

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

If you have already applied to a previous Europlanet TA Call using this platform, please directly go to point 3.

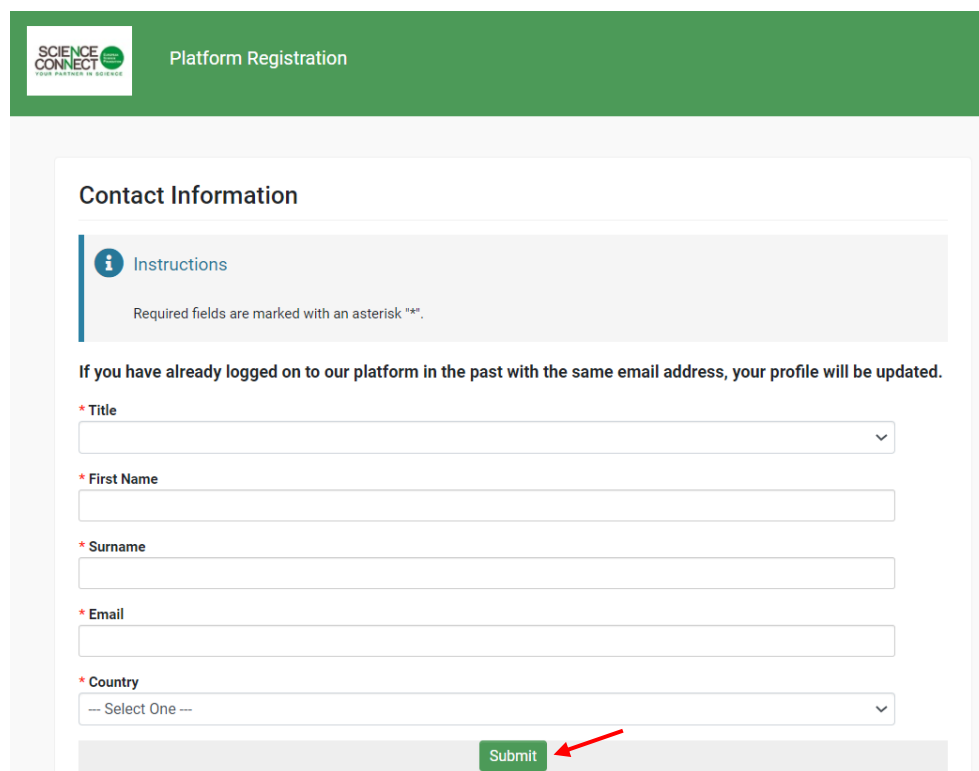
1. Registration

You will be able to register on the submission platform using the following link:

https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv

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

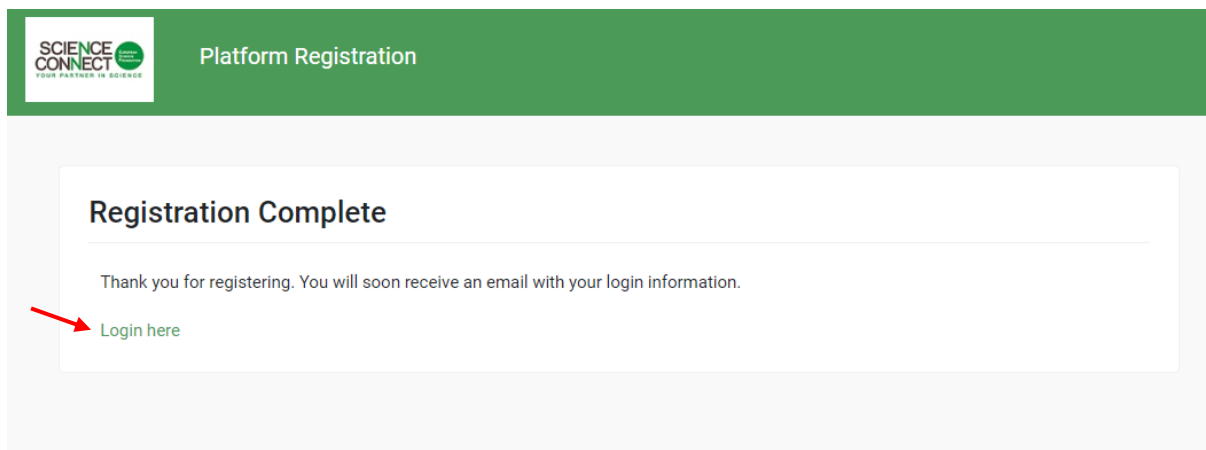
If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.



