

Intelligent Energy



Europe

Electronic Proposal Submission Service

**EPSS preparation and submission guide
Vs1**

Release Date: March 2008

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EPSS help desk

Phone: +32 2 23 33 760

Email: support@epss-fp7.org

1 EPSS Preparation –User’s Guide

The EPSS (Electronic Proposal Submission Service) allows Proposers to create their proposal completely on-line without downloading or saving anything on their local personal computer. The EPSS service is available via the Internet as a web based application.

The System requirements are:

- a connection to the Internet
- a screen with a 1024x768 resolution and small fonts. Users should not use the font scaling option that is available with some browsers to enlarge the font size in the A forms, as this may lead to unpredictable results while visualizing the forms
- Internet Explorer 6.0 and above or
- Netscape Navigator 7.0 and above or
- Mozilla Firefox 1.0 and above or
- Opera 6.0 and above or
- Mac OS X Mozilla Firefox browser for Apple Macintosh users (Mac OS 9 is not supported and Safari neither) see Note on p.22

1.1 *Getting a user ID and password*

Access to the EPSS is call- and sub-scheme-specific, i.e. you have to first choose for which call for proposals and for which sub-scheme

- promotion/dissemination projects (CIP-IEE-Promo-P) or
- creation of energy agencies (CIP-IEE-Promo-A)

within the call you want to prepare a proposal. Access is provided via the respective IEE call page http://ec.europa.eu/energy/intelligent/call_for_proposals/call_library_en.htm.

After selecting the subscheme, you will arrive at the EPSS start page. Click on "Register", fill in the registration form and submit it.

The registration form, in addition to some contact data, asks for indicating IEE Key Actions, title, acronym and abstract of the proposal as well as the number of participants. This information is mandatory for the registration but can be changed later in the process of proposal preparation (see also 1.3).

The EPSS will send you coordinator and partners’ usernames and passwords **by e-mail**.

The login and password is linked to only one proposal (for the call and for the subscheme you have chosen). For each other proposal you want to prepare you have to register again, following the procedure described above.

1.2 Login

1.2.1 Initial Login

As a coordinator you must use the login and password that has been sent to you by e-mail to access the EPSS.

- Go to <https://www.epss-fp7.org/eaci-ieee/>
- Introduce the Coordinator User ID
- Enter the Coordinator Password
- Change the Coordinator Password
- Enter the Other participant Password
- Change the Other participant Password

Distribute the Other participant username and the modified Other participant password to your other participants –if any.

1.2.2 Subsequent Logins

- Go to <https://www.epss-fp7.org/eaci-ieee/>
- Introduce the –Coordinator or Other participant- User ID
- Enter the –modified Coordinator or Other participant- Password

Note: By entering the proposal as an Other participant, you can only access your own A2 Form for editing. Other participants can view all proposal information but only edit their respective A2 forms.

Tip: Reduce typing errors: Write logins and passwords in a text programme and copy/paste them into the fields. This prevents mis-typing errors.

1.3 General

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Prepare Proposal Change Password Check Validation **Submit Proposal** Logout

General Proposal Setup Part A Part B and Annexes History

General Information

Call Selected: CIP-IEE-2008
Sub-Scheme Selected: CIP-IEE-Promo-P
Proposal ID: Not available
Proposal status: **Proposal NOT submitted**

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is **NOT** used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.

Title: Expérience 242

Coordinator:

Name: Albert Einstein
Address:
Rue des barbiers 49
1000
Bruxelles

Now, you may prepare the proposal. By clicking on the “**General**” Tab, you can find information about:

- The selected call
- The selected subscheme
- The Coordinator’s Details
- The proposal’s status

Tip: Please check the call and subscheme identification first. If you have selected the wrong call and the wrong subscheme, you will have to register again. The EPSS operator cannot change the registration information and transfer data from one registration to another.

Note:

1. If the co-ordinator details change, you do not need to register again; co-ordinator information is taken from the A2 forms.
2. If you wish to modify the title of the proposal you will have to do it in the forms. The title appearing in this page is taken from the registration data and cannot be changed. This does not affect the submitted proposal, because what is evaluated is the content of the forms and the Part B.

Go to “**Proposal setup**”.

1.4 Proposal Setup

In the proposal setup section you add "Other participants" that participate in your project.

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Prepare Proposal | Change Password | Check Validation | **Submit Proposal** | Logout

General | **Proposal Setup** | Part A | Part B and Annexes | History

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	T.E.S.T.			support@epss-fp7.org	change email

Add Participant

Organisation Short Name:

Participant E-mail(s):

[add participant](#)

Make sure that the co-ordinator e-mail address is correct. If you include multiple e-mail addresses, you must separate them with a semi-colon “;” and without any space.

To add another participant to the proposal, type in the Other participant name and e-mail address.

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Prepare Proposal | Change Password | Check Validation | **Submit Proposal** | Logout

General | **Proposal Setup** | Part A | Part B and Annexes | History

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	T.E.S.T.			support@epss-fp7.org	change email

Add Participant

Organisation Short Name:

Participant E-mail(s):

[add participant](#)

Once a participant is added the system automatically creates an A2 (Participant Information) form. This form is accessible via the A2-Link button, but can also be found after clicking in the “Part A” Tab.

