

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

Guidelines to submit a proposal

Last updated: 9 April 2018

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

Full 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 by the Project Leader before the deadline, Wednesday 9 May 2018, 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.

Important

1. Please note that the Full Proposal must be submitted by the Project Leader. This means that the Isaac account must be registered with the name and email address of the Project Leader.
2. **Organisation of application and Organisation of execution:** During the creation of the application in Isaac, the “Organisation” (affiliation) of the Project Leader has to be selected both under *Organisation of application* and *Organisation of execution*. 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. **Find your organisation in the system:** An extensive search option is available to search for organisations. It is possible to only use the Name field by entering (part or parts of) the full name of the organisation.
If your institution is not in the system, you can request the creation of a new organisation by sending an e-mail to Isaac [Central Relations Management](#).
4. 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.

Step by step instructions

1. Login to Isaac

As Project Leader you will login with your Isaac account.

In case you forgot your password please click on "Forgot Password".

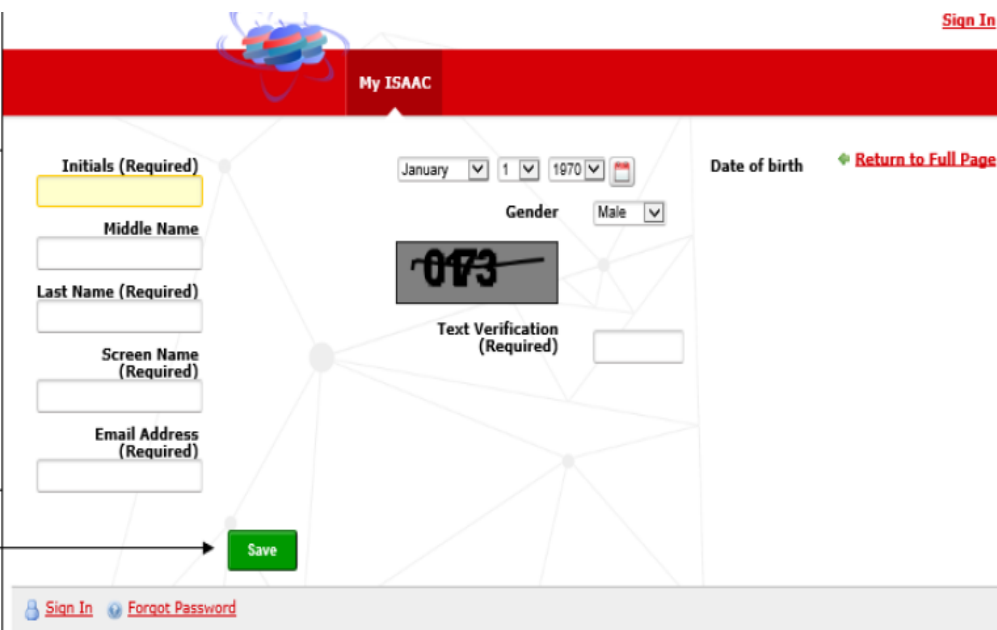
The Project Leader of the consortium (Main Applicant) must be registered as a user in the Isaac portal and submit the proposal. In case the current Project Leader for whatever reason did not submit the Outline Proposal/ does not have an Isaac account, please create an account by following the steps below.

Go to [Isaac's login page](#):



1 → [Create Account](#) [Forgot Password](#)

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



1 → Initials (Required) [] Middle Name [] Last Name (Required) [] Screen Name (Required) [] Email Address (Required) []

2 → Save

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/funding/current-funding-opportunities/hera-public-spaces-2019-2022/>

- The online fact sheet should be filled out directly in Isaac;
- As soon as you have completed the Application Template for Full Proposals, you can upload it as **one** PDF file in Isaac ('Application Form'). Please make sure that the budget tables and letters of commitment etc. that are added/pasted into the PDF are of good quality;
- As soon as you have completed the all sheets of the Budget Table Template, 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 Full Proposal Guidelines.

