

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

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

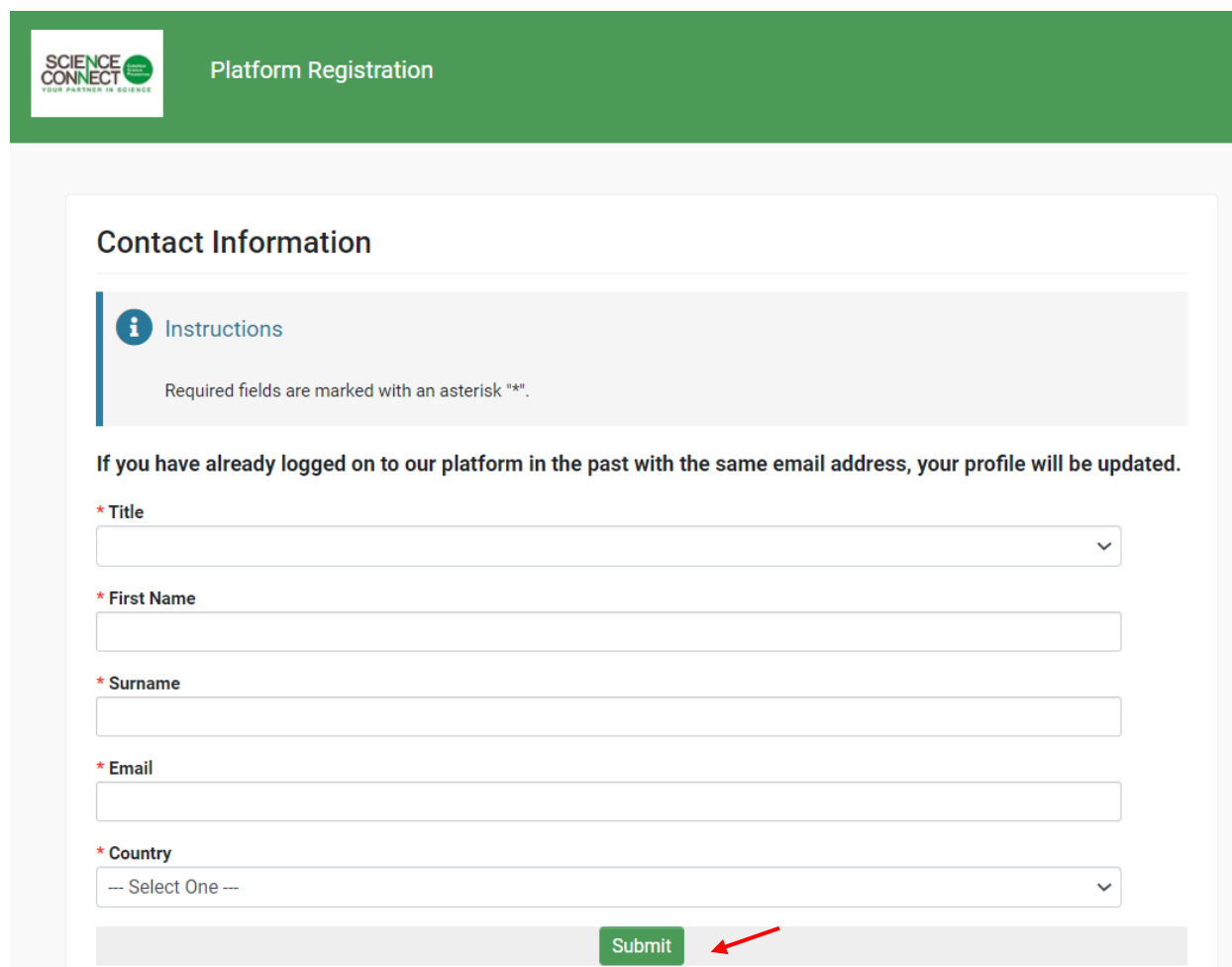
1. Registration

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 “*”.

