

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 esf-panels@esf.org.

1. REGISTER

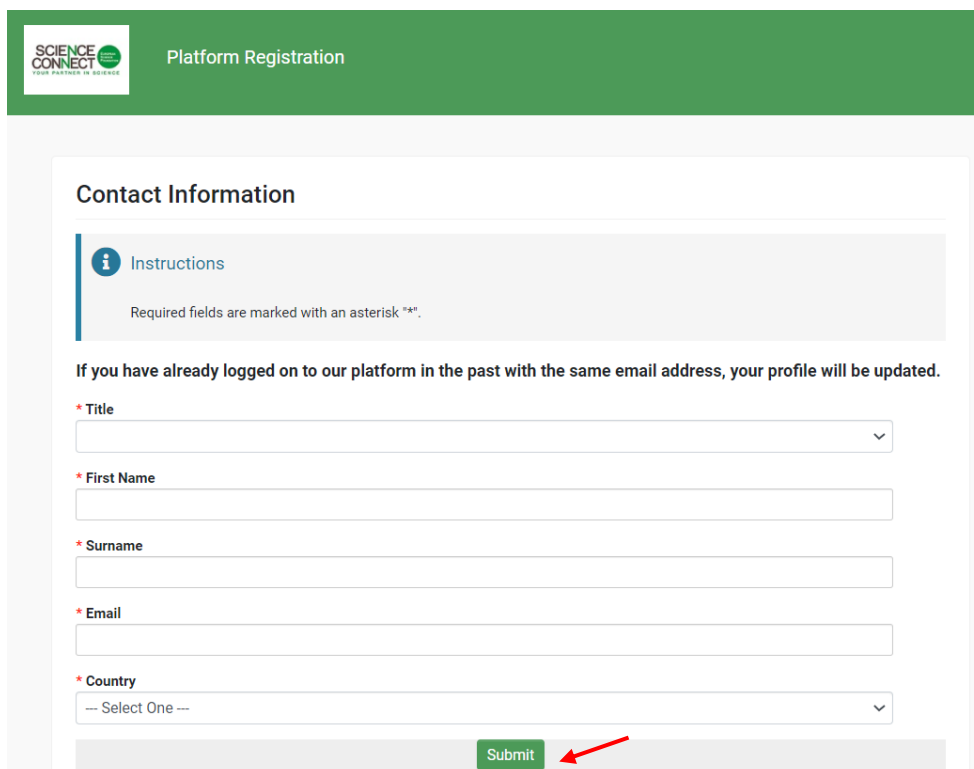
If you have already registered on our platform, you will not need to do this step again. You can directly go to your portal (https://esf.smartsimple.ie/s_Login.jsp), login with your email address and the password you have selected and start your application.

You will be able to register on the submission platform using the following link:

https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYUI1GXVv

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

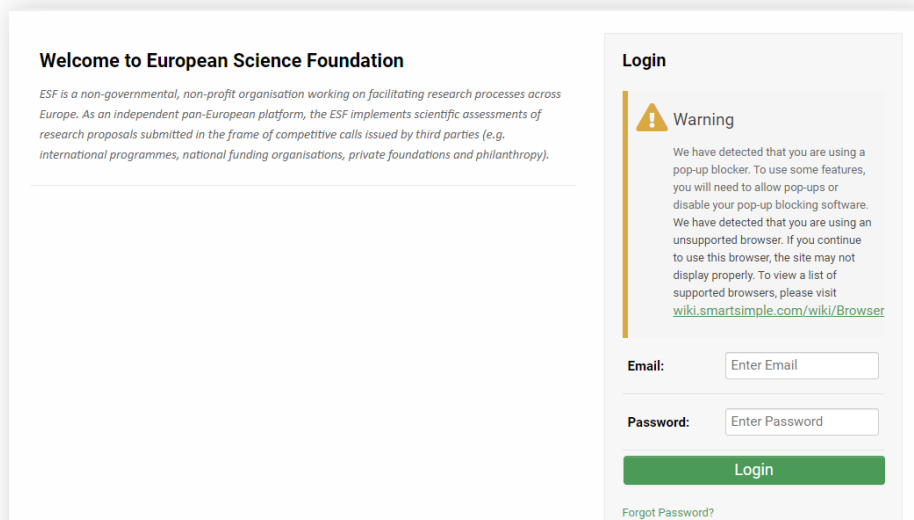
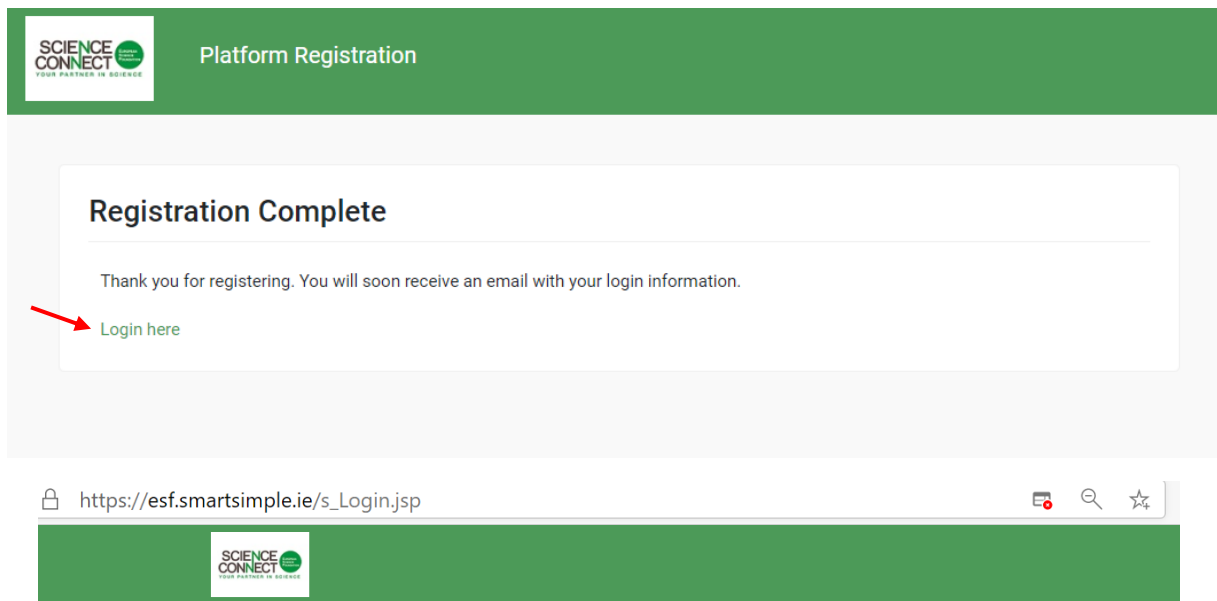
If you already are a platform user with the same email address, your profile will be updated to allow you to apply to the call.



The screenshot shows the 'Platform Registration' page. At the top left is the Science Connect logo. The page title is 'Platform Registration'. Below this is a 'Contact Information' section. It starts with an 'Instructions' box stating 'Required fields are marked with an asterisk *'. Below the instructions, a note says 'If you have already logged on to our platform in the past with the same email address, your profile will be updated.' The form contains several fields, all marked with an asterisk: '* Title' (a dropdown menu), '* First Name' (a text input), '* Surname' (a text input), '* Email' (a text input), and '* Country' (a dropdown menu with '--- Select One ---'). At the bottom of the form is a green 'Submit' button, which is highlighted by a red arrow.

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

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



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



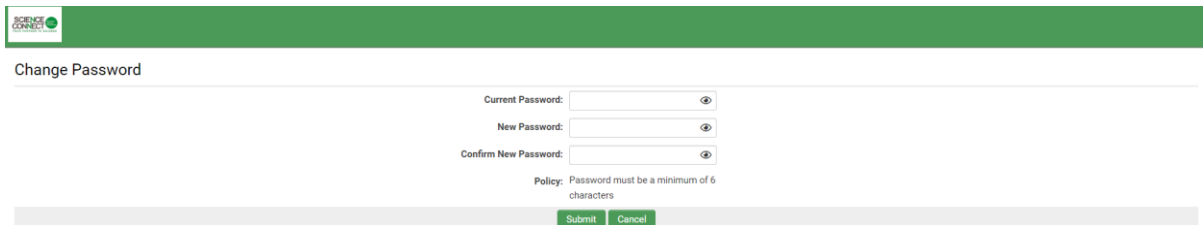
In this email, you will find your login (the email address you have indicated on the Registration Form) and a temporary password to connect to the platform.

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.

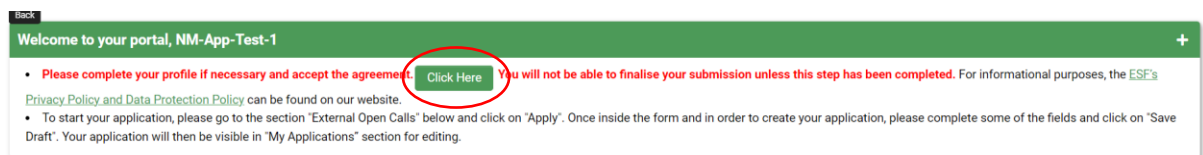


You should then receive a verification code to enter the platform. You will then have access to your portal, your **profile** and your **application**.

