



## Session 3

# Submitting a KIC Proposal

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# Electronic Proposal Submission System

- ✓ **Horizon 2020**  
submission system
- ✓ Only proposals submitted  
via the submission system  
will be **eligible**
- ✓ System will be closed on **10  
September 2014**  
17:00 CET



# Electronic Proposal Submission System

Proposals must be submitted only by the **Coordinator** (*organisation acting as coordinator of the proposal*) on behalf of the partnership

The following presentation is only relevant for the Coordinator who is responsible for uploading the proposal (information and documents) related to the partnership.

# How to enter the system?

<http://eit.europa.eu/kics/2014-call-for-kics/submit-your-proposal/>

The screenshot shows the EIT website's 'Submit your KIC Proposal' page. At the top, there is a navigation bar with links for 'Climate-KIC', 'EIT ICT Labs', 'KIC InnoEnergy', 'EIT Foundation', and 'Contact Us'. Below this is a search bar and social media icons for LinkedIn (2.9k), Twitter (Follow), and a Newsletter sign-up. The EIT logo and name 'European Institute of Innovation & Technology' are on the left. A main navigation menu includes 'About Us', 'Innovation Communities', 'Call for KICs', 'Education', 'Entrepreneurship', 'Events', 'News & Media', and 'Documents'. A sidebar on the left lists 'Key Features' such as '2014 Call for KICs', '2014 Call Documents', 'Submit your Proposal', 'FAQs', 'Innovation Highlights', 'Climate-KIC', 'EIT ICT Labs', and 'KIC InnoEnergy'. Below this, there is a section for 'KICs call 2009' with a brief description and a link for more information. The main content area features the title 'Submit your KIC Proposal' and an introductory paragraph about the SEP system. A graphic shows a hand pointing to a greenboard with 'INNOVATION' at the top and 'KNOWLEDGE', 'RESEARCH', and 'IDEAS' in boxes below. The text explains that coordinators must be registered in the Horizon 2020 Participant Portal and have a 9-digit PIC. It lists two call areas: 'Innovation for healthy living and active ageing' and 'Raw materials: sustainable exploration, extractions, processing, recycling and substitution'. A 'Please note that' section highlights a deadline of 10 September 2014 and that only electronic submissions are eligible. Contact information for the Service Desk is provided, along with a note that questions should be submitted through the EIT's Contact Page. The EIT logo and name are repeated at the bottom right.

Climate-KIC EIT ICT Labs KIC InnoEnergy EIT Foundation Contact Us

Search Libs 2.9k Follow Newsletter

The EIT is a body of the European Union. Our mission is to increase European sustainable growth and competitiveness by reinforcing the innovation capacity of the EU.

About Us Innovation Communities Call for KICs Education Entrepreneurship Events News & Media Documents

## Submit your KIC Proposal

The EIT uses Horizon 2020's electronic proposal submission system – called SEP – for the submission of KIC proposals.

If you are the organisation acting as coordinator, and thus submitting a proposal on behalf of the partnership, your organisation has to be registered in the Horizon 2020 Participant Portal and have a **9-digit Participant Identification Code (PIC)**. If you are not yet registered, for information on how to do so please [click here](#).

To **start the application process and submit your proposal** in the field of:

- Innovation for healthy living and active ageing** (EIT-1-2014) – [click here](#)
- Raw materials: sustainable exploration, extractions, processing, recycling and substitution** (EIT-2-2014) – [click here](#)

Please note that:

- The deadline for submission of KIC proposals is 10 September 2014 (17h00 CET)**. Proposals not submitted by this deadline will not be eligible.
- Only proposals submitted through the electronic proposal submission system will be eligible.

For technical support please contact the Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) or by phone on +32 (0) 2 299 2222.

Any other questions related to the 2014 KICs Call should be submitted through the EIT's [Contact Page](#).

