

Fight Kids Cancer Submission of Full Proposals Guidelines for the Platform

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

1. Register

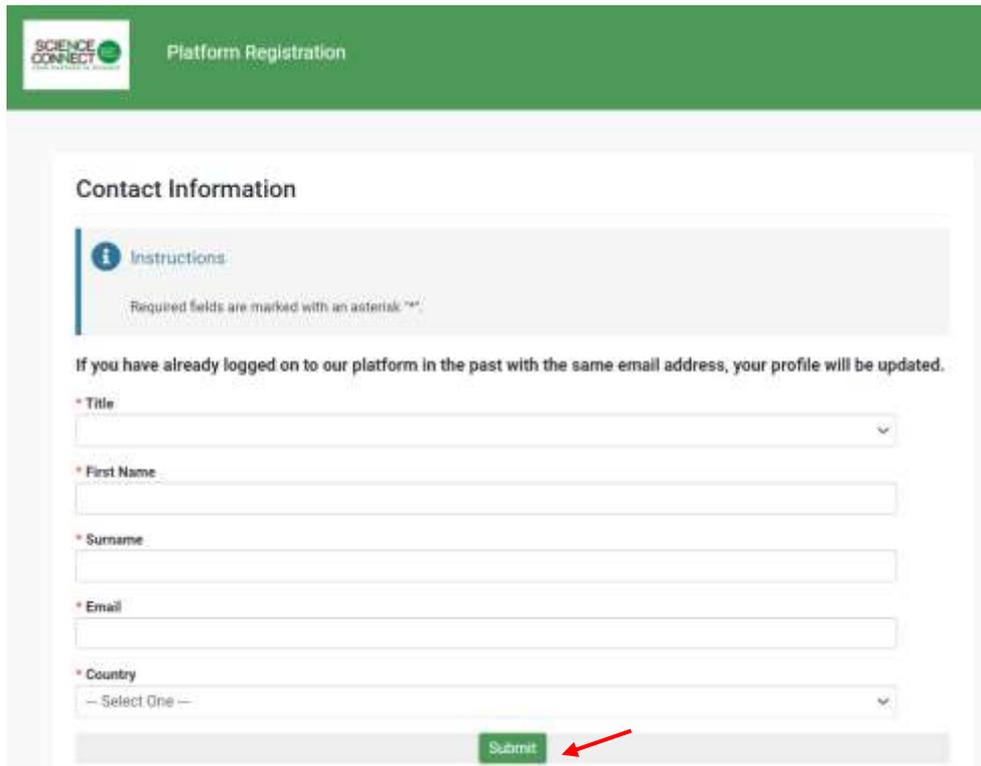
If you have already registered on our platform, you will not need to do this step again. You can directly go to your portal(https://esf.smartsimple.ie/s_Login.jsp), login with your email address and the password you have selected, and start your application.

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

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

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

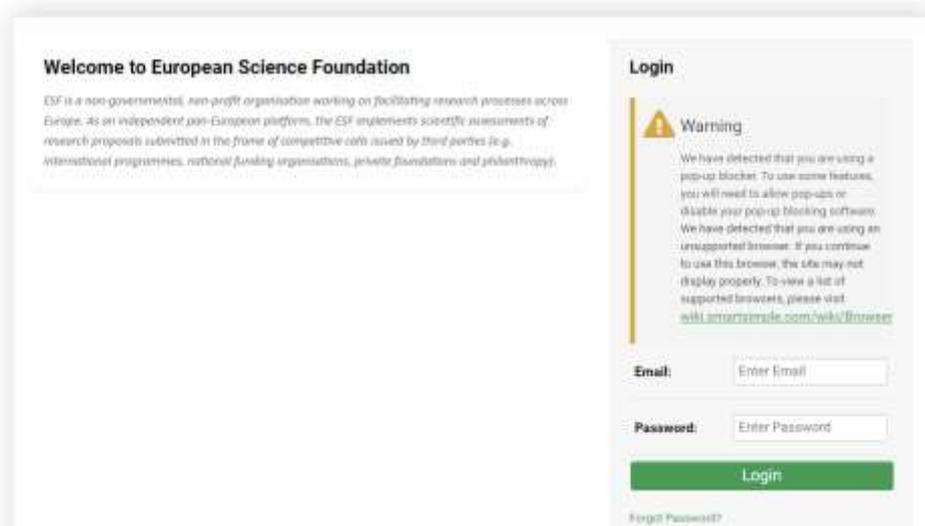
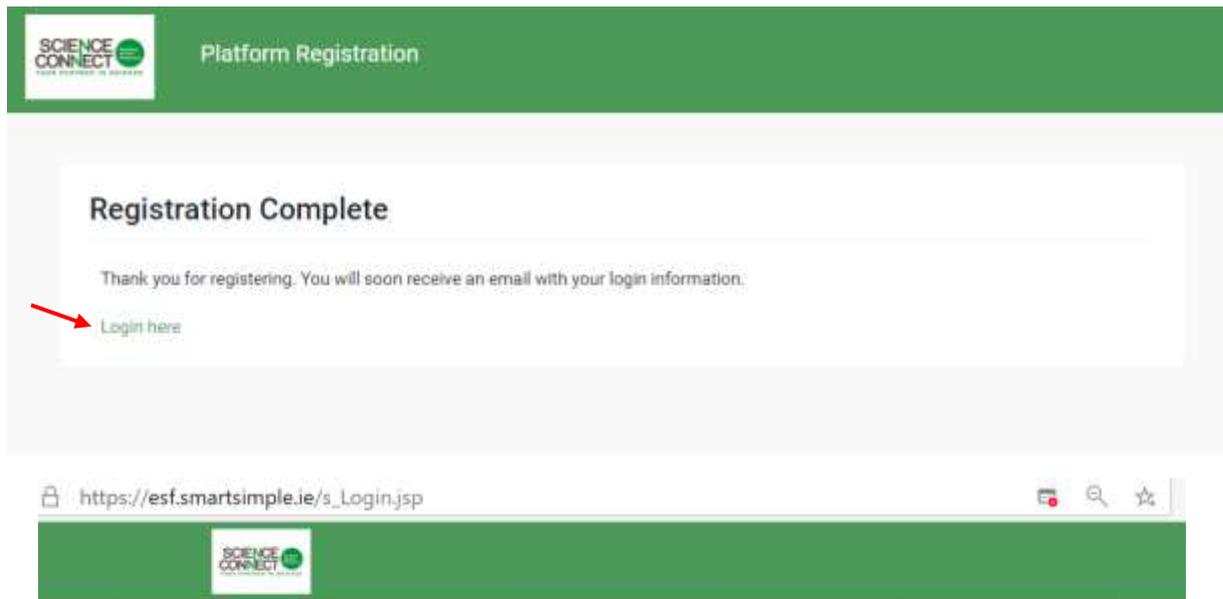
If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.



