

## Fight Kids Cancer 2023-2024 Competitive Call Submission of Expressions of Interest Guidelines for the Platform

For all correspondence concerning the online submission of your application, please send an email to [esf-panels@esf.org](mailto:esf-panels@esf.org).

### 1. Register

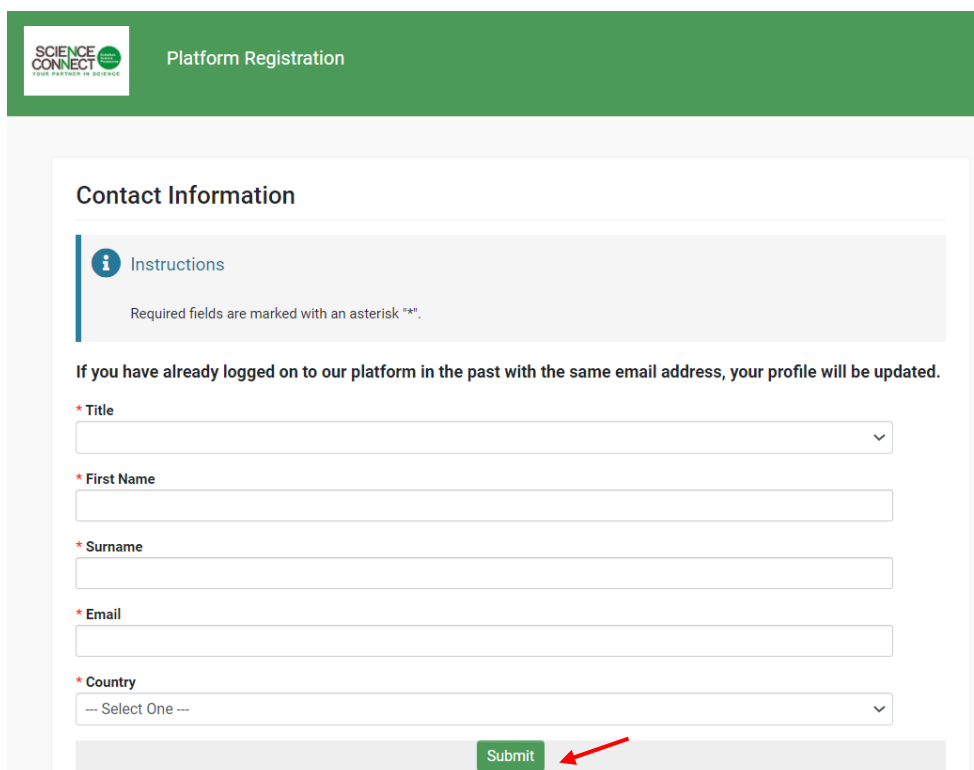
If you have already registered on our platform, you will not need to do this step again. You can directly go to your portal ([https://esf.smartsimple.ie/s\\_Login.jsp](https://esf.smartsimple.ie/s_Login.jsp)), login with your email address and the password you have selected and start your application.

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

[https://esf.smartsimple.ie/s\\_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv](https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv)

