Xecs Σ

How to submit your proposal?

Aeneas Σ eureka

Table of contents

Project flow to submit a Project Outline

REGISTRATION	PO PREPARATION				Evaluation	Decision

Registration
- Registration in the **Xecs Project Zone**

PO PREPARATION
- Create a new project
- Consortium Building
- Invite partners to the Project Zone
- Contact National Public Authorities
- Download the PO Annex
- Download the Cost Excel
- Fulfil PO template requirements
- Complete the online information
- Merge online & offline inputs
- Submit the version

Submission closure

Evaluation
- Technical experts PO evaluation Session
- Online inputs from the Public Authorities
- Merged Technical experts & Public Authorities Feedback

Decision
- Approval Decisions & Recommendation to Project Leaders
- Consolidated Evaluation available to Project Leaders

Approval for FPP

Timeline: 28/09/2021 — 25/02/2022 — 05-06/04/2022

- Keep in mind the PO submission deadline: **Friday, 25 February 2022 17:00:00 CET**

3

Project submission

What should you expect ?

Project submission is all via the Xecs PROJECT ZONE
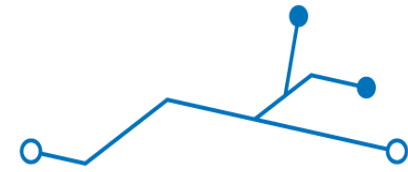
https://projects.aeneas-office.org/community

Two complementary channels for providing information

- Directly in the Xecs PROJECT ZONE
- Complemented by uploading two files
    - Word document template
    - Excel cost file

The SOONER you start, the better !

The SOONER you contact your National Funding bodies, the better !

Be aware of Your Audience!

Technical Experts

Technical Experts will focus on the impact, quality and viability of the project as a whole

- Extending the State-of-the-Art

- Clear goals and objectives

- Complementary and appropriate consortium

- Stretch, but viable, targets reached through a well organised project

- Relevant to the Xecs programme target (ECS SRIA)

Be aware of Your Audience!

National Funding Authorities

National reviews will focus on **National** impact within the context of a trans-national collaborative project

- Fulfilling National funding body criteria

- Matching National RD&I focus areas

- Must be addressed individually and collectively by the partners in each country

- Clear impact for the country in return for National support given

Submitting a Project Outline
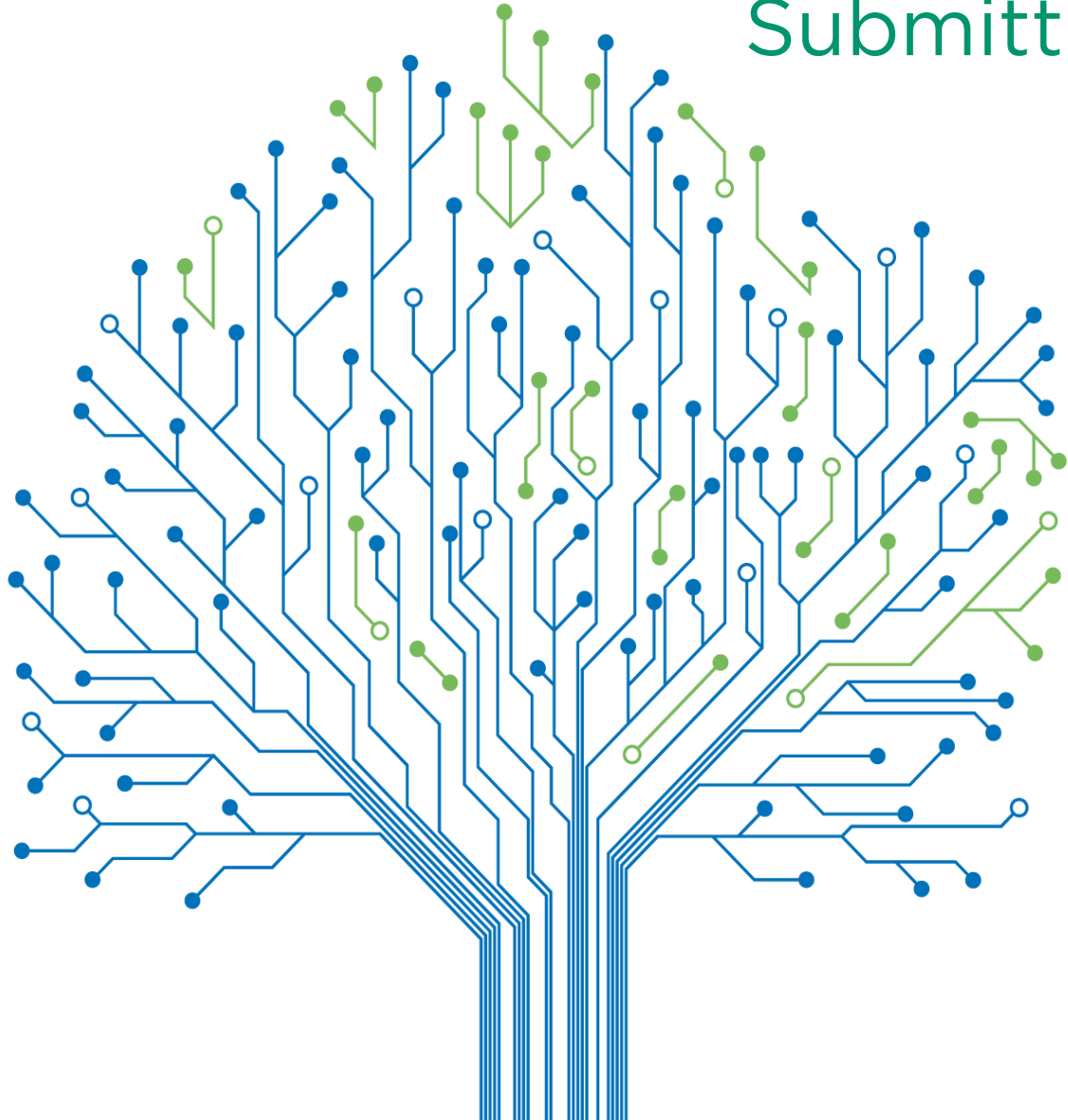
Project Outline Annex