**Key Features**

- 2014 Call for KICs
- 2014 Call Documents
- [Submit your Proposal](#)
- FAQs

**Innovation Highlights**

- Climate-KIC
- EIT ICT Labs
- KIC InnoEnergy**

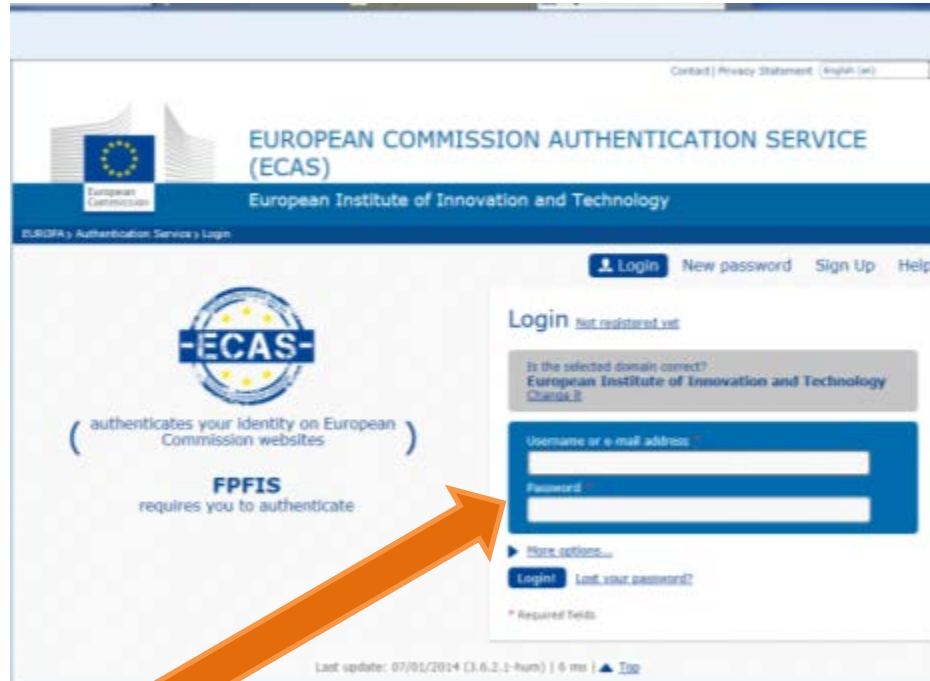
**KICs call 2009**

The 2009 call for KICs was launched in April 2009 and the first three KICs were designated in December 2009.

- [More about the 2009 Call for KICs](#)

**eit** European Institute of Innovation & Technology

# Login to the system



The screenshot shows the ECAS login interface. At the top, it says 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' and 'European Institute of Innovation and Technology'. Below this, there's a navigation bar with 'Login', 'New password', 'Sign Up', and 'Help'. The main content area features the ECAS logo and the text '( authenticates your identity on European Commission websites )' and 'FPFIS requires you to authenticate'. To the right, there's a 'Login' section with a sub-link 'Not registered yet?'. It asks 'Is the selected domain correct?' and lists 'European Institute of Innovation and Technology' and 'Clarifia.it'. Below this are two input fields: 'Username or e-mail address' and 'Password'. There are 'Login!' and 'Lost your password?' buttons. A 'More options...' link is also present. At the bottom, it says '\* Required fields' and 'Last update: 07/01/2014 (3.6.2.1-firm) | 0 ms | Tip'.

To start the application process you need to login to your ECAS account

# How to register?

If your organisation is not yet registered, click on the link in the EIT's KICs Call webpage

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal H2020 Online Manual' interface. On the left is a navigation menu with categories like 'H2020 Online Manual', 'Your user account & roles', 'Grants', and 'Support'. The 'Register an organisation' link is highlighted. The main content area features a flowchart for 'REGISTER AN ORGANISATION' with steps: 'Registration of organisation', 'Validation of organisation', 'LEAR appointment', 'Financial viability self-check', and 'Data update'. Below the flowchart, the text reads: 'Register an organisation' with a 'HOW TO' button. It states: 'If you want to participate in a project proposal, your organisation needs to be registered with the Commission.' It also provides instructions on how to check if an organisation is already registered and lists additional requirements for successful proposals: 'the checks carried out on the information you provide on registering (validation)', 'appointing a representative (LEAR)', and 'the checks that may be carried out on your organisation's financial viability'.

On completing registration, you will receive a 9-digit Participant Identification Code (PIC)

# Creating a proposal (1)

S-Catalogue\_A...  
Create a Draft Proposal

EIT-KICS-2014

Michał Gorzyński  
EIT-Raw-Material  
KICS  
September 2014 17:00:00  
Brussels Local Time  
184 days left until closure

Configuration OK

You're using Firefox 15 on Windows. Adobe Reader (version 10.1.0.534) is installed.  
For more information, please consult the User Guide.

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are mandatory

### Your organisation

PIC\* 944361155 Short name\*  
Michał EIT

944361155 Michał EIT Sienkiewicza Warszawa, PL VAT.PL.987654321

Organisations you have been previously associated with. Click to select.

