

EUROFLEETS2
Ship-time application
Call “Regional 3” 2014
Online Submission Guidelines

Project website:

www.eurofleets.eu

Version 29.10.2014

Introduction

The following pages offer a step-by-step guideline for the submission process. You can use them as a checklist to make sure you have all the information needed in order to fill in the form. The different screenshots displayed in this document will guide you through the whole submission process.

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#). Proposal submission involves three steps, as outlined below:

- **Step 1:** Registration on the proposal submission website and retrieval of a password for further access.
- **Step 2:** Preparation of your proposal, including all relevant information. This step consists of two main parts:
 - **Part A:** General information about the proposal, applicants (PI and scientific party) and technical information regarding the intended research cruise.
 - **Part B:** Scientific description of the project. This part needs to be uploaded at the end of the online application process.
- **Step 3:** On the finalization of the proposal submission applicants will receive an automatically generated Proposal Summary Sheet of the proposal submitted, as a confirmation of a successful submission. You are able to preview this Proposal Summary Sheet at any time whilst preparing your application following the Proposal Summary Sheet Preview link in the “Finalization” menu of the submission website. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute. It must then be sent (by post) to the EUROFLEETS2 Evaluation Office. See the deadline information below.

CLOSING DATE

Proposals must be received online via the [online proposal submission website](#) by

Tuesday 10th of February 2015, 15:00 HOURS (CET)

The proposal submission website will not be accessible after this date. Please allow enough time to upload your proposal to avoid the call closure rush.

One signed (PI and an appropriate authorised person (e.g. head of department, research office) and stamped copy of the Proposal Summary Sheet must be posted to the EUROFLEETS2 Evaluation Office, arriving **no later** than the **24th of February 2015** at the following address:

Dr. Verónica Willmott-Puig
EUROFLEETS2 Evaluation Office

Am Handelshafen 12
27570 BREMERHAVEN

GERMANY

Step 1 – Login page

The Login page is the default page of the online proposal submission website you will be directed to. In order to be able to use the proposal submission system you have to register following the blue “Registration” link.

The screenshot shows a web browser window with the URL https://www.pt-it.de/ptoutline/application/EUROFLEETS2014_1. The page has a header with navigation links: imprint, support, login, and the pt(outline)* logo. The main content area is titled "Online registration for electronic proposals" and "EUROFLEETS2 Ship-time application Call 'Regional 3' 2014". It includes a registration form with fields for "USERNAME (YOUR E-MAIL ADDRESS)" and "PASSWORD (FORGOTTEN?)", and a "Login" button. A sidebar on the right contains important information: the deadline for electronic proposal submission is 10.02.2015 at 15:00 hours (CET), the electronic system will be closed thereafter, and it is mandatory to register and submit your project proposal using this tool. The sidebar also provides scientific support contact information for the EUROFLEETS2 Evaluation Office, including the name Dr. Verónica Willmott-Puig, the institution Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung, the address Am Handelshafen 12, 27570 Bremerhaven, Germany, and contact details: Tel: +49 0 471 4831-2148, Fax: +49 0 471 4831-2142, and E-Mail: eurofleets2@awi.de.

After providing your email address on the Registration page and clicking the button “Register” you will automatically receive an email containing a link to your password. Please note, that your password will only be displayed once and you should carefully remember it. Your email address becomes your username.

When you have secured the password you can click on “Activate Access”, which gives immediate access to the EUROFLEETS2 Login page above. After completion of this step you are able to login to the system at any time before the deadline, which will enable you to alter the submission (the system will save the data submitted) and to return, when convenient, to finalise the submission before the deadline.

