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EPSS

Electronic Proposal Submission System

**European Commission
DG Research
Philippe DEMORE**



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Agenda

- **Introduction : what is EPSS?**
- **Using EPSS**
 - **Step 1: Obtaining an account from the EPSS**
 - **Step 2: Proposal setup**
 - **Step 3: Part A – Administrative forms**
 - **Step 4: Part B – Proposal content and Annexes**
 - **Step 5: Validation**
 - **Step 6: Submission**
- **Conclusion: using the EPSS successfully**



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What is the EPSS ?

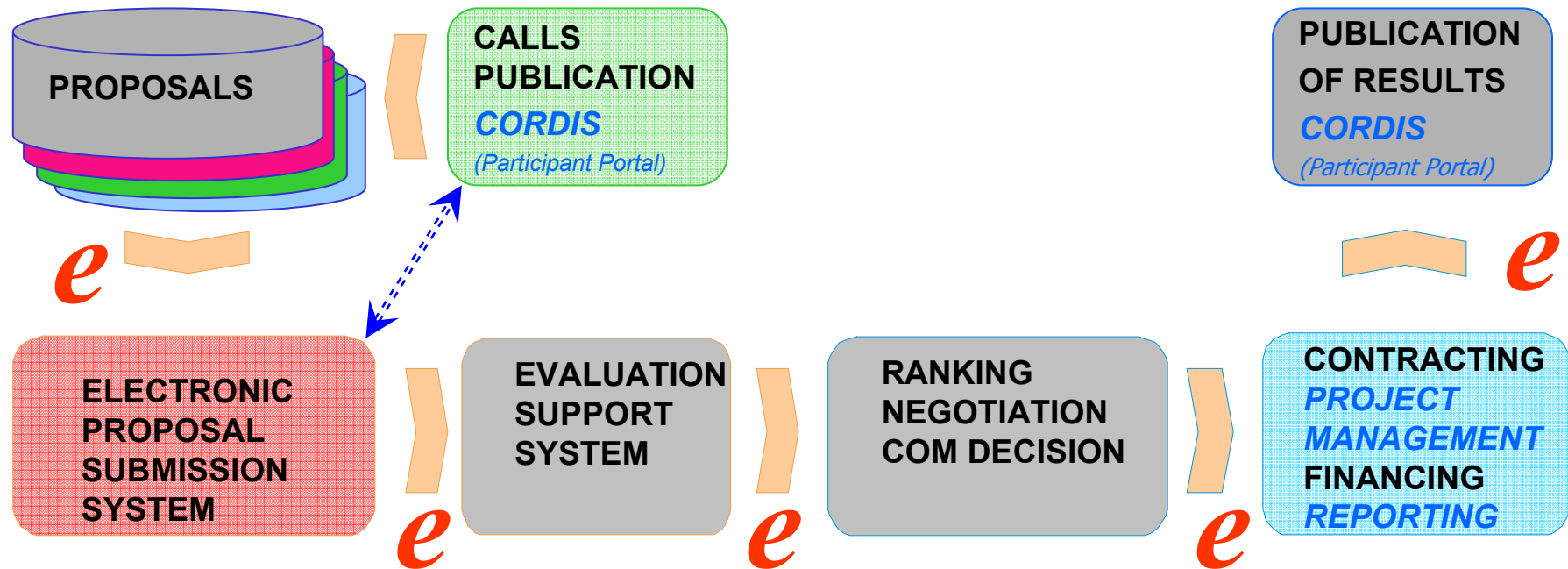
- **EPSS = Electronic Proposals Submission System**
- An electronic system enabling project coordinators to **prepare and submit their proposal online** through the Internet using a web site accessed seamlessly from Cordis (*Participant Portal in the future*) or accessed directly once the participant is registered
- Operating **7 days a week**, operating **24 hours a day**, **free of charge** to the participants, supporting most IT configurations, avoiding paper based submission costs and issues



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EPSS in the FP7 process chain



e: electronic information transfer



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System configuration

- A connection to the Internet the faster, the better though the system works even with dial-up connections
- A screen with a 1024x768 resolution and small fonts
- On-screen text size: Users should not use the font scaling option that is available with some browsers to enlarge the font size when viewing 'A forms', as this may lead to corrupted view of the forms.
- Navigators supported:
 - Internet Explorer 6.0 and above or
 - Netscape Navigator 7.0 and above or
 - Mozilla Firefox 1.0 and above or
 - Opera 7.0 and above or
 - Mac OS X Mozilla Firefox browser for Apple Macintosh users
 - **Safari is NOT supported (whatever the OS)**
- JavaScript or ActiveX controls enabled (depending on browser)
- Cookies enabled browser



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Step 1: Obtaining an account from the EPSS



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Accessing the site

EPSS FP7: Welcome - Windows Internet Explorer

https://www.epss-fp7.org/epss/welcome.jsp

File Edit View Favorites Tools Help

EPSS FP7: Welcome

Electronic Proposal Submission Service (EPSS)

