NEWFELPRO 2013 Guidelines for Web Application for Electronic Submission of Project Proposals – Second Call

Preliminary notices:

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 4ᵗʰ March 2014 at 16:00:00 CET.**

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 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 project proposal, then click the "FINAL SUBMISSION" button.

Please take special attention concerning the time period that you spent in the online application for submission of project proposals. For that purpose, please press the 'Submit' button every time you are leaving the application or when you fill in new information in the suggested categories. Otherwise, the application will not save your answers and you will be signed out after 30 minutes of inactivity in the online application system.
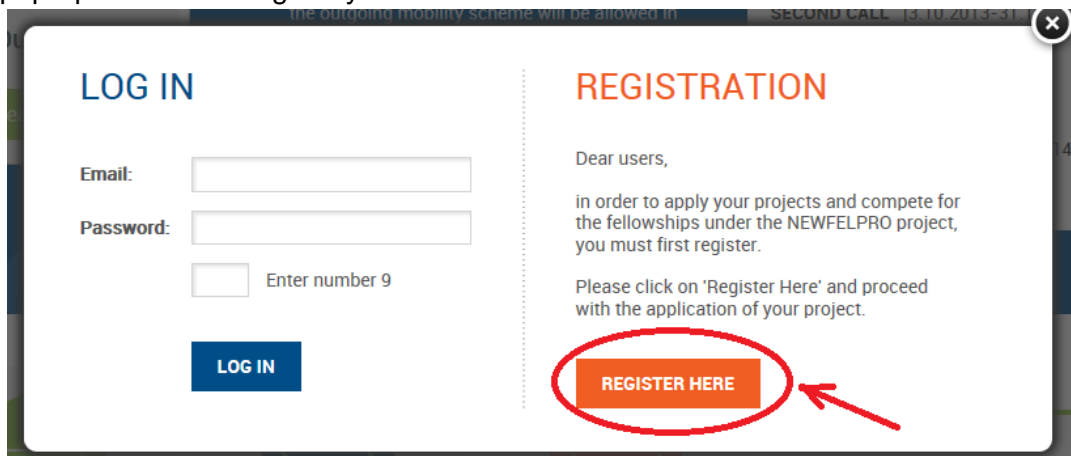
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0. Go to the official NEWFELPRO web page (http://www.newfelpro.hr/default.aspx?id=63).

1. First you need to register by clicking the "Log in / Registration" button.
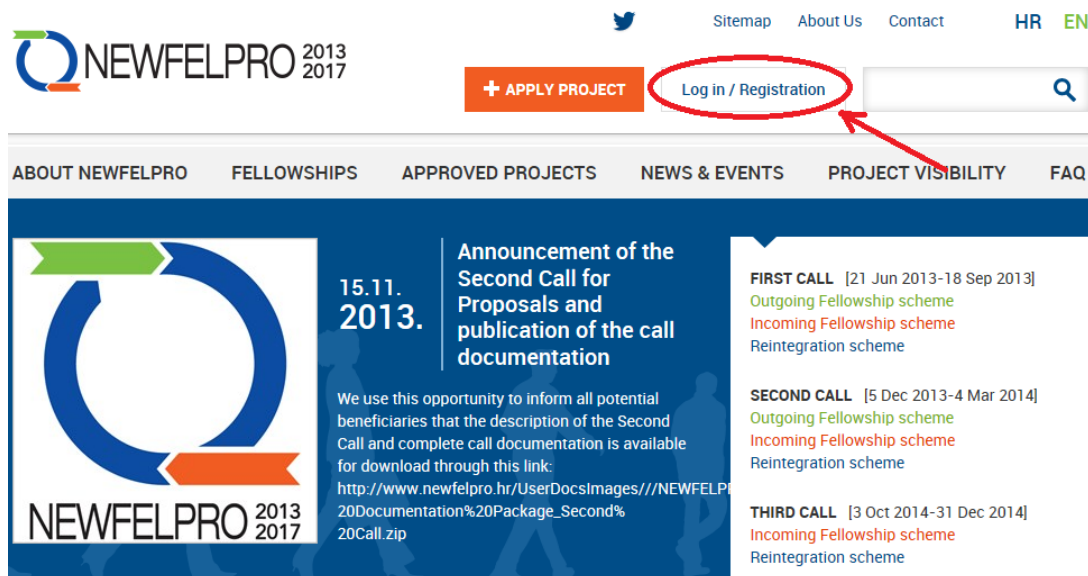
2. A pop-up window emerges - you need to click the "REGISTER HERE" button.

