



# Technical guidance online application system

(version 3.3 as of 6 April 2017)

This guidance contains key technical information on the operation and use of the electronic monitoring system of the Alpine Space programme (eMS). Both steps of the application process – the completion and submission of the expression of interest (EoI) and the application form (AF) – are done via the eMS. It is therefore highly recommended to read this document carefully before starting to use the eMS. This technical guidance on the eMS complements the guidance for EoI and AF which is available on the Alpine Space website.

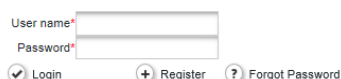
## Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 52, Chrome 57)<sup>1</sup>. The functionality of the system follows the common standards of web applications for entering and submitting data.

## Access and registration

The eMS can be accessed at the following link <https://ems.alpine-space.eu>.

To use the eMS, each applicant must first register by clicking on “Register” on the homepage of the eMS and provide a set of credentials.



The screenshot shows a login and registration form. It includes two input fields: "User name\*" and "Password\*". Below the fields are three buttons: "Login" (with a checkmark icon), "Register" (with a plus icon), and "Forgot Password" (with a question mark icon).

<sup>1</sup> When working with Internet Explorer, the option “display intranet sites in compatibility view” should be de-selected in the compatibility view settings of the browser (to access Internet Explorer preferences for compatibility view you can press Alt + T + B).



In the registration form, fill in the following information:

#### Registration

Description	
Username	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Password Again *	<input type="password"/>
Firstname *	<input type="text"/>
Lastname *	<input type="text"/>
Title	<input type="text"/>
Language	EN <input type="button" value="v"/>

- **Username:** used to log in and submit the applications; it can be freely chosen by the applicant.
- **Email:** the email address of the applicant.
- **Password:** password used to access the eMS (in case the password is forgotten, please use the button “Forgot Password” on the front page of the eMS).
- **First name / Last name / Title:** personal information of the lead applicant’s contact person.
- **Language:** English is pre-defined and cannot be changed; it is the official language of the Alpine Space programme.

Following the registration, a confirmation email is automatically sent to the email address provided in the registration form. In case the confirmation email is not received, please check the spam folder of your email box. Only after confirmation, the applicant will be able to log in to the eMS and create an EoI.

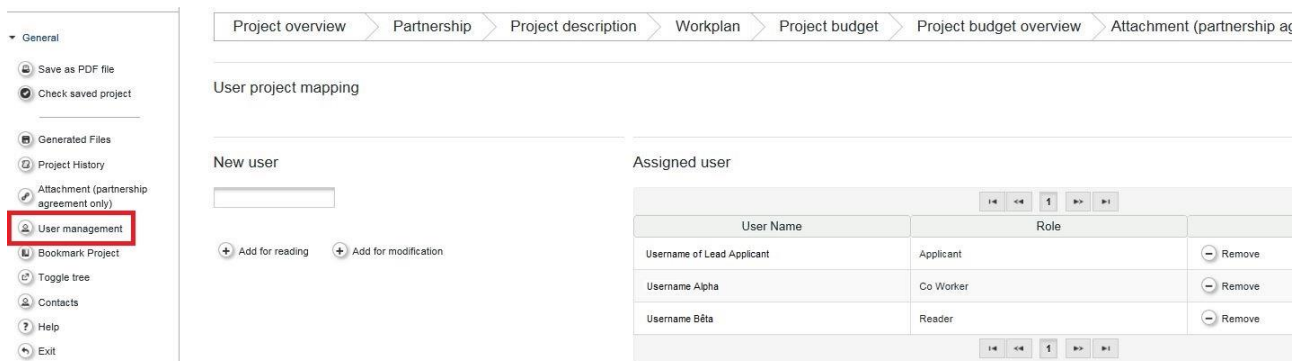
By registering in/logging into the eMS the applicant agrees to the Terms and Conditions present on the homepage of the system.

**Point of attention:** Once registered, the same login and password will be used by each applicant throughout the application procedure, both for the EoI in step 1 and for the AF in step 2.



