

SESTOOL MANUAL

This manual serves as a basic guide through the SoMoPro electronic submission tool (SESTOOL).

REGISTRATION

Direct access to the applications:

Incoming grants: <http://www.jcmm.cz/somopro-application---incoming-grants.html>

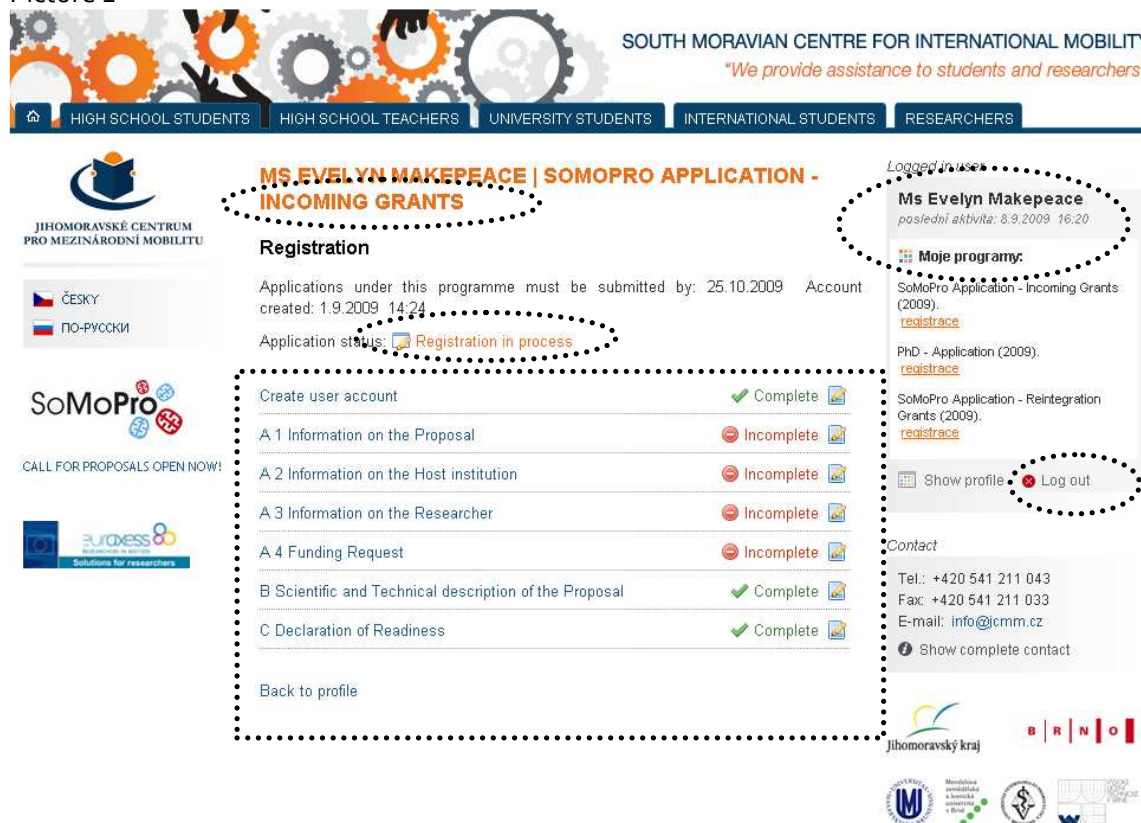
Reintegration grants: <http://www.jcmm.cz/somopro-application---reintegration-grants.html>

Fill in the Registration step first. The email address and password serves as a login for future access to the application. The login data (email and password) should be shared between the researcher and the host institution in order to ensure that both sides have a free access to the application. This step contains: titles, name, surname, phone number, country, email and chosen password. After filling the registration part in, the user receives confirmation about his/her account activation on his/her email.

FILLING IN PARTS OF THE SOMOPRO APPLICATION

After registration, the main menu - list of parts of the SoMoPro application appears – see picture 1.