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[General](#) | [Proposal Setup](#) | [Part A](#) | [Part B and Annexes](#) | [History](#)

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	T.E.S.T.			support@epss-fp7.org	change email
2	test2			test3@test.com	change email Delete

Add Participant

Organisation Short Name:
 Participant E-mail(s):

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- Events
- Publications & videos
- Links
- Contact

How can you take part?

- Call for proposals
- Evaluation of proposals
- Call for tenders
- Contract negotiation
- Implementing your project

Tip: The e-mail addresses introduced here are used by EPSS to send automatic e-mail confirmation once the proposal is submitted/transferred for evaluation. Please check that they are complete and accurate.

Note: The first participant is always the co-ordinator.

1.5 Part A

This section deals with the administrative forms of the proposal or Part A.

Part A shows the overview of forms A1, A2 and A3. Click on the links that are listed below “Form name” to access the forms.



About the Programme Home Projects Energy agencies Events Publications & videos Links Contact <hr/> How can you take part? Call for proposals Evaluation of proposals Call for tenders Contract negotiation Implementing your project	Prepare Proposal	Change Password	Check Validation	Submit Proposal	Logout
	General	Proposal Setup	Part A	Part B and Annexes	History
	Part A				

Click on a form name to edit online, or select form(s) and press download to view as PDF. Scroll to bottom of the form to save and validate form. Scroll to bottom of the form for validation errors. Note: Automatic calculations will only be performed if form is valid.

Form name	Download (PDF)	Status
A1	<input type="checkbox"/>	Last updated 12/03/2008 17:49:02 CET by EPSS
A2 Coordinator	<input type="checkbox"/>	Last updated 12/03/2008 17:49:02 CET by EPSS
A2 test2	<input type="checkbox"/>	Last updated 12/03/2008 17:53:47 CET by EPSS
A2 test3	<input type="checkbox"/>	Last updated 12/03/2008 17:55:08 CET by EPSS
A3	<input type="checkbox"/>	Last updated 12/03/2008 17:49:03 CET by EPSS

Please note that all participants in proposals must ensure that they have the authorisation of their organisation to participate in the proposal and any project arising from it. Co-ordinators are advised to ensure that this is the case prior to the submission of the proposal.

The Proposers need to fill the A forms appropriately and save them on the EPSS server. Also, each form can be downloaded as a PDF file to your hard disk. Check the relevant fields and click on **“download”** to receive PDF copies of the Part A forms.

Form completion and validation of Part A forms:

https://www.epss-fp7.org - A1 T.E.S.T. - Mozilla Firefox

Have you or your partners, previously or currently, submitted this proposal to any Community programme? --SELECT ONE--

IF YES - please specify Programme name

Distribution of requested budget between programme areas (total of 100%)

Energy Efficiency (SAVE)	Renewable Energy Sources (ALTENER)	Energy Aspects of Transport (STEER)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Validation Errors

- No value specified for mandatory field "Proposal Acronym"
- No value specified for mandatory field "Proposal Title"
- No value specified for mandatory field "Duration in months"
- No value specified for mandatory field "Key Action 1"
- No value specified for mandatory field "Free Keywords"
- No value specified for mandatory field "Abstract (max. 2000 char.)"
- No value specified for mandatory field "Major outputs & expected results (max. 2000 char.)"
- No value specified for mandatory field "Have you or your partners, previously or currently, submitted this"
- No value specified for mandatory field "Energy Efficiency (SAVE)"
- No value specified for mandatory field "Renewable Energy"
- No value specified for mandatory field "Energy Aspects of"

Done
www.epss-fp7.org

- Fill the fields with data. **All fields are mandatory.** Use “-“ or, in case numbers/amounts are requested use “0” as values that designate the “none” or “Non applicable” value.
- Press the “**Validate**” button at the bottom of the form: The validation is looking for formal errors in the forms. If it finds errors, it indicates which fields are wrongly filled.
- If all the necessary fields are filled you will find “no validation errors” at the bottom of the form.

https://www.epss-fp7.org - A1 T.E.S.T. - Mozilla Firefox

Major outputs & expected results (max. 2000 char.)

ttt

Have you or your partners, previously or currently, submitted this proposal to any Community programme?

IF YES - please specify Programme name

Distribution of requested budget between programme areas (total of 100%)

Energy Efficiency (SAVE)	Renewable Energy Sources (ALTENER)	Energy Aspects of Transport (STEER)
<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>

Validation Errors

No Validation Errors

Done www.epss-fp7.org

Do not forget to save the form by pressing the “**Save Form**” button, or your changes will be discarded!

Note: The “**Save Form**” button performs a form validation as well.

Fill out all forms for which you are responsible.

For the A3 form, the total amounts are automatically calculated by the system when the “**Validate**” button is pressed. Obviously the appropriate fields need to be completed first.

Tip Save early and often. Saving will also validate the form. Pay attention to the time-out of the system: editing a form is not considered as an action of the user, saving or validating the form will reset the time-out.

1.6 Part B and Annexes

Part B, the Detailed Budget as well as all required annexes can only be uploaded by the co-ordinator.

