eureka Clusters AI Call 2021

Manual AI Call 2021 portal – Project submission tool

CELTIC-NEXT eurogia2020 ITEA 3 Penta EURIPIDES² Smart Electronic Systems smart advanced manufacturing

AI Call portal

Project submission manual

- Project submission process
- Access and editing rights are role based

Project leaders can:

- Create a project
- Invite partners
- Create work packages
- Upload FPP Annex
- Submit a project

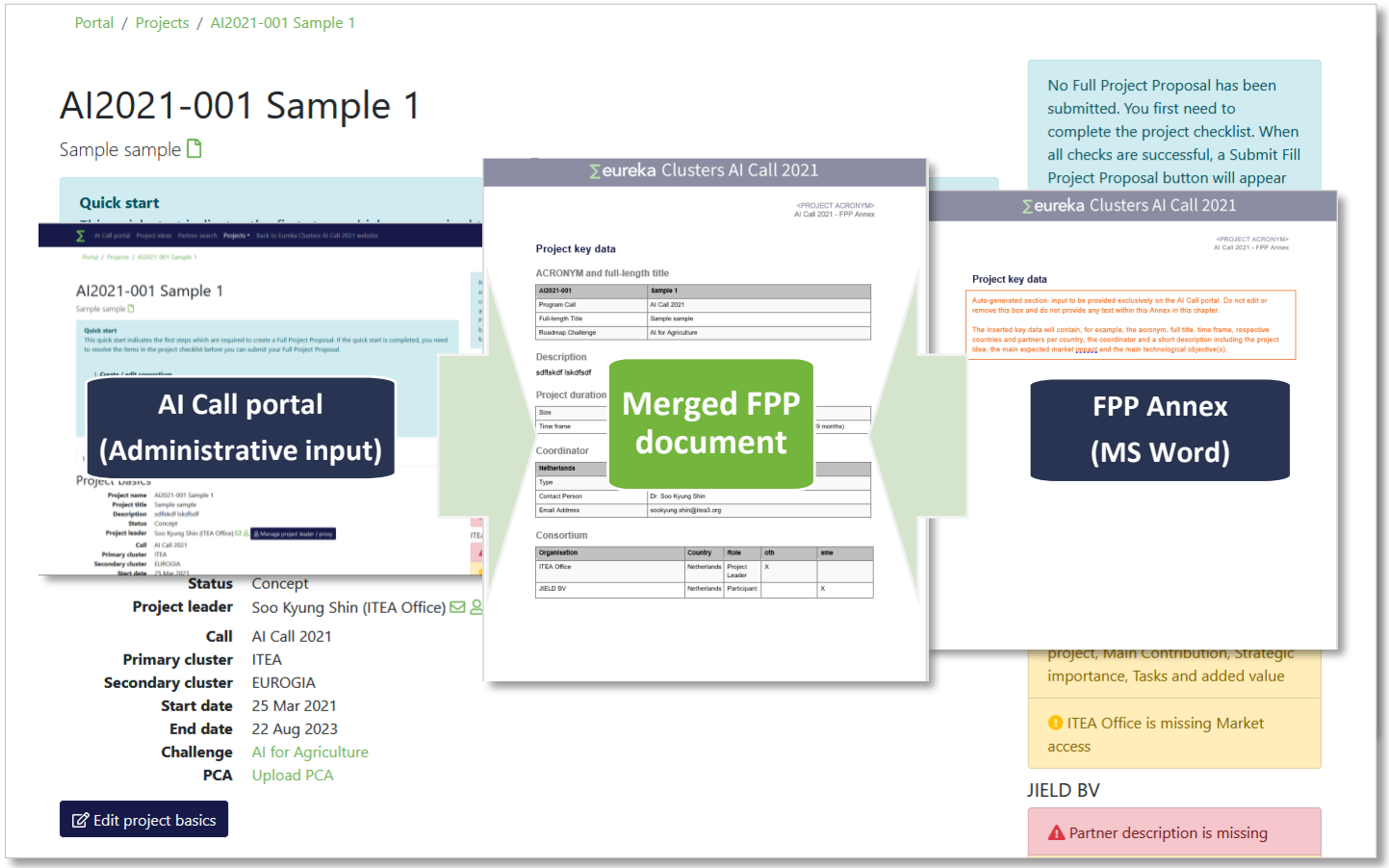
Project leader & Technical contact of project partners can:

- Update partner details
- Indicate Costs & Effort
- Submit Declaration of Acceptance (DoA)
- Update rationale for funding (PL & country coordinators)

Project submission process

Create project (https://tool.eureka-clusters-ai.eu/portal)

- A project is created and submitted via the AI Call portal
- The Full Project Proposal (FPP) Annex is a Word template, which will be merged with online input completed on the AI Call portal
- Administrative input must be provided on the AI Call portal. In parallel, the project consortium should work on the FPP Annex template
- FPP Annex should be uploaded to the AI Call portal to be incorporated with the online input



