

NEWFELPRO 2013 Guidelines for Web Application for Electronic Submission of Project Proposals

The use of NEWFELPRO web application for electronic submission of project proposals is mandatory in the project application process on NEWFELPRO calls for proposals.

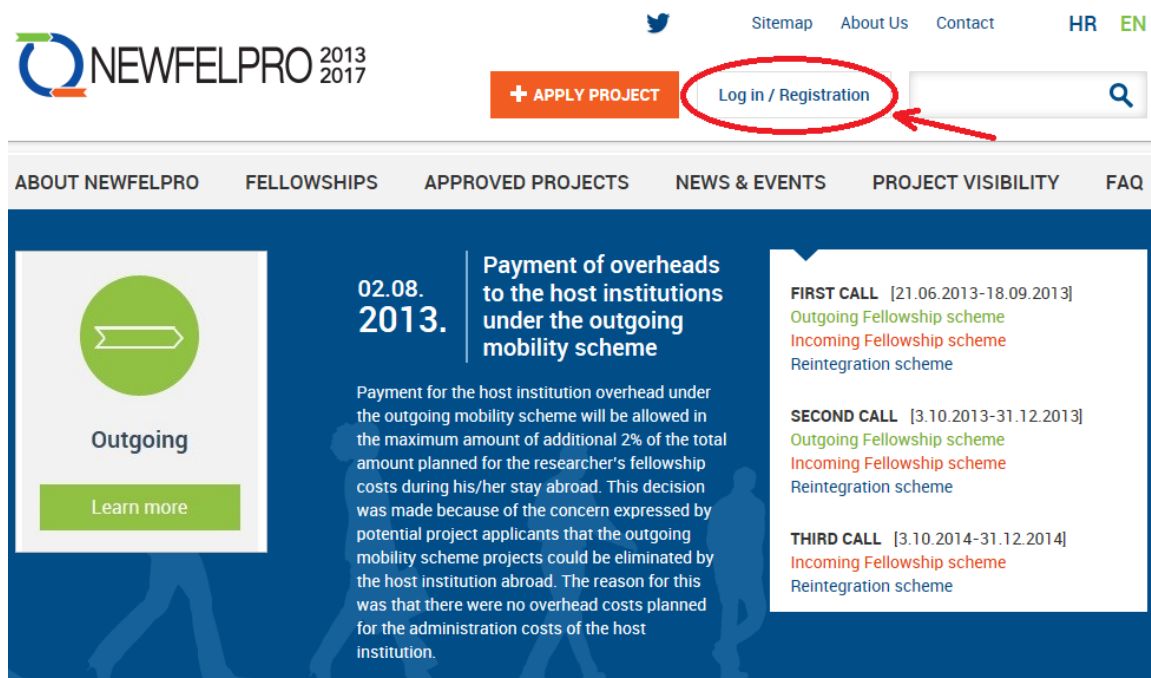
All information entered into the project forms is confidential and available only to the project applicant (project leader), as well as to the NEWFELPRO Secretariat after the submission is complete and will be used for the purpose of evaluation.

The complete application is to be submitted only in electronic form through this web application. To be considered eligible and included in the selection procedure, the application must be submitted in PDF format (signed and stamped, with all forms and annexes) no later than 18th September 2013 at 18:00:00 CET.

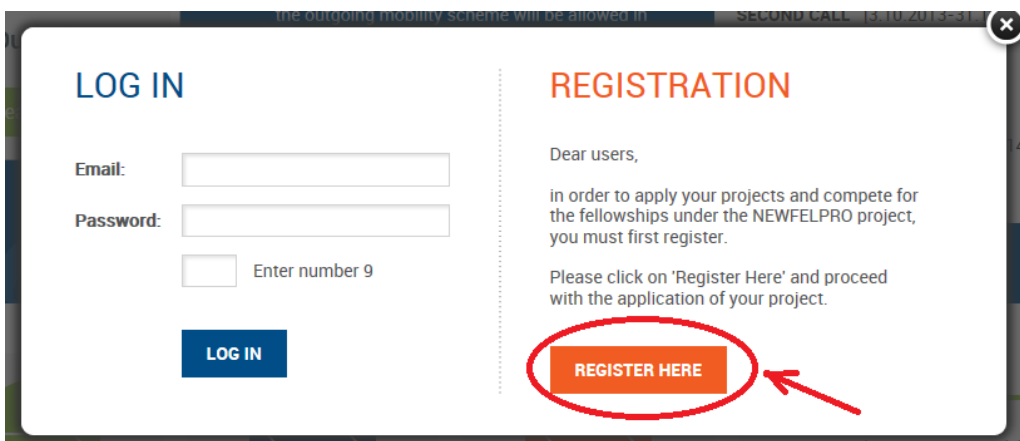
0. Go to the official NEWFELPRO web page (<http://www.newfelpro.hr/default.aspx?id=63>).