2007 - 2013

EPSS

The EPSS web application is best viewed with
- Internet Explorer 6.0 (and above)
- or Mozilla Firefox 1.0 (and above)

Welcome to EPSS, the Electronic Proposal Submission Service

You have not selected a Call and Sub-Scheme.

| | | |
|---|---|--|
| I am the coordinator of a proposal and I need a user name and a password | ➡ | REGISTER¹ |
| I already have an online user name and a password | ➡ | LOGIN |
| I am a participant (not the coordinator) in a proposal and I need a user name and password | ➡ | CONTACT YOUR COORDINATOR |

[EPSS user guide](#)

[Privacy Statement](#)

¹Usernames and passwords are sent by e-mail. The Commission takes no responsibility for any potential loss, incorrect arrival, non-delivery or use of the username and password. **It is the co-ordinator's responsibility to ensure that he/she has sufficient time to prepare and submit the proposal using EPSS after the receipt of the username and password.** The proposer takes the risk and responsibility to ensure that the e-mail address provided is correct and assumes all risks in case of error, misuse, illegibility or loss of confidentiality or security. If you experience any difficulty receiving your user name and password, please contact the EPSS operator by e-mail support@epss-fp7.org or by phone +32-2-233 3760.

Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support

VeriSign Secured

Internet 100%



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Registration with PIC

EPSS FP7: Registration - Windows Internet Explorer

https://www.epss-fp7.org/epss/registrationCoordinator/Information.jsp;jsessionid=0a01012b30d7c30d1692fec48c1bc72ddcba7d6cda2_e38Qbx8MbH0Pb00RbhuRc34Rbx

File Edit View Favorites Tools Help

EPSS FP7: Registration

Electronic Proposal Submission Service (EPSS)

2007 - 2013

Registration - Personal Details

Call Selected: **FP7-ENERGY-2010-2**
Sub-Scheme Selected: **CP**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC

[View PIC data](#)

Title *

First name *

Organisation Short Name *

Telephone *

E-mail *

Warning: Only proposal Coordinators should register. Partners should obtain the request from the coordinator.

Top | EPSS Help Desk | EPSS User Guide | Privacy statement

PIC - Verify Data

The PIC you entered is associated with the data indicated below.
Please verify and click OK if you accept.
After obtaining your EPSS account, you will still be able to remove the PIC-data if you decide not to use it.

PIC information:

PIC: 123456789

Organisation information:

Organisation Legal Name: TEST Organization

Organisation Short Name: TEST

Street name and number: Street 1

City: Brussels

Country: BELGIUM

Postcode: 1234



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Registration without PIC

EPSS FP7: Registration - Windows Internet Explorer

https://www.epss-fp7.org/epss/registrationCoordinatorInformation.jsp;jsessionid=0a01012b30d7c30d1692ffec48c1bc72ddcba7d6cda2.e38Qbx8Mbh0PbOORbhuRc34Rbx

File Edit View Favorites Tools Help

EPSS FP7: Registration

Electronic Proposal Submission Service (EPSS)

2007 - 2013

EPSS

Registration - Personal Details

Call Selected: **FP7-ENERGY-2010-2**
Sub-Scheme Selected: **CP**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC
[View PIC data](#)

Title *

First name * Surname *

Organisation Short Name *

Telephone *

E-mail *

Warning: Only proposal Coordinators should register. Partners should obtain the registration information from the proposal Coordinator.

Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support

VeriSign Secured



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Login

→ EPSS registration mail

- The EPSS registration email, which contains the access codes to prepare and submit the proposal, will be sent to the email address you define during the registration.
- This email will be sent from **noreply@epss-fp7.org**. Prior to the registration you should check that this domain (epss-fp7.org) is accepted by the email server of your organization. If you do not receive this email, please check your SPAM in case it ends up there.
- In any case you can always contact the EPSS Helpdesk to assist you if you have not received the EPSS codes.
- The login and password you receive by e-mail is specifically linked to **only one proposal** (for the call and for the instrument you have chosen). For any other proposal you want to prepare you have to register again, following the procedure described above.

→ First login

- As a coordinator you must use the login and password that has been sent to you by e-mail to access the EPSS.
- Go to **<https://www.epss-fp7.org>**
- Introduce the Coordinator User ID
- Enter the Coordinator Password
- Change the Coordinator Password
- Enter the Other participant Password
- Change the Other participant Password
- Distribute the 'Other participant' username and the modified 'Other participant' password to your other participants –if any.