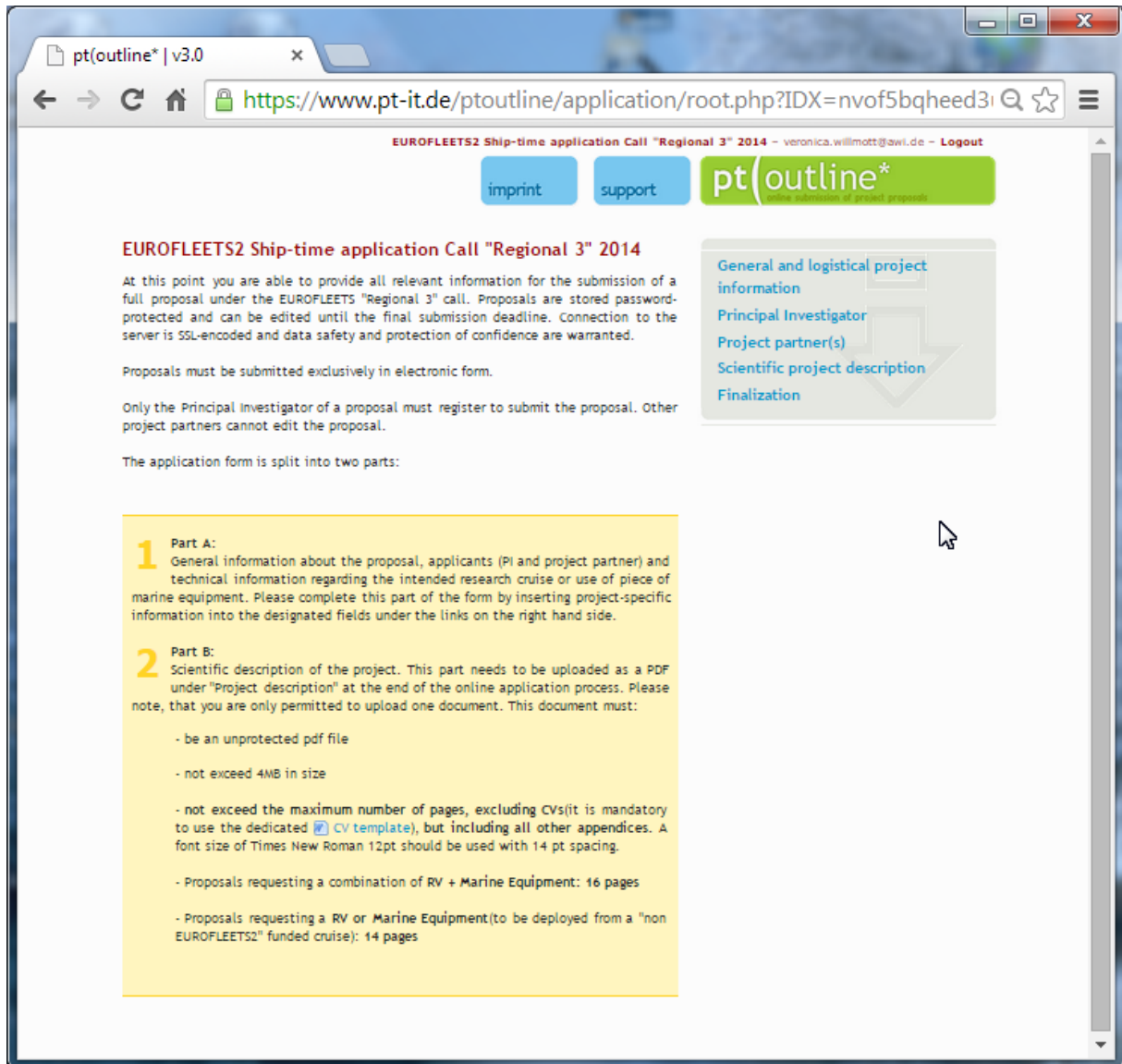
In case you forget your password you can order a new one by clicking the “(FORGOTTEN?)” button and provide your e-mail address. The new password will be send to your account. **When using the new password previously inputted data will not be lost.**

Please note, that for security reasons the system will automatically disconnect people after 120 minutes of inactivity. Therefore please save your data regularly.

Step 2 - Overview

This is the Overview page displayed once you have logged in. You are able to reach this page at any stage during the submission process through clicking on the green pt-Outline field.

On the right hand side you find the links to the different menus of Part A and Part B of the proposal submission procedure, along with the finalization menu.



