



Matching tool & Submission tool

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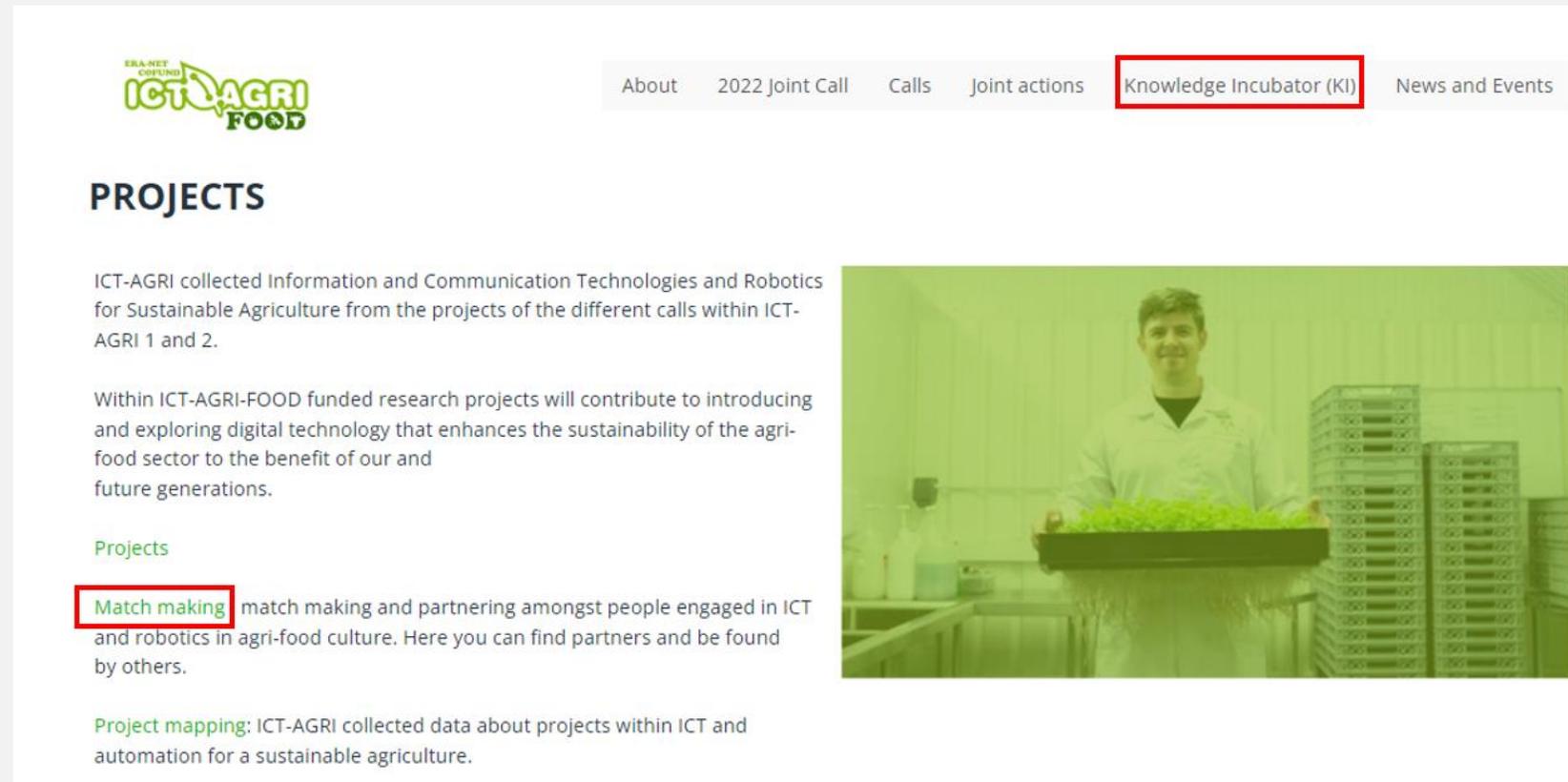
ILVO, Flanders Research Institute for
Agriculture, Fisheries and Food (Belgium)

Maching tool

A service where you can search for partners / expert / organizations

Match making and partnering amongst people engaged in ICT and robotics in agri-food culture. Here you can find partners and be found by others.