## User management

The lead applicant can grant access rights to sections of the EoI/AF to other users, namely the project partners. To this end, other applicants have to first register in the eMS as users and then provide the lead applicant with their username. The lead applicant can then enable new users in the “User Management” section (see screenshot of project menu below). Users can be granted either read-only rights (“add for reading”), or edit and add data rights (“add for modification”). Please note that the lead applicant is responsible for the submission of the EoI/AF and certain automatically generated emails (e.g. confirmation of EoI/AF submission) will be sent only to the email address of the lead applicant. Therefore, this person should ideally be the contact person of the lead applicant institution.



User Name	Role	
Username of Lead Applicant	Applicant	Remove
Username Alpha	Co Worker	Remove
Username Bêta	Reader	Remove

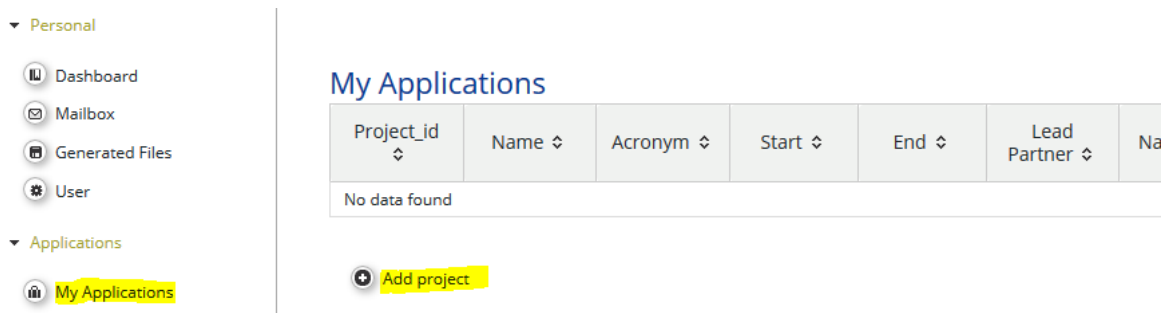
To a certain extent, it is possible for different users to work in parallel (at the same time) on the same EoI/AF. **When working in parallel, users have to make sure though that they are not working simultaneously in the same section or sub-section as this might create potential loss of data.**

**Point of attention:** Should the lead applicant change between step 1 and step 2, then the JS should be contacted (don't forget to provide the name of the project, username of the lead applicant to be changed, username of the new lead applicant).



## Filling in the EoI/AF

To create your EoI click on “add project” in the section “My Applications”.



**Personal**

- Dashboard
- Mailbox
- Generated Files
- User

**Applications**

- My Applications**

### My Applications

Project_id	Name	Acronym	Start	End	Lead Partner	Na
No data found						

**+ Add project**

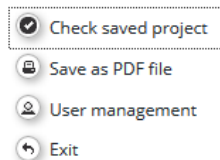
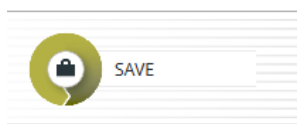
In step 2, the AF is prefilled with EoI data. The AF should be further completed considering both the recommendations of the programme committee and the guidance for EoI and AF.

The following important aspects have to be remembered when filling in the EoI/AF:

- Always remember to save the data regularly and before leaving a section in the EoI/AF (“Save” button on upper left corner or at the bottom of a page); otherwise data will be lost. (e.g. in case of interruptions of the internet connection or other technical issues).
- For some sections of the EoI/AF (e.g. Project relevance), all fields need to be filled in before leaving the page, otherwise information will be lost. Please pay attention to the warning message appearing in red on top of the page.
- Do not use the “Enter” key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.
- Fields in the eMS have character limitations. When writing text for your EoI or AF, it is recommended to use a plain text without any formatting. Text formatting reduces the number of characters allowed by the eMS. Furthermore, copy-pasting from an outside source into the eMS (Word document and other word processors) may result in additional characters.
- The button “+ new observer” in the section “Partnership” is only for step 2 / AF.
- The order of the work packages and activities follows the order in which they were added in the eMS. This order cannot be changed apart from deleting and modifying the work packages or activities.