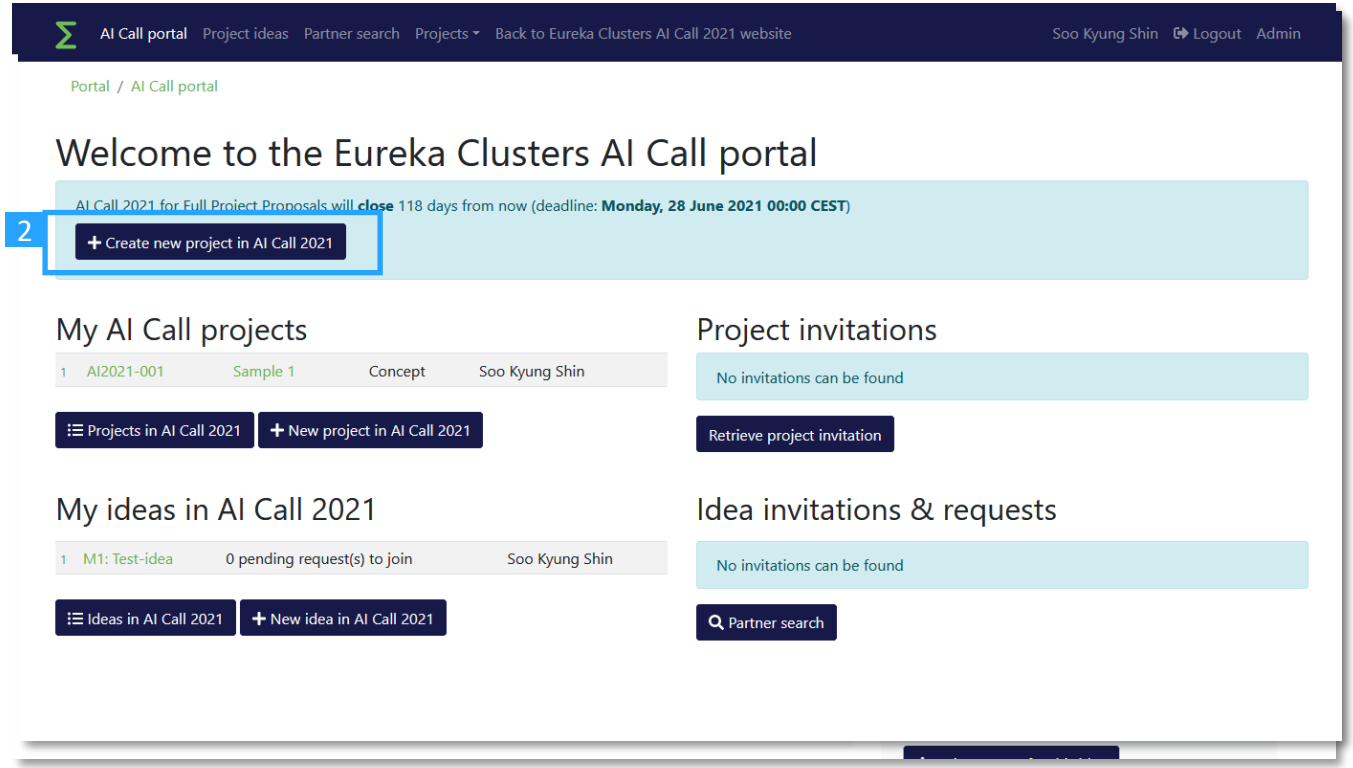
To do on AI Call portal

Create project

A project can be created in two ways

1. From the project idea
   - Created project is pre-filled with the input from the Project idea

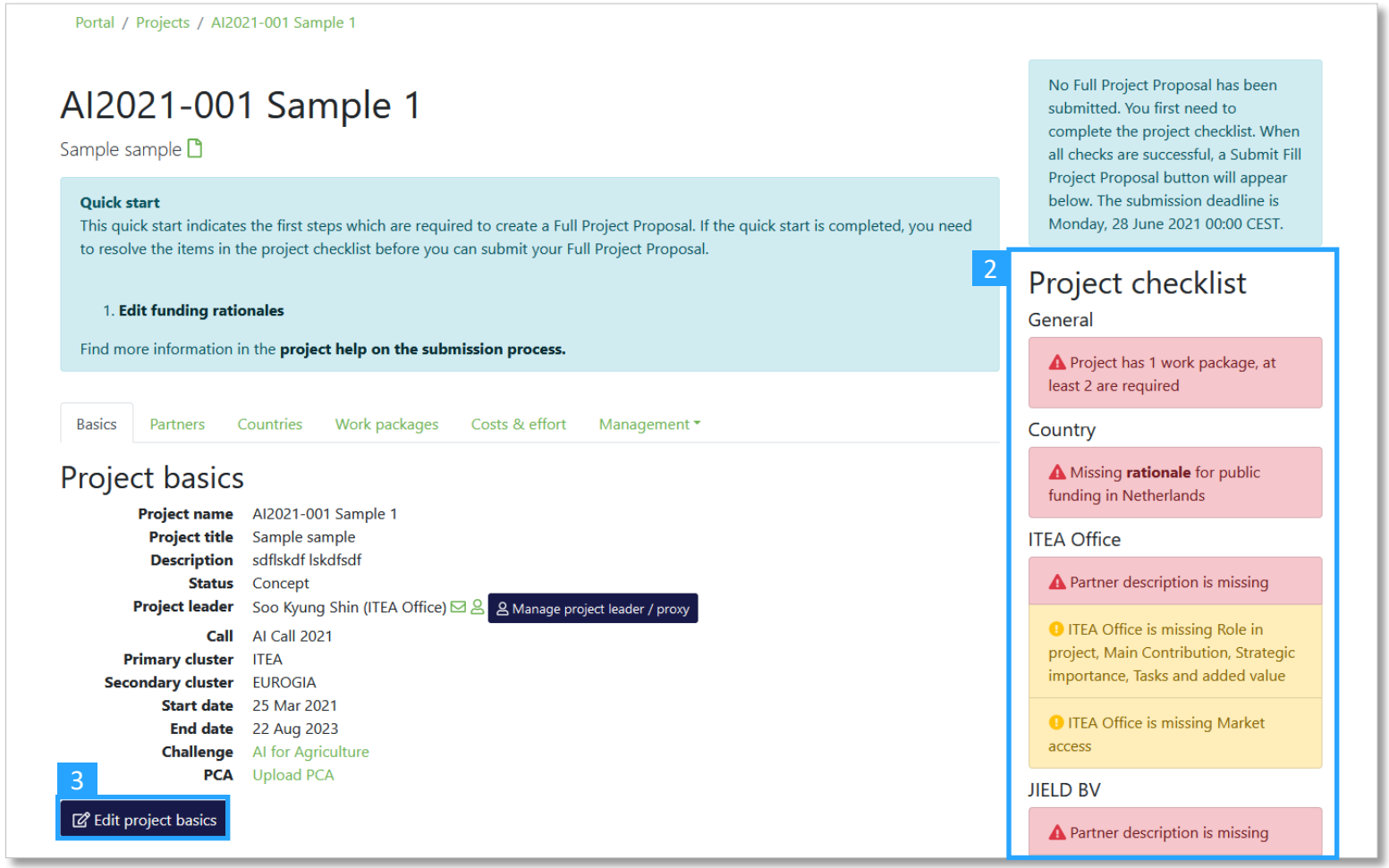
2. Without project idea
   (via the button on the AI Call portal)



