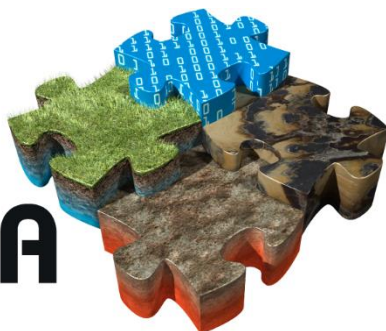


# GeoERA



Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

## JOINT CALL DOCUMENT NO.10

### ISAAC MANUAL

### Applicants Section

Joint Call on applied geoscience in the fields of:

- Geo-energy
- Groundwater
- Raw materials
- Information platform

Version no: 1.0

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## 1. Information for applicants<sup>1</sup>

### 1.1 Create an account

If you already have an ISAAC account you can login by entering your Screen Name and Password. If you do not, please create an account in ISAAC by following these steps. This account enables you to submit and monitor your GeoERA-application and manage your project if your application has been granted. You can create the account at any time before writing an application by opening the ISAAC login page at <https://isaac.nwo.nl> :

① Choose 'Create Account' if this is the first visit

② Login if you already have an account

The following screen will appear:

① Enter the required information.

- The screen name is the name you will use to log in to ISAAC.
- The e-mail address cannot be in use by another ISAAC user

<sup>1</sup> In the Joint Call documents, the use of the words *application* and *applicants* are considered equal to *submission* and *submitters*.



Birth date and gender are optional. Copy the code from the grey box to the field below

- 2 Click on the *Save* button.

Your account has been created:

The screenshot shows the 'My ISAAC' login page. At the top right is a 'Sign In' link. A green success message reads: 'Thank you for creating an account. Your password has been sent to johnsmith@yahoo.com.' with a 'Return to Full Page' link. Below the message are two input fields: 'Screen Name' (containing 'jsmith') and 'Password'. A green 'Sign In' button is positioned below the password field. At the bottom left, there are links for 'Create Account' and 'Forgot Password'. Three numbered callouts (1, 2, 3) point to the success message, the password field, and the 'Sign In' button respectively.

- 1 A temporary password is immediately generated and is sent to your e-mail.
- 2 Enter your *Screen Name* and the temporary *password from the confirmation mail*.
- 3 Click on the *Sign In* button.

## 1.2 Set your personal password

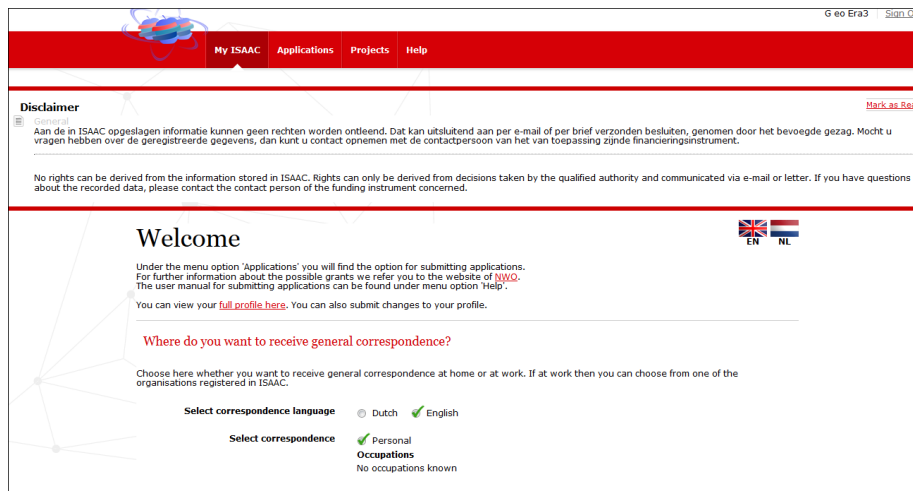
When you log in with your temporary password ISAAC prompts you to change it to a personal password:

The screenshot shows a form titled 'Please set a new password.' with a light blue background. Below the title is the heading 'New Password'. There are two input fields: 'Password' (filled with dots) and 'Enter Again' (empty). A green 'Save' button is located below the 'Enter Again' field. The top navigation bar includes 'My ISAAC', 'Applications', 'Projects', and 'Help'.



