

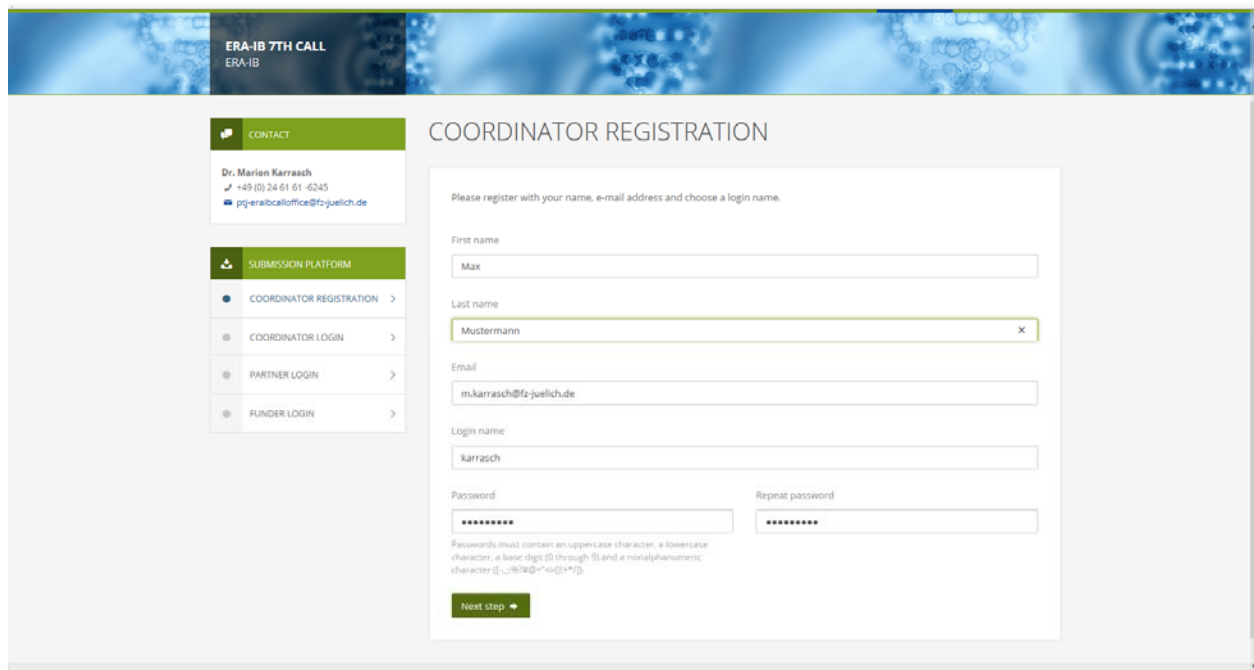
7th Joint Call of ERA-IB in cooperation with ERASynBio + ERA-MBT Proposal Submission Tool

Please find below information and some screenshots that should help you completing the application forms in the submission tool of ERA-IB.

- The coordinator has to register to start preparing the proposal.
- With your user-name and password you can always access the document.
- It is possible to save the proposal several times and come back to the saved version. However, only the latest version will be saved on the server.
- Project partners will have to enter the system at least once in order to confirm their awareness of the “national funding regulations”.
- As long as some form is not completed, the “validation” will inform about errors, and you cannot submit the proposal.
- Once you and your partners have completed all forms, the “validation” should give you no errors and you will be able to submit the proposal.
- In the drafting stage as well as after submission of the proposal it is possible to modify and save the proposal several times and come back to the saved version. However, only the latest version will be saved on the server.

Coordinator Registration:

The proposal coordinator first has to register:



The screenshot shows the 'COORDINATOR REGISTRATION' page. At the top, there is a blue banner with 'ERA-IB 7TH CALL ERA-IB'. Below the banner, on the left, is a sidebar with a 'CONTACT' section for Dr. Marion Karrasch (phone: +49 (0) 24 61 61-6245, email: pj-eraibcalloffice@fz-juelich.de) and a 'SUBMISSION PLATFORM' section with links for 'COORDINATOR REGISTRATION', 'COORDINATOR LOGIN', 'PARTNER LOGIN', and 'FUNDER LOGIN'. The main content area is titled 'COORDINATOR REGISTRATION' and contains a registration form. The form instructions are: 'Please register with your name, e-mail address and choose a login name.' The form fields are: 'First name' (Max), 'Last name' (Mustermann), 'Email' (m.karrasch@fz-juelich.de), 'Login name' (karrasch), 'Password' (masked with dots), and 'Repeat password' (masked with dots). A 'Next step' button is at the bottom of the form. Below the password fields, there is a note: 'Passwords must contain an uppercase character, a lowercase character, a basic digit (0 through 9) and a nonalphanumeric character (.,_%,/,@,~*~(){}!+*/).'