You can work separately in the different menus. After completion of each form you must save the content so you can open the filled-in form later. If you do not save the data, data will be lost. Data can be changed and adapted until the moment you finally submit the form.

Fields marked with a yellow star are compulsory. If you fail to enter anything in these fields, you will receive a notification when you save the data. This notification is in red at the top of the page.

Step 2 – Part A: General and logistical project information

The following information must be submitted in the General and logistical project information menu:

Please select the type of request you fill in: “Research Vessel”, “Marine Equipment” or “Research Vessel + Marine Equipment”.

The screenshot shows the 'ptoutline' web application interface. At the top, there's a navigation bar with 'imprint', 'support', and 'ptoutline*' links. The main heading is 'EUROFLEETS2 Ship-time application Call "Regional 3" 2014 - veronica.willmet@awi.de - Logout'. Below this, the 'General and logistical project information' section is active, showing fields for 'TITLE OF THE PROJECT', 'PROJECT ACRONYM', and 'PROJECT OUTLINE' (with a 2,000 character limit). A sidebar on the right lists 'General and logistical project information' with sub-links: 'Principal Investigator', 'Project partner(s)', 'Scientific project description', and 'Finalization'. A yellow warning box says 'Do not forget to save your changes!'. Below the general information, the 'Logistical Information' section includes dropdowns for 'THIS PROJECT REQUESTS:' (EUROFLEETS2 RV), 'EUROFLEETS 2 RESEARCH VESSEL (RV)', '2ND CHOICE', 'EMBARKED EQUIPMENT:', 'WORKING AREA', 'WHICH EXCLUSIVE ECONOMIC ZONE(S) WILL BE AFFECTED?', 'WORKING DAYS', 'NUMBER OF CRUISE PARTICIPANTS', 'WHEN SHOULD THE CRUISE TAKE PLACE?', 'PREFERRED PORT OF MOBILISATION', 'PREFERRED PORT OF DEMOBILISATION', 'SHIPS ONBOARD EQUIPMENT NEEDED', 'SHIPS MOBILE EQUIPMENT NEEDED', and 'OWN EQUIPMENT PROVIDED'. The 'Financial Information' section at the bottom has fields for 'TOTAL TRAVEL BUDGET:' and 'TOTAL SHIPMENT BUDGET:', followed by a note about reimbursement limits and a 'Save' button.

General and logistical project information

Please enter the following information about your project.

All fields marked with * are mandatory fields.

TITLE OF THE PROJECT

PROJECT ACRONYM

PROJECT OUTLINE 2,000 characters

MAIN SCIENTIFIC DISCIPLINE(S)
(Please press Ctrl for multiple selection)

Physical Oceanography
Geology
Geophysics
Geochemistry

AGREEMENT
Do you agree that the abstract and keywords of your proposal if selected, along with the name and institution of the PI will be published on the EUROFLEETS2 website?

☒ Yes
☐ No

DO YOU AGREE AT DEVOTING SPARE BETHS TO (INTERNATIONAL) YOUNG RESEARCHERS/SCIENTISTS IN A TRAINING ROLE?

☒ Yes
☐ No

Logistical Information

THIS PROJECT REQUESTS:
EUROFLEETS2 RV

EUROFLEETS 2 RESEARCH VESSEL (RV)
(Please specify which is your preferred research vessel for this project)
N/A

2ND CHOICE
(Please specify which is your second choice vessel for this project)
N/A

EMBARKED EQUIPMENT:
(please specify if you require an EUROFLEETS2 Embarked Equipment)
N/A

WORKING AREA
(please provide a detailed map in Part B of the proposal)

WHICH EXCLUSIVE ECONOMIC ZONE(S) WILL BE AFFECTED?
(please state area(s) of operation)

WORKING DAYS
How many days of ship-time will you need to accomplish the project? (Proposals must comply with the number of days offered per RV or marine equipment and include mob/demob time)

NUMBER OF CRUISE PARTICIPANTS

WHEN SHOULD THE CRUISE TAKE PLACE?
(preferred season of the year, if any)

PREFERRED PORT OF MOBILISATION

PREFERRED PORT OF DEMOBILISATION

SHIPS ONBOARD EQUIPMENT NEEDED

SHIPS MOBILE EQUIPMENT NEEDED

OWN EQUIPMENT PROVIDED

Financial Information

TOTAL TRAVEL BUDGET:

TOTAL SHIPMENT BUDGET:

N.B.: Please note the given limits for reimbursement on the respective vessel profile page. Detailed financial figures have to be provided in Part B section 7.

