



Norway
grants

UEFISCDI

Executive Agency for Higher
Education, Research, Development
and Innovation Funding

Submission Platform

Florin PETRESCU
IT Coordinator

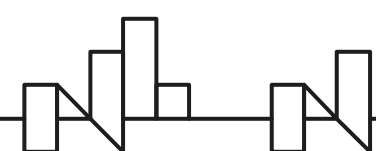
IT Department
UEFISCDI

24-27 September 2019
Info-day, Bucharest

Log In / Sign Up

The screenshot shows the login and sign up interface for the UEFISCDI system. At the top, there are logos for UEFISCDI (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 for the Romanian Ministry of National Education (Ministerul Educației Naționale). On the left side, there is a navigation menu with links for [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 fields for 'User (e-mail)' and 'Password', a 'Log In' button, and links for 'Sign Up' and 'Password recovery'.

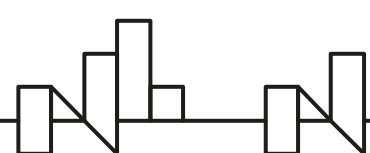
- **Link:** <https://uefiscdi-direct.ro>
- Submission accounts used for previous Calls, with Password Recovery option
- Sign Up to create a new account, a VALID email address is requested



Initiate a project proposal

The screenshot displays the user interface of the EEA Grants portal. At the top, there are logos for the Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI), PNCIDI, CNCS (National Research Council), CCCDI (Advisory Council for Research, Development and Innovation), and the Ministry of National Education (MINISTERUL EDUCAȚIEI NAȚIONALE). The user is logged in as 'Petrescu Florin Test' and is viewing the 'NO Grants CALL FOR PROPOSALS 2019 - Collaborative Research Projects' page. The page includes the call number 'EEA-RO-NO- 2019' and a submission deadline of '16 Decembrie 2019, ora 16, ora RO'. There are two main buttons: 'SUBMIT A PROPOSAL (ADDS NEW PROJECT)' and 'ACCESS SUBMITTED PROJECTS LIST'. A sidebar on the left contains navigation links such as 'Home', 'User Information', 'Account Information', 'Change Password', 'Programmes', 'SUBMITTED PROJECTS', 'CNFIS', 'FDI 2018', 'EEA/NO Research Programme', 'EEA Mobility Grants MG-RO-NO 2018', 'EEA Grants RO-NO 2018', and 'InnoVoucher'.

- Access **“NO Grants RO-NO 2019”** to initiate a new project proposal
- Access **“SUBMITTED PROJECTS”** to view/modify a previously initiated proposal

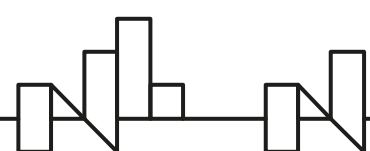


Submission Form

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

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

List of Participants Involved in this Project

PROJECT PROMOTER (PP)

Country*: Romania

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

LOAD ORGANISATION FIELDS BASED ON PROVIDED CODE

Fill in Organisation Identification Code and press *Load Organisation Fields based on provided code* button to view Organisation Details fields!

Principal Investigator (PI)

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

Person responsible for administrative and financial management of the project

Last Name*:

First Name*:

Previous Last Name:

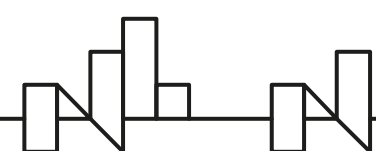
State Aid Declarations - Research Organisations

Declaration on compliance with the definition of research organisation* Select a file...

Declaration on a research organisation's eligibility* Select a file...

VAT Declaration

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



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

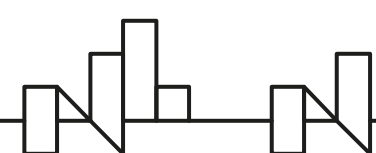
PROJECT PROMOTER (PP)

Country*: Romania

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

LOAD ORGANISATION FIELDS BASED ON PROVIDED CODE

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: 0
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"/> (floor, apartment - if needed)	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	
Declaration on compliance with the definition of research organisation*	Select a file...
Declaration on a research organisation's eligibility*	Select a file...

