



# EUREKA CLUSTERS **X** AI CALL

## **AI CALL Tool**

## Manual for Project Coordinators

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Version: 0.3





## Introduction

The Clusters AI call is using a one-step submission process where a Full Project proposal should be submitted by the 15 June 2020. Proposals may be submitted via the dedicated AI Call Tool portal on <a href="https://eureka-clusters-ai.eu/submission-portal/">https://eureka-clusters-ai.eu/submission-portal/</a>.

This manual is targeted to project coordinators who intend to submit a Proposal via the AI Call Tool and briefly describes:

- 1. the procedure of registering with the AI Call Tool
- 2. the Login Procedure
- 3. the key characteristics of the Project proposal online form
- 4. how to submit and update the Project proposal
- 5. description of additional Menu Options

## Procedure of registering with the AI Call Tool

The AI Call Tool can be reached via the AI Call website on: <a href="https://eureka-clusters-ai.eu/submission-portal/">https://eureka-clusters-ai.eu/submission-portal/</a>

Or directly via: https://ai-call.eurestools.eu/







#### Click the "register" button to register with the tool

Registration									
Please fill out the following form to register: If you are already have a user account please login.									
Note: Fields with * are required.									
Email *	Note: Please enter a valid email address where you are able to receive your activation link.								
Username *									
Password *	Note: Minimal password length is 4 symbols.								
Verify Password *	Note: Please enter your password again for verification								
Verification Code *	Note: Please enter the letters as they are shown in the image below. The letters are <u>not</u> case-sensitive.								
	higulo Get a new code								
	✓ Register								

## **Registration successful**

Thank you for registering at Project Tool for AI Call Proposals!

In order to activate your account you need to follow the instructions listed in email sent to:vlieg@eurescom.de.

Have a good day, The Project Tool for AI Call Proposals Team





#### An Activation email is sent with an activation link:

#### Hello vlieg@eurescom.de,

Welcome to Project Tool for AI Call Proposals. Thank you for creating an account for the Project Tool for AI Call Proposals.

You must verify your account by clicking "here".

If you cannot access the link above, you can copy the link location below and then paste the address into your browser:

https://ai-call.eurestools.eu/account/validate?valid\_code=18DaRgFA1ExUyWBpfMKzyvC4

Kind Regards, The AI Call Office

#### A Confirmation email is sent after successful activation:

#### Account successfully activated

Many thanks for your registration and welcome to Project Tool for AI Call Proposals.

Welcome to Project Tool for AI Call Proposals.

Please verify your account by login to the Project Tool for AI Call Proposals "here".

If you cannot access the link above, you can copy the link location below and then paste the address into your browser:

https://ai-call.eurestools.eu/login





## Login Procedure

Please fill out the following form with your login credentials:								
Forgot your password? Please click here to request a new password. Or click here to register for a new account.								
Note: Fields with * are required.								
Username *	klaas-test							
	Hint: You may also login with your used email instead of your username.							
Password *								
	✓ Remember me next time							
Verification Code	fefinz							
	Note: Please enter the letters as they are shown in the image below. The letters are <u>not</u> case-sensitive.							
	fet inz. Get a new code							





#### If the Call not yet started then there is no "submit new Proposal" button:

EUREKA CLUSTERS ΣΙ AI CALL	<ul><li>This tool offers the following functions</li><li>Proposal Submission</li><li>Proposal Review</li><li>Project change Requests</li></ul>	
Call: Call 2020/1 (ai Call) Start: Wednesday, April 1, 2020 End: Monday, June 15, 2020 Submission Not yet started		
Apr 1, 2020 ase click here if you want to update an already submitted proposal update	te existing Proposal	

If the Call opened then the "submit new Proposal" button is visible:

Welcome to Project Tool for Al Call Proposals							
EUREKA CLUSTERS <b>X</b> I AI CALL	<ul><li>This tool offers the following functions:</li><li>Proposal Submission</li><li>Proposal Review</li><li>Project change Requests</li></ul>						
■ Proposal submissions							
To DAYS LEFT Jun 15, 2020Call: AI Call Start: Wednesday, April 1, 2020 End: Monday, June 15, 2020Submit new Proposal							
Please click here if you want to update an already submitted proposal: update	e existing Proposal						
Info: Your last login was on April 6, 2020, 1:26 PM.							

EuresTools® AI Call Tool

https://ai-call.eurestools.eu









## **Proposal Key Characteristics**

The Submission form consists of 9 sections:

Project Tool for Al Call Proposals Home Proposals - Projects - Account (klaas-test) -									
Project identification	Cluster selection	Key information	Contact information	Coverage	Project abstract	Consortium overview	Effort and budget	Uploads	
Submit Pr	Submit Proposal								

## 1. Proposal Form - Project identification

## **Project identification**

Please enter a short acronym and the full project title

Open Call *	Call 2020/1	•	
Acronym *			
Project Title *			

## 2. Proposal Form - Cluster selection

Selecting only the main cluster:

#### Cluster selection Please select the appropriate clusters







#### Selection of additional secondary cluster:

#### Cluster selection

Please select the appropriate clusters

Proposals should select to work with the Cluster best aligned to the key technology focus area(s) in their proposal as this will allow the appropriate Cluster to provide the best level of technological support and knowledge to look after the proposal. The participating clusters have aligned their processes and procedures to support this call so that there is no operational advantage or disadvantage in choosing a supporting Cluster Main cluster \* EUROGIA • Integration of the proposal through evaluation and through its operational life as required. There is no advantage in terms of success rate by selecting two Clusters but it can ensure the appropriate technical competence is on hand to evaluate and support the proposal. We would like to select a second cluster to oversee our proposal: Yes Secondary cluster - none - •

