ForestValue

ForestValue Call for proposals

Deadline for submission of pre-proposals: 23ᵗʰ January 2018 13:00 CET
(12:00 UTC)

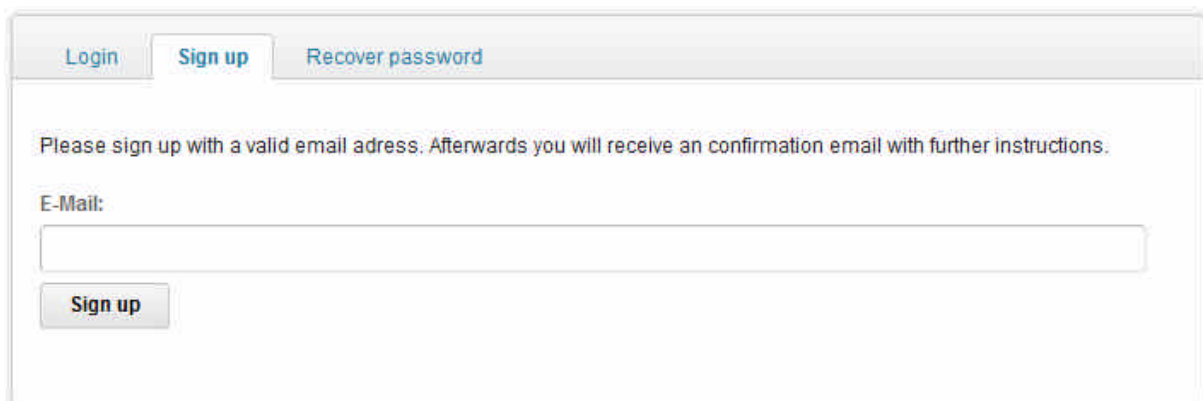## Electronic Submission System – M A N U A L

PLEASE NOTE: Only coordinators of consortia which intend to submit a pre-proposal to the ForestValue Call shall sign up and complete the pre-proposal in the Electronic submission system. Project partners shall not sign up here as the coordinator enters their information as well.

1. MOST IMPORTANT

- **Please save the pre-proposal as often as possible!**
- **Please stick to the requested format of numbers!**
- **Please make sure that your pre-proposal is complete before you press "submit", because you cannot open the file after submission again!**
- "Outline" means "pre-proposal" *(the system is programmed this way)*
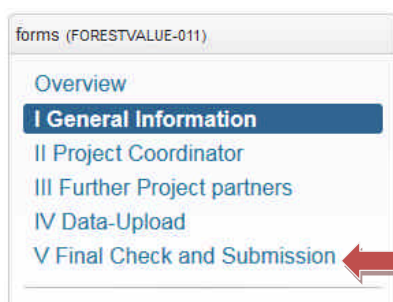- "UCT" = "Coordinated universal time" = CET minus 1h *(the system is programmed this way)*

2. SIGN UP

Please click this link: https://secure.pt-dlr.de/ptoutline/app/forestvalue and sign up with your email adress. Please follow the instructions in the email.

3. CREATE AN OUTLINE: datasheet

Under the headlines **I-III** you can enter details of your pre-proposal such as general info, project partner info and financial details. This info will automatically be compiled into one datasheet in the end. You can preview this datasheet under **V Final Check and Submission**.

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Privacy statement: *
All personal data and other
respective funding agencie
confidentially and any poter
3 BDSG)) and related regul

☐ I have taken notice and

Save

Under **I General information** you will be further asked to agree to a data privacy statement.

Please make sure to enter numbers in EXACTLY the requested format!
(Otherwise there will be an error mark)

Phone *
(e.g. +49 30 67055-794)

FINANCIAL DETAILS (Estimated costs of the partner for implementing the project in EUR (€):
Please enter a figure with the following thousands seperator: "," (comma sign)

Costs year 1 *

4. SAVE

On the bottom of each page: Please don't forget to press the

Save

button often in order to save your changes to the system.

5. DATA UPLOAD

IV Data-Upload

All fields marked with * are mandatory.

Upload project description *
(as .PDF File)
Please download the "ForestValue_project_desc
exceed **4 MB** in size. It may take some minutes t

Durchsuchen... Keine Datei ausgewählt.