The screenshot shows the 'Platform Registration' page. At the top left is the 'SCIENCE CONNECT' logo with the tagline 'YOUR PARTNER IN RESEARCH'. The page title is 'Platform Registration'. Below this is a 'Contact Information' section. It starts with an 'Instructions' box containing an information icon and the text 'Required fields are marked with an asterisk *'. Below the instructions, a message states: 'If you have already logged on to our platform in the past with the same email address, your profile will be updated.' The form contains several fields, each with an asterisk indicating it is required: 'Title' (a dropdown menu), 'First Name' (a text input), 'Surname' (a text input), 'Email' (a text input), and 'Country' (a dropdown menu with the text '-- Select One --'). At the bottom of the form is a green 'Submit' button, which is pointed to by a red arrow.

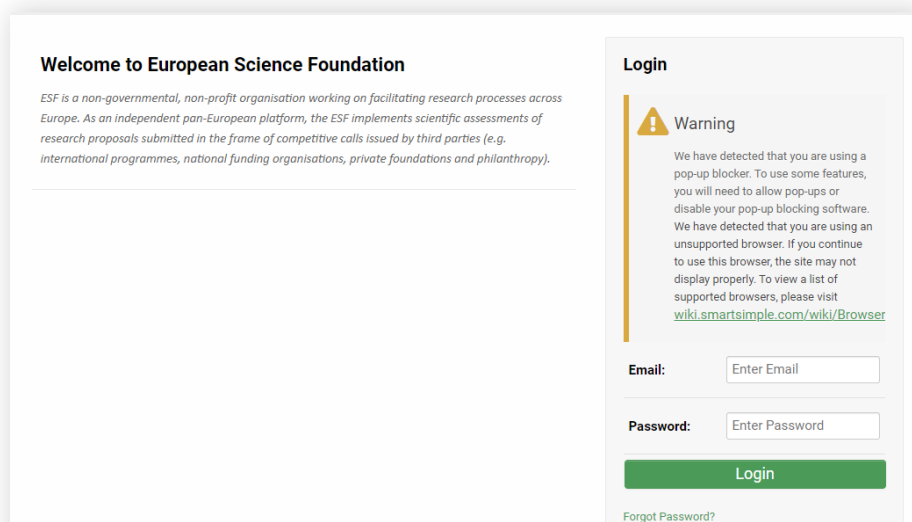
Once everything is completed, click on “Submit”. Then, click on “Login here”.

(!) 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



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.**



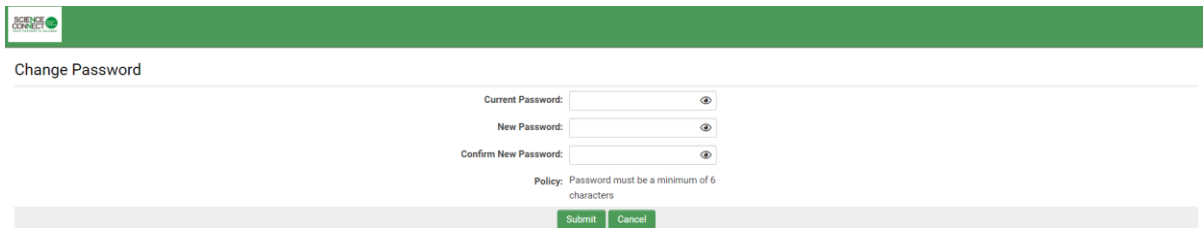
In this email, you will find your login (the email address you have indicated on the Registration Form) and a temporary password to connect to the platform.

