



GeoERA

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

Deliverable

FREQUENTLY ASKED QUESTIONS (FAQ)

Authors and affiliation:

Antje Wittenberg

Jörg-Uwe Damm

[BGR]

E-mail of lead author:

antje.wittenberg@bgr.de

Version: 26-04-2017

This report is part of a project that has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement number 731166.



Deliverable Data		
Deliverable number	D2.4	
Dissemination level	Public	
Deliverable name	Frequently Asked Questions (FAQ)	
Work package	WP2, Preparation and Launch of the Call	
Lead WP/Deliverable beneficiary	BGR	
Deliverable status		
Submitted (Author(s))	07/04/2017	Antje Wittenberg
Verified (WP leader)	26/04/2017	Jörg-Uwe Damm
Approved (Coordinator)	26/04/2017	Yvonne Schavemaker



EXECUTIVE REPORT SUMMARY

This document will provide an overview concerning Frequently Asked Questions (FAQ), how they are structured and where to find them at the GeoERA website.

The FAQ represents a webpage on GeoERA.eu which has a dynamic character and will be up-dated on demand.



TABLE OF CONTENTS

1	WHAT TO EXPECT	4
2	FAQ STRUCTURE.....	4
3	FAQ PAGE AT THE GEOERA WEBSITE	5



1 WHAT TO EXPECT

Stakeholders, proposers or any participants in the Call procedure may have questions on the understanding of descriptions in Call Documents or information to GeoERA given in any publication. To set up a practical and effective tool for providing answers to the concerns raised GeoERA decided to deliver an online FAQ.

This document will provide an overview concerning the online FAQ, how they are structured and where to find them on the GeoERA website.

FAQ and the related replies are of dynamic character and will be up-dated on demand. This demand is driven by the stakeholders, in particular those involved in Stage One and Stage Two of the Joint Call. The FAQ are received orally at meetings or in written format send to the Theme Coordinators or the GeoERA Secretariat.

2 FAQ STRUCTURE

The FAQ will be provided at the GeoERA website and grouped in relation to the Call procedure. Clear references to the Joint Call Documents concerning document numbers, pages and chapters related will underpin the provided answers where appropriate. An example based on technical issues is provided in the box (see below).

Call Stage One

- (1) How can I propose a Project Idea? - FAQs related to admissibility, eligibility, scientific scope, submission ... *more*
- (2) What will happen with my Project Idea? - FAQs related to eligibility check, assessment... *more*

Call Stage Two

- (3) How can I become participant of a Project? - FAQs and answers related to admissibility, eligibility, scientific scope, submission, submission tool... *more*
- (4) How will my Project Proposal be evaluated and selected? - FAQs and answers related to evaluation, selection... *more*
- (5) How will the Projects be agreed and financed? - FAQs related to project agreement, project budget... *more*
- (6) How will the Projects be monitored and reported? - FAQs and answers related to monitoring indicators and reporting procedures, templates and e-tool... *more*

In addition, one group of FAQs and answers relates to **Technical Issues** will complete the requirements.

Technical Issues

- (7) How can I upload a proposal? - FAQs and answers to fix a technical issue... *more*



Technical Issues

(7) How can I upload a proposal? - FAQs and answers to fix a technical issue.

more...

- How can I upload a proposal?
Currently only proposals on Project Ideas are accepted for which the special Template (Joint Call Document No JC6) is used. By pressing the send button at the end of the template your proposal will automatically be sent to geoera@nwo.nl. Further detailed instructions are provided in the Joint Call Document No JC5, page 6, "Project Idea Submission".
- I have not received an automatic reply when submitting/sending my proposal, what shall I do?
Make sure that all mandatory fields are completed. Send your proposal again to the following e-mail address: geoera@nwo.nl. You should receive an electronic confirmation within one day. If the problem remains, please contact info@geoera.eu. Further detailed instructions are provided in the Joint Call Document No JC5, page 6, "Checks before submitting the Project Idea".
- How can I be sure that my submitted proposal has been received?
You should receive an electronic confirmation within one day. Further detailed instructions are provided in the Joint Call Document No JC5, page 6, "Project Idea Submission".
- How can I report an error?
Send us a description of the error by e-mail to info@geoera.eu.

3 FAQ PAGE AT THE GEOERA WEBSITE

The "Call" page on the GeoERA website provides a short overview on the Call stages, how to join the Call and the Call Procedure. FAQs can be either reached from here or via the header "FAQ" in the main menu.