



**MINISTER OF UNIVERSITY AND RESEARCH**

**Notice Young Researchers – ERC Principal Investigators**

**USER MANUAL**

<https://gea-erc-PI-mur.gov.it>

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## Platform access

The user accesses the platform for the Notice Young Researchers by Login. It is possible to access the online application window using SPID digital identity, CNS smart card, or Electronic ID card (CIE). If the user does not have a SPID digital identity, CNS smart card, or CIE it must necessarily make a request to one of the relative providers or bodies in charge.



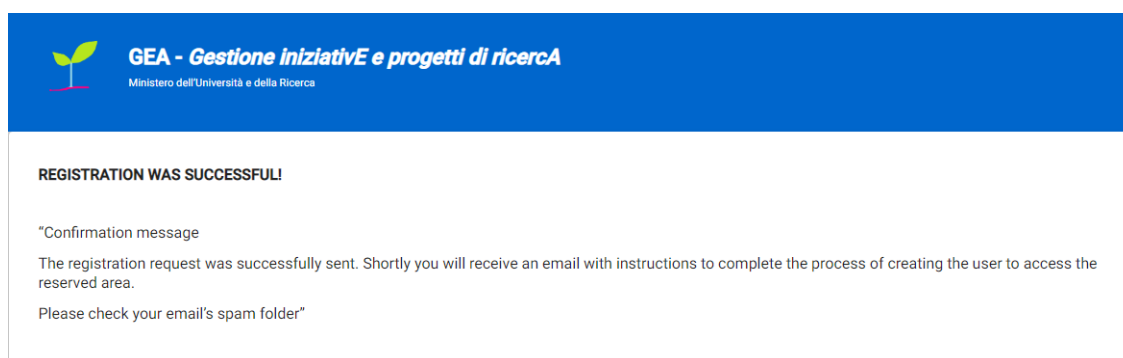
European/extra European citizens, without a digital identity will have to register in the “Signup” section and enter their user credentials, Sign in name and Password in the dedicated fields, and click on “Sign in”.

To register “Signup” the user will have to complete the following fields:



Once filled the form and once accepted the privacy disclaimer, the user will click on the “Confirm” button to submit the registration.

Once clicked on “Confirm”, the user will see the following confirm message:

A screenshot of a web page with a blue header. The header contains a green plant logo and the text "GEA - Gestione iniziative e progetti di ricerca" and "Ministero dell'Università e della Ricerca". The main content area is white and contains the text "REGISTRATION WAS SUCCESSFUL!" followed by a confirmation message and instructions to check the spam folder.

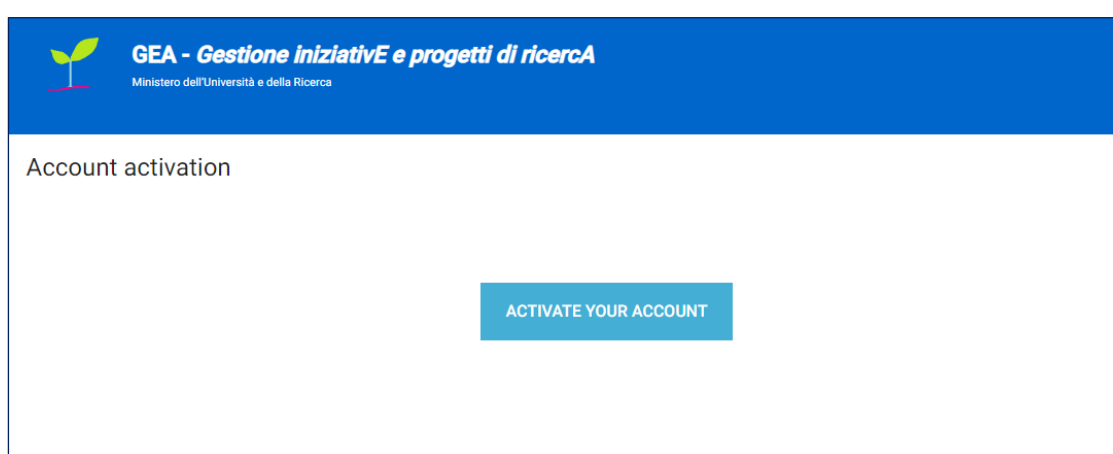
**REGISTRATION WAS SUCCESSFUL!**

"Confirmation message

The registration request was successfully sent. Shortly you will receive an email with instructions to complete the process of creating the user to access the reserved area.

