

# ESOF Call 2022 Application Submission Guidelines for the Platform

For all correspondence concerning the submission of your application, please send an email via the following contact form <https://www.esof.eu/contact/>

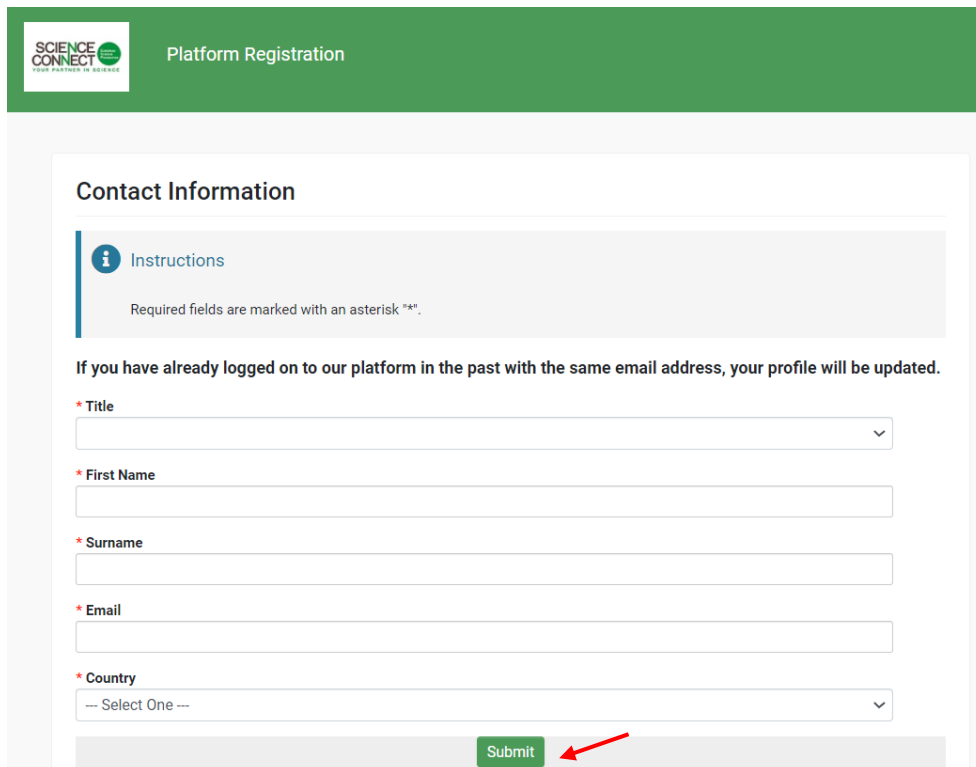
## 1. Register

You will be able to register on the submission platform using the following link:

[https://esf.smartsimple.ie/s\\_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv](https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv)

Then, please fill in your Contact Information details. Required fields are marked with an asterisk “\*”.

