



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

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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 have provided all necessary information. Incomplete applications may not be accepted.

Applications should be submitted via EDCTPgrants (www.edctpgrants.org) by the deadline indicated in the *Call text*. EDCTPgrants will not allow submission of an application after the specified deadline and so you are advised to submit your application as early as possible to avoid any last minute technical problems. Late applications cannot be accepted.

2 Account registration in EDCTPgrants

Before starting the online application, 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.

You may find the following notes useful:

- 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 to keep your details 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
- 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 should you forget it
- Should you forget your password; the system will assist you to recover your password by answering 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 check regularly 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 professional and academic *Curriculum Vitae*), to manage your grants or participate as an expert reviewer.

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.

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

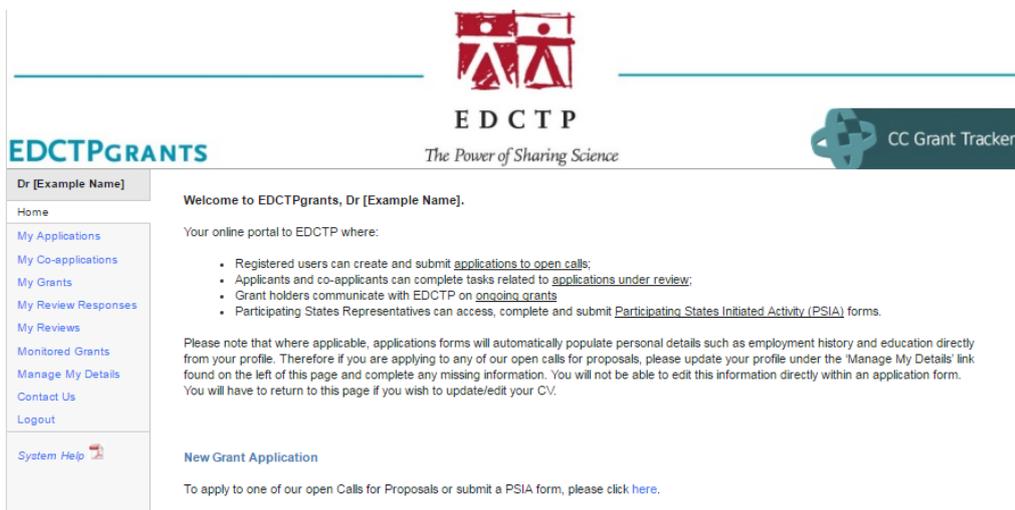


Figure 1a. Example of the 'Home Page' section

3.1 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 1b).

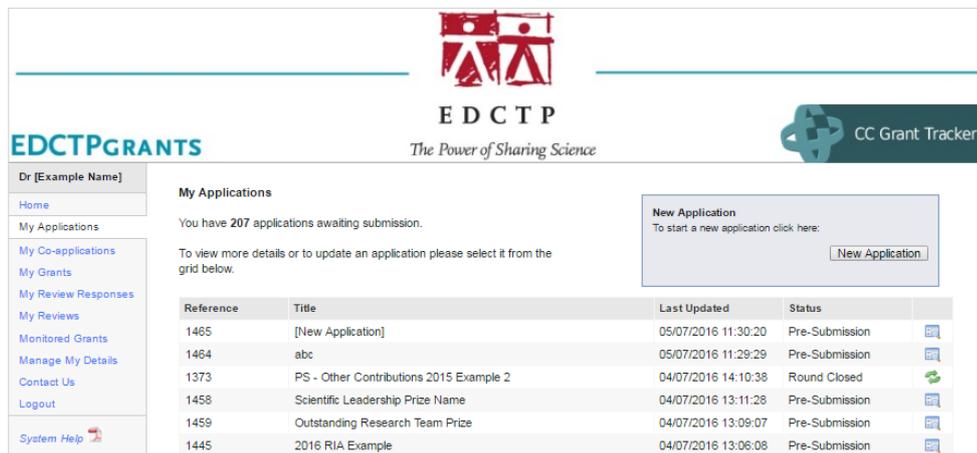


Figure 1b Example of 'My Applications' page.

