

ForestValue

Innovating the forest-based bioeconomy

JOINT CALL FOR RESEARCH PROPOSALS

IN 2021

ELECTRONIC SUBMISSION SYSTEM (ESS) MANUAL

Proposal submission deadline: 13th April 2021 13:00 CEST

PLEASE NOTE: Only Coordinators of consortia which intend to submit a proposal to the ForestValue Joint Call shall sign up and complete the proposal in the Electronic Submission System. Project partners shall not sign up in the ESS as the Coordinator enters their information as well.



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1. MOST IMPORTANT

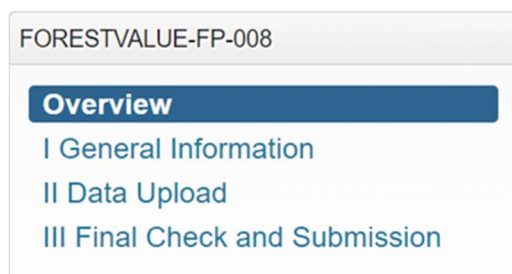
- Please save the proposal as often as possible!
- Please stick to the requested formats!
- Please make sure that your proposal is complete before you click “SUBMIT NOW”, because you cannot work on the file any more after you have submitted it!
- “Outline” means “proposal” (the system is programmed this way)

2. SIGN UP

Please click this link: <https://ptoutline.eu/app/fnr> and sign up with your email adress. Please follow the instructions in the email.

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

3. CREATE AN OUTLINE - GENERAL

A screenshot of a web interface for creating an outline. At the top, a header bar shows 'FORESTVALUE-FP-008'. Below this is a sidebar with a blue 'Overview' button and three links: 'I General Information', 'II Data Upload', and 'III Final Check and Submission'. The 'Overview' button is currently selected.

Under the heading *I General Information* you are asked to enter some general details of your proposal while under *II Data Upload* you are requested to upload more specific information.

The information you have entered under *I General Information* will automatically be compiled into one datasheet in the end. You can preview this datasheet under *III Final Check and Submission*.

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

4. SAVE

A blue rectangular button with the word 'Save' in white text.

At the bottom of each page, please do not forget to click the “Save” button often enough in order to save your changes in the system.

5. DATA UPLOAD

II Data Upload

All fields marked with * are mandatory for completion

Upload Financial and Contact details *
Please use the template "ForestValue financial details" in Excel format. **Note: please use Excel 2010 or a newer version to work on the file.**

No file chosen

Upload project description *
Please use the proposal project description template in size and needs to be in PDF format. It may take up to 10 MB.

No file chosen

Upload CVs of Coordinator, Work Package Leaders and other main contact persons per partner are requested as well. Please upload these in PDF format in ONE compiled file with max. 3 pages per person and max. 3 MB in total for the whole file.

No file chosen

Industry involvement
If industry involvement is foreseen: Letter of Commitment from the industry partner.

No file chosen

Other source of co-funding
If applicable, Preliminary Letter of Commitment from the other source of co-funding (max. 3 MB)

No file chosen

Any further files with annexes or additional information

Under *II Data Upload* you are first asked to download an Excel template for the financial and contact details. After you have filled in all the required information, please upload it into the ESS in Excel format. **Note: please use Excel 2010 or a newer version to work on the file.**

Next, you can download the Word template for the project description. After you have collected all the information in the project description, please upload a PDF copy of it to the ESS.

The CVs of Coordinator, Work Package Leaders and other main contact persons per partner are requested as well. Please upload these in PDF format in ONE compiled file with max. 3 pages per person and max. 3 MB in total for the whole file.

In case your project foresees industry involvement or co-funding from other sources, please upload a Letter of Commitment for each institution. You are welcome to use the given template.

After uploading your files, please do not forget to click **"Save"** at the bottom of the page.

Any further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will not be considered for evaluation.

6. FINAL CHECK AND SUBMISSION

Input errors exist for following forms:

- I General Information
- II Data Upload

Error: Please upload following required files:

- Upload Financial and Contact details

III Final Check and Submission

This call has not been released for editing yet.

[download datasheet preview](#)

Uploaded files:
forestvalue-fp-008_cvs.pdf
forestvalue-fp-008_industry_involvement.pdf
forestvalue-fp-008_other_co_funding.pdf
forestvalue-fp-008_project_description.pdf

After you have completed all necessary information in the el
You can check if all required fields are filled in by clicking the

Verify Submission

Here you can see the summary of the content of your proposal in several files:

- Datasheet preview (details from *I General Information*)
- All files that you uploaded

Please click “Verify Submission” in order to see the summary of all errors or missing data in your proposal.

After you have completed all missing data you are welcome to submit.

Please note that after the submission you cannot any more change your proposal i.e. you can only submit your proposal one time.

**All required fields are filled in.
You may now submit your outline by clicking the “submit now”**

V Final Check and Submission

[download datasheet preview](#)

Uploaded files:
forestvalue-002 project description.pdf
forestvalue-002_cvs.pdf

After you have completed all necessary information in the electronic fo
details in the datasheet preview.

You can check if all required fields are filled in by clicking the “verify su

submit now

After submission, you will receive an email confirming the submission of your proposal.

Note: if you won't receive the confirmation email, be sure to check your spam and junk email folders first, in case the message is there. If you have not received any confirmation email after 2 hours, please contact us at call.office@forestvalue.org so we can check that everything is fine with your proposal submission.

7. Box: OUTLINES

outlines

in process (2)

FORESTVALUE-011

FNR-002

submitted (2)

Here you are able to add new outlines if necessary.

[create new](#)

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 (IN LOWER LEFT CORNER OF THE SUBMISSION WEBSITE)

Call details

Call acronym
FNR

Call deadline
13-04-2021 13:00 CEST




The administration of the call is led by the ForestValue Call Office on behalf of all the funding partners. **General enquiries** about this call should be addressed to the Call Office (Carina Lemke (FNR) and Mika Kallio (MMM) via the email address call.office@forestvalue.org.

For questions on the content of this submission system, please contact Carina Lemke c.lemke@fnr.de or under 0049-3843-6930-169.

The deadline for proposal submission is April 13th 2021 13:00 CEST.

9. TECHNICAL SUPPORT

Logged in as: c.lemke@fnr.de | [Logout](#)

 Site notice	 Privacy	 Support
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session timeout: 12:35 CET

If you have technical questions or problems with the Electronic Submission System you welcome to contact the technical support team at DLR via the **"Support"** button in the upper right corner of the submission website.

Further information about the ESS and the implementing agency you can find under **"Site notice"**

The ESS automatically logs you out if you have been inactive on the website for 2 h (**"Session timeout"**). Just log in again to continue working on your proposal using the last saved version.