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COORDINATOR REGISTRATION

CONTACT

Dr. Marion Karrasch
+49 (0) 24 61 61 -6245
ptj-eraibcalloffice@fz-juelich.de

SUBMISSION PLATFORM

- COORDINATOR REGISTRATION >
- COORDINATOR LOGIN >
- PARTNER LOGIN >
- FUNDER LOGIN >

You have been successfully registered. An email with your activation link has been sent to your email address.

[Back to login](#)

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ptj-eraibcalloffice@fz-juelich.de
Registration for call 7 submission
Dear Max Mustermann
you registered for call 7. You can log into the system with

[Return to the top](#)

An Email with your activation link has been sent to your email address -> please click on your link:
-> your registration should now be activated:

ERA-IB 7TH CALL
ERA-IB

COORDINATOR REGISTRATION

CONTACT

Dr. Marion Karrasch
+49 (0) 24 61 61 -6245
ptj-eraibcalloffice@fz-juelich.de

SUBMISSION PLATFORM

- COORDINATOR REGISTRATION >
- COORDINATOR LOGIN >
- PARTNER LOGIN >
- FUNDER LOGIN >

Your registration has been activated.

Your registration data is as follows:

| | |
|------------|---|
| Name | Max Mustermann |
| Email | m.karrasch@fz-juelich.de |
| Login name | karrasch |
| Login | https://call7.submission-era-ib.eu/index.php?index=11 |

[Print this page](#)

System Login:

Now you can log into the system with your chosen login and password at any time:

ERA-IB 7TH CALL
ERA-IB

CONTACT

Dr. Marion Karrasch
+49 (0) 24 61 61 -6245
pj-erai-bcalloffice@fz-juelich.de

SUBMISSION PLATFORM

- COORDINATOR REGISTRATION >
- COORDINATOR LOGIN >**
- PARTNER LOGIN >
- FUNDER LOGIN >

COORDINATOR LOGIN

Login name: karrasch

Password: [masked]

Forgotten your password? [Please click here.](#)

Login

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After login you should see the „welcome“ page, including the task menu items on the left hand:

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CONTACT

Dr. Marion Karrasch
+49 (0) 24 61 61 -6245
pj-erai-bcalloffice@fz-juelich.de

SUBMISSION PLATFORM

- WELCOME >**
- ACCOUNT >
- PROJECT >
- COORDINATOR >
- PARTNERS >
- FINANCES >
- PROJECT SUMMARY >
- PROJECT PUBLIC SUMMARY >
- BACKGROUND AND RATIONALE >
- PROJECT DESCRIPTION >
- IMAGE UPLOADS >
- WORK PACKAGES >
- INTERACTION WITH INDUSTRY >
- RESOURCES >
- EXPLOITATION / DISSEMINATION PLAN >
- BENEFIT >
- FACTSHEET >
- VALIDATION >
- SUBMISSION >

WELCOME

You are logged in as a coordinator.

Please complete all fields of the task menu on the left hand.

You will be able to submit once all required information is provided.

It is possible to submit the proposal several times and come back to the submitted version. However, only the latest version of the proposal will be saved on the server.

The deadline for the submission of proposals is the 1st of February 2016 (13:00 CET).

Please find below information and some screenshots that should help you completing the application forms in the submission tool of ERA-IB.

- The coordinator has to register to start preparing the proposal.
- With your user-name and password you can always access the document.
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- As long as some form is not completed, the "validation" will inform about errors, and you cannot submit the proposal.
- Once you and your partners have completed all forms, the "validation" should give you no errors and you will be able to submit the proposal.
- In the drafting stage as well as after submission of the proposal it is possible to modify and save the proposal several times and come back to the saved version. However, only the latest version will be saved on the server.

[Screenshots \[PDF\]](#)

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Please continue by completing the forms of the task menu. Don't forget to click the "save" button before you leave a form. The system will remind you if you intend to leave a form before having saved all data that you have entered.

