



Iceland
Liechtenstein Norway
Norway grants grants
Research Programme

uefiscdi

Submission Platform

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IT Department
UEFISCDI

12.06.2018
Info-day, Bucharest

Log In / Sign Up

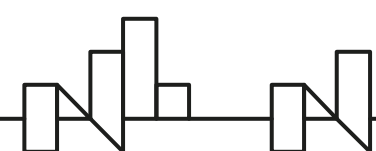
The screenshot shows the login and sign up interface for the uE fiscdi portal. The header includes logos for uE fiscdi (Executive Agency for Higher Education, Research, Development and Innovation Funding), PNCDI, CNCS (National Research Council), CCCDI (Advisory Council for Research, Development and Innovation), and logos for Iceland, Liechtenstein, and Norway grants, along with the logo of the Romanian Ministry of National Education (Ministerul Educației Naționale).

On the left side, there are navigation links: [Log In] [Sign Up], Home, Calls Statistics, Terms and Conditions, and Support & Contact.

The main content area is titled "Authenticate ::" and contains a "Log In" form with the following fields and buttons:

- User (e-mail) input field
- Password input field
- Log In button
- Sign Up button
- Password recovery button

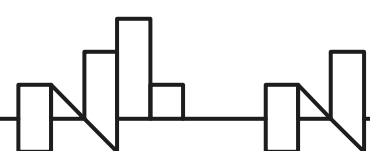
- Link: <https://uefiscdi-direct.ro>
- Submission accounts used for previous Calls, with Password Recovery option
- Sign Up to create a new account, a VALID email address is requested



Initiate a project proposal

The screenshot displays the EEA Grants portal interface. At the top, there are logos for uefiscdi (Executive Agency for Higher Education, Research, Development and Innovation Funding), PNCIDI, CNCS (National Research Council), CCCDI (Advisory Council for Research, Development and Innovation), and the Ministry of National Education. The user is logged in as Petrescu Florin Test, with a [Sign Out] link. The main content area is titled "EAA Grants CALL FOR PROPOSALS 2018 - Collaborative Research Projects". It features a call number "EEA-RO-NO-2018" and a submission deadline of "01/10/2018 16h00 EET" with a time left of "117 days, 03 hours, 29 minutes, 33 seconds". Two buttons are visible: "SUBMIT A PROPOSAL (ADDS NEW PROJECT)" and "ACCESS SUBMITTED PROJECTS LIST". A note at the bottom states: "The Guideline for online submission can be downloaded from [here](#). More details about competition are available [here](#)."

- Access **“EEA Grants RO-NO 2018”** to initiate a new project proposal
- Access **“SUBMITTED PROJECTS”** to view/modify a previously initiated proposal

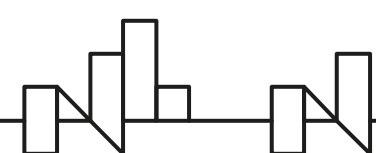


Submission Form

Basic Project Data

- All fields are mandatory
- “No. of Partners” field affects next forms
- Some fields are automatically calculated from other fields or forms

1. Project Details		2. Financial Information		3. Upload		4. Verify/Finalize	
1.1 Basic Project Data		1.2 List of Participants		1.3 Thematic Areas & Keywords		1.4 Key Persons	
Basic Project Data*							
Pre Proposal Registration Code		EEA2018-0035					
Project Registration Code		[received after submitting]					
Project Title		<input type="text"/>					
		You have 200 characters remaining out of 200					
Project Acronym		<input type="text"/>					
Publishable Summary of the Project		<input type="text"/>					
		You have 4000 characters remaining out of 4000					
Project Duration (months)		[Select] ▼					
Total Budget from Program**		n/a (EUR)					
Own Funding Budget**		n/a (EUR)					
Budget asked by Donor States Project Partners (%)**		n/a (%)					
No. of Partners in Consortium (including the Project Promoter)		[Select] ▼					
Did you use a consultant in preparing of the project proposal?		[Select] ▼					
<< PREVIOUS SECTION SAVE CHANGES NEXT SECTION >>							
Notes							
* All fields are mandatory!							
** Automatically calculated from section 2.3 Budget Breakdown.							



