per Month (EURO)	Total number of man months	Total Cost (EURO)
Labour Cost	150	9	1350

Please enter the costs for your team, broken down into the following cost categories:

Labour Costs	1350
Travel & Subsistence	3500
Consumables	0
Equipment	0
Other Costs	0
<b>TOTAL</b>	<b>4850</b>

Please enter the justification for the costs that you have entered above

Justification Travel & Subsistence

Some groups that work as a team set team objectives for everyone on the team once a year. In that circumstance, an individual employee

Justification Consumables

Some groups that work as a team set team objectives for everyone on the team once a year. In that circumstance, an individual employee

Justification Equipment

Some groups that work as a team set team objectives for everyone on the team once a year.

Done Internet

#### Cost Information – Team specific cost page

Please make sure to put 0 (zero) in the empty fields.

Justifications for every cost category are required.

The screenshot shows a web browser window titled "http://www.intas.be - IPR and follow up - Microsoft Internet Explorer". The page header includes the SEE-ERA.NET logo and navigation links: "SEE-ERA.NET Proposal Submission Programme", "preview & print", "Info", "Contact", and "Return". The main heading is "SEE-ERA.NET Pilot Joint Call".

On the left is a navigation menu with the following items:

- GENERAL INFORMATION
- TEAM INFORMATION
- RESEARCH INFORMATION
- COST INFORMATION
- INNOVATION INFORMATION
- OTHER INFORMATION
- SYNOPSIS INFORMATION
- PROJECT SUMMARY
- FINAL SUBMISSION
- LOG OFF

The main content area contains two text input fields:

**\* Information about possible follow-up activities and exploitation of project results (max. 3000 characters):**  
Last, you and your supervisor should review the objectives from time to time. It is impossible to know if you have been successful unless there is a review process in place. The review step builds upon the job responsibilities and the objective-setting exercises. Usually the review process is conducted by the supervisor. However, in

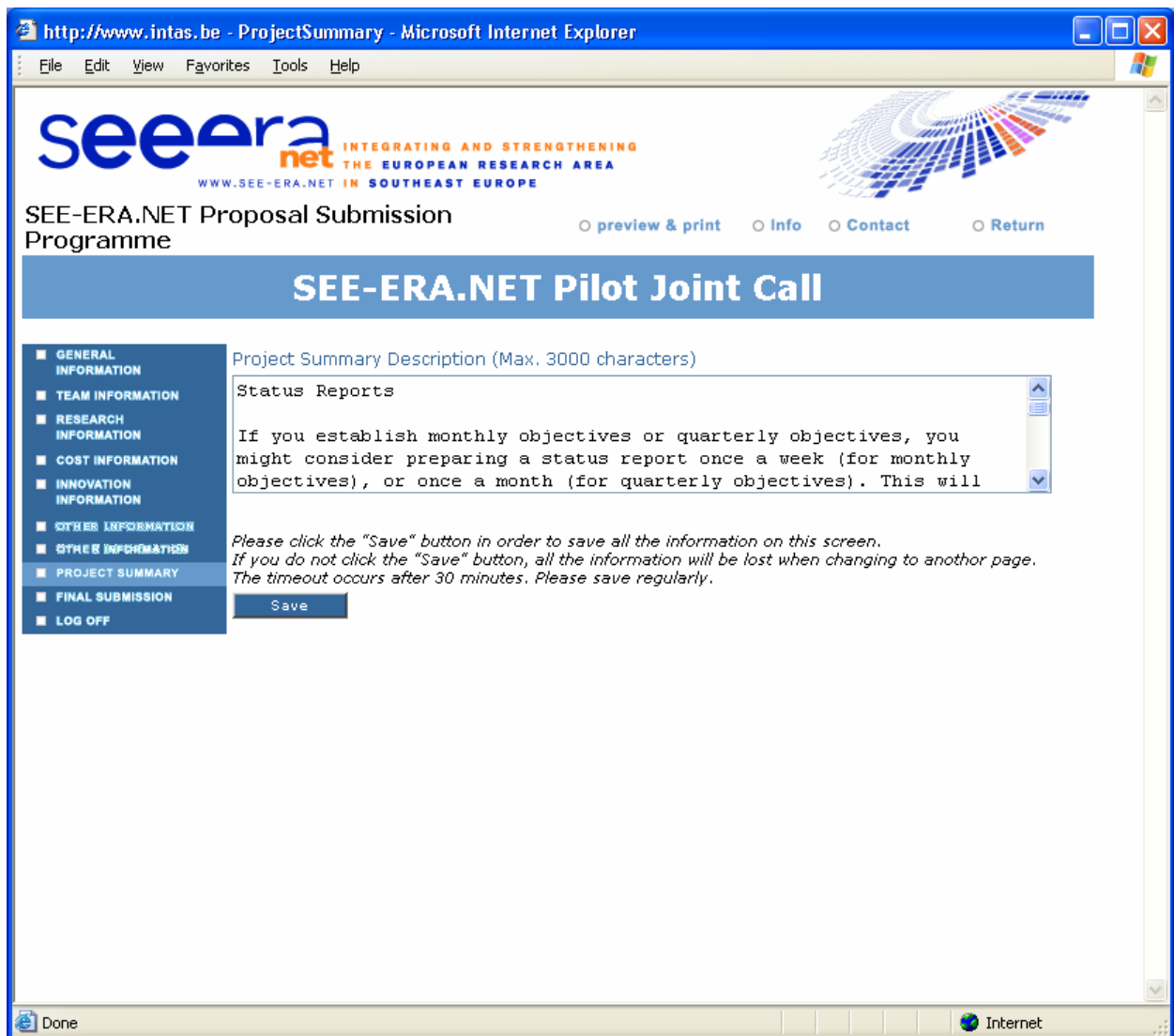
**\* Description of present and anticipated future position with regard to Intellectual Property Rights (IPR) (if applicable), both within and outside the consortium, e.g. any barriers to sharing materials or results due to national legal regulations (max. 3000 characters):**  
Status Reports  
If you establish monthly objectives or quarterly objectives, you might consider preparing a status report once a week (for monthly objectives), or once a month (for quarterly objectives). This will