→ Subsequent logins

- Go to **<https://www.epss-fp7.org>**
- Introduce the –Coordinator or Other participant- User ID
- Enter the –modified Coordinator or Other participant- Password
- **Note: By entering the proposal as another participant, you can only access your A2 Form for editing. Other participants can view all proposal information but only edit A2 forms.**





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Step 2: Proposal setup



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General

EPSS FP7: Prepare Proposal - Windows Internet Explorer

https://www.epss-fp7.org/epsspic/proposalGeneral.jsp

File Edit View Favorites Tools Help

SCHOLA EUROPACA - B... EPSS FP7: Prepare P... Citibank Belgium

Electronic Proposal Submission Service (EPSS) Important Legal Notice

CORDIS: EPSS

Prepare Proposal Change Password Check Validation Submit Proposal Logout

General Proposal Setup Part A Part B History

General Information

Call Selected: STANDARD_CALL_PIC_ENABLED
Sub-Scheme Selected: CP-FP-INFISO
Proposal ID: Not available
Proposal status: Proposal NOT submitted

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is NOT used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.

Title: Test Title
Coordinator: Albert Einstein

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

Done

start EPSS Infast... Guides Microsoft

Information about:

- The selected call
- The selected sub-scheme
- The proposal's status
- The proposal number (if this has been submitted)
- The Coordinator's Name (as registered)
- The proposal Title (as registered)





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Proposal setup – Add participant with PIC

Electronic Proposal Submission Service (EPSS) Important Legal Notice

CORDIS: EPSS

[Prepare Proposal](#) [Change Password](#) [Check Validation](#) [Submit Proposal](#) [Logout](#)

[General](#) [Proposal Setup](#) [Part A](#) [Part B](#) [History](#)

Proposal Participants

| Participant ID | Organisation short name | A2-Link | A3-Link | E-mail(s) | |
|----------------|-------------------------|---------|---------|-----------------------------|------------------------------|
| 1 | Test | | | Albert.Einstein@company.org | Edit details |

Add Participant

[Participant Identification Code](#) [PIC info?](#)

PIC [Clear PIC-data](#)

Organisation Short Name *

Participant E-mail(s) *

Top | CORDIS Service

In the proposal setup section you define the number of other participants that participate in your project.

Note: The first participant is always the co-ordinator.

To add another participant to the proposal, you may provide the relevant participant's PIC number and must provide a participant short name and e-mail address.

If a PIC is provided then the corresponding data will be retrieved from the database once the corresponding A2 form is opened.

You shall make sure that the responsible participant opens the corresponding A.2 form in order to finish validation.





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Proposal setup – Add participant without PIC

Electronic Proposal Submission Service (EPSS) Important Legal Notice

CORDIS: EPSS

[Prepare Proposal](#) [Change Password](#) [Check Validation](#) [Submit Proposal](#) [Logout](#)

[General](#) [Proposal Setup](#) [Part A](#) [Part B](#) [History](#)

Proposal Participants

| Participant ID | Organisation short name | A2-Link | A3-Link | E-mail(s) | |
|----------------|-------------------------|---------|---------|-----------------------------|------------------------------|
| 1 | Test | | | Albert.Einstein@company.org | Edit details |

Add Participant

Participant Identification Code [PIC Info?](#)

PIC [Clear PIC-data](#)

Organisation Short Name *

Participant E-mail(s) *

Method of determining Indirect Costs [Cost model info?](#)

Actual Indirect Costs
Actual Indirect Costs calculated using a Simplified Method
Standard Flat Rate of 20%
Transitional Flat Rate (p.t. 60%)
Lump Sum (only for ICPC)

Status of your organisation [Status info?](#)

Non Profit Organisation ☐ yes ☐ no
Public Body ☐ yes ☐ no
Research Organisation ☐ yes ☐ no
Higher, secondary education establishment ☐ yes ☐ no

The following information is also requested by filling manually – mandatory fields marked with red asterisk:

- The legal status of organization
- The Method of determining the Indirect Cost
- Click "Add Participant".

Once a participant is added, the system automatically creates an A2 form and either an A3.1 form or extra rows in the A3/A4 form depending on the call.

Those forms are accessible via the A2-Link, A3-Link buttons, but they can also be found after clicking in the "Part A" Tab.



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Step 3: **Part A – Administrative forms**



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Part A – Administrative forms

EPSS FP7: Prepare Proposal - Windows Internet Explorer

https://www.epss-fp7.org/epss/proposalPartA.jsp

Electronic Proposal Submission Service (EPSS)

CORDIS: EPSS

Prepare Proposal | Change Password | Check Validation | Submit Proposal | Logout

General | Proposal Setup | **Part A** | Part B | History

Part A

Click on a form name to edit online, or select form(s) and press download to view as PDF.
Scroll to bottom of the form to save and validate form.
Note: Automatic calculations will only be performed if form is valid.