To do on the AI Call portal

Create project

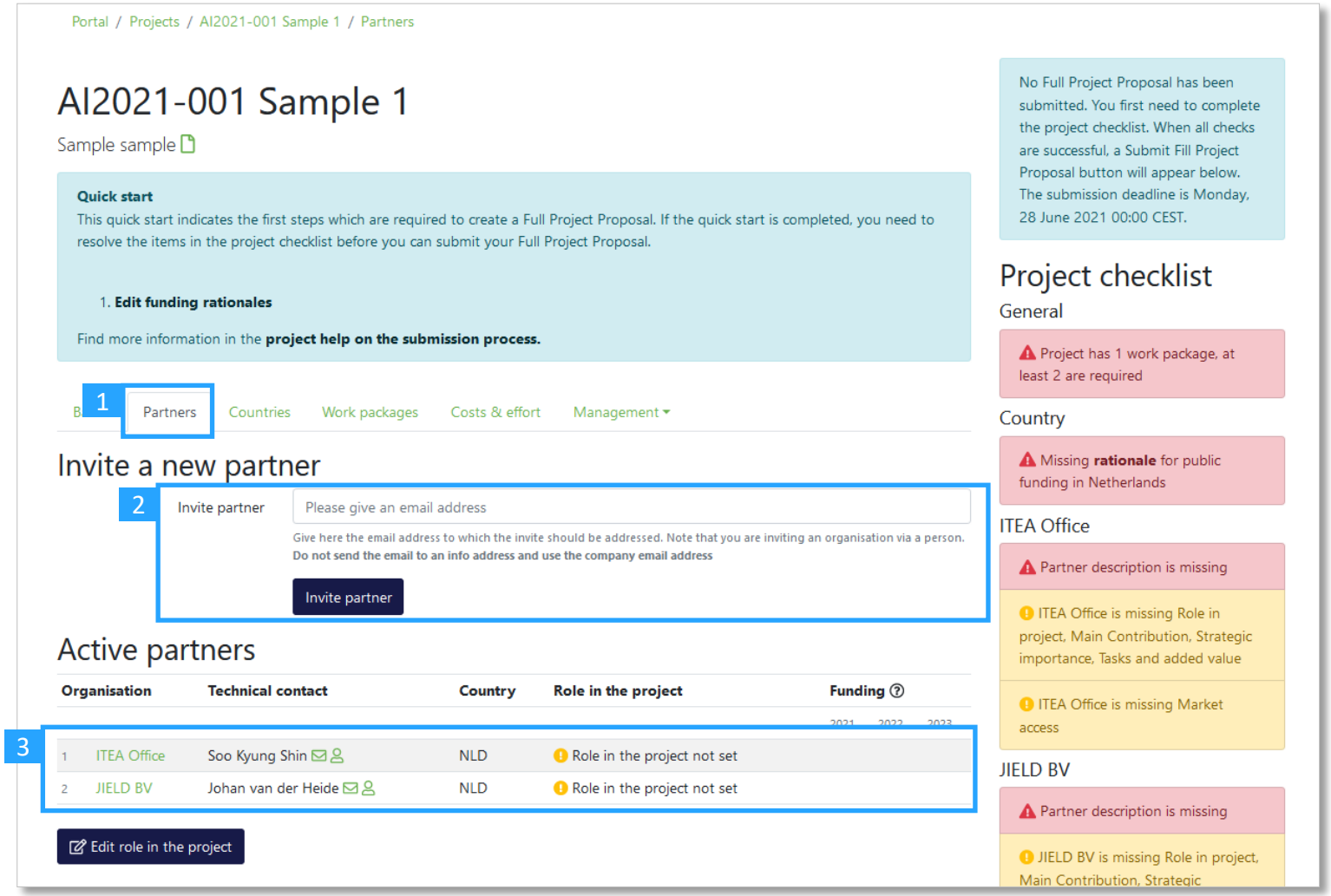
1. Project information must be provided on the project page
2. Mandatory fields are indicated in the Project checklist
3. Under Basic tab, project's basic information (start & end date, Cluster, project description etc.) can be updated