PIC: 350053406 LARA via Olszewicza 47 Republika, IT VAT: 399999999999999	PIC: 39882082 CASE-DORADCY SPOLKA Z OGRANICZONA ODPOWIEDZIAL... Sienkiewicza 12 Warsaw, PL VAT: PL.5252140720
PIC: 982853893 JANITOM Tomasz Janisz ul. Ogarna 111/112-6 Gdansk, PL	

Search for your organisation PIC

### Your Role

Please indicate your role in this proposal

Main contact  
 Contact person

### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*  
Character count: 5

Indicate your role

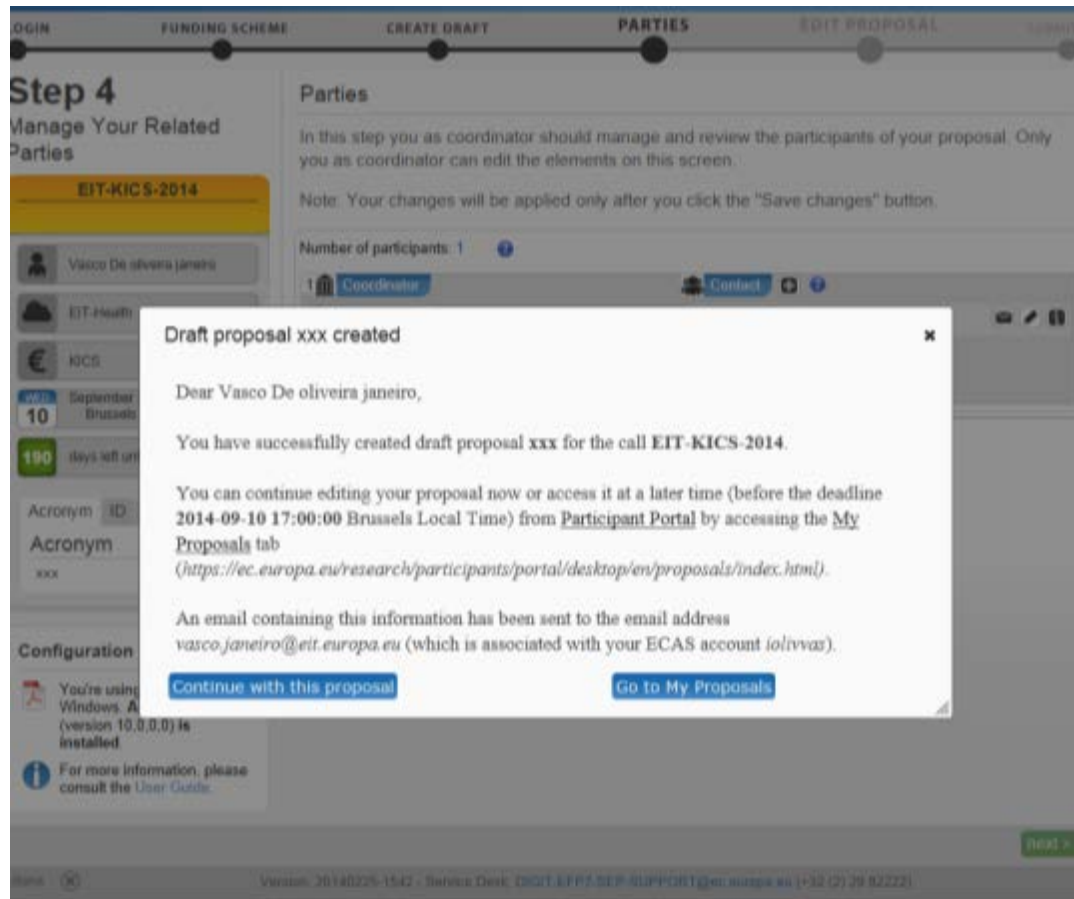


Insert acronym





# Creating a proposal (2)



After Step 3  
you will  
receive an e-  
mail  
confirming  
that your draft  
proposal has  
been created

Draft proposal created  
Go ahead!



# Application form with annexes

**Step 5**  
Edit Proposal

EIT-KICS-2014

Michal Gorzynski  
EIT-Raw-Material  
KICS  
September 2014 17:00:00 Brussels Local Time  
184 days left until closure

Acronym  
EIT 123

Configuration OK

You're using Firefox 15 on Windows. Adobe Reader (version 10.1.0.534) is installed.  
For more information, please consult the User Guide.

**Edit Proposals' Forms**

In this step you can edit the administrative forms and upload the proposal itself.

