

Overview of the various steps of filling-in the on-line submission form for ESF Exploratory Workshops Proposal – Call 2013

1. Introductory Page

Clicking on the "on-line submission form" button will open the introductory page shown below:



PLEASE NOTE:

You are about to submit a proposal for an ESF Exploratory Workshop.

Please use the [template provided](#) (Winword format) or [here](#) (RTF format). The detailed explanations on content appearing in brackets in the template may be deleted if wished.

Please ensure that your document is ready before proceeding. Note that the document should be in pdf, doc or rtf format, **should not exceed 4MB** in size and **should not be password protected**.

Please note that once you have completed steps 1 and 2 of the form (there are a total of 5 - see below) you will receive an email with a reference number and a password enabling you to come back and complete submission, when convenient, before the final submission deadline, or you may continue to complete submission.

Step 1: Programme proposal details (title, dates and location, abstract, keywords, total budget etc.)

Step 2: Personal data of Contact Person (one of the principal applicants)

Step 3: Personal data of Additional Applicants and Recommended Referees

Step 4: Upload file with Programme details

Step 5: Submission

NEXT >>

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2. Step 1 of 5: Proposal Details



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PROPOSAL DETAILS

Step 1 of 5

► Obligatory fields are indicated in RED.

Domain(s) (of proposal) SRG-PEN SRG-MED SRG-LEE SRG-HUM SRG-SOC

Workshop title

Town Country

Dates dd/mm/yyyy dd/mm/yyyy Example: 25/10/1964
(Start date) (End date)

Keywords
(Up to 5, separated by ;)

Abstract (max 700 characters – i.e. 50-100 words)
(should also be included in the document to be uploaded)

► Please list:
- Any previous submission of the present EW application to ESF (same specific topic, same proposer(s), similar list of attendees over the past 4 years
- Any concurrent application submitted under any of the other ESF instruments (i.e. EUROCORES, Research Networking programmes, ESF Research Conferences, etc.)
(title, date and reference number where applicable)

SUMMARY OF ESTIMATED WORKSHOP BUDGET

► Please do not enter dots (.) or commas (,) when entering sums in the budget section (i.e. 14000 not 14.000).

TOTAL ESTIMATED EXPENDITURE €

ESF GRANT REQUESTED €

Co-sponsorship (if applicable)

Name	Amount (in EURO)	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL ESTIMATED INCOME (including ESF requested grant) €

Note: Remember to include fully detailed budget in the document to be uploaded.

[NEXT >>](#)

Click only once on the "Next" button and WAIT.

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3) Step 2 of 5 - Personal data of principal applicant



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PERSONAL DATA OF PRINCIPAL APPLICANT

Step 2 of 5

Please fill in the address details for the person who will be contact person for ESF in all correspondence concerning this proposal. You will be able to add the details of co-organisers on the following page.

Obligatory fields are indicated in RED.

Title	<input type="text" value="Ms."/>
Family name	<input type="text" value="May"/>
First name	<input type="text" value="Isabelle"/>
Middlename(s)	<input type="text"/>
Nationality	<input type="text" value="Falkland Islands (Malvinas)"/>
Date of Birth	<input type="text" value="15/07/1965"/> Example: 25/10/1964
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Organisation	<input type="text"/>
University	<input type="text" value="type in University's name"/>
Faculty/Institute	<input type="text" value="type in Institute or faculty's name"/>
Department	<input type="text" value="type in Department's name"/>
Address	<input type="text" value="type in address"/>
Addr. continued	<input type="text"/>
Zip code/Postcode	<input type="text" value="67000"/>
Town	<input type="text" value="type in City name"/>
Region	<input type="text"/>
Country	<input type="text" value="France"/>
Telephone	<input type="text" value="+33 3 88 76 71 46"/> +CountryCode AreaCode Number Example: +1 512 471 537
Telefax	<input type="text"/>
E-mail address	<input type="text" value="imay@esf.org"/>
Confirm E-mail address	<input type="text" value="imay@esf.org"/>
Web	<input type="text"/>

NEXT >>

Click only once on the "Next" button and WAIT.