To do on AI Call portal

Invite partners

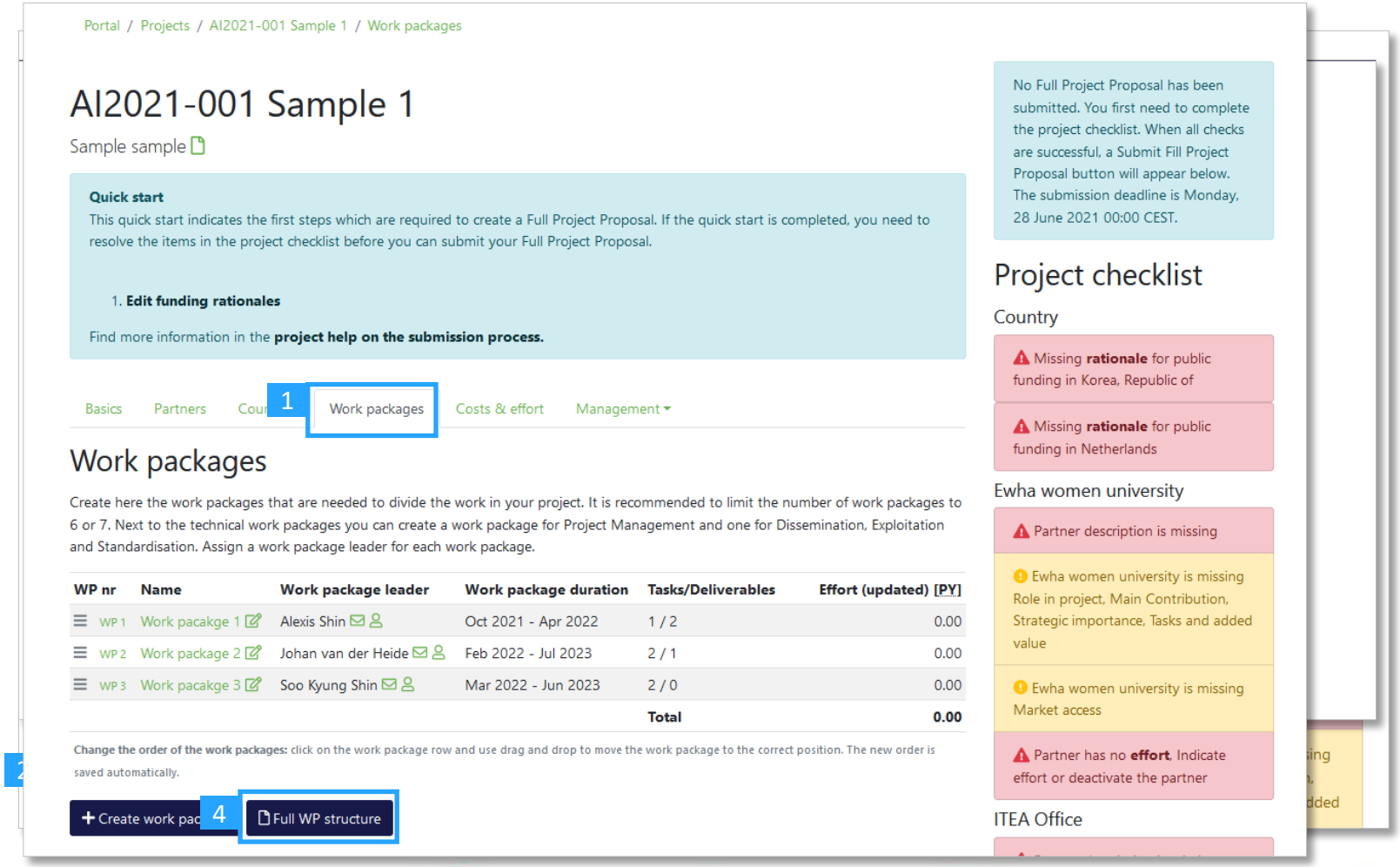
1. Go to the 'Partners' tab
2. Invite an organisation using the email address of a contact person
3. Once the recipient accepts the invitation, the organisation will be added to the Partners list



