



Electronic Proposal Submission Service

EPSS preparation and submission guide

Release Date: 19 March 2007

Table of Contents

1	EPSS Preparation –User’s Guide.....	3
1.1	Getting a user ID and password.....	3
1.2	Login.....	4
1.2.1	Initial Login	4
1.2.2	Subsequent Logins.....	4
1.3	General.....	5
1.4	Proposal Setup	7
1.5	Part A	10
1.6	Part B and Annexes.....	13
1.6.1	Part B	13
1.6.2	Annexes.....	15
1.7	Validation.....	17
1.8	Submit Proposal.....	18
1.9	The History	21
2	EPSS Checklist	22
3	Note for Macintosh users	22
4	EPSS Frequently Asked Questions (FAQ)	Error! Bookmark not defined.

EPSS help desk

Phone: +32 2 23 33 760

Email: support@epss-fp7.org

1 EPSS Preparation –User’s Guide

The EPSS (Electronic Proposal Submission Service) allows Proposers to create their proposal completely on-line without downloading or saving anything on their local personal computer. The EPSS service is available via the Internet as a Web based application.

The System requirements are:

- A connection to the Internet
- A screen with a 1024x768 resolution^[1] and small fonts. Users should not use the font scaling option that is available with some browsers to enlarge the font size in the A forms, as this may lead to unpredictable results while visualizing the forms
- Internet Explorer 6.0 and above or
- Netscape Navigator 7.0 and above or
- Mozilla Firefox 1.0 and above or
- Opera 6.0 and above or
- Mac OS X Mozilla Firefox browser for Apple Macintosh users (Mac OS 9 is not supported and Safari neither) see Note on p.22

1.1 Getting a user ID and password

Access to the EPSS is call- and subscheme-specific, i.e. you have to first choose for which call for proposals and for which subscheme within the call you want to prepare a proposal. Access is provided via the respective CORDIS call page (see <http://cordis.europa.eu/fp7/dc/index.cfm>). After selecting the call, you arrive to the call page. On the call page, go to the box "Prepare and submit a proposal for this call"; choose the sub-scheme you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page. Click on "Register", fill in the registration form and submit it. The EPSS will send you coordinator and partners' usernames and passwords **by e-mail**.

The login and password is linked to only one proposal (for the call and for the instrument you have chosen). For each other proposal you want to prepare you have to register again, following the procedure described above.

[\[1\]](#) Screen resolution of 640 x 480 or VGA will prevent the forms from being completely displayed on screen, preventing access to the save or validate button

1.2 Login

1.2.1 Initial Login

As a coordinator you must use the login and password that has been sent to you by e-mail to access the EPSS.

- Go to <https://www.epss-fp7.org>
- Introduce the Coordinator User ID
- Enter the Coordinator Password
- Change the Coordinator Password
- Enter the Other participant Password
- Change the Other participant Password

Distribute the Other participant username and the modified Other participant password to your other participants –if any.

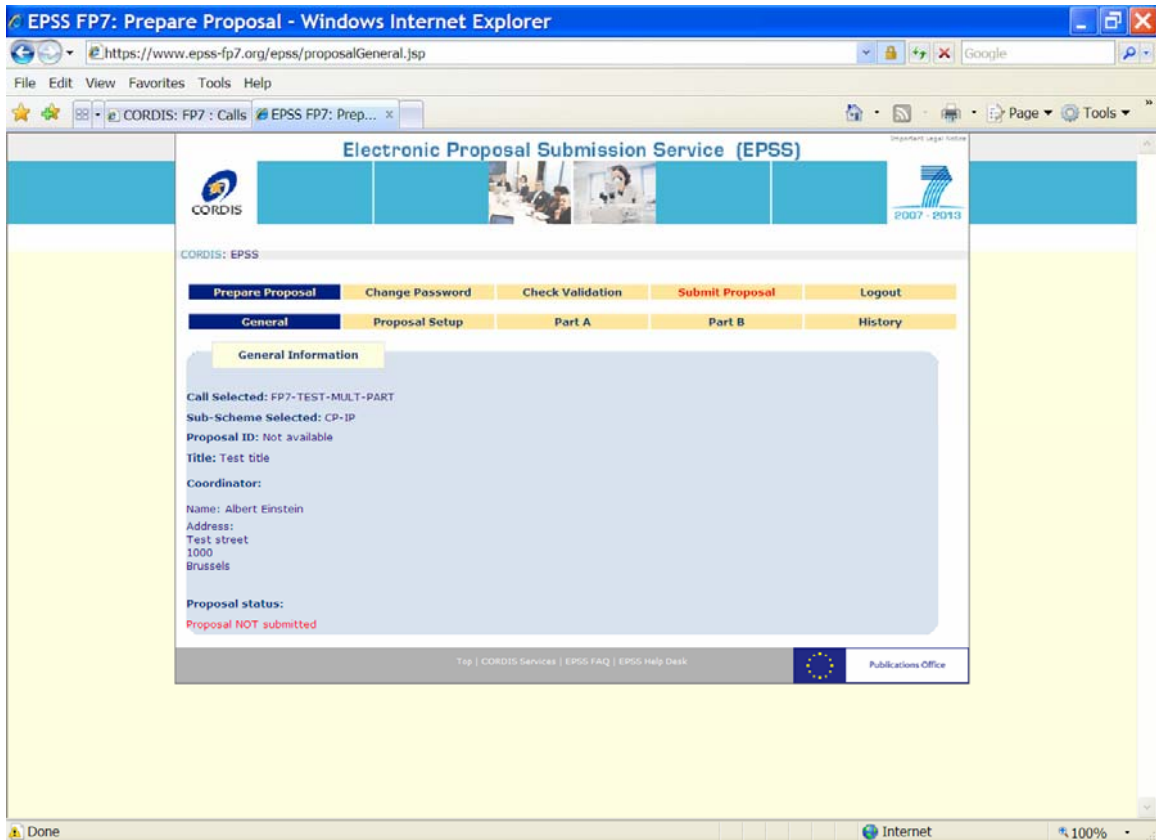
1.2.2 Subsequent Logins

- Go to <https://www.epss-fp7.org>
- Introduce the –Coordinator or Other participant- User ID
- Enter the –modified Coordinator or Other participant- Password

Note: By entering the proposal as an other participant, you can only access your A2 Form for editing. Other participants can view all proposal information but only edit A2 forms.

Tip: Reduce typing errors: Write logins and passwords in a text program and copy/paste them into the fields. This prevents mis-typing errors.

1.3 General



Now, you may prepare the proposal. By clicking on the “**General**” Tab, you can find information about:

- The selected call
- The selected subscheme
- The Coordinator’s Details
- The proposal’s status

Tip: Please check the call and subscheme identification first. If you have selected the wrong call and the wrong subscheme, you will have to register again. The EPSS operator cannot change the registration information and transfer data from one registration to another.

Note:

1. If the co-ordinator details change, you do not need to register again; co-ordinator information is taken from the A2 forms.
2. If you wish to modify the Title of the proposal you will have to do it in the forms. The title appearing in this page is taken from the registration data and cannot be changed. This does not affect the submitted proposal, because what is evaluated is the content of the forms and the Part B.

Go to **“Proposal setup”**.

1.4 Proposal Setup

In the proposal setup section you define the number of other participants that participate in your project.

The screenshot shows the 'Electronic Proposal Submission Service (EPSS)' interface. The main navigation bar includes 'Prepare Proposal', 'Change Password', 'Check Validation', 'Submit Proposal', and 'Logout'. The 'Proposal Setup' tab is selected, showing a table of 'Proposal Members' with one entry for 'AlbEin' and an 'Add Participant' form below it. The form includes fields for 'Organisation Short Name', 'Participant E-mail(s)', and 'Method of determining Indirect Costs', along with radio buttons for organization status.