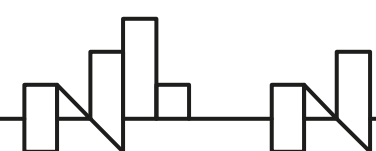


Submission Form

List of Participants – Project Partner(s)

- Organization fields are activated after selecting country
- If Romania is selected as Country, CUI is requested (same case as Project Promoter)

The screenshot displays the 'PROJECT PARTNER 1 (P1)' submission form. It is divided into two main sections: 'Organisation Details' and 'Research team leader from Partner 1 (P1)'. The 'Organisation Details' section includes fields for Organisation Country (set to Norway), VAT number, Organisation Name, City, Street, Zip code, Entity type, and Organisation website. The 'Research team leader' section includes fields for Last Name, First Name, Previous Last Name, Birth Date, Doctor, Phone Number, Fax Number, and E-Mail Address. A 'VAT Declaration' section is also present, with a 'Select a file...' button. A red error message states: 'Select a "Country" to view Organisation Details fields!'. The form is titled 'PROJECT PARTNER 1 (P1)' and has a 'Country*' dropdown menu set to 'Norway'.



Submission Form

Thematic Areas and Keywords

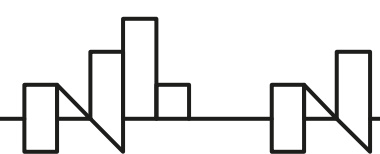
- For interdisciplinary projects two more Thematic Areas/Key Topics can be selected
- Only Main Thematic Area and Main Key Topic are mandatory

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' is set to 'E. ICT' and the 'Main Key Topic' is 'E.2. Advanced robotics, mechatronics and additive manufacturing technologies (3D printing, bio-printing)'. The second and third rows have '[Select]' in their 'Thematic Area' fields.

The 'Keywords' section has five input fields labeled 'Keyword 1' through 'Keyword 5'. 'Keyword 1' contains the text 'robotics'. The other fields are empty.

At the bottom of the form, there are three buttons: '<< PREVIOUS SECTION', 'SAVE CHANGES', and 'NEXT SECTION >>'. Below these buttons is a 'Notes' section with a red asterisk indicating that fields with an asterisk are mandatory.



Submission Form

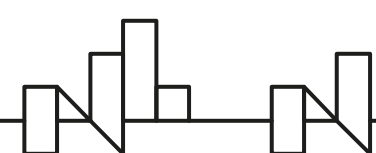
List of teams' members

- Principal Investigator and Team Leaders are automatically imported from "List of Participants" section
- Other team members may be added using the available button
- CNP mandatory for Romanian persons

The screenshot shows the 'Key Persons List' section of a submission form. It features a navigation bar with four main sections: 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, 1.3 Thematic Areas & Keywords, and 1.4 Key Persons. The 'Key Persons List' table has five columns: No. Crt., Participant*, Last Name*, First Name*, CNP**, and Action. The table contains two rows of imported data and two rows of empty data for manual entry. An 'ADD PERSON' button is located above the table, and 'DELETE ROW' buttons are below each row. Navigation buttons '<< PREVIOUS SECTION', 'SAVE CHANGES', and 'NEXT SECTION >>' are at the bottom. A 'Notes' section at the bottom left explains the asterisks: * Mandatory fields, ** Mandatory only for Romanian Partners.

No. Crt.	Participant*	Last Name*	First Name*	CNP**	Action
					ADD PERSON
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.

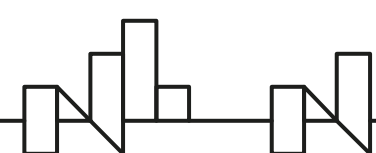


Submission Form

Budget breakdown by category of expenses and partners share

- Must be filled in for every partner and every year

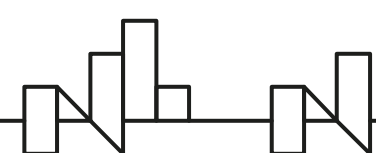
1. Project Details		2. Financial Information		3. Upload		4. Verify/Finalize	
2.1 Project Plan		2.2 Funding per Year		2.3 Budget Breakdown			
Budget breakdown by category of expenses and partners share (EUR)							
Participant	Category of Expenses	Budget from the Programme	Own Budget	Total			
Year							
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