To do on AI Call portal

Create work packages

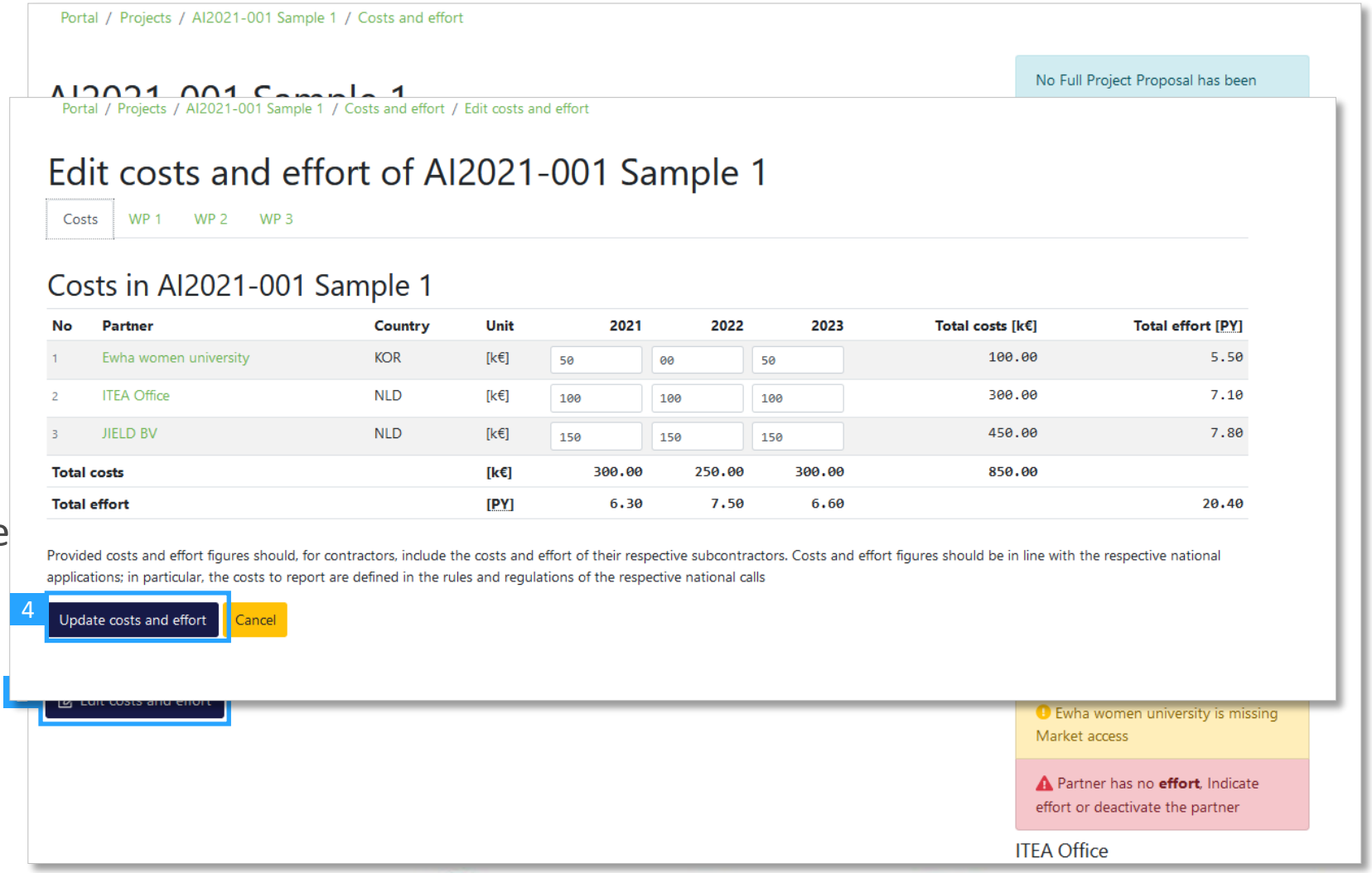
1. Go to the 'Work packages' tab
2. Click 'Create work package'
3. Provide necessary information for each created work package: Effort, Objectives and expected results, Tasks and Deliverables
4. By clicking the Full WP structure feature, the project leader can check how this Work package input will be merged to the FPP template (Chapter 4.2 Work package description)



