



MANUNET TRANSNATIONAL CALL 2017

**ELECTRONIC SUBMISSION SYSTEM
(ESS) MANUAL FOR APPLICANTS**



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1. Introduction

This manual will guide you through the process of submitting a project proposal in the Electronic Submission System (ESS) available in <https://submission.manunet.net>

This manual is addressed to proposal coordinators who are the ones that can complete and submit the proposal in ESS on behalf of the whole consortium.

In order to submit a proposal, all data (partners data, cost data and project technical data) is entered directly in ESS, in subsequent data fields.

Before submitting the proposal the system will automatically check that:

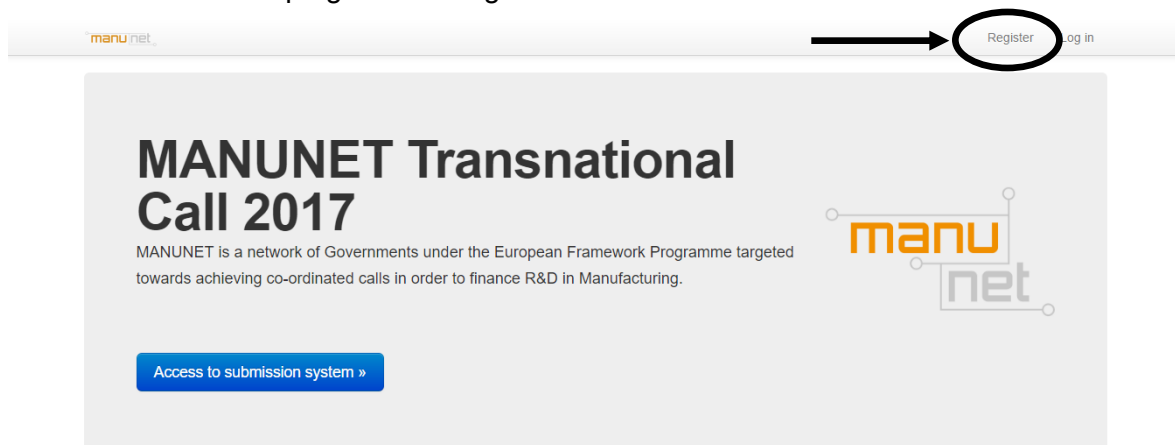
1. Your proposal complies with MANUNET eligibility requirements
2. All the compulsory fields are completed and the introduced data are consistent

If not, you won't be able to submit the proposal and a list of the detected errors will be shown.

After having successfully completed the process the system generates a PDF file containing the project proposal.

2. Registration

Before you can log into the electronic proposal submission system, you need to register. Please click on the top right icon "Register".



In order to create an account you need to provide an e-mail address and a password and follow the instructions. During the registration process you will receive back an e-mail in order to validate the given e-mail address.

Create an account

Access to the electronic submission system for MANUNET.

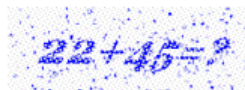
- Please introduce your e-mail and password. This password will give you access to the electronic submission system.
- Please choose a secure password to prevent access by other persons.

Email address

Confirm email

Password

Confirm password



[Refresh](#)

Enter the math operation result you see above

[Register](#)

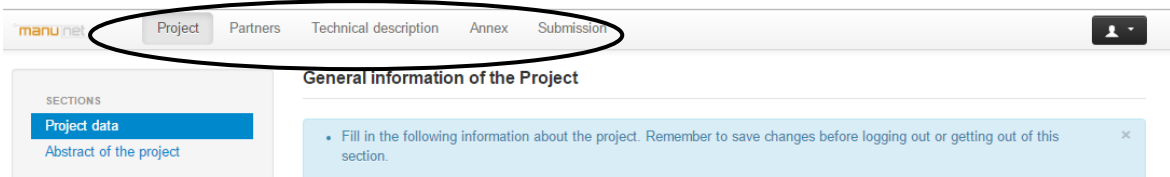
[Cancel](#)

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After having validated your e-mail address you can **Access to the submission system** (blue button) and log in with the e-mail address and password.

Please note that registration and login are uniquely linked to one project. If you wish to submit another proposal, you need to register as coordinator again with a different email and password.