| Form name | Download (PDF) | Status |
|----------------------------------|--------------------------|---|
| A1 | <input type="checkbox"/> | Last updated 26/02/2007 11:25:16 CET by Coordinator |
| A2 Coordinator | <input type="checkbox"/> | Last updated 26/02/2007 11:25:54 CET by Coordinator |
| A2 PartA | <input type="checkbox"/> | Last updated 21/03/2007 18:18:37 CET by EPSS |
| A2 PartB | <input type="checkbox"/> | Last updated 21/03/2007 18:19:27 CET by EPSS |
| A2 Part C | <input type="checkbox"/> | Last updated 21/03/2007 18:19:56 CET by EPSS |
| A3.1 Coordinator | <input type="checkbox"/> | Last updated 06/03/2007 19:44:10 CET by Coordinator |
| A3.1 PartA | <input type="checkbox"/> | Last updated 21/03/2007 18:18:38 CET by EPSS |
| A3.1 PartB | <input type="checkbox"/> | Last updated 21/03/2007 18:19:27 CET by EPSS |
| A3.1 Part C | <input type="checkbox"/> | Last updated 21/03/2007 18:19:57 CET by EPSS |
| A3.2 | <input type="checkbox"/> | |

download

Please note that all participants in proposals must ensure that the information provided is accurate and up-to-date. Co-ordinators are advised to ensure that this is the case.

Top | CORDIS

The Proposers need to fill in the A forms appropriately and save them on the EPSS server. Also, each form can be downloaded as a PDF file.

Depending on the type of call (strictly call- and sub-scheme-specific), Part A shows the overview of forms A1, A2, A3.1 and the summary A3.2 (certain subschema also have an A4 form or don't have the A3.1/A3.2 forms).

Note: If a participant has been added with the use of PIC, then a set of fields on the A2 form will already be pre-filled with information as retrieved from the database. Only some of these fields are editable.



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Part A1 – Proposal Content

A1 AlbEin - Windows Internet Explorer

https://www.epss-fp7.org/epss/formProcessor.jsp

HEALTH-2007-1.1-1

Free Keywords: ffff

Abstract (max. 2000 char.): TTTTT

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme?

☒ yes ☐ no

IF YES

- please give the call identifier

- please give the proposal or contract number (if known)

Is this proposal (or a very similar one) currently being submitted to another call under FP7?

☐ yes

IF YES please give the call identifier

Validation Errors

No Validation Errors

Save Form

Done

When filling in the form please pay particular attention to the verification:

- Fill in the fields with data. All fields on the forms are mandatory ("-" or "0" are the values that designate the "none" or "Non applicable" value)
- The acronym will be used to identify your proposal efficiently in the call.
- It should be of no more than 20 characters (use standard Latin alphabet and numbers only; no spaces, symbols or special characters please). The same acronym should appear on each page of the part B of your proposal.

Press the "Validate" button at the bottom of the form:

- The validation is looking for formal errors in the forms
- If it finds errors, it indicates which fields are wrongly filled.

If all the necessary fields are filled in you will find "no validation errors" at the bottom of the form.



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Part A2.1 – Participants

https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer

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7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project

**A2.1:
Participants**

Proposal Number Proposal Acronym Participant Number

If your organisation has already registered for FP7,
enter your Participant Identity Code

Organisation Legal name
Organisation short name

Administrative Data

Legal address

Street name Number
Town Postal Code/Cedex
Country

Internet homepage

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.
The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories

| | | |
|---|------------------------------|-----------------------------|
| Not-for-profit organisation | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Public body | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Research organisation | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Higher or secondary education establishment | <input type="checkbox"/> yes | <input type="checkbox"/> no |

EPSS Help
Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

Done Internet



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Part A2.1 – Participants

https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer

1. Is your number of employees smaller than 250? (full time equivalent) ☐ yes ☒ no

2. Is your annual turnover smaller than € 50 million? ☐ yes ☒ no

3. Is your annual balance sheet total smaller than € 43 million? ☐ yes ☒ no

4. Are you an autonomous legal entity? ☐ yes ☒ no

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME.
Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME ☒ yes ☐ no

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal? ☒ yes ☐ no

if Yes:

| Participant Number | Organisation Short Name | Character of dependence |
|--------------------|-------------------------|-------------------------|
| 0 | - | None |
| 0 | - | None |
| 0 | - | None |

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name First name(s)

Title Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Done Internet

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MME



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Part A2.1 – Participants

https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer

Are there dependencies between your organisation and (an)other participant(s) in this proposal?

☒ yes ☐ no

if Yes:

| Participant Number | Organisation Short Name | Character of dependence |
|--------------------|-------------------------|-------------------------|
| 0 | - | None |
| 0 | - | None |
| 0 | - | None |

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name aa First name(s) aa

Title aa Sex --SELEC

Position in the organisation aa

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Town Postal Code/Cedex

Country Phone 1

Phone 2 Fax E-mail a@a

Validation Errors

- No value specified for mandatory field "Sex"
- No value specified for mandatory field "Department/Faculty/Institute/Laboratory name/..."
- No value specified for mandatory field "Number"
- No value specified for mandatory field "Phone 1"

Save Form Validate

Done Internet




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Part A3.1 – Budget

https://213.246.205.39 - A3_1 CEE - Microsoft Internet Explorer

Proposal Submission Form

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7th Framework Programme on
Research, Technological
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Collaborative Project

A3.1: Budget

Proposal Number Proposal Acronym Participant Number

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes
**. Please be aware that not all options are available to all types of organisations.

