

# HERA Joint Research Programme “Public Spaces: Culture and Integration in Europe”

## Guidelines to submit a proposal

*Last updated: 1 September 2017*

Please contact the Isaac helpdesk for technical questions about the use of the Isaac portal (e-mail: [Isaac.helpdesk@nwo.nl](mailto:Isaac.helpdesk@nwo.nl), telephone +31 20 3467179).

Outline Proposals to the HERA JRP PS Call for Proposals must be submitted by the Project Leader via the portal [Isaac](#), hosted by NWO (Handling Agency for the call). This is the only way to submit a HERA JRP PS proposal; applications sent via other channels will not be eligible.

The proposal must be uploaded and submitted before the deadline, Tuesday 24 October 2017, 14:00 CEST. Note that some national funding organisations require that applicants should also submit additional documents to the relevant national funding organisation(s). Please see the HERA JRP PS General and National Eligibility Requirements for detailed instructions.

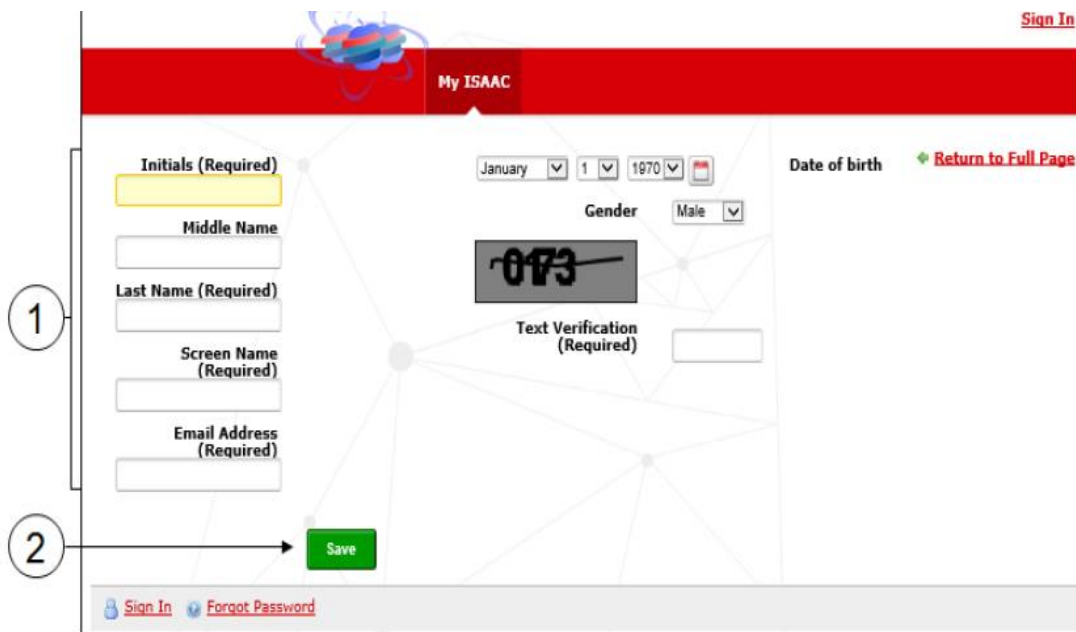
1. In order to submit a proposal, the Project Leader of the consortium (Main Applicant) must register as a user in the Isaac portal. We recommend registering as soon as possible so the Project Leader can familiarize him/herself with the Isaac online submission system.
2. During the creation of the application in Isaac, the “Organisation” (affiliation) of the Project Leader has to be selected from a menu. If your institution is not in this list, you can request the creation of a new organisation by sending an e-mail to Isaac [Central Relations Management](#). Please note that the names, affiliations and contact details of the other PIs (co-applicants) should not be filled out in Isaac. This information must be entered in the Application Template and in the Budget Table Template.
3. Each new application can be changed or deleted by the Project Leader via Isaac at any time as long as it has not been submitted. All application data are stored in a secure database and file system. The data cannot be viewed by NWO staff until after the application has been submitted. The fully-completed application can only be submitted once. This means that the application is sent to NWO for processing. Submitted applications can no longer be changed. This ensures that the application submitted by you is identical to the copy held by NWO.

