



**SOLAR-ERA.NET  
Cofund 2  
(Solar Cofund 2)  
Joint Call**

Short Instruction to the  
Electronic Submission System

+

Example of Proposal Form

## Short Instruction to the Electronic Submission System

ESS website: <https://www.submission-solar-era.net/6th-call>

### **Technical hint for optimal use of submission tool:**

After 24 minutes your session will be automatically terminated if you have not sent any request to the web server in the meantime. "Sending a request to the web server" means for example opening a new page or saving data. After the time-out reached, a pop-up window will offer you to login again. Once newly logged in, you will be able to continue your session without any loss of data. However, it is recommended to save data on a regular base.

For an optimal user experience we recommend using Internet Explorer (Version 9 or later) or Firefox (Version 10 or later).

### **For Project Coordinators**

Please carefully read the Guidelines for Proposers before submitting the proposal on behalf of your consortium. This document can be found in the download area (left navigation bar).

For submitting a preproposal, please register as coordinator. It is mandatory to register and submit your project proposal using this Electronic Submission System tool. Your project proposal is stored password-protected and can be edited until the final submission deadline.

The menu on the left will guide you through the process of preparing and submitting your proposal. In order to fill in the different forms, please click on each of the menu items. The proposal can be saved and edited at a later stage until the final submission deadline. However, to save a site, mandatory fields on this respective site have to be filled in. Completely filled proposals will be accepted for submission and subsequent eligibility check and evaluation. Please note that you have the possibility to submit your proposal multiple times until the submission deadline. It is recommended to submit a preliminary version of the proposal well beforehand of the deadline. Your preliminary proposal can be updated by submission of a new version. After changing the submission, you need to resubmit your proposal and the old one will be substituted by the new version.

Proposals must be submitted exclusively using this online tool. Proposals submitted via e-mail, fax or paper copy will not be considered.

The coordinator of a project consortium needs to enter the name and contact data of the other consortium partners, edit and save the electronic forms and finally submit the proposal on behalf of the project consortium. The other consortium partners do not submit a separate proposal. If consortium partners are requested to submit separate or different proposal documents according to the specific requirements defined by the national / regional funding organization, the consortium partner(s) concerned shall submit these documents directly to the respective national / regional funding organization.

Each consortium partner should check, complete and confirm his/her contact details. Each partner needs to log in and confirm that he/she has contacted and appropriately informed his/her funding agency on the project before the preproposal was submitted.

The proposal is stored password-protected. Connection to the server is SSL-encoded and data safety and protection of confidence and warranted.

Please check all entries and complete the binding submission of the proposal by clicking on the 'Submit now' button by Tuesday, 02 October 2018, 17:00 CEST.

### **For Project Partners**

You are logged in as a project partner! Please enter the information about your profile and confirm that you have contacted and appropriately informed your funding agency on the project.

Your coordinator will be able to submit your data once all required information is provided. Please, don't wait until "the last minute" for your submission!

The deadline for preproposal submission is Tuesday, 02 October 2018, 17:00 CEST.

### **Technical support**

Renate Horbelt: r.horbelt@fz-juelich.de Tel: +49 (0) 2461 61 9874

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**PROJECT TITLE**

Example Project 6th Call

**TOPIC**

Advanced industrial PV technologies

**SUBTOPIC**
**PROJECT DURATION**

36 Months ( 06 / 2018 to 05 / 2021 )

**TOTAL REQUESTED FUNDING**

€

**TOTAL COSTS**

350.000 €

**CONSORTIUM**

P 1	Dr Test Coordinator organisation/institution/company of Coordinator Department of Coordinator	Street no, ZIP code Town Germany - Ptj	r.horbelt@fz-juelich.de Tel.: 0049 123456 <a href="http://www.solar-era.net">http://www.solar-era.net</a>
P 2	Mrs Test Partner 2 organisation/institution/company of Partner 2 Department of Partner 2	Street of Partner 2, 123456 of Partner 2 City of Partner 2 France - ADEME	k.chakanga@fz-juelich.de
P 3	Mrs Test Partner 3 organisation/institution/company of Partner 3 Department of Partner 3	Street of Partner 3, 654321 of Partner 3 Town of Partner 3 France - ANR	r.horbelt@fz-juelich.de

## A. PROJECT SUMMARY

Please enter a short summary of your project here.

You have the opportunity to upload up to 4 images in sections A to E. All pictures need to be uploaded in section "image upload". To insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear). By replacing the X with the number of the image you create the link to the image.

For example "[[figure2 doesn't exist]]" for the 2nd image.

Max file size: 600px x 600px, 2MByte

Allowed formats are jpg, png or gif

This information is required for submission.

Max. 2000 characters

## B. OBJECTIVES AND TARGETS

Scientific, technological and commercial objectives and challenge.

Give evidence relating to the scientific, technological and commercial objectives and challenges of the project, outlining:

- Overall aims and objectives of the projects,
- Key Performance Indicators (see SET-Plan and related Implementation for PV resp. CSP / STE) and relevant targets to be achieved in the project
- Scientific, technical and commercial challenges

This information is required for submission.

You have a maximum of 5.000 characters.

## C. EXPECTED RESULTS

Innovation or innovation potential, economic and environmental benefit, commercialization, major advantages / progress versus state of the art thanks to the project proposed, progress with respect to Technology Readiness Level (TRL) from start to end of project (according Horizon2020 terms), contribution to achieving the objectives of the SET-Plan.

This information is required for submission.

You have a maximum of 3.000 characters

## D. TRANS-NATIONAL AND ADDED VALUE

Clear definition and value for both each national / regional subproject and added value through transnational cooperation for the whole project.