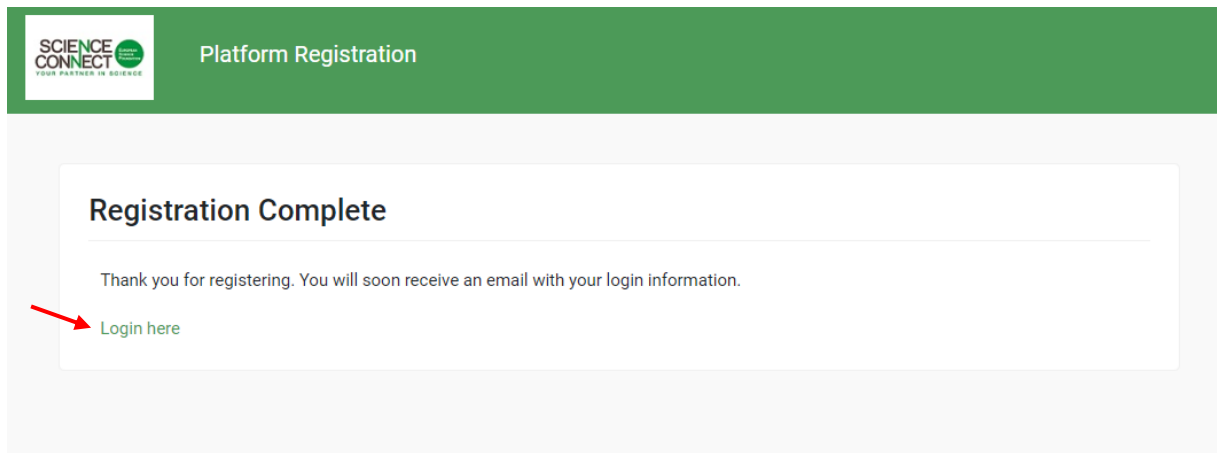
If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.



The screenshot shows a green header bar with the Science Connect logo and the text "Platform Registration". Below the header is a white form titled "Contact Information". Inside the form, there is an "Instructions" box stating "Required fields are marked with an asterisk **". Below this, a message reads: "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 input fields, all marked with an asterisk: "Title" (a dropdown menu), "First Name" (a text box), "Surname" (a text box), "Email" (a text box), and "Country" (a dropdown menu with "Select One" selected). At the bottom of the form is a green "Submit" button, which is pointed to by a red arrow.

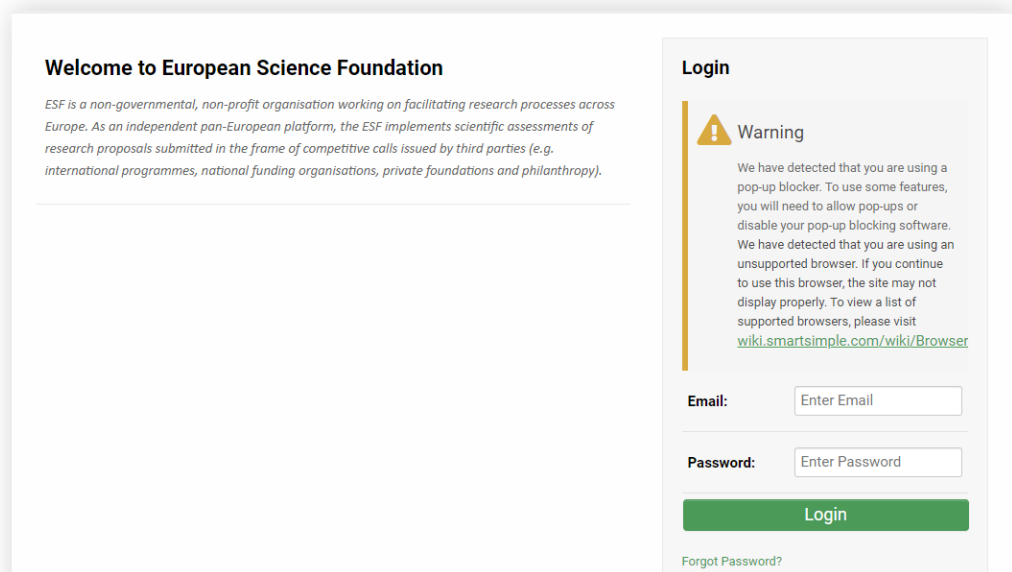
Once everything is completed, click on “Submit”. Then, click on “Login here”.

(!) Make sure that the email address you indicated is correct.



This 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.**

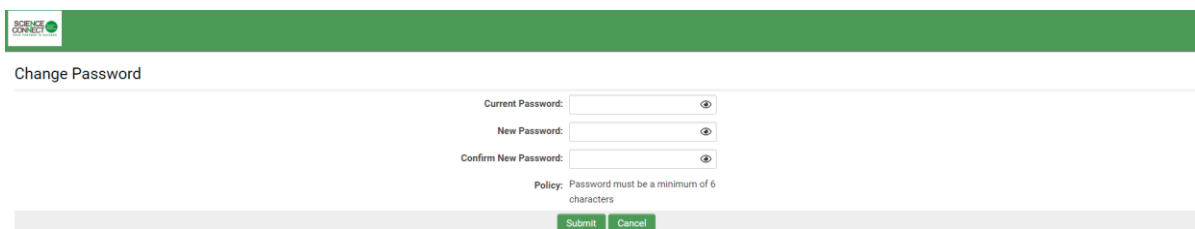
In this email, you will find your login (the email address you have indicated on the Registration Form) and a temporary password to connect to the platform.