1. In order to submit a research proposal, first you need to register by clicking the “Log in / Registration” button.

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2. A pop-up window emerges - you need to click the “REGISTER HERE” button.



LOG IN

Email:

Password:

☐ Enter number 9

LOG IN

REGISTRATION

Dear users,

in order to apply your projects and compete for the fellowships under the NEWFELPRO project, you must first register.

Please click on 'Register Here' and proceed with the application of your project.

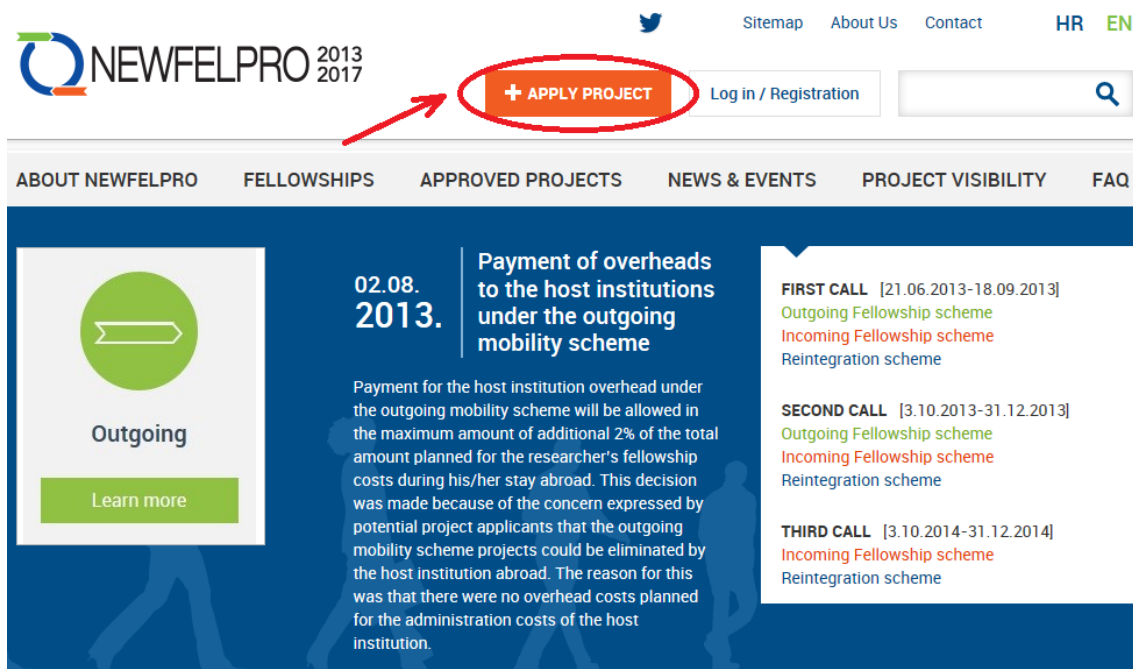
REGISTER HERE

3. Fill in all of the necessary information, and then click the “Submit” button.

NOTE: If you are registering as an applicant, under option “Type” you need to choose “Applicant”.

4. After filling in all of the necessary information and clicking the “Submit” button, you will receive an e-mail titled “NEWFELPRO registration” containing your user name and password.

5. Go back to the official NEWFELPRO website and click the “+ APPLY PROJECT” button.



NEWFELPRO 2013 2017

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+ APPLY PROJECT Log in / Registration

ABOUT NEWFELPRO FELLOWSHIPS APPROVED PROJECTS NEWS & EVENTS PROJECT VISIBILITY FAQ

02.08. 2013. **Payment of overheads to the host institutions under the outgoing mobility scheme**

Payment for the host institution overhead under the outgoing mobility scheme will be allowed in the maximum amount of additional 2% of the total amount planned for the researcher's fellowship costs during his/her stay abroad. This decision was made because of the concern expressed by potential project applicants that the outgoing mobility scheme projects could be eliminated by the host institution abroad. The reason for this was that there were no overhead costs planned for the administration costs of the host institution.