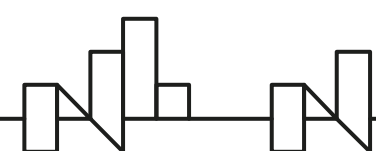
Finalize and submit your proposal

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

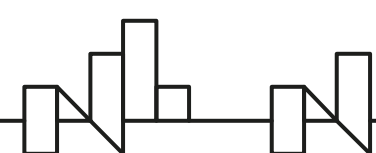


Submission Form

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

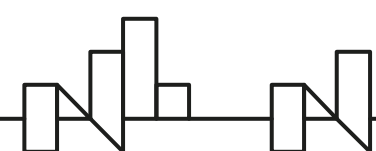
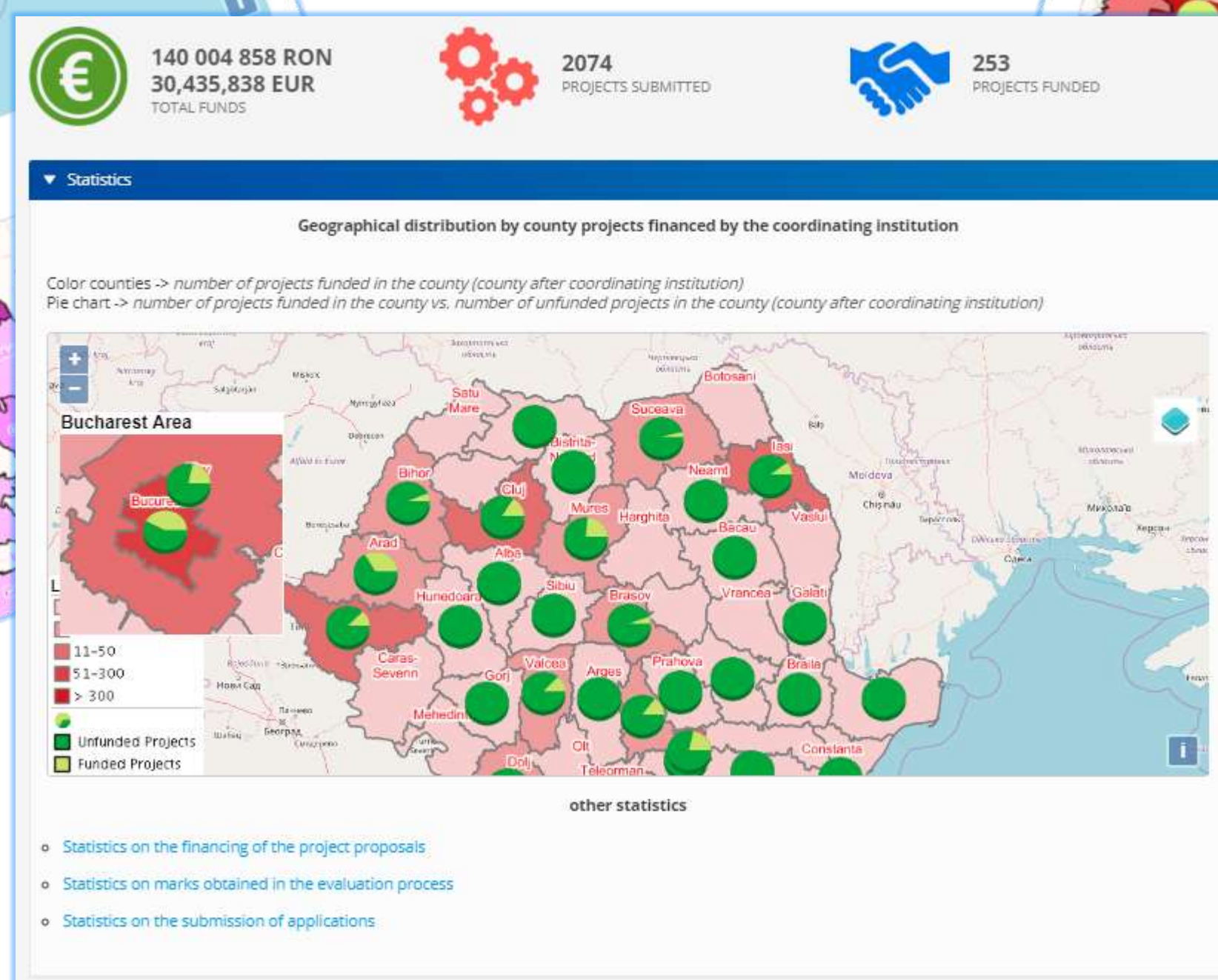
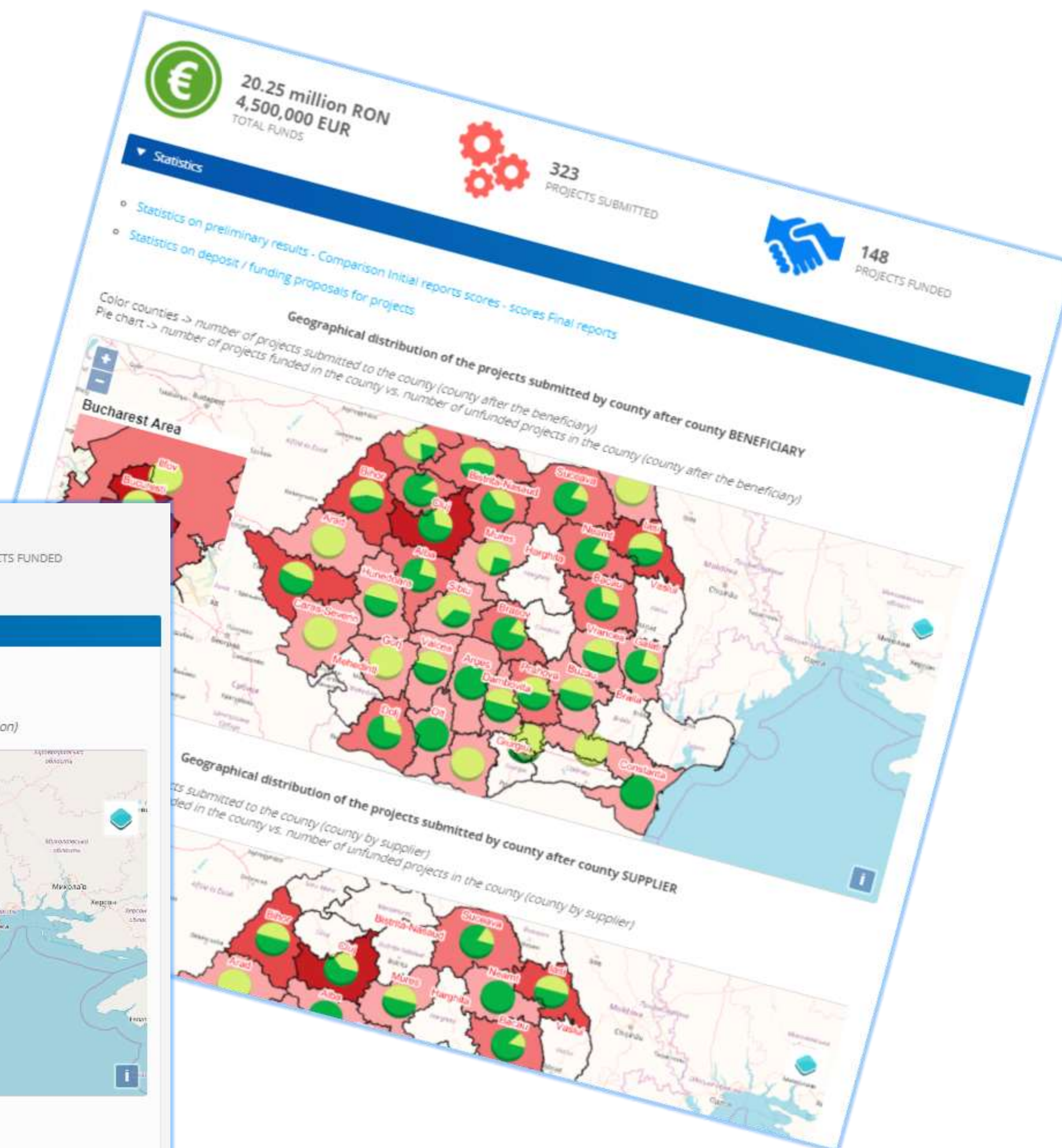
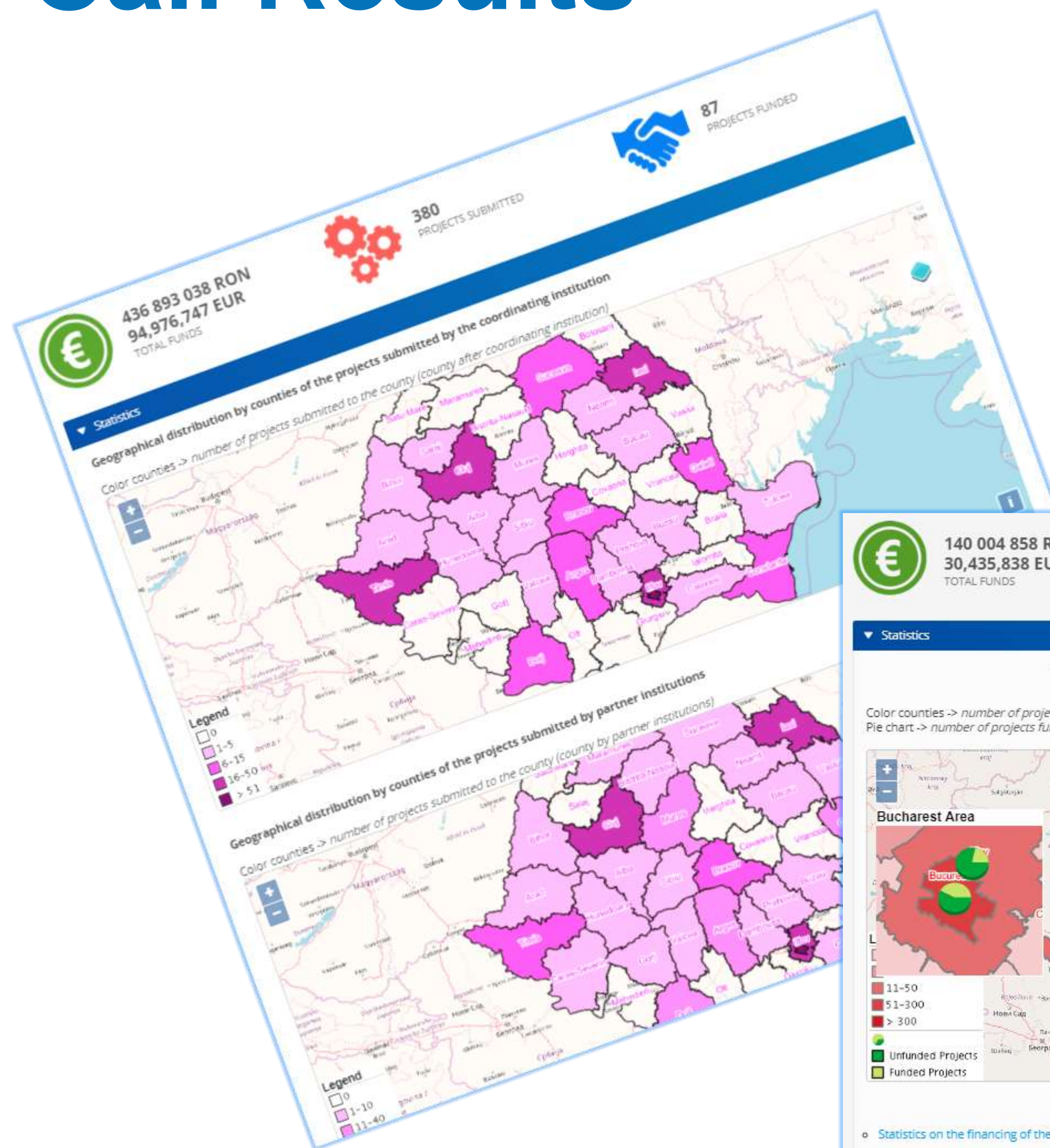
1. Project Details	2. Financial Information	3. Upload	4. Verify/Finalize
<h3>Finalize and submit your proposal</h3> <hr/> <div style="text-align: center;"><p>The submission of your project proposal was successfully completed. Thank you!</p><p>Click [HERE] to export a PDF file with the information filled in the platform.</p></div> <div style="border: 1px solid #ccc; padding: 5px;"><p>Preview Email</p><p>Dear applicant,</p><p>Thank you for submitting your application for Romanian - EEA Research Programme, 2019 Call Your application was successfully submitted using the online platform UDiManager (http://uefiscdi-direct.ro):</p><p>PROJECT PROMOTER: Principal Investigator: Project Title: Project Acronym: Main Thematic Area: Project Registration Code: Time Stamp of application submission (Romanian time):</p><p>For more details please visit UEFISCDI website.</p><p>Kind regards, UEFISCDI Team</p></div>			



Call Results

uefiscodi

www.uefiscdi.gov.ro



Thank you!