### **1. Register in Isaac**

If you do not have an account in Isaac yet, please follow the steps below to create one yourself. An account enables you to submit and monitor your application. This process begins on [Isaac's login page](#):



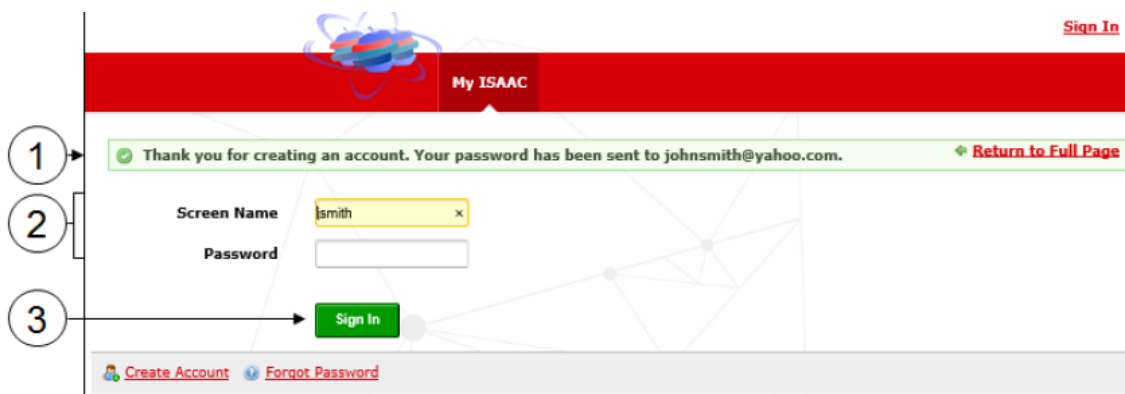
① Click on *Create Account*. The following screen will appear:



① Enter the required information. The screen name is the name you use to log in to Isaac. The e-mail address must be unique.

② Click on the *Save* button.

Your account has been created:



① Your password is automatically generated and is sent to you by e-mail.

- ② Follow the instructions in the e-mail and enter your *Screen Name* and *Password* on the login page.
- ③ Click on the *Sign In* button.

For more information on changing data in your profile, please visit the [Isaac manual](#).

## 2. **Preparing and submitting an application**

Your application consists of three parts: an online fact sheet, the Application Template (PDF), and the Budget Table Template (Excel). Both templates can be found on the HERA website <http://heranet.info/hera-jrp-iv-public-spaces-culture-and-integration-europe>

- The online fact sheet should be filled out directly in Isaac;
- As soon as you have completed the Application Template for Outline Proposals (CRP Consortium details and the five sections of the Outline Proposal Description), you can upload it as **one** PDF file in Isaac ('Application Form');
- As soon as you have completed the Budget Table Template (A: Project information; B: Budget table), you can upload it as **one** Excel file in Isaac ('Attachments' > 'Other').

For further instructions on the proposal structure, please see the HERA JRP PS Call for Proposals.