Participant ID	Organisation short name	A2-Link	A3-Link	E-mails(s)	
1	AlbEin			v.kontogianni@intrasoft.be	Edit details

Add Participant

Organisation Short Name:

Participant E-mail(s):

Method of determining Indirect Costs:

Cost Model:

Status of your organization:

Non Profit Organization yes no

Public Body yes no

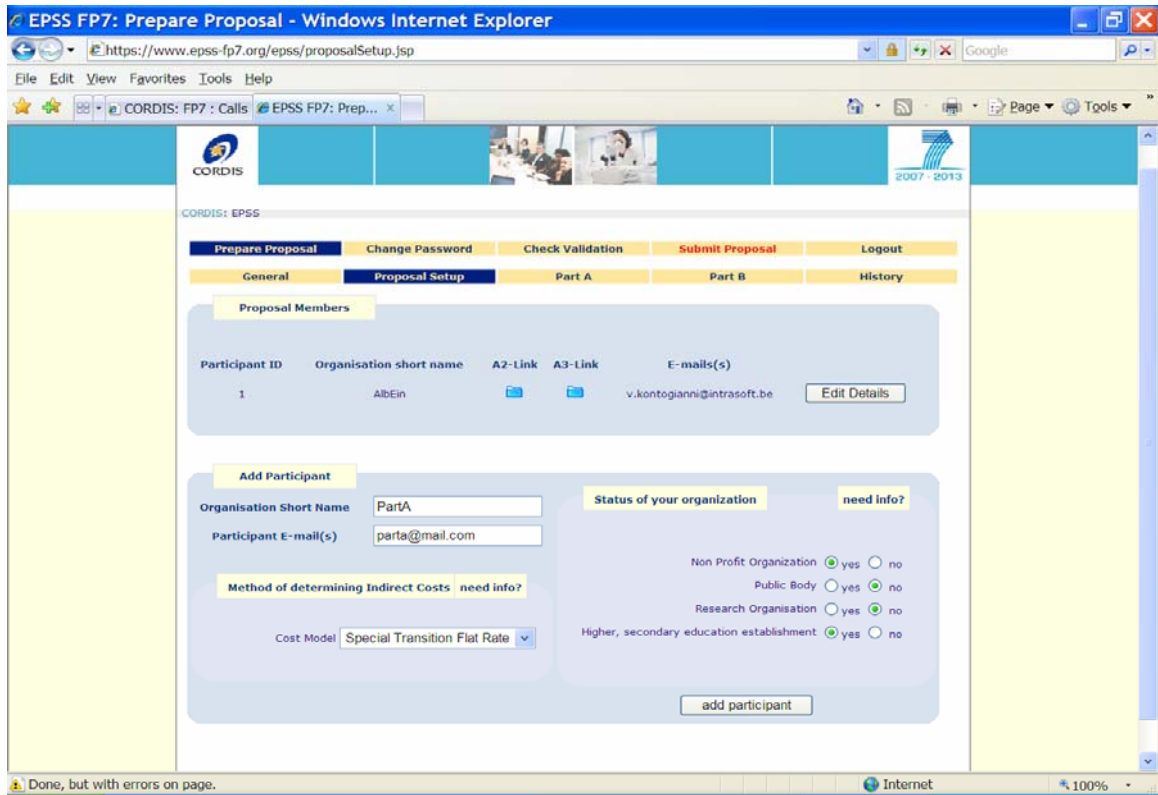
Research Organisation yes no

Higher, secondary education establishment yes no

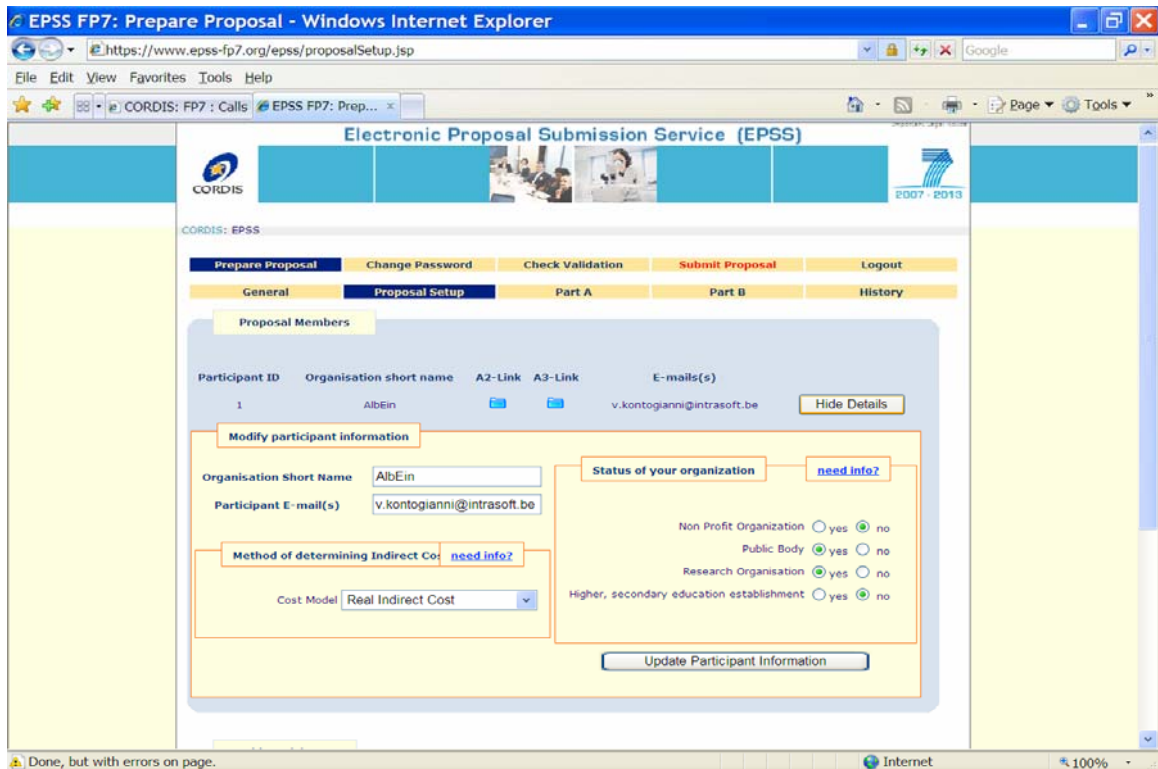
Make sure that the co-ordinator e-mail address is correct. If you include multiple e-mail addresses, you must separate them with a semi-colon “;”.

To add an other participant to the proposal, type in the other participant name, e-mail address as well the information related to:

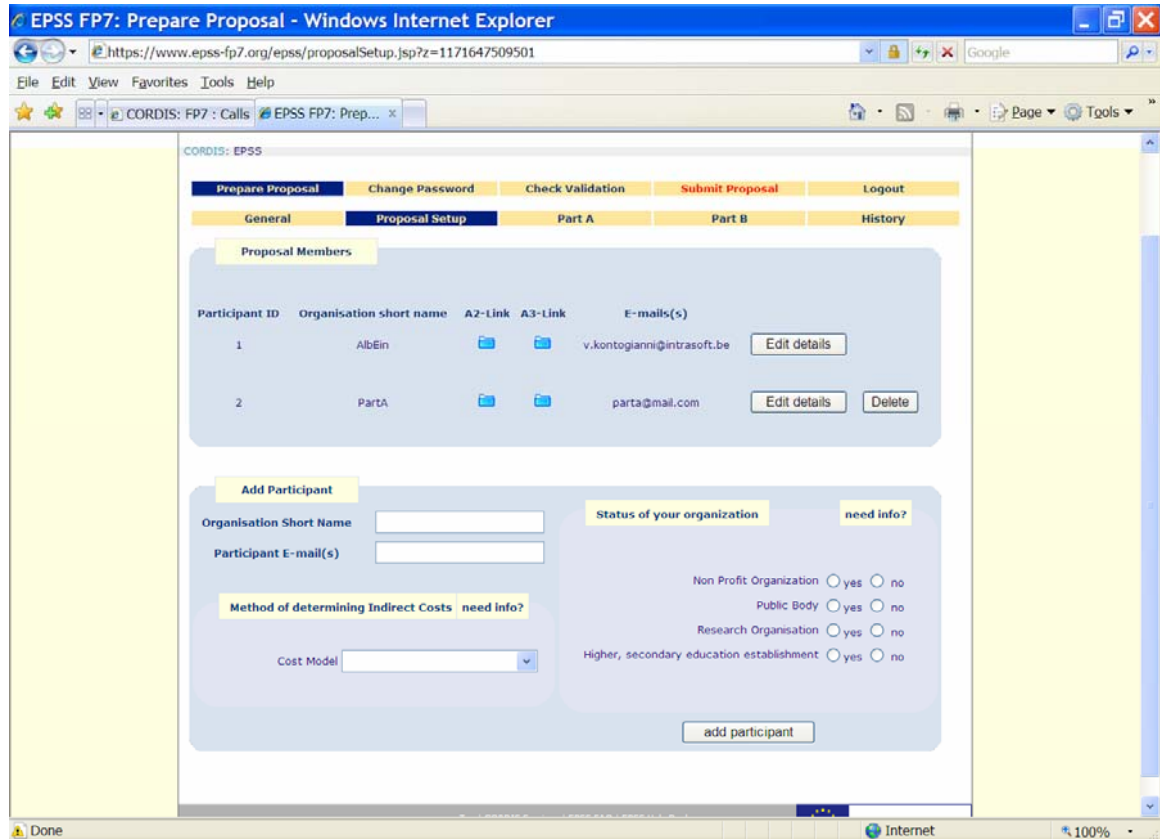
- The status of organization
- The Method of determining the Indirect Cost



You can use the “Edit details” button to modify data related to a participant:



Click on “Update Participant Information” to update a Participant’s details.
Once a participant is added the system automatically creates an A2 and A3.1 form.
Those forms are accessible via the A2-Link, A3-Link buttons, but they can also be found after clicking in the “Part A” Tab.

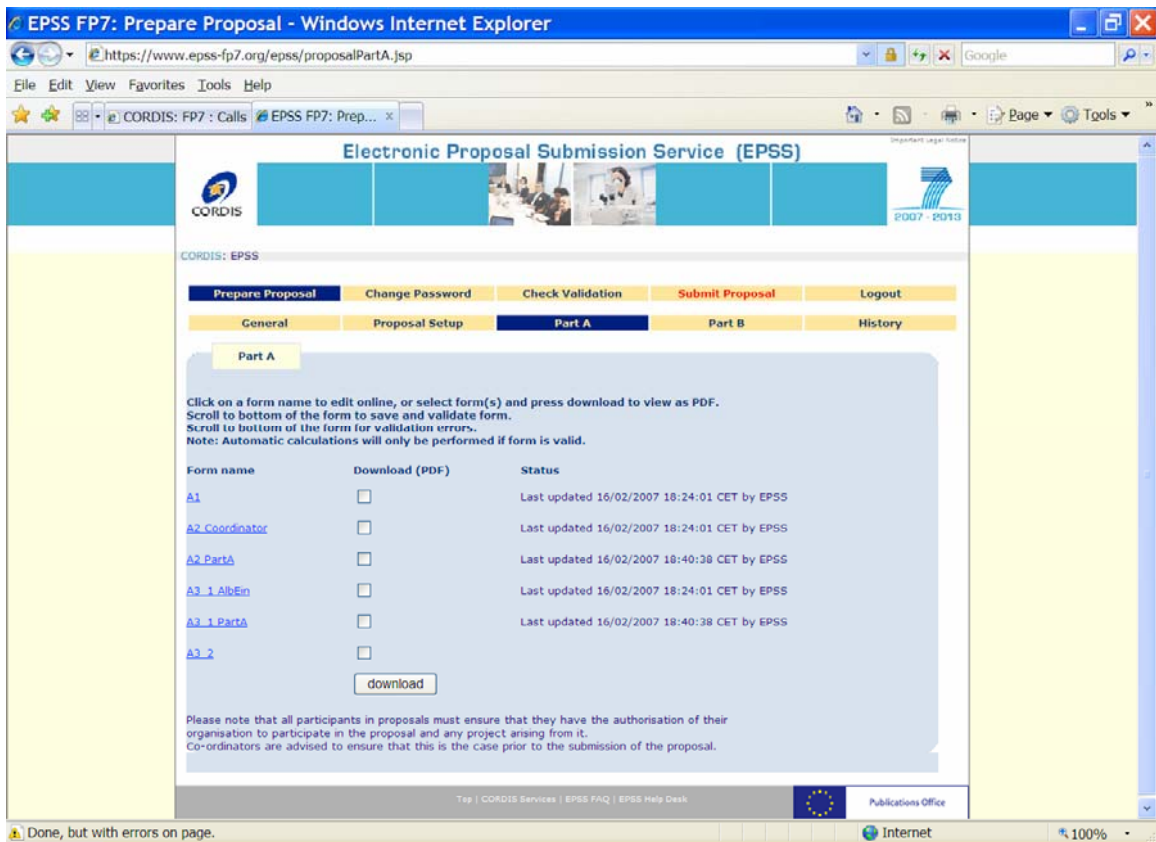


Tip: The e-mail addresses introduced here are used by EPSS to send automatic e-mail confirmation once the proposal is submitted/transferred for evaluation. Please check that they are complete and accurate

Note: The first participant is always the co-ordinator.

1.5 Part A

This section deals with the administrative forms of the proposal or Part A.



The Proposers need to fill the A forms appropriately and save them on the EPSS server. Also, each form can be downloaded as a PDF file to your hard disk. Check the relevant fields and click on “**download**” to receive PDF copies of the Part A forms.

Part A shows the overview of forms A1, A2, A3.1 and the summary A3.2 (certain subschemes also have an A4 form). Click on the links that are listed below “Form name” to access the forms.

A1 AlbEin - Windows Internet Explorer

https://www.epss-fp7.org/epss/formProcessor.jsp?valuesChanged=0&formId=15573&id=1171647705781&cmd=GetForm

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme? yes no

IF YES

- please give the call identifier

- please give the proposal or contract number (if known)

Is this proposal (or a very similar one) currently being submitted to another call under FP7? yes no

IF YES please give the call identifier

Validation Errors

No value specified for mandatory field "Proposal Acronym"

No value specified for mandatory field "Proposal Title"

No value specified for mandatory field "Duration in months"

No value specified for mandatory field "Activity code 1"

No value specified for mandatory field "Free Keywords"

No value specified for mandatory field "Abstract (max. 2000 char.)"

No value specified for mandatory field "a) Has this proposal (or a very similar one) been previously submitted to a call"

No value specified for mandatory field "Is this proposal (or a very similar one) currently being"

Save Form Validate

Done Internet 100%

- Fill the fields with data. (Almost all fields are mandatory, “-“ or “0” are the values that designate the “none” or “Non applicable” value)
- Press the “**Validate**” button at the bottom of the form: The validation is looking for formal errors in the forms. If it finds errors, it indicates which fields are wrongly filled.
- If all the necessary fields are filled you will find “no validation errors” at the bottom of the form.

A1 AlbEin - Windows Internet Explorer

https://www.epss-fp7.org/epss/formProcessor.jsp

HEALTH-2007-1.1-1 - -

Free Keywords: ffff

Abstract (max. 2000 char.): TTTTTT

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme? yes no

IF YES

- please give the call identifier: -

- please give the proposal or contract number (if known): -

Is this proposal (or a very similar one) currently being submitted to another call under FP7? yes no

IF YES please give the call identifier: -

Validation Errors

No Validation Errors

Save Form Validate

Done Internet 100%

Do not forget to save the form by pressing the **“Save Form”** button, or your changes will be discarded!