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.

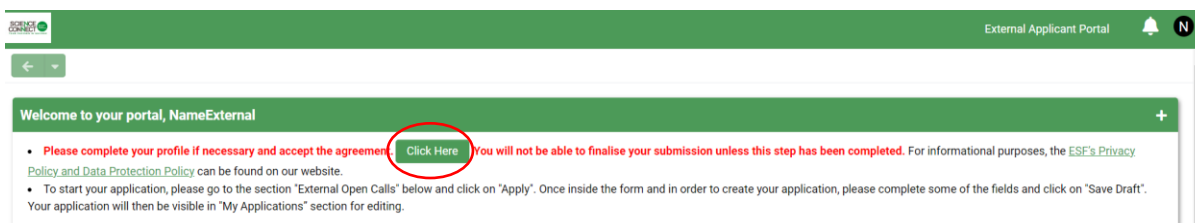


You will then have access to the portal, from which you will have access to your **profile** and your **application**.

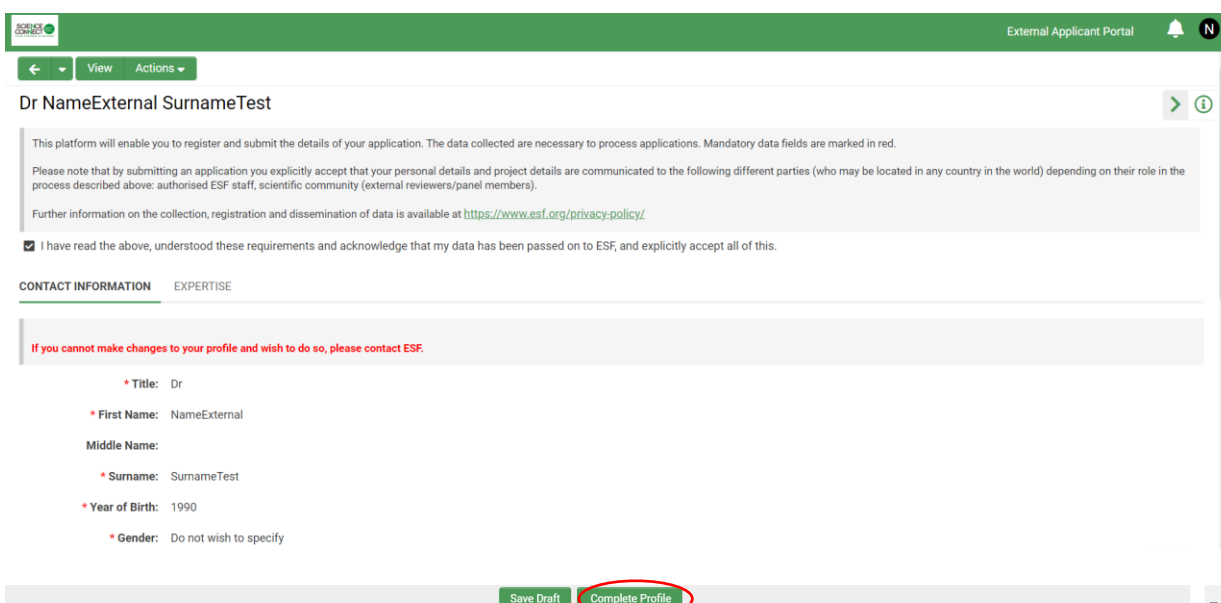
First, you will need to complete your **profile**.

(!) 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 the main portal, click on the arrow



3. Submit your application


If you already applied for the Call 1, 2 or the Fast Track, your application will appear in “My Applications” Section.

To Submit your application, Click on “Apply” for the Europlanet 2024 RI - TA call 3

The screenshot shows the 'Open Calls' section of the External Applicant Portal. It features a table with the following data:

Type	Call Name	Call Deadline Date	Action
Europlanet Programme	Europlanet 2024 RI - TA call 3	2022-10-20 13:00:00	Apply

The 'Apply' button in the 'Action' column is circled in red. Above the table, there is a note: 'Specified times correspond to the BST/GMT zone (UK time)'. There are also navigation arrows and a '1-1 of 1' indicator.

Make sure that you do not hide the instructions. If you cannot see them, click on the  button.