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

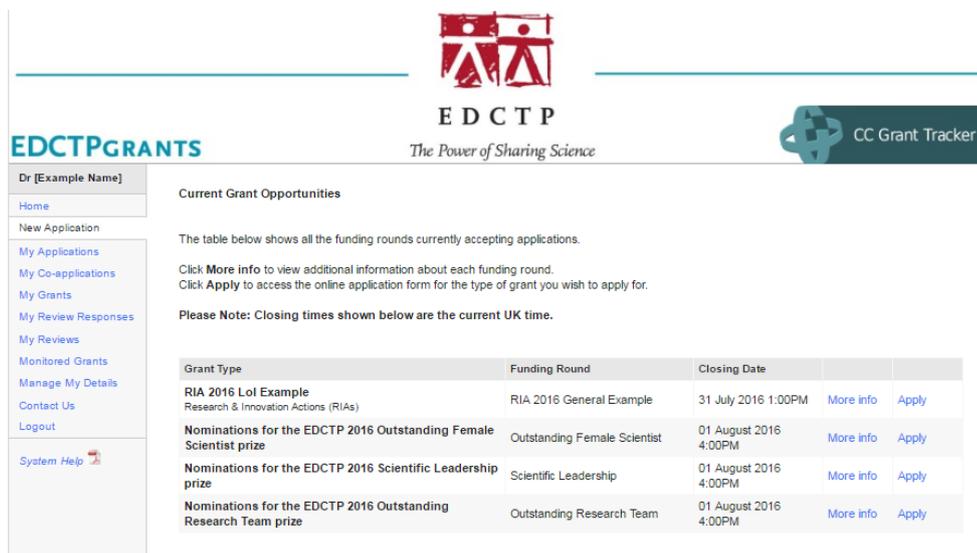


Figure 2. Example of 'Current Grant Opportunities' page

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

3.2 Submitting your online application

When preparing your online application, please click 'Next' to go to the next section of the online application form (available at the top and bottom of the screen page) or, go directly to another section by clicking on the link to the required section using the menu on the left hand side of the page (Figure 3).

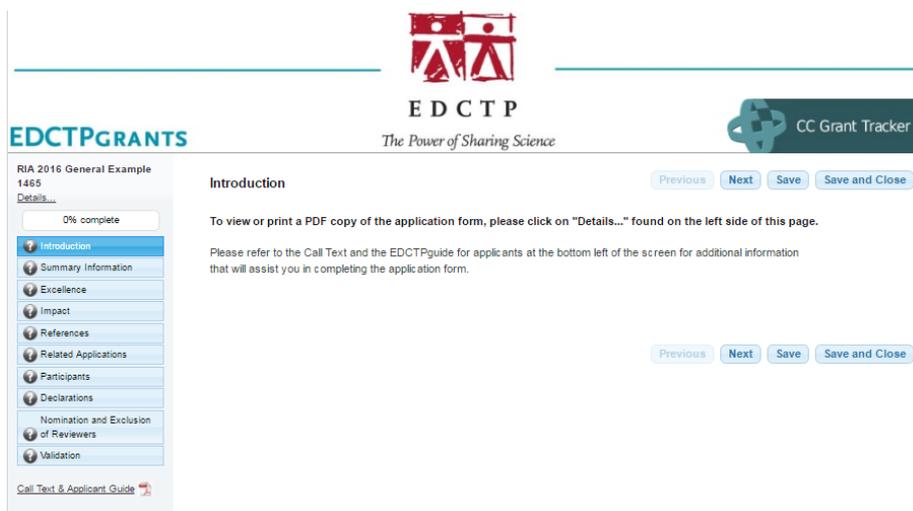


Figure 3: Example overview of online application menu page

EDCTPgrants system allows you to complete your online application over time. To complete your online application at a later time, click 'Save and Close'. EDCTPgrants has an autosave function, however, before you log out you should always click 'Save and Close'. 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 in the application are incomplete.