Outgoing

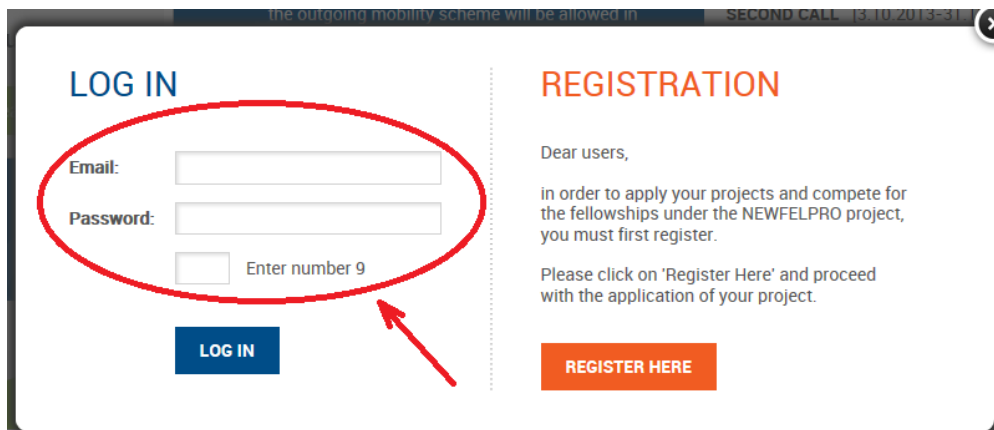
Learn more

FIRST CALL [21.06.2013-18.09.2013]
Outgoing Fellowship scheme
Incoming Fellowship scheme
Reintegration scheme

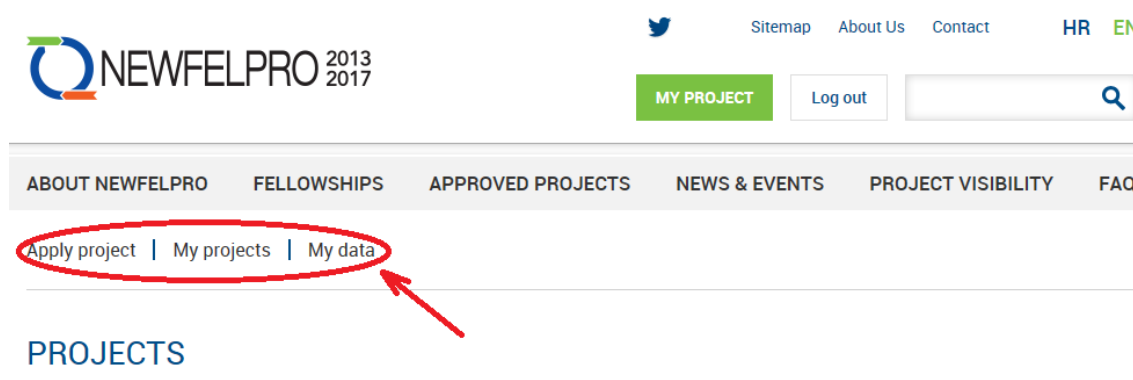
SECOND CALL [3.10.2013-31.12.2013]
Outgoing Fellowship scheme
Incoming Fellowship scheme
Reintegration scheme

THIRD CALL [3.10.2014-31.12.2014]
Incoming Fellowship scheme
Reintegration scheme

6. When a pop-up window emerges, type in your user name/e-mail address and password, and then click the “LOG IN” button.



7. Once you are logged in, the welcome message appears together with three tabs (“Apply project”, “My projects” and “My data”) as shown on the photograph below:



Welcome to the NEWFELPRO web application for electronic submission of project proposals!

The use of this web application for electronic submission of project proposals is mandatory in the project application process on NEWFELPRO calls for proposals.

All information entered into the project forms is confidential and available only to the project applicant (project leader), as well as to NEWFELPRO after the submission is complete and will be used for the purpose of evaluation.

