

# Applicants' Guide to the Open Call Management Platform

## 1. Application Process

To apply to an ESMERA Open call, applicants should use the following link: <http://opencalls.esmera-project.eu/>

### 1.1. Call Overview

The link leads directly to the calls management platform. The initial page displays a brief summary of the call. It is divided into three sections (see Figure 1):

1. **Description Section:** This section gives a description of the ESMERA Open Call. This includes a summary of who is eligible for participation and procedure (Figure 1).
2. **Files Section:** The second section lists the templates and documents that must be included in any proposal submission (Figure 1).
3. **Link Section:** Here, the **Go to Call** link takes an applicant to a login page (Figure 1).

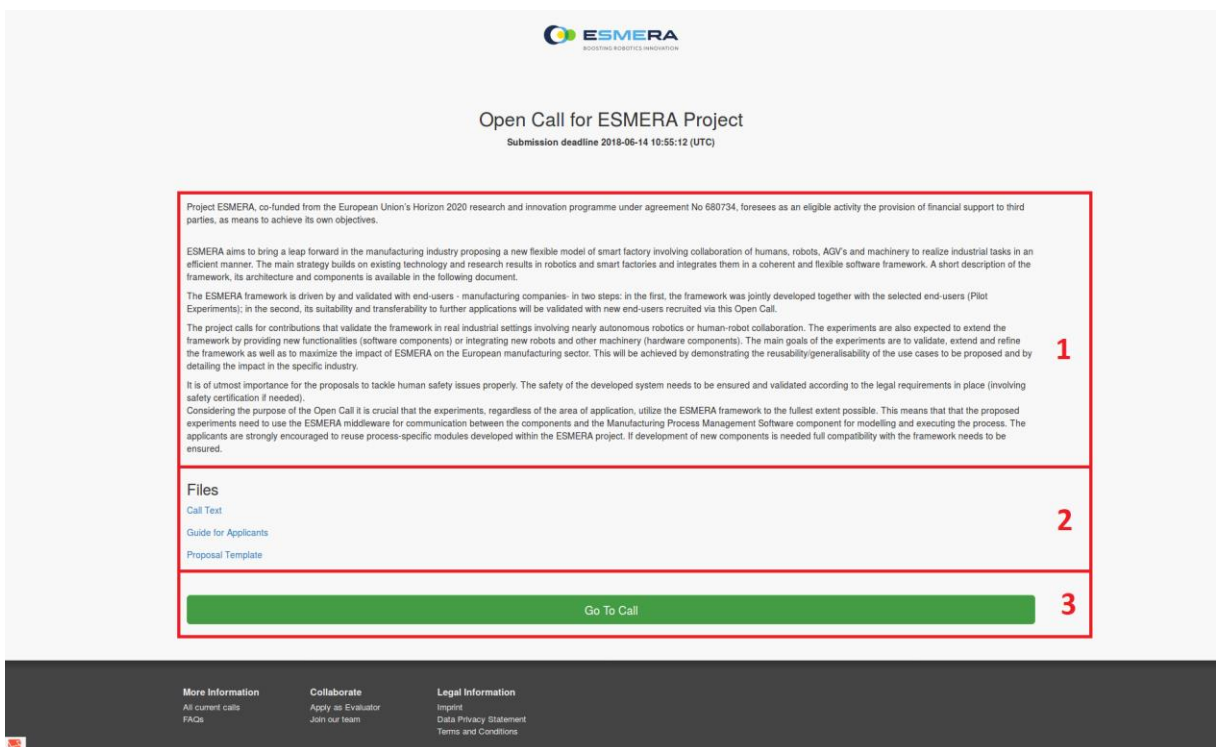
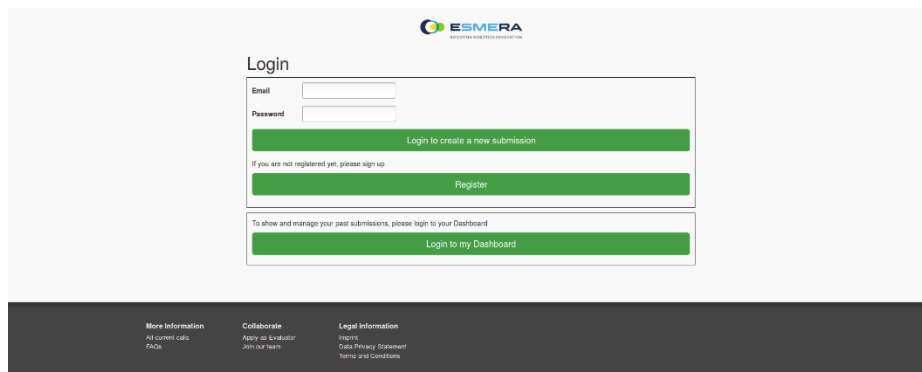


Figure 1. The call overview page

### 1.2. Login page

New applicants must press the **Register** button to create an account first as in Figure 2. An email address and a password is needed to register into the platform. After the information has been submitted, a verification email will be sent. The applicant must first find the email and follow the account activation link to complete the registration. Once registered, applicants can login with their credentials.