This icon provides a notes field to assist you in tracking your progress in completing your application form. Click on the icon to add your comments or reminders in each section of the form.



This icon contains instructions specific to each question in the application.



This 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.

To view a summary of your application, please open or print the pdf copy of your application. To do this go to the 'Details' link on the top left of the screen (Figure 2, Menu Page).

Before accepting the submission of your application, EDCTPgrants carries out an automated validation check to ensure completeness of each section and field in the application. The validation check will highlight if any mandatory fields of the application form are left uncompleted. The validation check does not constitute the admissibility and/or eligibility check and cannot guarantee that the contents of the application and any uploaded files are in line with the requirements of the *Call for Proposals*.

Application submission is not complete until the validation check has been completed successfully. 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.

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 changes **before** the deadline, please submit a new application via EDCTPgrants. The new application must be submitted by the deadline. In the event that an applicant submits more than one application, only the latest version of the submitted application received before the deadline will be processed by EDCTP. The earlier versions of the submitted application will be discarded. You may also email edctpgrants@edctp.org to request your application to be returned to you before the deadline.

4 Instructions on completing the online form

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 the application information. A template application form in Word version is available on the EDCTP website as part of the Documents & info section.

The online application form may include call-specific questions. These must be completed as part of the application form.

4.1 Reference and Call documents

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

- **Call Text** – this document is specific for each *Call for Proposals* and describes the remit of the call, the requirements for participation and the review process and timelines
- **FAQ general** – this document provides general guidance for applicants to EDCTP *Calls for Proposals* 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 *Calls for Proposals* in addition to the information provided in the *Call Text* for that particular *Call for Proposals*
- **EDCTP2 Grants Manual** – General guidance on EDCTP2 funding opportunities and procedures.
- **Template application form (Word format)** – this document is equivalent to the online application form and may be helpful when you work offline, outside of the EDCTPgrants system
- **Guidelines for Applicants** – Submitting an application in EDCTPgrants (visual guide on how to navigate through the EDCTPgrants system)

4.2 Summary information

For instructions on the different sections on this page (e.g. title, acronym, abstract, etc.) please refer to the online application form or the application form in Word format.

RIA 2016 General Example
1465
Details...

0.0% complete

- Introduction
- Summary Information**
- Excellence
- Impact
- References
- Related Applications
- Participants
- Declarations
- Nomination and Exclusion of Reviewers
- Validation

Call Text & Applicant Guide

Summary Information

Previous Next Save Save and Close

Title

Acronym

Abstract (400 words max)

Keywords

- Keyword List

Other Keywords

Add Other Keyword...

Proposed start date (Cannot be before 30/09/2016)

Proposed duration (months) 36 months

Requested budget (in Euros)

Previous Next Save Save and Close

Figure 4. Online sections and sub-sections of the 'Summary Information' page

4.3 Excellence

4.3.1 Research proposal

RIA 2016 General Example
1465
Details...

22.5% complete

- Introduction
- Summary Information
- Excellence**
- Impact
- References
- Related Applications
- Participants
- Declarations
- Nomination and Exclusion of Reviewers
- Validation

Call Text & Applicant Guide

Excellence

Previous Next Save Save and Close

Research proposal (2000 words max)

Single page file upload

Attach

Previous Next Save Save and Close

Figure 5. Example of 'Excellence section: Research proposal'

