

## ForestValue Call for proposals

Deadline for submission of pre-proposals: 23<sup>th</sup> January 2018 13:00 CET

(12:00 UTC)

### Electronic Submission System – M A N U A L

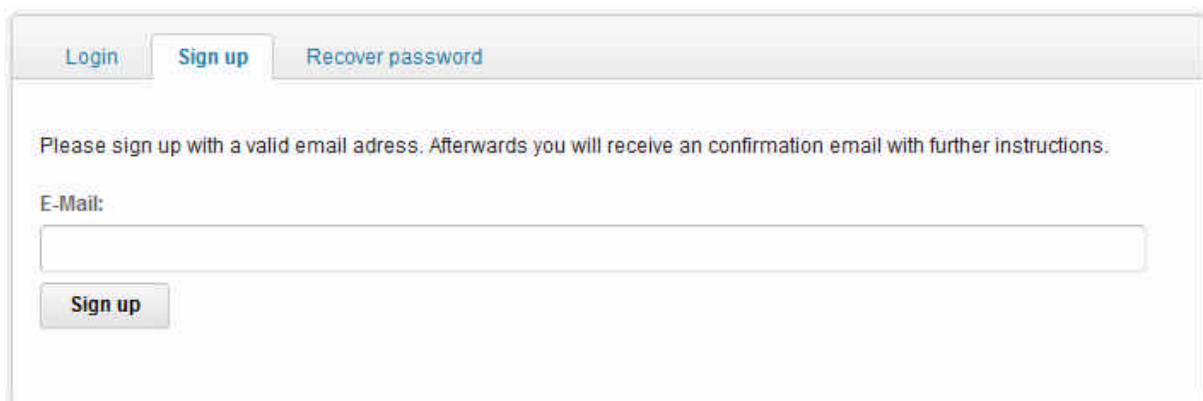
PLEASE NOTE: Only coordinators of consortia which intend to submit a pre-proposal to the ForestValue Call shall sign up and complete the pre-proposal in the Electronic submission system. Project partners shall not sign up here as the coordinator enters their information as well.

#### 1. MOST IMPORTANT

- Please save the pre-proposal as often as possible!
- Please stick to the requested format of numbers!
- Please make sure that your pre-proposal is complete before you press “submit”, because you cannot open the file after submission again!
- “Outline” means “pre-proposal” (*the system is programmed this way*)
- “UCT” = “Coordinated universal time” = CET minus 1h (*the system is programmed this way*)

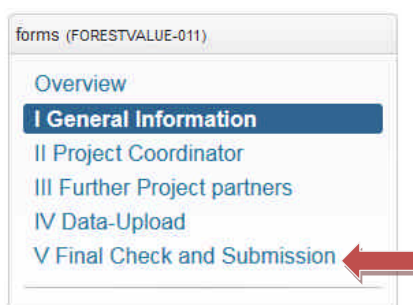
#### 2. SIGN UP

Please click this link: <https://secure.pt-dlr.de/ptoutline/app/forestvalue> and sign up with your email adress. Please follow the instructions in the email.



The screenshot shows a web interface for signing up. At the top, there are three tabs: "Login", "Sign up" (which is active), and "Recover password". Below the tabs, there is a message: "Please sign up with a valid email adress. Afterwards you will receive an confirmation email with further instructions." Underneath this message is a label "E-Mail:" followed by a large text input field. At the bottom of the form is a "Sign up" button.

#### 3. CREATE AN OUTLINE: datasheet



The screenshot shows a sidebar menu for "forms (FORESTVALUE-011)". The menu items are: "Overview", "I General Information" (highlighted with a blue bar), "II Project Coordinator", "III Further Project partners", "IV Data-Upload", and "V Final Check and Submission". A red arrow points to the "V Final Check and Submission" item.

Under the headlines **I-III** you can enter details of your pre-proposal such as general info, project partner info and financial details. This info will automatically be compiled into one datasheet in the end. You can preview this datasheet under **V Final Check and Submission**.

**Privacy statement:** \*

All personal data and other respective funding agency confidentially and any poter 3 BDSG)) and related regul

I have taken notice and

**Save**

Under **I General information** you will be further asked to agree to a data privacy statement.



Please make sure to enter numbers in EXACTLY the requested format! (Otherwise there will be an error mark)



**Phone** \*

(e.g. +49 30 67055-794)

**FINANCIAL DETAILS** (Estimated costs of the partner for implementing the project in EUR (€); Please enter a figure with the following thousands separator: "," (comma sign)

**Costs year 1** \*



## 4. SAVE

On the bottom of each page: Please don't forget to press the



button often in order to save your changes to the system.

## 5. DATA UPLOAD

**IV Data-Upload**

All fields marked with \* are mandatory.

**Upload project description** \*

(as .PDF File)  
Please download the "ForestValue\_project\_desc... exceed 4 MB in size. It may take some minutes to

Keine Datei ausgewählt.

**Upload ForestValue CVs** \*

(as .PDF File)  
CURRICULUM VITAE: Please upload ONE FILE work experience, current position, expertise/ acti  
Your file should not exceed 3 MB in size. It may take

Keine Datei ausgewählt.

Any further files with annexes or additional inform evaluation.