- If needed, work packages, activities, deliverables or outputs can be deleted. Nevertheless, you have first to fill in and save all the related fields before you can proceed to a deletion.
- Please note that you can create a pdf file of the Eol/AF at any time of its development by pressing the “Save as PDF File” button (see also screenshot of project menu above). You will find the created pdf file(s) in the general menu in the section “Generated Files”. Be aware that the saving of the pdf document in the file browser might take several minutes.
- Before submitting your Eol/AF, please click first on the button "Check saved project" (see screenshot of project menu below). Use this opportunity to go through your Eol/AF to verify that all necessary fields are completed and properly filled in. **Please be aware that this button does not run automatic checks on the completeness of information in the Eol/AF. It remains the responsibility of each applicant to make sure that all necessary fields are properly filled in.**

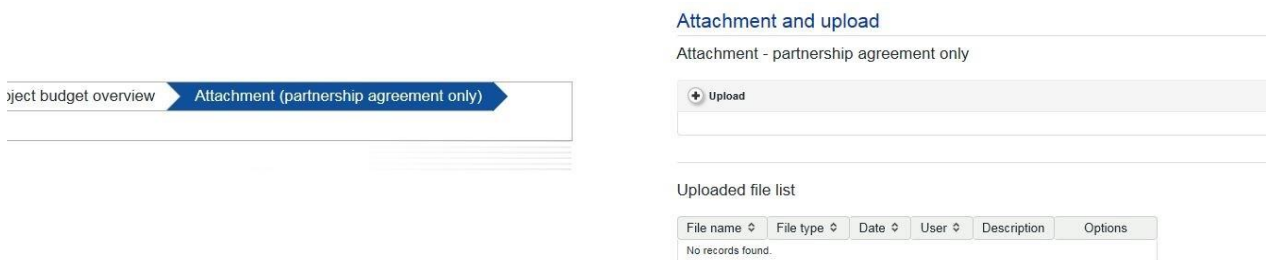


- Applicants are advised not to submit their Eol/AF at the very last minute before the closure of the Call. **Submission will no longer be technically possible after the announced deadline of the Call (step 1 / Eol and step 2 / AF).**



## Upload of the partnership agreement (step 2 / AF)

A scan of the signed partnership agreement must be uploaded in the eMS **before pressing the “Submit checked project” button**. To do so, the applicant must select the tab “Attachment”, click on “Upload” and upload the document.



Attachment and upload

Attachment - partnership agreement only

Upload

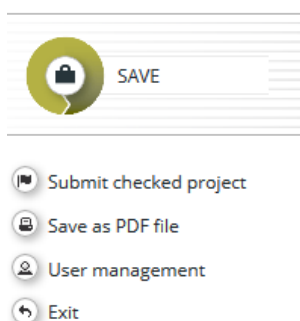
Uploaded file list

File name	File type	Date	User	Description	Options
No records found.					

Any other document uploaded will be disregarded for the assessment of the AF. **In case the AF is submitted without the PA the application will be considered as incomplete and will not be assessed.**

## Submission of the Eo/AF

To submit your Eo/AF, press the “Submit checked project” button. Please be aware that only one version of the Eo/AF can be submitted. Once submitted, the information in the Eo/AF cannot be changed or integrated any longer. It is recommended to save the final version as a pdf file.



SAVE

- Submit checked project
- Save as PDF file
- User management
- Exit

After submission, the lead applicant will receive an automatic email confirmation.



## Technical support

For any difficulties you might experience with the online submission system, please contact the joint secretariat at [js@alpine-space.eu](mailto:js@alpine-space.eu) or + 49 (0) 89 9214 1800 during workdays from 9:00 to 12:00 and from 14:00 to 17:00; on Friday until 15:00 in the afternoon.