Please check your email's spam folder"

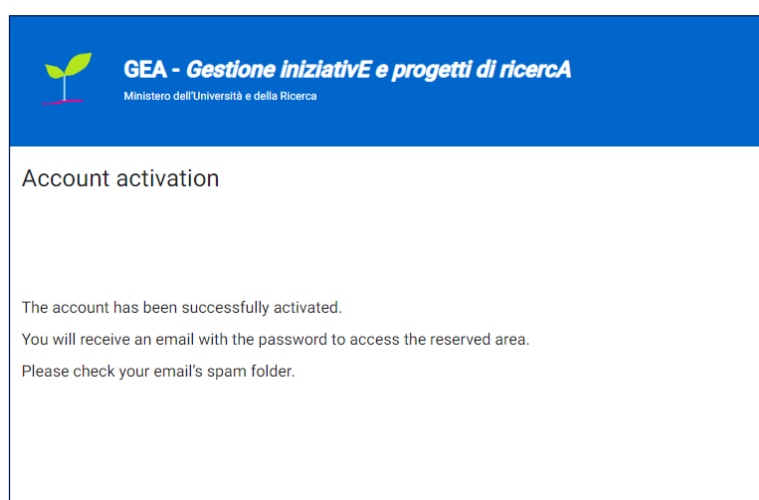
The system will send a confirmation email to the address added from the user. The user will click on "ACTIVE YOUR ACCOUNT" to complete the operation.

A screenshot of a web page with a blue header. The header contains a green plant logo and the text "GEA - Gestione iniziative e progetti di ricerca" and "Ministero dell'Università e della Ricerca". The main content area is white and contains the text "Account activation" and a blue button labeled "ACTIVATE YOUR ACCOUNT".

Account activation

ACTIVATE YOUR ACCOUNT

The user will receive a confirmation email with a temporary password. This password is required for the first access into the platform.

A screenshot of a web page with a blue header. The header contains a green plant logo and the text "GEA - Gestione iniziative e progetti di ricerca" and "Ministero dell'Università e della Ricerca". The main content area is white and contains the text "Account activation" followed by a confirmation message and instructions to check the spam folder.


Account activation

The account has been successfully activated.

You will receive an email with the password to access the reserved area.

Please check your email's spam folder.

Using the URL <https://gea-erc-host.mur.gov.it> the user will access to the platform using the e-mail and the temporary password. Once logged in, the user will choose a new password.




Password

New Password

Confirm New Password

[Continua](#) [Annulla](#)

The account activation must be done within 48 hours of receiving the email or the stand-by account will be deleted. If the user has clicked on the link “Forgot your password” in the login page as in the following image:



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To continue browsing you need digital identification, which will allow you to access the incentive platforms, send requests for information, subscribe to webinars etc. You can access through the Digital Identification System of your choice: SPID (Public Digital Identity System), Electronic Identity Card (CIE) or National Service Card (CNS). Therefore, Invalita cannot release or renew old credentials. The proper functioning of the digital identification system is the competence and responsibility of the operator who has issued the digital identity to the user. Invalita is not responsible for any problems, malfunctions and failures related to the digital identity, for the authentication purpose on the platforms and access to online services. Before accessing the reserved area, the user is invited to consult the [policy privacy](#) of the Invalita Group. Credentials


[SPID](#) [CIE](#) [CNS](#) [Sign in](#)

Sign in name

Password

[Accesso](#) [Forgot password?](#)

The User will be redirected to a Reset Password page, and asked to insert the email address used in the registration phase and will receive a new password.