This information is required for Submission.

You have a maximum of 3.000 characters.

## E. DESCRIPTION OF PARTNERS

Give a short description of all partners involved:

- a) Founding year
- b) Number of employees
- c) Turnover in million Euros (MEUR) p.a.
- d) Qualification related to the project
- e) Additional information (optional)

This information is required for submission. You have an overall maximum of 2.000 characters.

## F. TRL

Give the Technology Readiness Levels (TRL) at the beginning and at the end of the project.

a) TRL at the beginning of the project

b) TRL at the end of the project

Required, max. 100 characters

## WORK PACKAGES

Table of Work Packages + Tasks

WP	Task	Start Month	End Month	WP / Task Title
1		1	24	Title
	1.1	1	24	Task number 1
2		8	36	Title
	2.1	8	36	Task for work package 2 to max. 10

WP/Task No.	WP Objectives + Description / Task Description	Partner (bold = Teamleader)	Person Month(s) (bold = Teamleader)
WP1	<p><b>Objectives:</b></p> <p>Please give your main objectives for this work package in max. 1.000 characters.</p> <p><b>Description:</b></p> <p>Describe your main objectives for this work package in max. 1.000 characters.</p>	P2, P3	1, 1
T1.1	<p>Description of task number 1 in max. 1.500 characters. For each task you give start and end month as well as the person months per partner, involved in this project.</p>	<b>P2, P3</b>	<b>1, 1</b>
WP2	<p><b>Objectives:</b></p> <p>Work Packages 2 to a max. of 10 Objectives, Deliverables and Milestones of the following work packages according to the description in work package 1.</p> <p><b>Description:</b></p> <p>see above</p>	P2, P3	3, 1
T2.1	<p>Description as before.</p>	<b>P2, P3</b>	<b>3, 1</b>

### Table of Milestones

#### Milestone No. Month Milestone Title + Description

M1.1	12	<p><b>Title:</b></p> <p>Milestone for work package 1</p> <p><b>Description:</b></p> <p>Please describe the milestones for each work package in max. 1.000 characters and give the month, when the milestone will be reached.</p>
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### Table of Deliverables

#### Deliverable No. Month Deliverable Title + Description

D1.1	24	<p><b>Title:</b></p> <p>Deliverables for work package 1</p> <p><b>Description:</b></p> <p>A short description of the deliverables for the work packages in max. 1.000 characters for each deliverable and the month, when the deliverables will be supplied.</p>
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## KEYWORDS

<b>Supplementary keywords</b>	three, key, words
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## PARTNER DATA

Partner 1 (Consortium Coordinator): organisation/institution/company of Coordinator

### FINANCE COMMENTS

<b>Personnel</b>	For all Finance Comments: Brief Description (max. 1000 characters) Put number of person-months and average monthly salary (incl. social expenses) in "Description". Overhead: To be specified according to the national / regional rules (some do not ask for separate overhead costs as they are part of personnel costs). Further information can be found in the Guidelines for Proposers under "Annex - National and Regional Requirements" and / or obtained from the respective contact Points.
<b>Travel</b>	Travel & subsistence costs according to national / regional rules.
<b>Consumables / Equipment</b>	Describe the equipment needed specifically for the project and the materials to be procured specifically for the project. Example equipment: measurement device xy, required for doing special analysis, overall costs of 80.000 €.
<b>Subcontracts</b>	Describe the sub-contract for the task that cannot be carried out by the project consortium and its particular relevance for the project.
<b>Other</b>	E.g. conference fees for dissemination activities specifically related to the project.

### REGISTRATION/VAT NUMBER ACCORDING TO NATIONAL/REGIONAL REQUIREMENTS

### ADDITIONAL FIELDS

<b>Privacy Policy</b>	no
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Partner 2: organisation/institution/company of Partner 2

### FINANCE COMMENTS

<b>Personnel</b>	Information of Partner 1
<b>Travel</b>	Information of Partner 1
<b>Consumables / Equipment</b>	Information of Partner 1
<b>Subcontracts</b>	Information of Partner 1
<b>Other</b>	Information of Partner 1

### REGISTRATION/VAT NUMBER ACCORDING TO NATIONAL/REGIONAL REQUIREMENTS

### ADDITIONAL FIELDS

<b>Privacy Policy</b>	no
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**FINANCE COMMENTS**

<b>Personnel</b>	Information of Partner 2
<b>Travel</b>	Information of Partner 2
<b>Consumables / Equipment</b>	Information of Partner 2
<b>Subcontracts</b>	Information of Partner 2
<b>Other</b>	Information of Partner 2

**REGISTRATION/VAT NUMBER ACCORDING TO NATIONAL/REGIONAL REQUIREMENTS**

**ADDITIONAL FIELDS**

<b>Privacy Policy</b>	no
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# FINANCES

## Requested funding

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Requested Funding	Total Own Contribution	Total Costs
organisation/institution/company of Coordinator	100000	5000	80000	5000	200000	75000	275000
Overhead	10000						
organisation/institution/company of Partner 2	70000	1000	4000		75000	0	75000
Overhead							
organisation/institution/company of Partner 3					0	0	0
Overhead							
<b>TOTAL</b>	<b>180000</b>	<b>6000</b>	<b>84000</b>	<b>5000</b>	<b>275000</b>	<b>75000</b>	<b>350000</b>

Own contribution

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Other	Total Own Contribution
organisation/institution/company of Coordinator	70000	1000	4000			75000
organisation/institution/company of Partner 2						0
organisation/institution/company of Partner 3						0
TOTAL	70000	1000	4000	0	0	75000