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Prepare Proposal | Change Password | Check Validation | **Submit Proposal** | Logout

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PART B Upload Why only PDF? Help with PDF

Specify the location of the Part B file to be uploaded:

File:

For the proposal content (Part B) you must use exclusively PDF ("Portable Document Format", compatible with Adobe Acrobat Reader version 5 or higher, with embedded fonts). It is recommended not to upload very big files. To keep sizes down avoid colour and unnecessary high resolution pictures and graphs. The average size of a proposal is 2MB. You should aim to restrict your proposal to under 3MB, and under no circumstances try to upload a file larger than 10MB.

[Download Part B/Annexes Templates \(zip file\)](#)

PART B Overview

No Part B File Uploaded

Detailed Budget

Specify the location of the Budget file to be uploaded:

File:

For the Detailed Budget you must use EXCEL or EXCEL compatible format, and the template as provided in the download section. Do not upload a PDF.

[Download Budget Template \(zip file\)](#)

Budget section Overview

No Budget File Uploaded

Annexes Upload

Specify the location of the Annex file to be uploaded:

File:

You should check the call text and guide for proposers for the required annexes (legal documents, legal entity sheets, financial identification form, balance sheets, and simplified financial statements).
Please note that un-requested information such as company brochures, etc. will be ignored.
Any annexes uploaded in PDF ("Portable Document Format") must be compatible with Adobe Acrobat version 3 or higher, with embedded fonts.

Annexes Overview

No Annexes uploaded

Done www.epss-fp7.org

1.6.1 Part B

For proposal content (part B) you are requested to use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Other file formats will not be accepted by the system. Both commercial and free

tools to convert files to PDF format are widely available on the WEB. Also zipped (or otherwise compressed) archives will not be accepted (PDF is self-compressing, there is no gain in zipping). Technical problems resulting from the use of other formats may lead to your proposal being excluded.

Unless otherwise specified in the call for proposals, only **one** PDF file comprising the complete technical annex (part B) can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected during the evaluation of the proposal.

Using only PDF format for submission of Part B

Why?

This format for text documents is supported by the vast majority of computer platforms. The advantage of saving as a PDF file is that the contents are "locked" and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed. In addition, unlike many common document formats, there are almost no viruses associated with PDF files. Allowing proposers to submit in any possible format would require the Commission to maintain an arsenal of software in different versions - and even then readability could not be guaranteed in 100% of the cases.

How?

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are "locked", they cannot be edited like normal text files.

The format and structure of part B of a proposal (the description of the content of the proposal) for the specific call is specified in the so called "Part B Template" file. By clicking on the link "**Download Part B/Annexes Templates**" the proposer downloads the template file (RTF format) and uses it as a guide to structure the proposal Part B appropriately. Open the template Part B RTF file and edit it. Save the file, and once finished convert it to PDF and then add it to the proposal.

The Part B filename should contain the proposal acronym and be structured as follows: IEE-08-ACRONYM. The file name can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. It cannot contain any special characters or spaces.

Part B checklist:

- Part B is in PDF format (compatible with Adobe Acrobat version 5 or higher, with embedded fonts)
- Filename ends in .pdf
- Filename does **not contain any special characters or spaces**
- The PDF Part B must **not be encrypted** and the parameter that prevents printing **must not be selected**
- The proposal contains no unnecessary coloured or high resolution pictures. It will be printed in Black and White at 300dpi for evaluation.

Once the Part B file is created, use the “**Browse**” button to locate the part B file.
Click on “**Upload Proposal File**” to upload the Part B file to the proposal.

Tip Do not use special characters in the file name. The system will prevent you from uploading such files.

1.6.2 Detailed Budget

The Detailed Budget file provides detailed information about the estimated budget and costs of the proposal, broken down to the level of participants and work packages. Each participant has to provide information to the co-ordinator, who fills the data into the Detailed Budget file.

For the Detailed Budget you must use EXCEL or EXCEL compatible format. By clicking on the link “**Download Budget Template**” the co-ordinator downloads the template file (XLS format) and uses it as a guide to fill in the Detailed Budget section appropriately. Do not upload a PDF.

The Detailed Budget filename should contain the proposal acronym and be structured as follows: IEE-08-ACRONYM-Budget. The file name can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. It cannot contain any special characters or spaces.

Once the Detailed Budget is completed, use the “**Browse**” button to locate the Budget file.

Click on “**Upload Budget File**” to upload the Detailed Budget file to the proposal.

1.6.3 Annexes

Further to Part A, Part B and the Detailed Budget, most times additional annexes are required. These annexes are related to each participant, documenting its legal and financial situation.

You can use the Annexes Upload section to locate and upload them. You should not annex any other files unless this is specifically requested in the Call for proposals.

By clicking on the link “**Download Part B/Annexes Templates**” the proposer downloads not only the template for Part B but also the list of required annexes as well as the template file for the simplified financial statement (xls format).