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### Reset password

“Have you forgotten your credentials?  
Enter your email address and you will receive your credentials in your inbox”.

Enter your email

[CONFIRM](#)

Clicking on “confirm”, the user will see the following message:

The password change request was successfully sent. You will soon receive an email with the instructions to complete the process to change your password. Please check your email's spam folder.

The system at the time of confirmation, sends an e-mail to the address provided by the user, with the temporary password.

At this point the user must log in as European/extra European citizen using the URL <https://gea-erc-host.mur.gov.it> inserting the user credentials, e-mail address and temporary password (to be modified at the first access).

**Note1:** *It is advisable to use the Google Chrome browser in order to be able to complete the application using the optimal performance of the platform,*

**Note2:** *if you decide to use CNS access you may experience login problems due to the characteristics of the authentication device used. It is therefore advisable to access using incognito mode. If you have further problems, contact your device provider to check for updated drivers.*

## Home Page and application

Once logged the user will be directed to the GEA site.



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**Avviso Young Researchers - ERC**  
 Ministero dell'Università e della Ricerca

Home Contact Forms User Manual Logout

The eligible subjects are the Principal Investigators who have won the **European Research Council - ERC Starting Grant** under the Horizon 2020 and Horizon Europe Framework Programs and have chosen a foreign Host Institution as their headquarters.

**WHAT IT IS**

The Notice aims to support the research activities of young researchers who have won the European Research Council - ERC Starting Grant under the Horizon 2020 and Horizon Europe framework programs.

The financial endowment for the year 2022 is equal to 100,000,000.00 (one hundred million / 00) - of which at least 40 million euros are allocated to Southern regions - to finance 100 research projects.

**REQUIREMENTS**

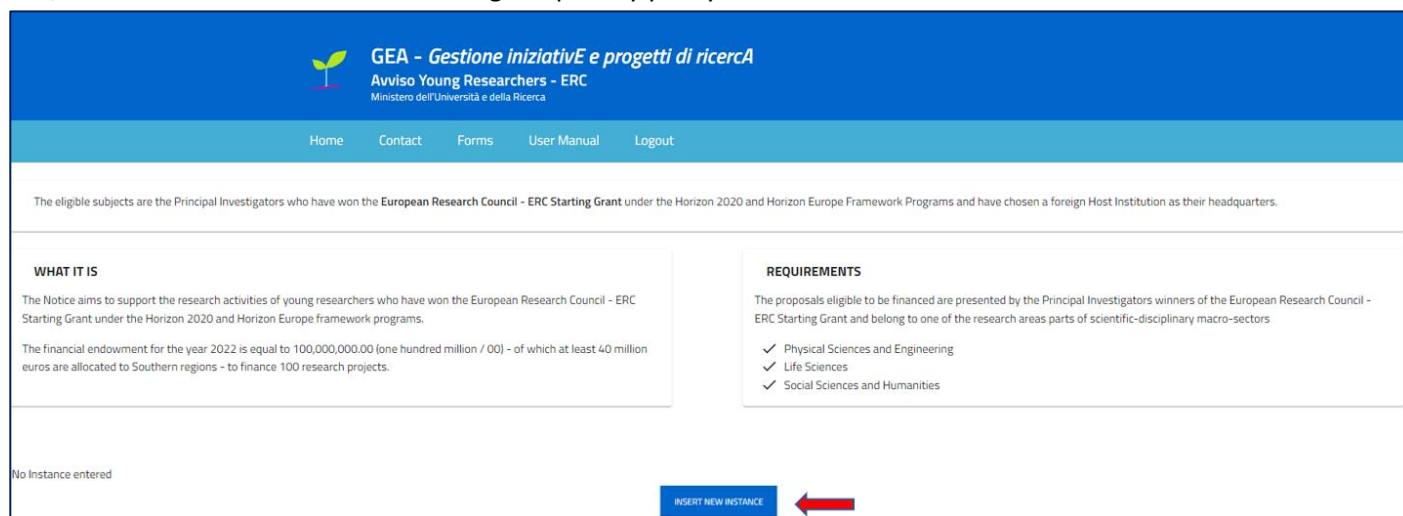
The proposals eligible to be financed are presented by the Principal Investigators winners of the European Research Council - ERC Starting Grant and belong to one of the research areas parts of scientific-disciplinary macro-sectors