**Figure 2.** Login page

### 1.3. Proposal Submission

After a successful registration and login, an applicant is taken to the proposal submission page. Here, a proposal can be created and submitted. The page contains five sections. Note that all fields with a (\*) behind their name must be completed before completion.

1. **General Information Section:** In this section, applicants need to provide the full and short name for their proposal as in Figure 3. Under **Browse**, applicants can upload their proposal in one of the supported formats. The formats are listed under the **Browse** button along with the maximum file size.
2. **Leader Section:** Applicants must enter their own organisation information here as in Figure 3.
3. **Contact Person Section:** Applicants must enter the contact person for the leader organization in this section shown in Figure 3. The information in this section can be the same as the registered applicant.
4. **Consortium Partners Section:** In case a proposal is proposed by multiple consortium members, all partners should be listed in this section as in Figure 3.
5. **Keyword Section:** Applicants can list keywords that summarize topics of the proposals as in Figure 3.
6. **Budget Section:** This section contains information regarding personnel cost, equipment cost, consumables cost, travel cost, subcontracting cost and the other expenses as in Figure 3.

Once all sections are filled in, the proposal can be submitted using the save & submit button in the end of the page.

If the submission is successful, the applicant will receive an email notification and notification in Figure 4. The **Back to Dashboard** button takes the user to the management platforms main page.

[Back and logout](#)

**Open Call for ESMERA Project**  
 Submission deadline 2018-06-29 16:55:12 (UTC) UTC  
 If you have any questions, please contact us at [support@opencalls.esmera-project.eu](mailto:support@opencalls.esmera-project.eu)

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**General Information**

Project Title \*

Project Acronym \*

Partner \*

Groups of allowed types  
 PDF Document: .pdf  
 Max file size: 2,00 MB

**Consortium**

Leader \*

Type in the Name of the Organization

Specify contact persons

Lead Name of organization  
 Technische Universität München

Description  
 Robotics, Artificial Intelligence and Embedded Systems

Short Name  
 TUM

Street  
 Schellingstr. 90a

ZIP Code  
 85748

City  
 Giesing bei München

Country  
 Germany

Role of organization  
 Legal Person: Secondary or higher education establishments

Not found your Organization?

Specify Contact Person(s):

Contact Person

Partner(s):

Type in the Name of the Organization

Specify Contact Person(s):

Contact Person

**Keywords**

Please describe the topics of your proposal.

Keywords

Please enter a couple of keywords:

Keyword 1 \*

**Budget**

Technische Universität München

Cost Model  
 J2020 for profit organisations

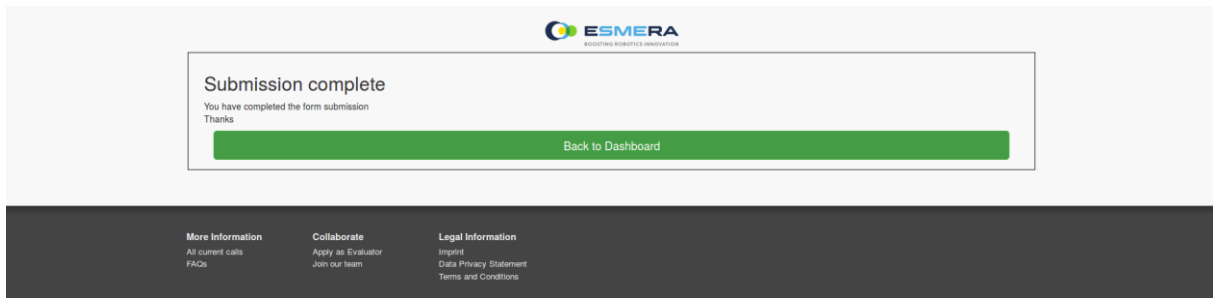
HS03 for profit organisations

Category	Expenses	Funding Rate	Funded Expenses	Overhead Rate	Funded Overhead	Sum	Explanation																					
Personnel Cost	0.00 EUR	70 %	0.00 EUR	25 %	0.00 EUR	0.00 EUR																						
<table border="1"> <thead> <tr> <th>Salary Level</th> <th>Monthly Income EUR</th> <th>Person-Month</th> <th>Cost</th> <th>Explanation</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Salary Level Name</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Sum</td> <td></td> <td></td> <td>0</td> <td>0.00 EUR</td> <td></td> </tr> </tbody> </table>								Salary Level	Monthly Income EUR	Person-Month	Cost	Explanation	Action	Salary Level Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sum			0	0.00 EUR				
Salary Level	Monthly Income EUR	Person-Month	Cost	Explanation	Action																							
Salary Level Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																							
Sum			0	0.00 EUR																								
Equipment	0.00 EUR	70 %	0.00 EUR	25 %	0.00 EUR	0.00 EUR																						
<table border="1"> <thead> <tr> <th>Item</th> <th>Cost</th> <th>Depreciation Time</th> <th>Dep. Time in Project</th> <th>Cost in Project</th> <th>Explanation</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Name of Item</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Sum</td> <td></td> <td></td> <td></td> <td>0.00 EUR</td> <td></td> <td></td> </tr> </tbody> </table>								Item	Cost	Depreciation Time	Dep. Time in Project	Cost in Project	Explanation	Action	Name of Item	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sum				0.00 EUR		
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Name of Item	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
Sum				0.00 EUR																								
Consumables	<input type="text"/>	70 %	0.00 EUR	25 %	0.00 EUR	0.00 EUR	Explanation																					
Travel	<input type="text"/>	70 %	0.00 EUR	25 %	0.00 EUR	0.00 EUR	Explanation																					
Subcontracting	<input type="text"/>	70 %	0.00 EUR	0 %	0.00 EUR	0.00 EUR	Explanation																					
Other	<input type="text"/>	70 %	0.00 EUR	25 %	0.00 EUR	0.00 EUR	Explanation																					
Sum	0.00 EUR		0.00 EUR		0.00 EUR	0.00 EUR																						

Project Budget (Sum of all Partners)

Category	Expenses	Funded Expenses	Funded Overhead	Sum
Sum	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR

Figure 3. Proposal submission website

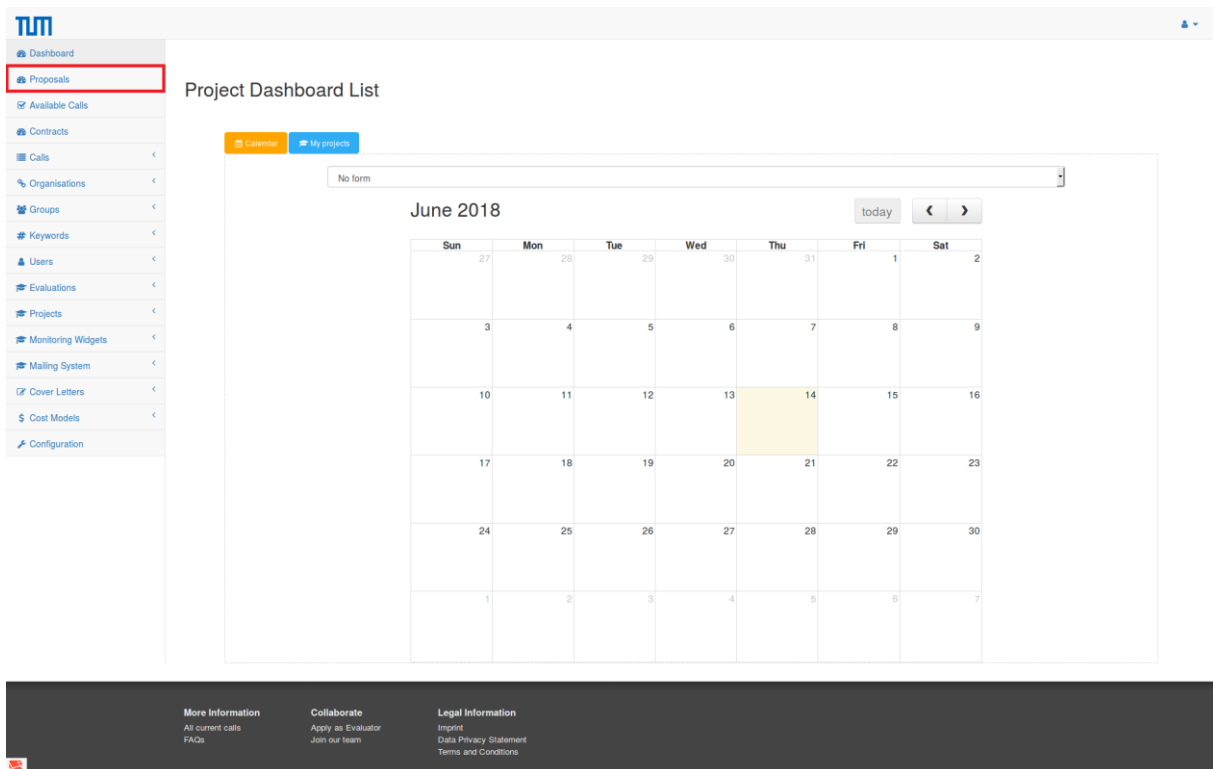


**Figure 4.** The notification which shows the submission is successful

## 1.4. Editing Process

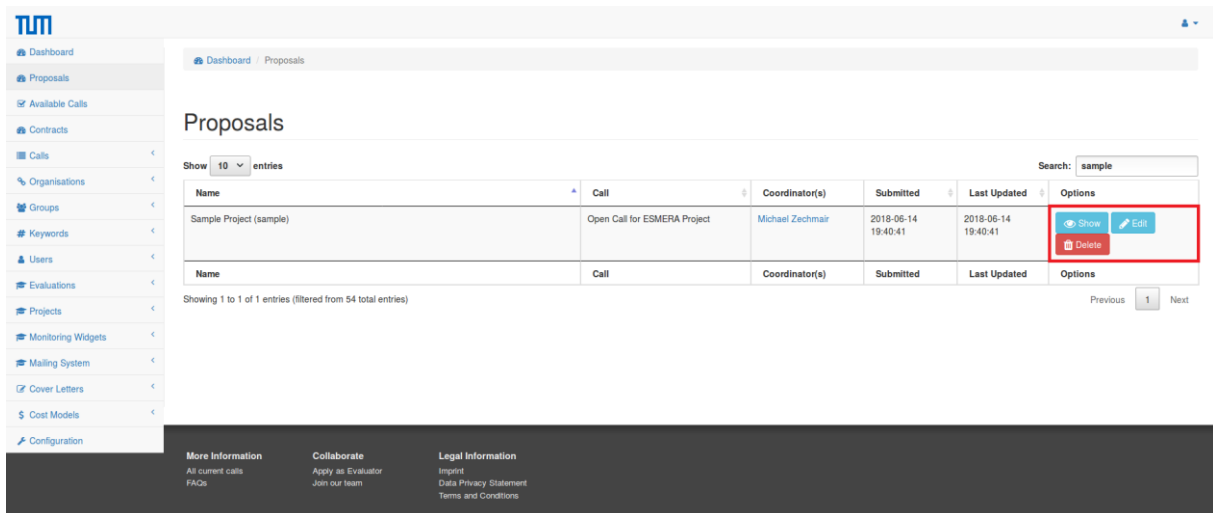
After a successful registration, the proposals of an applicant can be edited under the following link: <http://opencalls.esmera-project.eu/>.

From the dashboard, the submitted proposals can be reached through the **Proposals** link in Figure 5.



**Figure 5.** Proposal edition website

The submitted proposal can be edited from the **Edit** link which can be seen in Figure 6.



The screenshot shows the 'Proposals' section of the TUM Open Call Management Platform. A table lists proposals, with the first entry 'Sample Project (sample)' highlighted. The 'Options' column for this entry contains three buttons: 'Show', 'Edit', and 'Delete'. The 'Edit' button is highlighted with a red box. The table has columns for Name, Call, Coordinator(s), Submitted, Last Updated, and Options. Below the table, it indicates 'Showing 1 to 1 of 1 entries (filtered from 54 total entries)'. The footer contains links for 'More Information', 'Collaborate', and 'Legal Information'.

Name	Call	Coordinator(s)	Submitted	Last Updated	Options
Sample Project (sample)	Open Call for ESMERA Project	Michael Zechmair	2018-06-14 19:40:41	2018-06-14 19:40:41	Show Edit Delete
Name	Call	Coordinator(s)	Submitted	Last Updated	Options

**Figure 6.** Proposal edition in open call platform

The proposal can be edited as described above in the proposal submission section as long as the call is open.