Manual for Applicants - e-Calls PROSPECT

blocked URL

e-Calls PROSPECT Manual for Applicants

This manual will guide you in performing the following actions:

- Using PROSPECT to find a call for proposals to apply for
- Filling in an application for a call for proposals and sending it to the European Commission
- Monitoring the status of your application and viewing the results of evaluations related to it

---

If you have a slow internet connection or if you wish to view this manual offline, then you can download it in a **PDF format**, or just click on the thumbnail image below to view it directly online.

Table of Contents

- 1. Introduction to e-Calls PROSPECT
- 2. Tips before starting your application in e-Calls PROSPECT
  - 2.1 Before starting
  - 2.2 System and browser requirements
  - 2.3 Online submission
- 3. Accessing and Submitting an Application with e-Calls PROSPECT
  - 3.1 Log in to e-Calls PROSPECT
    - 3.1.1 New Users
    - 3.1.2 Existing Users
    - 3.1.3 Screens and Navigation in e-Calls PROSPECT
      - 3.1.3.1 Home page - My PROSPECT
      - 3.1.3.2 List of calls to apply for
      - 3.1.3.3 My applications
      - 3.1.3.4 List of notifications
      - 3.1.3.5 My user settings
      - 3.1.3.6 Need any help?
  - 3.2 Submitting an Application
    - 3.2.1 Searching for a Call
    - 3.2.2 Creating and filling in a call application
      - 3.2.2.1 Submitting a Concept Note for a Restricted Call
        - 3.2.2.1.1 Contact tab
        - 3.2.2.1.2 Project tab
        - 3.2.2.1.3 Co-applicants tab
        - 3.2.2.1.4 Documents tab
        - 3.2.2.1.5 Overview tab
        - 3.2.2.1.6 Submit tab
      - 3.2.2.2 Submitting a Full Application for a Restricted Call

        - 3.2.2.3 Submitting an Application for an Open Call/Lot
      - 3.2.3 Edit or delete an application which has not yet been submitted
  - 3.3 Follow-up an Application
    - 3.3.1 Follow up the status of your application and view results

- 4. Manage Application Users
  - 4.1 Application form owner
  - 4.2 Organisation users
  - 4.3 Ad-hoc users

- 5. How to submit an offline form? In the case of technical issues with e-Calls PROSPECT

- 6. Help in e-Calls PROSPECT
  - 6.1 E-Learnings
  - 6.2 e-Calls PROSPECT Support Helpdesk (IT issues only)
    - 6.2.1 New requests for support
    - 6.2.2 Follow-up on existing requests
  - 6.3 e-Calls PADOR

Introduction to e-Calls PROSPECT