The screenshot shows the 'New Application' form. It has several sections: 'GENERAL', 'TRANSNATIONAL ACCESS CATEGORY', 'MANDATORY COMPLEMENTARY INFORMATION', and 'APPLICATION TEMPLATE'. The 'GENERAL' section includes fields for 'Project Title', 'Abstract' (with a 200 words maximum limit), and 'Keywords' (up to five, separated by semicolons). There is also a 'Co-Applicant' section with a question 'Do you have a co-applicant?'. At the bottom, there are two buttons: 'Save Draft' (circled in red) and 'Submit for review'. A 'NEXT >' button is also visible.

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.

You can log-out and re-login later. You will find your application under the “My Applications and Rebuttals” section. Click on “Edit” to access the application.

The screenshot displays the 'External Applicant Portal' interface. At the top, there is a navigation bar with the 'External Applicant Portal' title and a user profile icon. Below this, a green banner contains a welcome message and instructions. The main content area is divided into sections: 'Open Calls' and 'My Applications and Rebuttals'. The 'Open Calls' section lists 'External Open Calls' with a table showing 'Type', 'Call Name', 'Call Deadline Date', and 'Action'. The 'My Applications and Rebuttals' section is highlighted with a red box and contains a table with columns: '#', 'Application Type', 'Project Number', 'Project Title', 'Call Name', and 'Edit / View'. The table lists one application: 'Europlanet Application' with project number '22-EPN3-001', title 'Test - Call 3 - Do not delete', and call name 'Europlanet 2024 RI - TA call 3'. An 'Edit' button is visible next to the application entry.

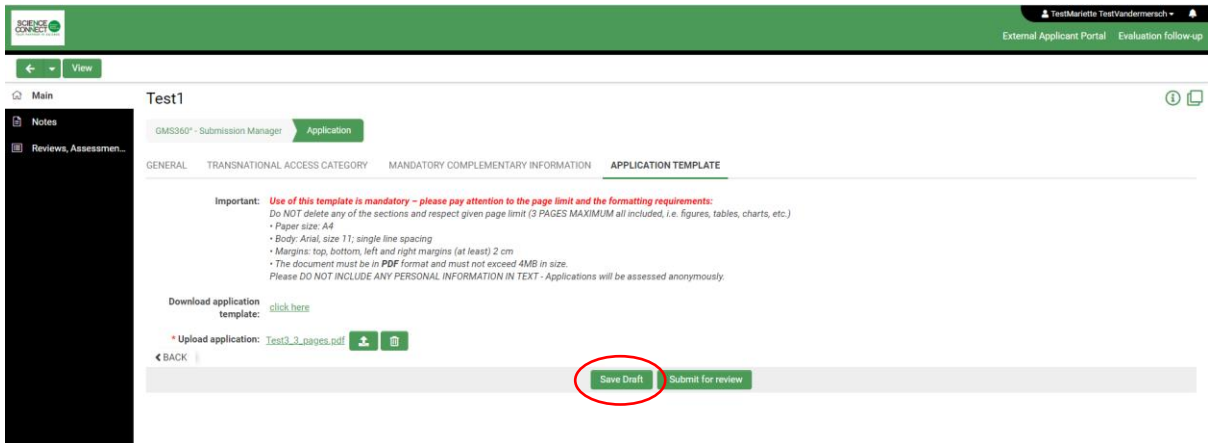
Once you reach the last tab, “Application Template”, you will be able to download the application template. You will need to use this template to submit your proposal text and respect the format instructions:

- Applications should be written in English, using the font Arial – size 11 minimum, and should be filled in using the template;
- The core of the application (all parts provided and uploaded as one pdf document) should respect the page limit (3 pages maximum all included, i.e. figures, tables, charts, etc.). All page limits indicated in the template are mandatory;
- The core of the application (all parts provided and uploaded as pdf document) are anonymous and therefore should not contain any information (name of the Project Leader and co-applicant, affiliation, publications, etc.) that allows identification of the applicant(s). Failure to respect this requirement will result in the automatic rejection of the application.)

Generally, the Project Leader of the application should work for an organisation based in an EU Member State or a Horizon 2020 affiliated country. Under Horizon 2020, up to 20% of the funds can be allocated to non-EU researchers.