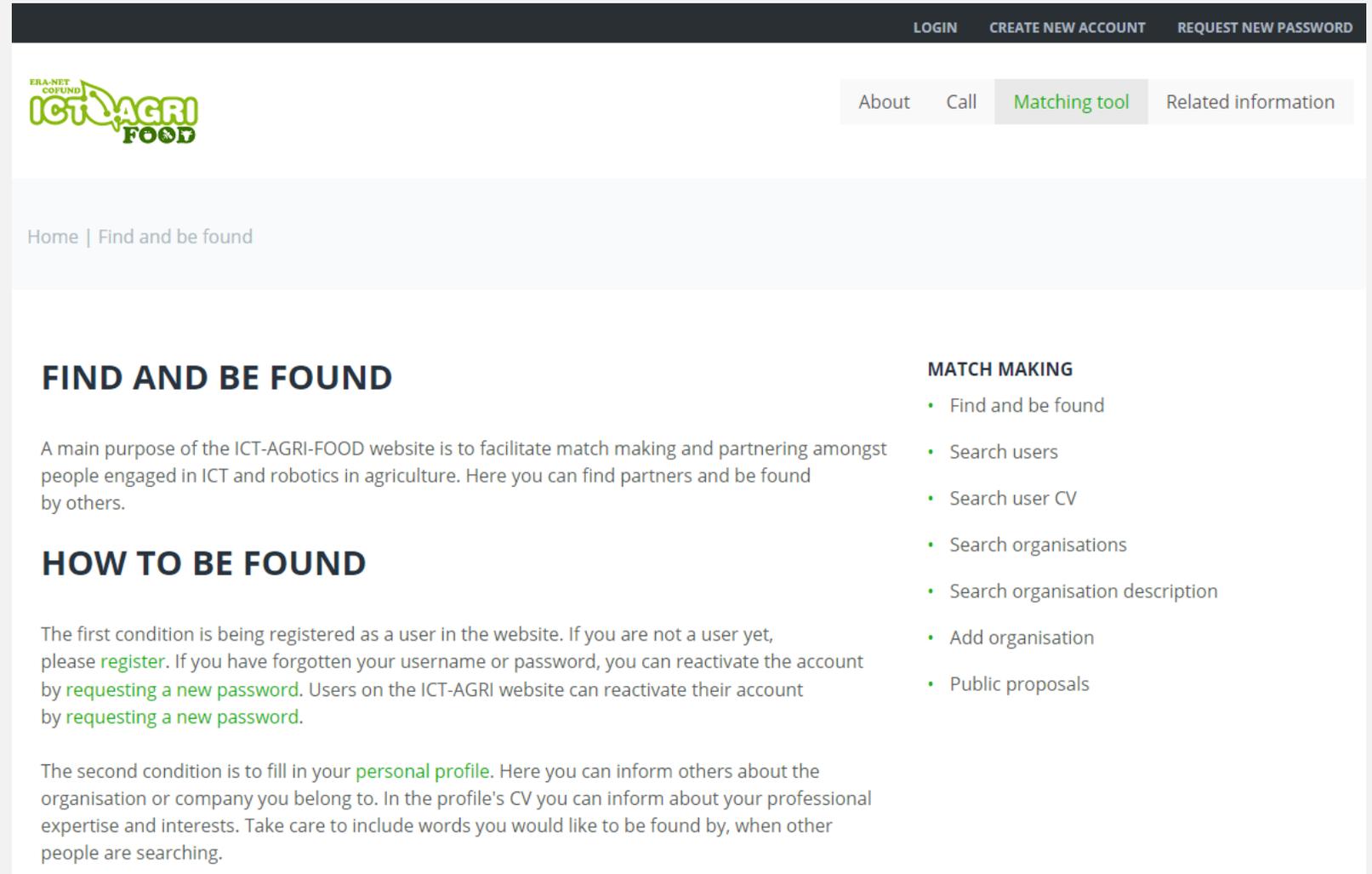
<https://ictagrifood.eu/node/14028>



The screenshot shows the website interface for ICT-AGRI FOOD. At the top left is the logo. A navigation menu at the top right includes 'About', '2022 Joint Call', 'Calls', 'Joint actions', 'Knowledge Incubator (KI)' (highlighted with a red box), and 'News and Events'. The main heading is 'PROJECTS'. Below it, there is a paragraph about ICT-AGRI collecting data for sustainable agriculture. Another paragraph describes the goal of introducing digital technology. A 'Projects' section follows, with 'Match making' (highlighted with a red box) described as a service for finding partners. A 'Project mapping' section mentions data collection. On the right side, there is a photograph of a man in a white lab coat holding a tray of green seedlings in a laboratory setting.

Matching tool

You must complete your personal information via **My profile** link (edit to complete your profile) and check “Show my data * Show my data (except email) to website visitors” in you account section to be found in the search feature.



The screenshot shows the website's navigation bar with links for LOGIN, CREATE NEW ACCOUNT, and REQUEST NEW PASSWORD. Below the navigation bar is the ICT-AGRI-FOOD logo and a menu with links for About, Call, Matching tool (highlighted), and Related information. The main content area has a breadcrumb trail: Home | Find and be found. The page is divided into two columns. The left column has a heading 'FIND AND BE FOUND' followed by a paragraph: 'A main purpose of the ICT-AGRI-FOOD website is to facilitate match making and partnering amongst people engaged in ICT and robotics in agriculture. Here you can