Submission Form

List of Participants

- List of Participants is generated based on “No. of Partners” selected in previous section
- For Romanian Organisations fields are activated after filling in CUI (Unique Identification Code) and pressing “Load Organisation Fields...” button
- Mandatory fields are marked with a red star

The screenshot displays a web form interface with a navigation bar at the top containing four main steps: 1. Project Details, 2. Financial Information, 3. Upload, and 4. Verify/Finalize. Under '1. Project Details', there are four sub-sections: 1.1 Basic Project Data, 1.2 List of Participants (which is currently active), 1.3 Thematic Areas & Keywords, and 1.4 Key Persons.

The main content area is titled 'List of Participants Involved in this Project'. It features a section for the 'PROJECT PROMOTER (PP)' with the following fields:

- Country*: Romania
- Organisation Identification Code*: (Romanian CUI - digits only)
- A button labeled 'LOAD ORGANISATION FIELDS BASED ON PROVIDED CODE'

Below this is a section for the 'Principal Investigator (PI)' with the following fields:

- Last Name*: Petrescu
- First Name*: Florin Test
- Previous Last Name:
- CNP*:
- Birth Date*:
- Doctor*: YES, since:
- Phone Number*:
- Fax Number*:
- E-Mail Address*: florin@test.ro

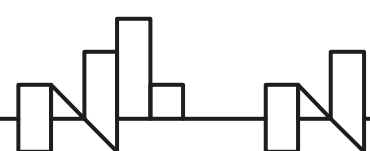
At the bottom, there are sections for 'State Aid Declarations - Research Organisations' and 'VAT Declaration'. The 'State Aid Declarations' section includes:

- Declaration on compliance with the definition of research organisation*: Select a file...
- Declaration on a research organisation's eligibility*: Select a file...

The 'VAT Declaration' section includes:

- Project Promoter and Project Partners must declare if they reclaim or not the VAT from: Select a file...

A red star (*) indicates mandatory fields. A red text note states: 'Fill in Organisation Identification Code and press *Load Organisation Fields based on provided code* button to view Organisation Details fields!'.



Submission Form

List of Participants – Project Promoter

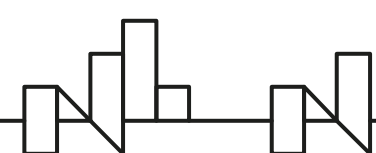
- “Organisation name” is filled in automatically based on CUI
- Romania is preselected as Project Promoter “Country”
- For Romanian Organisations State Aid Declarations fields are based on the value selected in “Entity type” field
- For Project Promoter “Entity type” is preselected to Research Organisation

PROJECT PROMOTER (PP)

Country*: Romania

Organisation Identification Code*: (Romanian CUI - digits only)

Organisation Details		Principal Investigator (PI)	
Organisation Country:	Romania	Last Name*:	Petrescu
CUI	12354176	First Name*:	Florin Test
Organisation Name*:	UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	Previous Last Name:	<input type="text"/>
Principal CAEN*:	<input type="text"/>	CNP*:	<input type="text"/>
Research CAEN*:	[Select]	Birth Date*:	00/00/0000
County*:	Bucuresti - Sector 1	Doctor*:	YES, since: <input type="text"/>
City*:	<input type="text"/>	Phone Number*:	<input type="text"/>
Street*:	Mendeleev	Fax Number*:	<input type="text"/>
Street number:	<input type="text"/>	E-Mail Address*:	florin@test.ro
Other address details:	<input type="text"/> <small>(floor, apartment - if needed)</small>	Person responsible for administrative and financial management of the project	
Zip code*:	10362	Last Name*:	<input type="text"/>
Entity type*:	Research Organization	First Name*:	<input type="text"/>
Organisation type*:	[Selectati]	Previous Last Name:	<input type="text"/>
Organisation website*:	<input type="text"/>	CNP*:	<input type="text"/>
State Aid Declarations - Research Organisations		Birth Date*:	00/00/0000
Declaration on compliance with the definition of research organisation*	<input type="button" value="Select a file..."/>	Phone Number*:	<input type="text"/>
Declaration on a research organisation's eligibility*	<input type="button" value="Select a file..."/>	Fax Number*:	<input type="text"/>
		E-Mail Address*:	<input type="text"/>



Submission Form

List of Participants – Project Partner(s)

- Organisation fields are activated after selecting country
- For other Countries than Romania some fields are not requested (CNP, CUI, County)
- If Romania is selected as Country, CUI is requested (same case as Project Promoter)

The image displays two overlapping screenshots of a web form titled "PROJECT PARTNER 1 (P1)".

