Guide for user registration and submission of proposals

13th March 2023

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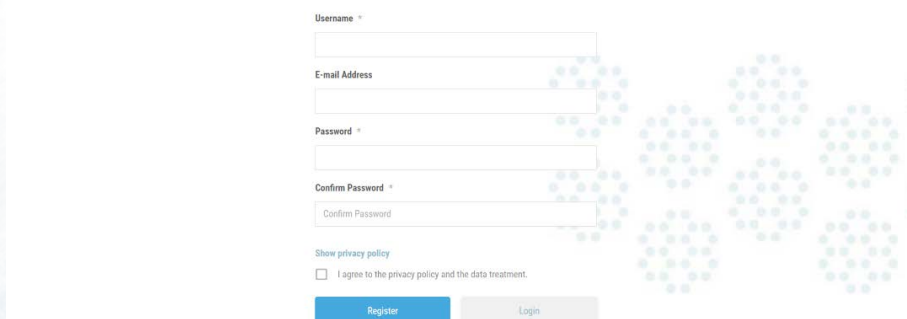
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1. Registration

In order to submit a proposal, applicants must first register as users on the IDEAL Programme website **IDEAL Programme - IDEAL COFUND (idealcofund-project.eu)**

If you are interested in applying, you must hover your mouse over the *Apply Now* tab and click on the *Register* option that appears in the drop-down menu.
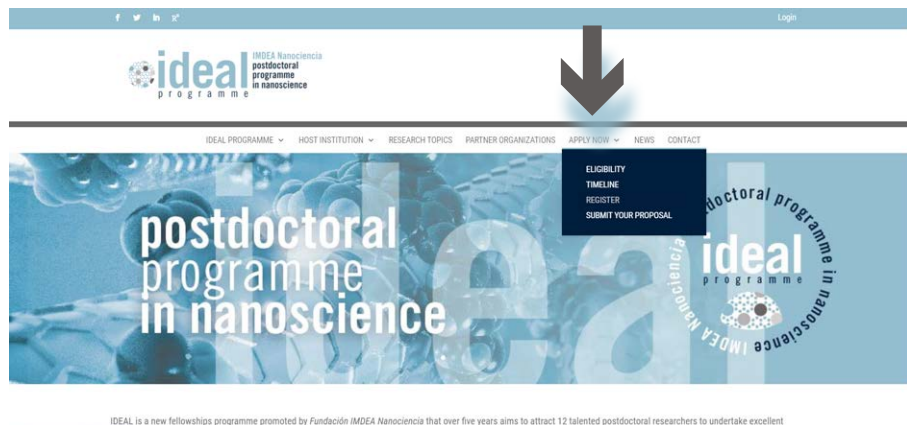
You will be directed to the *Registration area*, where you will have to choose a username and password and provide an email address.

Make sure you check the box agreeing to the privacy policy and the data treatment.

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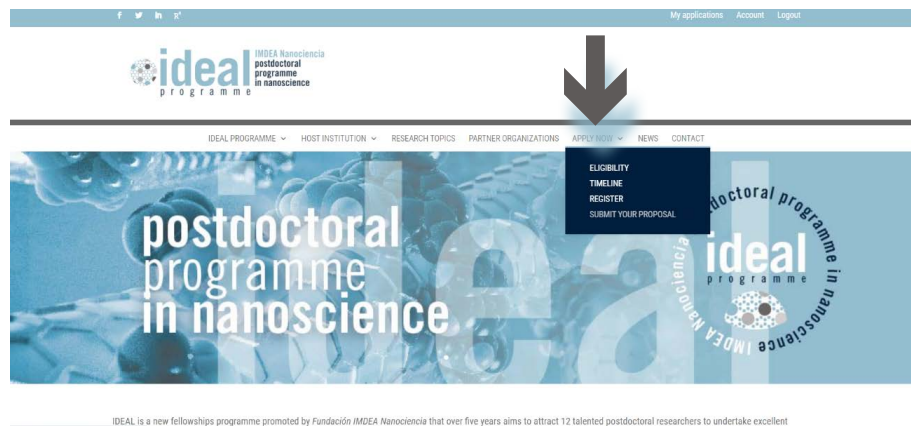programme
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2. Submission of proposals

Once you have prepared all the required documents and information, you must log in by clicking on the *Login* button on the upper right side of the website.

Then you will have access to the *Submit your proposal* option on the drop-down menu of the *Apply now* tab.

The list of documents that you should prepare prior to submitting your application will be displayed. Please, check it thoroughly before you start the application process and **download the indicated guidelines and templates** to ensure that your application complies with the requirements of the call.

You can consult the **guide for applicants** for more information and contact **idealcofund.project@imdea. org** for queries.

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When you have your application files and information prepared, you will be ready to click on the *Application form* button and start with the application process.

Submit your proposal

Please be ready to upload the following documents to your application.

- Title of your project (max. 100 characters).
- Summary of the project (max. 1000 words).
- Complete CV (template).
- Motivation letter (max. 2 pages).
- Full proposal (template).
- List of publications.