After log in you enter the application form. It is structured in four different sections (access buttons on the top): **Project, Partners, Technical description and Annex.**



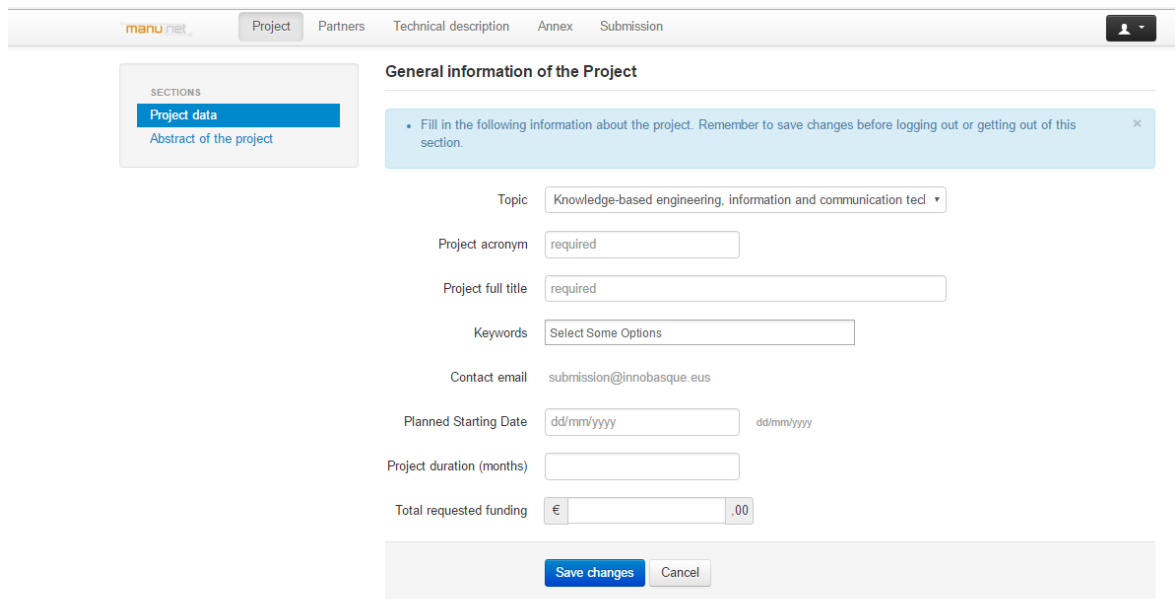
The fifth page, **Submission**, allows the checking and final submission of the proposal.

3. Project data

The first page: **Project** is referred to the general information and includes two sections: Project data and Abstract.

3.1. Project data

In the Project data section you will have to introduce the main information regarding your project.



The screenshot shows the 'General information of the Project' form. On the left, there is a sidebar with 'SECTIONS' containing 'Project data' (highlighted) and 'Abstract of the project'. The main form area has a title bar with 'manu net', 'Project', 'Partners', 'Technical description', 'Annex', and 'Submission'. Below the title bar is a blue instruction box: 'Fill in the following information about the project. Remember to save changes before logging out or getting out of this section.' The form fields are: 'Topic' (dropdown menu with 'Knowledge-based engineering, information and communication tec'), 'Project acronym' (text input with 'required' placeholder), 'Project full title' (text input with 'required' placeholder), 'Keywords' (dropdown menu with 'Select Some Options'), 'Contact email' (text input with 'submission@innobasque.eus'), 'Planned Starting Date' (date input with 'dd/mm/yyyy' placeholder), 'Project duration (months)' (text input), and 'Total requested funding' (currency input with '€' and '.00' placeholders). At the bottom, there are 'Save changes' and 'Cancel' buttons.

In the field **Keywords** you have to select a maximum of three keywords out of a given list that best adjust to your project.

