



UNIVERSITÀ DEGLI STUDI DI MILANO

My First SEED Grant 2023-2024 Call for Proposals Submission of Applications Guidelines for the Platform

For all correspondence concerning the online submission of your application, please send an email to <u>esf-panels@esf.org</u>.

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 (<u>https://esf.smartsimple.ie/s_Login.jsp</u>), login with your email address and the password you have selected and start your application.

You will be able to register on the submission platform using the following link: <u>https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv</u>

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

If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.

	Platform Registration
Conta	act Information
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	nou doctoria
, in	
If you ha	ave already logged on to our platform in the past with the same email address, your profile will be updated
	~
* First Na	me
* Surname	e
* Email	
* Country	
Selec	rt One 🗸 🗸
	Submit

Once everything is completed, click on "Submit". Then, click on "Login here".

(!) Make sure that the email address you indicated is correct.

	Platform Registration	
Regis Thank yo Login he	tration Complete ou for registering. You will soon receive an email with your login information. re	
A https://es	sf.smartsimple.ie/s_Login.jsp	Fi Q 📩
	Welcome to European Science Foundation ESF is a non-governmental, non-profit organisation working on facilitating research processes across Europe. As an independent pan-European platform, the ESF implements scientific assessments of research proposals submitted in the frame of competitive calls issued by third parties (e.g. international programmes, national funding organisations, private foundations and philanthropy).	<section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header>
		Password: Enter Password Login Forgot Password?

After a short while, you should receive a confirmation email, "Platform Registration confirmation", from <u>esf-panels@esf.org</u>. If you have not received it in your inbox, **please check your spam folder**.

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	esf-panels@esf.org	*** SPAM *** Platform registration confi	06/04/20 11:41	7.5 ko

In this email, you will find your login (the email 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 email), 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.

Change Password	
Current Password	t 💿
New Password	£
Confirm New Password	k 🕐
Policy	F. Password must be a minimum of 6 characters
	Submit Cancel

You should then receive a verification code to enter the platform. 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.

Back	
Welcome to your portal, NM-App-Test-1	+
Please complete your profile if necessary and accept the agreement. Privacy Policy and Data Protection Policy can be found on our website.	lick Here yu will not be able to finalise your submission unless this step has been completed. For informational purposes, the ESE's
 To start your application, please go to the section "External Open Calls" Draft". Your application will then be visible in "My Applications" section for 	slow and click on "Apply". Once inside the form and in order to create your application, please complete some of the fields and click on "Save ifting.

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

		External Applicant Portal	.	N
🗲 👻 View Actio	ns 🗸			
Dr NM-App-Test-1	NM-App-Surname		>	i
This platform will enable yo	u to register and submit the details of your application. The da	ta collected are necessary to process applications. Mandatory data fields are marked in red.		
Please note that by submitt role in the process describe	ing an application you explicitly accept that your personal deta ed above: authorised ESF staff, scientific community (external r	ils and project details are communicated to the following different parties (who may be located in any country in the world) depending o eviewers/panel members).	n their	
Further information on the	collection, registration and dissemination of data is available a	https://www.esf.org/privacy-policy/		
🔲 I have read the above, u	nderstood these requirements and acknowledge that my d	ata has been passed on to ESF, and explicitly accept all of this.		
CONTACT INFORMATION	EXPERTISE			
If you cannot make change	s to your profile and wish to do so, please contact ESF.			
* Title:	Dr 🗸			
* First Name:	NM-App-Test-1			
Middle Name:				
* Surname:	NM-App-Surname			
* Year of Birth:	1985		NEXT	>
wascriptionentonurll'/iface/ex/ax_index.isn')		Save Draft Complete Profile		

Please note that once you have completed your profile, it will be locked and you will need to contact <u>esf-panels@esf.org</u> to modify it.

To go back to your portal, click on the arrow

3. SUBMIT YOUR APPLICATION

Click on "Apply" for the UNIMI-MFSG 2023 Call.

Open Calls			+			
Specified times correspond to the BS	Specified times correspond to the BST/GMT zone (UK time).					
← ▼			1-2 of 2 < >			
External Open Calls						
Туре	Call Name	Call Deadline Date	Action			
Fight Kids Cancer	FKC EoI 2023	2023-10-17 16:00:00	Apply			
UNIMI-MFSG	UNIMI-MFSG 2023	2023-11-03 11:00:00	Apply			

Make sure that you do not hide the instructions.