To do on AI Call portal

Indicate Costs and effort

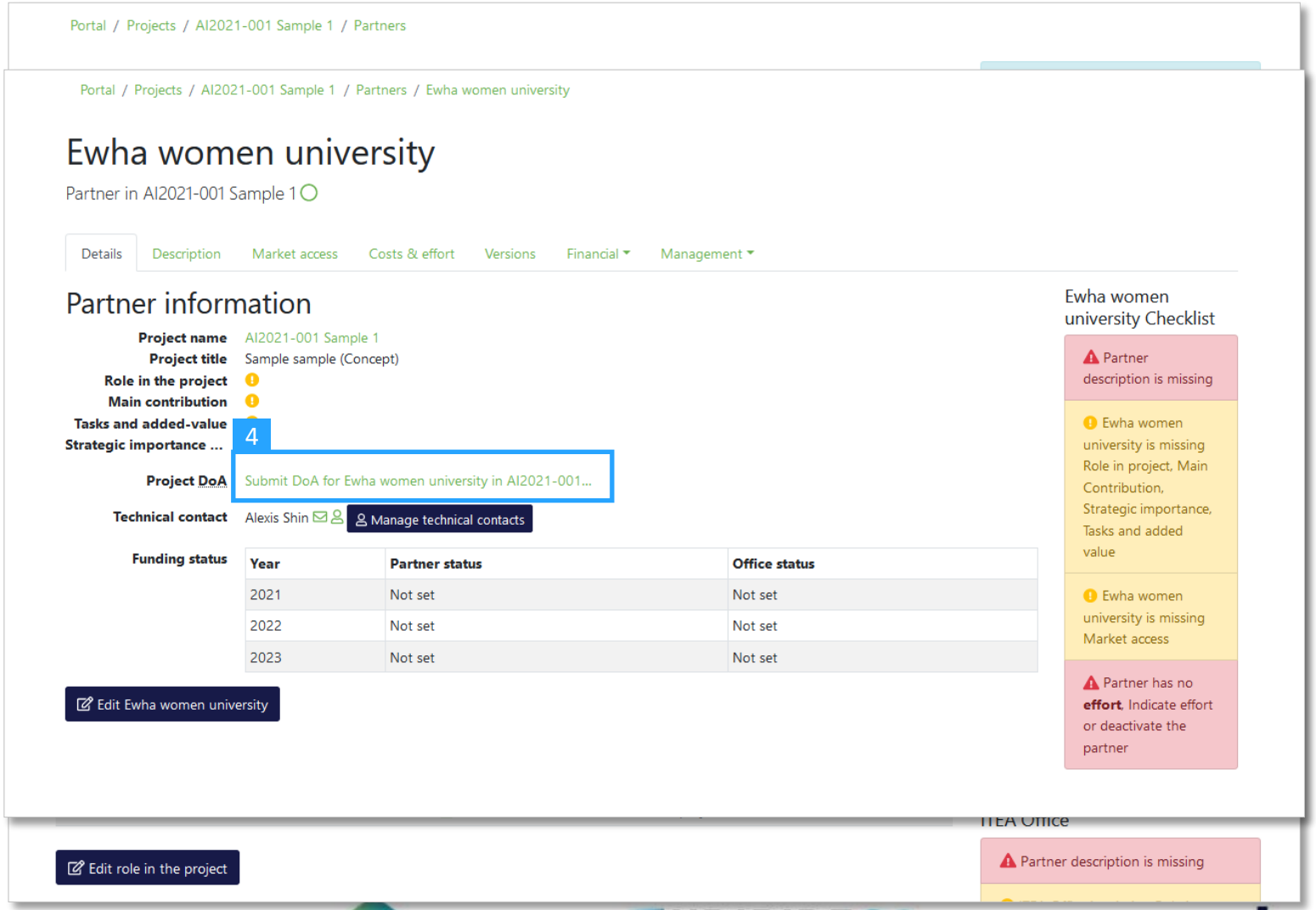
1. Go to 'Costs & effort' tab
2. Click 'Edit costs and effort'
3. Provide Costs (k€) and Effort (Person Years)
   - A project leader can update all figures, technical contacts of project partners can only update the cost and effort for their own organisation
4. Click 'Update costs and effort' to save your input