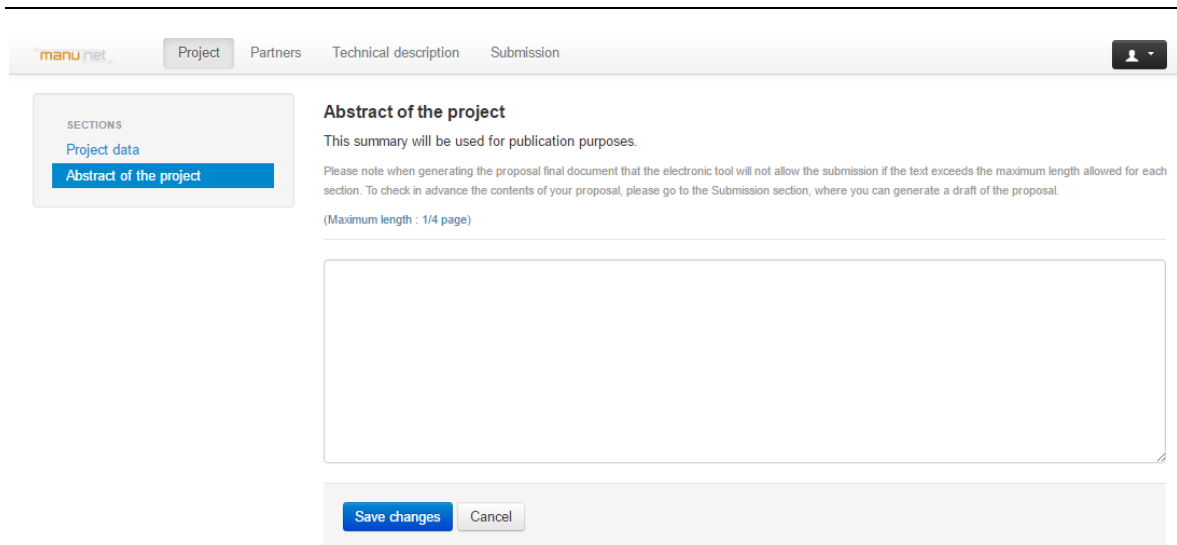
Take into account that the project cannot start before November 2017 so the system won't let you introduce a date before that in **Planned starting date**.

For **Project duration**, 24 months is the maximum allowed.

The system will automatically check before the submission that the amount introduced in **Total requested funding** matches with the data introduced in the project costs section. If not an error message will be shown when checking or trying to submit the proposal.

3.2. Abstract

You have to provide a short summary (maximum of 1200 characters) that can be used for publication purposes. In case of exceeding the maximum length allowed, an error message will be shown when checking or trying to submit the proposal. Only text is allowed in this field.



Abstract of the project

This summary will be used for publication purposes.

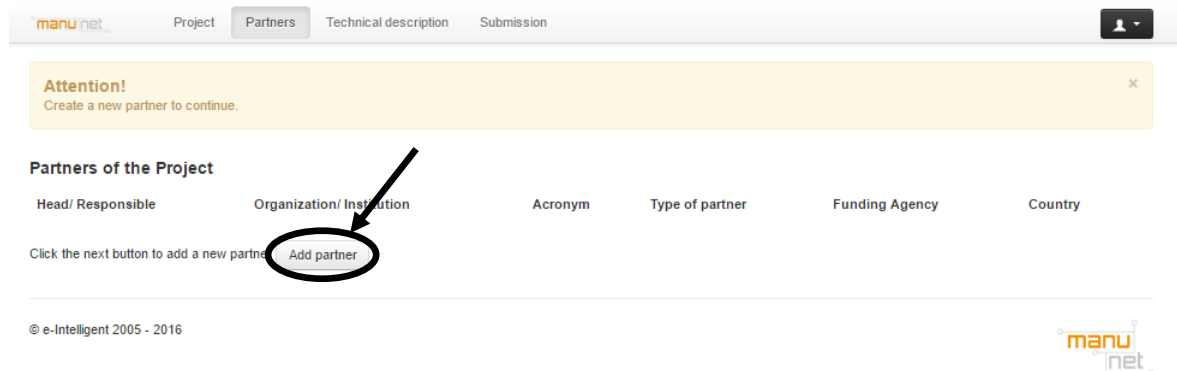
Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your proposal, please go to the Submission section, where you can generate a draft of the proposal.

(Maximum length : 1/4 page)

[Save changes](#) [Cancel](#)

4. Partners

The **Partners** section compiles the full list of project partners. Click on the “Add partner” button to start the listing.



Attention!
Create a new partner to continue.

Partners of the Project

Head/ Responsible	Organization/ Institution	Acronym	Type of partner	Funding Agency	Country
Click the next button to add a new partner					

[Add partner](#)


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For each partner added to the proposal general, administrative, financial data and a detailed description of project costs have to be provided:

Please, consider that the information provided in this section cannot be modified in the full proposal phase if the project is selected for the second stage.

4.1. General data

General information about the partner and information about the contact person for the project is required in this section.

manu net | Project | **Partners** | Technical description | Annex | Submission | 

SECTIONS

- General data
- Administrative data
- Financial data
- Project Costs

General Data Edit information of the partner.

Fill in the following information about the partners.
Remember to save the data for each partner before getting out of this section or logging out. x

Coordinator (Check if the partner is coordinator)

Partner Name

Short name

Legal Status

Turnover €

Size (Employees)

Contact person for the project:

First name

Family name

Telephone Eg: +34 | 912345678

e-mail

4.2. Administrative data:

The administrative data section compiles two sets of data. The first one which is compulsory for every partner requires the **Company Registration Number** (VAT number or fiscal number), **Company Establishment Date** and the information about Legal Address and Legal Representative.