Please note that after completing this step, you will automatically receive an email with a reference number and a password enabling you to come back and complete submission, when convenient, before the final submission deadline. Or you may continue directly to complete submission.

In accordance with European directives and with French Law No. 78-17 of January 1978 on information processing, electronic files and civil liberties you have a right to access and update the personal information about you, ask for it to be modified, deleted etc. This right may be exercised by sending a message to database@esf.org Information is gathered within the framework of the management of our activities and to this end some information may be passed on to third parties in France or abroad. Further information on the collection, registration and dissemination of data is available at <http://www.esf.org/data>

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4. Step 3 of 5 - Recap view of information – Entry of co-applicants and/or potential referees

A) Recap view of information entered

EUROPEAN SCIENCE FOUNDATION


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PROPOSAL DETAILS Step 3 of 5

▶ Click on [this link](#) to view/edit proposal details.

ADD Co-Organiser(s) (Optional)

▶ Click on [this link](#) to add a Co-Organiser...

1 Ms. Isabelle May, type in City name, FR 

RECOMMENDED REFEREES (3 persons)

▶ Click on [this link](#) to add a Referee...

No Data!

Persons not to be asked to referee the proposal

OR

Close and Save to continue submission later. Click only once on the "Next" button and WAIT.

Note: click on the pencil icon on the right hand side of the name to view and/or modify data entered.

All data entered so far is saved automatically when you reach "Step 3". If you choose "Close and Save", you will get the following message on screen:

The information which you have submitted so far has been saved. You may come back to complete submission, until the submission deadline, using the web address, reference no. and password which have been forwarded to you by email. If you have any questions please send an email to ew-proposals@esf.org.

If you choose to proceed immediately with the rest of the application, click on "NEXT" and disregard the automatically generated e-mail.

B) Co-applicants

If you have co-applicants, click on the appropriate link to enter their details (see screen on previous page).

You will first get the following form, asking you to confirm that your co-applicants agree to having their data inserted in the ESF database via this on-line submission:



ACKNOWLEDGEMENT OF THE LEAD PROPOSER

To ensure transparency to all individuals directly implicated in this proposal, we ask the lead proposer to confirm consent of all the co-organisers by checking the text below:

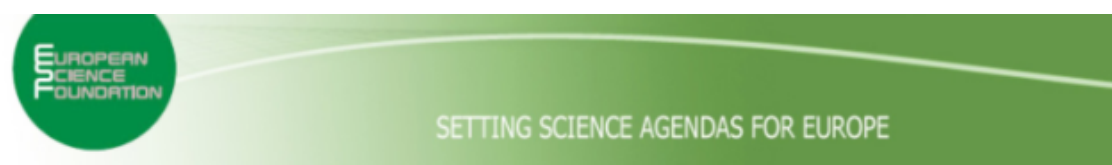
I, as the principal applicant for this proposal, herewith confirm that all of my co-organisers named in this proposal and for whom details are provided at the time of application, are aware of, and in agreement with, having their data inserted in the ESF database.

← NEXT >>

Click only once on the "Next" button and WAIT.

Tick the box then click on "Next" to proceed and access the form to enter your co-applicant's details (same details requested as for the Applicant, see page 3).

Click on "Save" to validate, confirm validation, this brings you back to the Recap view:



PROPOSAL DETAILS

Step 3 of 5

▶ Click on [this link](#) to view/edit proposal details.

ADD Co-Organiser(s) (Optional)

▶ Click on [this link](#) to add a Co-Organiser...

1 Ms. Isabelle May, type in City name, FR

RECOMMENDED REFEREES (3 persons)

▶ Click on [this link](#) to add a Referee...

1 Dr. Firstname Potential Reviewer's name, Potential Reviewer's city, FR

2 Dr. Potential Reviewer 2 Firstname Potential Reviewer 2 Name, Potential Reviewer 2 City, DE

3 Dr. Reviewer 3 Firstname Reviewer 3 Name, Reviewer 3 City, IT

Persons not to be asked to referee the proposal

← CLOSE

OR

← NEXT >>

Close and Save to continue submission later.