2. Log in to 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 it.

(!) Make sure to remember your password.



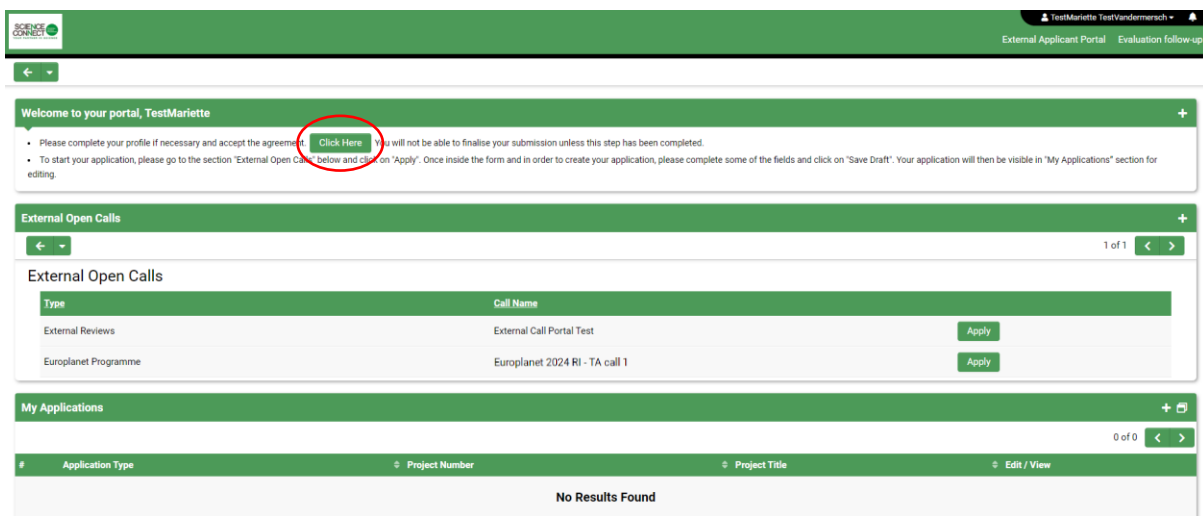
The screenshot shows the 'Change Password' form. It includes three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is a password policy note: 'Policy: Password must be a minimum of 6 characters'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

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.



The screenshot shows the Science Connect portal dashboard. The top navigation bar includes the Science Connect logo and the user name 'TestMariette TestVandermersch'. The main content area is divided into several sections:

- Welcome to your portal, TestMariette**: A green header with a '+' icon. Below it, a message states: 'Please complete your profile if necessary and accept the agreement. [Click Here](#) You will not be able to finalise your submission unless this step has been completed.' A second message says: 'To start your application, please go to the section "External Open Calls" below and click on "Apply". Once inside the form and in order to create your application, please complete some of the fields and click on "Save Draft". Your application will then be visible in "My Applications" section for editing.' The 'Click Here' link is circled in red.
- External Open Calls**: A green header with a '+' icon. Below it, a table lists available calls:

Type	Call Name	Apply
External Reviews	External Call Portal Test	Apply
Europlanet Programme	Europlanet 2024 RI - TA call 1	Apply

- My Applications**: A green header with a '+' icon and a list icon. Below it, a table header shows columns for '#', 'Application Type', 'Project Number', 'Project Title', and 'Edit / View'. The table content is empty, with the text 'No Results Found' displayed below.

Fill in the Contact Information Details and click on “Complete Profile” once it is done.

SCIENCE CONNECT
TestMariette TestVanderersch
External Applicant Portal Evaluation follow-up

Main
Notes

Ms TestMariette TestVanderersch

This platform will enable you to register and submit the details of your application. The data collected are necessary to process applications. Mandatory data fields are marked in red.