Completion of forms:

Here some examples of forms that you will have to complete:

e.g. "PROJECT DATA":


The screenshot shows a web interface for the ERA-IB 7TH CALL. At the top, there is a banner with the text "ERA-IB 7TH CALL ERA-IB". Below the banner, on the left, is a "CONTACT" sidebar with the name "Dr. Marion Karrasch", phone number "+49 (0) 24 61 61 -6245", and email "pj-eraibcalloffice@fz-juelich.de". Below this is a "SUBMISSION PLATFORM" sidebar with a list of menu items: WELCOME, PROJECT (selected), ACCOUNT, COORDINATOR, PARTNERS, FINANCES, PROJECT SUMMARY, PROJECT PUBLIC SUMMARY, BACKGROUND AND RATIONALE, and PROJECT DESCRIPTION. The main content area is titled "PROJECT DATA" and contains a form with the following fields and options:

- Save** button (with a checkmark icon) and a note: "* is required for submission".
- Project title ***: Input field containing "New compounds and enzymes from metagenomic libraries".
- Project acronym ***: Input field containing "Metagenomes".
- Project duration ***: Input field containing "36". Below this field is a note: "Please enter the project duration in months. This field is required. The maximal number of months is 36."
- Your project is related to ***: A list of checkboxes:
 - Conversion of industrial by-products and biomass into value-added products
 - Novel systems for new or more sustainable processes using bio-catalysts such as enzymes, micro-organism and cell-free biosynthesis systems from natural or synthetic origins. This includes orthogonal biosystems, minimal genome approaches and protocells.
 - Compounds by understanding and engineering metabolic pathways including synthetic biology approaches.
 - Process development, intensification and/or integration in existing industrial processes e.g. upstream or downstream design, scale-up of biotechnological processes.
- A note: "Please select what your project is related to."
- Save** button (with a checkmark icon).

e.g. "COORDINATOR PROFILE":

please mind that certain fields are mandatory, e.g. the box on the bottom of the page to declare that you are aware of the of the national funding regulations.

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ERA 

7TH CALL | LEGAL NOTICE | 28.14 | Logout

PG Submission Plattform

CONTACT

Dr. Marion Karrasch
+49 (0) 24 61 61-6245
pq-eraibcalloffice@fz-juelich.de

SUBMISSION PLATFORM

- WELCOME
- ACCOUNT
- PROJECT
- COORDINATOR**
- PARTNERS
- FINANCES
- PROJECT SUMMARY
- PROJECT PUBLIC SUMMARY
- BACKGROUND AND RATIONALE
- PROJECT DESCRIPTION
- IMAGE UPLOADS
- WORK PACKAGES
- INTERACTION WITH INDUSTRY
- RESOURCES
- EXPLOITATION / DISSEMINATION PLAN
- BENEFIT
- FACTSHEET
- VALIDATION
- SUBMISSION

COORDINATOR PROFILE

* is required for submission

Contact data

Title * Email address

First name * Family name *

Status of organisation *

Name of organisation/institution/company * Department

Country *
Please choose the country you live in.

Street, no. * P.O. box (if applicable)

Zip/postal code * Town/city *

Phone number (Country prefix)(Number) * Mobile phone number (Country prefix)(Number)

Fax number (Country prefix)(Number) Country code auto completion
The country code of your selected country will be automatically set.

Upload curriculum vitae

Optionally, you may upload your curriculum vitae (max. 2 MB, PDF file format).

You have not uploaded a CV yet.

Literature references

Optionally, you may enter up to 5 additional references.

Ref 1 Ref 2 Ref 3 Ref 4 Ref 5

Author(s)

Title

Journal

Volume / Year / Page

Link/DOI

Declaration

National regulations *
 I am aware of the national funding regulations (see guidelines for applicants).

Partner registration/login:

To enter your consortium partners please select "PARTNERS" on the left -> you will see the following screen:

The screenshot shows the 'PARTNER LIST' interface. At the top, there is a banner for 'ERA-IB 7TH CALL ERA-IB'. On the left, a navigation menu includes 'CONTACT', 'SUBMISSION PLATFORM', and a list of menu items: WELCOME, PROJECT, ACCOUNT, COORDINATOR, PARTNERS (selected), and FINANCES. The main content area is titled 'PARTNER LIST' and contains a table with the following data:

| Organisation | Contact name | Organisation type | Nat. reg. | Country |
|--------------|----------------|-------------------|-----------|---------|
| | Max Mustermann | | ✖ | ✎ |

Below the table, there is a green button labeled '+ Add a new partner'. A light blue information box contains the following text:

- 1/8 Partners
- After you have added a new partner, activate him/her by pressing the "activate" button in the table. Your partner will receive a notification email.

The Windows taskbar at the bottom shows the system tray with the date and time: 18:20, 22.10.2015.