Click only once on the "Next" button and WAIT.

Note: Use the **X** on the right hand side of entries to delete them.

C) Entry of potential referees

Click on the appropriate link to get the following form :

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SCIENCE
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PERSONAL DATA OF REFEREE

▶ Please fill in the address details for the international expert whom you are suggesting as a potential referee.
Proposed participants to a workshop as well as Standing Committees Members should not be listed as referees.

▶ Obligatory fields are indicated in RED.

Title	Dr. ▼	
Family name	Potential Reviewer's name	
First name	Firstname	
Middlename(s)		
Nationality	▼	
Date of Birth	dd/mm/yyyy	Example: 25/10/1964
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Organisation		
University	Potential Reviewer's university	
Faculty/Institute	Potential Reviewer's faculty	
Department		
Address	Potential Reviewer's address	
Addr. continued		
Zip code/Postcode	75000	
Town	Potential Reviewer's city	
Region		
Country	France ▼	
Telephone		+CountryCode AreaCode Number
Telefax		Example: +1 512 471 537
E-mail address	reviewer@email.fr	
Confirm E-mail address	reviewer@email.fr	
Web		

COMPETENCES

1) Please make your selection with the menu below:

Area	Physics ▼	
Field	Theoretical physics ▼	
Subfield	Relativity ▼	

2) Enter keywords:

Keywords
(Up to 5, separated by ;)

CANCELSAVE

Click on "Save" to validate, confirm validation, this brings you back to the "overview" page:

PROPOSAL DETAILS

Step 3 of 5

▶ Click on [this link](#) to view/edit proposal details.

ADD Co-Organiser(s) (Optional)

▶ Click on [this link](#) to add a Co-Organiser...

1 Ms. Isabelle May, type in City name, FR



RECOMMENDED REFEREES (3 persons)

▶ Click on [this link](#) to add a Referee...

1 Dr. Firstname Potential Reviewer's name, Potential Reviewer's city, FR



2 Dr. Potential Reviewer 2 Firstname Potential Reviewer 2 Name, Potential Reviewer 2 City, DE



3 Dr. Reviewer 3 Firstname Reviewer 3 Name, Reviewer 3 City, IT



Persons not to be asked to referee the proposal

CLOSE

OR

NEXT >>

Close and Save to continue

Click only once on the "Next"

Enter the other referees as above, and eventually indicate persons not to be asked as referees (type in the dedicated box).

5. Step 4 of 5 - Upload file with the proposal:

UPLOAD FILE Step 4 of 5

Please upload **one document** use the template provided for this purpose.

Note that the document should be in pdf, doc or rtf format, should **not exceed 4MB** in size and should **not be password protected**.

▶ File already uploaded: **none**

Upload

(only pdf,doc,rtf can be uploaded - max size 4Mo per file)

Close and Save to continue submission later. Click only once on the "Upload" button and WAIT. It may take time depending on your file size.

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Note: Upload may take a little while – please be patient!

6. Step 5 - Confirmation of upload and submission

UPLOAD FILE Step 4 of 5

File uploaded successfully!

OR

Close and Save to continue submission later. Click only once on the "End" button and WAIT...

Please note that once you have completed this step you will no longer be able to modify your submission. Your proposal will be considered final.

Note: Again, the final data processing may take a little while – please be patient!



PROPOSAL SUBMITTED

Thank you for submitting a proposal for an ESF Exploratory Workshop. You will receive email confirmation shortly, including an overview of your proposal attached in .pdf format. If you do not receive this confirmation please send an email to ew-proposals@esf.org indicating Ref: Exploratory Workshop No. **8017**.

Towards the end of May, you will receive an email providing you with a definitive proposal reference number to be used in all further correspondence with the ESF Office.

You will be informed of the result of the evaluation procedure by email, in due course.

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