



EDCTP

European & Developing Countries
Clinical Trials Partnership

Guidance for Applicants: Submitting an application in EDCTPgrants

History of changes		
Version	Date	Changes
1	7 July 2016	Current version
2	14 July 2016	Guide was revised to be more generic and minimize overlap with other documents
3	9 June 2017	Updated in line with 2017 calls
4, 5		Versions not used
6	6 June 2018	Update in line with 2018 calls Update on data privacy

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1 General information

Please ensure that you read the *Call text* carefully prior to submission of your application and make sure that you provided all of the requested information, including making sure that your EDCTPgrants profile is **complete and up to date**. Incomplete applications may be rejected on the grounds of inadmissibility.

Applications should be submitted via EDCTPgrants (www.edctpgrants.org) by the deadline indicated in the Call text. Once the call deadline has passed, EDCTPgrants will not allow submission of the application; therefore, you are advised to submit your application as early as possible to avoid any last minute technical problems. Incomplete and/or late applications are not accepted. Do not wait until the last minute to submit your application.

2 Account registration in EDCTPgrants

Before starting the online application, all applicants need to be registered in EDCTPgrants. If an applicant is not registered, then please click '*Register*' and follow the instructions to complete the registration process.

Please note the following: Your username is your email address.

- After registration, an email will be sent to you to confirm your registration and login details.
- The online system will use your email address for all correspondence so please register under an email that you use regularly and ensure your details remain up to date. Do not create multiple registrations using different emails.
- Should you need to change your email address and/or any other details you can do this at your EDCTPgrants user account. **Do not create a second or multiple user accounts.**
- If you have an existing user account, the system will automatically detect it when you enter your user name and you will be invited to log in.
- The system allows you to store the answers to security questions to assist the secure retrieval of your password in the setting that you forget it. Should you forget your password; the system will assist you to recover your password by prompting you to answer the security questions you stored when you registered the first time. Please click the '*Forgotten Password?*' link on the Registration and Login Page, and a temporary password will be sent to your email address. After login with the temporary password, the system will request a password of your choice (which will become your permanent password).
- Please add the edctpgrants@edctp.org email address to your email contacts to avoid emails from EDCTPgrants ending up in your spam/junk folder. Alternatively, please regularly check your spam/junk folder as some users' servers redirect the EDCTPgrants emails to the spam folder.

For more information on using the online EDCTPgrants system, please see the '*System Help*' guidelines on the registration page of EDCTPgrants.

3 EDCTPgrants home page

On completion of your registration, you will be directed to your user '*Home*' page. The '*Home*' page is your starting point to submit your applications, to update your details (including your Curriculum Vitae) or to manage your grants.

Before starting an application, please ensure you have completed your professional details (name, surname, employing institution, gender, etc.) in '*My Details*' section as this information is used to automatically populate sections in your application form. If you do not complete this information, you risk that your application(s) may be considered inadmissible due to missing information in the CV section.

Use the menu on the left-hand side of the page to navigate through different functions in the online system (Figure 1).

EDCTPGRANTS CC Grant Tracker

EDCTP
The Power of Sharing Science

Dr [Example Name]

Welcome to EDCTPgrants, Dr [Example Name].

Your online portal to EDCTP where:

- Registered users can create and submit [applications to open calls](#);
- Applicants and co-applicants can complete tasks related to [applications under review](#);
- Grant holders communicate with EDCTP on [ongoing grants](#)
- Participating States Representatives can access, complete and submit [Participating States Initiated Activity \(PSIA\)](#) forms.

Please note that where applicable, applications forms will automatically populate personal details such as employment history and education directly from your profile. Therefore if you are applying to any of our open calls for proposals, please update your profile under the 'Manage My Details' link found on the left of this page and complete any missing information. You will not be able to edit this information directly within an application form. You will have to return to this page if you wish to update/edit your CV.

New Grant Application

To apply to one of our open Calls for Proposals or submit a PSIA form, please click [here](#).

Figure 1: Example of the 'Home Page' section

4 Starting an online application

To submit an application to an open Call for Proposals, please click on the 'New Application' link and follow the instructions (Figure 2a).

EDCTPGRANTS CC Grant Tracker

EDCTP
The Power of Sharing Science

Dr [Example Name]

My Applications

You have 207 applications awaiting submission.

To view more details or to update an application please select it from the grid below.