For the Annex content the only supported formats are PDF and XLS. The Annex filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. The Annex filename must be different from the Part B filename. As the annexes are per participant, file naming should include the short name of the participant and follow the system indicated in the below table:

Type of Annex	Who needs to submit	Annex format	File name
Legal documents (LD)	Every participant	PDF	Participant short name_LD
Legal entity sheet (LE)	Every participant	PDF	Participant short name_LE
Balance sheets (BS)	<u>private</u> participants	PDF	Participant short name_BS
Simplified financial statement (SFS)	<u>private</u> participants	XLS	Participant short name_SFS
Financial identification form (FI)	Co-ordinator	PDF	Participant short name_FI
Declaration by the applicant (DEC)	Every participant	PDF	Proposal acronym_DEC
Letter(s) of support/intent (LOI)	optional	PDF	Proposal acronym_LOI

Use the “**Browse**” button to locate the Annexes files.

Click on “**Upload Annex File**” to upload the annexes to the proposal.

Note: In case of uploading annexes to the EPSS, please make sure that the name of the annex file is NOT identical with the name of your part B file.

Note: Before being saved to the EPSS database, the Part B, the Detailed Budget and Annex files are checked for viruses. If files are found to be infected they are rejected by the system and the user is warned.

Tip Upload your proposal early in the process and press the “submit” button and all buttons that follow in the subsequent pages. Doing this ensures that an interim version of the proposal text (the part B) is already present on the system. Remember that the system allows multiple uploads of the proposal text and this facility should be used to avoid the call closure rush.

Tip In some rare instances, the proposal may be altered while in transit on the Internet. To check that the uploaded files has been received unaltered, perform a download of the part B and the other annexes.

Tip Practice the conversion of the file to the PDF format. The conversion may take an extended period of time if the page layout is complex or contains graphics. There is no point is creating a PDF document with a resolution higher than 300 DPI and in black and white. Nuances of grey may be reproduced but should be avoided for legibility purposes.

Upon successful upload of a file the following screen appears:

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Part B Upload

Please wait... processing upload

File upload complete, please wait...

File EPSS_FAQ.pdf was uploaded successfully

Checksum: a27d7e1436d0bf71c1527443eb8bb261

Your Part B has been uploaded on the EPSS System.
 If your forms are ready, please press the submit button
 to have your proposal evaluated for the next deadline.

How can you take part?

- Call for proposals
- Evaluation of proposals
- Call for tenders
- Contract negotiation
- Implementing your project

If the proposal is ready you should click on “**Submit NOW**” in order to submit it. If not, then click on “**Submit LATER**” or any other of the tabs in order to continue with its preparation.

1.7 Validation

Select "**Check Validation**" and click on "**next**" in order to validate the entire proposal. Possible errors are indicated and can easily be found and resolved.

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Prepare Proposal | Change Password | **Check Validation** | Submit Proposal | Logout

Validation Check

These checks are merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals.

Rules

- All Part A forms for all participants exist.
- All compulsory fields in all forms have valid values.
- Partnership requirements, as defined for the call, are satisfied.
- Part B file exists. If annexes are defined, annex files exist.

The validation check proceeds by checking the rules in the order specified above. If any of the rules fail, the check shall stop immediately and the system shall present an appropriate information message.

Please press **Next** to proceed with the validation check.

Please note that during the validation process **Errors** or **Warnings** may be reported. It is still possible to submit a proposal, which has **Warnings**; it is **NOT** possible to submit a proposal that has **Errors**.

If you cannot locate validation errors please contact the EPSS help desk immediately on +32 2 23 33 760 or support@epss-fp7.org.

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Prepare Proposal | Change Password | **Check Validation** | Submit Proposal | Logout

Validation Check

Validation check: **SUCCESSFUL**

Preliminary automatic checking has not detected any errors. However these checks are not exhaustive and do not guarantee that your proposal is valid for this call

If you wish, you may submit the Proposal now.
If you make further modifications you may submit again before the call deadline.

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

1.8 Submit Proposal

In order to complete the proposal submission the co-ordinator **must** select the “**Submit Proposal**” section (in fact it is to this section that a user is also directed when clicking on the “**Submit NOW**” button). Without submission, all the uploaded data (Forms, Part B, Annexes) are simply saved in the EPSS database **without** forming a proposal package **and without being recognised as a submitted proposal**.

By clicking on the “**Submit Proposal**” button the screen that follows appears:

The screenshot shows the 'Submit Proposal' page. At the top, there is a navigation bar with 'Energy' and 'Intelligent Energy Europe' logos. Below this is a menu with 'Prepare Proposal', 'Change Password', 'Check Validation', 'Submit Proposal', and 'Logout'. The 'Submit Proposal' button is highlighted. The main content area is titled 'Proposal submission' and contains the following text:

Modifications to proposals are possible at any time before the deadline, also after an initial submission. The latest version available at the deadline is considered as the one submitted. For continuously open calls, this procedure applies to the intermediate closure dates. This means that, at each intermediate closure date all proposals with the status "Submitted" will be locked and evaluated and there will be no more possibility to modify them. When resubmitting you automatically accept to withdraw the previously submitted proposal by replacing it with the new version.

By submitting this proposal the co-ordinator confirms that all necessary internal authorisations have been obtained by all participants in order to permit your organisation to submit it and that the submission complies with any internal requirements of the participants' organisations relating to the submission of such proposals. In doing so the co-ordinator accepts that the Executive Agency for Competitiveness and Innovation (EACI) takes no responsibility for the evaluation or selection of any proposal which subsequently proves not to have been authorised by the competent officials of the participants' organisation(s).