Project Outline Annex

General Remarks

Read the guidance text, and, if you don't understand it, **ask the office team**

Key point: respect the page limits! Going beyond them will be interpreted by the experts as substituting quality by quantity

Don't forget a picture is worth a thousand words

Check for correctness of language. Poor English and incorrect spelling make it hard for the evaluators
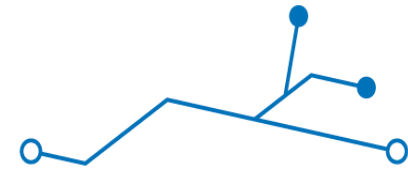
Project Outline Annex

Specific guidelines – PO Introduction

1. Project description

Main idea: what is your Unique Selling Point? and why are you able to deliver it?

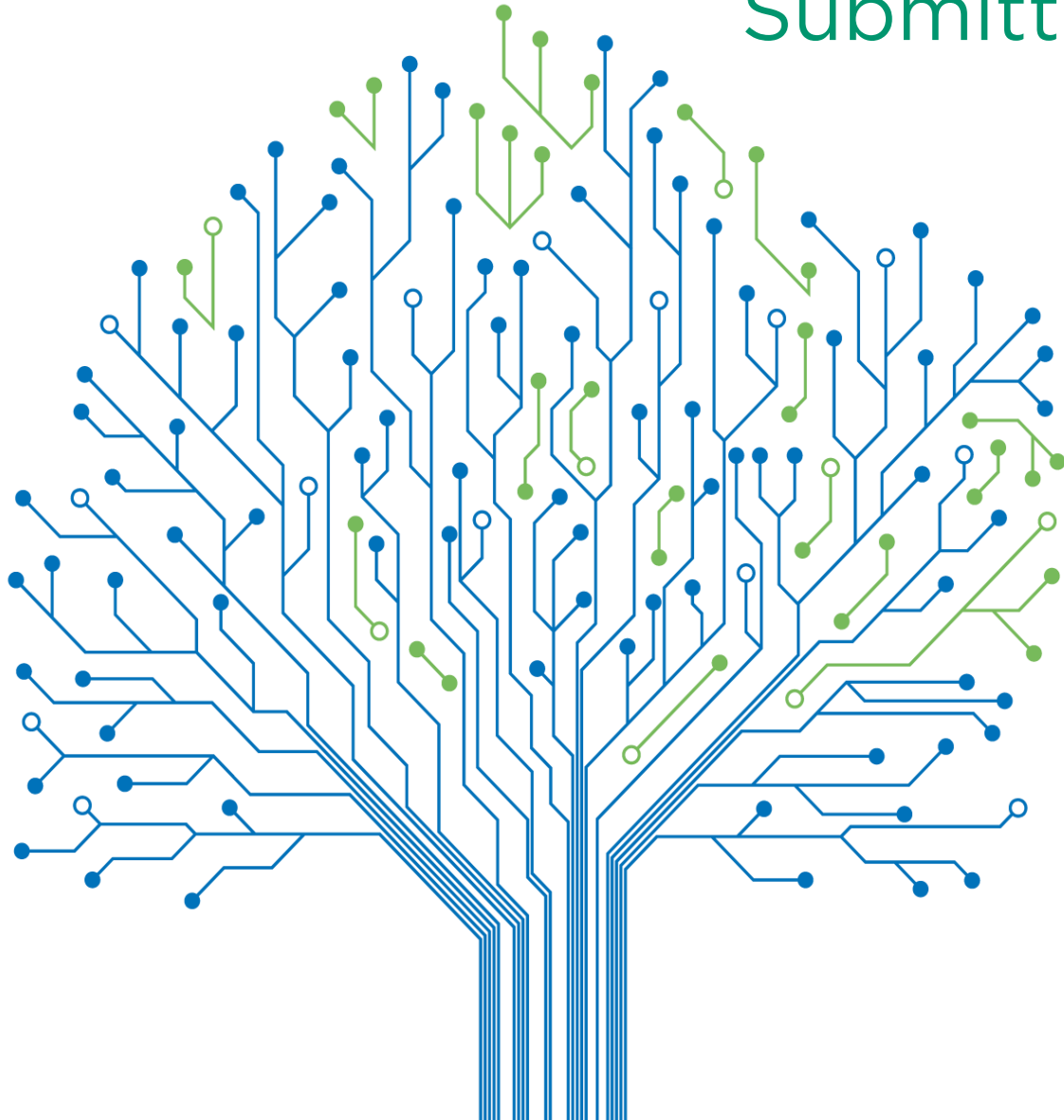### 2.1 Rationale of the project

2.2 Targeted impact

- Market analysis
- Consortium market access

2.3 Contribution to sustainability

2.4 Technology

- State-of-the-Art (SotA) analysis
- Summary of technological innovation and novelty in relation to the SotA
- Expected project outputs
- Summary of Project Objectives (measurable)

Submitting a Project Outline

Project Zone

Project Zone

How should you start ?

Once you have registered. You will receive an email to get access to **my Xecs profile**

Xecs, Penta and Euripides² are Eureka Clusters

Welcome

Registration and logging in on this page gives users access to the Xecs Project Zone which provides access to all the information necessary for submitting, evaluating and running a Xecs, PENTA or EURIPIDES2 Project

Identity
azizi@aeneas-office.org

Password
••••••

Login

Forgot your password? Reset password

Don't have an account? Create your account

HELLO SHEHERAZADE AZIZI!

Profile   Organisation   Events   Privacy settings

PERSONAL PROFILE

Name	Sheherazade AZIZI (2)
Email	azizi@aeneas-office.org
Phone (direct)	0033140644571
Phone (mobile)	
Mail address	44 rue cambronne
	75015 Paris
	FRANCE
Profile visibility	Visible in ACT
Expertise	

Edit your profile   Update your password

Project Zone

How to edit your Xecs profile ?

The name of my organisation is appearing by default taken from your **business address**

While editing your profile, use the drop down menu to select your Organisation

If your organisation is missing fill it in using the **legal company name**

Project Zone

What are the different steps of a project submission ?

X Create project

- View Project Zone website homepage
- Create Project

X Edit project basics

X Create/edit consortium

- Invite partners
- Edit partner details
- Add partner associates
