EU PRIZE FOR
WOMEN INNOVATORS 2016

Application Guide

This guide will navigate you through the easy steps for submission.

1. Getting started

You can apply in 6 easy steps via our electronics submission system which you can access when clicking 'Apply now' on the contest page.

Applications reaching us by other means are regarded as 'not submitted' and will not be evaluated.

The application has two parts:
Part A collects information about you and your company through on-line forms.
Part B is where you upload your application and required PDF documents in support of your application.

You may apply in any official language of the European Union (please indicate which one you use on the last question in Part A). However, bear in mind that **applications in English will speed up and facilitate the evaluation process**.

2. How to apply

Step 1: Identify yourself

When arriving on the application webpage from the main prize website, you will have the option to:

- **>login<** - if you have used the Participant Portal before you may already have a European Commission Authentication Service (ECAS) user ID.

- or **>register<** - follow the instructions to **create a new ECAS user ID**. More help on how to create an ID here.

Step 2: Funding Scheme

This is a generic step, simply click >**next<** to continue.

Step 3: Creating a draft proposal
Your organisation:

Please fill in your Participant Identification Code (PIC), which is used to identify your company. If you have used the Participant Portal or FP7 you may already have a PIC. Check if you have one on the Participant Portal.

More information on PIC numbers can be found here.

Your proposal:

Here we ask to provide a small abstract of your pitch - why you should be the winner.
You may record and upload a video message – if you do, please insert the link in this space.
In the acronym box please put your own name.

Click **>Next<** to accept or decline *'The terms and condition of usage'*. After accepting, your draft application will be created and you will receive an automatic e-mail.

> **You can return to the application to continue working (before the deadline):**
> **https://ec.europa.eu/research/participants/portal/page/myproposals**

Step 4: Manage Your Related Parties

This is a generic step, simply click >**next<** to continue.

Step 5: Edit Proposal

In this step you can:

- **Part A: fill in, edit, view and print the administrative forms**;
- **Part B: download the template word document PART B, edit it and upload your Part B and the three required proofs**.

PART A - Administrative forms

Clicking **>edit forms<** opens Part A. You can modify this at any time up to the deadline.
The three parts (A1-A3) should be self-explanatory.

You can validate your application at any step. When clicking >**validate form**< at the bottom of any page a list of discovered problems (such as missing data) is given on the last page.

> **Please note that the application submission will be blocked until problems are corrected**.

Part B – Your application and mandatory documents to be uploaded:

Here is where you must download PART B and please follow the structure of this template when preparing your application. It has been designed to ensure that the important aspects of your work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.

In addition please upload the required documents in support of your application:

1. Proof that you are a (co-)founder of an active company: e.g. a copy of an official form from the national business register with your name listed as (co)-founder;

2. Proof that the company was founded before 1 January 2013: e.g. a copy of an official form from the national business register showing the date of registration of your company;

3. Proof that you or our company are receiving funding from the EU's research framework programmes, the EURATOM Framework Programme, the Competitiveness and Innovation framework programme (CIP) or actions relating to research and innovation under the European Structural and Investment Funds (known as the Structural Funds prior to 2014) e.g. an official document showing that either you or your company have received EU funding from FP or CIP, including Marie Curie scholarships.

Contestants may be asked at a later stage for proof of citizenship and company turnover.

These documents **can be submitted without translation.** However, please upload only the relevant pages (i.e. cover page(s) and informative passages). **Use highlights or underlining to guide us to the relevant pieces of information**.

For Part B you must use exclusively PDFs (portable document format) up to a limit of 20 Mbytes per file. Use only alphanumeric characters (no special characters or spaces).

Once you complete (and validate) Part A and upload documents in Part B, click **>submit<**.

Step 6: Application Status page:

Reaching this step means that the application is submitted. Naturally, this does not mean the application is valid, complete or eligible in all respects.

Here you can:

- Download the application. It is advised to download the application to check that it has been correctly sent. The PDF is digitally signed and time stamped.
- *Re-edit the application*, going back to step 5. After re-editing the application (any data in the forms or a modified attachment), modifications have to be resubmitted. You may continue to

modify the application and submit revised versions overwriting the previous one right up until the deadline.

- *Withdraw the application.* If the application is withdrawn, it will not be considered for evaluation. A reason for the withdrawal will be requested.
  (Note: Your application draft is not yet deleted from the server. This withdrawal action can be reversed, <u>but only before the deadline,</u> by simply re-submitting it).

The same information and actions can also be found here:
https://ec.europa.eu/research/participants/portal/page/myproposals

3. General Information

Applications must be submitted on or before **20 October 2015, 17:00:00 Brussels local time**. It is your responsibility to ensure the timely submission of your application. After this moment, the application can no longer be modified. It is however visible in a read-only version.

Do not wait until the last moment before submitting your application!
It is a good idea to submit a draft well before the deadline.

> **The last version of your application submitted before the deadline is the one which will be taken into consideration; no later version can be substituted and no earlier version can be recovered.**

Help

If you encounter problems in the submission process, please make the following checks:

- Check once more the eligibility criteria mentioned in the contest rules.

- Is your Part B in portable document format (PDF), including no material in other formats?

- Is the filename made up of the letters A to Z, and numbers 0 to 9? You should avoid special characters and spaces.

- Have you checked out your Part B PDF files, to check that they are really the files you intend to submit, and that they are complete, printable and readable?

- Are your Part B files within the size limit of 20 Mbytes?

- Have you virus-checked your computer? The Electronic Submission Services of the Commission will automatically block the submission of any file containing a virus.

- Have you allowed time to submit a first version of your application at least several days before the deadline (you can then continue to work on it)?

- Have you completed the submission process for your latest version?

<u>General assistance:</u>

For general assistance please contact the Research Inquiry Service via the <u>online form</u>

Should you require additional help with the content of your application, please write to us at:

<u>rtd-women-innovators@ec.europa.eu</u>

<u>IT Helpdesk:</u>

IT Helpdesk answers to your questions about the Participant Portal tools and processes via the <u>online form</u>