Upload ForestValue CVs *
(as .PDF File)
CURRICULUM VITAE: Please upload ONE FILE
work experience, current position, expertise/ activ
Your file should not exceed **3 MB** in size. It may ta

Durchsuchen... Keine Datei ausgewählt.

Any further files with annexes or additional inform
evaluation.

Save

Under IV Data Upload you are asked to first download a word template for the project description and, after completing this, to upload it again in PDF format.

The CVs of all Work Package leaders are requested as well. Please upload these in PDF format in ONE compiled file with max. 3 pages per WP leader and max. 3MB in total for the whole file.

After uploading your files **PLEASE SAVE**.

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6. FINAL CHECK AND SUBMISSION

Here you can see the summary of the content of your pre-proposal in 3 files:
- Datasheet preview
- Project description
- CVs of WP leaders

Please press **"verify submission"** in order to see the summary of all errors or missing data in your pre-proposal.

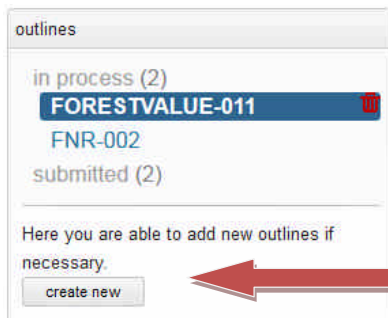After you have completed all missing data you are welcome to SUBMIT.
After submission you cannot change your proposal again.
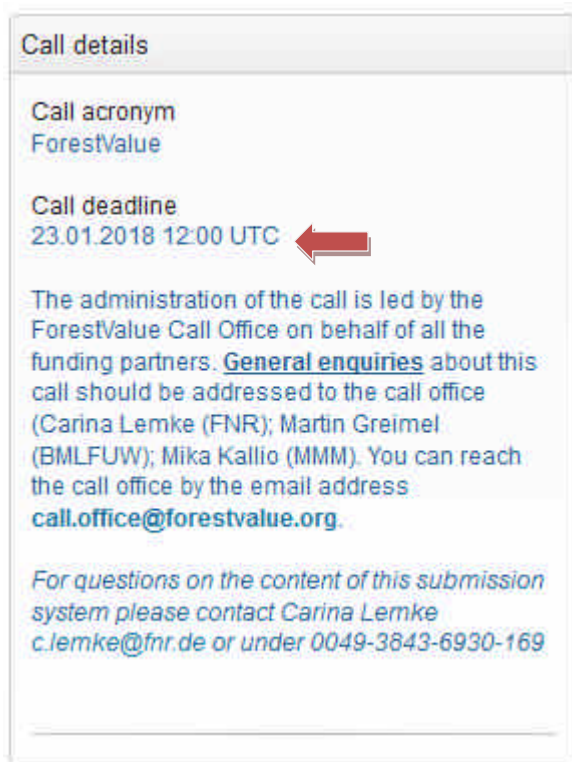
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7. BOX: Outlines

In this box you can see all outlines that you created. You can choose between those "in process" and those already "submitted".
The already submitted outlines you cannot update anymore.

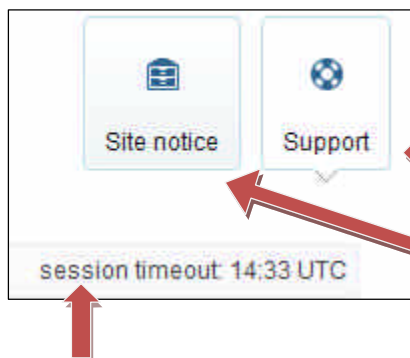In this box you can also decide to create a new outline.

There is a technical maximum of 10 outlines one coordinator may submit.

8. BOX: Call details

The deadline for pre-proposal submission is **January 23rd 2018 13:00CET** which corresponds to 12:00UTC.

9. Technical support

If you have technical questions or problems with the submission system you welcome to contact the technical support team at DLR via the "support" button.

Further information about the electronic submission system and the implementing agency you can find under "Site notice"

The Electronic submission system automatically logs you out if you have been inactive on the website for 2h. Just log in again to continue setting up your pre-proposal from the last saved version.