**Save**

Under IV Data Upload you are asked to first download a word template for the project description and, after completing this, to upload it again in PDF format.

The CVs of all Work Package leaders are requested as well. Please upload these in PDF format in ONE compiled file with max. 3 pages per WP leader and max. 3MB in total for the whole file.

After uploading your files **PLEASE SAVE**.

## 6. FINAL CHECK AND SUBMISSION

The screenshot shows the 'forms (FORESTVALUE-012)' section with a navigation menu on the left. The menu items are: Overview, I General Information (7 input hints), II Project Coordinator (17 input hints), III Further Project partners (17 input hints), IV Data-Upload (2 input hints), and V Final Check and Submission (highlighted in blue). Below the menu is an 'outlines' section with 'in process (2)' and 'submitted (2)' categories. The 'in process' category contains 'FORESTVALUE-012' and 'FNR-002'. A 'create new' button is located below the outlines section. On the right side, there are three error messages in red boxes: 'Errors exist for following forms: III Further Project partners - You have not filled all necessary...', 'Input errors exist for following forms: I General Information, II Project Coordinator, III Further Project partners, IV Data-Upload', and 'Error: Please upload following required files: Upload project description, Upload ForestValue CVs'. Below these errors is a 'V Final Check and Submission' section with a 'download datasheet preview' link, instructions to verify information, and a 'Verify Submission' button with a red arrow pointing to it.

Here you can see the summary of the content of your pre-proposal in 3 files:

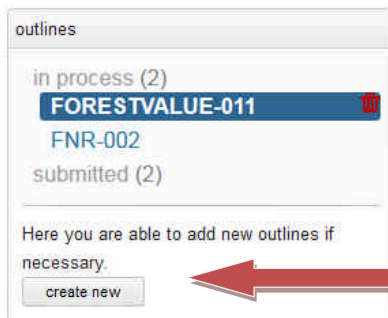
- Datasheet preview
- Project description
- CVs of WP leaders

Please press **“verify submission”** in order to see the summary of all errors or missing data in your pre-proposal.

After you have completed all missing data you are welcome to SUBMIT.  
**After submission you cannot change your proposal again.**

The screenshot shows a success message in a green box: 'All required fields are filled in. You may now submit your outline by clicking the “submit now”'. Below this is the 'V Final Check and Submission' section with a 'download datasheet preview' link. Underneath, it lists 'Uploaded files: forestvalue-002 project description.pdf' and 'forestvalue-002\_cvs.pdf'. It also includes instructions to verify information and a 'submit now' button with a red arrow pointing to it.

### 7. BOX: Outlines



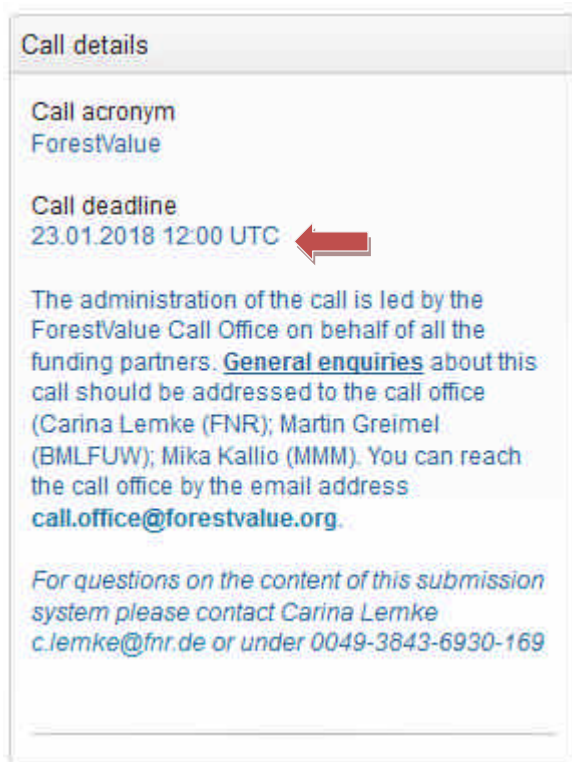
In this box you can see all outlines that you created. You can choose between those “in process” and those already “submitted”.

The already submitted outlines you cannot update anymore.

In this box you can also decide to create a new outline.

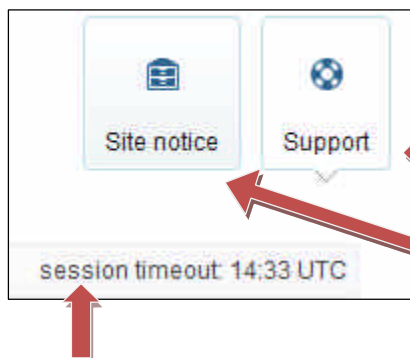
There is a technical maximum of 10 outlines one coordinator may submit.

### 8. BOX: Call details



The deadline for pre-proposal submission is **January 23<sup>rd</sup> 2018 13:00CET** which corresponds to 12:00UTC.

### 9. Technical support



If you have technical questions or problems with the submission system you welcome to contact the technical support team at DLR via the “support” button.

Further information about the electronic submission system and the implementing agency you can find under “Site notice”

The Electronic submission system automatically logs you out if you have been inactive on the website for 2h. Just log in again to continue setting up your pre-proposal from the last saved version.