



Accelerating the Heating and Cooling Transition

ESS – Electronic Submission System Form

Joint Call 2021

GEOHERMICA & JPP SES 2021



Note: All pre-proposals (Stage 1, see *template Annex 2 and Annex 4* of the Call Text) and full proposals (Stage 2, see *template Annex 3 and Annex 4*) to the ERA-NET GEOTHERMICA and Joint Programming Smart Energy Systems (JPP SES) Joint Call shall be submitted via the Electronic Submission System (ESS) of the Call Secretariat, which will be accessible via the web pages of GEOTHERMICA- link here.

Information about the online registration to the system

Presented here is the information on the online registration and submission system for the ERA-NET GEOTHERMICA and Joint Programming Smart Energy Systems (JPP SES) Joint Call. Using Internet Explorer is not recommended.

Please sign in using the Facebook or Gmail authentication services since both of them are two most frequently used services for logging in to other sites. This authentication process does not gather your personal data into the submission system and it does not use Facebook or Gmail mail as correspondence but helps IT team, to minimize the risk of automatic logins. All correspondence information will have to be implemented separately in the online form once you are logged in the system. Logging in to a website using a service such as Facebook or Google allows the website to make a request for data about you which are publicly available. Please use the social log-in accordingly at sites you feel comfortable sharing public data with. You can also create a new profile to submit your public data if you are not comfortable to share info from Facebook or Gmail.

If you do not have a Facebook or Gmail account, you can create one on the purpose of the authentication process. Info below:

1. Gmail: <https://goo.gl/FqHUvf>
2. Facebook: <http://goo.gl/fyQPLV>

Only one person/account can have the writing rights to the system. Please fill out all the gaps given in the proposal and make sure that you save changes. The file will not be sent until the click of the button "submit" in part 6.1 "View and Submit". The online form can be edited at any time until it is sent to the database. After submission online form will not be able to edit.

Please fill out the online form by following menus from left side to right, filling first as follow:

- PROJECT
- APPLICANTS
- PERSONNEL
- WORK PACKAGES
- ATTACHMENTS
- VIEW AND SUBMIT

In the column "Files" (on the right-hand side) you will find Call Text Guideline with detailed procedure information and part of mandatory templates to be uploaded: Annex 2 Pre-proposal

Word file template and Annex 4 Table for budgeting Excel file. These two documents are mandatory attachments when submitting the application. Other attachments can be attached if the applicants prefer, but maximum size per file is 10 MB (do not send attachments unless they are deemed necessary). The online form should be filled out in accordance with the Annex 2 Word file and Annex 4 Excel file.

Description of each part of the application menu:

1. Project Description: needs all information to be completed. (TRL) This is an estimation at the end of the project (ref. page 13 in Guidelines)
2. Applicants: please fill out firstly 2.1 main applicants, 2.2 co-applicant and 2.3 cooperation partner. Please note that it is necessary for this form to register first the applicants, and then the personnel.
3. Personnel: The unit cost of personnel is registered in this form, and please make sure the personnel cost per applicant matches the cost specified in the template, ANNEX 4.
4. Work Packages: Please make sure the timing of the work packages (GANTT chart) matches the specified in the template ANNEX 2. The online application system then generates the chart on a base of information input in previous steps: PROJECT, APPLICANTS, PERSONNEL.
5. Attachments: In the Attachment part please check if all three mandatory attachments are prepared and implement them to the system. Checklist:
 - a. Annex 2
 - b. Annex 4
 - c. Letters of Intent (LoI)
2. Maximum size per file is 10 MB (do not send attachments unless they are deemed necessary).
6. View and submit: The progress of the registration form can be viewed under the View and Submit section. When all the data are correctly implemented in the online form, the notification "Confirm Registration" will appear under the icon PDF. Then, tick the field. Below appears the sentence "Submit the applications with clicking on the icon" and click the icon on the right to submit. After this step, you are not able to make changes to the pre-proposal and proposal online form.

Data Protection

The content of project proposals submitted to the GEOthermica & JPP SES Joint Call will be used by the funding agencies of the joint call consortium, maybe the European Commission, and by the independent evaluators to assess and evaluate proposals, and subsequently by the GEOthermica & JPP SES consortium for monitoring projects, which are selected for funding.

The whole content of the pre-and full proposals received under the Call will be treated as confidential, except the list of projects selected for funding and publishable project abstracts.

ESS – Electronic Submission System

Proposals and evaluation reports will be stored and accessed within the secure joint call submission system. Independent evaluators will be required to sign declarations concerning confidentiality and conflicts of interest before they can access proposal details on the joint call submission system (ESS).

By submitting your proposal, you agree that the proposal is forwarded to the relevant funding agency and all other participating funding agencies involved in the GEOthermica & JPP SES joint call. For full proposals, you also agree that the proposal is forwarded to independent evaluators. Please observe that both national funding agencies and evaluators are subject to stringent confidentiality rules.

GOOD LUCK AND WE LOOK FORWARD TO RECEIVING YOUR PROPOSALS!