Picture 1

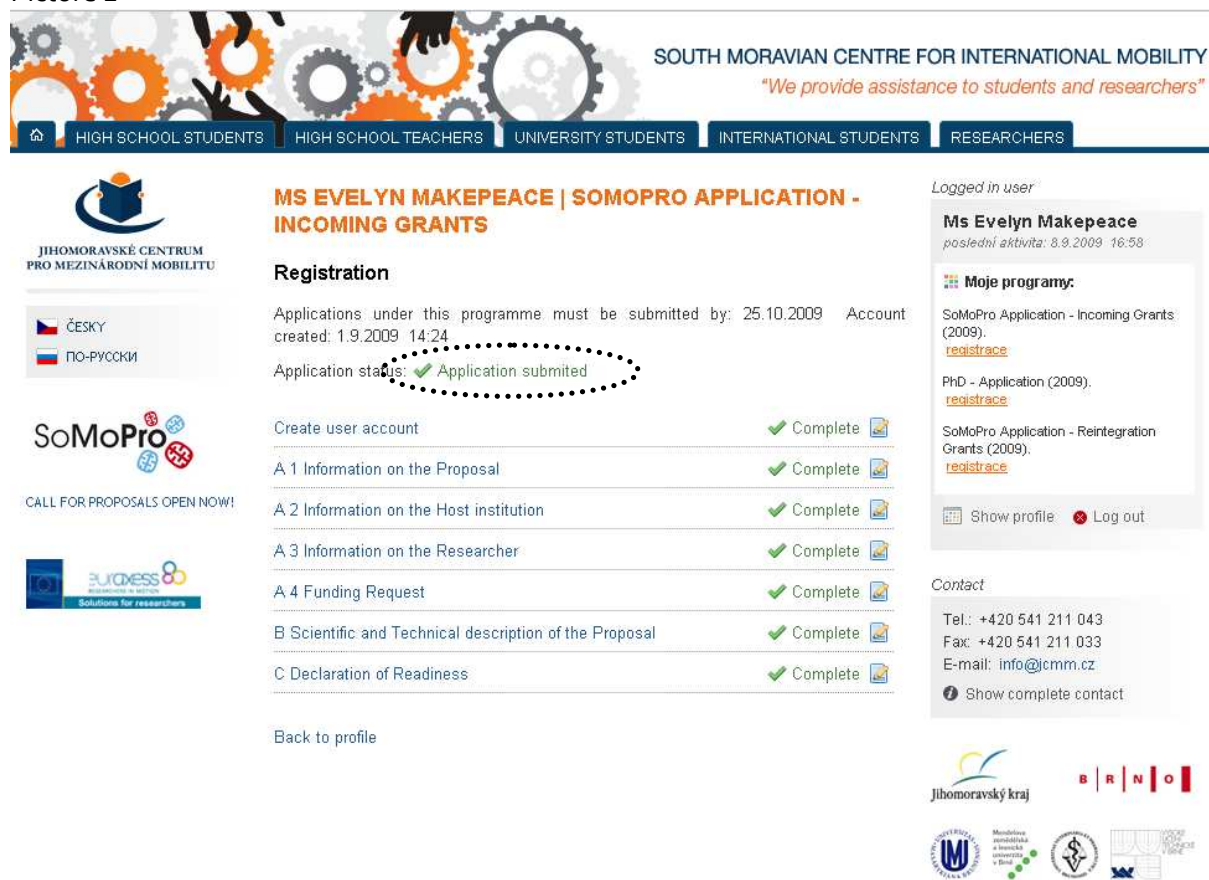


Fill in the mandatory fields in each step. After all mandatory fields are filled in – the step is marked as **“Complete”** in the main menu. The **“Application status”** is set as **“Registration in process”** before all the steps are marked as complete. After all steps are marked as complete, the **“Application status”** changes to **“Registered”** and a button **“Submit application”** appears next to it.

By pressing the **“Submit application”** button, the application is considered as officially submitted to the SoMoPro programme. The registration status then changes to: **“Application submitted”**. **The application can still be amended after the application has been submitted; however, you always have to re-submit your application!**

A correctly filled in and submitted application looks like follows (picture 2).