4.4 Impact

4.4.1 Impact of anticipated results

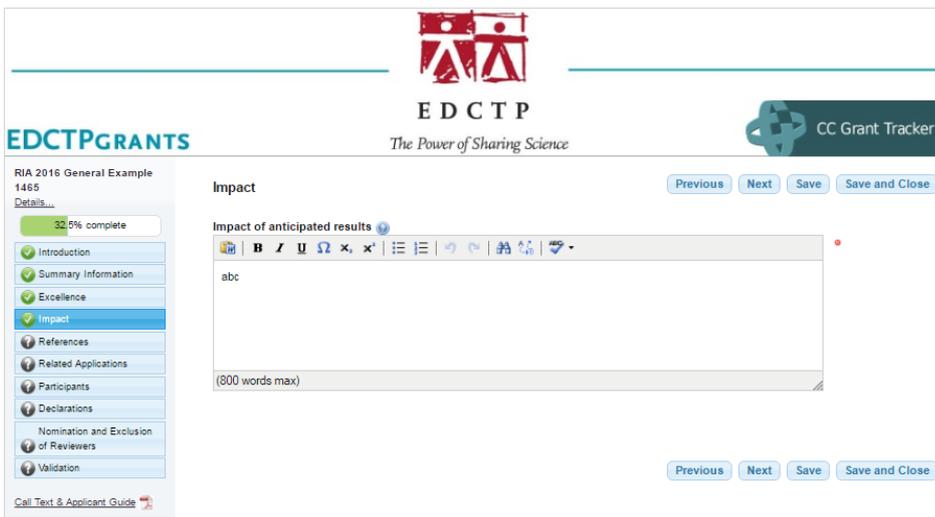


Figure 6. Example of 'Impact of anticipated results' section

4.5 References

Please cite your references here, including any citations in the excellence and impact sections. You can list a maximum of 50 references (Figure 7).

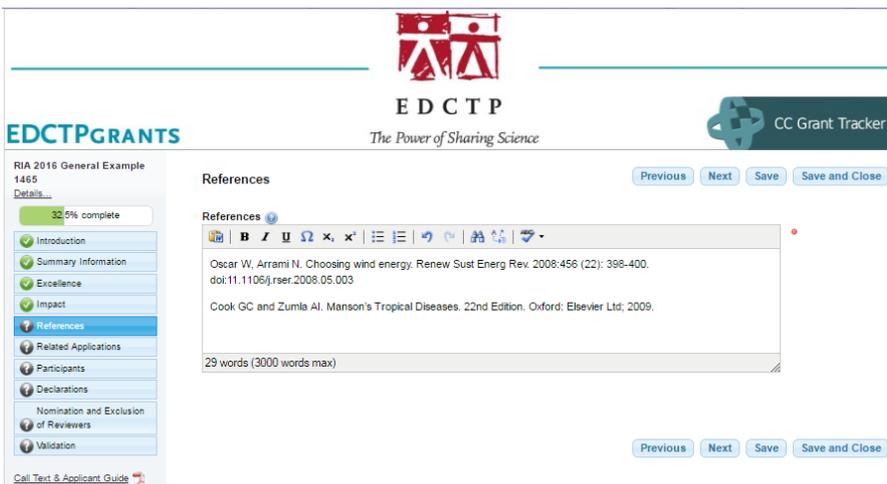


Figure 7. Example of 'References section'

4.6 Related Applications

Figure 8. Example of 'Related Applications' section

4.7 Participants

The Participants¹ are the organisations (legal entities) participating in the proposal, including the coordinating organisation and its classifications (public or private, profit of non-profit, small medium enterprise, etc.). Include only those participating organisations whose legal entities have given their explicit consent concerning their participation, confirmed their financial and operational capacity to carry out the proposed work and their commitment to be jointly and severally liable for the technical implementation of the action (see Article 41.1 of the general EDCTP2 [multi-beneficiary](#) Grant Agreement) such that they will sign the Accession forms to the Grant Agreement, if selected for funding.

4.7.1 Participants (organisations)

The Coordinator is the *Lead Applicant* organisation (legal entity) and is responsible for submission of the proposal on behalf of all participating organisations and for all correspondence with EDCTP. The Coordinator will be responsible for the administration and management of the project, if selected for funding (Figure 9a).

The Coordinator must be registered in EDCTPgrants to access the application form. Please make sure the personal details, education and training and career summary are up to date in the home page as this information is used to populate automatically the application form.

¹Participant means any legal entity carrying out an action or part of an action under Horizon 2020 (Regulation (EU) No 1291/2013) having rights and obligations with regard to EDCTP under the terms of the Horizon 2020 Rules for Participation. Upon signing the Grant Agreement with EDCTP, Participants become Beneficiaries. Beneficiary is the legal entity that has signed the Grant Agreement (GA) with EDCTP.