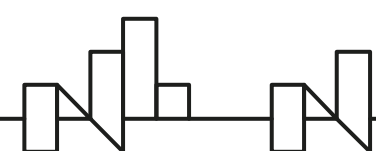
The top screenshot shows the form with the "Country*" dropdown menu set to "[Select Country]". A red message states: "Select a 'Country' to view Organisation Details fields!". The "Research team leader from Partner 1 (P1)" section is visible with fields for "Last Name*" and "First Name*". The "VAT Declaration" section is partially visible at the bottom.

The bottom screenshot shows the form after "Norway" has been selected in the "Country*" dropdown. The "Organisation Details" section is now active and contains the following fields:

- Organisation Country: Norway
- VAT number*
- Organisation Name* (with a text area)
- City*
- Street*
- Zip code*
- Entity type* (dropdown menu)
- Organisation website*

The "VAT Declaration" section is also active, showing the same red message and a "Select a file..." button.

The "Research team leader from Partner 1 (P1)" section in the bottom screenshot includes additional fields: "Last Name*", "First Name*", "Previous Last Name:", "Birth Date*" (with a date picker), "Doctor*" (dropdown menu), "Phone Number*", "Fax Number*", and "E-Mail Address*".



Submission Form

Thematic Areas and Keywords

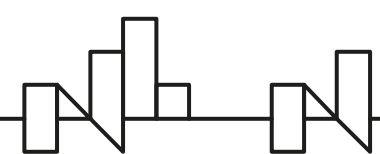
- For interdisciplinary projects two more Thematic Areas/Key Topics can be selected
- Only Main Thematic Area and Main Key Topic are mandatory

The screenshot displays a web-based submission form with a multi-step navigation bar at the top. The steps are: 1. Project Details, 2. Financial Information, 3. Upload, and 4. Verify/Finalize. Under step 1, there are four sub-sections: 1.1 Basic Project Data, 1.2 List of Participants, 1.3 Thematic Areas & Keywords (which is the active section), and 1.4 Key Persons.

The 'Project Thematic Areas' section contains three rows of input fields. Each row has a blue header for the 'Thematic Area' and a corresponding 'Key Topic' field. The first row is mandatory, indicated by an asterisk. The 'Main Thematic Area' dropdown is set to 'E. ICT', and the 'Main Key Topic' dropdown is set to 'E.2. Advanced robotics, mechatronics and additive manufacturing technologies (3D printing, bio-printing)'. The second and third rows have '[Select]' in their respective dropdowns.

The 'Keywords' section below has five input fields labeled 'Keyword 1' through 'Keyword 5'. The first field contains the text 'robotics'.

At the bottom of the form, there are three buttons: '<< PREVIOUS SECTION', 'SAVE CHANGES', and 'NEXT SECTION >>'. A 'Notes' section at the very bottom states '*Mandatory fields'.



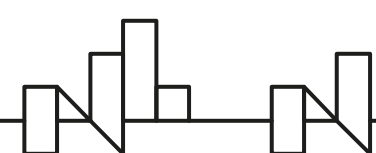
Submission Form

Key Persons

- Principal Investigator and Team Leaders are automatically imported from “List of Participants” section
- Other Key Persons may be added using the available button
- CNP mandatory for Romanian persons

No. Crt.	Participant*	Last Name*	First Name*	CNP**	Action
1	PROJECT PROMOTER (Romania) <i>Principal Investigator</i>	Petrescu	Florin Test		<i>imported from "List of Participants"</i>
2	PROJECT PARTNER 1 (Norway) <i>Research team leader from Partner 1</i>				<i>imported from "List of Participants"</i>
3	PROJECT PROMOTER (Romania) ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	DELETE ROW
4	PROJECT PARTNER 1 (Norway) ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	DELETE ROW

Notes
* Mandatory fields.
** Mandatory only for Romanian Partners.