Picture 2



HELPDESK

In case any problems appear during the account creation or filling in the actual application, please contact

SoMoPro helpdesk: Eva Janů – eva.janu@jcmm.cz, 00420 602 602 069
 Libuše Chládková – libuse.chladkova@jcmm.cz, 00420 602 735 910

GUIDE THROUGH THE PARTS OF SOMOPRO APPLICATION

Part A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of no more than 20 characters (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
Proposal Title	The title should be no longer than 200 characters and should be understandable to the non-specialist in your field.
Scientific Panel	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help JCMM in the organisation of the evaluation of proposals. <ul style="list-style-type: none"> • Chemistry CHE • Information science and Engineering ENG • Environment and geosciences ENV • Life sciences LIF • Mathematics MAT • Physics PHY
Scientific sub-disciplines	Please select the most relevant scientific sub-disciplines from the "SoMoPro eligible disciplines" table on page 34 of the "Guide for Applicants – Incoming grants" or page 33 of the "Guide for Applicants – Reintegration grants".
Duration (months)	Insert the estimated duration of the project in full months. Please NOTE that all SoMoPro grants must be finished at latest by the 31th of March 2013.
Call identifier	[pre-filled] A call identifier looks like this: "SoMoPro-2009-IG" (Incoming grants) and "SoMoPro-2009-RG" (Reintegration grants). This field is pre-defined in the SESTOOL! Please check you are applying for the right scheme!
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal choosing from the available list and/or adding free keywords. The keywords database is downloadable at: http://jcmm.cz/somopro/incoming-grants/call-for-proposals-ig.html This field will be used for the matching of proposals with evaluators, please take time to chose the keywords carefully! There is a limit of 100 characters.
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the objectives of the scheme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management bodies and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. There is a limit of 2000 characters.
Ethical Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description (B6) you are asked to describe any ethical issues that may arise in your proposal and to fill in "THE ETHICAL ISSUES TABLE". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by JCMM to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethics review).

Part A2 – Information on the Host institutions:	
Legal name	It is the name under which your institution is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body.
Institution Short Name	Choose an abbreviation of your Institution Legal Name, only for use in this proposal and in all related documents.
Legal Address	For Public and Private Law Bodies, it is the address of the entity's Head Office. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Internet homepage (optional)	Please fill in the internet page of the host institution.
STATUS OF YOUR INSTITUTION	
Public body	Insert YES if you are a public body. NO if you are not a public body. Wrong or missing information may cause your proposal to be ineligible.
Categories of eligible research institution	Detail definitions are set in chapter 2.7. of the Guide for applicants.
CONTACT POINTS	
Person in charge	It is the main scientist or team leader in charge of the proposal for the participant. This will be the person JCMM will contact concerning this proposal (e.g. endorsement of the application, additional information, invitation to hearings, sending of evaluation results, and convocation to negotiations).
Authorised representative to sign the grant agreement or to commit the institution for this proposal	Please indicate the contact details of the person in the Host Institution who would be authorised to sign the grant agreement with the Regional authority in case the proposal is selected for funding.
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +420 541 211 043.

Part A3 – Information on the Researcher:	
Basic information	Please enter family name, first name, sex, 1 st nationality, 2 nd nationality if relevant, and date of birth.
Location of origin (country) Not applicable for the Reintegration grants!	The country in which the <i>location of origin</i> is situated (see below). Insert the name of the country as commonly used.
Location of origin (town) Not applicable for the Reintegration grants!	The place where the <i>researcher</i> was residing or carrying out his/her main activity at the time of the relevant deadline for submission of the proposal unless he/she has resided or carried out his/her main activity for less than 12 months in this location immediately prior to this date. In the latter case, the location of origin is the capital city of the country of his/her nationality. In case of a <i>researcher</i> holding more than one nationality, the location of origin is the capital city of the country where the <i>researcher</i> was residing for the longest period during the last 5 years prior to the relevant deadline for submission of the proposal.
Contact address	Fill in only the fields forming your complete postal address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field
Qualifications	Insert date of award of your university degree and date of award of your PhD degree if you have one. If you do not hold the PhD degree but expect it before the application deadline, please insert the expected date of award. If you do not hold the PhD degree and you not expect it before the application deadline, please insert