- SECTIONS
- General data
 - Administrative data
 - Financial data
 - Project Costs

Administrative Data Edit information of the partner.

Fill in the following information about the partners.
Remember to save the data for each partner before getting out of this section or logging out. ×

Company registration number

Company establishment date dd/mm/yyyy

Legal address:

Address Building; PO Box; street; number; office...

City

Post code

Country

Web site Eg: http://www.manunet.net

Legal representative:

First name

Family name

In addition, Italian partners have to provide the Operational starting date of the company, address of a local unit in the region (if different from Legal Address), NACE (or ATECO) code 2007 of the company, NACE (or ATECO) code 2007 of the local Unit, Number of registration to Chamber of Commerce, Legality Rating:

Operational starting date of the company dd/mm/yyyy

Address of a local unit in the region
(if different from Legal Address)

NACE (or ATECO) code 2007 of the company

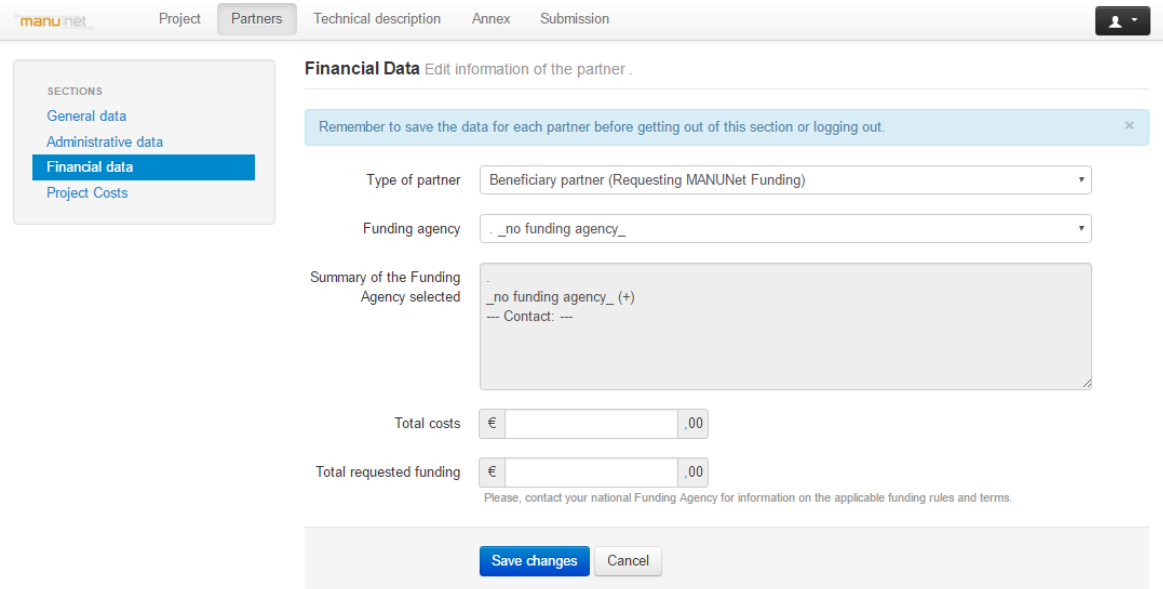
NACE (or ATECO) code 2007 of the local Unit

Number of registration to Chamber of Commerce

Legality Rating

4.3. Financial data

In this section a summary of the information regarding the funding is requested. **Type of partner** (beneficiary if requests funding or not beneficiary if not), **funding agency**, **total costs**, **total requested funding**.



[Back to List](#)

The system will check that the total amount of project costs and requested funding provided in this section is equal to the sum of the detailed costs provided in Project Costs. If not an error message will be shown when checking or trying to submit the proposal.

4.4. Project costs

A detailed description of costs divided into categories is required in this section: personnel, equipment, materials, subcontracting, travel and subsistence costs, other costs and overheads.