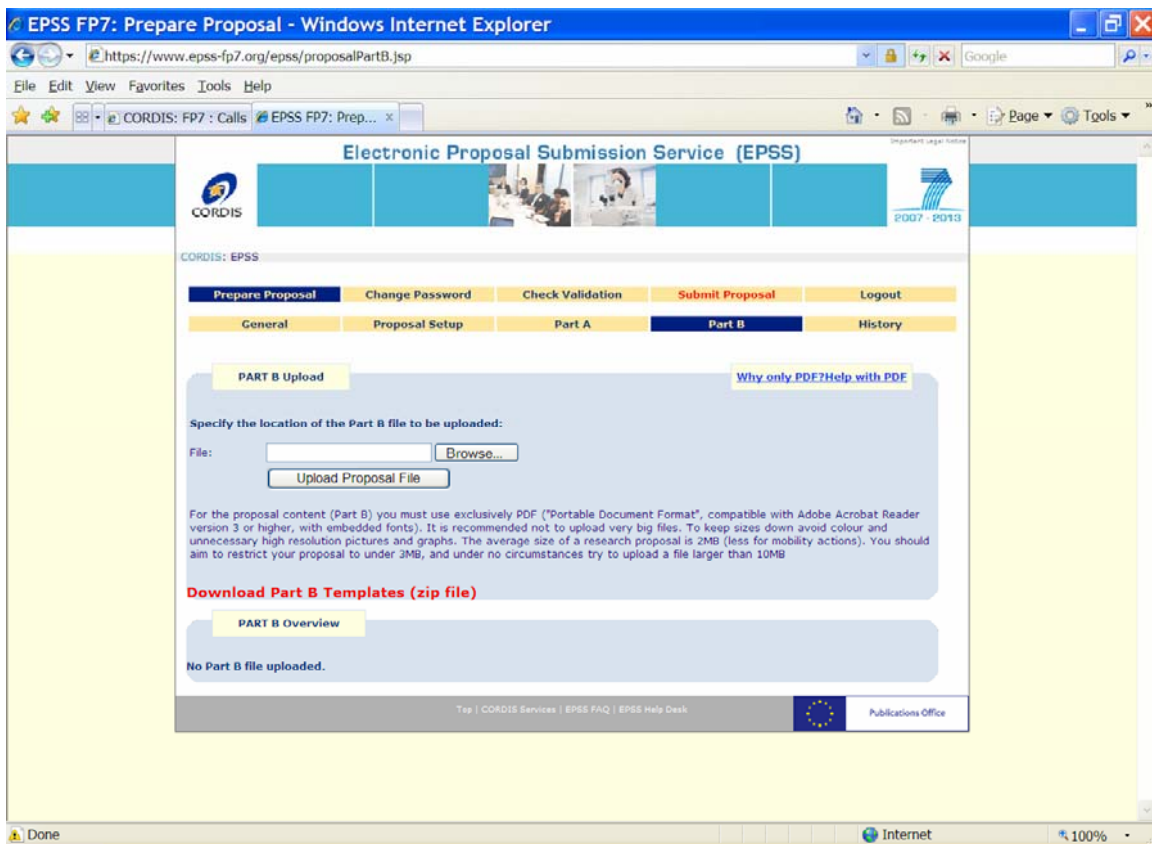
Note: The **“Save Form”** button performs form validation as well.

Fill out all forms for which you are responsible.

For forms with spreadsheets, the total amounts are automatically calculated by the system when the **“Validate”** button is pressed. Obviously the appropriate fields need to be completed first.

Tip Save early and often. Saving will also validate the form. Pay attention to the time-out of the system: editing a form is not considered as an action of the user, saving or validating the form will reset the time-out.

1.6 Part B and Annexes



1.6.1 Part B

For the proposal content (part B) you are requested to use exclusively PDF (“portable document format”, compatible with Adobe Acrobat version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Both commercial and free tools to convert files to PDF format are widely available on the WEB. Also zipped (or otherwise compressed) archives will not be accepted (PDF is self-compressing, there is no gain in zipping). Technical problems resulting from the use of other formats may lead to your proposal being excluded.

Unless otherwise specified in the call text, only **one** PDF file comprising the complete technical annex (part B) can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected during the evaluation of the proposal.

Tip Do not use special characters in the file name. The system will prevent you from uploading such files.

There are some calls though (i.e. calls for the Marie Curie funds) that request **two separate Part B** files namely Section 1 and Section 2. If this is the case, then all instructions remain the same with the only difference that the user will have to provide 2 separate files. Format and naming convention applies for these files.

Using only PDF format for submission of part B

Why?

This format for text documents is supported by the vast majority of computer platforms. The advantage of saving as a PDF file is that the contents are "locked" and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed. In addition, unlike many common document formats, there are almost no viruses associated with PDF files. Allowing proposers to submit in any possible format would require the Commission to maintain an arsenal of software in different versions - and even then readability could not be guaranteed in 100% of the cases.

How?

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are "locked", they cannot be edited like normal text files.

The format of part B of a proposal (the description of the content of the proposal) for the specific call is specified in the so called "Part B Template" file. By clicking on the link "**Download Part B Templates**" the proposer downloads the template file (RTF format) and uses it as a guide to structure the proposal Part B section appropriately. Open the template Part B RTF file and edit it. Save the file, convert it to PDF and then add it to the proposal. The Part B filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character.

Part B checklist:

- Part B is in PDF format (compatible with Adobe Acrobat version 3 or higher, with embedded fonts))
- Filename ends in .pdf
- Filename does **not contain any special characters or spaces**
- The PDF Part B must **not be encrypted** and the parameter that prevents printing **must not be selected**
- The proposal contains no unnecessary coloured or high resolution pictures. It will be printed in Black and White at 300dpi for evaluation.

Once the Part B file is created, use the “**Browse**” button to locate the part B file.

Click on “**Upload Proposal File**” to upload the Part B file to the proposal.

1.6.2 Annexes

For the majority of instruments and project types in FP7, part A and part B form the complete proposal, so it might be that this section does not appear for your case.

For some particular actions, additional annexes can be required. In this case, you can use the Annex Upload section to locate and upload them. You should not annex any other files unless this is specifically requested in the Call Text. For the Annex content the only supported format is PDF. The Annex filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. The Annex filename must be different from the Part B filename.

Note: In case of uploading annexes to the EPSS, please make sure that the name of the annex file is NOT identical with the name of your part B file