Please press the button below to have your proposal submitted.

[Press this button to submit the proposal](#)

Press on “**Press this button to submit the proposal**”.

An automatic validation check will verify the proposal. If there are no validation errors, the following will appear:

The screenshot shows the 'Validation Check' page. At the top, there is a navigation bar with 'Energy' and 'Intelligent Energy Europe' logos. Below this is a menu with 'Prepare Proposal', 'Change Password', 'Check Validation', 'Submit Proposal', and 'Logout'. The 'Submit Proposal' button is highlighted. The main content area is titled 'Validation Check' and contains the following information:

Proposal submission
The proposal with ID 229398 has been successfully submitted at 17/03/2008 19:00:05 CET

Call ID: CIP-IEE-2008
Instrument: CIP-IEE-Promo-P
Title: s

Part A forms:
A1 s
A2 Coordinator
A2 AFPCN
A3 s

Part B file:

1. EPSS_FAQ.pdf	Checksum: a27d7e1436d0bf71c1527443eb0bb261
2. ENV.xls	Checksum: 0339c22fe428d8528e0dfef6a6a39fb

Annexes:

3. FundingSchemes.pdf	Checksum: f0e804206b48b562c0b6943191e925f1
-----------------------	---

Comments: f

[return](#)

If you receive this screen, the proposal is successfully submitted. The proposal can be modified and submitted until the closure of the call. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived).

If there are blocking validation errors you'll not be able to submit the proposal and get a screen like the following:

The screenshot shows the 'Intelligent Energy Europe' website interface. At the top, there is a navigation bar with the 'Energy' logo and 'European Commission > Energy'. Below this is a secondary navigation bar with 'Links | Directorate-General for Energy and Transport | Transport | Trans-European Networks |' and 'Contact | Search on EUROPA | [What's new?] | Links |'. The main header features the 'Intelligent Energy Europe' logo and a banner image. A horizontal menu contains 'Prepare Proposal', 'Change Password', 'Check Validation', 'Submit Proposal', and 'Logout'. The 'Check Validation' menu item is highlighted, and the 'Validation Check' sub-menu is active. The main content area displays the following text:

Validation Check

Validation check: FAILED

Failure: Forms A2 Coordinator, A2 test2, A2 test3, A3 T.E.S.T. have validation errors or have not been saved. Please fix before submission.

Warning: Insufficient partners from Member States or Associated States

Failure: No Budget file present

Preliminary automatic checking has detected errors.
Your Proposal cannot be submitted

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

If there are “Warning” type of validation errors, then you can still proceed with the submission by supplying some relevant comments and click on the “Submit NOW” button:

The screenshot shows the 'Intelligent Energy Europe' website interface, similar to the previous one. The 'Check Validation' menu item is highlighted, and the 'Validation Check' sub-menu is active. The main content area displays the following text:

Validation Check

Validation check: FAILED

Automatic checking reveals potential errors in the following areas:

Warning: Minimum number of participants for this call is : 3

Warning: Insufficient partners from Member States or Associated States

If you wish, you may submit the Proposal now.
If you make further modifications you may submit again before the call deadline.

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

Tip

Simply uploading a new Part B file or modifying the A forms is **not sufficient**; the "submit" button (as well as the buttons on the pages that follow) needs to be pressed in order for the changes to be registered in the proposal package.

Pressing the "submit" button is similar to putting the envelope in the mailbox.

Proposals or modifications that have not been submitted before the deadline are not transferred for evaluation.

1.9 The History

By clicking on the “History” Tab, the record of all the actions performed while using the EPSS system appears. Thus it is possible for the co-ordinator to check when for example Partner 2 updated his A2 form.

An example of the history record before proposal submission:

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Intelligent Energy Europe

Prepare Proposal Change Password Check Validation **Submit Proposal** Logout

General Proposal Setup Part A Part B and Annexes **History**

Modification history

Date and time	Action / Form modified	Modified by:
12/03/2008 19:27:14 CET	Document ENV.xls created	Coordinator
12/03/2008 19:25:49 CET	Login attempt succeed	Coordinator
12/03/2008 19:23:56 CET	Form A3 T.E.S.T. modified	Coordinator
12/03/2008 19:23:50 CET	Form A2 T.E.S.T. modified	Coordinator
12/03/2008 19:23:28 CET	Form A2 T.E.S.T. modified	Coordinator
12/03/2008 19:22:41 CET	Form A2 test2 deleted	EPSS
12/03/2008 19:22:41 CET	Partner test2 deleted	Coordinator
12/03/2008 19:22:39 CET	Form A2 test3 deleted	EPSS
12/03/2008 19:22:39 CET	Partner test3 deleted	Coordinator
12/03/2008 19:20:29 CET	Document EPSS_FAQ.pdf created	Coordinator

[View all history Events](#)

And after the submission:

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Energy
European Commission > Energy Contact | Search on EUROPA

Links | Directorate-General for Energy and Transport | Transport | Trans-European Networks | [What's new?] | Links