Save

EUROFLEETS2 will publish the abstract and keywords of your proposal, if selected, as well as the names of the different proposers on the public website. You can inform us by selecting “YES” or “NO” whether you agree, or not, to display this information.

You can also agree at devoting some spare berths to (international) young researchers/scientists in a training role, from a pool of EUROFLEETS2 training candidates.

You have to click on the “Save” button to save your data and to continue with the next section

Step 2 – Part A: Principal Investigator

The following information must be submitted in the Principal Investigator menu:

The screenshot shows the 'Principal Investigator' section of the 'ptoutline*' web application. At the top, there are navigation buttons for 'imprint', 'support', and 'ptoutline*'. The main heading is 'Principal Investigator' in red. Below it, a paragraph explains that the user must fill in contact details for the person responsible for the proposal. A note states that fields marked with a yellow star are mandatory. The form includes several input fields: 'TITLE' (a dropdown menu), 'FAMILY NAME', 'FIRST NAME', 'GENDER' (radio buttons for Male and Female, with Female selected), 'INSTITUTION', 'DEPARTMENT/RESEARCH GROUP', 'ADDRESS', 'COUNTRY' (a dropdown menu), 'EMAIL', and 'TELEPHONE (DAYTIME & MOBILE)'. To the right of the form is a sidebar with a large downward arrow and a list of menu items: 'General and logistical project information', 'Principal Investigator', 'Project partner(s)', 'Scientific project description', and 'Finalization'. Below the main form is a section for 'Chief Scientist' with a note that details should be provided if different from the PI details. It includes fields for 'CHIEF SCIENTIST: FULL NAME (INCL. TITLE)', 'ADDRESS', and 'E-MAIL'. At the bottom is a 'Declaration' section with a paragraph stating the user's commitment to follow the Code of Conduct for Responsible Marine Research. It includes a declaration of accuracy and a section for agreement with the project terms, featuring radio buttons for 'Yes, I agree' and a 'Save' button.

imprint support ptoutline*

Principal Investigator

Please fill in the contact details of the person who will be responsible in all correspondence with EUROFLEETS concerning this proposal. You will be able to add details of project partners in the menu "Project partners".

All fields marked with * are mandatory fields.

TITLE *

FAMILY NAME *

FIRST NAME *

GENDER
☐ Male
☒ Female

INSTITUTION *

DEPARTMENT/RESEARCH GROUP

ADDRESS *

COUNTRY *

EMAIL *

TELEPHONE (DAYTIME & MOBILE) *

Chief Scientist

(Name and Contact Details if different from PI details provided above)

CHIEF SCIENTIST: FULL NAME (INCL. TITLE)

ADDRESS

E-MAIL

Declaration

DECLARATION

I declare that I will observe and carry out any investigation in accordance with the general principles of the [Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area](#), regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETS Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETS project as outlined in the Guidelines for Applicants.

☐ Yes, I agree *

Save

General and logistical project information
Principal Investigator
Project partner(s)
Scientific project description
Finalization

The PI has to agree to the declaration stated on this page. Otherwise he/she will not be able to continue with the submission process!

You have to click on the “Save” button to save your data and to continue with the next section

Step 2 – Part A: Project partner(s)

The information to be submitted for additional project partners is essentially the same as for the principal investigator:

The screenshot shows a web interface for adding a new project partner. At the top, there are navigation buttons: 'imprint', 'support', and 'ptoutline*' (with a subtext 'online submission of project proposals'). The main heading is 'Add new project partner'. Below it, a paragraph explains that only one person/representative per institution should be entered. A note states that fields marked with a yellow star are mandatory. A detailed instruction paragraph explains how to add and update partners. On the right, a vertical menu lists the steps: 'General and logistical project information', 'Principal Investigator', 'Project partner(s)', 'Scientific project description', and 'Finalization'. The form fields include: 'TITLE' (dropdown), 'FAMILY NAME' (text), 'FIRST NAME' (text), 'GENDER' (radio buttons for Male and Female), 'INSTITUTION' (text), 'DEPARTMENT/RESEARCH GROUP' (text), 'ADDRESS' (text area), 'COUNTRY' (dropdown), and 'EMAIL' (text). A 'Save' button is at the bottom left.