find partners and be found by others.' Below this is a heading 'HOW TO BE FOUND' followed by a paragraph: 'The first condition is being registered as a user in the website. If you are not a user yet, please register. If you have forgotten your username or password, you can reactivate the account by requesting a new password. Users on the ICT-AGRI website can reactivate their account by requesting a new password.' The right column has a heading 'MATCH MAKING' followed by a list of features: Find and be found, Search users, Search user CV, Search organisations, Search organisation description, Add organisation, and Public proposals.

ERA-NET COFUND
ICT-AGRI FOOD

LOGIN CREATE NEW ACCOUNT REQUEST NEW PASSWORD

About Call **Matching tool** Related information

Home | Find and be found

FIND AND BE FOUND

A main purpose of the ICT-AGRI-FOOD website is to facilitate match making and partnering amongst people engaged in ICT and robotics in agriculture. Here you can find partners and be found by others.

HOW TO BE FOUND

The first condition is being registered as a user in the website. If you are not a user yet, please [register](#). If you have forgotten your username or password, you can reactivate the account by [requesting a new password](#). Users on the ICT-AGRI website can reactivate their account by [requesting a new password](#).

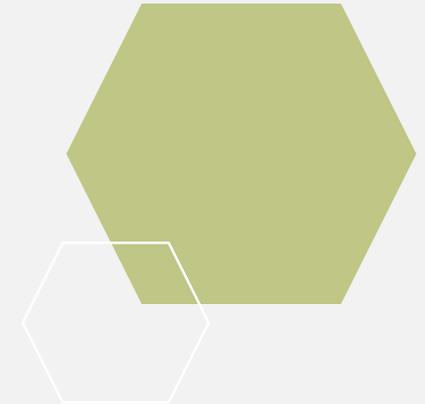
The second condition is to fill in your [personal profile](#). Here you can inform others about the organisation or company you belong to. In the profile's CV you can inform about your professional expertise and interests. Take care to include words you would like to be found by, when other people are searching.