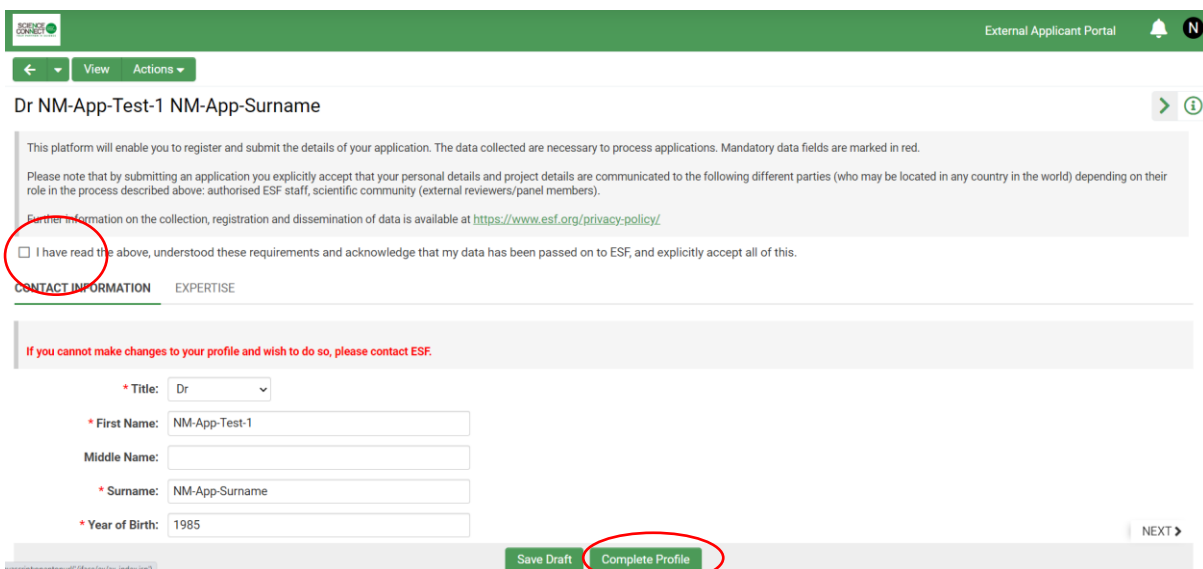
First, you will need to complete your **profile**.

(!) 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.



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



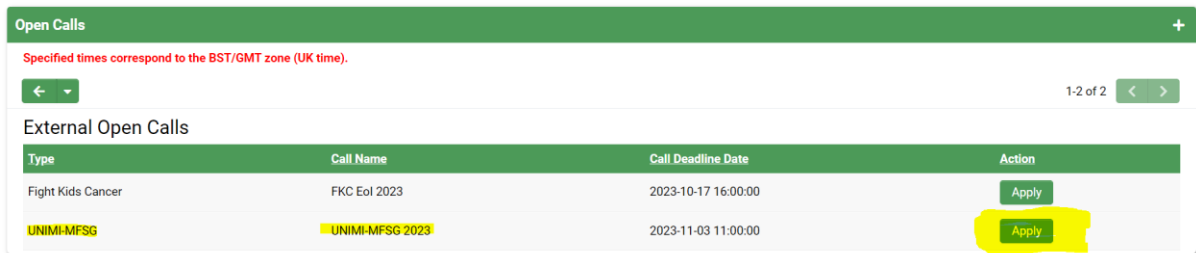
Please note that once you have completed your profile, it will be locked and you will need to contact esf-panels@esf.org to modify it.