- ✓ Physical Sciences and Engineering
- ✓ Life Sciences
- ✓ Social Sciences and Humanities

From the top menu the user can navigate the sections of the site. In detail, by clicking on:

- **Home**, the user returns to the Notice home page, where it can view the applications under compilation, those sent and those cancelled;
- **Contact**, the user will display the references to contact in case of technical problems occurred during the completion of the application and/or to obtain administrative clarifications;
- **Forms**, the user will display the GEA site page, where it will be possible to consult and download the forms necessary for the submission of the application;
- **User Manual**, the user will download the application manual;
- **Logout**, the user leaves the site.

At the first access to the platform, clicking on “Insert new Instance”, the user displays the information on the processing of personal data pursuant to Articles 13 and 14 EU Regulation 679/2016 and to Legislative Decree n. 196/2003. To continue the User must flag the privacy policy check box.



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- ✓ Physical Sciences and Engineering
- ✓ Life Sciences
- ✓ Social Sciences and Humanities

No Instance entered

**INSERT NEW INSTANCE**

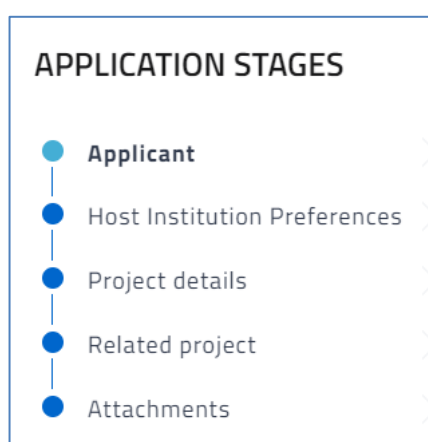
#### PROCESSO DECISIONALE AUTOMATIZZATO

Non ricorre alcun processo decisionale automatizzato e quindi non risultano applicabili le disposizioni di cui all'art. 22 del Regolamento UE 679/2016.

Ultimo aggiornamento: Roma, 24 agosto 2022

☐ By checking the box, the user automatically expresses the confirmation of having read the above information.

A “Confirm” button will appear, by clicking on it it will be possible to proceed with the e application. In order to submit an application, the user must complete the relative sections. It is possible to navigate through the different sections using the menu on the right side of the screen.



**Note:** during the creation of an application, if not all the sections of the question have been filled in, if the user tries to access the "Attachments" section, the system will generate several error messages (refer to chapter Final checks).



## Applicant

In the “Applicant” section the applicant’s data will be automatically entered.

The “Applicant” section consists in the following subsections:

- Anagraphic
- Residence

Applicant

1
Anagraphic

Name
Surname
Mario
Rossi
Place of birth
Date of birth
NAPOLI
12/1/1988
Tax code
Gender
Male
E-mail
Phone number
PEC

2
Residence

SAVE

The Residence subsection is different according to the residence of the applicant. If the applicant is resident in Italy, the following fields will be displayed:

Applicant

Anagraphic

2
Residence

Resident in Italy
Yes
Region
Province
City
Address
ZIP Code
Street number
0 / 5

SAVE

If the applicant is resident in a country other than Italy, the following fields will be displayed:

Applicant

Anagraphic

Residence

Resident in Italy

Foreign residence address

SAVE

Once entered all the required and mandatory information, click on Save. Please note that it is always necessary to perform the saving operation before proceeding to the compilation of the next tab, in order to not lose the data entered.

If there are errors or fields required not filled the system generates alert messages in the concerned fields. The save operation will be disabled.

## Host Institution Preferences

The Host Institution Preferences Info section consists of the following fields:

Host Institution Preferences

Macro sector
Sector

No job positions selected

Job positions available: 0

SAVE

It is possible to search vacant and available positions by filling in the following fields:

- Macro sector: the user chooses the macro sector among the values allowed;
- Sector: selectable only after filling in the Macrosector field. The values reported within the sector are filtered based on the Macro-sector previously selected.