Please click on "Add new partner" -> now you can enter name and email address of your partner:

The screenshot shows the 'ADD A NEW PARTNER' form. The navigation menu on the left is expanded to show 'PARTNERS' selected. The main content area is titled 'ADD A NEW PARTNER' and includes a 'back' link and a 'Save' button. The form fields are as follows:

* is required for submission

Contact data

First name * Family name *

Login name * Email address *

Save

After saving these entries you will come back to the “PARTNER LIST”. Please click on the “activate” (envelope) button:

ERA-IB 7TH CALL
ERA-IB

CONTACT
Dr. Marion Karrasch
+49 (0) 24 61 61 -6245
pg-eraibcalloffice@fz-juelich.de

PARTNER LIST

LIST OF PARTNERS, INCLUDING THE PROJECT COORDINATOR:

| Organisation | Contact name | Organisation type | Nat. reg. | Country |
|-------------------------|----------------|-----------------------|-----------|---------|
| Research Centre Juelich | Max Mustermann | Research Organisation | ✓ | Germany |
| | John Smith | | ✗ | |

+ Add a new partner

• 2/8 Partners
• After you have added a new partner, activate him/her by pressing the "activate" button in the table. Your partner will receive a notification email.

activate

https://call7.submission-era-ib.eu/

Your partner will receive an email and can now register as a partner and login into the submission system as a partner of your consortium:

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ERA-IB

CONTACT
Dr. Marion Karrasch
+49 (0) 24 61 61 -6245
pg-eraibcalloffice@fz-juelich.de

PARTNER LOGIN

Login name

Password

Forgotten your password? [Please click here.](#)

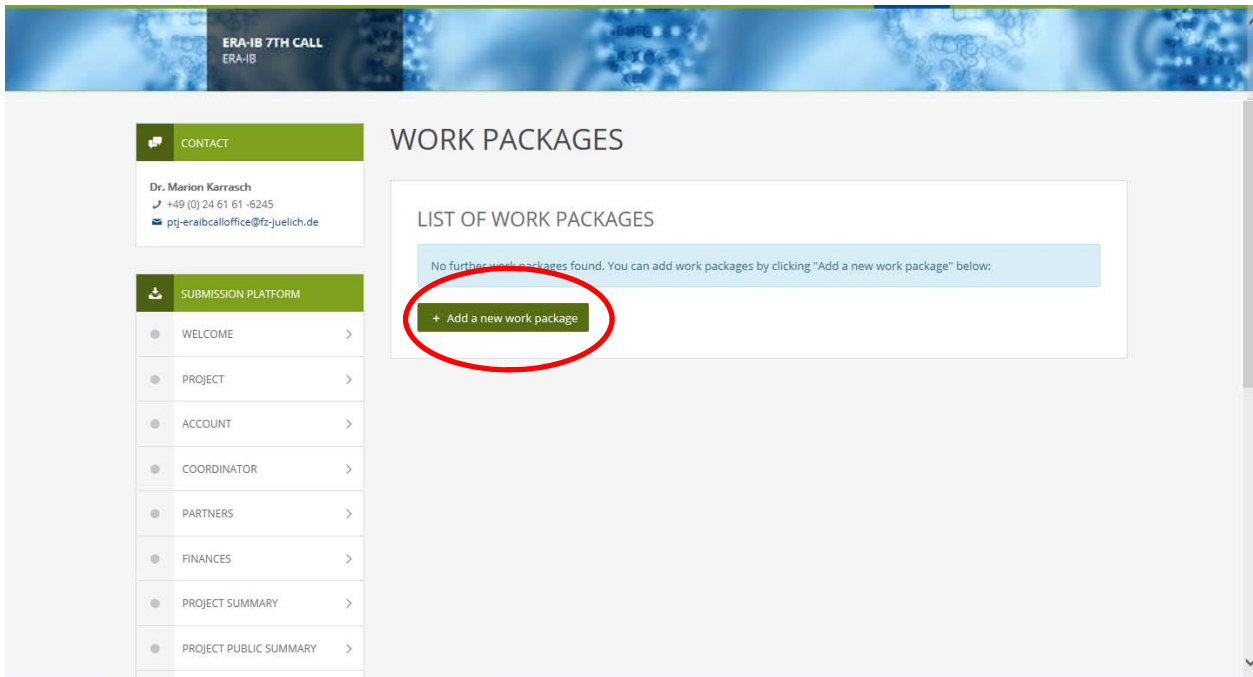
Login

https://call7.submission-era-ib.eu/

- Please note: minimum of 3 partners from 3 different countries, maximum of 8 partners.
- Please note that all partners must ensure that they have the authorization of their organization to participate in the proposal and any project arising from it. Coordinators are advised to ensure that this is the case prior to the submission of the proposal.
- Each of your partners will have to enter the system at least once in order to confirm his/her awareness of the “national funding regulations”.