MATCH MAKING

- Find and be found
- Search users
- Search user CV
- Search organisations
- Search organisation description
- Add organisation
- Public proposals

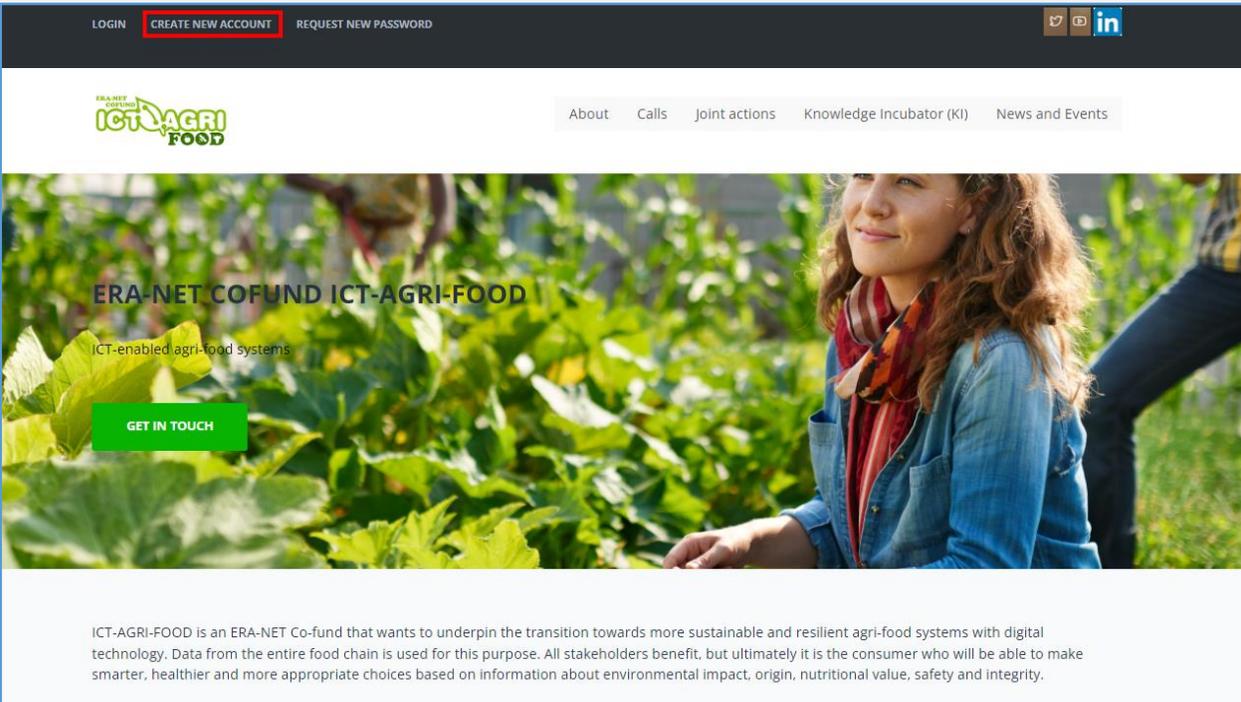
Online submission tool

- How to submit a proposal: <https://ictagrifood.eu/node/44929>
- Project and partner information
- Project budget
- Description of work



All information must be entered and uploaded to the submission tool

Registration



An applicant **first** needs to **create an user account** to get **access** to the web-based Online Submission Tool for preparing, uploading and submitting a proposal.

The registration tool can be found in the upper right corner of the ICT-AGRI-FOOD website:

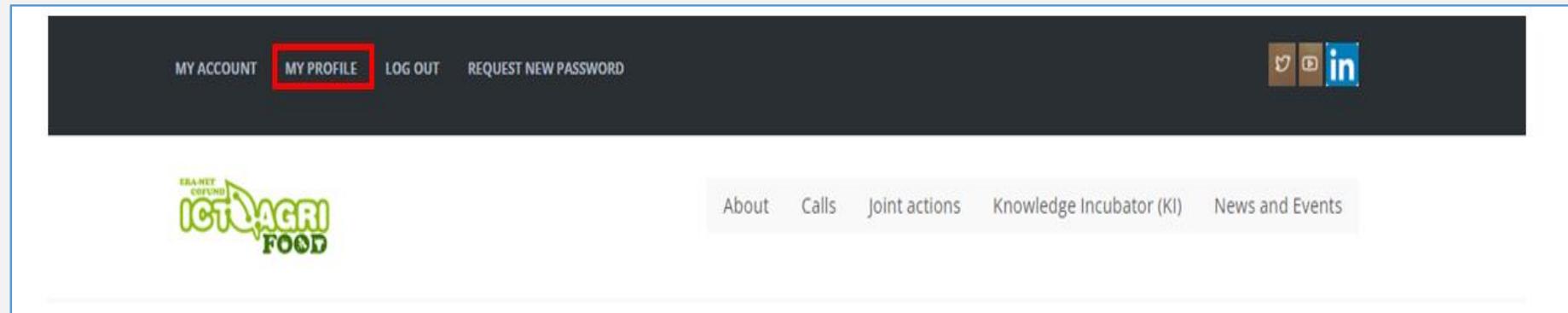
<https://ictagrifood.eu/>

Your full name, email and country entered in the registration form are used to identify you in the applications to the call.

Make sure you use a valid e-mail address, as the password will be mailed to you.

ICT-AGRI-FOOD needs to validate your data before providing access to the web-based ICT-AGRI-FOOD application. Therefore, make sure to **register at least 48 hours before submission**.

Personal data



We invite you to fill in your [personal profile](#) by clicking on My profile

Personal data

EDIT MAIN PROFILE

You need to register the **organisation or the company** you belong to (if not registered yet).

View **Edit**

My organisation: [Set my organisation](#)

In the **profile's CV** you can add your **professional expertise and interests**.

Links

Take care to include words you would like to be found by, when other people are searching.

The information about your organisation or company connected to your profile is used to identify your organisation or company in applications to the call.

Links to personal website and social media (LinkedIn, Facebook, etc.) **Only URL beginning with http://** Examples: <http://myweb.com>, <http://my-linkedin-id>