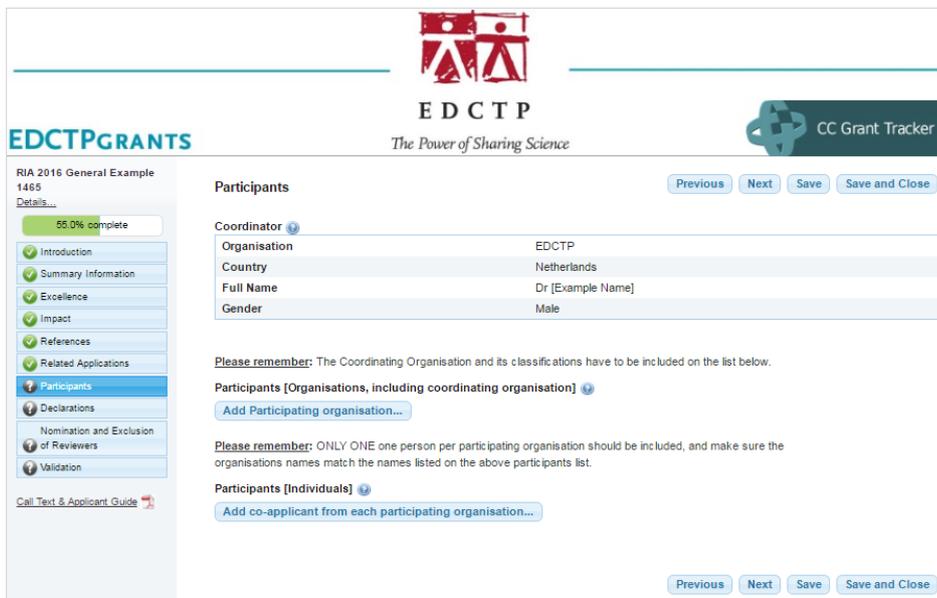


Figure 9a. Example of 'Participants section: organisations and coordinating organisation'

4.7.2 Participants (individuals)

List each individual co-applicant participating in the proposal, **excluding** the coordinator. Click 'Add Co-applicant from each participating organisation' to get started. Please ensure that all co-applicants have registered in EDCTPgrants and have an EDCTPgrants user account before starting this section of the application.

Type the surname of the person and press search. If the person already has an account in EDCTPgrants their name will appear to select; if the person has no account in EDCTPgrants you can press 'Add a New Contact' and enter their name and email address.

All added individual co-applicants participating on your proposal will receive an email message notifying them of their addition to the proposal; in order to send this email you (as Coordinator) must confirm that you wish to include this person by clicking the checkbox.

