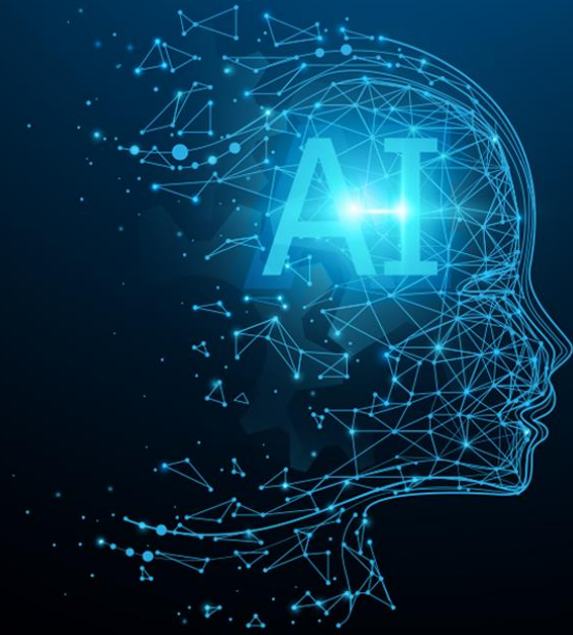


Σ eureka Clusters AI Call 2021

Manual AI Call 2021 portal – Project submission tool



AI Call portal

Project submission manual

- Project submission process
- Access and editing rights are role based

Project leaders can:

- Create a project
- Invite partners
- Create work packages
- Upload FPP Annex
- Submit a project

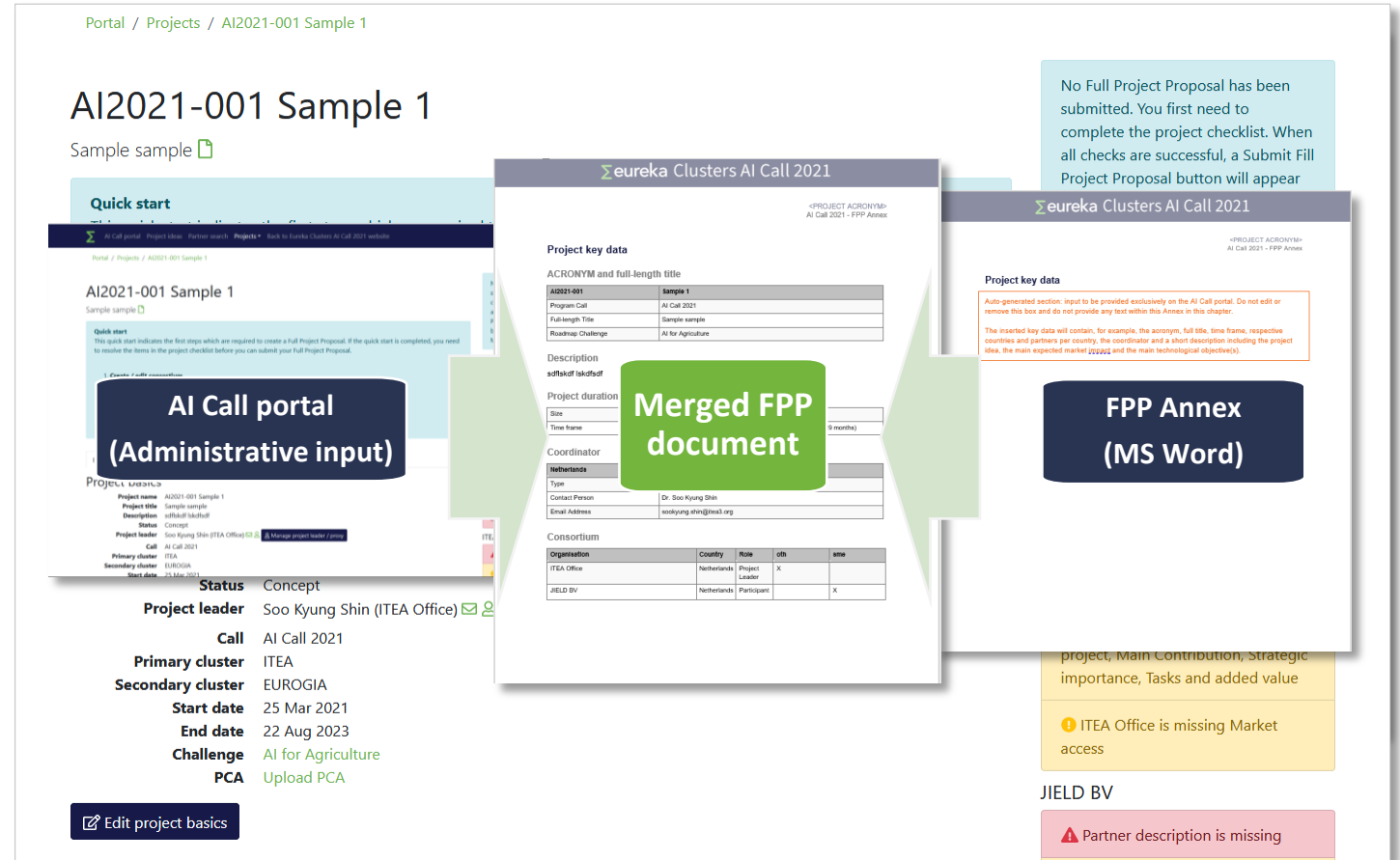
Project leader & Technical contact of project partners can:

- Update partner details
- Indicate Costs & Effort
- Submit Declaration of Acceptance (DoA)
- Update rationale for funding (PL & country coordinators)

Project submission process

Create project (<https://tool.eureka-clusters-ai.eu/portal>)

- A project is created and submitted via the AI Call portal
- The Full Project Proposal (FPP) Annex is a Word template, which will be merged with online input completed on the AI Call portal
- Administrative input must be provided on the AI Call portal. In parallel, the project consortium should work on the FPP Annex template
- FPP Annex should be uploaded to the AI Call portal to be incorporated with the online input



To do on AI Call portal

Create project

A project can be created in two ways

1. From the project idea
 - Created project is pre-filled with the input from the Project idea
2. Without project idea
(via the button on the AI Call portal)

The screenshot shows the Eureka Clusters AI Call portal interface. At the top, there is a navigation bar with the Eureka logo and links for 'AI Call portal', 'Project ideas', 'Partner search', 'Projects', and 'Back to Eureka Clusters AI Call 2021 website'. The user's name 'Soo Kyung Shin' and options for 'Logout' and 'Admin' are also visible. Below the navigation bar, the page title is 'Portal / AI Call portal'. A large blue banner contains the text 'Welcome to the Eureka Clusters AI Call portal' and a notice: 'AI Call 2021 for Full Project Proposals will close 118 days from now (deadline: Monday, 28 June 2021 00:00 CEST)'. A blue box with the number '2' highlights a button labeled '+ Create new project in AI Call 2021'. Below the banner, there are two main sections: 'My AI Call projects' and 'Project invitations'. The 'My AI Call projects' section shows a table with one project: 'AI2021-001', 'Sample 1', 'Concept', 'Soo Kyung Shin'. Below the table are buttons for 'Projects in AI Call 2021' and '+ New project in AI Call 2021'. The 'Project invitations' section shows 'No invitations can be found' and a 'Retrieve project invitation' button. Below these sections are 'My ideas in AI Call 2021' and 'Idea invitations & requests'. The 'My ideas in AI Call 2021' section shows a table with one idea: 'M1: Test-idea', '0 pending request(s) to join', 'Soo Kyung Shin'. Below the table are buttons for 'Ideas in AI Call 2021' and '+ New idea in AI Call 2021'. The 'Idea invitations & requests' section shows 'No invitations can be found' and a 'Partner search' button.

To do on the AI Call portal

Create project

1. Project information must be provided on the project page
2. Mandatory fields are indicated in the Project checklist
3. Under Basic tab, project's basic information (start & end date, Cluster, project description etc.) can be updated

Portal / Projects / AI2021-001 Sample 1

AI2021-001 Sample 1

Sample sample

Quick start

This quick start indicates the first steps which are required to create a Full Project Proposal. If the quick start is completed, you need to resolve the items in the project checklist before you can submit your Full Project Proposal.

