ENRICH-TOGETHER Registration and Submission Guidelines

Submission Deadline: April 16th, 2024, 13:00 GMT (UK Time)

Contact Details:

For all correspondence concerning the online submission of your application, please send an e-mail to evaluation@esf.org. Always indicate "**ENRICH-TOGETHER**" and the project number in the subject of your message.

For questions regarding the call, please contact enrich@metu.edu.tr

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 e-mail address and the password you have selected and start your application.

If not, you will be able to register on the submission platform using the following link: https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUl1H3Rt

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

**(!) Make sure that the e-mail address you indicated is correct.**

Once everything is completed, click on "Submit". Then, click on "Login here".
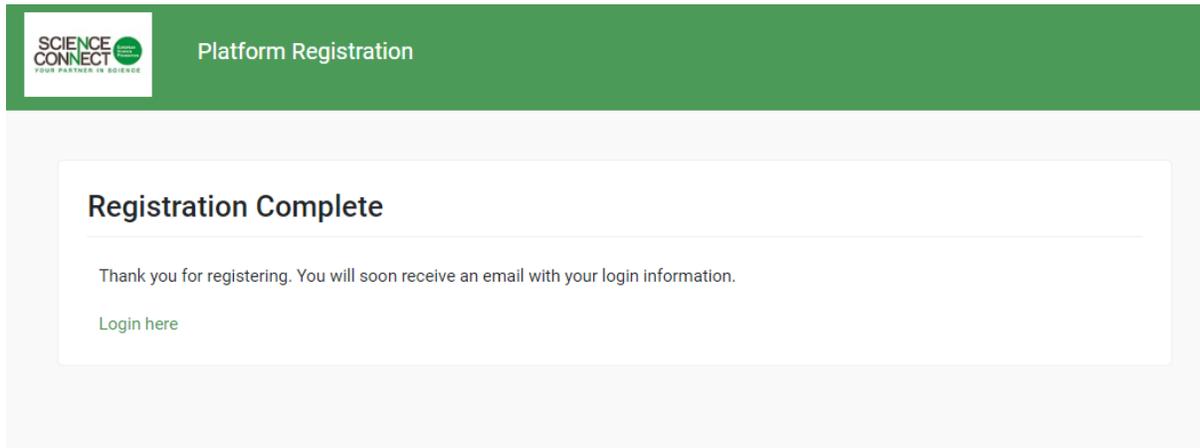
After a short while, you should receive a confirmation e-mail, "Platform Registration confirmation", from esf-panels@esf.org. If you have not received it in your inbox, **please also check your spam/junk folder.**

In this e-mail, you will find your login (the e-mail address you have indicated on the Registration Form) and a temporary password to connect to the platform.
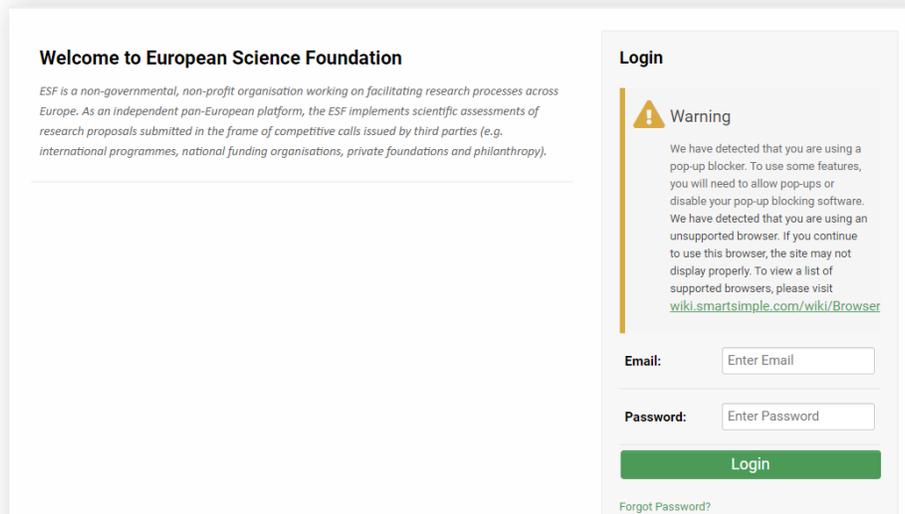
2. LOG IN TO THE PLATFORM

Once you have completed your first login (using the information provided in the e-mail), 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 should then receive a verification code to enter the platform (please check spam and deleted items folders). You will then have access to your portal, 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.

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

Please note that once you have completed your profile, it will be locked and you will need to contact evaluation@esf.org should you wish to modify it.

To go back to your portal, click on the arrow

3. SUBMIT YOUR APPLICATION

Click on "Apply" for the **Enrich Together call**.

Enter a few information and the first time you will click on "Save Draft", you will obtain the reference ID (project Number) for your application (as shown below):

You will find three tabs to be completed:

- Under **Application Details**, you will be asked to enter the project title, acronym, keywords, abstract, selected supervisor and preferred secondment institution (if applicable).

- Under **Applicant Information**, you will be asked to
  - ➢ enter information about your *academic portfolio*

  - ➢ indicate up to 3 *suggested references*, to do so indicate the number of references you wish to enter. Indicating at least 1 reference is compulsory.

Text boxes will appear to be filled in depending on the number indicated.

  - ➢ enter information about your *mobility* status and declare by ticking the box under the sworn statement that you fulfil the mobility rule.

- Under **Upload PDF of Application section**, you will find two kinds of guidelines:

  - ➢ Please follow the instructions provided in the "**ENRICH-TOGETHER Application Guidelines**.pdf", which will help you throughout this application.
  During this application you are expected to fill out and upload two documents, the templates of which are provided below. It is <u>mandatory</u> to use the following templates provided in word format:
    - o Application Template
    - o Additional Information Template

➢ The **Submission Platform Guidelines** are here to help you use the platform with screenshots to guide you.

* Download Application Template: Application Template - click here

Once your Application Template is ready, save it as a PDF document and upload it by clicking on the arrow as shown below:

* Upload Application Template

Please upload the required document (in one PDF) using the template provided.

You will have to upload a second document containing additional information.

* Download Additional Information Template: Additional Information Template - click here

Once your Additional Information Template is ready, save it as a PDF and upload it by clicking on the arrow as shown below:

* Upload Additional Information Template

Please upload here in one PDF the additional documents, namely Identity Proof, Ph.D. Diploma/Certificate and Secondment Letter of Commitment.
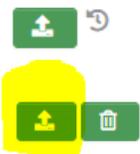
(!) When you are filling in your application form, **remember to click on "Save Draft" regularly.**

When all mandatory fields have been completed and you application completely finalised, you can click on **"Submit for review"**.

Save Draft   Submit for review

!!! Once you click on this button, you will not be able to access the application form and make modifications anymore. Should you wish to make a modification before the deadline, please contact us: evaluation@esf.org and we will reopen the access for you.

Once it is submitted, if you click on "Print Form" button, you will be able to see and/or save in PDF the information you have entered on our platform.

⇕ Project Number	⇕ Project Title	⇕ Call Name	⇕ Edit / View
24-METU-002	TEST Do not delete	Enrich Together 2024	Print Form