Intelligent Energy Europe

Prepare Proposal Change Password Check Validation **Submit Proposal** Logout

General Proposal Setup Part A Part B and Annexes **History**

Modification history

Date and time	Action / Form modified	Modified by:
12/03/2008 19:40:16 CET	Proposal submitted	Coordinator
12/03/2008 19:39:46 CET	Form A2 AFPCN modified	Coordinator
12/03/2008 19:39:35 CET	Form A2 AFPCN modified	Coordinator
12/03/2008 19:39:24 CET	Form A2 T.E.S.T. modified	Coordinator
12/03/2008 19:39:06 CET	Form A3 T.E.S.T. modified	Coordinator
12/03/2008 19:38:51 CET	Form A2 AFPCN modified	Coordinator
12/03/2008 19:38:41 CET	Form A2 AFPCN modified	Coordinator
12/03/2008 19:38:12 CET	Form A2 AFPCN modified	Coordinator
12/03/2008 19:38:07 CET	Form A2 AFPCN modified	Coordinator
12/03/2008 19:37:53 CET	Form A2 AFPCN modified	Coordinator

[View all history Events](#)

2 EPSS Checklist

1. Choose the Call and Subscheme for which you want to apply
(http://ec.europa.eu/energy/intelligent/call_for_proposals/call_library_en.htm)
2. Via the IEE call page, register with EPSS in order to obtain a login and password well in advance of the call
3. Use the provided username and password to prepare and submit the proposal
(<https://www.epss-fp7.org/eaci-ieee>)
4. Proposal Setup – Enter Participants,
5. Fill in the Part A Forms and save the forms,
6. Upload the Part B file, the Detailed Budget and the required annexes.
7. Validate the proposal.
8. **SUBMIT THE PROPOSAL!**

3 Note for Macintosh users

The combination of OSX and Microsoft Internet Explorer may cause problems while uploading files. The directory delimiters which Internet Explorer uses are recognized as “invalid characters” by the EPSS.

Better results can be obtained using the Mozilla Firefox Browser (you can download it from <http://www.mozilla.org/download.html>). It handles the files without their pathname.

The Safari browser is NOT supported.

The Mac OS 9 is not supported.

EPSS Frequently Asked Questions (FAQ)

EPSS support Contact details: support@epss-fp7.org / +32 2 233 3760
(from 08:00 to 20:00 CET)

A. General Questions:

1. [What are my options for submitting a proposal?](#)
2. [What are the Minimum Requirements using for the EPSS application?](#)
3. [What is the difference between a Coordinator and other participants?](#)
4. [Do I need to register to use the EPSS system?](#)
5. [I have lost my password, what should I do?](#)
6. [How can I print a form?](#)
7. [What do the evaluators see?](#)
8. [Can I access EPSS directly \(not via the IEE website\)?](#)
9. [How does EPSS support two stage calls?](#)
10. [I am in an EPSS form NOT idle filling the fields and the system ejected me saying that I was idle for more than 30 minutes. I lost all the data I have filled in! Is that normal?](#)
11. [I am trying to fill the forms and the online help-hints obscure the field that I need to write in. What can I do?](#)
12. [I try to open a form in PDF format and I get an error like "...Error opening document. File not found...". What can I do?](#)
13. [I am preparing several proposals concurrently, I am using different IE7 Tabs for the different sessions and all my sessions are mixed up! Is that normal?](#)
14. [I have validation errors in the forms, how shall I fix them?](#)

B. Coordinators:

1. [How should I proceed as a coordinator? \(Roadmap\)](#)
2. [I have just registered and the system asks me to change my password. Is that normal?](#)
3. [I uploaded a wrong Part B, is it possible to delete it?](#)
4. [I uploaded a wrong Annex file, is it possible to delete it?](#)
5. [Is there any limitation on the size of the uploaded files?](#)
6. [When should I submit?](#)
7. [During submission the proposal validation check has failed. Can I still submit the proposal?](#)
8. [What happens with the filled in forms when I edit other participants in the list?](#)
9. [Which file format may I use for Part B?](#)
10. [Should I ZIP the Part B?](#)
11. [Are there any restrictions on file names?](#)
12. [Which format may I use for the Detailed Budget?](#)
13. [May I annex other files?](#)
14. [How can I check my submitted proposal?](#)
15. [I am stuck at a specific page of EPSS. What can I do ?](#)
16. [I have been ejected from the EPSS system. Is that normal?](#)

C. Other participants:

1. [How should I proceed as another participant? \(Roadmap\)](#)
2. [Why I cannot edit the A1 / A3 forms?](#)
3. [How do I find my Part A form?](#)
4. [I cannot upload the Part B file nor the annexes related to my organisation.](#)
5. [Can I change my password?](#)
6. [I am trying to login but the system does not accept my password.](#)

Questions and Answers

A. General Questions:

1. What are my options for preparing and submitting a proposal?

You can prepare and submit an application only online using the EPSS system.

2. What are the Minimum Requirements for using the EPSS application?

Proposers will access EPSS through Web Browsers.