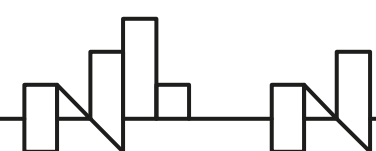


Submission Form

Project Plan

- Phases, Activities and Partners can be added using buttons from the right column
- Programme/Own Budget must comply with State Aid Scheme (based on “Entity Type” and “Category of Activity”)

1. Project Details		2. Financial Information			3. Upload		4. Verify/Finalize	
2.1 Project Plan		2.2 Funding per Year		2.3 Budget Breakdown				
Project Plan								
No. crt.	Type	Phase - Title, results Activity - Title Partner - Role	Category of activity (in accordance with State Aid Scheme)	Phase year of submission	Budget from the Programme (euro)	Own budget (euro)	Total (euro)	Actions
[+] PHASE								
1	Phase 1	Phase title: <input type="text"/> Results: <input type="text"/>	-	[Select]	0,00	0,00	0,00	[+] ACTIVITY
2	Act. 1.1	Activity title: <input type="text"/>	A3	-	0,00	0,00	0,00	[+] PARTNER
3	Part.	PROJECT PROMOTER (PP) - UNITATEA EXECUTIVA PENTRU FINANTAREA INVATZ	Research Organization tip act. = A3 cof. minim = 0%		<input type="text"/>	<input type="text"/> minim=0,00	0,00	DELETE PARTNER [+] PARTNER
4	Part.	PROJECT PARTNER 1 (P1) -	Medium Enterprise tip act. = A3 cof. minim = 65%		<input type="text"/>	<input type="text"/> minim=0,00	0,00	DELETE PARTNER [+] ACTIVITY [+] PARTNER
[+] PHASE								
TOTALS					0,00	0,00	0,00	-



Submission Form

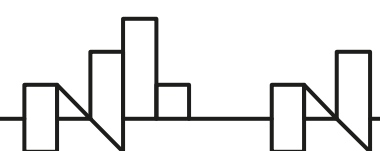
Requested Funding per Participants and Years

- All information is imported and calculated from "Project Plan" section

1. Project Details		2. Financial Information				3. Upload		4. Verify/Finalize	
2.1 Project Plan		2.2 Funding per Year		2.3 Budget Breakdown					
Requested Funding per Participants and Years (EUR)									
Participant	Programme Budget 2019 (eur)	Own Budget 2019 (eur)	Programme Budget 2020 (eur)	Own Budget 2020 (eur)	TOTAL Programme Budget (eur)	TOTAL Own Budget (eur)	Partner TOTAL (eur)		
PROJECT PROMOTER (PP) - UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	1.000,00	0,00	1.000,00	0,00	2.000,00	0,00	2.000,00		
PROJECT PARTNER 1 (P1) -	350,00	605,00	5.000,00	10.000,00	5.350,00	10.605,00	15.955,00		
TOTAL	1.350,00	605,00	6.000,00	10.000,00	7.350,00	10.605,00	17.955,00		

[<< PREVIOUS SECTION](#) [NEXT SECTION >>](#)

Note
*All the information is imported from Project Plan.

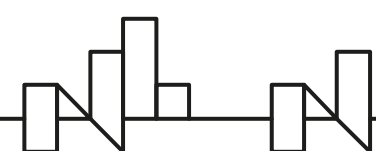


Submission Form

Budget breakdown by category of expenses and partners share

- Must be filled in for every partner and every year
- Total per year and partner will be checked against total from “Projects Plan” section

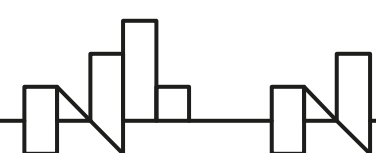
1. Project Details		2. Financial Information		3. Upload		4. Verify/Finalize	
2.1 Project Plan		2.2 Funding per Year		2.3 Budget Breakdown			
Budget breakdown by category of expenses and partners share (EUR)							
Participant	Category of Expenses	Budget from the Programme	Own Budget	Total			
Year							
PROJECT PROMOTER (PP) - UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	1. Personnel costs (the cost of staff assigned to the project)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2. Logistics expenditures	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.1. Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.2. Consumables and supplies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.3. Other costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.3.1. Subcontracting specific services * (max. 15%)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.3.2. Other direct costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	3. Travel and subsistence allowances for staff taking part in the project (acc. to the national rules)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	4. Indirect costs (overheads) ** (max. 25%)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	TOTAL 2019 [EUR]		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
2019							
Participant	Category of Expenses	Budget from the Programme	Own Budget	Total			
Year							
PROJECT PROMOTER (PP) - UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR, A CERCETARII, DEZVOLTARII SI INOVARII	1. Personnel costs (the cost of staff assigned to the project)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2. Logistics expenditures	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.1. Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.2. Consumables and supplies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.3. Other costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.3.1. Subcontracting specific services * (max. 15%)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
	2.3.2. Other direct costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
2020							