- Edit cost & effort for funding (per country)

X Final project version

- Upload annex document
- Check merged document Submit project version
- Re-submit version until the given deadline

Project Zone

How to create a consortium ?

Via the "Partners" tab you can invite **a new partner organisation** by giving an email address and clicking the button "Invite partner":

- Invited partners will receive via email your invitation which they will have to accept

Inviting a partner applies to inviting a partner organisation. An invitation should be sent to and accepted by **only 1 person per organisation**: the main technical contact for that partner organisation → Extra contact persons per organisation can be added by via the "Associates" tab (on a partner page).

Project Zone

How to finalise your project version?

Project checklist

General

⚠ The required documents of types 'PO Annex, PO Cost Detail Annex' are missing in your proposal documents section

AENEAS

⚠ Partner description is missing

❗ AENEAS is missing Role in project, Main Contribution, Strategic importance

❗ AENEAS is missing Market access

⚠ Partner has no **effort**, Indicate effort or deactivate the partner

- In the "Management" tab of your project page:
  - Upload the PO annex document
  - Check the merged document
  - Submit the project version

- **It is highly recommended to already start testing to upload an Annex, checking the merged document and submitting the proposal well in advance before the deadline**

- **The Project checklist guides you through the missing information you need to provide before being able to submit a version.**

- Only once all checks are successful, your Project Outline submission button will appear

Finalise your submission

X Check that there are no blocking points in the project checklist

X Please make use of the re-submit functionality to improve your proposal towards the final version

X The deadline IS a deadline

X The Xecs office is here to **help!**

Next step: Full Project Proposal

You will be requested to provide Work Package details

The proposals invited for FPP will have received detailed feedback on how to improve vs. the PO phase. Make sure that you take this feedback into account

2022 Xecs Call

Σeureka

Xecs Σ

PO submission: 25 February 2022
FPP submission: 27 May 2022

The Xecs team

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[Xecs at a Glance II.mov on Vimeo](#)

For more information:
www. eureka-xecs.com