To start the application process, navigate to the Isaac application window:

'HERA Joint Research Programmes Public Spaces - Full Proposal phase' at

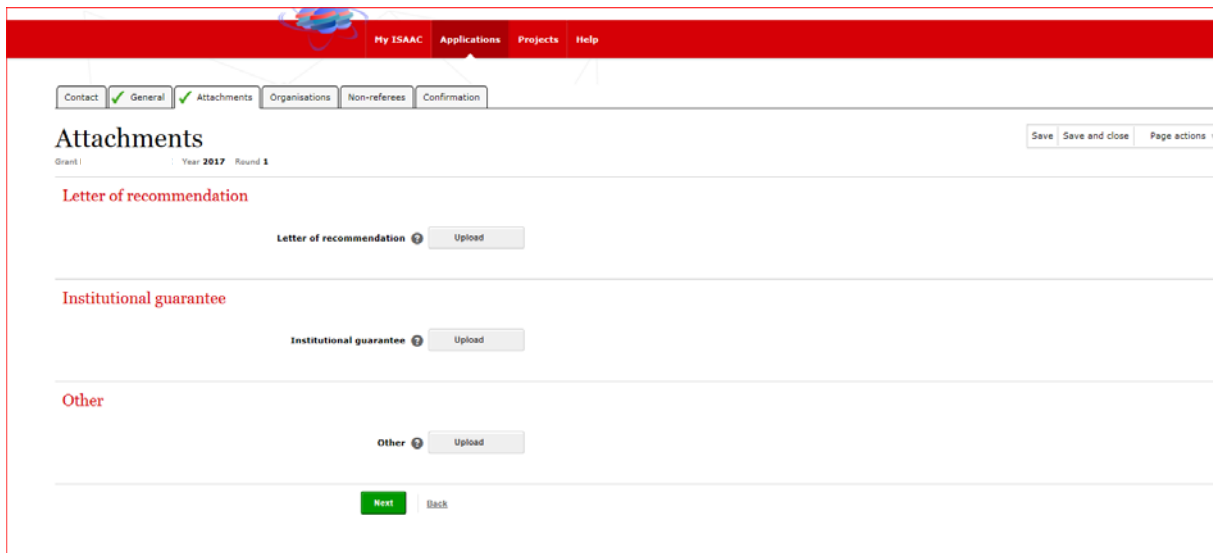
<https://www.isaac.nwo.nl/subsidieaanvraag?extref=HeraPSII>.

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. At the top, there is a navigation bar with 'My ISAAC', 'Applications', 'Projects', and 'Help'. Below this, there are tabs for 'Contact', 'General', 'Attachments', 'Organisations', 'Non-referees', and 'Confirmation'. The 'General information' section is active, showing 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.' Below the warning, there are fields for 'Grant' (Year 2017, Round 1) and 'Application template' (4anvraagjeblon (Demo aanvraag form.docx)). The 'Application' section contains a 'Title' field, an 'Abstract' field (0 words), 'Planned start date', and 'Planned end date' fields. The 'Research fields*' section has a warning message: 'Please add the main field of research of this application and if applicable other fields of research. List the disciplines in order of importance, starting with the most important.' Below this, there is a message 'There are no research fields for this application' and an 'Add' button. The 'Key words' section has a message 'No keywords have been specified.' and an 'Add' button. The 'Application form' section has an 'Application form*' field and an 'Upload' button. At the bottom, there are 'Next' and 'Cancel' buttons.

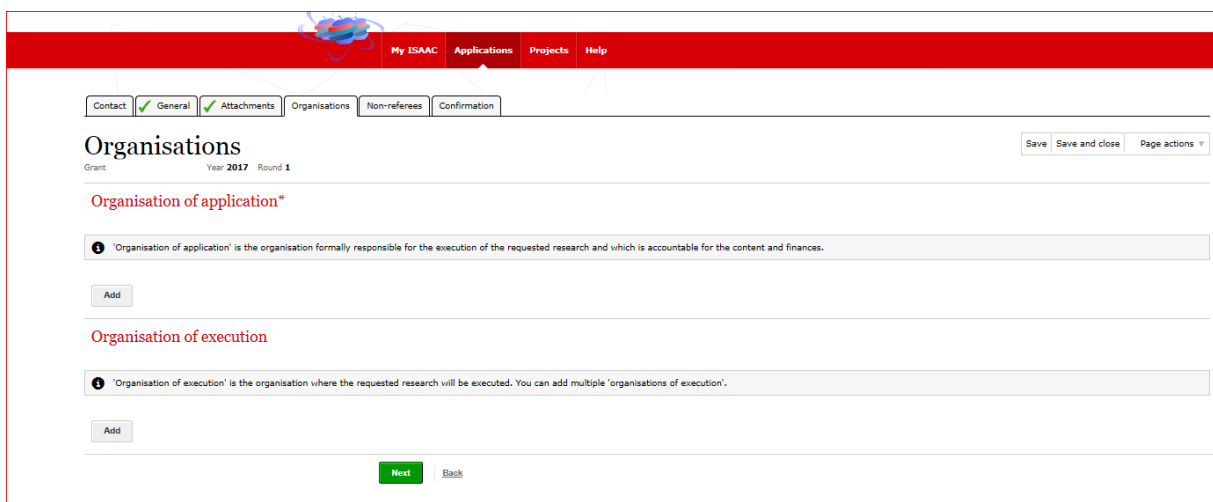
On the tab General Information please fill out the required fields of the factsheet (title of the proposal, abstract, etc.) and upload the application form (**one** PDF file). Please remember to regularly save your work by clicking *Save* (top right of the window).