It will be possible to display all the open positions.

The order of preference must be indicated.

Host Institution Preferences

Macro sector
Sector

No job positions selected

Job positions available: 7

Id	Host institution	Region	Geographic Area	Department/ Institute	Position type	Priority setting
129	BOCCONI MATEMATHIC	Trentino-Alto Adige	Central/Northern Regions	geofisica	Associate Professors	+
130	BOCCONI MATEMATHIC	Lombardia	Central/Northern Regions	geologia	Researcher (Second professional level)	+

Items per page: 5
6 – 7 of 7
|< < > >|

SAVE

The order of preference can be selected through a drop-down menu ("Priority setting") after clicking on the "+"

symbol associated with the individual positions.

Host Institution Preferences

Macro sector

Life Sciences

Sector

LS1 Molecules of Life: Biological Mechanisms, S...

Selected job positions: 2

Id	Host institution	Region	Geographic Area	Department/ Institute	Priority level	
129	BOCCONI MATEMATHIC	Trentino-Alto Adige	Central/Northern Regions	geofisica	≡ 1	✕
130	BOCCONI MATEMATHIC	Lombardia	Central/Northern Regions	geologia	≡ 2	✕

Job positions available: 5

Id	Host institution	Region	Geographic Area	Department/ Institute	Position type	Priority setting
114	HOST INSTITUTE NAME	Veneto	Central/Northern Regions	DEPARTMENT/INSTITUTE 4	Associate Professors	+

#### Attention:

- If the number of available positions for the chosen sector is  $\leq 3$ , the user must select all the available positions;
- If the number of available positions for the chosen sector is  $> 3$ , the user must select  $n.3$  positions.
- In the event that the number of positions for the chosen sector is  $> 3$  and among the available positions there is at least one located in the South, the user must select at least one position located in the Geographic Area "Southern regions".

Once entered all the required and mandatory information, click on Save. Please note that it is always necessary to perform the saving operation before proceeding to the compilation of the next tab, in order to not lose the data entered. If there are errors or fields required not filled the system generates alert messages in the concerned fields. The save operation will be disabled.

## Project details

In the “Project details” section the following mandatory fields must be entered:

Project details

Project title

Macro sector/Sector

Reference call for tender
Financed project value
€

Date of notification of project’s admission to f...
Data of Grant agreement subscription

Grant Agreement ID Code

Project start date
Project end date

Score obtained

Abstract
0 / 3000

SAVE

Once entered all the required and mandatory information, click on Save. Please note that it is always necessary to perform the saving operation before proceeding to the compilation of the next tab, in order to not lose the data entered.

If there are errors or fields required not filled the system generates alert messages in the concerned fields. The save operation will be disabled.

## Related project

In the "Related project" section the following mandatory fields must be entered:

Related project

1

Related project details

Project title

Duration (in month)

Keywords

Abstract

Total requested contribution

0 / 3000

0,00

€

SAVE

In the event that in the field "Total requested contribution" an amount between € 200,000 and € 300,000 is entered, the system will show in real time the additional form "Cost table".

To complete the saving of the data entered in this section:

- The total of the "Requested contribution" column of the cost table must be equal to what is contained in the "Total requested contribution" field.
- The total of the "Project cost" column of the cost table must be greater/equal to what is contained in the "Total requested contribution" including the single cost items and the cost total.

Related project

Related project details

2 Cost table

Type of costs	Project cost	Requested contribution
Personnel Costs		
Principal Investigator	0,00 €	0,00 €
Additional non-tenure-track researcher	0,00 €	0,00 €
Purchase Costs		
Travel and subsistence	0,00 €	0,00 €
Equipment	0,00 €	0,00 €
Other goods, works and services	0,00 €	0,00 €
Subcontracting Costs	0,00 €	0,00 €
Indirect costs	0,00 €	0,00 €
<b>Total</b>	<b>0,00</b>	<b>0,00</b>

Total requested contribution must be equal to 200.000,00

SAVE

Once entered all the required and mandatory information, click on Save. Please note that it is always necessary to perform the saving operation before proceeding to the compilation of the next tab, in order to not lose the data entered. If there are errors or fields required not filled the system generates alert messages in the concerned fields. The save operation will be disabled.

