

BRIEF DESCRIPTION TO USE EMIDA'S ONLINE SUBMISSION TOOL

Dear Applicant,

this document shall give you the absolute minimum information to submit your (pre-) proposal. For more information read the "Guidelines for Applicants".

General information:

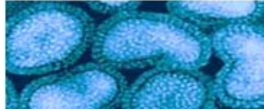
1. Look at the topics of the second call on EMIDA if your planned project fits on one activity line or specific topic (activity line and specific topics are described in the announcement).
2. Look for consortium partners!
You need minimum three (3) partners (maximum ten (10)) from at least three (3) different participating countries. Partners from non-EMIDA countries are welcome but have to fund their contributions themselves.
3. Nominate a consortium coordinator!
4. The consortium coordinator must complete the information in the online submission tool and has to submit the (pre-) proposal.
5. Please be aware as the consortium coordinator to provide a project description of 6000 characters and a project summary of 3000 characters during the submission process.
6. Partners must provide a description of their contribution to this project of 1500 characters.
7. Discuss the budgets with your partners on personnel, travel, consumables/equipment, sub-contracting and own contributions – last, if relevant.

Information for Consortium Coordinators:

1. Please register to the EMIDA submission tool.
2. Login to the EMIDA submission tool by following the link in the received e-mail after registration.
3. If necessary please correct your data of your registration and save your data.
4. Name your Consortium **Partners** – following information are mandatory and marked with "***": surname, name, username, organisation and e-mail address.

Please don't forget to save your data! Go back to list to complete list of your participating partners.

5. Activate your partners by pressing the "**activate**" button in the table. Your partners will receive a notification by e-mail.
6. Continue with **Project Data** and type in all mandatory information – please save your data.
7. Please continue with **Project Financing** and provide all mandatory information, please note that you as the coordinator must fill in your own budget figures and the budgets for your partners – please request these data beforehand. Don't forget to save your data!
8. To view and print a summary of your current data, please continue with **Summary**.
9. Finally, if all data are filled in accurately, don't forget to submit your (pre-) proposal at **Submission**.



Information for Consortium Partners:

1. Partners will receive a notification-mail from their consortium coordinator.
2. Please use the link and the instructions in the email to login to the EMIDA submission tool.
3. Fulfil your data at **Partner** section, all information marked with “*” are mandatory. Be aware to provide your contribution to this project by providing a description of 1500 characters.
4. Save your data.
5. To view a summary of the current information that has been typed in by the coordinator and/or partners please click on **Summary**.
6. Please note: You as a partner are only eligible to change data in this partner area. All other data must be provided by the Coordinator. If you notice any corrections needed, please communicate these to your coordinator.

If you have any enquiries concerning the call and/ or submission please contact either the EMIDA call office or your national contact points.