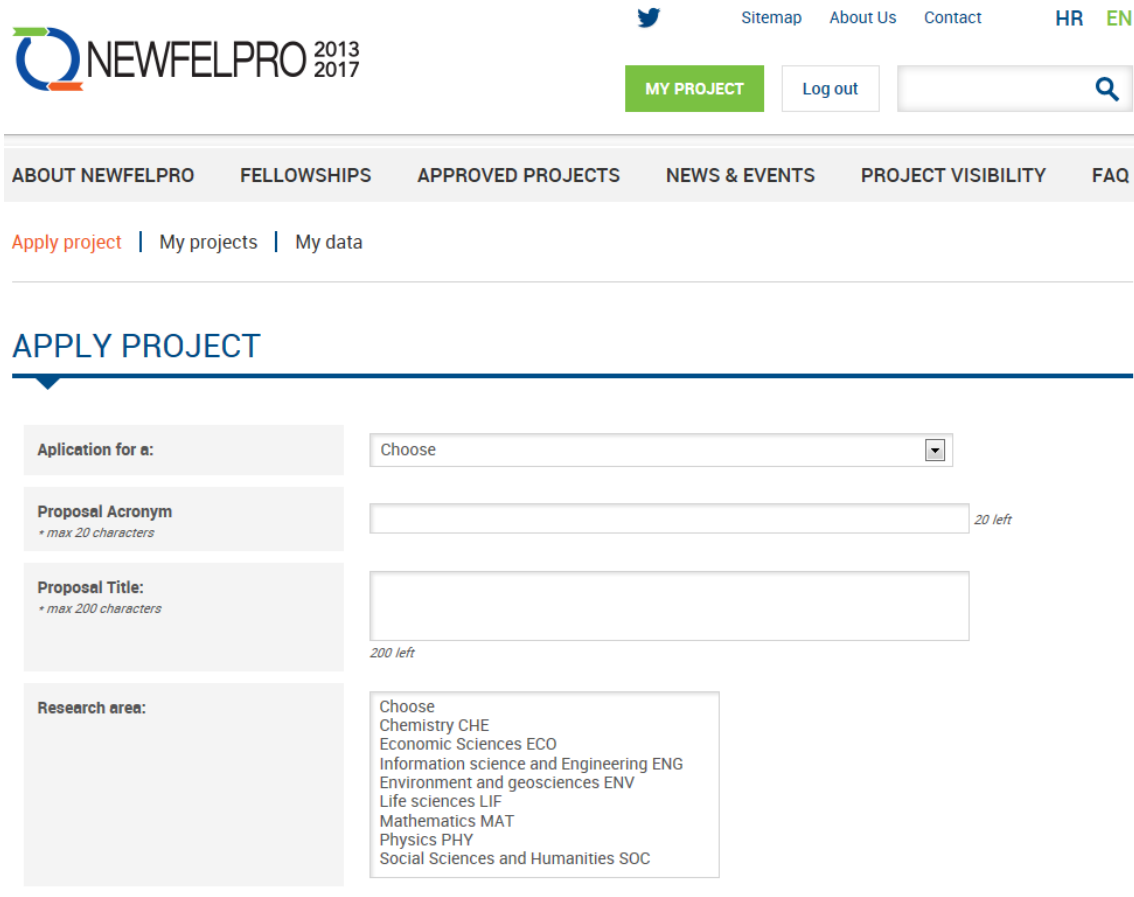
The complete application is to be submitted only in electronic form through this web application. To be considered eligible and included in the selection procedure, the application must be submitted in PDF format (signed and stamped, with all forms and annexes) no later than 18 September 2013 at 18:00:00 CET.

8. When clicking “My data” button, you will be able to change your personal information.

NOTE: Every time you change information in any of the tabs in the Web Application for Electronic Submission of Project Proposals and you wish to save it, you must click the “Submit” button at the end of the page before leaving the page. In this way information will be saved, and you will be able to change it at any time prior to clicking

the “FINAL SUBMISSION” button which ends your project proposal submission (explanation at the end of the Guidelines – step 15).