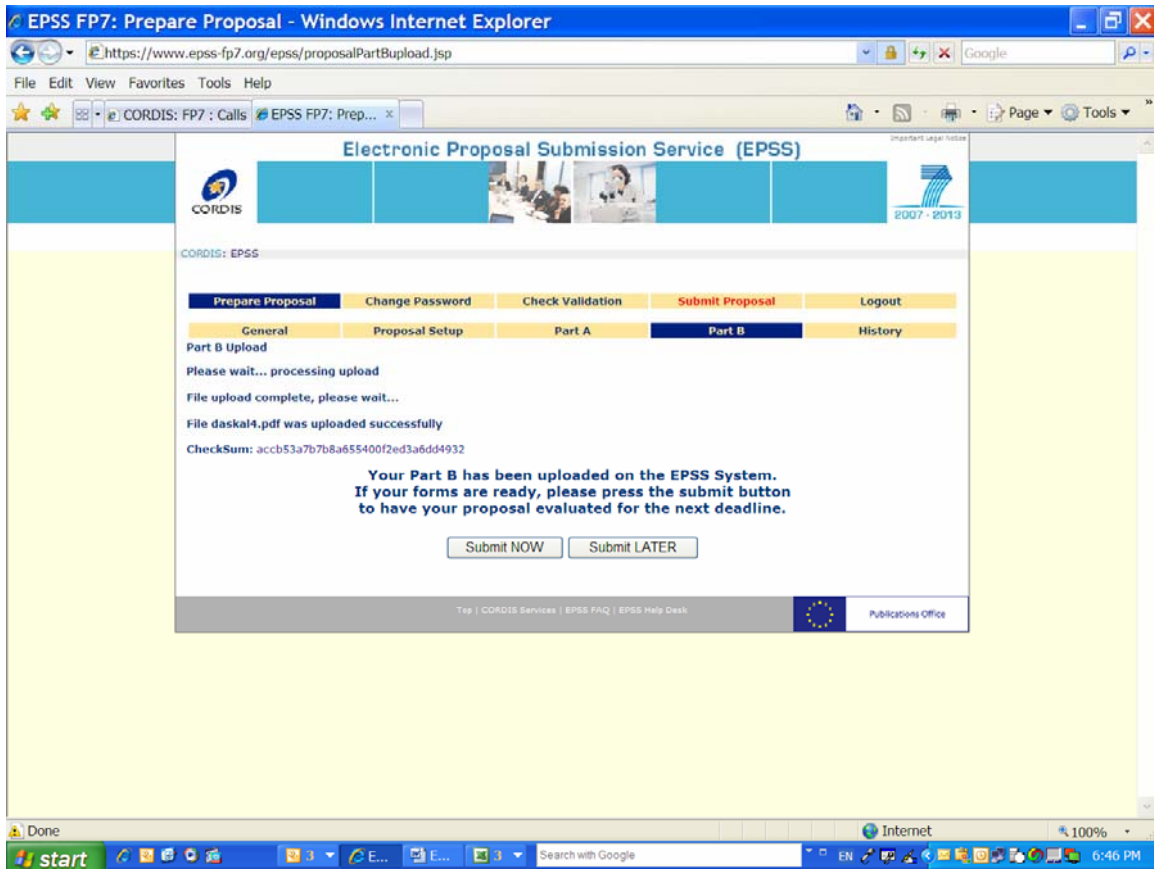
Note: Before being saved to the EPSS database, the Part B and Annex files are checked for viruses. If files are found to be infected they are rejected by the system and the user is warned.

Tip Upload your proposal early in the process and press the “submit” button and all buttons that follow in the subsequent pages. Doing this ensures that an interim version of the proposal text (the part B) is already present on the system. Remember that the system allows multiple uploads of the proposal text and this facility should be used to avoid the call closure rush.

Tip In some rare instances, the proposal may be altered while in transit on the Internet. To check that the uploaded file has been received unaltered, perform a download of the part B.

Tip Practice the conversion of the file to the PDF format. The conversion may take an extended period of time if the page layout is complex or contains graphics. There is no point in creating a PDF document with a resolution higher than 300 DPI and in black and white. Nuances of grey may be reproduced but should be avoided for legibility purposes.

Upon successful upload of a file the following screen appears:



If the proposal is ready you should click on “**Submit NOW**” in order to submit it. If not, then click on “**Submit LATER**” or any other of the Tabs in order to continue with its preparation.

1.7 Validation

Click on this tab in order to validate the entire proposal. Possible errors are indicated and can easily be found and resolved.



Please note that during the validation process **Errors** or **Warnings** may be reported. It is still possible to submit a proposal, which has **Warnings**; it is **NOT** possible to submit a proposal that has **Errors**.

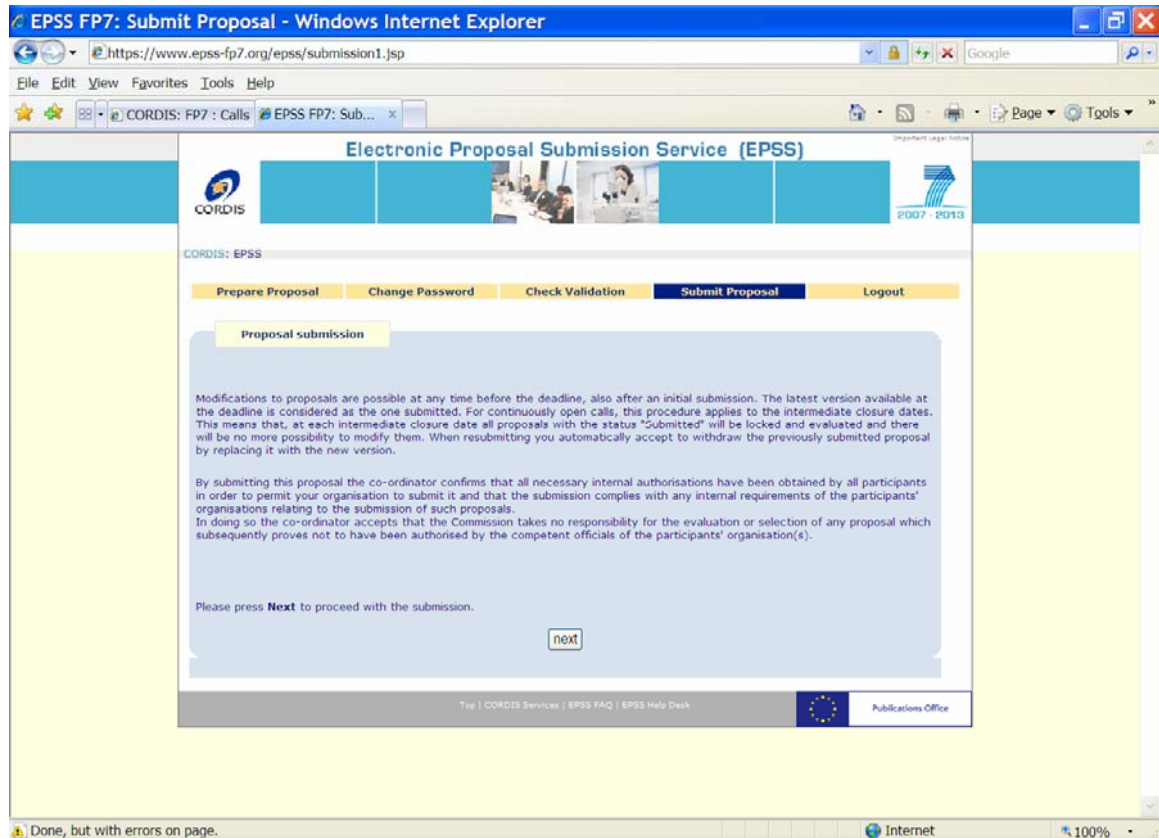
If you cannot locate validation errors please contact the EPSS help desk immediately on +32 2 23 33 760 or support@epss-fp7.org.