Please note that by submitting an application you explicitly accept that your personal details and project details are communicated to the following different parties (who may be located in any country in the world) depending on their role in the process described above:
- authorised ESF staff, scientific community (panel members);

In order to follow the progress of your application, your prospective host institution will have access to the ensuing information: name, first name, the outcome of the selection process and feedback from the expert panel.

Further information on the collection, registration and dissemination of data is available at <http://www.esf.org/data-protection>

I have read the above, understood these requirements and acknowledge that my data has been passed on to ESF, and explicitly accept all of this.

CONTACT INFORMATION

If you cannot make changes to your profile and wish to do so, please contact ESF.

* Title: Ms
* First Name: TestMariette
Middle Name:
* Surname: TestVanderersch
* Gender: Female
Nationality: France

Save Draft Complete Profile

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 FT 1

If you already applied for the previous calls, your application(s) will appear in “My Applications” Section.

Please note that for the Fast Track Calls, your application will not be visible on your portal after the submission deadline.

SCIENCE CONNECT
MarietteTest VandererschTest
External Applicant Portal Evaluation follow-up

Welcome to your portal, MarietteTest

- Please complete your profile if necessary and accept the agreement. [Click Here](#) You will not be able to finalise your submission unless this step has been completed.
- To start your application, please go to the section "External Open Calls" below and click on "Apply". Once inside the form and in order to create your application, please complete some of the fields and click on "Save Draft". Your application will then be visible in "My Applications" section for editing.

External Open Calls

1 of 1

Type	Call Name	Apply
Europlanet Programme	Europlanet 2024 RI - TA call 2	Apply

My Applications

0 of 0

#	Application Type	Project Number	Project Title	Call Name	Edit / View
No Results Found					

Make sure that you do not hide the instructions.

SCIENCE CONNECT
TestMariette TestVandermersch
External Applicant Portal Evaluation follow-up

New Application

GMS360[®] - Submission Manager Application

GENERAL TRANSNATIONAL ACCESS CATEGORY MANDATORY COMPLEMENTARY INFORMATION APPLICATION TEMPLATE

* Project Title:

* Abstract
200 words maximum

0 words typed

* Keywords:
Up to five, separated by semicolon;

Co-Applicant

* Co-Applicant
Do you have a co-applicant?

Save Draft Submit for review NEXT

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.

Test1 - MV

GMS360[®] - Submission Manager Application

GENERAL TRANSNATIONAL ACCESS CATEGORY MANDATORY COMPLEMENTARY INFORMATION APPLICATION TEMPLATE

1 Draft 2 External Submit for Review 3 Completed 4 Ineligible 5 Withdrawn 6 Missed deadline 7 Declined

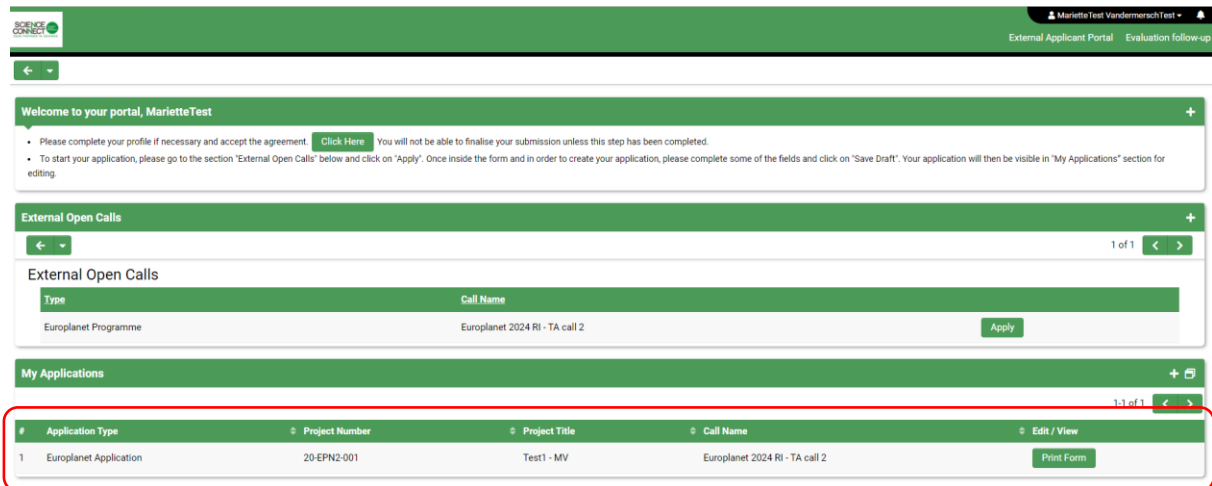
20-EPN2-001 (External Submit for Review)