**WARNING:** This proposal contains changes that have not yet been submitted...

**Administrative Forms**

Edit will open the forms in Adobe Reader.

edit forms view history print preview

**Part B and Annexes**

In this section you may upload the complete proposal (in PDF format only).

download templates


A1 Coordinator declarations	upload	✗	?
A2_1 Partners administrative data	upload	✗	?
A2_2 Partners declarations	upload	✗	?
B1 Instructions and list of partners	upload	✗	?
B2 Proposal	upload	✗	?
B3 Estimated financial resources	upload	✗	?
C Motivation and Commitment letter	upload	✗	?

<< Step 4 - Parties validate submit

Click here to download templates

Click here to edit the administrative form for the Coordinator

# Administrative form for the Coordinator

 Proposal Submission Forms [Validate Form](#) [Save And Close](#)

Horizon 2020

Call: EIT-KICS-2014

Topic: EIT-Raw-Material

Type of action: KICS

Proposal number: SEP-210150213

Proposal acronym: EIT 123

[Table of contents](#)

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants & contacts	<a href="#">Show</a>

## [How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

[Read more](#)

# Parts A, B and C

**A1 Coordinator  
declarations**

**A2\_1 Partners  
administrative data**

**A2\_2 Partners  
declarations**

**B1 Instructions and list  
of partners**

**B2 Proposal**

**B3 Estimated financial  
resources**

**C Motivation and Commitment Declaration**

# Submission of a proposal

The screenshot displays a web interface for proposal submission. At the top, a navigation bar includes links for LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. The current step is 'Step 6 Submit' for the 'EIT-KICS-2014' call. A green confirmation box states: 'Your proposal has been successfully submitted. Your proposal was submitted on: 04 March 2014 at 10:50:53 (Brussels Local Time) as part of the EIT-KICS-2014 call, before the deadline of 10 September 2014 at 17:00:00 (Brussels Local Time). Your project ID is 633323. This number is important and will be used as future reference during the evaluation process.'

Below the confirmation, a 'Revisit your Proposal' section offers three actions: 're-edit proposal' (with text: 'You may edit your proposal and re-submit at any time before the deadline of 10 September 2014 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.'), 'download' (with text: 'You may download a timestamped and digitally signed PDF version of your submitted proposal'), and 'withdraw proposal' (with text: 'You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.').

On the left side, a sidebar shows the user 'Vasco De oliveira janeiro' from 'EIT-Health' under the 'KICS' funding scheme. It also displays the deadline 'September 2014 17:00:00 Brussels Local Time' and '190 days left until closure'. There are input fields for 'Acronym' (with 'ID', 'PIC', and 'Contact' tabs) and a 'Configuration OK' status with a green checkmark. A note indicates 'You're using Explorer 9 on Windows. Adobe Reader (version 10.0.0.0) is installed.' and provides a link to the 'User Guide'.

At the bottom right, there is a '<< back' button. The footer contains the text 'done (X) Version: 20140225-1542 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (0) 29 92222)'.

# Technical Support

For **Technical Support** please contact the Service Desk:

Email: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)

Tel: +32 (0) 2 299 22 22

*Any other questions related to the EIT's 2014 Call for KICs Proposals should be submitted through the EIT's Contact Page: <http://eit.europa.eu/nocache/contact/>*

# Summary (1)

- ✓ Only proposals submitted through the **electronic proposal submission system** by 10 September 2014 (17h00 CET) will be eligible
  - *Do not submit a proposal at the very last moment*
- ✓ Download the templates from the system, **fill them in for parts A** (administrative), **B** (proposal) and **C** (motivation and commitment)
- ✓ **Upload the completed parts A, B and C**
- ✓ Upload documents **exclusively in PDF** (Adobe version 5 or higher, with embedded fonts) – *each file cannot exceed 10 Mb – minimum font size allowed is 11 points, Calibri*



# Summary (2)

- ✓ The main body of the proposal **may not exceed 50 pages** (KIC Strategy 15 pages, KIC Operations 20 pages, KIC Impact 15 pages)
- ✓ Any other documents (supporting documentation, reports, audio, video, multimedia, etc) sent electronically or by post will be **disregarded**
- ✓ **Be clear**, avoid jargon, only information contained in your proposal counts!
- ✓ Proposal (Form B2) must be dated and **signed** by the Coordinator's representative







✓ **Be CREATIVE!**

✓ **INNOVATE!**

**Convince us and the experts with an  
IMPACTFUL and ground-breaking proposal!**