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

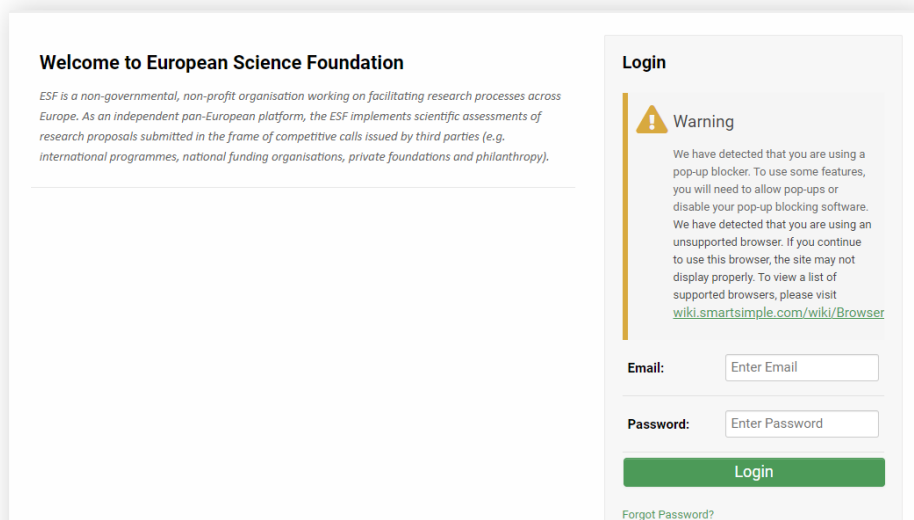
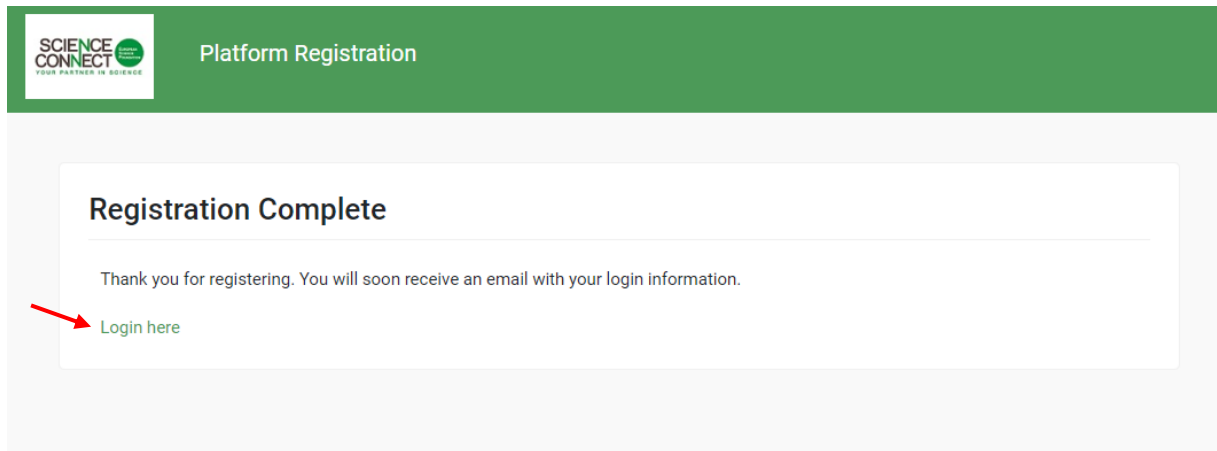
If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.



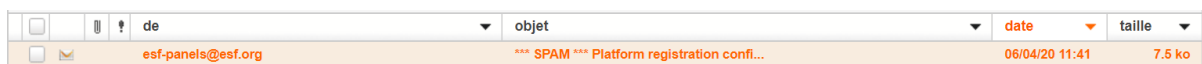
The screenshot shows the 'Platform Registration' page. At the top left is the Science Connect logo. The page title is 'Platform Registration'. Below this is a 'Contact Information' section. It starts with an 'Instructions' box stating 'Required fields are marked with an asterisk \*'. Below the instructions, a message says '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, all marked with an asterisk: 'Title' (a dropdown menu), 'First Name' (a text input), 'Surname' (a text input), 'Email' (a text input), and 'Country' (a dropdown menu with '--- 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.



After a short while, you should receive a confirmation email, “Platform Registration confirmation”, from [esf-panels@esf.org](mailto:esf-panels@esf.org). If you have not received it in your inbox, **please check your spam folder**.



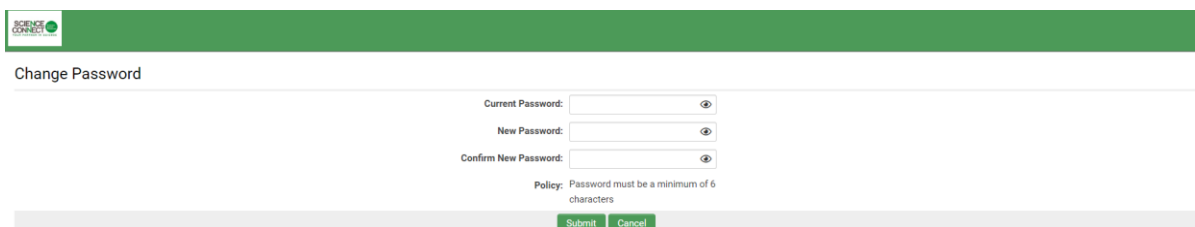
In this email, you will find your login (the email address you have indicated on the Registration Form) and a temporary password to connect to the platform.