To do on AI Call portal

Update Partners details

1. Go to 'Partners' tab
2. Click on the organisation that you wish to update
3. Provide necessary information under Details, Description, Market access. Costs & effort of this organisation can also be updated under Costs & effort
4. DoA template can be downloaded and submitted here (via the 'Details' tab)



To do on AI Call portal

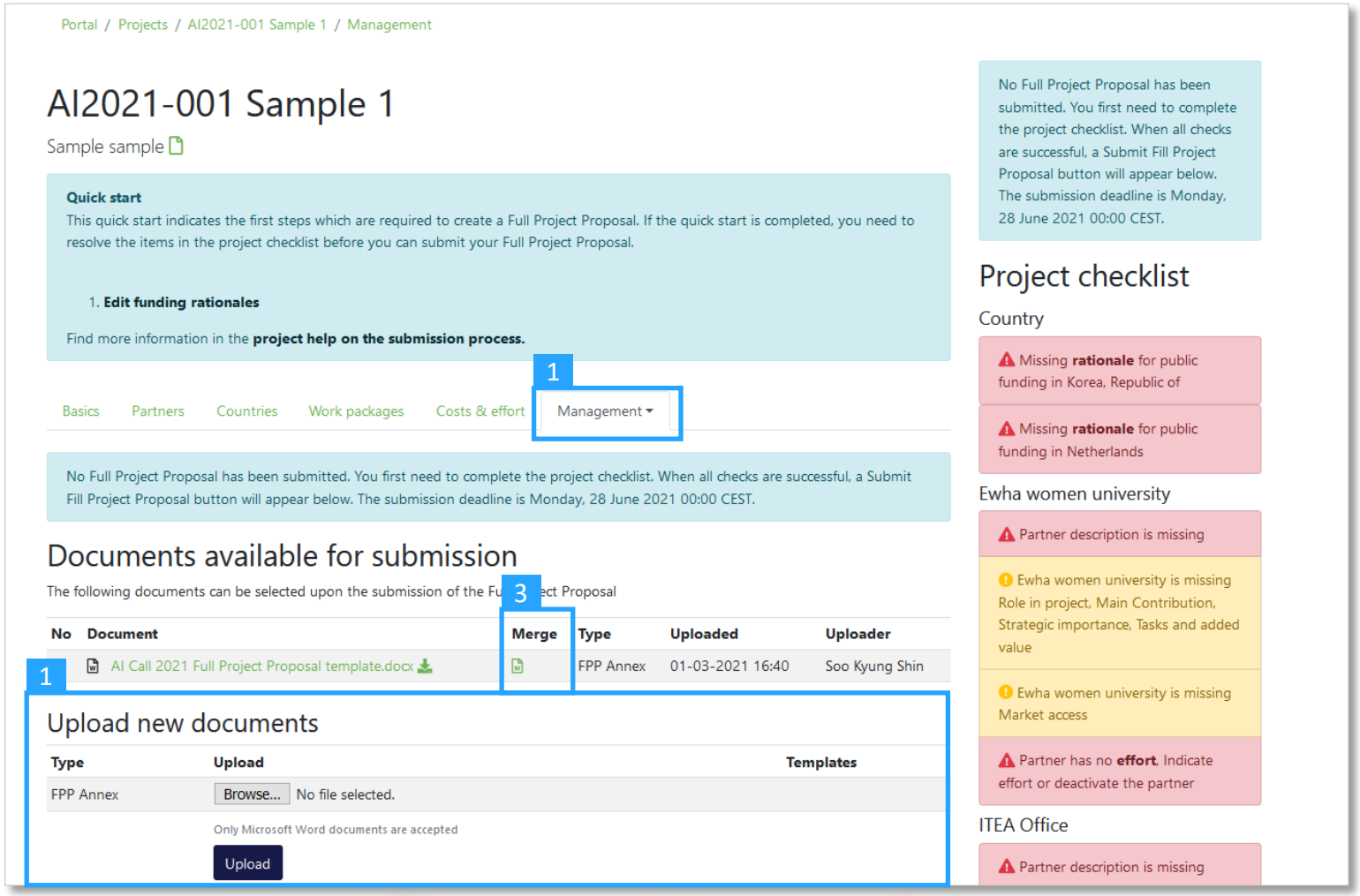
Update Rationale for funding

1. Go to the 'Countries' tab
2. Click on a Country to update
3. Click 'Edit coordinator and/or rationale for Country'
4. Provide necessary information