e.g. "WORK PACKAGES"

please click on "Add a new work package" ->



Now you can add work packages, tasks, milestones and deliverables:

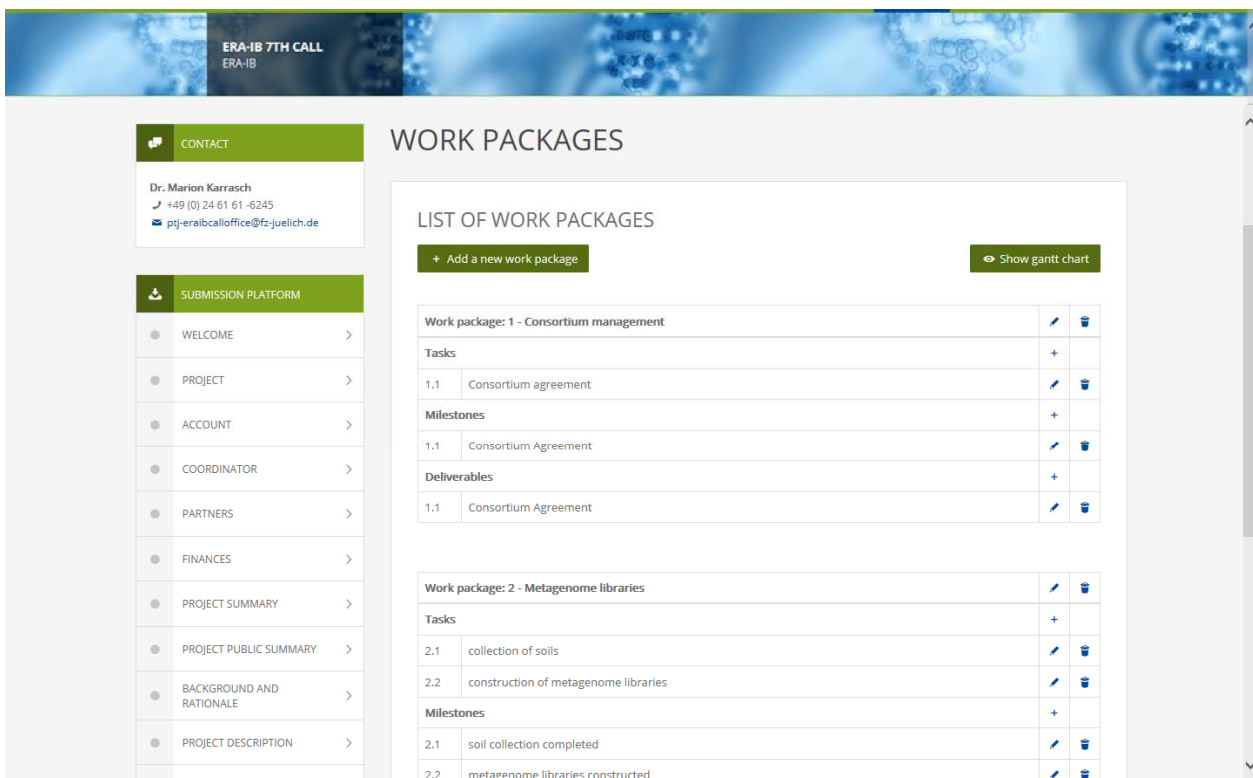


Image Upload:

You can insert up to 4 images at any place of any text field. In order to insert an image please go to „Image Upload“. Upload your image of choice **and click the “save” button**. Copy the place holder (e.g. “[[figure1]]”), go back to the form “Project Description” and insert your image place holder at the location where you would like to place the image.

ERA-IB 7TH CALL
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CONTACT
Dr. Marien Karresch
+49 (0) 24 61 61-6245
pj-erabcalloffice@fz-juelich.de

SUBMISSION PLATFORM

- WELCOME
- ACCOUNT
- PROJECT
- COORDINATOR
- PARTNERS
- FINANCES
- PROJECT SUMMARY
- PROJECT PUBLIC SUMMARY
- BACKGROUND AND RATIONALE
- PROJECT DESCRIPTION
- IMAGE UPLOADS**
- WORK PACKAGES
- INTERACTION WITH INDUSTRY
- RESOURCES
- EXPLOITATION / DISSEMINATION PLAN
- BENEFIT
- FACTSHEET
- VALIDATION
- SUBMISSION

IMAGE UPLOADS

You have the opportunity to upload up to 4 images. To insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear). By replacing the X with the number of the image you create the link to the image.

For example [[figure2]] for the 2nd image.