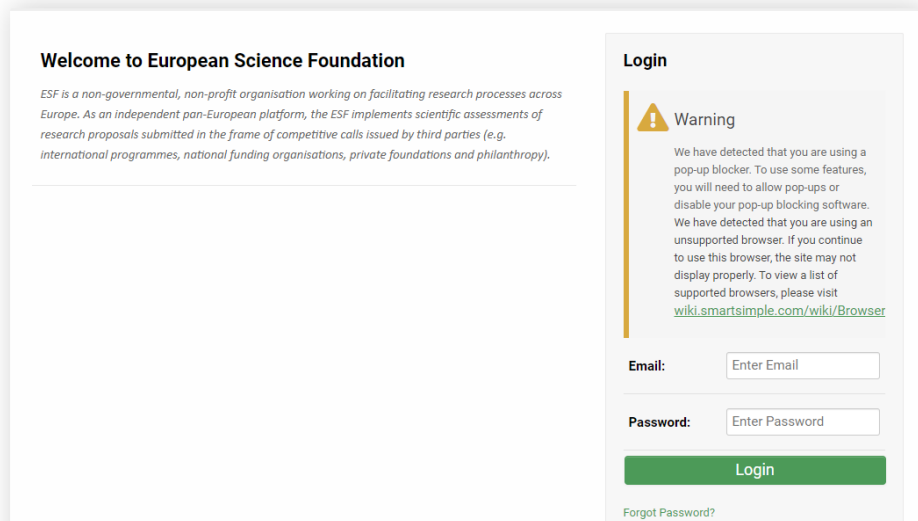
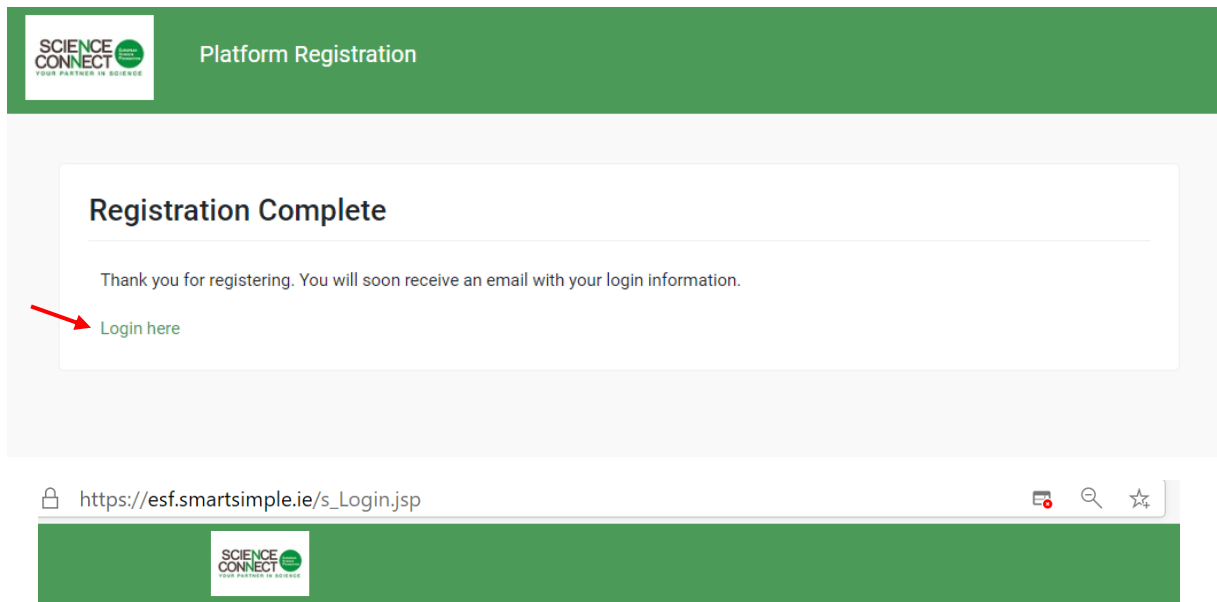
If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.



The screenshot shows the 'Platform Registration' page. At the top left is the 'SCIENCE CONNECT' logo. The page title is 'Platform Registration'. Below this is a 'Contact Information' section. It includes an 'Instructions' box stating 'Required fields are marked with an asterisk \*'. A note says 'If you have already logged on to our platform in the past with the same email address, your profile will be updated.' The form contains five fields, all marked with an asterisk: 'Title' (a dropdown menu), 'First Name' (a text input), 'Surname' (a text input), 'Email' (a text input), and 'Country' (a dropdown menu with '--- Select One ---'). At the bottom right of the form is a green 'Submit' button, which is pointed to by a red arrow.

Once everything is completed, click on “Submit”. Then, click on “Login here”.

(!) Make sure that the email address you indicated is correct.



After a short while, you should receive a confirmation email, "Platform Registration confirmation", from [esf-panels@esf.org](mailto:esf-panels@esf.org) (please do not use this email address for any other communications).

If you have not received it in your inbox, **please check your spam folder.**



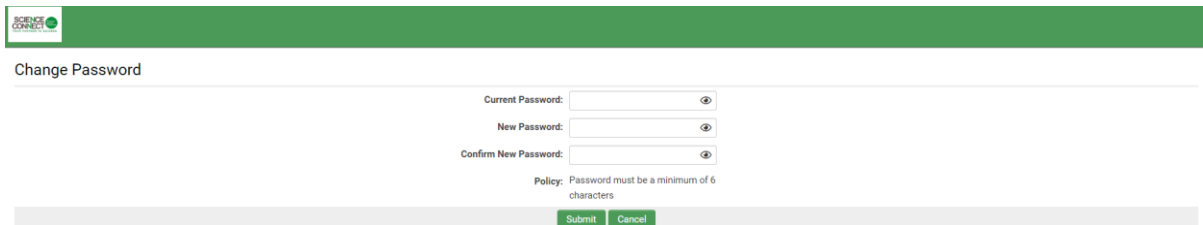
In this email, you will find your login (the email address you have indicated on the Registration Form) and a temporary password to connect to the platform.

## 2. Log in to the platform

Once you have completed your first login (using the information provided in the email), you will have to choose a new password.

This is strictly personal and ESF will not have access to it.

(!) Make sure to remember your password.



