

## **Instructions for the web portal for applicants** **'Open Initiative' 2013**

### **On-line registration**

The first stage of the application process is the registration of the Contact Person on the system at the <http://www.eranet.hu> website.

To do this please click on the Registration link and fill in the form. You will have to enter some of your personal data (name, gender, nationality, date of birth, e-mail address), and the name and address of your institute. Please give your e-mail address at which you would like to receive all correspondence relating to your application during the whole process. Fields marked by bold letters are required to fill in. **(If somebody is already registered he/she can use his old username and password to enter the system. If not remembering the login data, please contact the secretariat to get new activation link. Registered reviewers willing to participate in the 'Open Initiative' 2013, please contact the secretariat).**

Your participating National Agency will be able to see your registration request in the system. Your National Administrator has to accept your registration, and then the system will send you an automatic e-mail with a username and an activation link. Clicking on the link will give you access to the system and you can choose a new username, and a password. After this process you can enter the system via the 'Login for scientist' gate on the website.

### **After entering the system**

#### **Administrative details**

You will see four main tabs on the left. You can read your messages and mails checking the first two tabs ('Messages, to-do list'; and 'Mailbox'). Under the 'Personal Information' tab you can check your personal and educational data, and change some of it if necessary. Do not forget to enter your qualification and degree details. Most of your personal data can be changed only by your National Administrator, please contact them in case of any mistakes. You may also change your username and password. Under the fourth tab, 'Research projects', you can create, edit, delete, check and submit your proposals.

#### **Your proposal**

In the 'Research projects' section you will find the 'Proposals' and 'Create pre-proposal' tabs. In the 'Proposals' section you can check the status of your proposals. You may have more proposals in draft, but you can submit only one of them.

Creating a new proposal, first you have to give the type (ERA Chemistry), title, and keywords of the proposal. You have to select your institution and the country of your researcher partner (second applicant) from the pull down menus.

Clicking on the 'Create pre-proposal' button a new tab, 'Proposal' will open below:

Under project data, you can check the details of the proposal.

With the 'Open proposal' tab you can access your proposal: you can edit the data, upload your .pdf file, and after you have finished you can submit your proposal, if you wish to do so. **Please do not submit more than one proposal!**

With the 'Exit proposal' tab you can exit this window. No data will be lost regardless whether you have submitted your proposal or not. This means that you can login again at a later time and continue working.

For data safety reasons please do not forget to logout.