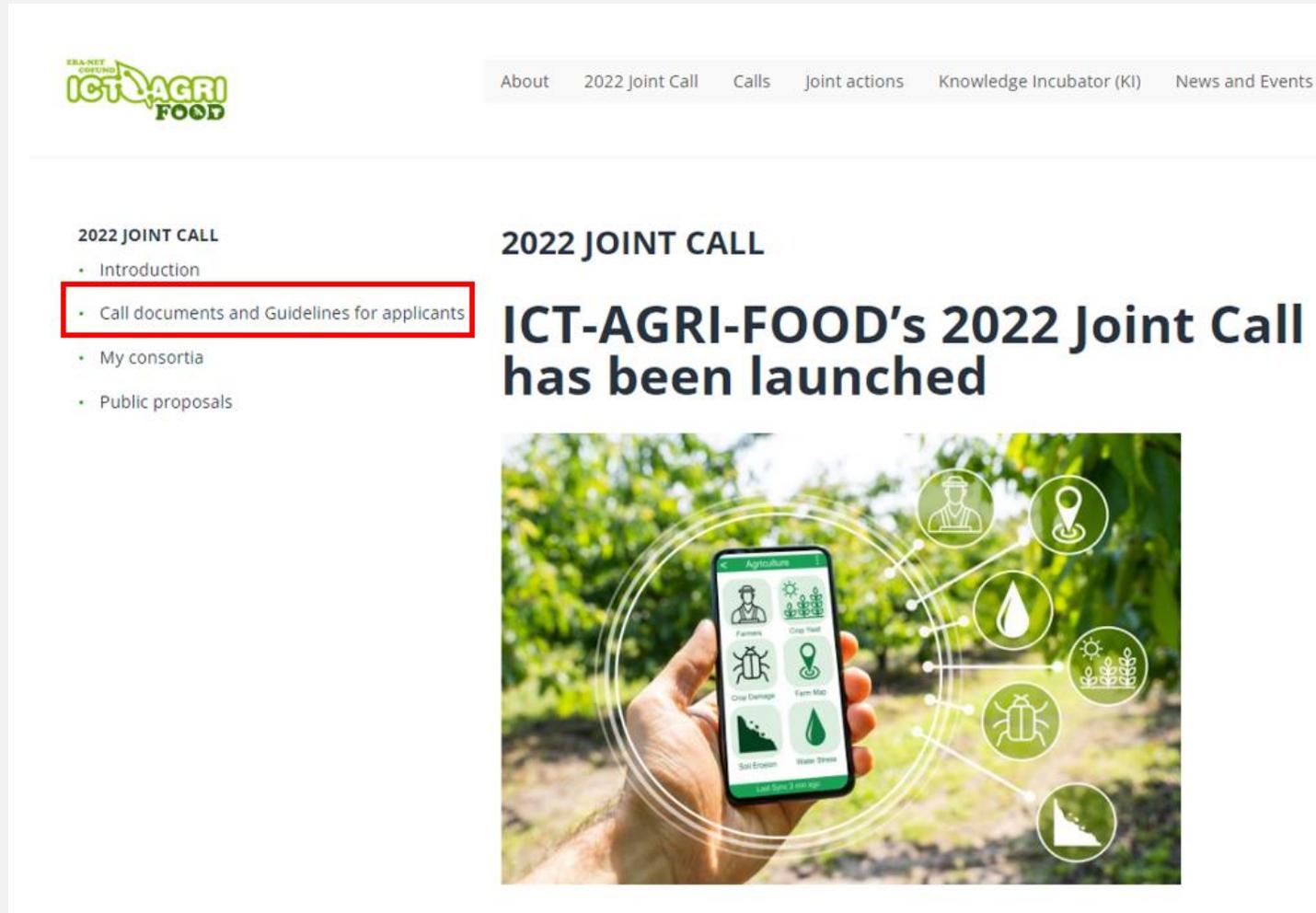
CV

The ICT-AGRI-FOOD has an online register of the organisations participating in various EU programmes. This allows consistent handling of different organisations' official data and avoids multiple requests of the same information.

Your professional *Curriculum vitae*. This information can be read by any visitor to the website.

SAVE

Call announcement



The screenshot shows the website's main menu with the following items: About, 2022 Joint Call, Calls, Joint actions, Knowledge Incubator (KI), and News and Events. On the left, under the heading '2022 JOINT CALL', there is a list of links: Introduction, Call documents and Guidelines for applicants (highlighted with a red box), My consortia, and Public proposals. The main content area features a large heading '2022 JOINT CALL' followed by 'ICT-AGRI-FOOD's 2022 Joint Call has been launched'. Below this is an image of a hand holding a smartphone displaying an 'Agriflora' app interface with various agricultural icons like a farmer, crop yield, pest damage, farm map, soil erosion, and water stress, all connected to a central circular network diagram.

You can access the call announcement by clicking on the **Call link** on the main menu

Creation of a consortium

you can **start** or proceed preparing your **grant application** by **creating a new consortium**. **Only the coordinator should create consortia**.

You can chose the visibility of your consortium as public if you are **looking for partners**, a certain expertise that is still missing in you consortium or as **private** if you have already **developed your project consortium**.

Public / Private can be reset during the elaboration of the proposal. In both proposal types, internal communication and memberships are confidential. Files uploaded to the proposal are secured against unauthorised access.

CREATE CONSORTIUM

Title *

Summary *

Content limited to 1000 characters, remaining: **1000**
In case of a **public group**, this text is displayed to all users.
Publishable project summary.