1.8 Submit Proposal

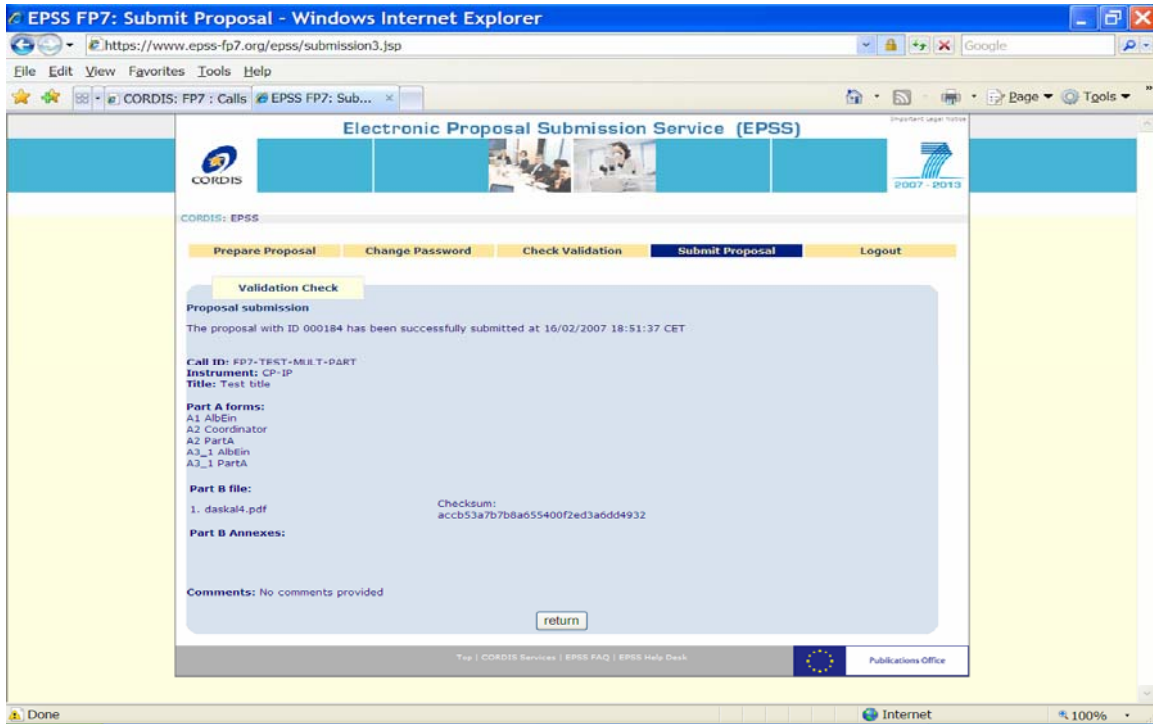
In order to complete the proposal submission the proposer **must** select the “**Submit Proposal**” section (in fact it is to this section that a user is also directed when clicking on the “**Submit NOW**” button). Without submission, all the uploaded data (Forms, Part B, Annexes) are simply saved in the EPSS database **without** forming a proposal package **and without being recognized as a submitted proposal**.

By clicking on the “**Submit Proposal**” button the screen that follows appears:



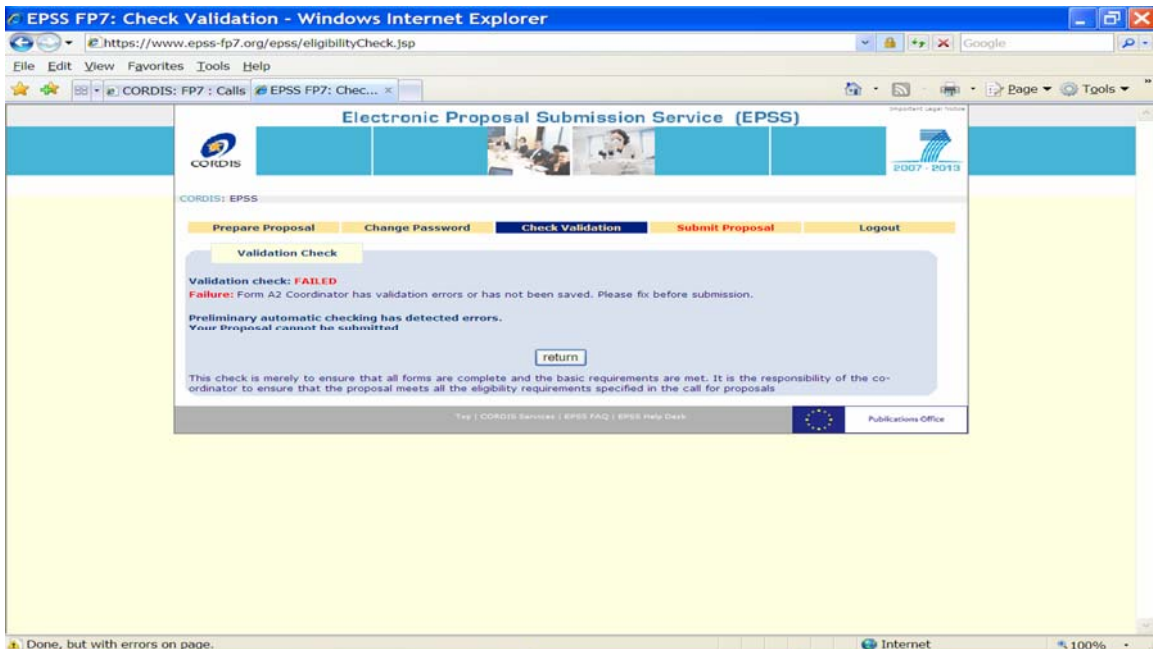
Press on “**next**”.

An automatic validation check will verify the proposal. If there are no validation errors, the following will appear:

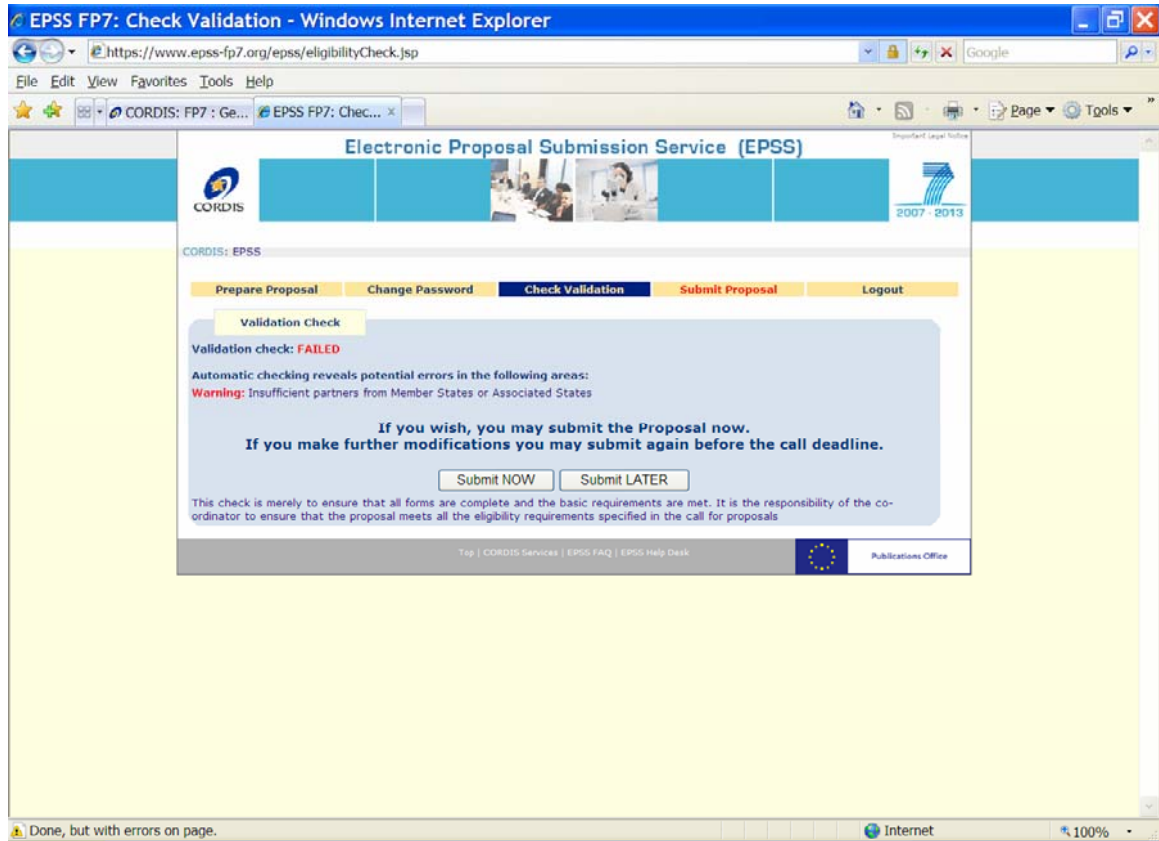


If you receive this screen, the proposal is successfully submitted. The proposal can be modified and submitted up until the closure of the call. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived).