9. When clicking the “Apply project” button, you will start your project proposal submission.

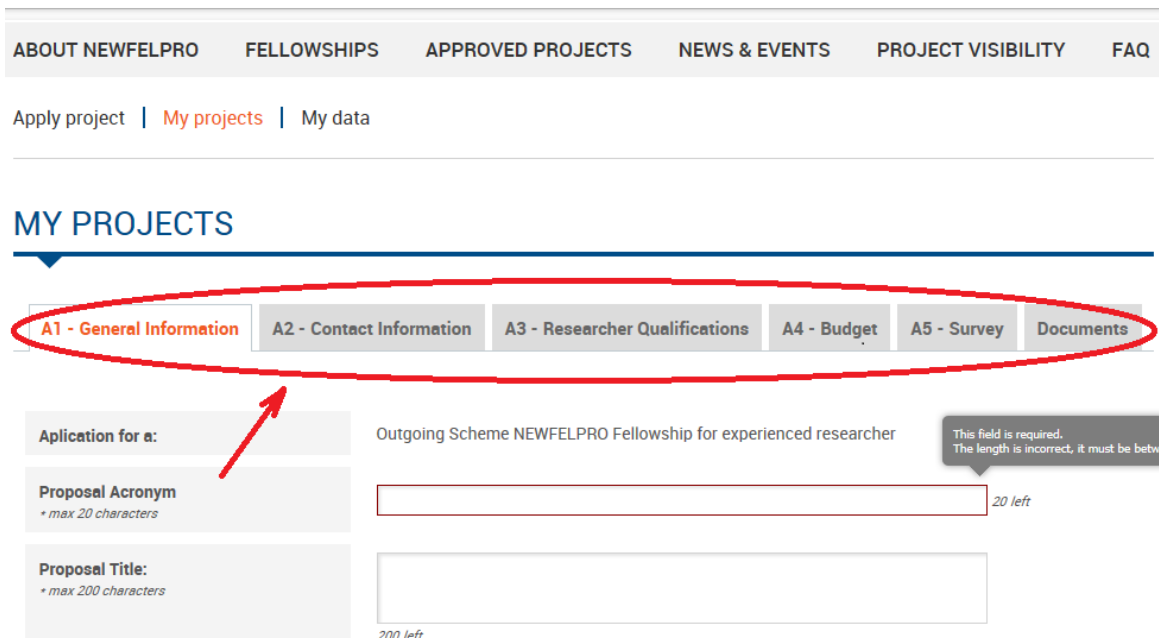


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10. After filling in all of the necessary information, click the “Submit” button at the end of the page.

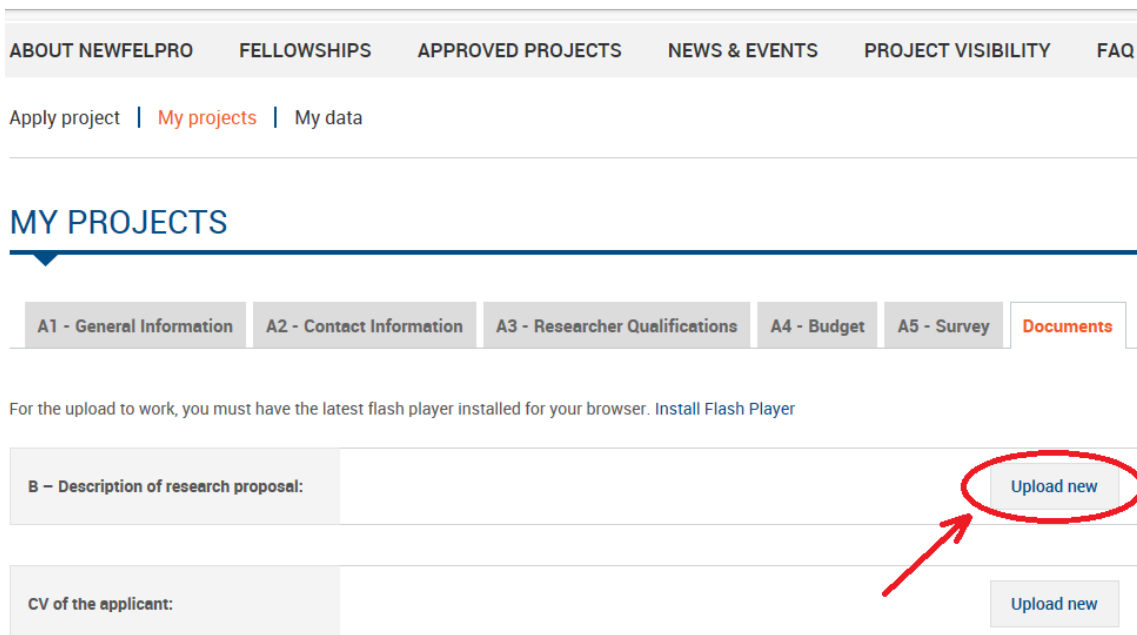
NOTE: At the end of every page in the “Apply project” section you will have three buttons: “Submit”, “FINISH PROJECT”, and “FINAL SUBMISSION”. When clicking the “Submit” button, the data entered at the page you are currently working on will be saved. When you fill in all of the required information in all of the aforementioned tabs, click the “FINISH PROJECT” button. If you have omitted any of the mandatory information, the web application will lead you to it. When you fill it out and you are sure you will not be making any further changes to your research proposal, then click the “FINAL SUBMISSION” button (explanation at the end of the Guidelines – step 15).