1. **Edit funding rationales**

Find more information in the [project help on the submission process](#).

Basics Partners Countries Work packages Costs & effort Management

Project basics

Project name	AI2021-001 Sample 1
Project title	Sample sample
Description	sdflskdf lskdfsd
Status	Concept
Project leader	Soo Kyung Shin (ITEA Office) Manage project leader / proxy
Call	AI Call 2021
Primary cluster	ITEA
Secondary cluster	EUROGIA
Start date	25 Mar 2021
End date	22 Aug 2023
Challenge	AI for Agriculture
PCA	Upload PCA

[3 Edit project basics](#)

No Full Project Proposal has been submitted. You first need to complete the project checklist. When all checks are successful, a Submit Full Project Proposal button will appear below. The submission deadline is Monday, 28 June 2021 00:00 CEST.

2 Project checklist

General

- ⚠ Project has 1 work package, at least 2 are required

Country

- ⚠ Missing **rationale** for public funding in Netherlands

ITEA Office

- ⚠ Partner description is missing
- ⚠ ITEA Office is missing Role in project, Main Contribution, Strategic importance, Tasks and added value
- ⚠ ITEA Office is missing Market access

JIELD BV

- ⚠ Partner description is missing

To do on AI Call portal

Invite partners

1. Go to the 'Partners' tab
2. Invite an organisation using the email address of a contact person
3. Once the recipient accepts the invitation, the organisation will be added to the Partners list

Portal / Projects / AI2021-001 Sample 1 / Partners

AI2021-001 Sample 1

Sample sample

Quick start

This quick start indicates the first steps which are required to create a Full Project Proposal. If the quick start is completed, you need to resolve the items in the project checklist before you can submit your Full Project Proposal.

1. **Edit funding rationales**

Find more information in the [project help on the submission process](#).

1 Partners Countries Work packages Costs & effort Management

Invite a new partner

2 Invite partner

Give here the email address to which the invite should be addressed. Note that you are inviting an organisation via a person. Do not send the email to an info address and use the company email address

Active partners

Organisation	Technical contact	Country	Role in the project	Funding
1 ITEA Office	Soo Kyung Shin	NLD	Role in the project not set	2021 2022 2023
2 JIELD BV	Johan van der Heide	NLD	Role in the project not set	

No Full Project Proposal has been submitted. You first need to complete the project checklist. When all checks are successful, a Submit Full Project Proposal button will appear below. The submission deadline is Monday, 28 June 2021 00:00 CEST.

Project checklist

General

- Project has 1 work package, at least 2 are required

Country

- Missing **rationale** for public funding in Netherlands

ITEA Office

- Partner description is missing
- ITEA Office is missing Role in project, Main Contribution, Strategic importance, Tasks and added value
- ITEA Office is missing Market access

JIELD BV

- Partner description is missing
- JIELD BV is missing Role in project, Main Contribution, Strategic

To do on AI Call portal

Create work packages

1. Go to the 'Work packages' tab
2. Click 'Create work package'
3. Provide necessary information for each created work package: Effort, Objectives and expected results, Tasks and Deliverables
4. By clicking the Full WP structure feature, the project leader can check how this Work package input will be merged to the FPP template (Chapter 4.2 Work package description)

Portal / Projects / AI2021-001 Sample 1 / Work packages

AI2021-001 Sample 1

Sample sample

Quick start
This quick start indicates the first steps which are required to create a Full Project Proposal. If the quick start is completed, you need to resolve the items in the project checklist before you can submit your Full Project Proposal.

1. Edit funding rationales
Find more information in the [project help on the submission process](#).

Basics Partners Countries **1** Work packages Costs & effort Management

Work packages

Create here the work packages that are needed to divide the work in your project. It is recommended to limit the number of work packages to 6 or 7. Next to the technical work packages you can create a work package for Project Management and one for Dissemination, Exploitation and Standardisation. Assign a work package leader for each work package.