New Application

To start a new application click here:

[New Application](#)

Reference	Title	Last Updated	Status	
1485	[New Application]	05/07/2016 11:30:20	Pre-Submission	
1484	abc	05/07/2016 11:29:29	Pre-Submission	
1373	PS - Other Contributions 2015 Example 2	04/07/2016 14:10:38	Round Closed	
1458	Scientific Leadership Prize Name	04/07/2016 13:11:28	Pre-Submission	
1459	Outstanding Research Team Prize	04/07/2016 13:09:07	Pre-Submission	
1445	2016 RIA Example	04/07/2016 13:06:08	Pre-Submission	

Figure 2a: Example of 'My Applications' page.

You will be directed to the 'Current Grant Opportunities' page (Figure 2b) which lists the EDCTP Calls that are open and are accepting applications.

The screenshot shows the EDCTP Grants website interface. At the top, there is the EDCTP logo with the tagline 'The Power of Sharing Science' and a 'CC Grant Tracker' icon. The main heading is 'EDCTPGRANTS'. Below this, there is a navigation menu on the left with options like 'Home', 'New Application', 'My Applications', 'My Co-applications', 'My Grants', 'My Review Responses', 'My Reviews', 'Monitored Grants', 'Manage My Details', 'Contact Us', 'Logout', and 'System Help'. The main content area is titled 'Current Grant Opportunities' and contains the following text:

The table below shows all the funding rounds currently accepting applications.
 Click **More info** to view additional information about each funding round.
 Click **Apply** to access the online application form for the type of grant you wish to apply for.

Please Note: Closing times shown below are the current UK time.

Grant Type	Funding Round	Closing Date		
RIA 2016 Lot Example Research & Innovation Actions (RIAs)	RIA 2016 General Example	31 July 2016 1:00PM	More info	Apply
Nominations for the EDCTP 2016 Outstanding Female Scientist prize	Outstanding Female Scientist	01 August 2016 4:00PM	More info	Apply
Nominations for the EDCTP 2016 Scientific Leadership prize	Scientific Leadership	01 August 2016 4:00PM	More info	Apply
Nominations for the EDCTP 2016 Outstanding Research Team prize	Outstanding Research Team	01 August 2016 4:00PM	More info	Apply

Figure 2b: Example of 'Current Grant Opportunities' page

Click the 'More info' link to get further information on the call you intend to apply. Click 'Apply' to start the submission of your application.

Once you have clicked 'Apply' you are now in the home screen of your application (Figure 2c). Here you can see the details of your online application and on the right hand side of the screen, the different options to work with the application are listed. The options are as follows:

- *Edit the application:* go into the online application form and make your edits
- *PDF the application:* view the PDF of your application
- *Validate the application:* validate the application to see if any mandatory fields are missing information
- *Submit the application:* submit the final application once it is validated
- *Delete the application:* delete the application if you wish to do so

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CC Grant Tracker

EDCTPGRANTS

Professor Dame Michelle Helinski

Home
My Applications
RIA2016V - Lol Ref: 4986

Details
View History
Journal (0)
Sign-off Status
My Co-applications
Manage My Details
Contact Us
Logout
System Help

Title (Example Title of Application)
Reference 4986
Status Pre-Submission
Total Requested 0.00

Lead Applicant Professor Dame Michelle Helinski
Organisation EDCTP
Grant Type RIA2016V - Lol
Funding Round RIA - 2016 - Vaccines - Lol

Created On 07 July 2016
Last Updated 07 July 2016
Validated Not Complete
Applicant Submitted
Submitted On

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.
Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
[PDF Formatting Problems?](#)

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.

Submit the application
The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.

Delete the application
If you are sure you wish to delete the application form, please click on the 'Delete' button.
Please note: once an application has been deleted it cannot be recovered.

Figure 2c: Example home screen of an application in progress

5 Preparing your online application

Once you have started an application you can return to this application by clicking on the 'My Applications' link in the left-hand menu, find the application of interest and click on the 'view details' icon circled in yellow in Figure 3a.

EDCTP
The Power of Sharing Science

CC Grant Tracker

EDCTPGRANTS

Professor Dame Michelle Helinski

Home
My Applications
My Co-applications
Manage My Details
Contact Us
Logout
System Help

My Applications
You have 1 application awaiting submission.
To view more details or to update an application please select it from the grid below.

New Application
To start a new application click here:

Reference	Title	Last Updated	Status
4986	(Example Title of Application)	07/07/2016 14:47:17	Pre-Submission

Figure 3a: Example of returning to an application in progress

Once you are inside the application, click 'Edit the application' on the right side of the page to enter the online form (Figure 2c). Here you have an overview of the different sections of the application form in the left-hand menu (Figure 3b). To move between the different sections of the form you can click 'Next' or click directly on the section of choice in left hand side menu.

