



ARIMNet 2 SUBMISSION SYSTEM

ALL PARTICIPANTS (coordinator AND partners) HAVE TO CREATE AN ACCOUNT ON www.arimnet-call.eu IN ORDER TO BE PART OF A CONSORTIUM. WITHOUT THIS REGISTRATION THE COORDINATOR OF THE PROJECT WOULD NOT BE ABLE TO SUBMIT A PROPOSAL.

If you already have an account because you participated to the first call of arimnet2 (2014-2015), then there is no need to create a new account. Your information has been saved, if you have forgotten your password, you can ask for a new one on the welcome page

1. How to create an account:

Go to www.arimnet-call.eu

- Click on create an account and fill the required information
- Once you have created your account, you will receive a mail to log to the arimnet-call.eu website and to set up your password.
- Once logged, fill the required information about your institution by clicking to “home” then “my main profile” then “Edit” (**mandatory**). If your institution is not known by the system, you have to create it by clicking on the link “create the appropriate organization” and fill the required information.

2. The following steps are required for the proposal submission:

The proposal administrator is automatically the project coordinator.

Step 1: Create Proposal (coordinator only)

Click on:

- Proposal call 2016
- New proposal

The user who creates a Proposal is automatically the Proposal Coordinator, who has the sole rights to make changes in the proposal, including adding/deleting memberships and giving administration rights to other members.



Step 2: Add partner(s) (coordinator only)

- Click on “Manage partners”
- Enter the name or part of the name to search for your partner in the list. When you have found him/her Click on “Add”
- **If (s)he does not appear, it means that the partner has not created an account on the website. (s)he must create an account first.**
- Select one or more roles for each partner: project partner (member of the consortium), project editor (assist the project coordinator in writing the proposal)

Step 3: Create project info (coordinator only)

- Click on “Edit application”, then “Create” in the column “Project info”
- Fill out the 'project info' section (acronym, title, topic, summary)

Step 4: Create partner budget (coordinator and/or partners)

- Click on “edit application” then “Create” in the column “Partner budget” in front of each partner.
- Each partner can fill directly its budget online or the coordinator can fill the information. The conditions applied by the funding agencies are presented in the national regulations (see Guidelines for applicants and national regulation). Each partner should ensure that his/her budget is in accordance with the national regulations of the funding agency to which he is applying.

Step 5: Attach the proposal (Part B, template available on the arimnet2 website)

- Click on “upload DOW”
- Upload you document and click on SAVE

It is mandatory to submit the Part B form as an unprotected Adobe PDF file.

Step 6: Submit application

- Click on submit application and tick the box “submit”
- You can have an overview of the project by clicking on view application.

The application must be submitted before the deadline. Late entries will be disregarded.

TO GO BACK TO YOUR APPLICATION TO UPDATE / MODIFY INFORMATION BEFORE THE SUBMISSION YOU HAVE TO CLICK ON:

Proposal call 2016

My proposal

Workspace (on the right of the page)