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.

6. When a pop-up window emerges, type in your user name/e-mail address and password, and then click the "LOG IN" button.
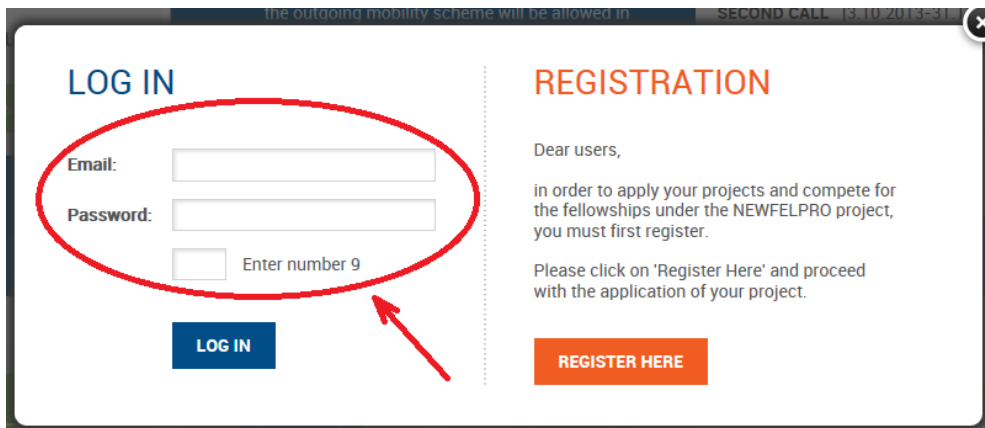
7. Once you are logged in, the welcome message appears together with three tabs ("Apply project", "My projects" and "My data") as shown on the photograph below:
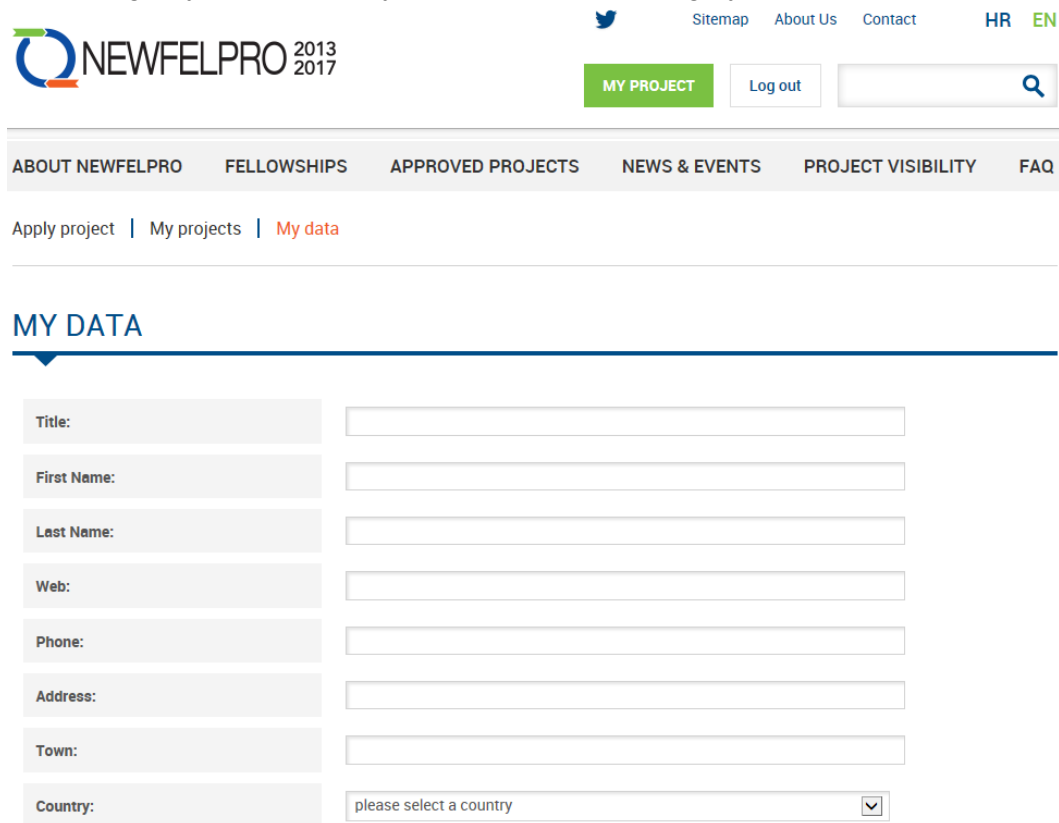