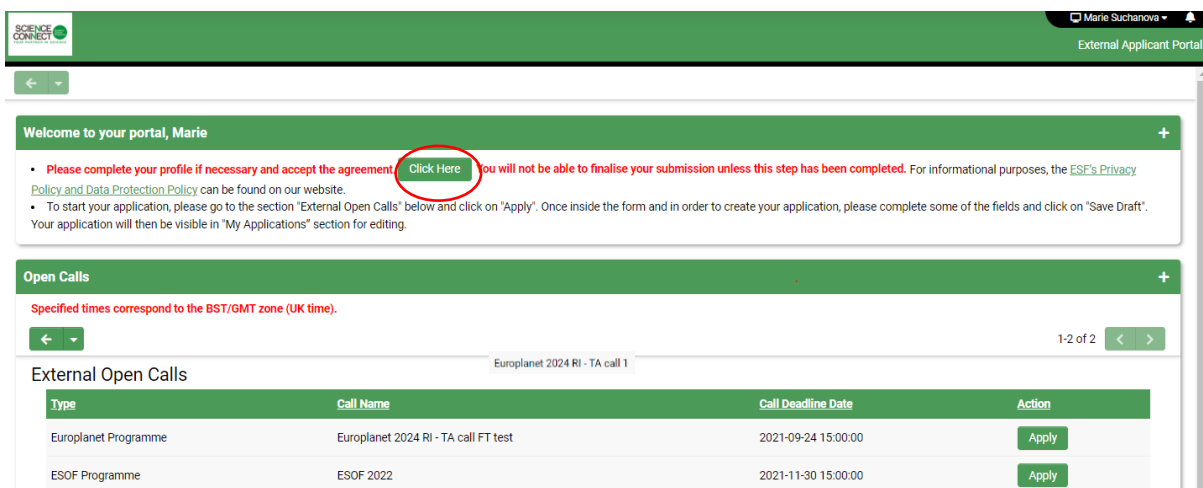
The screenshot shows the 'Change Password' form. It includes three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields is a password policy note: 'Policy: Password must be a minimum of 6 characters'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

You will then have access to the portal, from which you will have access to your **profile** and your **application**.

First, you will need to complete your **profile**.

(!) If your profile is not completed, you will not be able to submit your proposal.

To complete your profile, click on the button "Click Here" on the "Welcome to your portal" section.



The screenshot shows the 'External Applicant Portal' interface. At the top, there is a navigation bar with the 'Science Connect' logo and the user's name 'Marie Suchanova'. Below the navigation bar, there is a 'Welcome to your portal, Marie' message. The message contains a red circle around the text 'Click Here' and a warning: 'Please complete your profile if necessary and accept the agreement. Click Here you will not be able to finalise your submission unless this step has been completed. For informational purposes, the ESF's Privacy Policy and Data Protection Policy can be found on our website.' Below the welcome message, there is an 'Open Calls' section. The 'Open Calls' section has a sub-header 'Specified times correspond to the BST/GMT zone (UK time)'. Below this, there is a table of 'External Open Calls'.

Type	Call Name	Call Deadline Date	Action
Europlanet Programme	Europlanet 2024 RI - TA call FT test	2021-09-24 15:00:00	Apply
ESOF Programme	ESOF 2022	2021-11-30 15:00:00	Apply

Fill in the Contact Information Details and click on “Complete Profile” once it is done.

SCIENCE CONNECT

Ms TestMariette TestVanderersch

External Applicant Portal Evaluation follow-up

Main

Notes

This platform will enable you to register and submit the details of your application. The data collected are necessary to process applications. Mandatory data fields are marked in red.

Please note that by submitting an application you explicitly accept that your personal details and project details are communicated to the following different parties (who may be located in any country in the world) depending on their role in the process described above:

- authorised ESF staff, scientific community (panel members);

In order to follow the progress of your application, your prospective host institution will have access to the ensuing information: name, first name, the outcome of the selection process and feedback from the expert panel.

Further information on the collection, registration and dissemination of data is available at <http://www.esf.org/data-protection>

I have read the above, understood these requirements and acknowledge that my data has been passed on to ESF, and explicitly accept all of this.

**CONTACT INFORMATION**

If you cannot make changes to your profile and wish to do so, please contact ESF.

\* Title: Ms

\* First Name: TestMariette

Middle Name:

\* Surname: TestVanderersch

\* Gender: Female

Nationality: France

Save Draft Complete Profile

Please note that once you have completed your profile, it will be locked and you will need to contact [evaluation@esf.org](mailto:evaluation@esf.org) to modify it.

To go back to your portal, click on the arrow



### 3. Submit your application

Click on “Apply” for the ESOF 2022 Call.