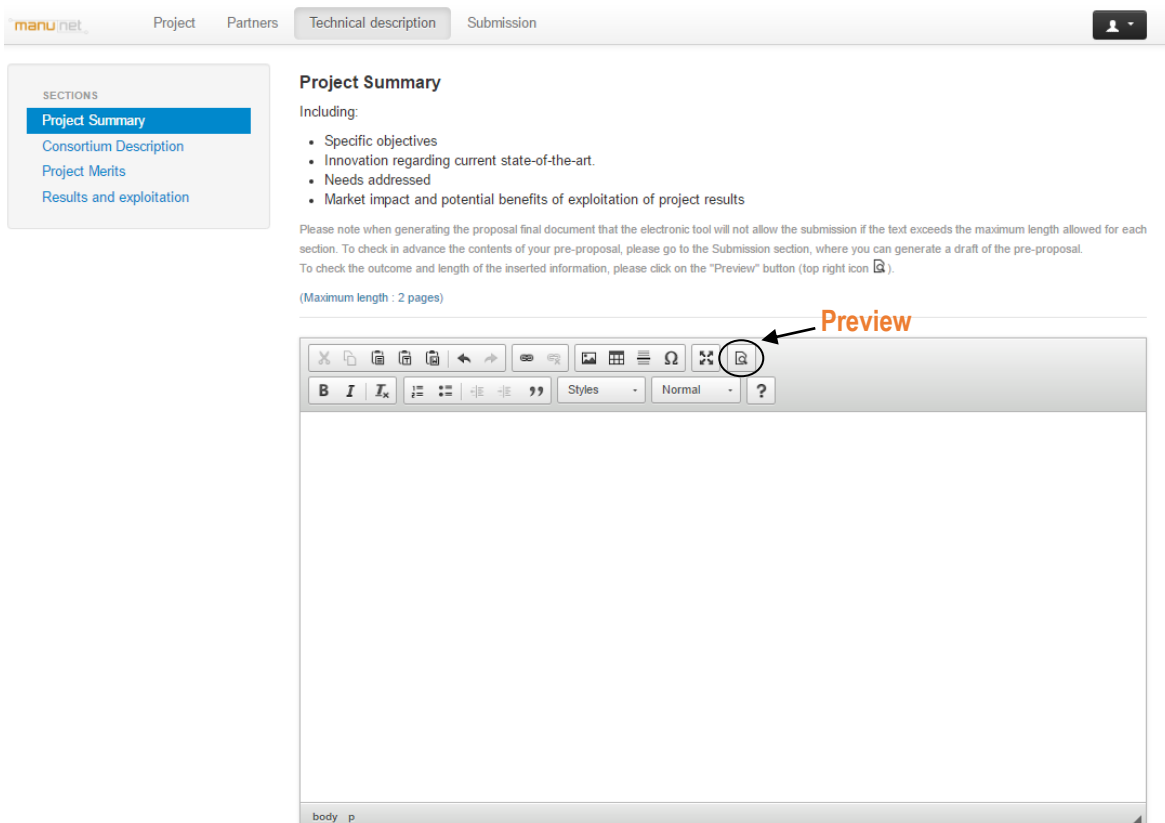
For each category, total costs, requested funding and a description are required.

5. Technical description

The **Technical description** page includes four sections: Project summary; Consortium description; Project merits and Results and exploitation. These fields support rich text format (highlighting, lists, tables, images...). You can check how the section is shown in PDF by clicking on the 'Preview' button.

5.1. Project summary.


In this section you should present a general overview of the project including: specific objectives, innovation regarding current state-of-the-art, needs addressed, market impact and potential benefits of exploitation of project results with a maximum length of 2 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.



The screenshot shows the 'manu net' web interface. At the top, there are navigation tabs: 'Project', 'Partners', 'Technical description', and 'Submission'. Below this is a sidebar with 'SECTIONS' and a list: 'Project Summary' (highlighted), 'Consortium Description', 'Project Merits', and 'Results and exploitation'. The main content area is titled 'Project Summary' and includes the following text:

Including:

- Specific objectives
- Innovation regarding current state-of-the-art.
- Needs addressed
- Market impact and potential benefits of exploitation of project results

Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your pre-proposal, please go to the Submission section, where you can generate a draft of the pre-proposal. To check the outcome and length of the inserted information, please click on the "Preview" button (top right icon .