Max file size: 600px x 600px, 2MByte
Allowed formats are jpg, png or gif

Example:
Description of work:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.
[[figure1]]
Stet citta kasd gubergren, (figure 1) no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet citta kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

The term [[figure1]] tells the system to place the file uploaded in slot 1 of the figure menu exactly there. The term (figure 1) is no command and does nothing but just refer the reader to the first figure.

Save

Figure 1:
Choose

Image uploaded successfully.

UPLOADED FIGURE 1:

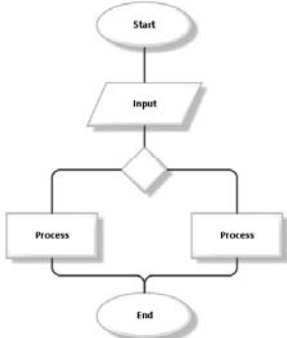
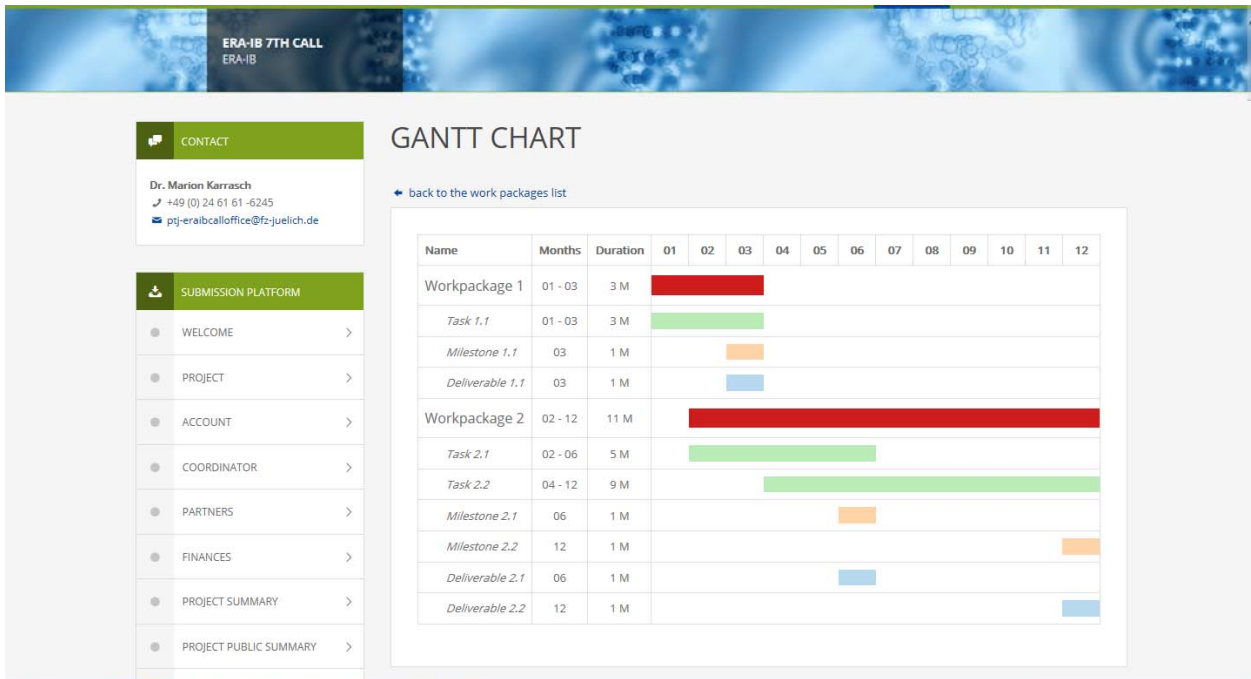
| Placeholder: | [[figure1]] |
|---|-------------|
|  | Delete file |

Figure 2:
Choose

Image uploaded successfully.

Based on your entries the system will generate a Gantt Chart for your project:



Once you have finished all entries you can generate a PDF called "FACT SHEET" which shows your proposal in the final form, as e.g. the evaluators will see it.

In case of any questions or problems please contact:

Dr. Marion Karrasch-Bott
+49 (0) 24 61 61 -6245
ptj-eraibcalloffice@fz-juelich.de

PROJECT TITLE

New compounds and enzymes from metagenomic libraries

YOUR PROJECT IS RELATED TO

Novel systems for new or more sustainable processes using bio-catalysts such as enzymes, micro-organism and cell-free biosynthesis systems from natural or synthetic origins. This includes orthogonal biosystems, minimal genome approaches and protocells., Compounds by understanding and engineering metabolic pathways including synthetic biology approaches.

