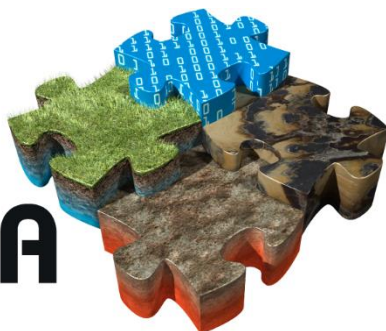Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

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

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1. Information for applicants[1]

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

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[1] 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:

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:

Note: The password cannot be exactly the same as the temporary password and should contains 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:
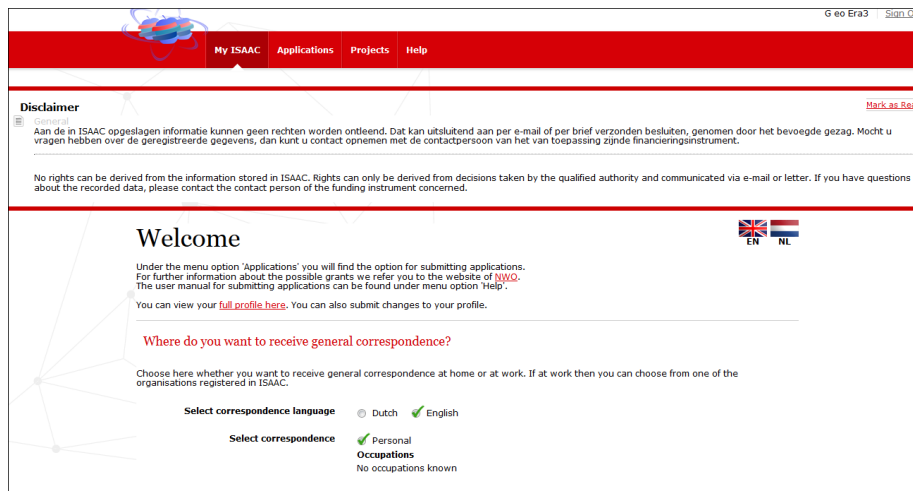
*Note: For the GeoERA call you do not need to register any additional data. Language preference is English, correspondence address is only relevant for paper correspondence, which we will not send. When you later return to this page during the GeoERA process you can find an overview of all status messages 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 pervious 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.
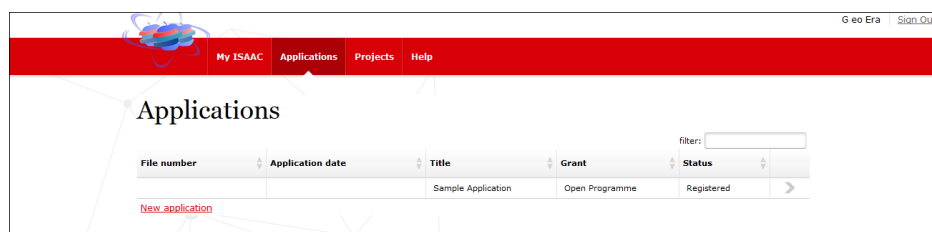
*Note: Starting a new application form this overview is also possible, see 'New Application from ISAAC' at the end of this chapter

2.2 Filling out the application details

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

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.

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

The *Search organisation* window will appear.

① Enter the name of the GeoERA partner

② Click on *Search*.

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.

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.

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:
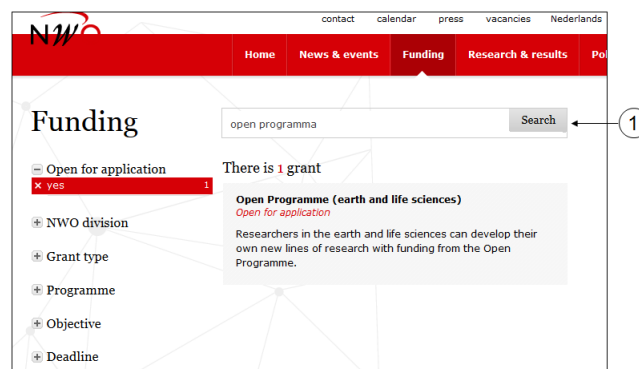
① Search for GeoERA on the NWO funding page and select the GeoERA call.
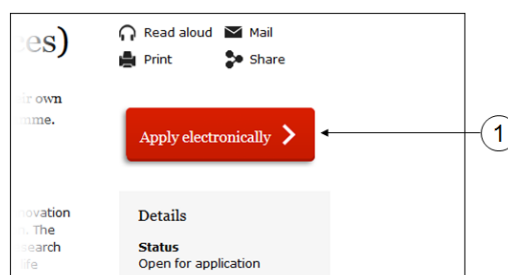
① Click the 'Apply Electronically button on the top right.

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