If there are blocking validation errors you'll not be able to submit the proposal and get a screen like the following:



If there are “Warning” type of validation errors, then you can see proceed with the submission by supplying some relevant comments and click on the “**Submit NOW**” button:



Tip

Simply uploading a new Part B file or modifying the A forms is **not sufficient**; the “submit” button (as well as the buttons on the pages that follow) need to be pressed in order for the changes to be registered in the proposal package.

Pressing the “submit” button is similar to putting the envelope in the mailbox.

Proposals or modifications that have not been submitted before the deadline are not transferred for evaluation.

1.9 The History

By clicking on the “History” Tab, the record of all the actions performed while using the EPSS system appears. Thus it is possible for the coordinator to check when for example Partner 2 updated his A2 form.

An example of the history record before proposal submission:

The screenshot shows the 'Electronic Proposal Submission Service (EPSS)' interface. The 'History' tab is selected, displaying a table of modification history. The table has three columns: 'Date and time', 'Action / Form modified', and 'Modified by:'. The 'Modified by:' column consistently shows 'Coordinator' for all entries.

Date and time	Action / Form modified	Modified by:
16/02/2007 18:52:38 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:52:19 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:51:37 CET	Proposal submitted	Coordinator
16/02/2007 18:49:25 CET	Form A3_1 AlbEin modified	Coordinator
16/02/2007 18:49:05 CET	Form A3_1 PartA modified	Coordinator
16/02/2007 18:48:46 CET	Form A2 PartA modified	Coordinator
16/02/2007 18:48:39 CET	Form A2 PartA modified	Coordinator
16/02/2007 18:48:04 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:47:54 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:46:07 CET	Document daskal4.pdf created	Coordinator

At the bottom of the table, there is a link: [View all history Events](#).

And after the submission:

The screenshot shows the same EPSS interface, but the 'History' tab now includes an additional entry at the top of the list, indicating the final submission.

Date and time	Action / Form modified	Modified by:
16/02/2007 18:55:32 CET	Proposal submitted	Coordinator
16/02/2007 18:55:26 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:52:38 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:52:19 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:51:37 CET	Proposal submitted	Coordinator
16/02/2007 18:49:25 CET	Form A3_1 AlbEin modified	Coordinator
16/02/2007 18:49:05 CET	Form A3_1 PartA modified	Coordinator
16/02/2007 18:48:46 CET	Form A2 PartA modified	Coordinator
16/02/2007 18:48:39 CET	Form A2 PartA modified	Coordinator
16/02/2007 18:48:04 CET	Form A2 AlbEin modified	Coordinator

At the bottom of the table, there is a link: [View all history Events](#).

2 EPSS Checklist

1. Choose the call and Subscheme for which you want to apply (<http://cordis.europa.eu/fp7/dc/index.cfm>)
2. Via the respective CORDIS call page, register with EPSS in order to obtain a login and password well in advance of the call
3. Use the provided username and password to prepare and submit the proposal (<https://www.epss-fp7.org/epss>)
4. Proposal Setup – Enter Participants,
5. Fill in the Part A Forms and save the forms,
6. Upload the Part B file (and annexes, if required) .
7. Validate the proposal.
8. SUBMIT THE PROPOSAL!

3 Note for Macintosh users

The combination of OSX and Microsoft Internet Explorer may cause problems while uploading files. The directory delimiters which Internet Explorer uses are recognized as “invalid characters” by the EPSS.

Better results can be obtained using the Mozilla Firefox Browser (you can download it from <http://www.mozilla.org/download.html>). It handles the files without their pathname.

The Safari browser is NOT supported.

The Mac OS 9 is not supported.

EPSS Frequently Asked Questions (FAQ)

EPSS support Contact details: support@epss-fp7.org / +32 2 233 3760
(from 08:00 to 20:00 CET)

A. General Questions:

1. [What are my options for submitting a proposal?](#)
2. [What are the Minimum Requirements using for the EPSS application?](#)
3. [What is the difference between a Coordinator and other participants?](#)
4. [Do I need to register to use the EPSS system?](#)
5. [I have lost my password, what should I do?](#)
6. [How can I print a form?](#)
7. [What do the evaluators see?](#)
8. [Can I access EPSS directly \(not via CORDIS\)?](#)
9. [How does EPSS support two stage calls?](#)
10. [I am in an EPSS form NOT idle filling the fields and the system ejected me saying that I was idle for more than 30 minutes. I lost all the data I have filled in! Is that normal?](#)
11. [I am trying to fill the forms and the online help-hints obscure the field that I need to write in. What can I do?](#)
12. [I try to open a form in PDF format and I get an error like "...Error opening document. File not found...". What can I do?](#)
13. [I am preparing several proposals concurrently, I am using different IE7 Tabs for the different sessions and all my sessions are mixed up! Is that normal?](#)

B. Coordinators:

1. [How should I proceed as a coordinator? \(Roadmap\)](#)
2. [I have just registered and the system asks me to change my password. Is that normal?](#)
3. [I uploaded a wrong Part B, is it possible to delete it?](#)
4. [I uploaded a wrong Annex file, is it possible to delete it?](#)
5. [Is there any limitation on the size of the uploaded files?](#)
6. [When should I submit?](#)
7. [During submission the proposal validation check has failed. Can I still submit the proposal?](#)
8. [What happens with the filled in forms when I edit other participants in the list?](#)
9. [Which file format may I use for Part B?](#)
10. [Should I ZIP the Part B?](#)
11. [Are there any restrictions on file names?](#)
12. [May I annex other files?](#)
13. [How can I check my submitted proposal?](#)
14. [I am stuck at a specific page of EPSS. What can I do ?do?](#)
15. [I have been ejected from the EPSS system. Is that normal?](#)

C. Other participants:

1. [How should I proceed as another participant? \(Roadmap\)](#)
2. [Why I cannot edit the A1 / A3 / A4 \(if applicable\) forms?](#)
3. [How do I find my Part A form?](#)
4. [I cannot upload the Part B file.](#)
5. [Can I change my password?](#)
6. [I am trying to login but the system does not accept my password.](#)

Questions and Answers

A. General Questions:

1. What are my options for preparing and submitting a proposal?

You can prepare and submit an application online using the EPSS system or, in exceptional cases and if allowed by the call on paper. You are strongly recommended to use the online EPSS system for preparation and submission of your proposal.

2. What are the Minimum Requirements for using the EPSS application?

Proposers will access EPSS through Web Browsers.
The Minimum Requirements are:

- An SVGA screen, i.e. a screen with a resolution of 1024x768 pixels, small fonts
- A connection to the Internet
- Internet Explorer 6.0 and above or
- Netscape Navigator 7.0 and above or
- Opera 6.0 and above or
- Mozilla Firefox 1.0 and above or
- Mac OS X Mozilla Firefox browser for Apple Macintosh users (Mac OS 9 is not supported and Safari neither)

3. With respect to using the EPSS, what is the difference between a Coordinator and other participants'?

- Coordinators register for a specific call, define the participants of the proposal, edit electronic forms, send usernames and passwords to other participants, upload Part B files/annexes and, finally, they submit the proposal.
- Other participants use usernames and passwords for a specific call (that they receive from the coordinator), edit their own forms and send their annexes to the coordinator. Other participants can not submit the proposal.

4. Do I need to register to use the EPSS system?

Only coordinators should register. Other participants obtain the information to access the system from their coordinators.

5. I have lost my password, what should I do?

You have to click on the "Forgot your password?" link in order to reset it to the original one. Note that only coordinators can request new passwords. If you are a participant and forgot your password, you should contact your coordinator.

6. How can I print a form on my printer?

It is not possible to print a form directly from the EPSS. You need to download the desired form first as a PDF file. To download a specific form, tick the corresponding "DOWNLOAD (PDF)" box next to the form. Then click the download button and follow the onscreen instructions. Once the form is downloaded, you will be able to print it provided you have the **Adobe Acrobat Reader** installed on your machine.