Group visibility *

Public
 Private

Public groups are visible for other users, Private groups are hidden for other users

Call identifier

- None -
▼

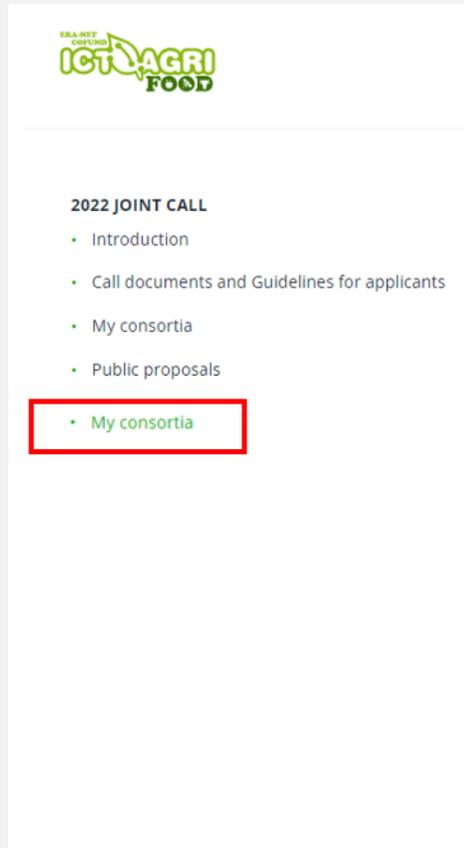
Select the relevant call to begin the creation of an application.

Public consortia is a service where you can either post offers or post requests.

If you are looking for partners, a certain expertise that is still missing in your consortium, you can create a public consortium and put a description

If you want to join a consortium, you have a special expertise you can also post it here, and directly contact those people

Accessing your proposal



After creating a consortium, you can access it by clicking on **My consortia** on the sidebar menu.

The **template for the pre-proposal** can be accessed via the **workspace link** of your consortium.

Creation of an application

By clicking on the **Workspace link** on the proposal on which you are working, you can access your proposal in order to work on the content.

HOME	APPLICATION
<p>Call: More transparent agri-food systems for consumers and other stakeholders along the food value chain based on ICT technologies</p> <p>Application ID:</p> <p>Coordinator:</p> <p>This proposal is Private Edit group page</p> <p>Note: Additional information about the application will appear once the coordinator has created the project-info file through the "edit application" page.</p>	<ul style="list-style-type: none"> • Home • Manage partners • Edit application • DOW • Submit application • View application • Close workspace

On the home page, you can check your **application ID** which is generation by the submission tool, the coordinator's name and the visibility of your consortium.

Manage partners

MANAGE PARTNERS

The partners represented by a person, who is a user on this website.

Enter some letters of the partner's real name into the autocomplete text field and click on the name in the suggestions

Select user by real name

ADD USER

Name	State	Roles	Member since	Request message
<input checked="" type="radio"/> ...	Active	project coordinator		

Operations

- Select -

v
EXECUTE

APPLICATION

- Home
- Manage partners
- Edit application
- DOW
- Submit application
- View application
- Close workspace

- The project **coordinator must select** users as representatives of project partners among the website users.
- After adding the users, the coordinator must **add their roles** (using operations feature)
- The project coordinator can always add partners while working on the pre-proposal
- The project coordinator can delegate editing rights to a project editor.

Edit application

EDIT APPLICATION

Group:

Member	Role	Project-info	Partner-info	Partner-budget
project coordinator		Create	Create	Create
project partner			Create	Create

APPLICATION

- Home
- Manage partners
- Edit application
- DOW
- Submit application
- View application
- Close workspace

The project **coordinator must provide project information and is responsible for submitting the application.**

The coordinator can edit all partner informations and partner budgets.

Create project-info

CREATE APPLICATION-PARTNER-INFO

In "Partner" please enter the name of the participating organisation/company

Partner *

Acronym *

Acronym for identifying this partner

CV

No file selected.

CV of the coordinator (PDF file to be uploaded to the online tool, max. 2 pages A4, Arial 11pt, line pitch 1,15, max. 2 MB): • Personal details: • Brief description of your profile including relevant qualification and international expertise in project management and international collaboration: • List of academic and non-academic degrees and year awarded: • List of current and past positions CV of the partner (PDF file to be uploaded, max. 1 page A4, Arial 11pt, line pitch 1,15, max. 2 MB): For each project partner's principal investigator please provide a short CV with a list of up to five relevant publications within the last five years demonstrating how he/she is suitably qualified and experienced to carry out the project (max. 1 page for each partner). • Personal details • Brief description of your profile including relevant qualification and international expertise in project management and international collaboration • List of academic and non-academic degrees and year awarded • List of current and past positions: (to be consistent with the listing above)
Files must be less than **2 MB**.
Allowed file types: **pdf**.