## 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.



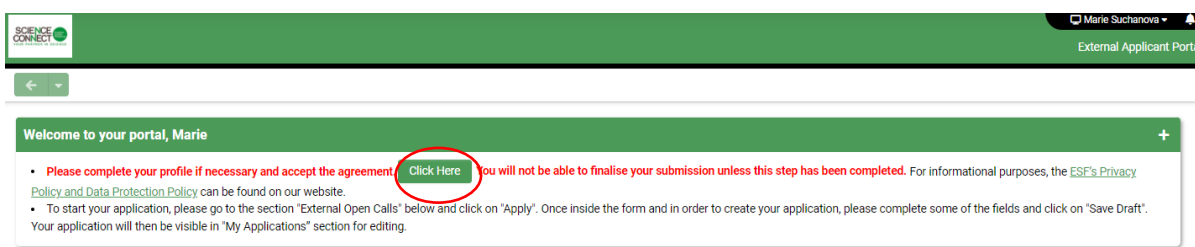
The screenshot shows the 'Change Password' form. It includes three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is a 'Policy' note: 'Password must be a minimum of 6 characters'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

You should then receive a verification code to enter the platform. You will then have access to your portal, your **profile** and your **application**.

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

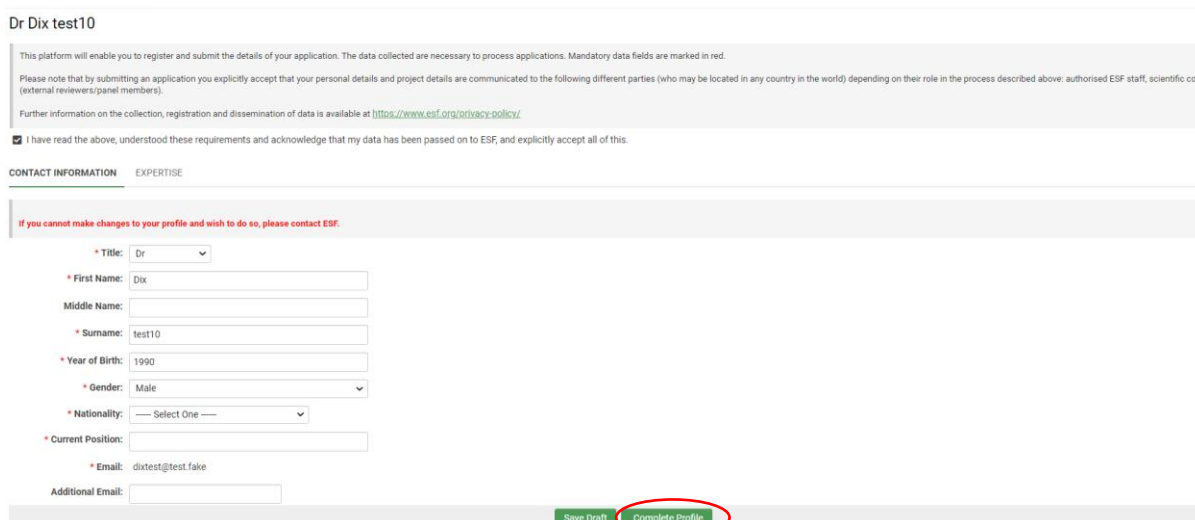
(!) If your profile is not completed, you will not be able to submit your proposal.

To complete your profile, click on the button “Click Here” on the “Welcome to your portal” section.



The screenshot shows a 'Welcome to your portal, Marie' message. It contains two bullet points. The first bullet point includes a red circle around the text 'Click Here' and a red arrow pointing to it. The text reads: '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. For informational purposes, the [ESF's Privacy Policy and Data Protection Policy](#) can be found on our website.'