The screenshot shows a web form titled "Platform Registration" with a green header. Below the header is a "Contact Information" section. It includes an "Instructions" box stating "Required fields are marked with an asterisk '*'". A note 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 input fields: "Title" (a dropdown menu), "First Name", "Surname", "Email", and "Country" (a dropdown menu with "Select One" selected). A green "Submit" button is at the bottom, with a red arrow pointing to it.

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. 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.

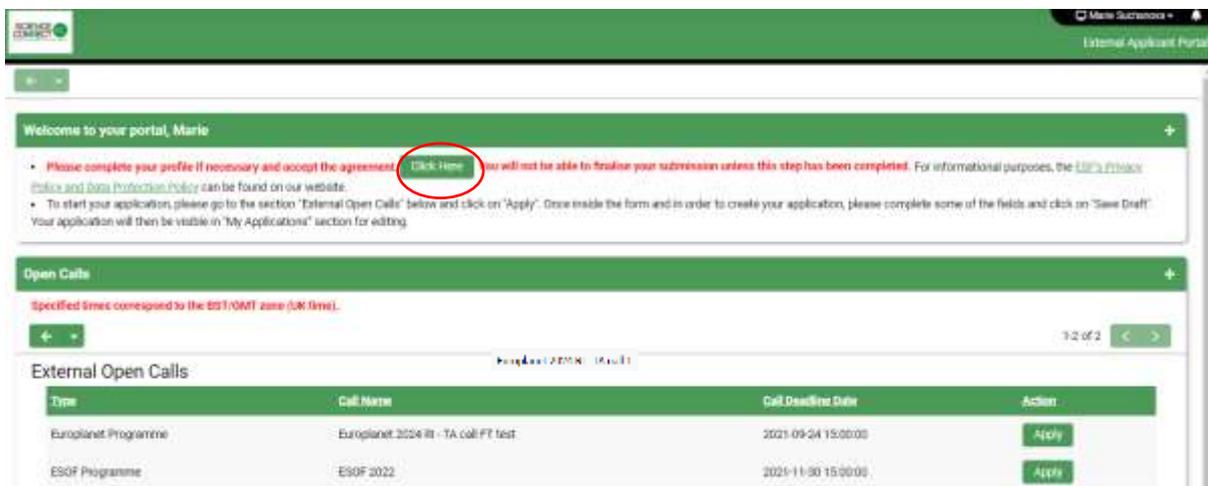


You will then have access to the portal, from which you will have access to your **profile** and your **application**.

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.



Type	Call Name	Call Deadline Date	Action
Europlanet Programme	Europlanet 2024 III - TA call FY test	2023-09-24 15:00:00	Apply
ESOF Programme	ESOF 2022	2023-11-30 15:00:00	Apply

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

Ms TestMariette TestVandermeresch

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 roles in the process described above:

- Authorized 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, regulation and dissemination of data is available at <https://www.esf.org/eng/privacy>.

I have read the above, understand 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: TestVandermeresch

* 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 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 “Fight Kids Cancer 2022 - Full Application”.

External Open Calls			
Type	Call Name	Call Deadline Date	Action
European Programme	European 2024 BI - TA call FT I	2021-11-03 14:00:00	The call deadline has passed
EAIST Programme	KAUST Discovery Doctoral Fellowship	2022-03-14 16:00:00	Apply
Fight Kids Cancer	Fight Kids Cancer 2022 - Full Application	2022-04-01 16:00:00	You have already created an application for this call

Make sure that you do not hide the instructions.

New Application

GENERAL UPLINK FOR APPLICATION

Select type of application

* Project Number

* Application type

* Proposed Application Title

* Proposed Project Length (in months)

X

*** Keywords**
Up to five, separated by semicolons

*** Project Summary**
Briefly describe your proposed research using clear and concise language- 250 words maximum

NEXT >

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 for your application.

*** Project Number:** 22-FKC-04

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

Application Type	Project Number	Project Title	Call Name	EDIT / View
Fight Kids Cancer Application	22-FKC-04	Fight Kids Cancer 2022 - Full Application		View

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”.

Application Type	Project Number	Project Title	Call Name	EDIT / View
Fight Kids Cancer Ext	22-FKC-001004		FKC Ext 2021	Print Form

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