EU PRIZE for

WOMEN INNOVATORS

2017

H2020 Programme

APPLICATION GUIDE

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European
Commission

GETTING STARTED

This guide will navigate you through the easy steps for submission. Applications have to be submitted by the contestant directly via the web-based submission forms. You (the contestant) can apply in 6 easy steps via our electronic submission system on the Participant Portal which you can access when clicking 'Apply now' on the official contest page.

Applications reaching us by any other means are regarded as 'not submitted' and will not be evaluated.

The application has three parts:
- **Part A** collects information about you and your company via a downloadable and editable PDF-form.
- **Part B** is a downloadable template in rtf-format for your application.
- **Annexes** to upload in support of your application.

You may apply in any official language of the European Union (please indicate which one you use on the last question in Part A). However, bear in mind that **applications in English will speed up and facilitate the evaluation process**.

HOW TO APPLY

When arriving on the Participant Portal from the official contest page, you can download templates of the files you will have to fill in (application template PART A and PART B) under 'topic conditions'. To start with the application, please scroll down the application page and **click the 'start submission'** on the Participant Portal and then click to '**confirm'** your choice.

Step 1: Identify yourself

You will have the option to:

- **>login<** - if you have used the Participant Portal before you may already have a European Commission Authentication Service (ECAS) user ID.

- or **>register<** - follow the instructions to **create a new ECAS user ID**. More help on how to create an ID here.

Step 2: Funding Scheme

This is a generic step, simply click >**next<** to continue.

Step 3: Creating a draft proposal

Your organisation:

Please fill in your Participant Identification Code (PIC), which is used to identify your company. If you have used the Participant Portal already you have a PIC. Search if you already have one on the here.

More information on PIC numbers can be found here.

Your proposal:

Here we ask to provide a small abstract of your pitch - why you should be the winner.
You may record and upload a video message – if you do, please insert the link in this space.
In the acronym box please put your own name.

Click **>Next<** to accept or decline *'The terms and condition of usage'*. After accepting, your draft application will be created and you will receive an automatic e-mail.

> **You can return to the application to continue working (before the deadline):**
> **My Proposal menu.**

Step 4: Manage Your Related Parties

This is a generic step, simply click >**next<** to continue.

Step 5: Edit Proposal

In this step you can:

- **Part A:** fill in, edit, view and print the **administrative forms**;
- **Part B:** download the PART B template and preapare your application. **Upload your Part B and**
- **Annexes: please upload the mandatory annexes in support of your application**

PART A - Administrative forms

Clicking **>edit forms<** opens Part A. You can modify this at any time up to the deadline.
The three parts (A1-A3) should be self-explanatory.

You can validate your application at any step. When clicking >**validate form**< at the bottom of any page a list of discovered problems (such as missing data) is given on the last page.

> **Please note that the application submission will be blocked until all mandatory information is filled in**.

Part B – Your application

Here is where you must download PART B and please follow the structure of this template when preparing your application. It has been designed to ensure that the important aspects of your work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.

Annexes - Mandatory documents to be uploaded
Please upload the required documents in support of your application:

1. Copy of your passport.

2. Proof that you are a (co-)founder of an active company including the date of foundation of the company e.g. a copy of an official form from the national business register with your name listed as (co)-founder.

3. Proof that the annual turnover of the company was at least EUR 0.10 million in 2014 or 2015 e.g. balance sheet.

4. Proof that you or the company you founded/co-founded have received or is receiving European or national funding for Research and Innovation or bank funding or alternative sources of financing such as private equity, venture capital, crowd funding through platforms or business angels e.g. an official document showing that either you or your company have received public funding or alternative sources of financial support.

5. Copy of your CV.

If you would like to provide us with additional information, please us the optional Annex slot to share anything you would like to make us known in addition.

These documents **can be submitted without translation.** However, please upload only the relevant pages (i.e. cover page(s) and informative passages). **Use highlights or underlining to guide us to the relevant pieces of information**.

For the Annexes you must use exclusively PDFs (portable document format) up to a limit of 10 Mbytes per file. Use only alphanumeric characters (no special characters or spaces).

Once you complete (and validate) Part A and upload documents (Part B and Annexes), click **>submit<**.

Step 6: Application Status page:

Reaching this step means that the application is submitted. Hopefully it is valid/eligible. Your submission will be evaluated and you will receive feedback in the first quarter of 2017.

Here you can:

- Download the application. It is advised to download the application to check that it has been correctly sent. The PDF is digitally signed and time stamped.
- *Re-edit the application*, going back to step 5. After re-editing the application (any data in the forms or a modified attachment), modifications have to be resubmitted. You may continue to modify the application and submit revised versions overwriting the previous one right up until the deadline.
- *Withdraw the application.* If the application is withdrawn, it will not be considered for evaluation. A reason for the withdrawal will be requested.
  (Note: Your application draft is not yet deleted from the server. This withdrawal action can be reversed, <u>but only before the deadline,</u> by simply re-submitting it).

The same information and actions can also be found here: **My Proposal menu**