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Save

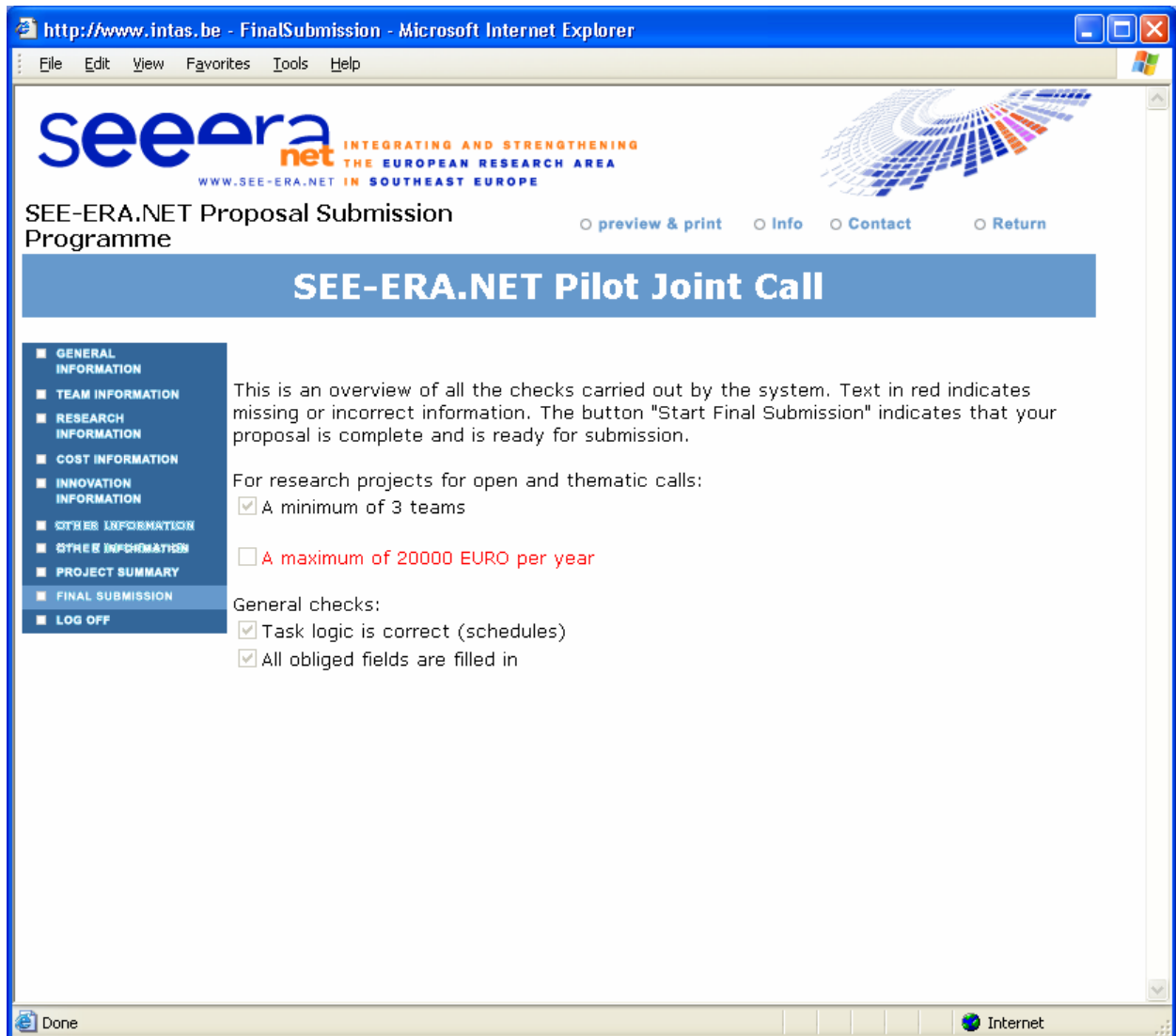
#### Other Information

Please fill in the requested information.



Project summary

Please fill in a short and concise summary of the proposal.



## Final submission

On this page an overview is given of the missing information. Text displayed in red means that information is missing or incorrectly configured.

An error on 'Task logic is correct' (marked in red means it is NOT correct), points to a problem in the schedules of your tasks. If you have an elaborated task set-up then we advise to go to the planning page to track the error.

TIP: check that every task is configured to be between 1 and 9 months.

When all the necessary information is entered, a submit box will appear on this page. The submission has to be done by the coordinator, who has received the needed password upon registration.