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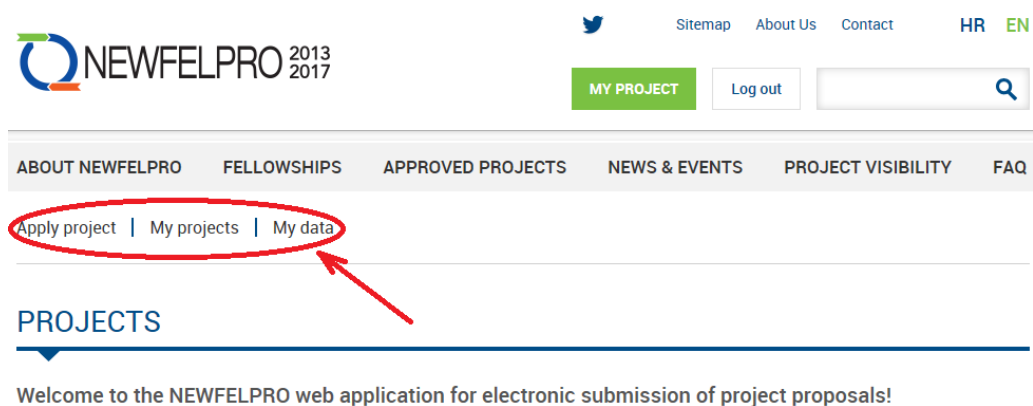
8. _NOTE: Every time you change information in any of the tabs in the_ Web Application for Electronic Submission of Project Proposals _and you wish to save it, you must click the "Submit" button at the end of the page before leaving the page. In this way information will be saved, and you will be able to change it at any time prior to clicking the "FINAL SUBMISSION" button._

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 16).

| Submit | | FINISH PROJECT | FINAL SUBMISSION |

9. When clicking "My data" button, you will be able to change your personal information.

10. When clicking the "Apply project" button, you will start your project proposal submission (photograph below).

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

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).

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Carefully fill in all of the required information in all tabs (A1 thru A5).

NOTE: Once you save the entered information and then log out of the online system, you can access the project proposal you are currently working on by logging in again and clicking the project proposal title under "My projects" button.