- None of the Project Leader and co-applicant(s) should apply for a facility/site located in the country in which they are employed.
- The Project Leader and co-applicant(s) should be researchers involved in the visit (i.e. application on behalf of another person is not allowed).
- Maximum one application per applicants (same co-applicants) per TA category (PFA and DPLF) is allowed for each call.
- During the life span of the Europlanet project, **applicants will not be supported more than four times** (continued from Europlanet RI 2020) and **not more than once through the “Fast Track” calls.**

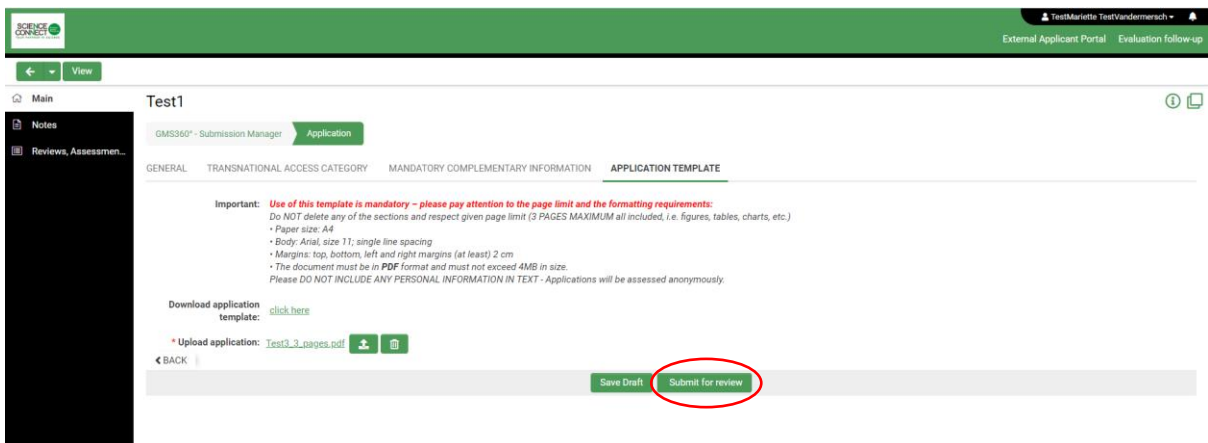
After uploading the pdf file of your application, you will need to click first on “Save Draft”.




Finally, when you are ready to submit your application, click on “Submit for review”.

If you have made any additional modifications after the upload of your application pdf, 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!



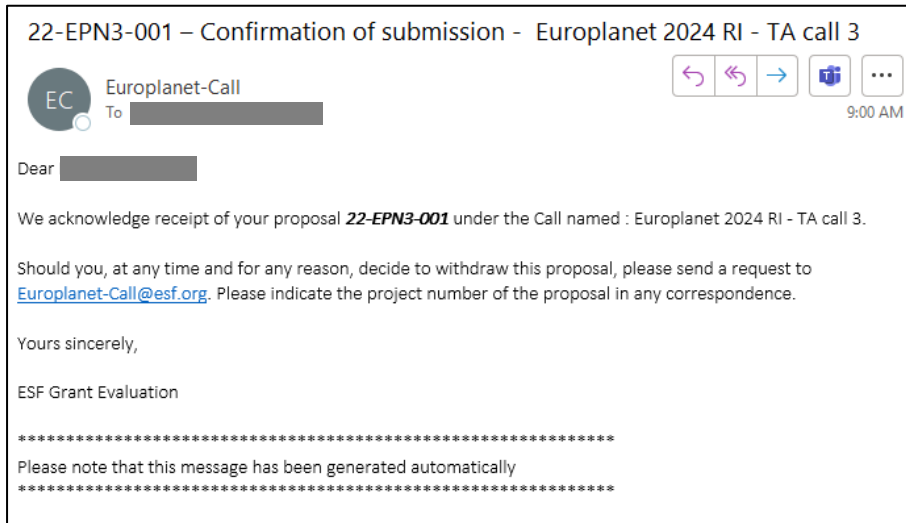
Once you have submitted your application, go back to the main page clicking on the  up left.

The platform will generate a pdf file of your submission that you will be able to download by clicking on “Print Form”. You will also have a project number, starting with 22-EPN3-.

My Applications and Rebuttals				
APPLICATIONS (2)		REBUTTALS (0)	REBUTTALS MISSED DEADLINE (0)	
#	Application Type	Project Number	Project Title	Call Name
1	Europlanet Application	22-EPN3-001	Test - Call 3 - Do not delete	Europlanet 2024 RI - TA call 3

The 'Print Form' button in the table is circled in red.

You will also receive a confirmation email on the email indicated on your profile.



4. Submit a second Application

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

- TA category 1: Planetary Field Analogues
- TA category 2: 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”.

External Open Calls 1 of 1

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

You have already created at least two applications for this call.

My Applications 1-2 of 2

#	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