WP nr	Name	Work package leader	Work package duration	Tasks/Deliverables	Effort (updated) [PY]
WP 1	Work package 1	Alexis Shin	Oct 2021 - Apr 2022	1 / 2	0.00
WP 2	Work package 2	Johan van der Heide	Feb 2022 - Jul 2023	2 / 1	0.00
WP 3	Work package 3	Soo Kyung Shin	Mar 2022 - Jun 2023	2 / 0	0.00
Total					0.00

Change the order of the work packages: click on the work package row and use drag and drop to move the work package to the correct position. The new order is saved automatically.

4 + Create work package **4** Full WP structure

No Full Project Proposal has been submitted. You first need to complete the project checklist. When all checks are successful, a Submit Full Project Proposal button will appear below. The submission deadline is Monday, 28 June 2021 00:00 CEST.

Project checklist

Country

- Missing **rationale** for public funding in Korea, Republic of
- Missing **rationale** for public funding in Netherlands

Ewha women university

- Partner description is missing
- Ewha women university is missing Role in project, Main Contribution, Strategic importance, Tasks and added value
- Ewha women university is missing Market access
- Partner has no **effort**. Indicate effort or deactivate the partner

ITEA Office

To do on AI Call portal

Indicate Costs and effort

1. Go to 'Costs & effort' tab
2. Click 'Edit costs and effort'
3. Provide Costs (k€) and Effort (Person Years)
 - A project leader can update all figures, technical contacts of project partners can only update the cost and effort for their own organisation
4. Click 'Update costs and effort' to save your input

Portal / Projects / AI2021-001 Sample 1 / Costs and effort

AI2021-001 Sample 1 No Full Project Proposal has been

Portal / Projects / AI2021-001 Sample 1 / Costs and effort / Edit costs and effort

Edit costs and effort of AI2021-001 Sample 1

Costs WP 1 WP 2 WP 3

Costs in AI2021-001 Sample 1

No	Partner	Country	Unit	2021	2022	2023	Total costs [k€]	Total effort [PY]
1	Ewha women university	KOR	[k€]	50	00	50	100.00	5.50
2	ITEA Office	NLD	[k€]	100	100	100	300.00	7.10
3	JIELD BV	NLD	[k€]	150	150	150	450.00	7.80
Total costs			[k€]	300.00	250.00	300.00	850.00	
Total effort			[PY]	6.30	7.50	6.60		20.40

Provided costs and effort figures should, for contractors, include the costs and effort of their respective subcontractors. Costs and effort figures should be in line with the respective national applications; in particular, the costs to report are defined in the rules and regulations of the respective national calls

4 Update costs and effort Cancel

Ewha women university is missing Market access

Partner has no effort. Indicate effort or deactivate the partner

ITEA Office

To do on AI Call portal

Update Partners details

1. Go to 'Partners' tab
2. Click on the organisation that you wish to update
3. Provide necessary information under Details, Description, Market access. Costs & effort of this organisation can also be updated under Costs & effort
4. DoA template can be downloaded and submitted here (via the 'Details' tab)

Portal / Projects / AI2021-001 Sample 1 / Partners

Portal / Projects / AI2021-001 Sample 1 / Partners / Ewha women university

Ewha women university

Partner in AI2021-001 Sample 1

Details Description Market access Costs & effort Versions Financial Management

Partner information

Project name AI2021-001 Sample 1
Project title Sample sample (Concept)
Role in the project ⓘ
Main contribution ⓘ
Tasks and added-value ⓘ
Strategic importance ... ⓘ

Project DoA Submit DoA for Ewha women university in AI2021-001... 4

Technical contact Alexis Shin ⓘ Manage technical contacts

Funding status

Year	Partner status	Office status
2021	Not set	Not set
2022	Not set	Not set
2023	Not set	Not set

Edit Ewha women university

Ewha women university Checklist

- ⚠ Partner description is missing
- ⓘ Ewha women university is missing Role in project, Main Contribution, Strategic importance, Tasks and added value
- ⓘ Ewha women university is missing Market access
- ⚠ Partner has no effort. Indicate effort or deactivate the partner

Edit role in the project

ITEA Office

To do on AI Call portal

Update Rationale for funding

1. Go to the 'Countries' tab
2. Click on a Country to update
3. Click 'Edit coordinator and/or rationale for Country'
4. Provide necessary information