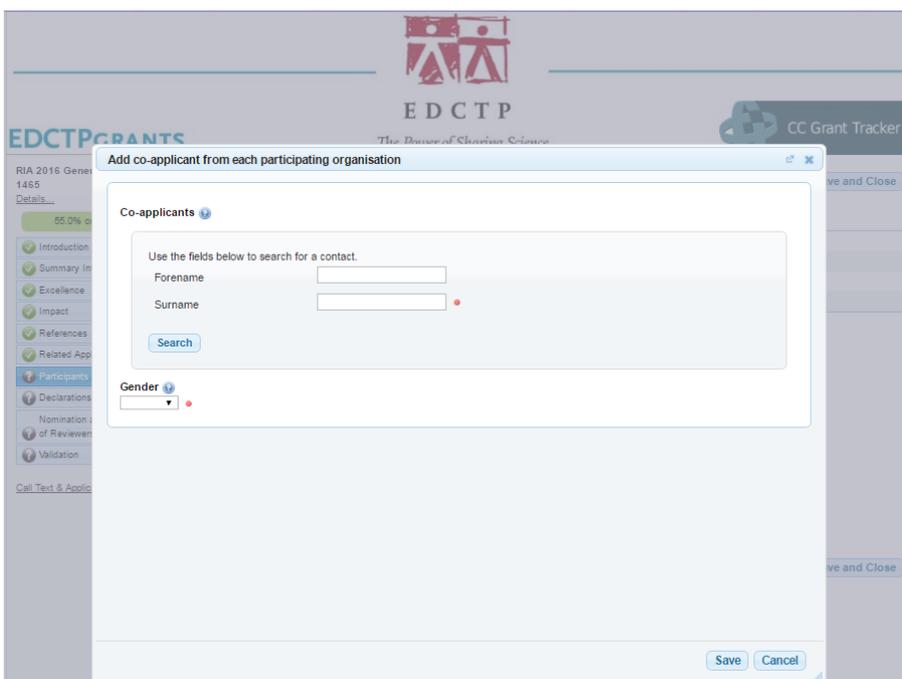


Figure 9b. Example 'Participants section: individual co-applicants'

4.8 Declarations

RIA 2016 General Example
1464
Details...

67.4% complete

- Introduction
- Summary Information
- Excellence
- Impact
- References
- Related Applications
- Participants
- Declarations**
- Nomination and Exclusion of Reviewers
- Validation

Call Text & Applicant Guide

Declarations

The Coordinator declares:

- to have the explicit consent of all applicants on their participation and on the content of this proposal;
 Yes No
- that the information contained in this proposal is correct and complete;
 Yes No
- that this proposal complies with ethical principles (including the highest standards of research integrity - as set out, for instance, in the European Code of Conduct for Research Integrity - and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).
 Yes No
- the coordinator is exempt from the financial capacity self-check because:
 - His/her employing organisation is a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual ([Chapter on Financial capacity check](#));

or

- he/she is a sole participant

Yes No

The Coordinator hereby declares that the participants have confirmed:

- that they are fully eligible in accordance with the criteria set out in the specific call for proposals, and
 Yes No
- that they have the financial and operational capacity to carry out the proposed action.
 Yes No

Responsibility for the correctness of the information
The Coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each participant remains responsible for the correctness of the information related to him/her and declared above. If this proposal is selected for funding, all beneficiaries will be required to provide a formal declaration in this respect.

Previous Next Save Save and Close

Figure 10. Example of 'Declarations' section

4.9 Inclusion and exclusion of reviewers

RIA 2016 General Example
1464
Details...

84.8% complete

- Introduction
- Summary Information
- Excellence
- Impact
- References
- Related Applications
- Participants
- Declarations
- Nomination and Exclusion of Reviewers**
- Validation

