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1. Introduction
This manual will guide you through the process of submitting a project proposal in the Electronic Submission System (ESS) available in https://submission.manunet.net. This manual is addressed to proposal coordinators who are the ones that can complete and submit the proposal in ESS on behalf of the whole consortium.
In order to submit a proposal, all data (partners data, cost data and project technical data) is entered directly in ESS, in subsequent data fields.
Before submitting the proposal, the system will automatically check that:

1. Your proposal complies with MANUNET eligibility requirements
2. All the compulsory fields are completed, and the introduced data are consistent
If not, you won’t be able to submit the proposal and a list of the detected errors will be shown.
After having successfully completed the process the system generates a PDF file containing the project proposal.

2. Registration
Before you can log into the electronic proposal submission system, you need to register. Please click on the top right icon “Register”.

In order to create an account, you need to provide an e-mail address and a password and follow the instructions. During the registration process you will receive back an e-mail in order to validate the given e-mail address.
After having validated your e-mail address you can **Access to the submission system** (blue button) and log in with the e-mail address and password.

Please note that registration and login are uniquely linked to one project. If you wish to submit another proposal, you need to register as coordinator again with a different email and password.

After logged in you enter the application form. First, and due to the new personal data regulations, you will be asked to accept the following statement: “The Consortium of the project gives informed consent on the processing of personal data between the agencies involved in MANUNET III (including UE members, UE Associated Members and international members)”
The application form is structured in four different sections (access buttons on the top): Project, Partners, Technical description and Annex.

The fifth page, Submission, allows the checking and final submission of the proposal.
3. Project data

The first page: Project is referred to the general information and includes two sections: Project data and Abstract.

3.1. Project data

In the Project data section, you will have to introduce the main information regarding your project.

In the field Keywords you have to select a maximum of three keywords out of a given list that best adjust to your project. Take into account that the project cannot start before November 2020, so the system won’t let you introduce a date before that in Planned starting date. For Project duration, 24 months is the maximum allowed. The system will automatically check before the submission that the amount introduced in Total requested funding matches with the data introduced in the project costs section. If not an error message will be shown when checking or trying to submit the proposal.

3.2. Abstract

You have to provide a short summary (maximum of 1200 characters) that can be used for publication purposes. In case of exceeding the maximum length allowed, an error message will be shown when checking or trying to submit the proposal. Only text is allowed in this field.
4. Partners

The **Partners** section compiles the full list of project partners. Click on the “Add partner” button to start the listing.

For each partner added to the proposal general, administrative, financial data and a detailed description of project costs have to be provided:

Please, consider that the information provided in this section cannot be modified in the full proposal phase if the project is selected for the second stage.

4.1. **General data**
General information about the partner and information about the contact person for the project is required in this section.
4.2. Administrative data:
The administrative data section compiles two sets of data. The first one which is compulsory for every partner requires the *Company Registration Number* (VAT number or fiscal number), *Company Establishment Date* and the information about Legal Address and Legal Representative.
In addition, Italian partners have to provide the Operational starting date of the company, address of a local unit in the region (if different from Legal Address), NACE (or ATECO) code 2007 of the company, NACE (or ATECO) code 2007 of the local Unit, Number of registration to Chamber of Commerce, Legality Rating:
4.3. Financial data
In this section a summary of the information regarding the funding is requested. Type of partner (beneficiary if requests funding or not beneficiary if not), funding agency, total costs, total requested funding.

The system will check that the total amount of project costs and requested funding provided in this section is equal to the sum of the detailed costs provided in Project Costs. If not, an error message will be shown when checking or trying to submit the proposal.

4.4. Project costs
A detailed description of costs divided into categories is required in this section: personnel, equipment, materials, subcontracting, travel and subsistence costs, other costs and overheads. For each category, total costs, requested funding and a description are required.

5. Technical description
The Technical description page includes four sections: Project summary; Consortium description; Project merits and Results and exploitation. These fields support rich text format (highlighting, lists, tables, images...). You can check how the section is shown in PDF by clicking on the ‘Preview’ button.
5.1. Project summary.
In this section you should present a general overview of the project including: specific objectives, innovation regarding current state-of-the-art, needs addressed, market impact and potential benefits of exploitation of project results with a maximum length of 2 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.

5.2. Consortium description
This section is to describe partner's qualification in the field of Manufacturing (including description of subcontractors involved in R&D activities) and relevance to transnational cooperation:

- Consortium and project management. Capacity of the coordinator
- Role of each partner in the project
- Scientific and technological expertise of the Consortium as a whole
- Competences, past experiences in the field of the proposal
- Relevance of the proposal in terms of transnational cooperation

Maximum length of this section is 3 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.
5.3. Project merits

Use this section to describe the innovation of the project outcome(s), in particular the originality of the proposed approach and the market needs addressed by the project.

- Current state of the art / Market analysis (define the unmet needs)
- Originality and/or innovation of the proposed approach
- Technical challenges (justification of the need to engage in R&D activities)

Maximum length of this section is 5 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.
5.4. Results and exploitation

In this last section you should describe the market impact on each partner (benefits for partners, potential exploitation of the project outcomes, others...). Maximum length of this section is 3 pages. In case of exceeding it, an error message will be shown when checking or trying to submit the proposal.
6. Annexes
The section Annex allows including in the proposal any additional information (pdf and images) that the applicants may consider relevant: figures, charts, letter/s of intent from associated partners, etc.

7. Submission
On the Submission section, you can check at any time if the proposal adjusts to the application requirements by clicking on the ‘Check’ button (this revision is nevertheless done automatically when the proposal is submitted).

Additionally, a .pdf file can be generated before submitting the proposal in order to detect and correct mistakes by pressing on the ‘Draft’ button.
The proposal will be submitted for evaluation by clicking the “Submit application” button. If the proposal does not meet the requirements of the call or if the data are not correctly completed the system will show the list of items that have to be revised.

Once you have submitted your application, it will not be possible to modify it.

Submit application

- You must complete all required questions on this tab (Partner) before you will be able to continue.
- One of the partner must be designated as Coordinator.
- The ‘total requested funding’ field on ‘Project->Project data’ and total sum of the ‘total requested funding’ field on each Partner->Financial Data must be equals.
- The partner (value?) is beneficiary, please select one funding agency.
- The partner (value?) is beneficiary, please select one funding agency.
- Abstract of the project is empty.
- Project Summary is empty.
- Consortium Description is empty.
- Project Metrics is empty.
- Evaluations and exploitation is empty.
- The ‘total cost’ field for partner value? on ‘Project->Financial Data’ and total sum of the ‘total cost’ field of each one on Partner->Project Costs must be equals.
- The ‘total requested funding’ field for partner value? on ‘Project->Financial Data’ and total sum of the ‘total requested funding’ field of each one on Partner->Project Costs must be equals.

Afterwards you’ll be able to generate a .pdf file for saving or printing purposes.
Please be aware that once submitted the proposal cannot be modified.