Portal / Projects / AI2021-001 Sample 1 / Countries

Portal / Projects / AI2021-001 Sample 1 / Countries / Netherlands / Edit rationales for public funding

Edit rationale for public funding for Netherlands in AI2021-001 Sample 1

National coordinator

Rationale

The national rationale for funding has four components:

- national gain: you have to explain the benefits for the participating countries (e.g. support to national strategies, standardisation, open source, knowledge dissemination, wellbeing improvement, impact on national productivity, etc.), how the country benefits from collaboration with other countries and the risk level of the investment (i.e. why is a public incentive preferred for such investments)
- return on investment (RoI): you have to explain how the money invested by both Public Authorities and companies is expected to generate value, revenue, jobs and/or economic growth, etc.

2 Netherlands ⓘ ✎ ⓘ ✎ Not provided + Not provided ITEA Office

⚠ Partner description is missing

To do on AI Call portal FPP upload

1. Once the FPP Annex (Word file) is completed, upload it to the ITEA portal in the 'Management' tab and then select the 'Project management' menu item from the dropdown menu
2. By using the 'Merge', it is possible to check how the online input is incorporated to the FPP Annex
3. **Do not use a merged FPP for editing or re-upload it to the portal.** Only an unmerged FPP Annex can be uploaded to the AI Call portal

Portal / Projects / AI2021-001 Sample 1 / Management

AI2021-001 Sample 1

Sample sample

Quick start

This quick start indicates the first steps which are required to create a Full Project Proposal. If the quick start is completed, you need to resolve the items in the project checklist before you can submit your Full Project Proposal.

1. **Edit funding rationales**

Find more information in the **project help on the submission process**.

Basics Partners Countries Work packages Costs & effort **Management**

No Full Project Proposal has been submitted. You first need to complete the project checklist. When all checks are successful, a Submit Fill Project Proposal button will appear below. The submission deadline is Monday, 28 June 2021 00:00 CEST.

Documents available for submission

The following documents can be selected upon the submission of the Full Project Proposal

No	Document	Merge	Type	Uploaded	Uploader
1	AI Call 2021 Full Project Proposal template.docx		FPP Annex	01-03-2021 16:40	Soo Kyung Shin

Upload new documents

Type	Upload	Templates
FPP Annex	<input type="button" value="Browse..."/> No file selected.	

Only Microsoft Word documents are accepted

Project checklist

Country

- Missing **rationale** for public funding in Korea, Republic of
- Missing **rationale** for public funding in Netherlands

Ewha women university

- Partner description is missing
- Ewha women university is missing Role in project, Main Contribution, Strategic importance, Tasks and added value
- Ewha women university is missing Market access
- Partner has no **effort**. Indicate effort or deactivate the partner

ITEA Office

- Partner description is missing

To do on AI Call portal Project submission

1. Once all Checklist issues are handled, the 'Submit Full Project Proposal' button appears on the AI Call portal
2. Click the 'Submit' button and select the final version of FPP Annex
3. Submission can be done multiple times before the deadline, so don't wait until the deadline

Portal / Projects / AI2021-001 Sample 1 / Management

Portal / Projects / AI2021-001 Sample 1 / Full Project Proposal

Full Project Proposal has been created for AI2021-001 Sample 1

Full Project Proposal of AI2021-001 Sample 1

Sample sample [🔗](#)

This is the latest submitted Full Project Proposal

General Documents Effort Costs Countries Actions

Version details

Project name	AI2021-001 Sample 1 🔗
Project leader	Soo Kyung Shin ✉ 👤
Call	AI Call 2021
Start date	25 Mar 2021
End date	22 Aug 2023 (29 months)
Version type	Full Project Proposal (FPP)
Status	FPP Submitted (Deadline for submission is Tuesday, 02 March 2021 16:34:20 CET) Change Request Process
Resolution date	Not reviewed yet
Date submitted	02-03-2021
Date cancelled	Version is active

Σ eureka Clusters AI Call 2021

Questions?

Send an email to info@eureka-clusters-ai.eu