(Maximum length : 2 pages)

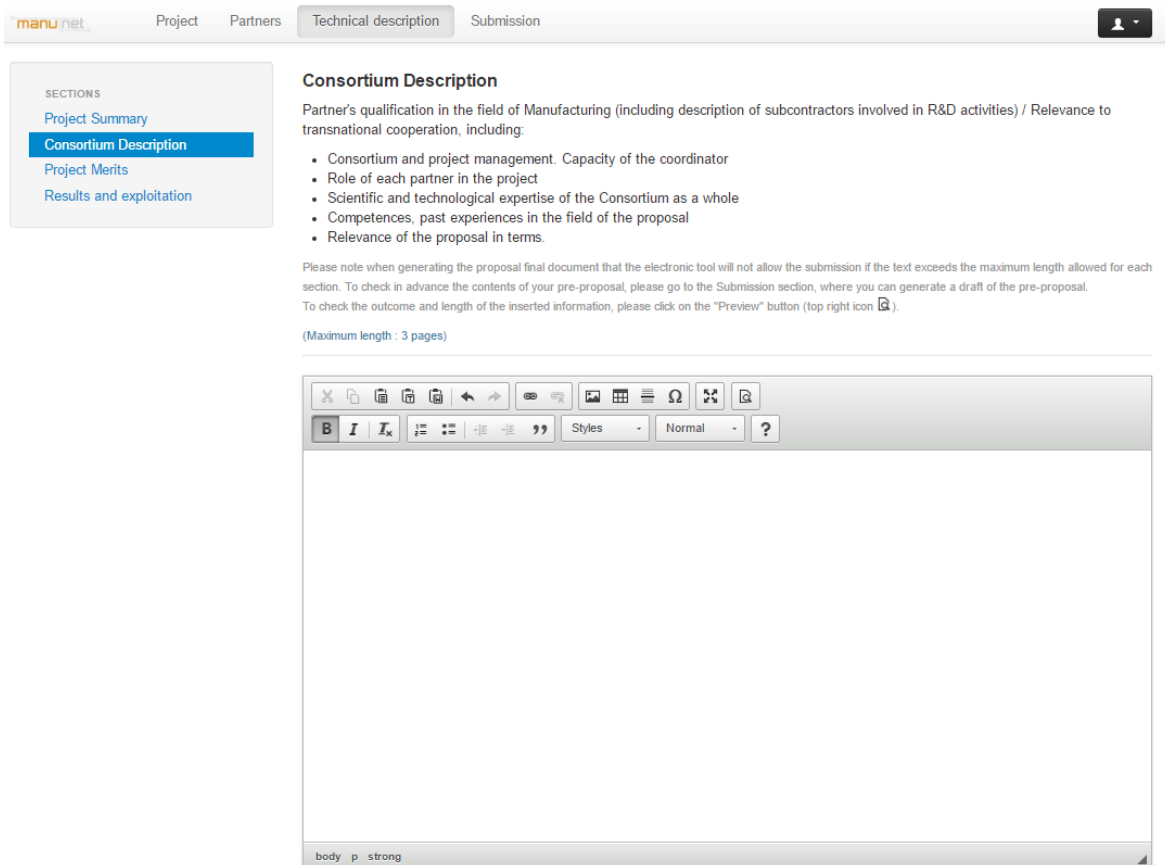
Below the text is a rich text editor toolbar with various icons. A red arrow labeled 'Preview' points to a specific icon in the toolbar. The editor area is currently empty.

5.2. Consortium description

This section is to describe partner's qualification in the field of Manufacturing (including description of subcontractors involved in R&D activities) and relevance to transnational cooperation:

- Consortium and project management. Capacity of the coordinator
- Role of each partner in the project
- Scientific and technological expertise of the Consortium as a whole
- Competences, past experiences in the field of the proposal
- Relevance of the proposal in terms of transnational cooperation


Maximum length of this section is 3 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.



The screenshot shows the manu net web interface. At the top, there are navigation tabs: "manu net", "Project", "Partners", "Technical description" (selected), and "Submission". A user profile icon is visible in the top right. On the left, a sidebar lists "SECTIONS": "Project Summary", "Consortium Description" (highlighted in blue), "Project Merits", and "Results and exploitation". The main content area is titled "Consortium Description" and contains the following text:

Partner's qualification in the field of Manufacturing (including description of subcontractors involved in R&D activities) / Relevance to transnational cooperation, including:

- Consortium and project management. Capacity of the coordinator
- Role of each partner in the project
- Scientific and technological expertise of the Consortium as a whole
- Competences, past experiences in the field of the proposal
- Relevance of the proposal in terms.

Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your pre-proposal, please go to the Submission section, where you can generate a draft of the pre-proposal. To check the outcome and length of the inserted information, please click on the "Preview" button (top right icon .

(Maximum length : 3 pages)


Below the text is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and a help icon. The toolbar also shows "Styles" and "Normal" dropdown menus. The editor area is currently empty, and the status bar at the bottom shows "body p strong".