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'. On the right, there are buttons for 'Save', 'Save and close', and 'Page actions'. The page is divided into three sections: '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'. On the right, there are buttons for 'Save', 'Save and close', and 'Page actions'. The page is divided into two sections: 'Organisation of application*' and 'Organisation of execution'. Each section has a description, an 'Add' button, and a 'Next' button at the bottom.

Select the affiliation of the Project Leader (main applicant) both under *Organisation of application* and *Organisation of execution*.

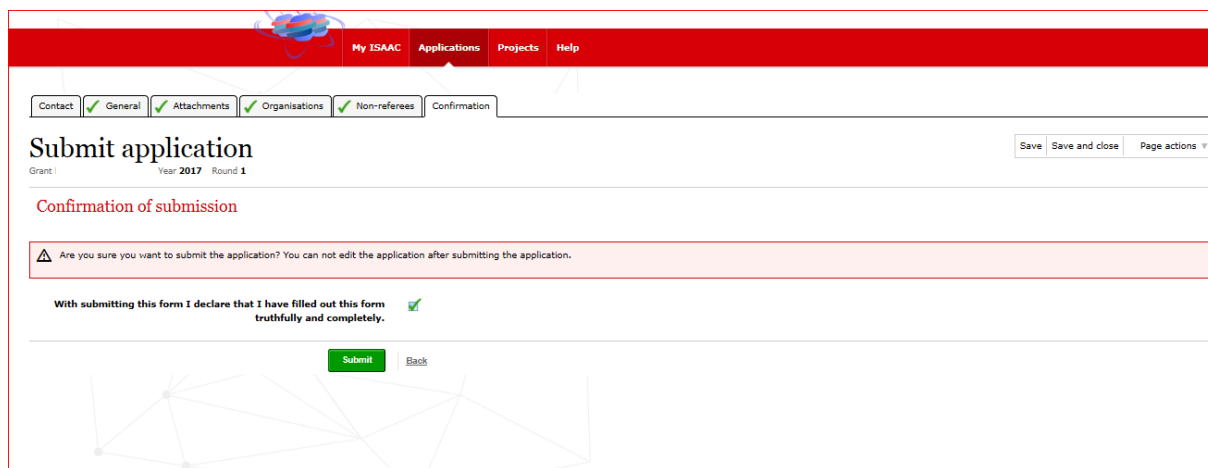
Search for an organisation:

An extensive search option is available to search for organisations. It is possible to only use the Name field by entering (part or parts of) the full name of the organisation. The search result with the organisations that meet the search criteria will be displayed. The results are sorted alphabetically in ascending order according to Full name. Click on a line to select an organisation. 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 next tab Non-referees.

Persons listed by the applicant as 'non-referees' will not be contacted to act as external reviewer for the proposal (a maximum of 5 names can be entered). Information entered here will only be visible to the HERA JRP PS Handling Agency staff. It is not obligatory to add non-referees. If you do not want to add non-referees, please select 'No non-referees'.

⑤ Click *Next* to navigate to the final tab Confirmation



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, check 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 (reply within 2 working days).

For other questions about the submission of your application, please contact hera@nwo.nl. For questions about national (eligibility) requirements, please contact your National Contact Point for the HERA JRP PS Call for Proposals.