11. Now you are in the “My projects” section, and you can see a menu consisting of six buttons – “A1 – General Information”, “A2 – Contact Information”, “A3 – Researcher Qualifications”, “A4 – Budget”, “A5 – Survey”, and “Documents” (photograph below). Carefully fill in all of the required information in all tabs (A1 thru A5).

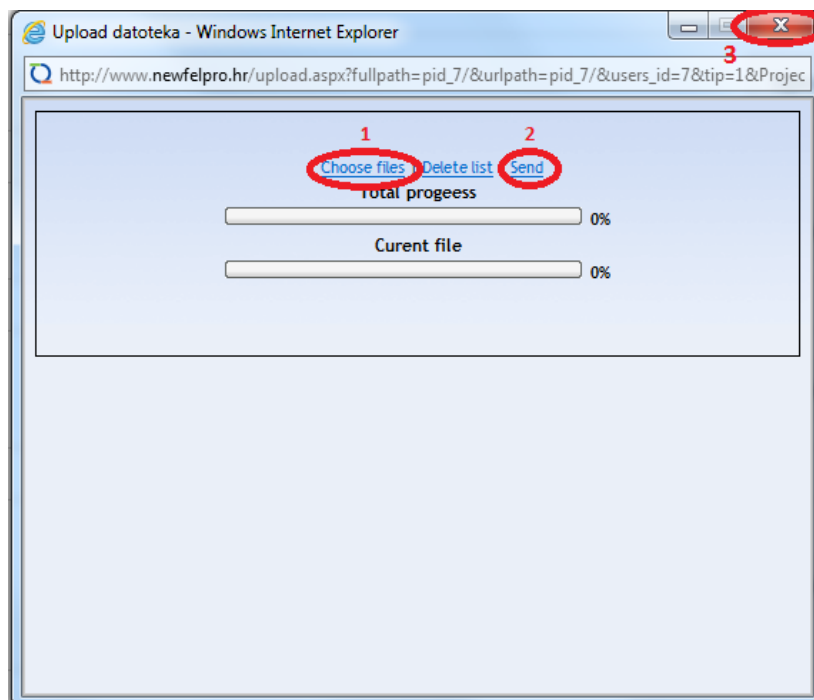


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12. Click the “Documents” button and upload all the required documents under proper sections (photograph below) by clicking “upload new”.



13. When you click the “Upload new” button, a text box appears (photograph below).



Step 1 – click the “Choose files” button and find the document on your server that you wish to upload. Step 2 – when the document is uploaded, click “Send”. Step 3 – after sending a file, click the red X at the upper right corner of the text box. The document is uploaded, which can be seen in the section “Documents”, under the desired segment (e.g. “CV of the applicant”). When you finish uploading all the required documents, click the “Submit” button at the end of the page.

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14. After you have filled in all the required information in sections A1-A5, and after uploading all the required documents, click “FINISH PROJECT”. If this action does not lead you to any part of your research proposal that you may have omitted, that means you have successfully filled in all the required information and that all of your data has been saved. If you wish to continue working on your research proposal sometime later, you have to click the “Log out” button in order to leave the *Web Application for Electronic Submission of Project Proposals*. Your project proposal will be available to you at all times by logging in the system (Step 6) and clicking the “My projects” button (Step 7), where you can make adjustments to it.

15. When you make sure that you will not make any further adjustments to your research proposal, click the “FINAL SUBMISSION” button.

NOTE: Once you click the “FINAL SUBMISSION” button, the Web Application will ask you whether you are sure that you want to submit your proposal for reviewing. If you



Ministry of Science, Education and Sports



click “Yes”, then you will submit your research proposal for reviewing and you will not be able to make any further changes to it.

16. When you click the “FINAL SUBMISSION” button, you will receive an e-mail titled “NEWFELPRO proposal submission” which confirms that you have submitted your research proposal.

17. When you finish your proposal submission by clicking the “FINAL SUBMISSION” button, you have to click the “Log out” button in order to leave the *Web Application for Electronic Submission of Project Proposals*. Your project proposal will be available to you at all times by logging in the system (Step 6) and clicking the “My projects” button (Step 7), but you will not be able to make any further changes.