The full proposal must be submitted using the following template.

🔲 Application form ⬅

Application form

The application has three sections: *Personal Information, Academic Records* and *Your Proposal*. Mandatory fields are clearly marked:

IDEAL proposals
Personal information

Name (middle name) *(Required)* ⬅

Surname (s) *(Required)*

Gender
We collect this information for statistical purposes.

--Select--

Nationality *(Required)*

Country of residence *(Required)*
Your country of residence at the time of proposal submission

E-mail *(Required)*

When you get to the end of the form you must check the boxes stating that you are eligible for the position and that you agree with the privacy policy and the data treatment.

If you wish to log out you must click on the Logout button on the upper right side of the webpage.

Saving your application

We strongly suggest that you have the documents and information ready in order to submit the application in one go, but if you prefer not to do so, you can click on the button *Save and continue later*. You will be directed to a webpage with a link containing your draft application that will allow you to continue editing later. The link lasts 30 days and you must copy the link or have it emailed by entering your email address in the enabled box. Please notice that the only way to have access to the application is through that link and that attached documents will not be kept, you will have to upload them again when you retrieve the application.

Sending your application

Once you have checked that the data and files are correct, you can proceed to submit the application. When you click the *Submit* button you will received a confirmation email containing your application.

After sending the application, you will be able to consult it and you will be informed of its status on the website, but you will not be able to modify it. Please contact idealcofund.project@imdea.org with any questions, please include "Postdoctoral Call" in the Subject line of the message.

3. Check your application

If you are not logged in you must access the *Login* form as described above before being able to access the *My application* area. Once you are logged in and your application has been successfully sent the access to *My application* will be displayed on the upper right side of the website

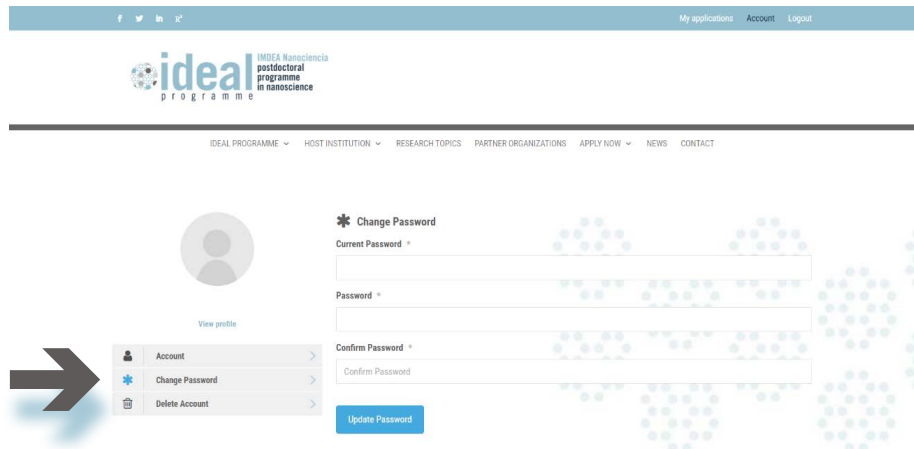You can consult the phase of the process your application is in and the status of your application.
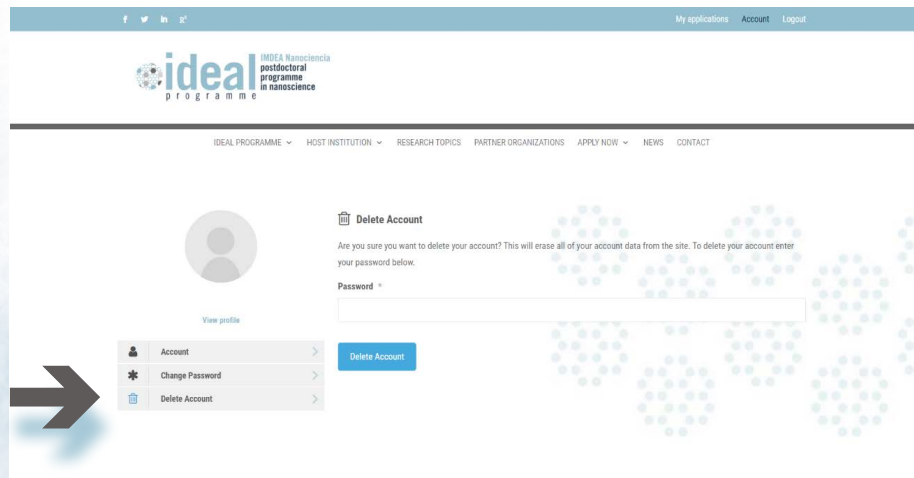
4. Account options

On the Account area you have the possibilities to consult your registration details, change your password and delete your account.

You must click on the *Change password* button, where you should write your current password and provide the new one.

You can also permanently delete your account by clicking on the *Delete account* button where you must provide your password in order to do so.

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MARIE CURIE ACTIONS