To do on AI Call portal

FPP upload

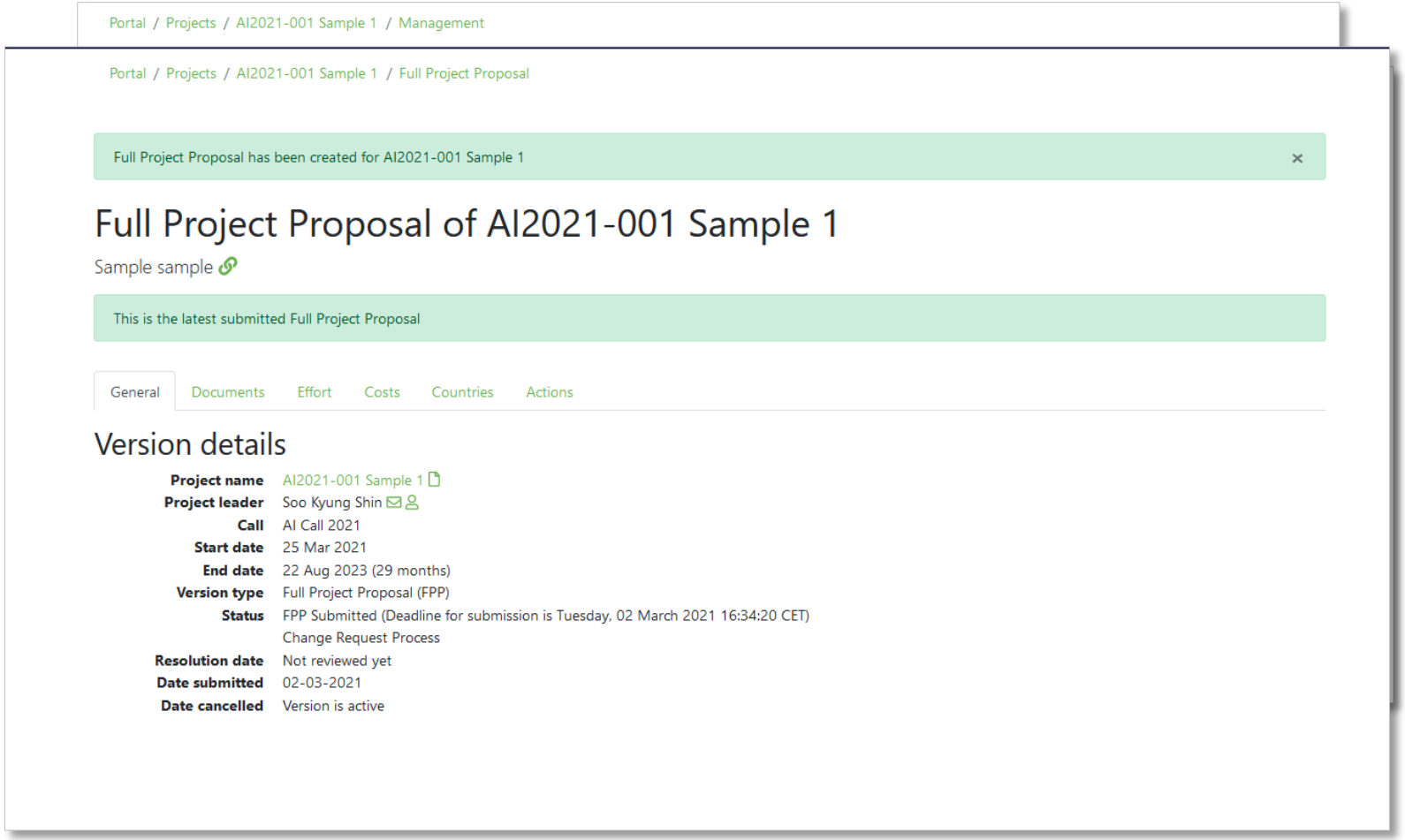
1. Once the FPP Annex (Word file) is completed, upload it to the ITEA portal in the 'Management' tab and then select the 'Project management' menu item from the dropdown menu
2. By using the 'Merge', it is possible to check how the online input is incorporated to the FPP Annex
3. Do **not** use a merged FPP for editing or re-upload it to the portal. Only an unmerged FPP Annex can be uploaded to the AI Call portal



To do on AI Call portal

Project submission

1. Once all Checklist issues are handled, the 'Submit Full Project Proposal' button appears on the AI Call portal
2. Click the 'Submit' button and select the final version of FPP Annex
3. Submission can be done multiple times before the deadline, so don’t wait until the deadline



Eureka Clusters AI Call 2021

Questions?

Send an email to info@eureka-clusters-ai.eu

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