Please indicate the way in which you will report your indirect costs:

My legal entity is established in an ICPC
and I shall use the lump sum funding method ☐ yes ☒ no

| | RTD | Demonstration | Training | Coordination | Support | Management | Other | Total |
|--|--------|---------------|----------|--------------|---------|------------|-------|--------|
| Personnel costs | 100000 | 100000 | 0 | 0 | 0 | 0100000 | 0 | 300000 |
| Subcontracting | 1000 | 1000 | 0 | 0 | 0 | 0 | 0 | 2000 |
| Other direct costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Indirect costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lump sum, flat-rate or scale of unit (option only for ICPC) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total budget | 101000 | 101000 | 0 | 0 | 0 | 100000 | 0 | 302000 |
| Requested EC contribution | 1000 | 1000 | 0 | 0 | 0 | 1000 | 1000 | 4000 |
| Total Receipts | | | | | | | | 5000 |

Validation Errors
No Validation Errors

Done Internet

EPSS Help
Demonstration activities means activities designed to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product like prototypes).

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Part A3.1 – Budget

https://213.246.205.39 - A3_1 CEE - Microsoft Internet Explorer

Proposal Submission Form

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A3.1: Budget

Proposal Number Proposal Acronym Participant Number

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes
**. Please be aware that not all options are available to all types of organisations.

Please indicate the way in which you will report your indirect costs:

My legal entity is established in an ICPC and I shall use the lump sum funding method ☐ yes ☒ no

| | RTD | Demonstration | Training | Coordination | Support | Management | Other | Total |
|---|---------|---------------|----------|--------------|---------|------------|--------|----------|
| Personnel costs | -1000 | 2000 | 0 | 0 | 0 | -520 | 0 | 480 |
| Subcontracting | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 600 |
| Other direct costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Indirect costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lump sum, flat-rate or scale of unit (option only for ICPC) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total budget | -400 | 2000 | 0 | 0 | 0 | -520 | 0 | 1080 |
| Requested EC contribution | -500000 | -500000 | 0 | 0 | 0 | -500000 | -50000 | -1550000 |
| Total Receipts | | | | | | | | -500000 |

Validation Errors
No Validation Errors

Done

EPSS Help
Demonstration activities means activities designed to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product like prototypes).

Note: the system does not verify the information entered at this stage

7th FRAMEWORK
PROGRAMME



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Step 4:

Part B – Proposals content and annexes



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Part B – Proposal Content

EPSS FP7: Prepare Proposal - Windows Internet Explorer

https://www.epss-fp7.org/epss/proposalPartB.jsp

File Edit View Favorites Tools Help

EPSS FP7: Prepare Proposal

Electronic Proposal Submission Service (EPSS)

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[Prepare Proposal](#) [Change Password](#) [Check Validation](#) [Submit Proposal](#) [Logout](#)

[General](#) [Proposal Setup](#) [Part A](#) [Part B & Annexes](#) [History](#)

PART B Upload [Why only PDF? Help with PDF](#)

Specify the location of the Part B file to be uploaded:

File: [Browse...](#)

[Upload Proposal File](#)

For the proposal content (Part B) you must use exclusively PDF ("Portable Document Format", compatible with Adobe Acrobat Reader version 5 or higher, with embedded fonts). It is recommended not to upload very big files. To keep sizes down avoid colour and unnecessary high resolution pictures and graphs. The average size of a research proposal is 2MB (less for mobility actions). You should aim to restrict your proposal to under 3MB, and under no circumstances try to upload a file larger than 10MB.

Download Part B / other Templates (zip file)

PART B Overview

No Part B file uploaded.

Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support

VeriSign Secured



Part B – Proposal Content

- **The format of part B of a proposal (the description of the content of the proposal) for the specific call is specified in the so called “Part B Template” file.**
- **Use exclusively PDF** (“portable document format”, compatible with **Adobe Acrobat version 5 or higher, with embedded fonts**).
- **Other file formats will NOT be accepted by the system.** Both commercial and free tools to convert files to PDF format are widely available on the WEB. Please note that compressed (zipped or otherwise compressed) archives will NOT be accepted (PDF is self-compressing; there is no gain in zipping). Technical problems resulting from the use of other formats may lead to your proposal being excluded.
- **Do not use special characters in the file name.** The system will prevent you from uploading such files.
- Unless otherwise specified in the call legal text, **only one PDF** file comprising the complete technical annex (part B) can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected during the evaluation of the proposal.
- There are some calls though (i.e. calls for the Marie Curie funds) that request two separate Part B files namely Section 1 and Section 2. If this is the case, then all instructions remain the same with the only difference that the user will have to provide 2 separate files. Format and naming convention applies for these files.