Submission Form

Upload Section

1. Project Details	2. Financial Information	3. Upload	4. Verify/Finalize
3.1 Upload Section			
Upload section			
The Project Application Form – Part B* (in English)	Document must be uploaded imperatively as an unprotected PDF file (document generated from a word processor file to a PDF, no scanned document)		Select a file...
Declaration of non-financing from other sources*	download the template from call page, fill in, sign, scan and upload PDF file		Select a file...
Declaration of the PI certifying, on his/her own responsibility, the legality and accuracy of the information contained in the project application form and the information submitted in the online platform*	download the template from call page, fill in, sign, scan and upload PDF file		Select a file...
Document related to the transparent selection procedure for the private partner (RO and DS); except for private accredited higher education institutions (if case)	sign, scan and upload PDF file		Select a file...
Ethics issues table (if case)	download the template from call page, fill in, scan and upload PDF file		Select a file...
Ethics issues documents to be provided (if case)	if you answered yes to any question from the Ethics issues table please provide the required documents, in one PDF file		Select a file...
<< PREVIOUS SECTION SAVE CHANGES NEXT SECTION >>			
Notes * Mandatory fields!			



Submission Form

Verify/Finalize

- Custom made validation functions allow finalizing only if filled in information is valid (mandatory fields, eligibility criteria, State Aid Scheme)

1. Project Details 2. Financial Information 3. Upload 4. Verify/Finalize

Finalize and submit your proposal

No changes are allowed after final submission!

Be sure all the information is correct and final, before clicking "Finalize" button!

You can just verify if the information filled in so far is correct by clicking the "Verify" button.

Do you want to proceed?

VERIFY INFORMATION

<< PREVIOUS SECTION FINALIZE NEXT SECTION >>

4. Verify/Finalize

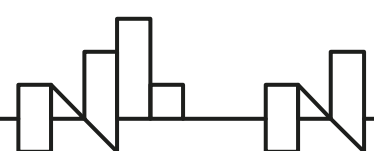
Finalize and submit your proposal

1.1 Basic Project Data

- Titlul propunerii in limba engleza trebuie sa aiba minim 30 caractere
- Acronimul trebuie sa aiba cel putin 3 caractere
- Rezumatul propunerii in limba engleza trebuie sa aiba minim 50 caractere
- Nu ati raspuns la intrebarea Did you use a consultant in preparing of the project proposal?

1.2 List of Participants

- Nu ati introdus data nasterii pentru responsabilul institutiei 1
- Nu ati introdus data nasterii pentru responsabilul institutiei 2
- CNP-ul responsabilului institutiei 1 nu este completat
- Nu ati introdus un an valid pentru obtinerea doctoratului responsabilului institutiei 1
- Nu ati introdus telefonul pentru responsabilul institutiei 1
- Nu ati introdus telefonul pentru responsabilul institutiei 2
- Nu ati introdus faxul pentru responsabilul institutiei 1
- Nu ati introdus faxul pentru responsabilul institutiei 2
- Nu ati introdus un cod CAEN valid pentru institutia 1
- Nu ati selectat un raspuns pentru Codul CAEN de cercetare aferent institutiei 1
- Nu ati introdus orasul pentru institutia 1
- Nu ati introdus orasul pentru institutia 2
- Nu ati selectat tipul institutiei 1
- Nu ati introdus site-ul institutiei 1
- Nu ati introdus site-ul institutiei 2



Submission Form

Verify/Finalize

- After Submission, information filled in can be exported as a PDF file
- An acknowledgement of receipt is automatically send to PI's email address to confirm submission and final project registration code

1. Project Details 2. Financial Information 3. Upload **4. Verify/Finalize**

Finalize and submit your proposal

The submission of your project proposal was successfully completed. Thank you!

Click [\[HERE\]](#) to export a PDF file with the information filled in the platform.