To go back to your portal, click on the arrow



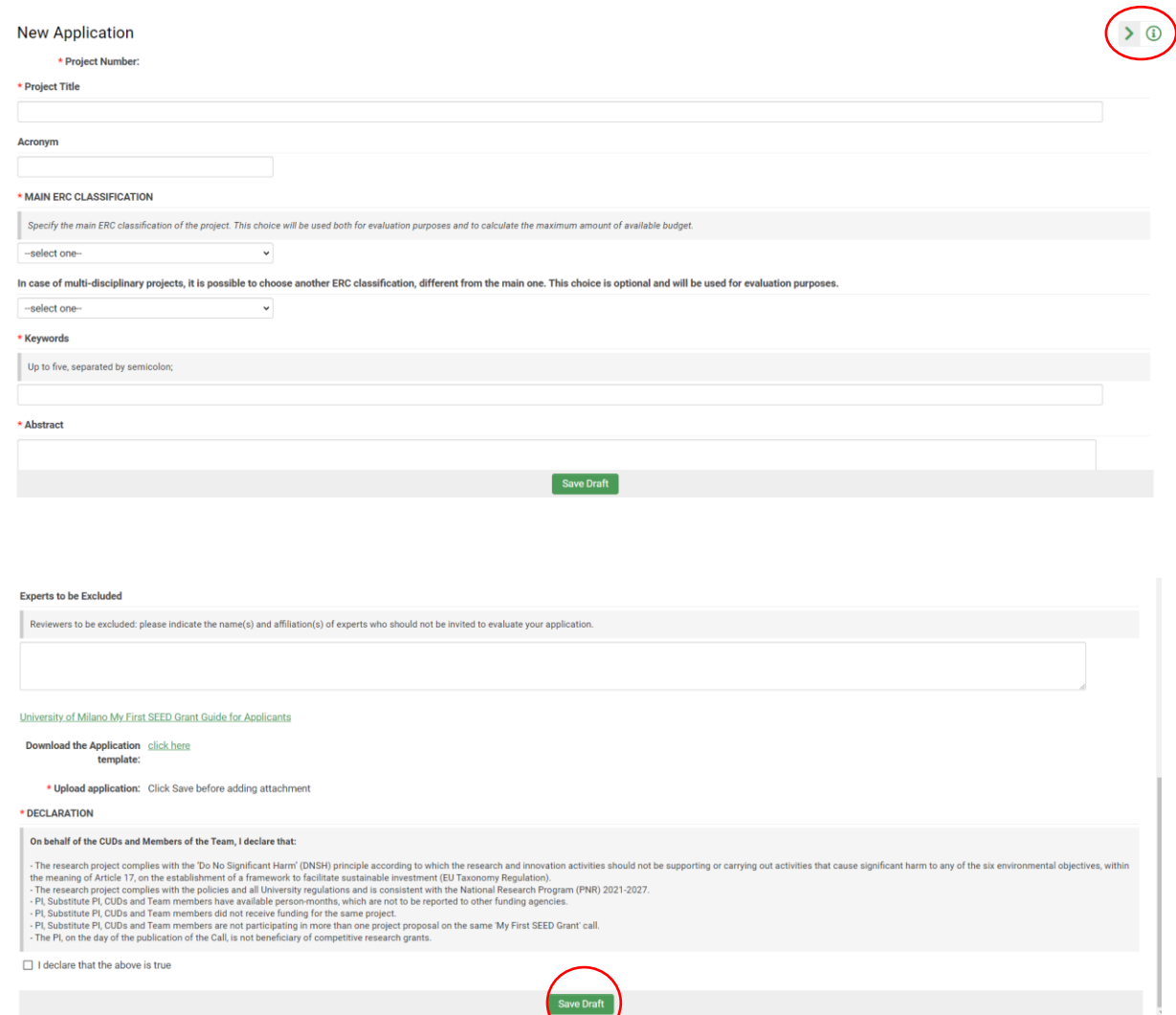
3. SUBMIT YOUR APPLICATION

Click on “Apply” for the UNIMI-MFSG 2023 Call.



Type	Call Name	Call Deadline Date	Action
Fight Kids Cancer	FKC Eol 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

* Project Number:

* 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--

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--

* 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 template: [click here](#)

* 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' (DNSH) 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, within the meaning of Article 17, on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation).
- The research project complies with the policies and all University regulations and is consistent with the National Research Program (PNR) 2021-2027.
- PI, Substitute PI, CUDs and Team members have available person-months, which are not to be reported to other funding agencies.
- PI, Substitute PI, CUDs and Team members did not receive funding for 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.

External Applicant Portal

Please complete your profile if necessary and accept the agreement. [Click Here](#) You will not be able to finalise your submission unless this step has been completed. For informational purposes, the ESF's Privacy Policy and Data Protection Policy can be found on our website.

To start your application, please go to the section 'External Open Calls' below 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 Draft'. Your application will then be visible in 'My Applications' section for editing.

Open Calls

Specified times correspond to the BST/GMT zone (UK time).

1-2 of 2

External Open Calls

Type	Call Name	Call Deadline Date	Action
Fight Kids Cancer	FKC Eol 2023	2023-10-17 16:00:00	Apply
UNIMI-MFSG	UNIMI-MFSG 2023	2023-11-03 11:00:00	You have already created an application for this call.

My Applications and Rebuttals

APPLICATIONS (1) REBUTTALS (0) REBUTTALS MISSED DEADLINE (0)

1-1 of 1

#	Application Type	Project Number	Project Title	Call Name	Edit / View
1	UNIMI-MFSG Application	23-UNIMI-MFSG-004		UNIMI-MFSG 2023	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

APPLICATIONS (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-EOL-001	Title	FKC Eol 2022	Print Form

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