7. What do evaluators see?

All proposals are printed in black and white at a resolution of 300dpi (dots per inch) before evaluation. You should download your proposal and check particularly the legibility of pictures and diagrams under these conditions.

8. Can I access EPSS directly (not via CORDIS)?

Yes it is possible to bypass the CORDIS call selection page once you have obtained a username and password. The URL to connect is: <https://www.epss-fp7.org>

9. How does EPSS support 2 stage calls?

User name and passwords will remain identical for the first and for the second stage -for projects that are retained for the second stage of the call.

10. I am in an EPSS form NOT idle filling the fields and the system ejected me saying that I was idle for more than 30 minutes. I lost all the data I have filled in! Is that normal?

If the “Save” or “Validate” buttons are not pressed, the system considers the user idle because there is interaction with the system only when those buttons are pressed. Make sure that you save the form you are filling OFTEN.

11. I am trying to fill the forms and the online help-hints obscure the field that I need to write in. What can I do?

You have probably moved from one field to another using the Tab key and not the mouse. The hints appear/disappear based on the mouse movements NOT based on the field selection. Move your mouse on the screen and the help-hint that obscures the field will go away.

12. I try to open a form in PDF format and I get an error like “...Error opening document. File not found....” What can I do?

It has been observed that certain PC configurations may lead to the inability to open online the form in PDF format. The exact reason is not yet clear, but it is probably related to the PC security policies combined with the cache settings for HTTPS sessions. A work around solution is to save the form locally on the PC in PDF format and then open it.

13. I am preparing several proposals concurrently, I am using different IE7 Tabs for the different sessions and all my sessions are mixed up! Is that normal?

Due to the way that several browsers handle the cookies that are used by JAVA applications to identify user sessions, it may happen to have interference between sessions which are initiated on different tabs. Typical examples of applications that suffer from interferences are the ones that use login credentials to identify different sessions (EPSS is such an application). The browser cannot handle the different login sessions if they are opened on different Tabs; it can only differentiate them when they are opened on different browser windows. IF YOU HAVE TO PREPARE MULTIPLE PROPOSALS, YOU MUST USE DIFFERENT BROWSER WINDOWS, NOT TABS.

B. Coordinators:

1. How should I proceed as a coordinator? (Roadmap)

Coordinator steps:

1. Register on the CORDIS website for a specific call.
2. Login to access the online EPSS.
3. Change the passwords for the coordinator and the other participants.
4. Send the usernames and passwords to the other participants.
5. Set up the proposal by entering the number of participants, their participant id, name and email addresses.
6. Edit Part A forms.
7. Edit and upload the Part B file.
8. Upload other annexes, if required.
9. Validate proposal to ensure basic checks are satisfied.
10. Submit the proposal.
11. Logout.

2. I have just registered and the system asks me to change my password. Is that normal?

Yes, the first time you login, the system asks you to change the coordinator's and partner's passwords for security reasons.

3. I uploaded a wrong Part B, is it possible to delete it?

You cannot delete a Part B file but you can overwrite it. If you upload another Part B file the previous one will be overwritten. Please remember that you must re-submit (press the SUBMIT button) after you have uploaded the new part B.

4. I uploaded a wrong Annex file, is it possible to delete it?

Yes it is possible to delete Annex files. Please note that Annex files are only permitted where they are specifically requested in the call text. All others will be ignored.

5. Is there any limitation on the size of the uploaded files?

In order to have a fast upload process and avoid possible timeout errors, it is recommended not to upload very big files. To keep sizes down, make sure that your Part B file is in PDF, avoid colour and unnecessary high resolution pictures and graphs. The average size of a research proposal is 2MB (less for mobility actions). You should aim to restrict your proposal to under 3MB, and under no circumstances try to upload a file larger than 10 MB.

6. When should I submit?

You may submit your proposal at any time before call closure. As soon as you have a consolidated version you should submit it! You may continue to improve the proposal and re-submit the improved version as often as you wish up to the call closure. The submission takes place by clicking on the "Submit" button (and all buttons that follow in the subsequent pages), simply uploading or saving data is not sufficient! Do not tempt fate by waiting until the last moment!

7. During submission the proposal validation check has failed. Can I still submit the proposal?

It depends on the reasons for the failure. The proposal validation check could have warnings (e.g. non mandatory fields left blank) or errors (e.g. missing Part B, missing A forms, blank mandatory fields left blank). In the former case you can continue the proposal submission and also provide some comments regarding the warnings. In the latter case the submission is not possible.

8. What happens with the filled in forms when I edit other participants in the list?

- *Deleting a Participant:* The Participant Numbers and the Participant Types remain unchanged and the order of participants is adapted.
Note: when deleting a Participant, all associated Part A forms are deleted as well. For example, when deleting Partner 5, the A2 and A3.1 form for Participant 5 will also be deleted.
- *Adding a Participant:* A new Participant is added at the end of the list of participants, a new A2 and A3.1 is added automatically by the system.

9. Which file format may I use for Part B?

For the proposal content (part B) you must use exclusively PDF (portable document format, compatible with Adobe Acrobat Reader version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Both commercial and free tools to convert files to PDF format are widely available on the Internet. Zipped (or otherwise compressed) archives will not be accepted (PDF is self-compressing, there is no gain in zipping). Most calls allow only one PDF file comprising the complete technical annex (part B) to be uploaded. You should check the call text and guide for proposers before uploading any annex. (Please note that un-requested information such as company brochures, etc. will be ignored.) Any annexes uploaded must also use exclusively PDF.

The PDF Part B must **not be encrypted** and the parameter that prevents printing **must not be selected**

10. Should I ZIP the Part B?

NO! PDF files are already compressed. Send the Part B only in PDF format.

11. Are there any restrictions on file names?

Use only alpha-numeric characters and the “_” character. **Do not use spaces** and **do not use any special characters** such as /, \, *, punctuation characters etc?

12. May I annex other files?

Do not annex any other files unless they are specifically requested in the call text.

13. How can I check my submitted proposal?

After you have submitted, you are advised to download the proposal and print it in black and white at 300 dpi resolution – Check the result: this is how your proposal will be seen by the evaluators.

14. I am stuck at a specific page of EPSS. What can I do?

Clean the Internet browser temporary files (cache) and cookies. Close your browser. Restart your session in a new Internet browser window. If the problem persists contact the EPSS Helpdesk without delay.

15. I have been ejected from the EPSS system. Is that normal?

The EPSS system automatically disconnects users that have been inactive for more than 30 minutes. Being active means clicking on “buttons” (performing a validation, save or submit operation, adding or deleting participants); entering data into the electronic forms is not accounted

for. You are advised to save the form early and often. If this does not explain the reason for being ejected from the system, contact the EPSS Helpdesk without delay.

C. Other participants:

1. How should I proceed as another participant? (Roadmap)

Participant steps:

1. Receive username and password from the coordinator.
2. Login for accessing the EPSS.
3. Edit your Part A2 form.
4. Validate your Part A2 to ensure basic checks are satisfied.
5. Logout.

2. Why can I not edit the A1 / A3 / A4 (if applicable) forms?

Individual Participants can only edit forms that apply to themselves such as A2. Only the proposal coordinator can edit all the other forms.

3. How do I find my Part A form?

After logging in, navigate to the Part A tab and edit the form that indicates your name as provided by the coordinator or go to Proposal setup and see the forms that are associated with each Participant. Only A2 forms can be edited by the Participants, the respective A3.1 forms are edited by the coordinator.

4. I cannot upload the Part B file.

Only the coordinator has the permission to upload Part B files. The other participants can only download the files.

5. Can I change my password?

No, only the coordinator can change passwords.

6. I am trying to login but the system does not accept my password.

Contact the proposal coordinator to check if he/she has changed the other participant's password.