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



The screenshot shows the 'CONTACT INFORMATION' form. It includes a header with the name 'Dr Dix test10' and a paragraph of text explaining the platform's purpose and data collection. Below this is a checkbox with the text: '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.' The form fields include: 'Title' (Dr), 'First Name' (Dix), 'Middle Name', 'Surname' (test10), 'Year of Birth' (1990), 'Gender' (Male), 'Nationality' (Select One), 'Current Position', and 'Email' (dixtest@test.fake). At the bottom of the form are two buttons: 'Save Draft' and 'Complete Profile', with the latter circled in red.

Please note that once you have completed your profile, it will be locked and you will need to contact [esf-panels@esf.org](mailto:esf-panels@esf.org) to modify it.

To go back to your portal, click on the arrow



### 3. Submit your application

Click on “Apply” for the FKC EoI 2023 Call.

Open Calls			
Specified times correspond to the BST/GMT zone (UK time).			
External Open Calls			
Type	Call Name	Call Deadline Date	Action
Fight Kids Cancer	FKC Eoi 2023	2023-10-17 16:00:00	Apply

Make sure that you do not hide the instructions.

New Application > ⓘ

GENERAL UPLOAD PDF OF APPLICATION

▼ Select type of application

\* Project Number:

\* Application type

\* Proposed Application Title

\* Proposed Project Length (in months)

\* Total Project Budget (in Euros)

€0.00

\* Total Grant Requested from FKC (in Euros)

€0.00

\* Details of each Co-Investigator collaborating on the project

MANDATORY - Please provide FULL NAME, INSTITUTION, EMAILS and COUNTRY of all co-investigator (s).

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\* Countries where the research will be conducted

Please list ALL countries where the research is expected to be conducted.

\* Keywords

Up to five, separated by semicolon.

\* Project Summary

Briefly describe your proposed research using clear and concise non-technical language - 250 words maximum

250 words left

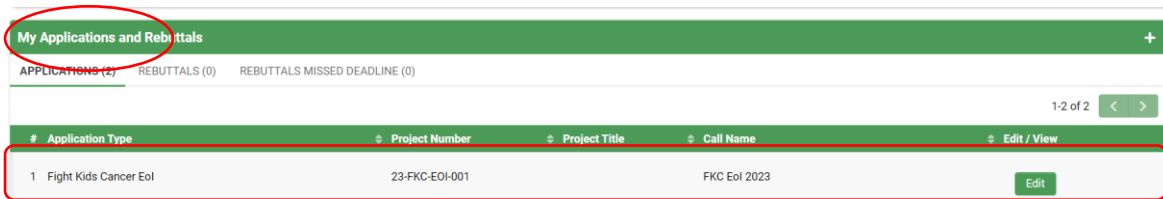
Save Draft

(!) When you are filling in your application form, remember to click on “Save Draft” regularly.

The first time you will click on “Save Draft”, you will obtain the reference ID (project Number) for your application:

\* Project Number: 23-FKC-EOI-001

If you log out and re-login later, you will find your application under the “My Applications” section.

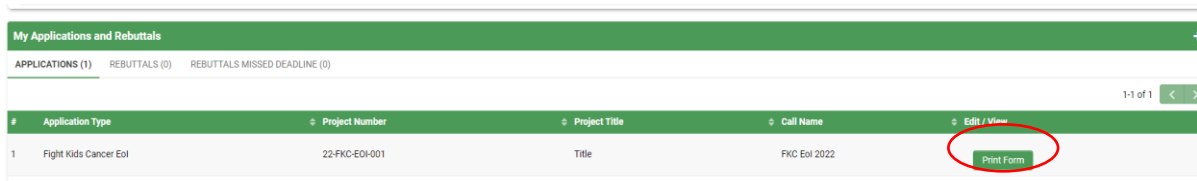


Finally, when you are ready to submit your application, click on “Submit for review”. If you have made any modifications, you will need to first save them by clicking on “Save Draft” before submitting your application.



(!) 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 overview of the fields you have completed that you can download by clicking on “Print Form”.



If you need any help in submitting your application or using the submission platform, please contact [esf-panels@esf.org](mailto:esf-panels@esf.org).