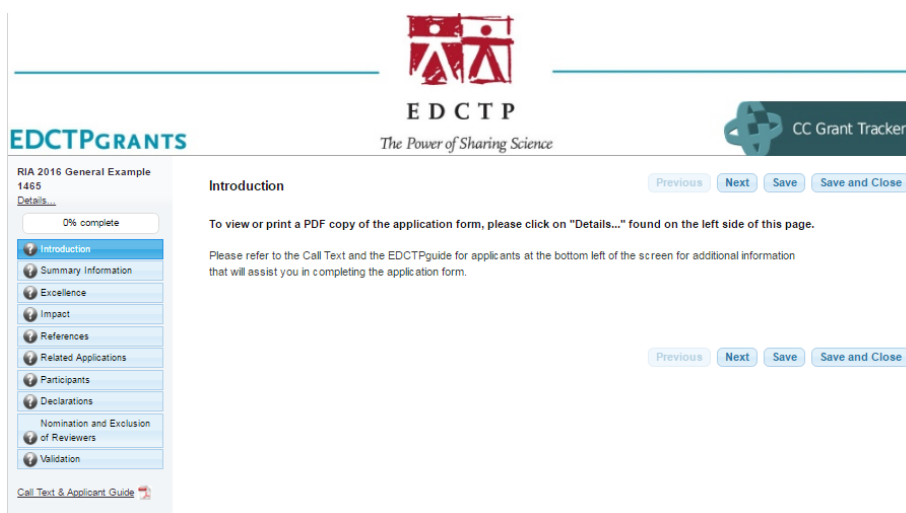





Figure 3b: Example overview of an online application menu page

EDCTPgrants allows you to complete your online application over time. You can close the application and return at a later time by clicking 'Save and Close'. EDCTPgrants has an autosave function; however, before you log out you should always click 'Save and Close' to assure that any changes are saved.

After successful completion of each section of the online form, the question mark symbol  for the section on the left hand side of the menu will become a green tick symbol ; otherwise, it will be displayed with a red cross  alerting you that certain mandatory fields are incomplete.

When you are working through the online application form you will notice a few icons that will assist you to complete the form.



The help icon contains instructions specific to a question in the application



The red circle icon indicates a mandatory field. The field has to be completed prior to submission of the application form. You will not be able to submit the application unless you have completed all mandatory fields.

6 Instructions on completing the application

Please check the published Call text to ensure that you understand the scope and requirements of the Call before you start your application. Please refer to the online application form for detailed instructions on how to fill each section of the application. .

There are several reference documents and information available on the EDCTP website to assist you in preparing your application. These are:

- **Call Text** – This document is specific for each Call for Proposals and describes the remit of the Call, the requirements for participation, the review criteria and process, the budget and the timelines.
- **FAQs on calls** provide general guidance for applicants to EDCTP Calls in addition to the information provided in the Call text and other related call documents.
- **FAQ call-specific** – This document provides specific guidance for applicants to a particular EDCTP Call and is updated regularly during the Call when questions are received.
- **EDCTP2 grants manual** – General guidance on EDCTP2 funding opportunities and procedures.
- **EDCTP2 annual work plan** – Annual work plan of EDCTP2 specifying all Calls and activities.

- **Template application form (Word format)** – This document is similar to the PDF template generated during the online application and is made available in Word format to help in the preparation of the application. Please be advised that all information must be transferred to the application form online. Only applications prepared and submitted online via EDCTPgrants will be accepted by EDCTP. Please note that the online application form may include additional Call-specific questions that are not included in the Word template. These questions must be completed as part of the application form.
- **Guidelines for Applicants** – Assists applicants to navigate the EDCTPgrants system.

7 Completing your online application: fulfilling the eligibility requirements

All applications submitted to EDCTP are assessed for eligibility and admissibility. It is crucial that you ensure that your proposal complies with the eligibility conditions. A proposal/application will only be considered **eligible** if:

- its content corresponds, wholly or in part, to the topic/contest description for which it is submitted
- it complies with the eligibility conditions set out in the table below, depending on the type of action:

This section provides guidance on fulfilling the eligibility requirements for number of legal entities in your online application. You must also check the call text to ensure that you fulfil any other eligibility requirements that are listed.

For EDCTP2 calls for proposals, the standard eligibility criteria per action are listed in the table below:

Type of Action	Eligibility conditions for participation
Research & Innovation Action (RIA)	At least three legal entities. Two of the legal entities shall be established in two different Participating States (European partner states)* and one of the legal entities must be established in a sub-Saharan African country. All three legal entities shall be independent of each other.
Coordination & Support Action (CSA)	At least one legal entity established in a Participating State or a sub-Saharan African country.
Training & Mobility Action (TMA)	At least one legal entity established in a Participating State or a sub-Saharan African country.
Prizes	See conditions for participation in the Rules of Contest.