You must click on the “Save” button to save your data and to continue with the next section

If information on existing project partners needs to be updated or a project partner needs to be deleted, you are able to do this following the respective icons behind a project partner.

Important note:

In order to meet the eligibility criteria of the EUROLEETS2 call, at least one additional project partner has to be from a country different to the country of the PI.

Step 2 – Part B: Scientific project description

With this step you enter PART B of the form and you will need to have the document ready for uploading. The document has to be prepared according to the specifications described in the EUROFLEETS2 Ship-time application “Regional 2” Call 2013 document. Only if the document meets these specifications will it be accepted for upload.

The screenshot shows a web browser window with the address bar displaying <https://www.pt-it.de/ptoutline/application/Skizze?IDX=nvof5bqheed3u5ev1or>. The page header includes the text "EUROFLEETS2 Ship-time application Call 'Regional 3' 2014 - veronica.willmott@awi.de - Logout" and navigation buttons for "imprint" and "support". The "pt(outline*)" logo is also present.

The main content area is titled "Uploaded Project Description" and shows a file named "Project Description" with a size of 394.3 KB. Below this, the section "Scientific project description" provides instructions: "Please prepare your scientific description of the project according to the structure outlined in Part B of the EUROFLEETS2 Ship-time application Call 'Regional 3' 2014, before you proceed to upload your document below."

A note states: "Please note, that you are only permitted to upload one document. This document must:"

- be an unprotected pdf file. Other file formats than pdf will not be accepted by the system. Both commercial and free tools to convert files to pdf format are widely available on the web. Only one pdf file comprising the complete proposal can be uploaded and thus has to include all appendices.
- not exceed 4MB in size. Please be patient, it may take some minutes to complete the upload.
- not exceed the maximum number of pages, excluding CVs(it is mandatory to use the dedicated CV template), but including all other appendices. A font size of Times New Roman 12pt should be used with 14 pt spacing.
- Proposals requesting a combination of RV + Marine Equipment: 16 pages
- Proposals requesting a RV or Marine Equipment(to be deployed from a "non EUROFLEETS2" funded cruise): 14 pages

Additional information includes: "Proposals exceeding the given limits will not be accepted!", a tip to "Send your application early in the process to avoid the call closure rush.", and a note that "The name of your file will automatically be changed during the upload process. If you have already uploaded a proposal before, it will be overwritten by any subsequent file upload."

The "UPLOAD PROJECT DESCRIPTION" section features a file selection button labeled "Datei auswählen" (which shows "Keine ausgewählt") and a "Save" button.

A sidebar on the right contains a vertical list of navigation links: "General and logistical project information", "Principal Investigator", "Project partner(s)", "Scientific project description" (which is highlighted with a large downward arrow), and "Finalization".