Preview Email

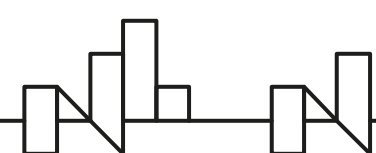
Dear applicant,

Thank you for submitting your application for Romanian - EEA Research Programme, 2018 Call.
Your application was successfully submitted using the online platform UDiManager (<http://uefiscdi-direct.ro>):

PROJECT PROMOTER:
Principal Investigator:
Project Title:
Project Acronym:
Main Thematic Area:
Project Registration Code:
Time Stamp of application submission (Romanian time):

For more details please visit [UEFISCDI](#) website.

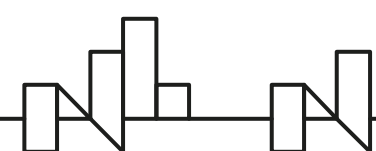
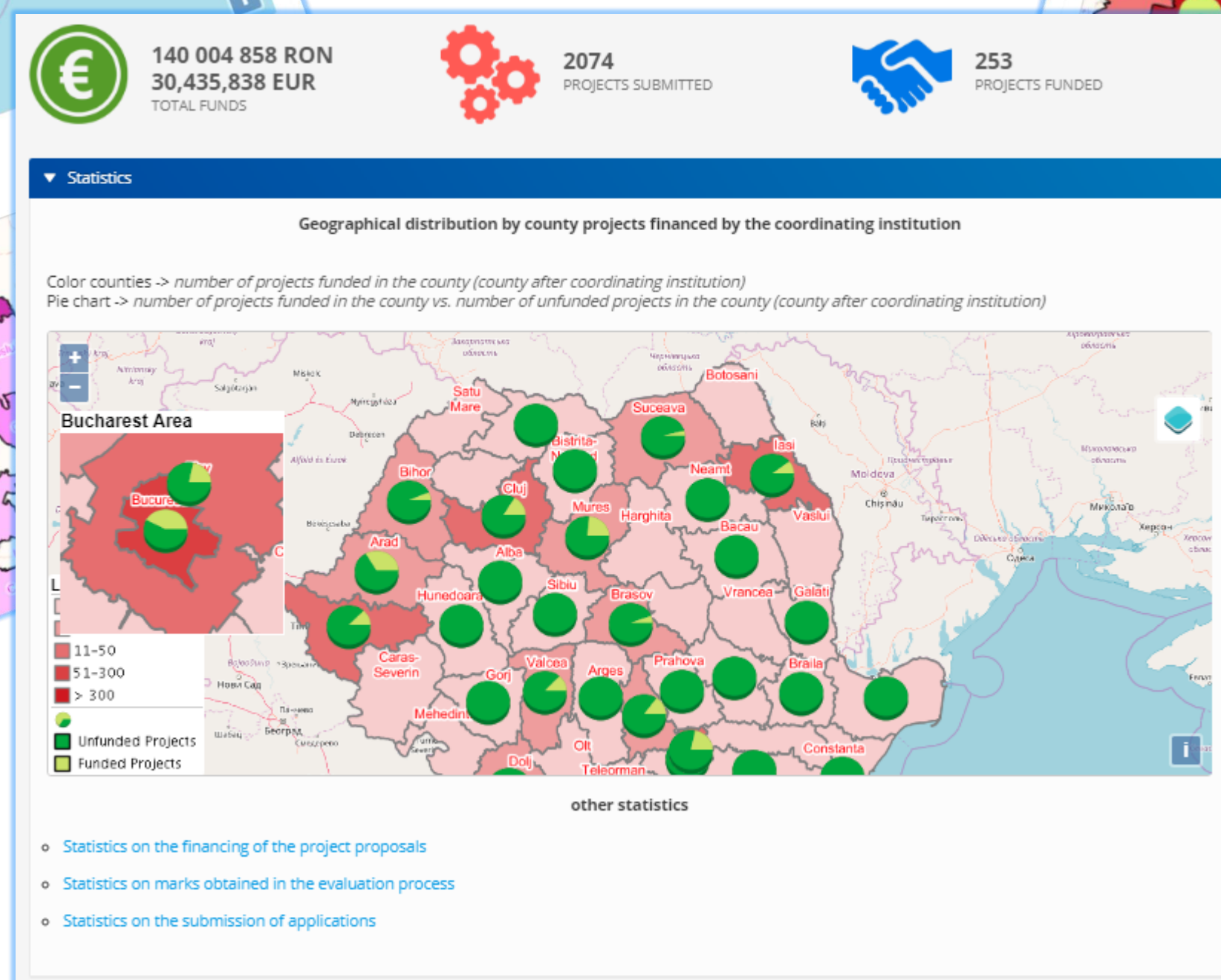
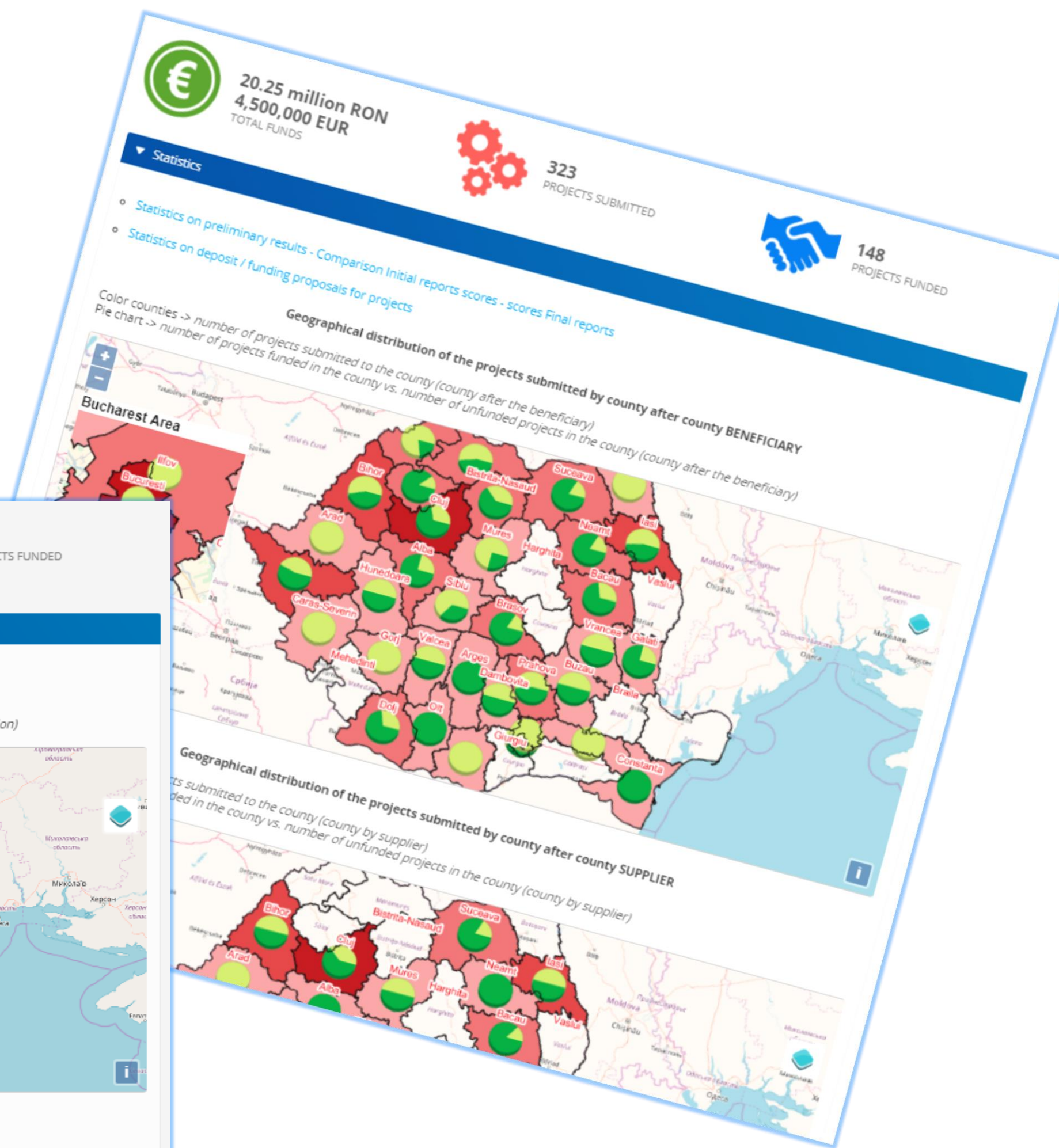
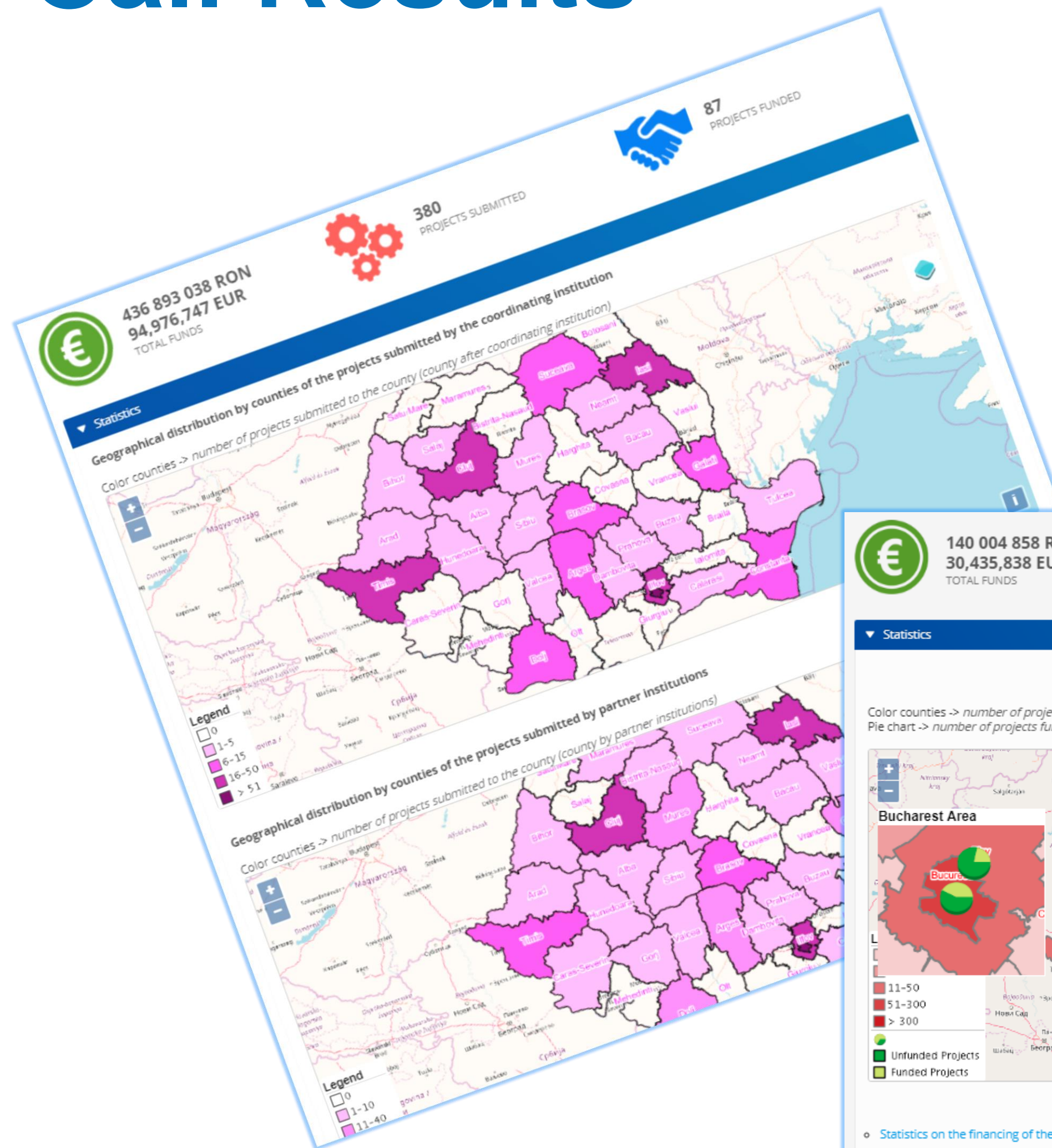
Kind regards,
UEFISCDI Team



Call Results



www.uefiscdi.gov.ro





Iceland  Liechtenstein  Norway
Norway grants grants
Research Programme

Thank you!

<https://uefiscdi.ro/eea-norway-grants>
Facebook: <https://www.facebook.com/uefiscdi/>
Twitter: <https://twitter.com/uefiscdi>
Google+: <https://plus.google.com/101592554730832260023>

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