5.3. Project merits

Use this section to describe the innovation of the project outcome(s), in particular the originality of the proposed approach and the market needs addressed by the project.

- Current state of the art / Market analysis (define the unmet needs)
- Originality and/or innovation of the proposed approach
- Technical challenges (justification of the need to engage in R&D activities)


Maximum length of this section is 5 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.

manu net Project Partners **Technical description** Submission 

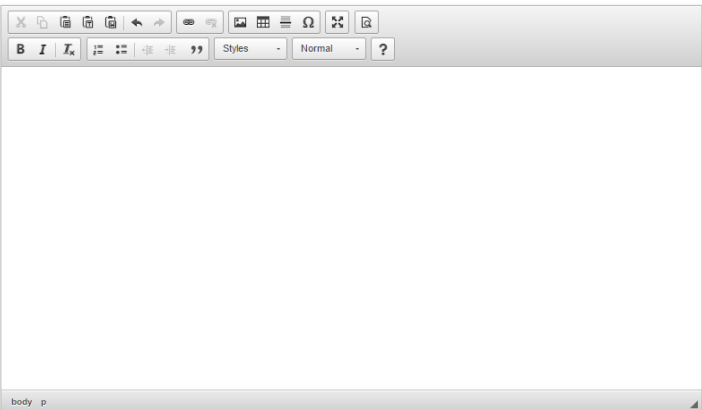
SECTIONS
 Project Summary
 Consortium Description
Project Merits
 Results and exploitation

Project Merits
 Describe the innovation of the project outcome(s), in particular the originality of the proposed approach and the market needs addressed by the project.

- 6.1 Current state of the art / Market analysis (define the unmet needs)
- 6.2 Originality and/or innovation of the proposed approach
- 6.3 Technical challenges (justification of the need to engage in R&D activities)


Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your pre-proposal, please go to the Submission section, where you can generate a draft of the pre-proposal. To check the outcome and length of the inserted information, please click on the "Preview" button (top right icon ).

(Maximum length : 5 pages)




5.4. Results and exploitation

In this last section you should describe the market impact on each partner (benefits for partners, potential exploitation of the project outcomes, others...). Maximum length of this section is 3 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.

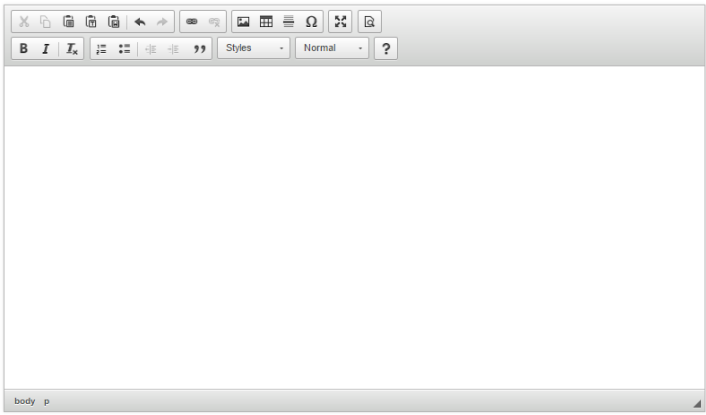
manu net Project Partners **Technical description** Submission 

SECTIONS
 Project Summary
 Consortium Description
 Project Merits
Results and exploitation

Results and exploitation
 Describe the market impact on each partner (benefits for partners, potential exploitation of the project outcomes, others...)

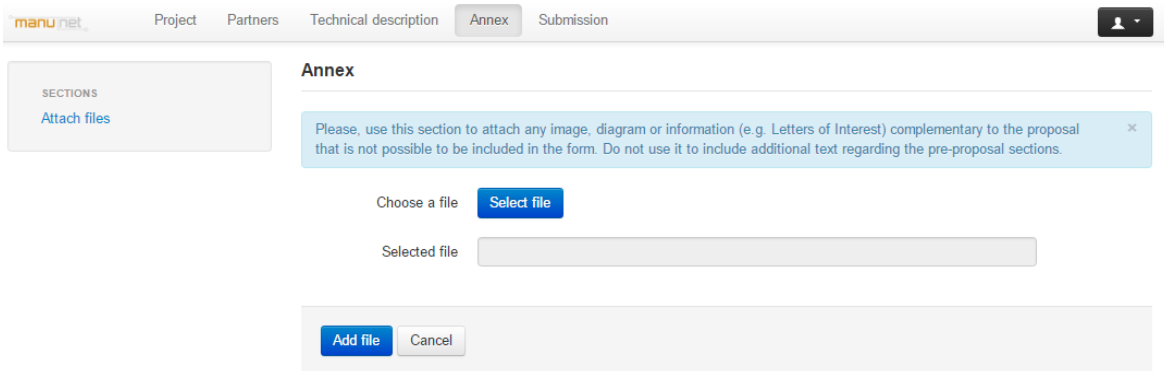
Please note when generating the proposal final document that the electronic tool will not allow the submission if the text exceeds the maximum length allowed for each section. To check in advance the contents of your pre-proposal, please go to the Submission section, where you can generate a draft of the pre-proposal. To check the outcome and length of the inserted information, please click on the "Preview" button (top right icon ).