Tasks within the project *

Content limited to 2500 characters, remaining: **2500**
max. 2500 characters incl. spaces

The **Project info template** must be filled in by the project **coordinator** and contains the following fields:

- Partner (Name of the participating organisation/company)
- Acronym
- CV*
- Tasks within the project
- Reference
- Team members

Upload a CV of the coordinator

Create partner-info

The **Partner info template** must be filled by each partner.

The coordinator can create and edit Partner info.

▼ Only for the partners

Role of partner in the project

Content limited to 500 characters, remaining: **500**

Relevant expertise

Content limited to 500 characters, remaining: **500**

Added value to the project

Content limited to 500 characters, remaining: **500**

Create partner-budget

The Partner budget template must be **filled by each partner**. The coordinator can create and edit Partner budgets.

The Partner budget templates are tailored to the conditions of the Funding Agencies participating in the call. The creation of each **Partner budget is performed in five steps**:

- **Select** the appropriate **Funding agency** from a drop down menu showing Funding Agencies from the partner's country
- Enter the **total funding requested by the partner** to the funding organisation (where applicable)
- **Fill in budget figures** for given eligible cost items as outlined by the Funding agency. Budget figures include total budget and requested budget
- Provide a **short explanation** for each budget item

Main budget rules:

- Partners from a country participating in the 2019 Joint Call can apply for funding from that country
- Partners from any country can fill in an in-kind budget with own funding

Coordinator and partners are companies/organisations, **NOT** persons.

Title *

Partner budget

BUDGET

Funding agency *

Own funding

Select the appropriate funding agency for the budget

COST ITEM	TOTAL	REQUESTED
Person months (Months)	<input type="text" value="0"/>	<input type="text" value="0"/>
Personnel cost (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>
Consumables (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>
Subcontracting (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>
Other direct costs (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>
Overheads (1000 €)	<input type="text" value="0"/>	<input type="text" value="0"/>

Explanations of use of resources *

Content limited to 5000 characters, remaining: 5000

Person months, salaries, equipment, subcontracting, travel, other cost to be specified and described (Max 5.000 characters). Coordination cost must be indicated and detailed in this section.

Description of work

DESCRIPTION OF WORK TO BE SUBMITTED

DOW of the proposal

No file chosen

APPLICATION

- Home
- Manage partners
- Edit application
- DOW
- Submit application
- View application
- Close workspace

The “**Description of Work**” template is a **MS Word document** ([provided online at Call Documents and guidelines for applicants](#)) to **be filled in and uploaded as a single pdf file** to the submission system **by the coordinator**.

When uploading or deleting the Description of Work, remember to press “**Save**”.

While working on your pre-proposal, you can get warnings if you miss to enter some information. Pay attention to those warnings!

Submit application

SUBMIT APPLICATION

Submit application.

SUBMIT

APPLICATION

- Home
- Manage partners
- Edit application
- DOW
- Submit application
- View application
- Close workspace

The **coordinator** is required to **submit the application before** the submission **deadline**. You can submit whenever you are ready as many time as you want before the deadline.

Only applications submitted before the submission deadline will be considered for selection. **Requests for extensions to the deadline will not be considered.**

The coordinator will receive an **email confirmation** of the submission.

View application

Contact list

Id

Acronym

Consortium

No	Acronym	Partner	Contact	Country	Total k€	Requested k€
1	Coord.					
2						

Topics

-

Consortium as a whole:

Indicate the TRL position in the beginning of the project and after the project is finished:

Duration:

Keywords

-

-

-

-

-

Attachments

-

Here you find an overview of the submitted proposal with attachments.

More information: www.ictagrifood.eu



**Webinar for applicants: 18th May 2022
at 11:00 (CET)**