Note: The password cannot be exactly the same as the temporary password and should contain at least 6 characters with at least 1 uppercase character and 1 number. The following characters will not be accepted: 'i', 'l', 'o', 'I', 'O'.

After providing a valid password you are logged in into the ISAAC system:



\*Note: For the GeoERA call you do not need to register any additional data. Language preference is English, correspondence address is only relevant for paper correspondence, which we will not send. When you later return to this page during the GeoERA process you can find an overview of all status messages at the bottom of the 'full profile page' under the 'Contact moments' heading.

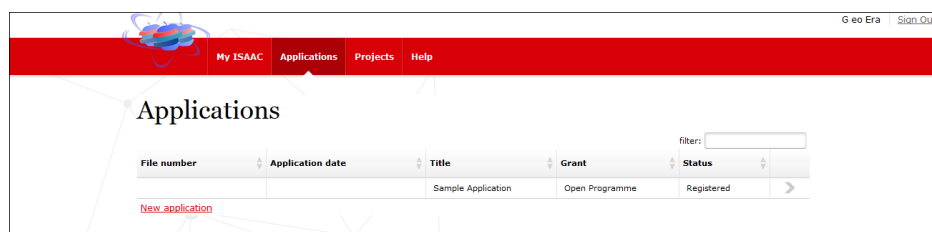


## 2 Preparing and submitting an application

### 2.1 New application

To submit a new application you can click on the link on the call page. Logging in with your screen name and password (see previous chapter) will take you directly to the start page for the GeoERA submission.

If you want to continue working on an application you started earlier choose 'Applications' in the menu bar of the welcome screen. The Applications window will show you a list containing any applications that you have been working on (registered) or have submitted.



\*Note: Starting a new application form this overview is also possible, see 'New Application from ISAAC' at the end of this chapter

### 2.2 Filling out the application details

The first page of a new - or unsubmitted - application is the 'General Information tab'.



The screenshot shows a web form titled 'General information' with a warning message at the top: 'Warning: inactivity on this screen may result in a time out and your work may be lost. Please save your input regularly with the Save button.' Below the warning, the form displays the following sections:

- 1** (Warning message)
- 2** (Application template: [Aanvraagslabloon \(test.doc\)](#))
- 3** (Application section):
  - Title: Confirmation bias with small animals based on existing research
  - Abstract: The possibility exists that we have a confirmation bias based on age, sex or location within the realm of others. This does not mean that it should become a problem when other assets are being brought forward in case the options exist. (43 words)
  - Planned start date: [input field]
  - Planned end date: [input field]
  - Programme:  yes  no
- 4** (Research fields section):
  - Text: Please add the main field of research of this application and if applicable other fields of research. List the disciplines in order of importance, starting with the most important. There are no research fields for this application.
  - Buttons: Add
- 5** (Key words section):
  - Buttons: Add
- 6** (Application form section):
  - Buttons: Application form, Upload
- Next** button

- ① *General information* reveals the funding instrument, the year and round you are applying for. The file number and the status become visible once the application has been submitted.
- ② If you have not done so already you can click on the link to download the application template.
- ③ In the *Application* category, fill in the *Title*, and the *Abstract*.
- ④ Add *Research fields*. *The most obvious ones can be selected from 'Earth Sciences' or 'Technology'*. Please provide as many as are relevant, this will make processing later on easier.

*Under Key words please provide the GeoERA Theme(s) that are applicable.*

- ⑤ At the *Application form* category, click on the *Upload* button to add the application form in PDF format. This concerns the completed Application template that you downloaded at the top of this page.
- ⑥ Click on the *Next* button.

*Until you submit the form you can fill in, change and save the information in the different tabs. So you do not have to fill in all the information in one go, just make sure that all required fields have been filled in when submitting the application.*



## 2.3 Organisation

The Next button selects the Organisation tab: You are required to indicate the organisation that is responsible for your application.

**Organisations** Save Save and close Page actions ▾  
Grant Additional subsidies OCV NRPO Year 2015 Round 1 Status Registered

**Organisation of application\***

1 'Organisation of application' is the organisation formally responsible for the execution of the requested research and which is accountable for the content and finances.

1 Add

**Organisation of execution**

1 'Organisation of execution' is the organisation where the requested research will be executed. You can add multiple 'organisations of execution'.