(Maximum length : 3 pages)



6. Annexes

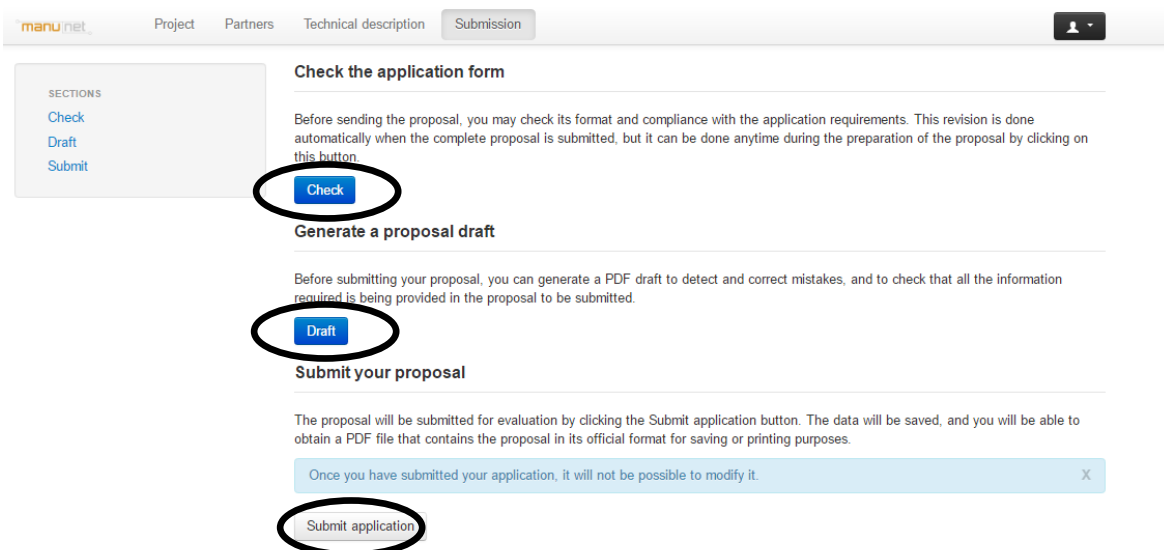
The **section Annex** allows including in the proposal any additional information (pdf and images) that the applicants may consider relevant: figures, charts, letter/s of intent from associated partners, etc.



7. Submission

On the **Submission** section, you can check at any time if the proposal adjusts to the application requirements by clicking on the 'Check' button (this revision is nevertheless done automatically when the proposal is submitted).

Additionally, a .pdf file can be generated before submitting the proposal in order to detect and correct mistakes by pressing on the 'Draft' button.



The proposal will be submitted for evaluation by clicking the “Submit application” button. If the proposal does not meet the requirements of the call or if the data are not correctly completed the system will show the list of items that have to be revised.

Once you have submitted your application, it will not be possible to modify it. X

Submit application

- You must complete all required questions on this tab (Partner) before you will be able to continue.
- One of the partner must be designated as Coordinator.
- The 'total requested funding' field on 'Project->Project data' and total sum of the 'total requested funding' field on each 'Partner->Financial Data' must be equals
- The partner (value?) is beneficiary, please select one funding agency.
- The partner (value?) is beneficiary, please select one funding agency.
- Abstract of the project is empty.
- Project Summary is empty.
- Consortium Description is empty.
- Project Merits is empty.
- Results and exploitation is empty.
- The 'total cost' field for partner value? on 'Project->Financial Data' and total sum of the 'total cost' field of each one on 'Partner->Project Costs' must be equals
- The 'total requested funding' field for partner value? on 'Project->Financial Data' and total sum of the 'total requested funding' field of each one on 'Partner->Project Costs' must be equals

Afterwards you'll be able to generate a .pdf file for saving or printing purposes.

Please be aware that once submitted the proposal cannot be modified.