## Final checks and submission of the application

By clicking on Attachments, the system may report that the user has not filled in all the forms or that the data entered in the application are not adequate. In this case an error message indicating the missing information will appear.

Attachments

❗ Applicant

• Field not filled

❗ Host Institution Preferences

• Field not filled

❗ Project Details

• Field not filled

❗ Related Project

• Field not filled

APPLICATION STAGES

● Applicant

● Host Institution Preferences

● Project details

● Related project

● Attachments

Home

Only after correcting eventual anomalies, the section for the generation of the application will be visible.

In the “Attachments” section the list of tasks to be performed in order to proceed with the submission of the application will be visible.

Please note that for applicants without a certified digital identity (ex. Public Digital Identity System - SPID) it is mandatory to upload an Identity Card.



## Attachments

You have finished filling out the application.

The next steps for submitting and closing the application are:

1. Generation of the application in pdf
2. Local saving of the generated application in pdf
3. Digital signature of the generated application in pdf
4. Upload of the generated and signed application to the system
5. Upload all mandatory attachments to the system
6. Closing and submitting the application



**Warning: using special characters (ex. '&></\') in the application may lead to conversion problems and generate some unwanted characters in the PDF format.**

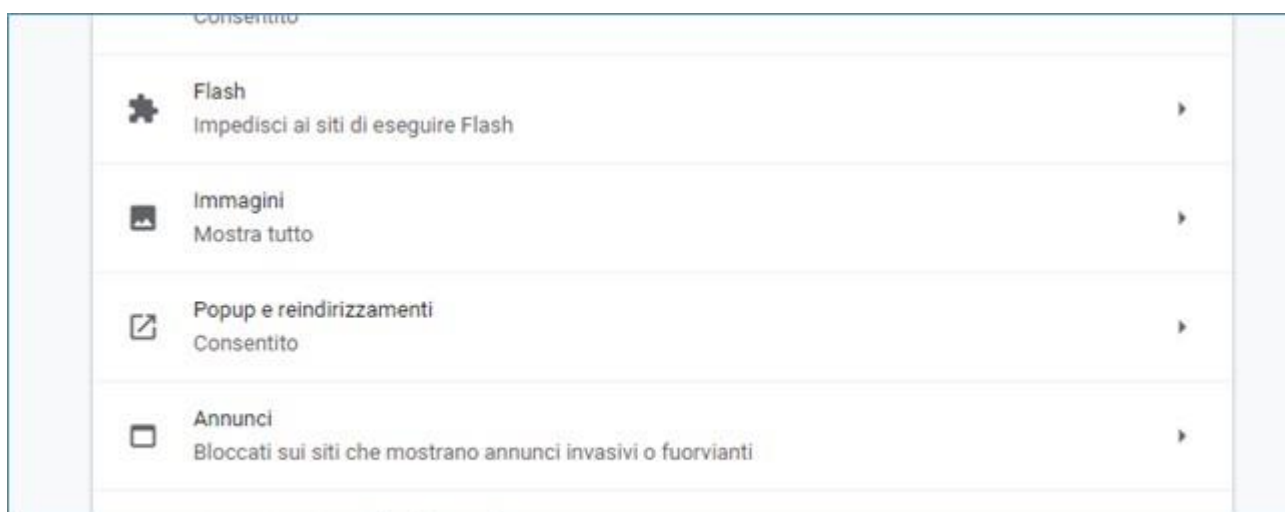
**GENERATE APPLICATION**

At the end of the page there is the "Generate application" button that allows you to download the application format in pdf.