PROJECT DURATION

36 Months

TOTAL REQUESTED FUNDING

350.000 €

TOTAL COSTS

350.000 €

CONSORTIUM

| | | | |
|-----|--|---|---|
| P 1 | Dr Max Mustermann Research Centre Juelich | Wilhelm-Johnen-Str., 52428 Juelich Germany | m.karrasch@fz-juelich.de Tel.: 0049 2461 61 6245 |
| P 2 | Prof John Smith University of XY | River Street, 12345 Riga Latvia | smithjohn@fz-juelich.de Tel.: 0371 12345678 |
| P 3 | Prof Mary Smith Research Centre AB | xy street, 12345 Oslo Norway | smithmary@fz-juelich.de Tel.: 0047 123456 |

FINANCES

Requested funding [in k€]

| Organisation name | Personnel | Travel | Consumables / Equipment | Subcontracts | Requested Funding | Total Own Contribution | Total Costs |
|-------------------------|------------|-----------|-------------------------|--------------|-------------------|------------------------|-------------|
| Research Centre Juelich | 150 | 20 | 5 | 20 | 225 | 0 | 225 |
| Overhead | 30 | | | | | | |
| University of XY | 100 | 15 | 10 | | 125 | 0 | 125 |
| Overhead | | | | | | | |
| Research Centre AB | | | | | 0 | 0 | 0 |
| Overhead | | | | | | | |
| TOTAL | 280 | 35 | 15 | 20 | 350 | 0 | 350 |

1 k€ = 1000 €

Own contribution [in k€]

| Organisation name | Personnel | Travel | Consumables / Equipment | Subcontracts | Other | Total Own Contribution |
|-------------------------|-----------|--------|-------------------------|--------------|-------|------------------------|
| Research Centre Juelich | | | | | | 0 |
| University of XY | | | | | | 0 |
| Research Centre AB | | | | | | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 |

1 k€ = 1000 €

PROJECT SUMMARY

This project is really very important, because...

PUBLISHABLE PROJECT SUMMARY

The project deals with...(description should be plain and comprehensible) ...it will deliver the following benefits for the public...

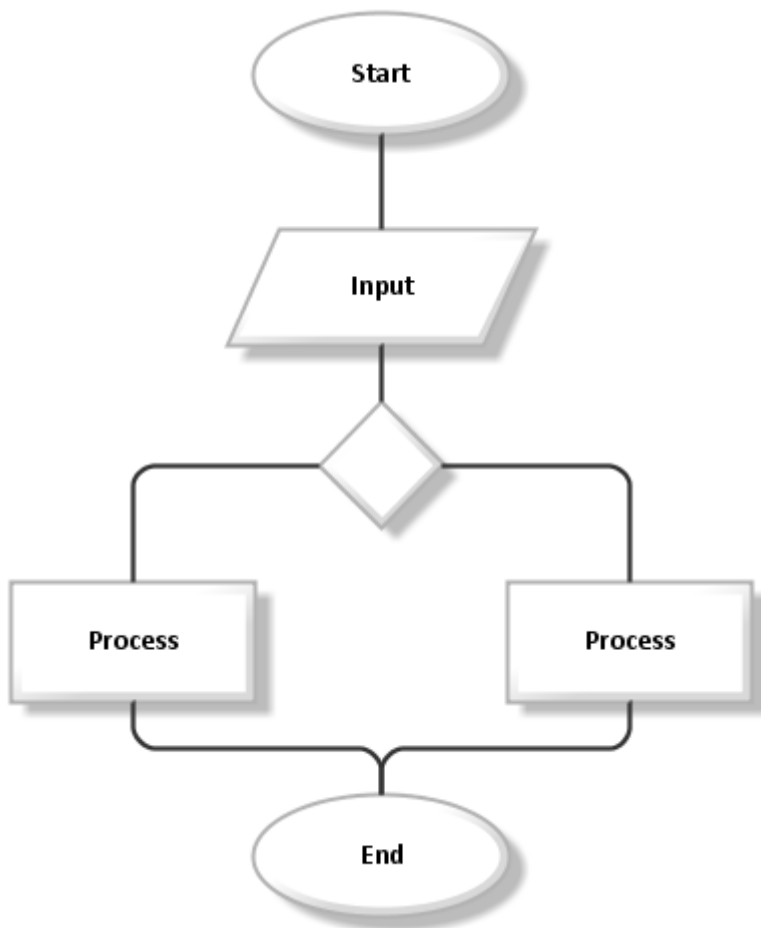
BACKGROUND AND RATIONALE

Metagenomes are of high interest with regard to.....

PROJECT DESCRIPTION

This projects consists of 6 work packages...

the following image shows a flowchart about how the work will be organized:



...