The Minimum Requirements are:

- An SVGA screen, i.e. a screen with a resolution of 1024x768 pixels, small fonts. Users should not use the font scaling option that is available with some browsers to enlarge the font size in the A forms, as this may lead to unpredictable results while visualizing the forms
- A connection to the Internet
- Internet Explorer 6.0 and above or
- Netscape Navigator 7.0 and above or
- Opera 6.0 and above or
- Mozilla Firefox 1.0 and above or
- Mac OS X Mozilla Firefox browser for Apple Macintosh users (Mac OS 9 is not supported and Safari neither)

3. With respect to using the EPSS, what is the difference between a Coordinator and other participants'?

- Coordinators register for a specific call, define the participants of the proposal, edit electronic forms, send usernames and passwords to other participants, upload Part B files, Detailed Budget and annexes and, finally, they submit the proposal.
- Other participants use usernames and passwords for a specific call (that they receive from the coordinator), edit their own form (A2) and send their annexes to the coordinator. Other participants cannot submit the proposal.

4. Do I need to register to use the EPSS system?

Only coordinators should register. Other participants obtain the information to access the system from their coordinators.

5. I have lost my password, what should I do?

You have to click on the "Forgot your password?" link in order to reset it to the original one. Note that only coordinators can request new passwords. If you are a participant and forgot your password, you should contact your coordinator.

6. How can I print a form on my printer?

It is not possible to print a form directly from the EPSS. You need to download the desired form first as a PDF file. To download a specific form, tick the corresponding "DOWNLOAD (PDF)" box next to the form. Then click the download button and follow the onscreen instructions. Once the form is downloaded, you will be able to print it provided you have the **Adobe Acrobat Reader** installed on your machine.

7. What do evaluators see?

All proposals are printed in black and white at a resolution of 300dpi (dots per inch) before evaluation. You should download your proposal and check particularly the legibility of pictures and diagrams under these conditions.

8. Can I access EPSS directly (not via the IEE website)?

Yes it is possible to bypass the IEE call page once you have obtained a username and password. The URL to connect is: <https://www.epss-fp7.org/eaci-ieee>.

9. How does EPSS support 2 stage calls?

Where applicable, user name and passwords will remain identical for the first and for the second stage - for projects that are retained for the second stage of the call.

10. I am in an EPSS form NOT idle filling the fields and the system ejected me saying that I was idle for more than 30 minutes. I lost all the data I have filled in! Is that normal?

If the "Save" or "Validate" buttons are not pressed, the system considers the user idle because there is interaction with the system only when those buttons are pressed. Make sure that you save the form you are filling OFTEN.

11. I am trying to fill the forms and the online help-hints obscure the field that I need to write in. What can I do?

You have probably moved from one field to another using the Tab key and not the mouse. The hints appear/disappear based on the mouse movements NOT based on the field selection. Move your mouse on the screen and the help-hint that obscures the field will go away.

12. I try to open a form in PDF format and I get an error like "...Error opening document. File not found...." What can I do?

It has been observed that certain PC configurations may lead to the inability to open online the form in PDF format. The exact reason is not yet clear, but it is probably related to the PC security policies combined with the cache settings for HTTPS sessions. A work around solution is to save the form locally on the PC in PDF format and then open it.

13. I am preparing several proposals concurrently, I am using different IE7 Tabs for the different sessions and all my sessions are mixed up! Is that normal?

Due to the way that several browsers handle the cookies that are used by JAVA applications to identify user sessions, it may happen to have interference between sessions which are initiated on different tabs. Typical examples of applications that suffer from interferences are the ones that use login credentials to identify different sessions (EPSS is such an application). The browser cannot handle the different login sessions if they are opened on different Tabs; it can only differentiate them when they are opened on different browser windows. IF YOU HAVE TO PREPARE MULTIPLE PROPOSALS, YOU MUST USE DIFFERENT BROWSER WINDOWS, NOT TABS.

14. I have validation errors in the forms, how shall I fix them?

At the bottom of each form the validation errors are listed. Make sure that ALL fields have values, as all of them are mandatory. If you need to introduce a value in a field that has no meaning, use the "-" or "0" values (if the field is character or number respectively). Especially in the A3, only integer numbers are accepted, without spaces, ",", or ".".

B. Coordinators:

1. How should I proceed as a coordinator? (Roadmap)

Coordinator steps:

1. Register on the IEE website for a specific call.
2. Login to access the online EPSS.
3. Change the passwords for the coordinator and the other participants.
4. Send the usernames and passwords to the other participants.
5. Set up the proposal by entering the number of participants, their name and email addresses.
6. Edit Part A forms.
7. Edit and upload the Part B file.
8. Upload other annexes, if required.
9. Validate proposal to ensure basic checks are satisfied.
10. Submit the proposal.
11. Logout.

2. I have just registered and the system asks me to change my password. Is that normal?

Yes, the first time you login, the system asks you to change the coordinator's and partner's passwords for security reasons.

3. I uploaded a wrong Part B, is it possible to delete it?

You cannot delete a Part B file but you can overwrite it. If you upload another Part B file the previous one will be overwritten. Please remember that you must re-submit (press the SUBMIT button) after you have uploaded the new part B.

4. I uploaded a wrong Annex file, is it possible to delete it?

Yes it is possible to delete Annex files. Please note that Annex files are only permitted where they are specifically requested in the call text. All others will be ignored.

5. Is there any limitation on the size of the uploaded files?

In order to have a fast upload process and avoid possible timeout errors, it is recommended not to upload very big files. To keep sizes down, make sure that your Part B file is in PDF, avoid colour and unnecessary high resolution pictures and graphs. The average size of a Part B is 2MB. You should aim to restrict your proposal to under 3MB, and under no circumstances try to upload a file larger than 10 MB.