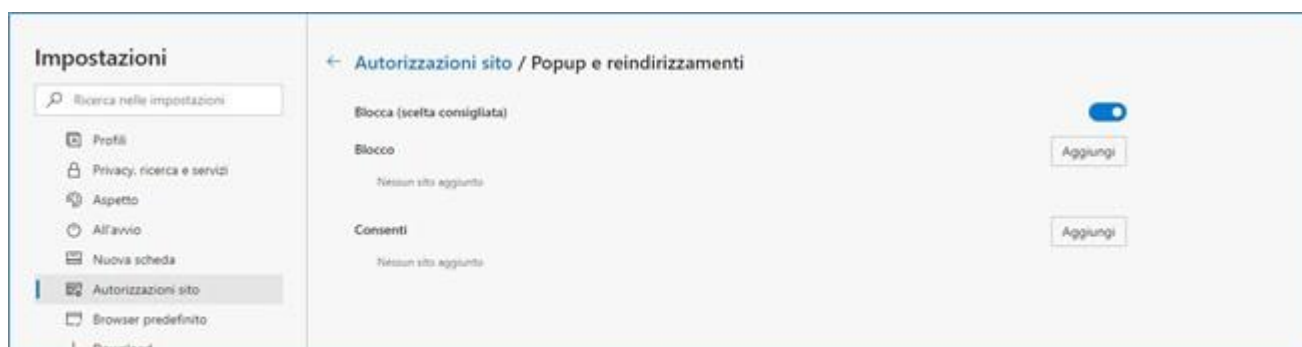
**Note:** to allow the platform to generate the application, check that popup blocking is not active.



**Impostazioni popup Mozilla**



**Impostazioni popup Chrome**




**Impostazioni popup Edge**

After the application is generated, all previously completed sections will be read-only and no longer editable.

After the generation of the application pdf, the user can regenerate the question format by clicking on the "Regenerate Application" button (a new pdf file will be saved), or choose to modify the data by clicking on the "Edit Application Data" button. In this case all the sections will be editable again.

Attachments



The maximum size of the attached documents is 20 MB.  
The loading time may be high due to the large number of competing requests.

Select the document type

UPLOAD


Attachments list to upload

Description	Digital signature required	Multiple uploading	Document type
Instance	No	No	pdf o p7m
Evaluation summary report	No	No	pdf o p7m
Applicant's CV	No	No	pdf o p7m
First submission	No	No	pdf o p7m
Declaration of compliance with the DNSH principle (Attachment 2A)	No	No	pdf o p7m
Ethics declaration / checklist signed by applicant (Attachment 3A)	No	No	pdf o p7m
Project proposal (Attachment 6A)	No	No	pdf o p7m

REGENERATE APPLICATION

EDIT APPLICATION DATA

SUBMIT APPLICATION



**Warning for the verification of digital signatures:**  
to verify the validity of your digital signature, it is recommended to use the tools indicated by the Agency for Digital Italy (AgiD) at the following [link](#).

By clicking on "Edit Application Data", the user displays an alert message warning him of the need to delete and reload the attached files in case of change of the information in them, paying particular attention to **regenerate the application format and to load the new system version**.

## Warning

Reopening the request will result in the loss of all attachments.

Continue?

CANCEL

OK

In the same section it is possible to see the table with the list of attachments that must be loaded to proceed with the submission of the application. Each time the user uploads one of the mandatory attachments, this table is updated showing the mandatory documents still to be uploaded to the platform.

Select the document type

UPLOAD

### Attachments list to upload

Description	Multiple uploading	Document type
First submission	No	pdf o p7m
Declaration of compliance with the DNSH principle (Attachment 2B)	No	pdf o p7m
New Project proposal (Attachment 5B)	No	pdf o p7m
Preliminary agreement between Host Institution and applicant (Attachment 6B)	No	pdf o p7m
Evaluation Report (HI) (Attachment 7B)	No	pdf o p7m

REGENERATE APPLICATION

EDIT APPLICATION DATA

SUBMIT APPLICATION

To upload the attachments, you must select the type of document you want to upload to the system, using the drop-down menu called "Select the document type". select the attachment type to load and click the UPLOAD button.