Add

Next Back

- 1 Click on the *Add* button to add the organisation responsible for the application.

The *Search organisation* window will appear.

**Search organisation**

**Extensive search organisation**

Name

Acronym

E-mail

Type

Street

Postcode

Town/city

Country

Keywords

Search method keywords  All search criteria  At least 1 search criterion

2 Search Return

- 1 Enter the name of the GeoERA partner
- 2 Click on *Search*.

Search Return

**Search results**

To request the creation of a new organisation you can send an e-mail to [Central Relations Management](#)

Full name	Type	Alternative names	Website 1	Situated in
Geological Survey of Denmark and Greenland (GEUS)				Copenhagen

1

- 1 Select the organisation from the search results





② Click Next

The *Confirmation* tab will be activated. Once the application has been filled in completely the application can be submitted.

Submit application

Grant: Additional subsidies OCW NRPO Year: 2015 Round: 1 Status: Registered

Confirmation of submission

⚠ Are you sure you want to submit the application? You can not edit the application after submitting the application.

① With submitting this form I declare that I have filled out this form truthfully and completely.

② [Submit](#) [Back](#)

① Activate the check box.

② Click on *Submit*.

The application has been submitted. Click on *Next* to return to your applications overview. The application has now been given a file number and application date.

Applications

show 10 items per page filter:

File number	Application date	Title	Grant	Status
76A.003	29/09/2015	Cognitive modulation of neuronal dynamics in human action control	NRO	Admissible
76A.001	05/10/2015	University Policy to strengthen competitiveness and social cohesion	NRO 2015	In review
76A.004	12/10/2015	Biology	NRO 2015	Withdrawn
76A.001	12/10/2015	Chemistry	NRPO	Submitted
76A.002	13/10/2015	Confirmation bias with small animals based on existing research	NRPO	Submitted

11 - 15 of 15  
[New application](#) [First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

①

① The status of the application has also been changed from *Registered* to *Submitted*.

After submitting the application, you will receive confirmation of receipt by e-mail.

The GeoERA call secretariat will review the admissibility of your application. Once the call secretariat has confirmed that the application is complete, you will receive a confirmation of admissibility by e-mail.

This completes the submission of your application.

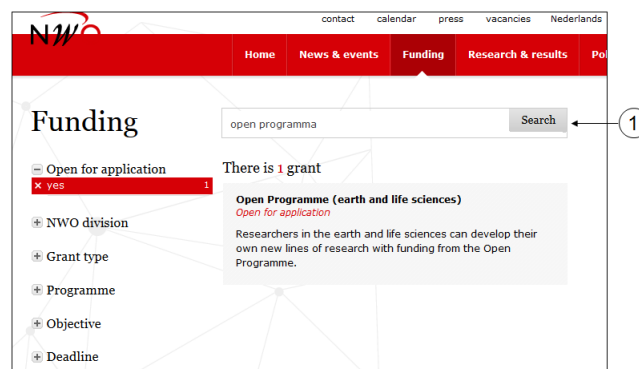


## 2.4 Modifying your application

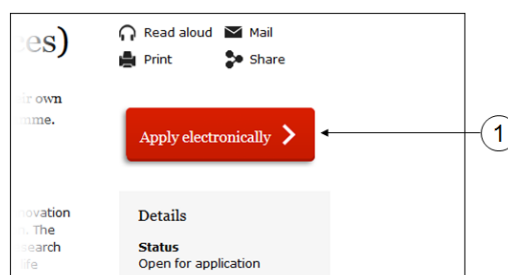
If you have not submitted your application you can modify any of the fields. After submission you may receive a request to adapt and re-submit your application, in case some modifications are needed to process your application properly. In that case click on *Applications* in the menu bar. Select the application that you would like to modify (the status will be set back to *Registered*). The 'General' tab of the application will be activated and you can modify all fields and uploads when needed and resubmit as described above. If modifications are required the page will show a 'provisionally inadmissible' warning that will disappear after you make the corrections.

## 2.5 New application from external program pages

To submit applications through the overview page by searching the NWO granting system you can look for open calls in the funding portal:



- ① Search for GeoERA on the NWO funding page and select the GeoERA call.



- ① Click the 'Apply Electronically' button on the top right.

This will take you to the first page of a new application for that call (see Filling out the application details).