Project Title: Test1 - MV

Abstract
200 words maximum
Tes test test

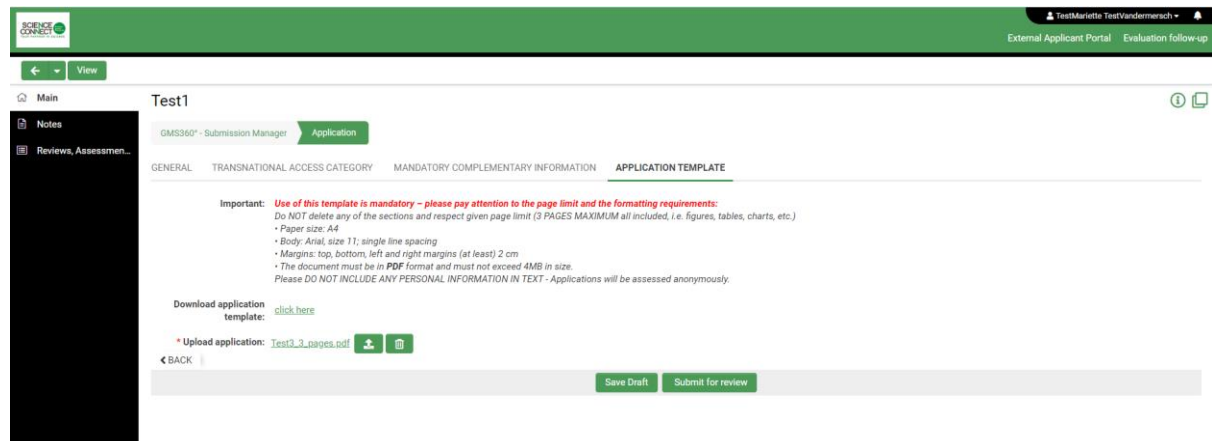
Keywords:
Up to five, separated by semicolon; test, test, test

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”.



Please note that for the Fast Track Calls, your application will not be visible on your portal after the submission deadline. Make sure you keep a copy of the Form.

4. Submit a second Application

In the Frame of the Europlanet RI 2024 TA Call, **you can only submit one application per TA category**:

- TA1: Planetary Field Analogues
- TA2: Distributed Planetary Laboratory Facility

Once you will have submitted your first application, you will be able to apply again by clicking on “Apply”.

Once the second application will be submitted, you will see both on your profile, in the section “My Applications”.

The screenshot displays two sections of a web interface. The top section, 'External Open Calls', shows a table with one entry: 'Europlanet Programme' with 'Call Name' 'Europlanet 2024 RI - TA call 2'. A message below the table states: 'You have already created at least two applications for this call.' The bottom section, 'My Applications', shows a table with two entries:

#	Application Type	Project Number	Project Title	Call Name	Edit / View
1	Europlanet Application	20-EPN2-002	Test2	Europlanet 2024 RI - TA call 2	Print Form
2	Europlanet Application	20-EPN2-001	Test1 - MV	Europlanet 2024 RI - TA call 2	Print Form

Please note that if you submit a second application for the same TA category, it will be automatically deleted by the Europlanet Office.

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