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Part B – Check list

- Part B is in PDF format (compatible with Adobe Acrobat version 5 or higher, with embedded fonts)
- Filename ends in .pdf
- Filename does not contain any special characters or spaces
- The PDF Part B must not be encrypted and the parameter that prevents printing must not be selected
- The proposal contains no unnecessary coloured or high resolution pictures. It will be printed in Black and White at 300dpi for evaluation.



Part B – Annexes

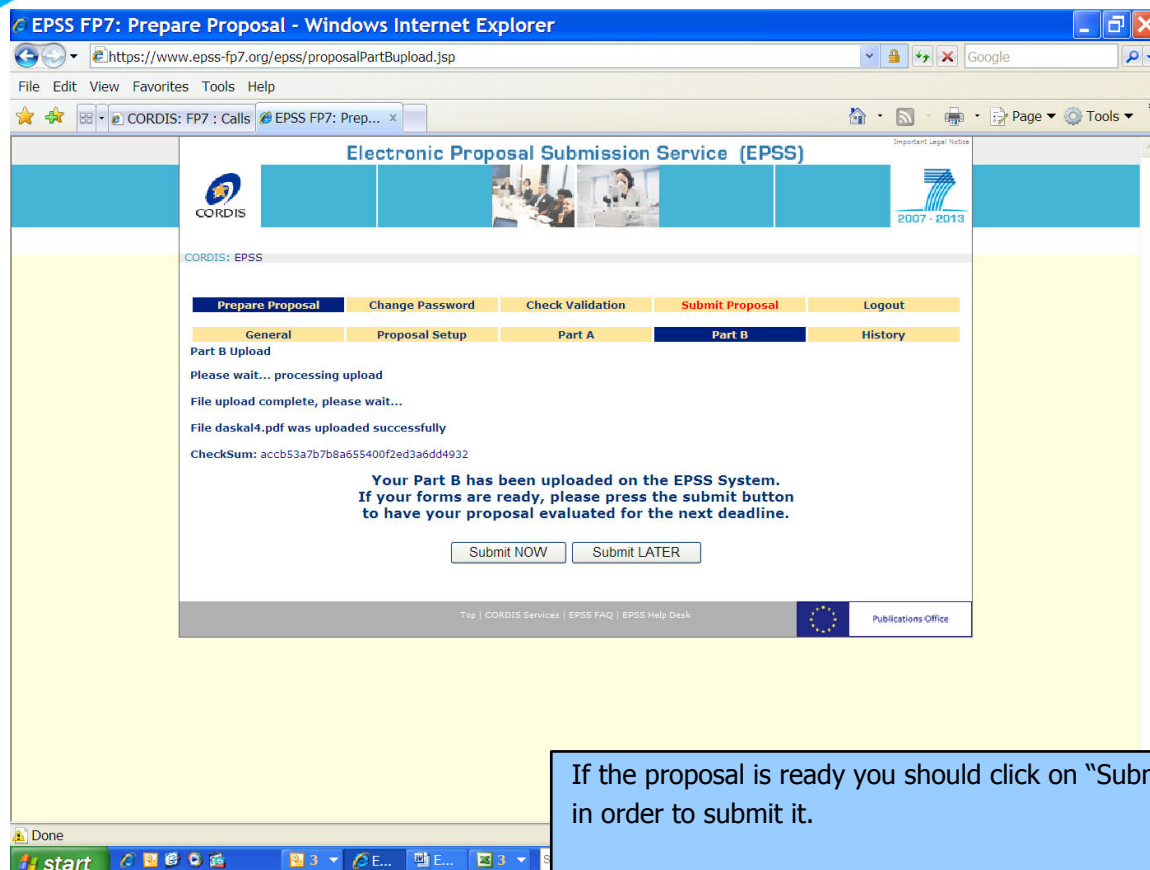
- For the majority of instruments and project types in FP7, part A and part B form the complete proposal, so it might be that this section does not appear for your case.
- For some particular actions, additional annexes can be required. In this case, you can use the Annex Upload section to locate and upload them. You should not annex any other files unless this is specifically requested in the Call Text. For the Annex content the only supported format is **PDF** (and **XLS in specific calls**). The Annex filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. The Annex filename must be different from the Part B filename. **Please respect the maximum size limit of 10 MB.**
- In case of uploading annexes to the EPSS, please make sure that the name of the annex file is NOT identical with the name of your part B file!
- Before being saved to the EPSS database, the Part B and Annex files are checked for viruses. If files are found to be infected they are rejected by the system and the user is warned.



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Part B – Successful upload



If the proposal is ready you should click on "Submit NOW" and all buttons that follow in order to submit it.

If not, then click on "Submit LATER" or any other of the Tabs in order to continue with its preparation.