New Application	> 0
Project Number:	\smile
Project Title	
Acronym	
* MAIN ERC CLASSIFICATION	
Specify the main ERC classification of the project. This choice will be used both for evaluation purposes and to calculate the maximum amount of available budget.	
-select one v	
In case of multi-disciplinary projects, it is possible to choose another ERC classification, different from the main one. This choice is optional and will be used for evaluation purposes.	
-select one v	
* Keywords	
Up to five, separated by semicolon;	
* Abstract	
Save Draft	
Experts to be Excluded	
Reviewers to be excluded: please indicate the name(s) and affiliation(s) of experts who should not be invited to evaluate your application.	
University of Milano My First SEED Grant Guide for Applicants	
Download the Application click here	
template:	
Upload application: Click Save before adding attachment	
* DECLARATION	_
On behalf of the CUDs and Members of the Team, I declare that:	
The research project complies with the Do No Significant Harm (ONSH) principle according to which the research and innovation activities should not be supporting or carrying out activities that cause significant harm to any of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). The research Regime is a support of the six environmental objectives the meaning of the six environmental objectives the research Regime is a support of the six environmental objectives the research Regime is a support of the six environmental objectives the research Regime is a support of the six environmental objectives the research Regime is a support of the research Regi	, within
PT Substitute PL CUDs and Team members have available person-months, which are not to be reported to other funding agencies. PL Substitute PL CUDs and Team members during the same project.	
PI, Substitute PI, CUDs and Team members are not participating in more than one project proposal on the same 'My First SEED Grant' call. The PI, on the day of the publication of the Call, is not beneficiary of competitive research grants.	
I declare that the above is true	
Save Draft	

(!) When you are filling in your application form, **remember to click on "Save Draft" regularly.**

The first time you will click on "Save Draft", you will obtain the reference ID (project Number) for your application:

Edit Application

* Project Number: 23-UNIMI-MFSG-004

* Project Title

If you log out and re-login later, you will find your application under the "My Applications" section.

sna•					External Applicant Portal 🛛 🖕
Please complete your pro Policy can be found on our w To start your application, p	ofile if necessary and accept the agreement. website. please go to the section "External Open Calls	Click Here You will not be able to finali " below and click on "Apply". Once inside the	se your submission unless this step I form and in order to create your app	has been completed. For informational purposes lication, please complete some of the fields and	, the ESF's Privacy Policy and Data Protection click on "Save Draft". Your application will the
be visible in "My Applications Open Calls	s" section for editing.				
Specified times correspond t	to the BST/GMT zone (UK time).				1-2 of 2 < >
External Open Call	ls				
Fight Kids Cancer	FKC Eol 2023	2023-10-17 16:00:00	Action		
UNIMI-MFSG	UNIMI-MFSG 2023	2023-11-03 11:00:00	You have already cr	eated an application for this call.	
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PPLICATIONS (1) REBUT	TTALS (0) REBUTTALS MISSED DEADLIN	IE (0)			
11 CHINE & CA					1-1 of 1 <
Application Type UNIMI-MFSG Application	ation	Project Number 23-UNIMI-MFSG-004	Project Title	Call Name UNIMI-MFSG 2023	Edit / View Edit

Finally, when you are ready to submit your application, click on "Submit for review". If you have made any modifications, you will need to first save them by clicking on "Save Draft" before submitting your application.



(!) Be careful, once you have submitted your application, you will not be able to modify it anymore!

Once you have submitted your application, the platform will generate a pdf overview of the fields you have completed that you can download by clicking on "Print Form".

My Applications and Rebuttals +							
AP	PLICATIONS (1) REBUTTALS (0)	REBUTTALS MISSED DEADLINE (0)					
					1-1 of	1 < >	
	Application Type	Project Number	Project Title	Call Name	Edit / View		
1	Fight Kids Cancer Eol	22-FKC-E0I-001	Title	FKC EoI 2022	Print Form		

If you need any help in submitting your application or using the submission platform, please contact <u>esf-panels@esf.org</u>.