* The Participating States (European partner states) are: Austria, Denmark, Finland, France, Germany, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom (see also footnote 3).

Note: 'Sole participants' formed by several legal entities (e.g. European Research Infrastructure Consortia, European Groupings of Territorial Cooperation, central purchasing bodies) are eligible if the above-mentioned minimum conditions are satisfied by the legal entities forming together the sole participant.

You must ensure that you meet the minimum eligibility conditions for participation. In your EDCTPgrants profile (home page), make sure that your home page is up to date and that the 'institution' with which you are registered is the same as the legal entity that you represent in the proposal. The applicants (people) in a proposal are the representatives of the legal entities that participate in the proposal and that sign the grant agreement, if awarded.

The Coordinator is responsible for creation, completion and submission of applications to EDCTP. For Letters of Intent, the Coordinator adds the details of the co-applicants to the online form. At the Lol stage, co-applicants do not have to give their formal confirmation via EDCTPgrants of participation at the Lol stage. For full proposals, the coordinator selects and invites co-applicants to participate in the online application via the EDCTPgrants system. Co-applicants must have a clear, defined and essential role in the consortium and be responsible for work packages and/or have deliverables and/or milestones assigned to them.

All co-applicants are required to confirm their participation in the proposal by clicking the link in the invitation email that is sent by the Coordinator. Once the co-applicant confirms, he/she has access to the online application form and can edit the form. By confirming his/her participation, the co-applicant is making a formal declaration that he/she is acting as a representative of the legal entity named in the proposal and that he/she confirms that the legal entity agrees to participate in the proposal and to sign the EDCTP grant agreement if successful. There should be no change between the proposal and grant agreement in terms of the legal entities involved. Only include the co-applicants and legal entities who have a clear and concrete role in the project and who have confirmed their participation.

8 Validation and submission process

Before accepting the submission of your application, EDCTPgrants carries out an automated validation check to ensure completeness of all mandatory fields in the application form. The validation check will highlight if any mandatory fields of the application form are left uncompleted. To access the validation, navigate to the 'Validation' section of the form to generate a report showing any missing/incomplete information. Click on each highlighted link to return to the section that requires completion prior to submission (Figure 4).

Please note that the validation check does not constitute the admissibility and/or eligibility check and cannot guarantee that the contents of the application and/or any uploaded files are in line with the requirements of the specific Call.

The screenshot shows the EDCTPgrants interface. At the top, there is the EDCTP logo with the tagline 'The Power of Sharing Science' and a 'CC Grant Tracker' button. The main content area is titled 'Validation' and shows a 'Validation Summary' section. A message states: 'The application now meets the minimum validation criteria. If you are happy with the content please exit the application by clicking 'Save and Close' and then click the 'submit' button to submit the application.' On the left side, there is a navigation menu with a progress indicator showing '100.0% complete'. The menu items are: Introduction, Summary Information, Excellence, Impact, References, Related Applications, Participants, Declarations, and Validation (which is highlighted). Below the menu, there is a link for 'Call Text & Applicant Guide'. At the top and bottom of the main content area, there are navigation buttons: 'Previous', 'Next', 'Save', and 'Save and Close'.

Figure 4: Example 'Validation' section

When you have successfully completed the validation check and you are ready to submit your application you must proceed to 'Submit the application' (Figure 2c). Completion of the validation check does not mean that the application has been submitted; you must proceed to the submission step.

To submit the application, click 'Submit' and confirm that you are ready to submit by clicking 'Yes' on the dialogue box that appears (Figure 5).