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Part B – Tips

- ➔ Upload your proposal early in the process and press the “submit” button and all buttons that follow in the subsequent pages. Doing this ensures that an interim version of the proposal text (the part B) is already present on the system. Remember that the system allows multiple uploads of the proposal text and this facility should be used to avoid the call closure rush.
- ➔ In some rare instances, the proposal may be altered while in transit on the Internet. To check that the uploaded file has been received unaltered, perform a download of the part B.
- ➔ Practice the conversion of the file to the PDF format. The conversion may take an extended period of time if the page layout is complex or contains graphics. There is no point in creating a PDF document with a resolution higher than 300 DPI and in black and white. Nuances of grey may be reproduced but should be avoided for legibility purposes





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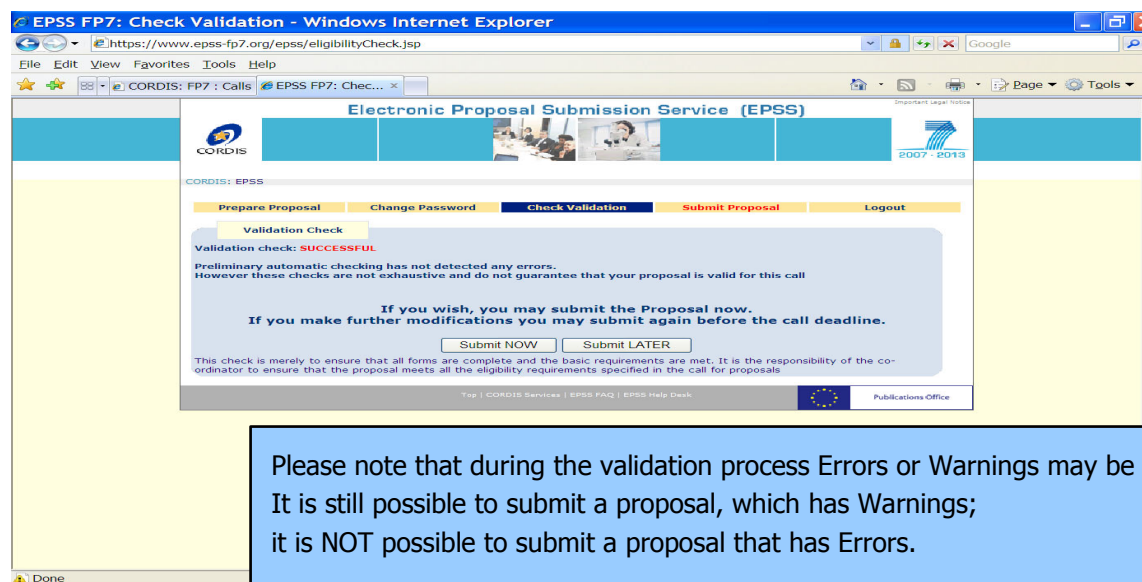
Step 5: Validation



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Validation



Please note that during the validation process Errors or Warnings may be reported. It is still possible to submit a proposal, which has Warnings; it is NOT possible to submit a proposal that has Errors.



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Step 6: Submission



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Submit proposal

In order to complete the proposal submission the proposer must select the "Submit Proposal" section

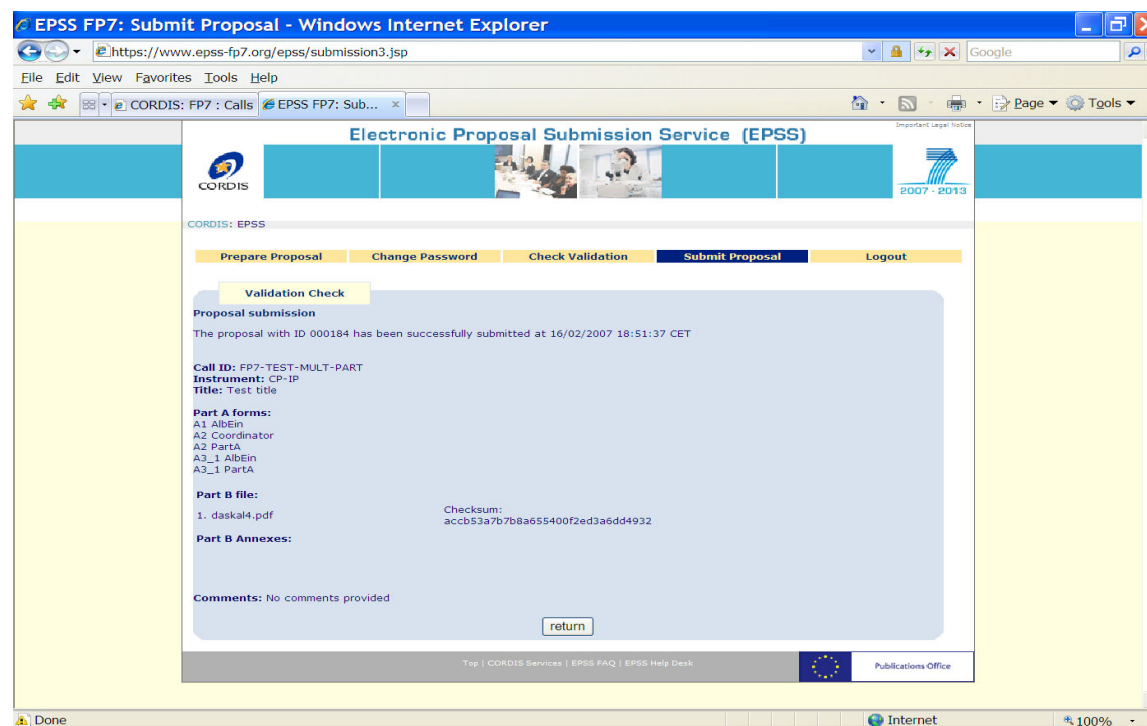
Without explicit submission, all the uploaded data (Forms, Part B, and Annexes) are simply saved in the EPSS database without forming a proposal package and without being recognized as a submitted proposal.