INTERACTION WITH INDUSTRY

3 industrial partners are involved in the project...

RESOURCES

A strain collection of approx. 500 different bacterial strains isolated from different places in....will be provided by partner 2...

EXPLOITATION / DISSEMINATION PLAN

the expected outcome of the project will be metagenome libraries that will be shared among all project partners. New enzymes identified from the metagenome libraries will be further developed by industrial partner xy...

patents...

BENEFITS OF COOPERATION AT TRANSNATIONAL LEVEL

the cooperation gains from expertise in xx (partner 1), y (partner 2)...

LITERATURE

Partner 1 (Consortium Coordinator): Research Centre Juelich

Partner 2: University of XY

Partner 3: Research Centre AB

WORK PACKAGES

Table of Work Packages + Tasks

| WP | Task | Start Month | End Month | WP / Task Title |
|----|------|-------------|-----------|-----------------------|
| 1 | | 1 | 3 | Consortium management |
| | 1.1 | 1 | 3 | Consortium agreement |
| 2 | | 2 | 12 | Metagenome libraries |

| WP | Task | Start Month | End Month | WP / Task Title |
|----|------|-------------|-----------|--------------------------------------|
| | 2.1 | 2 | 6 | collection of soils |
| | 2.2 | 4 | 12 | construction of metagenome libraries |

| WP/Task No. | WP Objectives + Description / Task Description | Partner (strong = Teamleader) | Person Month(s) (strong = Teamleader) |
|-------------|--|----------------------------------|--|
| WP1 | <p>Objectives:</p> <p>This WP includes all activities related to the consortium management...</p> <p>Description:</p> <p>The consortium management will include the following activities:</p> <ul style="list-style-type: none"> - ... - ... | P1, P2 | 1, 1 |
| T1.1 | Negotiation and conclusion of the consortium agreement | P1 , P2 | 1 , 1 |
| WP2 | <p>Objectives:</p> <p>construct 5 different metagenome libraries from 5 different sources</p> <p>Description:</p> <p>5 different metagenome libraries from 5 different sources will be constructed. This work includes...</p> | P1, P2 | 1, 4 |
| T2.1 | soils from different areas will be collected | P1, P2 | 1 , 4 |
| T2.2 | metagenome libraries will be constructed by using the different soil samples... | | |

Table of Milestones

| Milestone No. | Month | Milestone Title + Description |
|---------------|-------|---|
| M1.1 | 3 | <p>Title:</p> <p>Consortium Agreement</p> <p>Description:</p> <p>Conclusion of the consortium agreement</p> |
| M2.1 | 6 | <p>Title:</p> <p>soil collection completed</p> <p>Description:</p> <p>the collection of at least 5 different soil samples from different habitats is completed.</p> |
| M2.2 | 12 | <p>Title:</p> <p>metagenome libraries constructed</p> <p>Description:</p> <p>the construction of at least 5 different metagenome libraries is completed...</p> |

Table of Deliverables

Deliverable No. Month Deliverable Title + Description

| | | |
|------|----|---|
| D1.1 | 3 | Title: Consortium Agreement Description: Contract: Consortium Agreement |
| D2.1 | 6 | Title: soil samples delivered Description: soil samples from different habitats around the world will be collected and gathered at University XY... |
| D2.2 | 12 | Title: metagenome libraries constructed Description: By using the different soil samples metagenome libraries will be constructed by University XY to be used by all project partners. |

GANTT CHART

| Name | Months | Duration | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | |
|-----------------|---------|----------|-------|-------|--------|-------|----|--------|----|----|----|----|--------|----|--|
| Workpackage 1 | 01 - 03 | 3 M | Red | | | | | | | | | | | | |
| Task 1.1 | 01 - 03 | 3 M | Green | | | | | | | | | | | | |
| Milestone 1.1 | 03 | 1 M | | | Orange | | | | | | | | | | |
| Deliverable 1.1 | 03 | 1 M | | | Blue | | | | | | | | | | |
| Workpackage 2 | 02 - 12 | 11 M | | Red | | | | | | | | | | | |
| Task 2.1 | 02 - 06 | 5 M | | Green | | | | | | | | | | | |
| Task 2.2 | 04 - 12 | 9 M | | | | Green | | | | | | | | | |
| Milestone 2.1 | 06 | 1 M | | | | | | Orange | | | | | | | |
| Milestone 2.2 | 12 | 1 M | | | | | | | | | | | Orange | | |
| Deliverable 2.1 | 06 | 1 M | | | | | | Blue | | | | | | | |
| Deliverable 2.2 | 12 | 1 M | | | | | | | | | | | Blue | | |