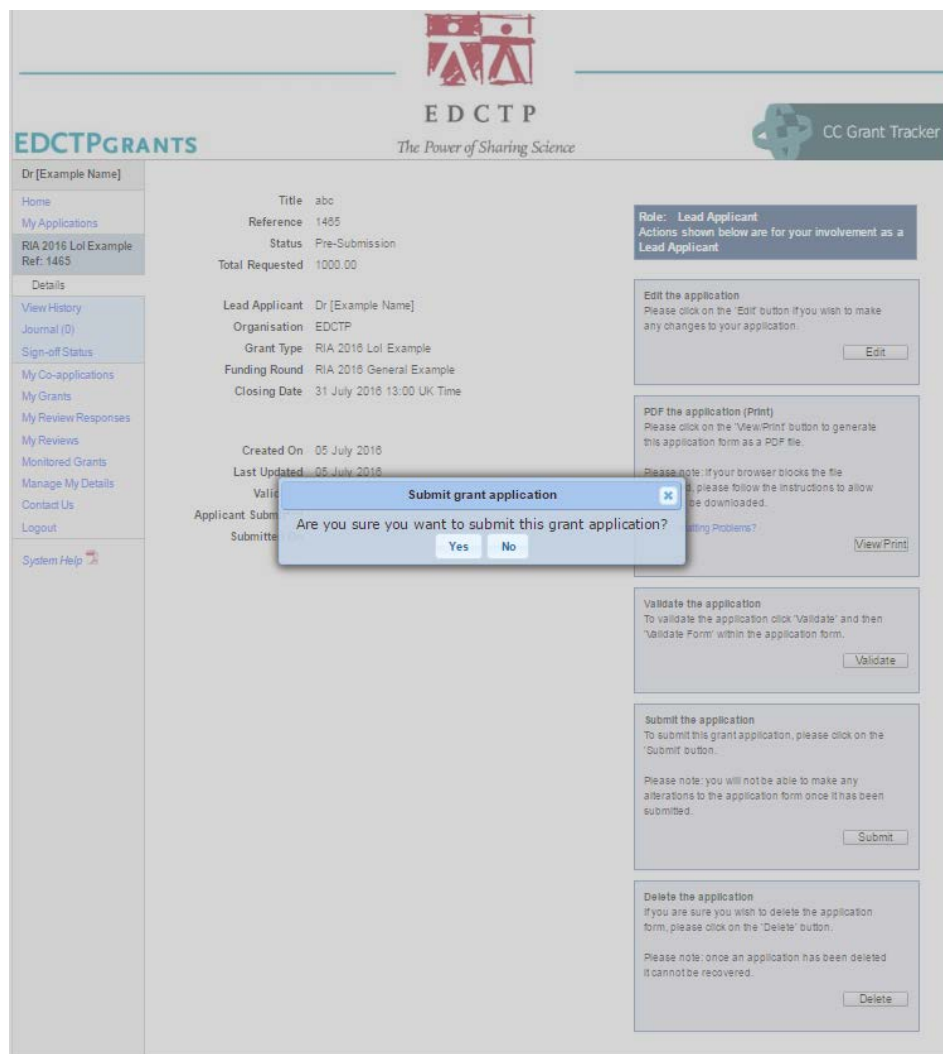


Figure 5: Submission of the application

Upon successful submission of your online application, a confirmation email will be sent to you through the EDCTPgrants system (please check your spam/junk folder in case you do not receive the confirmation email). If you have not received a confirmation email, then your application has not been submitted and you should repeat the validation and submission procedure. The confirmation email states your application reference number, which you must quote in all correspondence with EDCTP. Please note that a temporary, pre-submission reference number is allocated to your application during the drafting stage. This number is replaced by the EDCTPgrants application reference number upon submission.

Once the application has been submitted, you will not be able to retrieve and edit the application. If you notice an error in your submitted application, it is possible to change this **before** the application deadline. Please note that it is not possible to make changes to a submitted application **after** the application deadline has passed. For any changes **before** the deadline, please contact edctpgrants@edctp.org to request your application to be returned to you before the deadline.

9 Contact information

For technical questions about EDCTPgrants please contact EDCTP via email: edctpgrants@edctp.org. Always quote the application reference number when requesting assistance.

For queries related to the Call, please refer to the Call-specific FAQ and other guidance documents before contacting the designated EDCTP staff member listed in the contact information of the Call text.

10 Privacy statement on grants management

The EDCTP-Association (EDCTP) is committed to protecting and respecting the privacy of applicants and its beneficiaries.

The data you provide in "EDCTPgrants" are collected to allow EDCTP (the controller) to evaluate your proposal and/or organisation, to award funding if your proposal is successful, to manage grant agreements, and to fulfil its obligations towards its funders. The data may also be used for research purposes and/or for analysis at a programmatic level (which will, in principle, not involve the processing of personal data).

A limited subset of this information may be used by EDCTP for communication purposes, in accordance with the rules of each call for proposals or contest for prizes. EDCTP may also use the contact details of successful applicants to compile invitation lists for EDCTP conferences and other EDCTP organised events. The contact details of administrative staff of beneficiaries may be shared with other interested parties (for example, funding agencies not involved in the action, researchers or journalists), but only after having received the unambiguous consent from the relevant data subjects.

Full details of the EDCTP policy: Privacy Statement on Grants Management is available on the EDCTP website.

Submission of proposals via EDCTPgrants constitutes acceptance of the Privacy Statement.