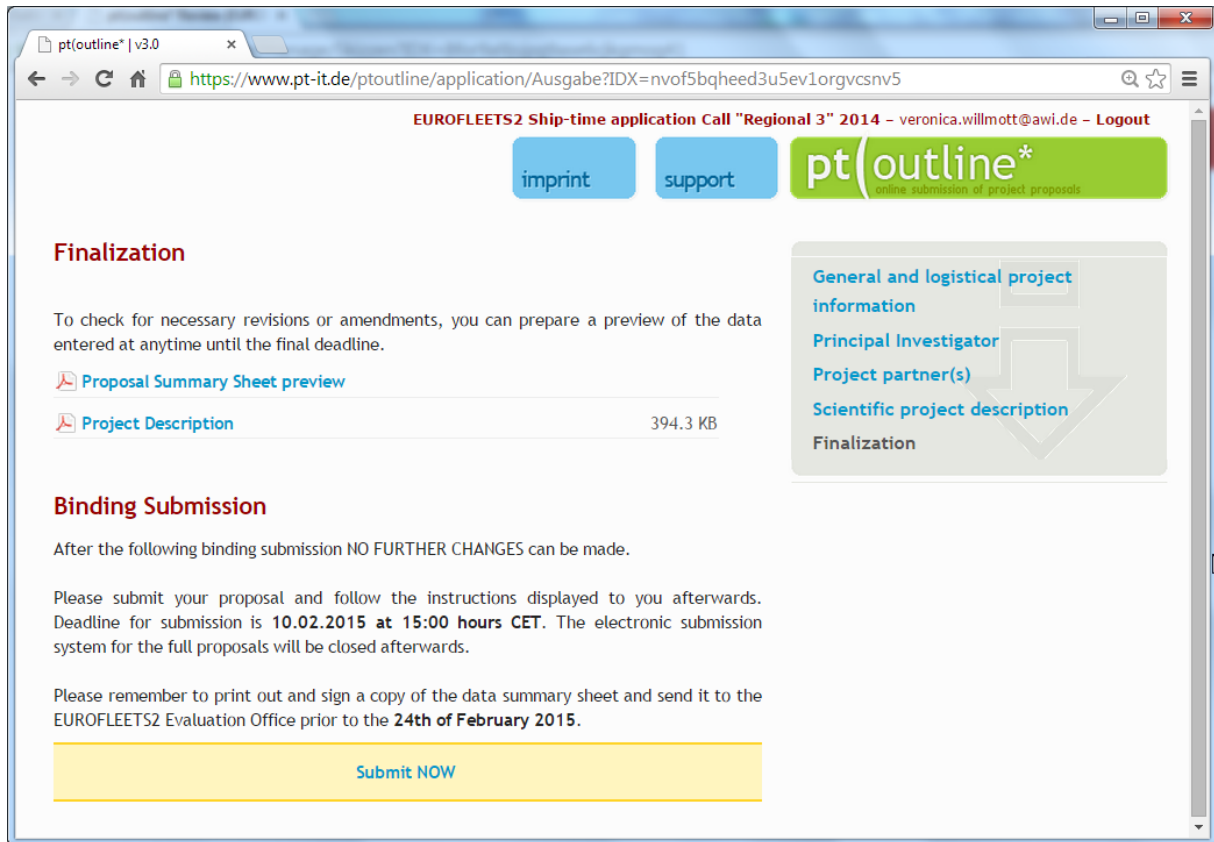
Please allow the system sufficient time to complete the upload. You will get a confirmation screen upon a successful upload and you will see the uploaded pdf (with a changed name) of your project description appearing at the top of the page.

Important note:

You are able to upload a modified version of your scientific project description anytime until the deadline. However, no modifications are possible after you have submitted your final proposal as described in the next step.

Step 3 – Finalization

On this page you are able to finalize the submission of your proposal.



At any time whilst preparing your application you are able to preview a Proposal Summary Sheet supplied as a pdf-file following the Proposal Summary Sheet Preview link. In the right upper corner on each page of the Proposal Summary Sheet an automatically generated project-ID is displayed. This ID is unique, and is for example used for allocating the proposal to the reviewer and access by the reviewer. It should equally be used in any correspondence with the EUROFLEETS2 Evaluation Office.

Please note that before the submission is finalised all data in all forms can be modified. Just go to the relevant page and input your edits. If the page is saved the information Proposal Summary Sheet is changed.

Important note:

If you click on the "Submit NOW" button, your submission is completed and you will not be able to come back to your proposal (even with your password). Modifications to the proposal are not possible any more at this stage.

After having finally submitted a proposal the PI will receive an automatically generated email, as a confirmation of a successful submission. A copy of the summary sheet **must be printed out, signed and stamped** by the PI and the appropriate authorized person (e.g. head of department, research office) in the PIs institute and sent to the EUROFLEETS2 Evaluation Office.