SCIENCE CONNECT

Marie Suchanova

External Applicant Portal

Welcome to your portal, Marie

- Please complete your profile if necessary and accept the agreement. [Click Here](#) You will not be able to finalise your submission unless this step has been completed. For informational purposes, the [ESF's Privacy Policy and Data Protection Policy](#) can be found on our website.
- To start your application, please go to the section "External Open Calls" below and click on "Apply". Once inside the form and in order to create your application, please complete some of the fields and click on "Save Draft". Your application will then be visible in "My Applications" section for editing.

Open Calls

Specified times correspond to the BST/GMT zone (UK time).

1-2 of 2

External Open Calls


Type	Call Name	Call Deadline Date	Action
Europlanet Programme	Europlanet 2024 RI - TA call FT test	2021-09-24 15:00:00	Apply
ESOF Programme	ESOF 2022	2021-11-30 15:00:00	Apply

Make sure that you do not hide the instructions. According to your choice of application type, poster presentation or conference session, relevant fields will be displayed.

New Application

Call Text

Clicking on the icon below will open the Call text.



\* Project Number:

\* Application Type

\* Theme

Please specify the conference theme the session/presentation fits into.

\* Conference Session/Poster Presentation Title

\* Top 5 keywords

Five keywords maximum, separated by semicolon, and space

\* Abstract

Save Draft

(!) When you are filling in your application form, **remember to click on “Save Draft” regularly.**

The first time you will click on “Save Draft”, you will obtain the reference ID for your application.


Edit Application

GENERAL SPEAKERS

1 Draft 2 External Submit for Review 3 Invitation Under Review 4 Completed 5 Ineligible 6 \

Call Text

Clicking on the icon below will open the Call text.

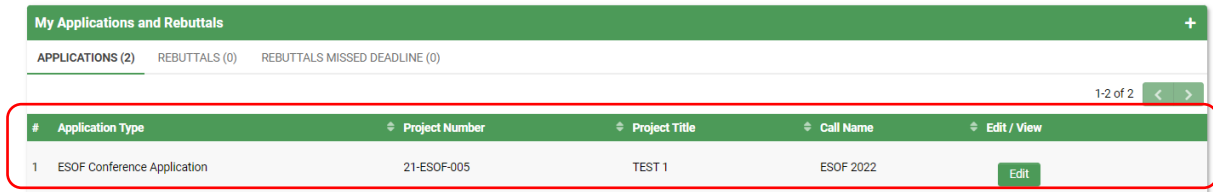


\* Project Number: 21-ESOF-005

\* Application Type

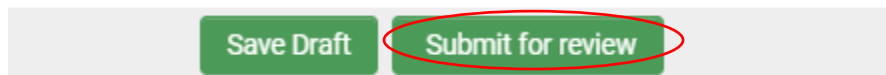
Conference Session

If you log out and re-login later, you will find your application under the “My Applications” section.



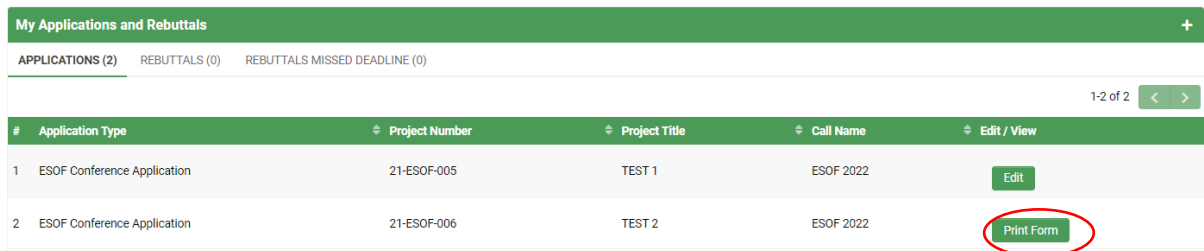
#	Application Type	Project Number	Project Title	Call Name	Edit / View
1	ESOF Conference Application	21-ESOF-005	TEST 1	ESOF 2022	Edit

Finally, when you are ready to submit your application, click on “Submit for review”. If you have made any modifications, you will need to first save them by clicking on “Save Draft” before submitting your application.



**(!) Be careful, once you have submitted your application, you will not be able to modify it anymore!**

Once you have submitted your application, the platform will generate a pdf file of your submission that you will be able to download by clicking on “Print Form”.



#	Application Type	Project Number	Project Title	Call Name	Edit / View
1	ESOF Conference Application	21-ESOF-005	TEST 1	ESOF 2022	Edit
2	ESOF Conference Application	21-ESOF-006	TEST 2	ESOF 2022	Print Form

If you need any help in submitting your application or using the submission platform, please contact [evaluation@esf.org](mailto:evaluation@esf.org).