	N/A. Wrong or missing information may cause your proposal to be ineligible.
Full-time postgraduate research experience	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer will be asked to produce evidence of this experience during the negotiation phase. Wrong or missing information may cause your proposal to be ineligible.
Place of activity/place of residence (previous 5 years)	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the last 5 years (or more if relevant) up until the deadline for the submission of the proposal. Reintegration grants – the requested period might be longer than 5 year in case the researcher's stay in a third country took place prior to this period of 5 years. Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).
Period	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY, starting with the most recent period. The first date must be the call deadline. There must be no gaps between the periods
Postgraduate Research Experience of the applicant	Please choose between the 2 categories to indicate the full-time research experience of the applicant at the deadline of the call: from 4 up to 10 years (4-10 years), or more than 10 years (>10 years). "Research experience" refers to the post-graduate research activity - i.e. it refers to a period of time after acquiring a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications.

Part A4 – Funding Request	
Requested living allowance	The host institution shall recruit the researcher under an employment contract. Please insert a requested monthly payment (including all taxes) and number of months of your fellowship. The total requested living allowance will be calculated automatically.
Mobility Allowance Not applicable for the Reintegration grants!	Family related mobility allowance refers to a researcher with a spouse and/or children. The reference date for family situation is the relevant deadline for submission of proposals. Please choose one of the pre-defined options. Number of month will be filed in automatically. The total requested mobility allowance will be calculated automatically.
Travel Allowance Not applicable for the Reintegration grants!	Please choose one of the pre-defined options based on the distance between your town of origin and Brno. The total travel allowance will be calculated automatically. Travel allowance - Fellows with a 12-month fellowship are entitled to 1 travel allowance, those on longer fellowships (13-24 resp. 25-36 months) will receive 2 resp. 3 travel allowances.
Research cost contribution	Please choose from two pre-defined options – laboratory based and non-laboratory based research activity. Information concerning this aspect of the proposal must be clearly presented in the part B. Number of month will be filed in automatically. The total requested research cost contribution will be calculated automatically.
Total contribution for the activities	This item will be generated automatically.

carried out by the researcher	
Overheads	Will be generated automatically as 10% of the Total contribution for the activities carried out by the researcher
TOTAL CONTRIBUTION	This item will be calculated automatically.

Part B – Scientific and technical description of the proposal	
	<p>Upload a document of max 10MB in PDF format. Structure described in the Guide for Applicants must be followed. The maximum size of the document is 15 pages including start- and end- page and the content.</p> <p>Template for Scientific and technical description of the proposal can be downloaded from:</p> <p>a) Incoming grants: http://jcmm.cz/somopro/granty-pro-zahranicni-vedce/vyzva-k-podavani-zadosti-ig.html</p> <p>b) Reintegration grants http://jcmm.cz/somopro/reintegracni-granty/vyzva-k-podavani-zadosti-rg.html</p>

Part C – Declaration of Readiness	
	<p>Declaration of Readiness shall demonstrate the readiness of the host to accept the fellow. This document must contain the following formal information: number of the proposal, proposal acronym, name of the host institution, the contact person (“person in charge” from A2 form of Part A) and the name of the incoming researcher.</p> <p>Moreover the document may also contain expression of interest and importance for hosting the researchers at the host institution. This part of the proposal must be signed by the relevant head of department, scanned and uploaded in PDF format.</p>

Part D – Personal data protection - statement	
	<p>Note: this is a new mandatory section of the SoMoPro Application - not mentioned in the Guide for Applicants!</p> <p>The incoming/reintegrating researcher must sign a statement related to personal data protection that is in accordance with Czech Republic Act No. 101/2000 Coll. on Personal data protection. Please download the statement here, sign and upload back in its scanned version.</p> <p>This document must be filled in and signed by the researcher!</p>