12. **Please pay special attention to the contact details of two referees under tab <u>A2 – Contact Information, section C) CONTACT DETAILS (TWO REFEREES)</u>** (photograph below)**.**
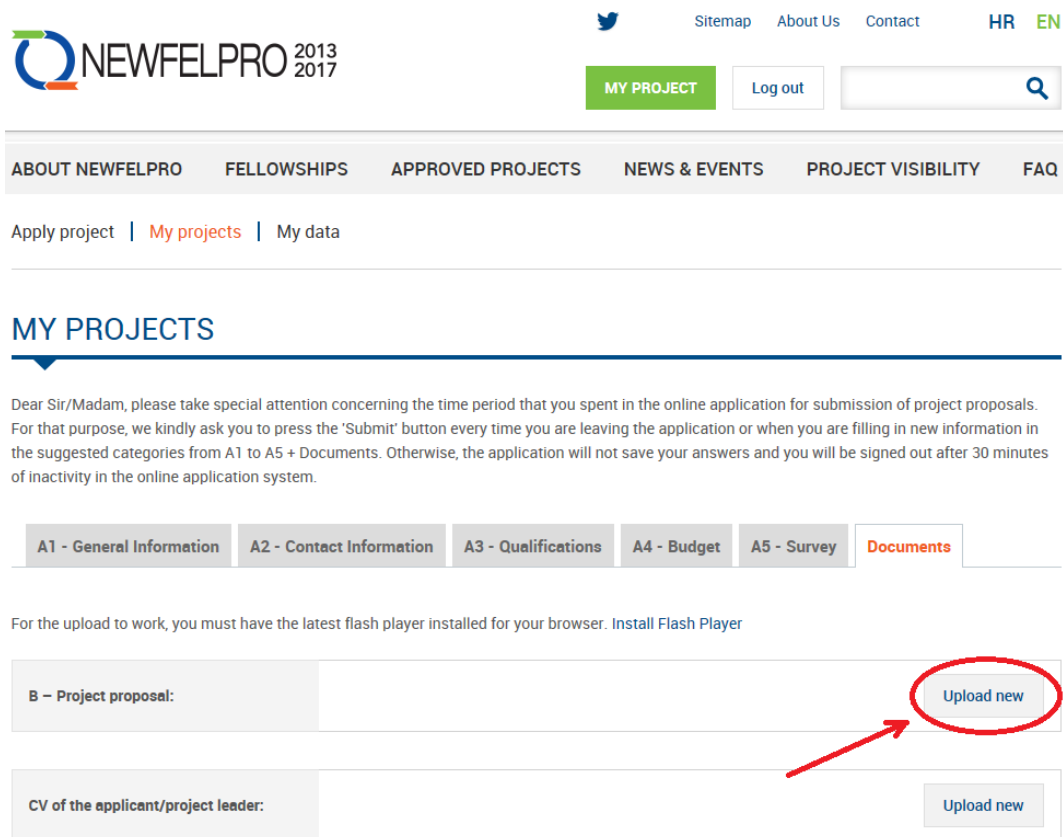
Once you enter contact details of the two referees, first you have to click the "Submit" button. With this the online system records the data entered, and a blue button titled "Send a request to the referee" appears under each referee's contact details. **Now you have to click the blue button "Send a request to the referee" for each of the referees.** Each time you press the "Send a request to the referee" button, a message "Email to referee *[1 or 2]* was sent!" will appear at the top left side of the page. **In this way they are notified about your reference request, and they will be able to complete the online reference request form which is not visible to you. <u>If you omit this step</u>, completed letters of recommendation will not generate in the online system and <u>you will not be able to click the "FINAL SUBMISSION" button and submit the project proposal!</u>**
Applicant should bear in mind that it is their own responsibility to send requests to the referees in a timely manner.
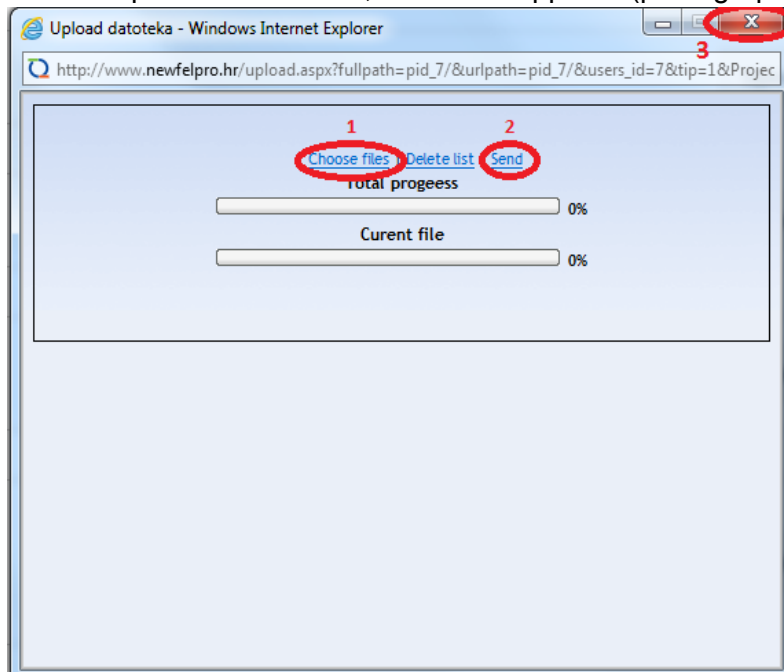

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13. Once you entered all of the required information in all tabs (A1 thru A5), click the "Documents" button and upload all the required documents under proper sections (photograph below) by clicking "upload new".

14. When you click the "Upload new" button, a text box appears (photograph below).

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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.

15. 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.

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

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17. 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.

18. 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.