For all correspondence concerning the submission of your application, please send an email to: Europlanet-Call@esf.org

1. Registration

You will be able to register on the submission platform using the following link: https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUL1GXVv

Then, please fill in your Contact Information details. Required fields are marked with an asterisk “*”.

Once everything is completed, click on “Submit”. Then, click on “Login here”.

(!) Make sure that the email address you indicated is correct.
It will redirect you to the ESF Smart-simple Platform.

https://esf.smartsimple.ie/s_Login.jsp?lang=1&prole=0

After a short while, you should receive a confirmation email, “Platform Registration confirmation”, from esf-panels@esf.org (please do not use this email address for any other communications).

If you have not received it in your inbox, please check your spam folder.

In this email, you will find your login (the email address you have indicated on the Registration Form) and a temporary password to connect to the platform.
2. First steps on the Platform

Once you have completed your first login (using the information provided in the email), you will have to choose a new password.

This is strictly personal and ESF will not have access to your password.

(!) Make sure to remember your password.

You will then have access to the portal, from which you will have access to your profile and your application.

First, you will need to complete your profile.

(!) If your profile is not completed, you will not be able to submit your proposal.

To complete your profile, click on the button “Click Here” on the “Welcome to your portal” section.
Fill in the Contact Information Details and click on “Complete Profile” once it is done.

Please note that once you have completed your profile, it will be locked and you will need to contact Europlanet-Call@esf.org to modify it.

To go back to your portal, click on the arrow.
3. Submit your application

Click on “Apply” for the Europlanet 2024 RI - TA call 1

Make sure that you do not hide the instructions.

As you can see there are 4 tabs for the application: “General”, “Transnational Access Category”, “Mandatory Complementary Information” and “Application Template”.

(!) When you are writing your application, remember to click on “Save Draft” regularly.
The first time you will click on “Save Draft”, you will obtain the reference ID for your application.

If you log-out and re-login later, you will find your application under the “My Applications” section.
Once you reach the last tab, “Application Template”, you will be able to download the application template. You will need to use this template to submit your proposal text and respect the format instructions.

After uploading the pdf file of your application, you will need to click first on “Save Draft”.

Finally, when you are ready to submit your application, click on “Submit for review”. If you have made any modifications, you will need to first save them by clicking on “Save Draft” before submitting your application.

(!) Be careful, once you have submitted your application, you will not be able to modify it anymore!

Once you have submitted your application, the platform will generate a pdf file of your submission that you will be able to download by clicking on “Print Form”.

If you need any help in submitting your application or using the submission platform, please contact Europlanet-Call@esf.org.