



## ENRICH-TOGETHER Registration and Submission Guidelines

**Submission Deadline: April 16<sup>th</sup>, 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](mailto: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](mailto: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](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=XVtQC1oGYV5ZSxtZXxJXR1JWYU11H3Rt](https://esf.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYV5ZSxtZXxJXR1JWYU11H3Rt)

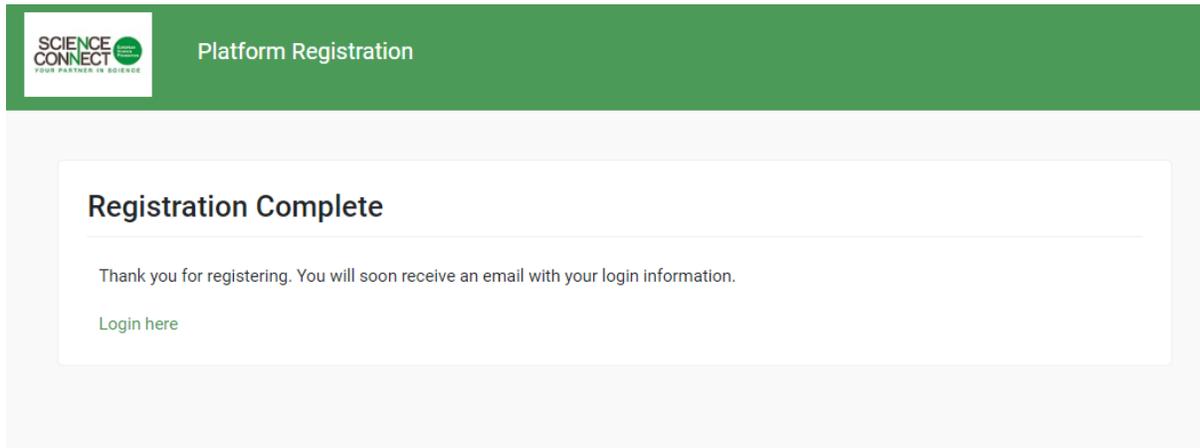
Then, please fill in your Contact Information details. Required fields are marked with an asterisk “\*”.

The screenshot shows a web form titled "Platform Registration" with a "SCIENCE CONNECT" logo. The form is titled "Contact Information" and includes an "Instructions" box stating "Required fields are marked with an asterisk \*\*". Below this, there is a paragraph of text: "If you have already logged on to our platform to submit an application in the past with the same email address, please login to our platform [https://esf.smartsimple.ie/s\\_Login.jsp](https://esf.smartsimple.ie/s_Login.jsp). In any other case, please write to [esf-panels@esf.org](mailto:esf-panels@esf.org)". The form contains several input fields, each with an asterisk indicating it is required: "Title" (a dropdown menu), "First Name", "Surname", "Email", and "Country" (a dropdown menu with "Select One" selected). At the bottom, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo with "Privacy - Terms" links. A "Register" button is partially visible at the bottom right.

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



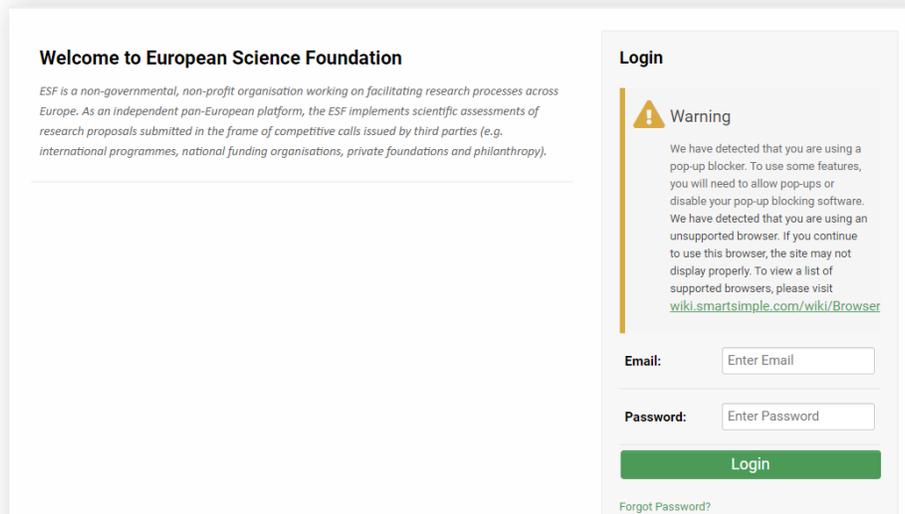
Once everything is completed, click on “Submit”. Then, click on “Login here”.



After a short while, you should receive a confirmation e-mail, “Platform Registration confirmation”, from [esf-panels@esf.org](mailto: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.**

Change Password

Current Password:

New Password:

Confirm New Password:

Policy: Password must be a minimum of 6 characters

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.

Welcome to your portal, NM-App-Test-1

• 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.

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



External Applicant Portal

Dr NM-App-Test-1 NM-App-Surname

This platform will enable you to register and submit the details of your application. The data collected are necessary to process applications. Mandatory data fields are marked in red.

Please note that by submitting an application you explicitly accept that your personal details and project details are communicated to the following different parties (who may be located in any country in the world) depending on their role in the process described above: authorised ESF staff, scientific community (external reviewers/panel members).

Further information on the collection, registration and dissemination of data is available at <https://www.esf.org/privacy-policy/>.

I have read the above, understood these requirements and acknowledge that my data has been passed on to ESF, and explicitly accept all of this.

**CONTACT INFORMATION** EXPERTISE

If you cannot make changes 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

Save Draft Complete Profile

Please note that once you have completed your profile, it will be locked and you will need to contact [evaluation@esf.org](mailto: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.

Type	Call Name	Call Deadline Date	Action
Fight Kids Cancer	Fight Kids Cancer 2024 - Clinical Trial Full Applications	2024-02-15 15:00:00	Apply
Fight Kids Cancer	Fight Kids Cancer 2024 - Translational Research Full Applications	2024-02-15 15:00:00	Apply
Swiss Re Institute – AXA Research Fund	Joint Risk Resilience Partnership: Building Resilience against Systemic Cyber Risk 2023	2024-02-15 11:00:00	The call deadline has passed.
AgroServ TNA	AgroServ Transnational/Virtual Access 2024	2024-03-08 16:00:00	Apply
METU Programme	Enrich Together 2024	2024-04-16 14:00:00	Apply

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):

\* Project Number: 24-METU-002

APPLICATION DETAILS APPLICANT INFORMATION UPLOAD PDF OF APPLICATION



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.

▼ Suggested References

Please suggest up to three references (not mandatory) for this

\* Number of References

Please select the number of reference(s) you wish to select.

3 ▼

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.

\* Sworn Statement of the applicant

I hereby declare that I have not resided or carried out my main activity (work, studies, etc.) in Türkiye for more than 12 months in the 36 months immediately before the ENRICH-TOGETHER call deadline.

I certify that I have read and accept all of the above. ⓘ

- 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 mandatory to use the following templates provided in word format:
    - Application Template
    - Additional Information Template



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

\* **Download Application** [Application Template - click here](#)  
**Template:**

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.



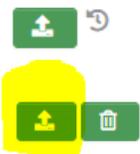
You will have to upload a second document containing additional information.

\* **Download Additional** [Additional Information Template - click here](#) ↻  
**Information Template:**

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 your application completely finalised, you can click on “**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](mailto: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	<a href="#">Print Form</a>