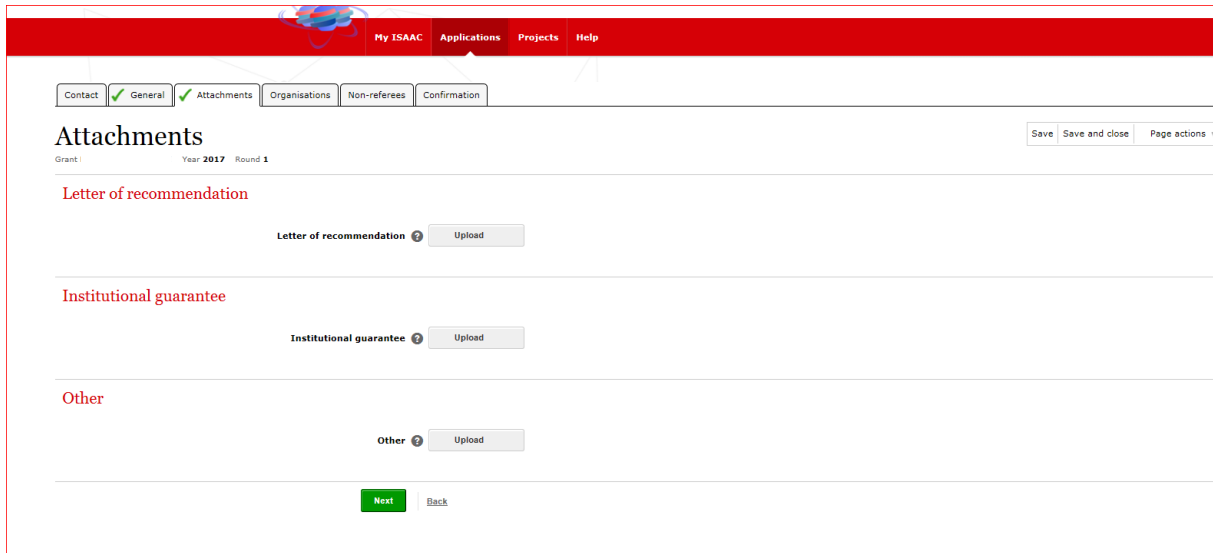
**To start the application process, navigate to the Isaac application window '[HERA Joint Research Programmes Public Spaces: Culture and Integration in Europe](https://www.isaac.nwo.nl/subsidieaanvraag?extref=HERA17)' at <https://www.isaac.nwo.nl/subsidieaanvraag?extref=HERA17>.**

- ① After signing in with your Isaac account, you can prepare the HERA JRP PS application online. You will see the following screen with several tabs:

The screenshot shows the Isaac application form interface. The page has a red header with navigation tabs: My ISAAC, Applications, Projects, Help. Below the header is a breadcrumb trail: Contact | General | Attachments | Organisations | Non-referees | Confirmation. The main content area is titled 'General information' and includes a warning message: 'Warning: inactivity on this screen may result in a time out and your work may be lost. Please save your input regularly with the Save button.' The form is for 'Grant Year 2017 Round 1' and shows the 'Application template' as 'aanvraagtemplate (Demo aanvraag form.docx)'. The 'Application' section contains fields for 'Title', 'Abstract' (with a 0 words counter), 'Planned start date', and 'Planned end date'. The 'Research fields\*' section has a warning message and an 'Add' button. The 'Key words' section also has an 'Add' button. The 'Application form' section has an 'Upload' button. At the bottom, there are 'Next' and 'Cancel' buttons.

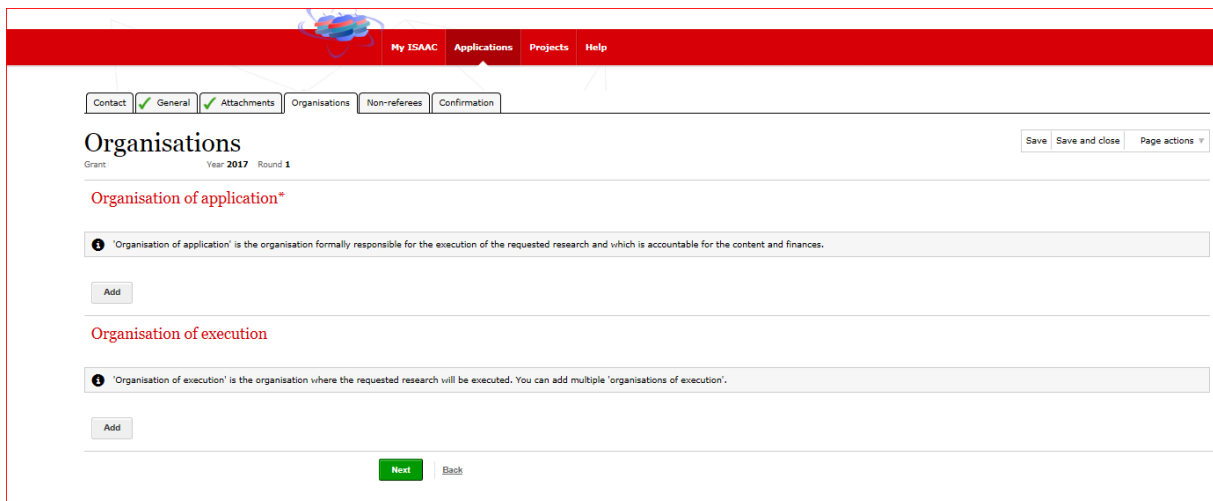
On the tab General Information please fill out the required fields of the factsheet (title of the proposal, abstract, etc.) and upload the application form (**one** PDF file). Please remember to regularly save your work by clicking *Save* (top right of the window).