Í	<ul> <li> none</li> </ul>	
roject teams who are unsi	CELTIC-NEXT	can receive impartial advice via the links on the call webpage, and/or from their National Public Authority.
	EUROGIA	an receive impartal davice via the inne on the can webpage, and/or non-their radional rabio/radionty
	ITEA 3	
	PENTA-EURIPIDES <sup>2</sup>	

## 3. Proposal Form - Key information

## **Key information**

Proposed start date *	March	▼ 2020	¥	
Planned completion date *	March	▼ 2020	¥	Update duration
Duration	1 month			

## 4. Proposal Form - Contact information

#### **Contact information of submitter**

Title *	Please select •	Company *	company name
First name *	contact person first name	Street *	company street
Last name *	contact person last name	Postal code *	postal code
Email *	user@domain.com	City *	city
Phone *		Country *	Please select •
	Please include international dialing	code	

#### EuresTools® AI Call Tool





## 5. Proposal Form – Coverage

### **Coverage of AI Call research objectives**

Research topics covered in your proposal. Please select, preferably, 2 Major and 2 Minor coverage items (but <u>not more than 5</u> of each)

Major coverage *	Click here to select	Minor coverage *	Click here to select •
	Click here to select		
	Al Call		
	Al for a Circular Economy		Back to top ↑
	AI for Agriculture		
	Al for Climate Response		
	Al for Cybersecurity		
	Al for eHealth		
	Al for Electronic Components and Systems	5	
Project abstract	AI for ICT and applications		
Please write a short at	Al for Industry 4.0	() characters)	
i lease white a short at	Al for Low Carbon Energy	0 01101001013)	
	Al for Safety		
	Al for Smart Engineering		
Project abstract *	Al for Software Innovation		
Place note that the pr	Al for Transport and Smart Mobility	formation and can be	disclosed by ALCall Office for
mor rease note that the pro	Others	iornation and can be t	uisciosed by Ar Call Office for
communication purposes.	041010	_	

## 6. Proposal Form - Project abstract

## **Project abstract**

Please write a short abstract about the project. (max 3500 characters)

Project abstract \*

Please note that the project abstract text will be treated as public information and can be disclosed by AI Call Office for communication purposes.



Character Count:0

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## 7. Proposal Form - Consortium overview

## Consortium overview

Enter all project partners

	Company name	Coordinator	Country	Company type	Contact first name	Contact last name	Contact email
× Remove		$\bigcirc$	•	please sele 🔻			
× Remove		0	•	please sele 🔻			
1 •	Add # Participation	าร					Back to top ↑

## 8. Proposal Form - Effort and budget

## Effort and Budget information

Complete budget and effort assignments per partner and per years (note: rows are automatically generated)

#### Note:

- For decimals use ONLY the English notation: e.g. 1.5!
- Do not use any comma or space also do not use 1,000 separation!
- Effort is given in Person Years (1PY = 12 PM)

	2020		Totals	
Company name	Effort (PY)	Budget (kEUR)	Effort (PY)	Budget (kEUR)
			0	0
			0	0
	0	0	0	0

Back to top ↑





## 9. Proposal Form - Upload

## Uploads

Please upload your CPP file (PDF or DOC) and any additional file as needed (note: you can always upload a newer version)

Upload proposal files	File Upload	
		Back to top ↑
To Submit or Reset yc	ur Proposal click the appropriate button:	
		Back to top ↑
	Submit Reset Cancel	

A confirmation mail is sent once the proposal is submitted and also after each update.

Files can be added and removed. It is recommended to include a version number in the file name.

## **Additional Menu Options**

### **Proposals menu**

You can select Submit Proposal to submit a new project proposal or My Proposals to view or update your existing Proposals. Note that a proposal can be updated as long as the Call is open.







## **Projects Menu**

You can select My Projects to view your existing labelled Projects.

Project Tool for AI Call Proposals	Home	Proposals 👻	Projects 🗸	🕒 Account (klaas-test) 👻
			My Projects	
Welcome to Project	t Tool	for AI C	all Proposal	S
EUREKA CLUSTERS	Σ <mark>!</mark> ΑΙ	CALL	This tool of • Proposa • Proposa • Project o	fers the following functions: Il Submission Il Review change Requests





## Update your profile

Click on the Account menu at the top right corner and select Profile:

roject Tool for AI Call	Proposals Home Proposals   Projects	Account (klaas-test) 👻
User Account		ACCOUNT SETTINGS
User name	klaas-test	Contact Support
Password	******** (encrypted) Change password	
Email	vlieg@eurescom.de	ப் Logout
Last login time	2020-03-29 16:23:36	
Current User Profile		
Firstname	Not set	
Middlename	Not set	
Lastname	Not set	
Gender		
Company	Not set	
Fax	Not set	
Phone	Not set	
Mobile	Not set	

Now click the Update profile button and you can update your profile fields:

Update Profile		×
Info: Please fill out the following the second seco	owing form to set additional profile information.	
Firstname *		
Middlename		
Lastname *		
Gender *	please select	
Company *		
Fax		
Phone		
Mobile		
	Update Profile Cancel	





## **Contact Technical Support**

You can contact Technical Support via the "Contact Support" link in the Account menu:



#### And fill out the contact form:

Fields with * are req	lired.		
Name *			
Email *			
Subject *			
Body *			
		11	