Call Text & Applicant Guide

Nomination and Exclusion of Reviewers

Do you wish to nominate any independent expert reviewers?
 Yes No

Do you wish to list any expert reviewers to be excluded?
 Yes No

Previous Next Save Save and Close

Figure 11. Example of Inclusion and exclusion of reviewers section

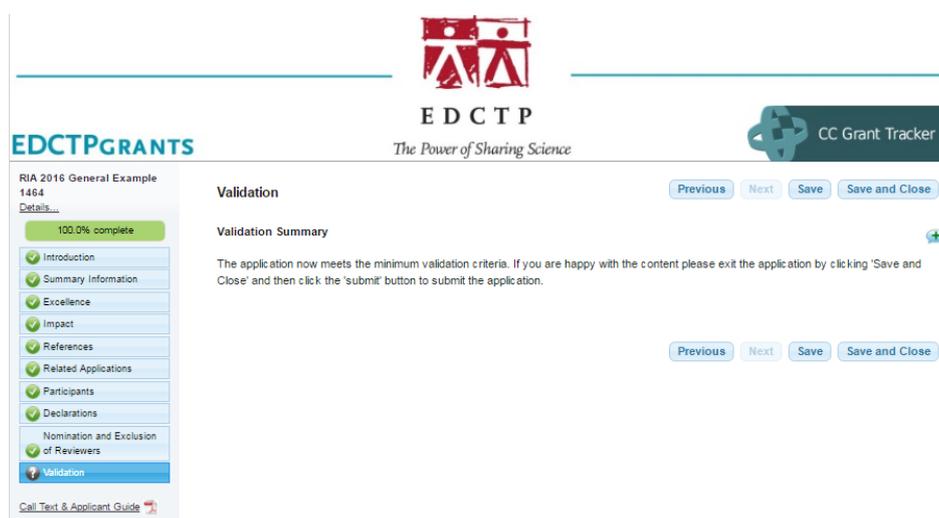
4.10 Validation and submission process

Before you submit your application, please check the content using EDCTPgrants automated validation check:

- The Attachment Summary lists the files uploaded as supporting documents of your application, where applicable
- The Validation section checks whether all of the mandatory (red dot) fields have been completed and that the required files, where applicable, have been uploaded

Click the '*Validation*' section 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 12).

When you have successfully completed the validation check, the message below will be displayed. Please note that completion of the validation check does not mean that the application has been submitted. You must proceed to the submission step.



The screenshot displays the EDCTPgrants interface. At the top, the EDCTP logo and tagline 'The Power of Sharing Science' are visible, along with the 'CC Grant Tracker' logo. The main content area is titled 'Validation' and shows a 'Validation Summary' section. A green progress bar indicates '100.0% complete'. A list of application sections is shown on the left, with 'Validation' highlighted. The validation summary text reads: '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.' Navigation buttons for 'Previous', 'Next', 'Save', and 'Save and Close' are present at the top and bottom of the validation section.

Figure 12. Example '*Validation*' section

Click '*Save and Close*' to proceed to the submission of the application.

You are now redirected to the application '*Details*' page. This page gives you a summary of your application and provides different functions depending on how you would like to proceed with the application (Figure 13).

The screenshot displays the EDCTP Grants application submission interface. At the top, the EDCTP logo and 'The Power of Sharing Science' tagline are visible, along with a 'CC Grant Tracker' icon. The main content area shows application details for reference 1465, including title, status (Pre-Submission), and funding round (RIA 2016 General Example). A modal dialog box is open in the center, asking 'Are you sure you want to submit this grant application?' with 'Yes' and 'No' buttons. The background interface includes sections for 'Edit the application', 'PDF the application (Print)', 'Validate the application', 'Submit the application', and 'Delete the application'.

Figure 13. Submission of the application

To submit the application, click 'Submit' and confirm that you are ready to submit by clicking 'Yes' on the dialog box that appears. When you have successfully submitted your application, a confirmation email acknowledging receipt of the application will be sent to the main applicant and all co-applicants.

The confirmation email states your application reference number, which you must quote in all correspondence with EDCTP. If you do not receive a confirmation email (please check your spam/junk email) then your application has not been submitted successfully. 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.

5 Contact information

For technical questions about ECTPgrants please contact EDCTP via email: edctpgrants@edctp.org or by telephone +31 (0) 70 344 08 80.

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*.

6 Personal data protection

EDCTP complies with the provisions of the 'Wet bescherming persoonsgegevens (Dutch Law on protection of personal data)', dated 6 July 2000, which Act is based on Directive nr. 95/46/EG (PbEG L 281) and adapted to the General Data Protection Regulation dated 25 January 2012 (Com 2012 11 final; 2012/0011 COD).

Registration with EDCTP grants and grant proposal submission will involve the recording and processing of personal data. These data will be held securely, processed lawfully and retained for no longer than necessary by EDCTP. Data may be used to compile lists, including project details, of EDCTP grants, which will be made publicly available. By submitting the application, the participants in the project give EDCTP their consent to do so.

EDCTP will publish the summary details of awarded projects, including the names of all participants, the proposal abstract and the grant amount on its website and in other public media. Further, these data may be used to compile invitation lists for EDCTP conferences and alumni events. Applicants may enquire or make a complaint about the processing of their personal data to the EDCTP Data Protection Supervisor and subsequently the Dutch Personal Data Protection Commission or the European Data Protection Supervisor.