② When you have completed filling out the tab General Information, click *Next* to navigate to the tab Attachments. Upload the filled-out Budget Table Template as **one** Excel file under the heading *Other*.



The screenshot shows the 'Attachments' page in the My ISAAC system. The top navigation bar includes 'My ISAAC', 'Applications', 'Projects', and 'Help'. Below this, a breadcrumb trail shows 'Contact', 'General', 'Attachments', 'Organisations', 'Non-referees', and 'Confirmation'. The main heading is 'Attachments' with subtext 'Grant: Year 2017 Round 1'. There are three sections for uploading files: 'Letter of recommendation', 'Institutional guarantee', and 'Other'. Each section has an 'Upload' button. At the bottom, there are 'Next' and 'Back' buttons.

③ Click *Next* to navigate to the tab Organisations:



The screenshot shows the 'Organisations' page in the My ISAAC system. The top navigation bar includes 'My ISAAC', 'Applications', 'Projects', and 'Help'. Below this, a breadcrumb trail shows 'Contact', 'General', 'Attachments', 'Organisations', 'Non-referees', and 'Confirmation'. The main heading is 'Organisations' with subtext 'Grant: Year 2017 Round 1'. There are two sections for adding organisations: 'Organisation of application\*' and 'Organisation of execution'. Each section has an 'Add' button. At the bottom, there are 'Next' and 'Back' buttons.

Select the affiliation of the Project Leader (main applicant) both under *Organisation of application* and *Organisation of execution*. Click on the *Add* button to select your organisation from a list. If your institution is not included, please request the creation of a new organisation by sending an e-mail to the Isaac [Central Relations Management](#).

④ Click *Next* to navigate to the final tab Confirmation.

The screenshot shows the 'Submit application' page in the Isaac system. The navigation bar at the top is red and contains 'My ISAAC', 'Applications', 'Projects', and 'Help'. Below the navigation bar, there is a breadcrumb trail with tabs: 'Contact', 'General', 'Attachments', 'Organisations', 'Non-referees', and 'Confirmation'. The main heading is 'Submit application' with 'Grant:' and 'Year: 2017 Round 1' below it. On the right side, there are buttons for 'Save', 'Save and close', and 'Page actions'. The main content area is titled 'Confirmation of submission' and contains a warning message: 'Are you sure you want to submit the application? You can not edit the application after submitting the application.' Below this is a declaration: 'With submitting this form I declare that I have filled out this form truthfully and completely.' with a checked checkbox. At the bottom, there are 'Submit' and 'Back' buttons.

Once all required fields have been filled out, green check marks (✓) will appear on the tabs and the application can be submitted.

**NB. As long as the application has not been submitted, it can be changed or deleted by the Project Leader via Isaac at any time. Please do not forget to regularly save the application. Submitted applications can no longer be changed. The application can only be submitted once.**

In order to submit the application, activate the declaration checkbox and click *Submit*.

### **3. Confirmation of receipt**

After submission in Isaac, the status of the application will have changed from *Registered* to *Submitted*. The Project Leader will receive an automated email to confirm receipt of the application.

### **Technical questions about the electronic application system Isaac**

For technical questions about the use of Isaac please contact the Isaac helpdesk. Please read the [manual](#) first before asking the helpdesk for advice. The Isaac helpdesk can be contacted from Monday to Friday between 10:00 and 17:00 CEST, telephone +31 20 3467179. You can also send your question by e-mail to [Isaac.helpdesk@nwo.nl](mailto:Isaac.helpdesk@nwo.nl) (reply within 2 working days).

For other questions about the submission of your application, please contact [hera@nwo.nl](mailto:hera@nwo.nl), or your National Contact Point for the HERA JRP PS Call for Proposals.