6. When should I submit?

You may submit your proposal at any time before call closure. As soon as you have a consolidated version you should submit it! You may continue to improve the proposal and re-submit the improved version as often as you wish up to the call closure. The submission takes place by clicking on the "Submit" button (and all buttons that follow in the subsequent pages), simply uploading or saving data is not sufficient! Do not tempt fate by waiting until the last moment!

7. During submission the proposal validation check has failed. Can I still submit the proposal?

It depends on the reasons for the failure. The proposal validation check could have warnings (e.g. non mandatory fields left blank) or errors (e.g. missing Part B, missing A forms, blank mandatory fields left blank, etc.). In the former case you can continue the proposal submission and also provide some comments regarding the warnings. In the latter case the submission is not possible.

8. What happens with the filled in forms when I edit other participants in the list?

- *Deleting a Participant:* The Participant Numbers and the Participant Types remain unchanged and the order of participants is adapted.
Note: when deleting a Participant, all associated Part A forms are deleted as well. For example, when deleting Partner 5, the A2 Participant 5 will also be deleted.
- *Adding a Participant:* A new Participant is added at the end of the list of participants, a new A2 is added automatically by the system.

9. Which file format may I use for Part B?

For the proposal content (part B) you must use exclusively PDF (portable document format, compatible with Adobe Acrobat Reader version 5 or higher, with embedded fonts). Other file formats will not be accepted by the system. Both commercial and free tools to convert files to PDF format are widely available on the Internet. Zipped (or otherwise compressed) archives will not be accepted (PDF is self-compressing, there is no gain in zipping). Most calls allow only one PDF file comprising the complete technical annex (part B) to be uploaded. You should check the call text and guide for proposers before uploading any annex. Please note that un-requested information such as company brochures, etc. will be ignored.

The PDF Part B must **not be encrypted** and the parameter that prevents printing **must not be selected**.

Note that only the co-ordinator can upload documents to EPSS.

10. Should I ZIP the Part B?

NO! PDF files are already compressed. Send the Part B only in PDF format.

11. Are there any restrictions on file names?

Use only alpha-numeric characters and the “_” character. **Do not use spaces** and **do not use any special characters** such as /, \, *, punctuation characters etc?

12. Which file format may I use for the Detailed Budget?

For the Detailed Budget you must use the template provided under "Download Budget Template". It has to be exclusively in EXCEL or EXCEL compatible format. Other file formats will not be accepted by the system. Zipped (or otherwise compressed) archives will also not be accepted. Please note that un-requested information such as company brochures, etc. will be ignored.

Note that only the co-ordinator can upload documents to EPSS.

13. May I annex other files?

You should annex exactly what is requested in the call text. With the exception of the simplified financial statement, all should be uploaded in PDF format. All templates are for download together with the template for Part B.

You are requested to annex

For each participant:

- a scan of the signed legal entity form (PDF)
- a scan of the certified copy of the legal documents (PDF)

For private participants only:

- a scan of the certified copy of the most recent balance sheets and profit and loss accounts (PDF)
- a simplified financial statement (XLS)

For the coordinator only:

- a scan of the signed and stamped financial identification form (PDF).

Note that only the co-ordinator can upload documents to EPSS.

14. How can I check my submitted proposal?

After you have submitted, you are advised to download the proposal and print it in black and white at 300 dpi resolution – Check the result: this is how your proposal will be seen by the evaluators.

15. I am stuck at a specific page of EPSS. What can I do?

Clean the Internet browser temporary files (cache) and cookies. Close your browser. Restart your session in a new Internet browser window. If the problem persists contact the EPSS Helpdesk without delay.

16. I have been ejected from the EPSS system. Is that normal?

The EPSS system automatically disconnects users that have been inactive for more than 30 minutes. Being active means clicking on “buttons” (performing a validation, save or submit operation, adding or deleting participants); entering data into the electronic forms is not accounted for. You are advised to save the form early and often. If this does not explain the reason for being ejected from the system, contact the EPSS Helpdesk without delay.

C. Other participants:

1. How should I proceed as another participant? (Roadmap)

Participant steps:

1. Receive username and password from the coordinator.
2. Login for accessing the EPSS.
3. Edit your Part A2 form.
4. Validate your Part A2 to ensure basic checks are satisfied.
5. Logout.

2. Why can I not edit the A1 / A3 forms?

Individual Participants can only edit forms that apply to themselves such as A2. Only the proposal coordinator can edit all the other forms.

3. How do I find my Part A form?

After logging in, navigate to the Part A tab and edit the form that indicates your name as provided by the coordinator or go to Proposal setup and see the forms that are associated with each Participant. Only A2 forms can be edited by the Participants.

4. I cannot upload the Part B file nor the annexes related to my organisation.

Only the coordinator has the permission to upload files. Other participants have to send the required annexes regarding their organisation to the coordinator. However, the other participants can access and download the files.

5. Can I change my password?

No, only the coordinator can change passwords.

6. I am trying to login but the system does not accept my password.

Contact the proposal coordinator to check if he/she has changed the other participant's password.