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Successful submission

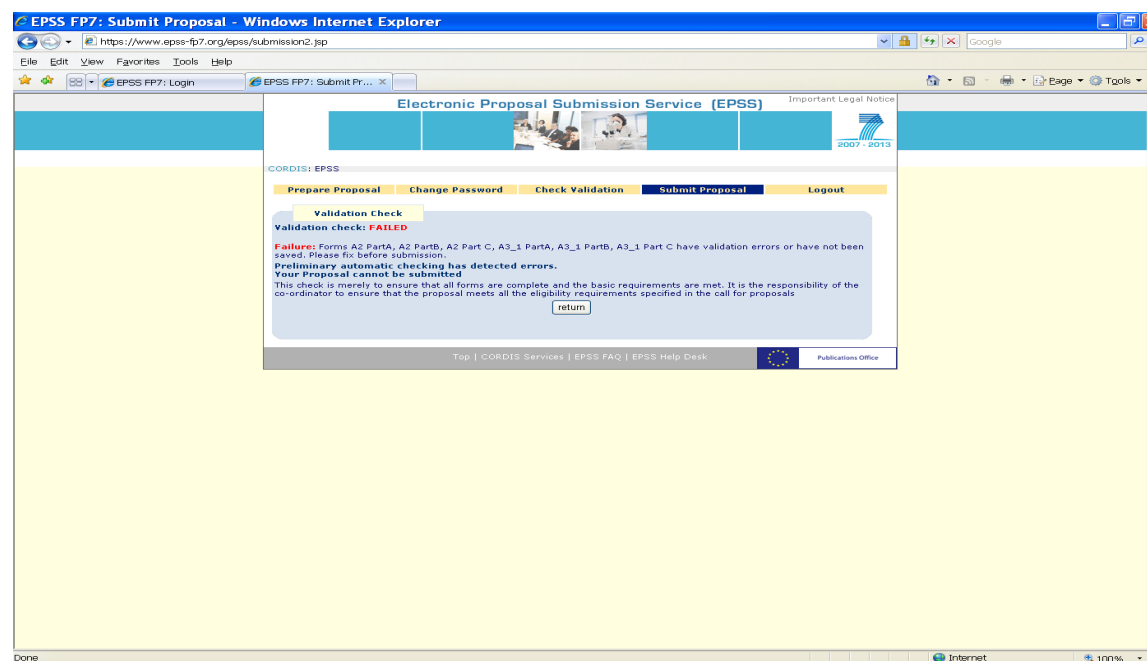




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Unsuccessful submission





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Conclusion

Using the EPSS successfully



How should I proceed as a coordinator?

- ➔ Access the Cordis website for a specific call, register on the EPSS
- ➔ Check your electronic mail for the EPSS access details & FAQ
- ➔ Login for accessing the online EPSS
- ➔ Change the passwords for the coordinator and the partners
- ➔ Send the partner's username and password to the partners
- ➔ Set-up the proposal by indicating the number of participants, their participant id, name and email addresses, once in the registration process and after in the proposal setup screen
- ➔ Edit Part A forms (object, participants, budget)
- ➔ Upload the Part B file (detailed proposal text)
- ➔ Upload Part B annexes if needed or required
- ➔ Validate proposal to ensure basic checks are satisfied
- ➔ Submit the proposal
- ➔ Download the submitted file and check it is what you wish to submit
- ➔ Verify that the system gives a proposal number
- ➔ Logout and check your email for a confirmation mail



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Main tips

- The submit button disappears at **17:00:00.000, CET if you refresh the page**
- No special characters in file names. Stick to 'A-Z', '0-9', '-'
- The system allows multiple submissions. Use the facility but do not abuse.
- Do not change budgets at the last moment: this may prevent you from getting the proposal submitted on time
- Do not upload the proposal at the last moment: this invalidates the previous submission
- Monitor CORDIS: the two systems are independent

**In case of doubt, get support early:
contact the EPSS help desk on
+32 2 23 33 760 or support@epss-fp7.org
(workdays from 08:00 to 20:00)**