Select the document type  
First submission

UPLOAD

Mandatory annex

Yes

Allowed file extensions

pdf o p7m

Multiple uploading

No


Description

First submission

Through this operation, the user accesses the form for uploading attachments:

### Upload attachments

Description: **Application format**
 Mandatory attachment: **SI**
 Allowed file extensions: **pdf o p7m**
 Multiple uploading: **No**



Drag you file here

or

UPLOAD FILE


CLOSE

SAVE

The user, by clicking on the "Upload file" button, can select the necessary file and, after the upload, the "Save" button is enabled. Once the file is loaded you can delete it before sending.

### Upload attachments


Description: **Application format**
 Mandatory attachment: **SI**
 Allowed file extensions: **pdf o p7m**
 Multiple uploading: **No**



Drag you file here

or

UPLOAD FILE

Name	State
First submission	

CLOSE

SAVE

The loading operation can be done either by pressing the "Upload file" button or by dragging the file into the appropriate box.

When loading an attachment, the system also reports any errors or anomalies by an alert message.

Drag your file here  
or

UPLOAD FILE

Name	State
Pdf di prova (1).pdf	A file with this name already exists

CLOSE SAVE

Only after loading all the required attachments, the "Submit Application" button will be visible.

Select the document type

UPLOAD

REGENERATE APPLICATION

EDIT APPLICATION DATA

SUBMIT APPLICATION

By clicking on "Submit Application", the system will ask the user to confirm the action, indicating that after sending it will not be possible to make any changes to the application.

Warning

Once the application has been submitted, no changes can be made. Verify the correct affixing of the digital signature on the application and in all the annexes where the application is requested.

Continue?

CANCEL

OK

After clicking OK, the user displays the protocol number assigned to the application, with the day and date of the submission.

✓

The application was sent on 14/09/2022 10:45:27.

The assigned GEA - protocol number is ERC-PI\_0000003.

## Receipt of the application

Once the question has been sent, it will appear with "Sent" status. By accessing from the Home Page the User Displays the button "download confirm sending"



Instance ID	81E6DA10	DETAIL
Creation date	14/09/2022	DOWNLOAD CONFIRM SENDING
Host Institution Name	n/d	
Submission date	14/09/2022	
Status	Sent	

This button allows the user to download the receipt of the application with the related protocol code and the date and time of its submission.

## View, Edit or Delete Application


On the home page the user displays a summary table composed of the following columns:

- Code: identification code of the instance generated automatically by the system;
- Creation Date: system date on which the application was created;
- Status: the status are the following:
  - o “Sent”: the instance has been sent. In this state the position is viewable read-only;
  - o “Instance in Progress”: the instance has been created, but not sent. In this state the position is editable;
  - o “Cancelled”: the instance has been canceled. The position can only be read-only;
- Date of Submission: date on which submission to the system of the request took place (date on which the request was registered);
- Protocol: instance protocol (generated only after sending);
- Detail: from which operations “Detail/Download Confirm Sending” e/o “Delete” may be carried out.

Code	Creation date	Status	Date of submission	Protocol	Detail
91752FCBA	29/08/2022	Instance in progress	Not yet submitted		
673816E9	30/08/2022	Instance in progress	Not yet submitted		

Items per page: 5 1 - 2 of 2 |< < > >|

[INSERT NEW INSTANCE](#)

By clicking on the icon  , the user displays the detail of the application.

There are two buttons:

- “Detail” , allows the user only the display of the application in case of "Instance in progress" or "Cancelled" status, instead allows the edit in case of "Instance in progress" status;
- Delete , allows the user to delete the application, only if the application is NOT in the "Sent" status.



Home   Contact   Forms   User Manual   Logout		
Instance ID	BAA5A2D7	DETAIL
Creation date	26/08/2022	
Host Institution Name	n/d	
Submission date	n/d	
Status	Instance in progress	DELETE

By clicking on the "Detail" button, the user displays the sections that make up the stages of the application and, where necessary, modify in case of "Instance in progress" status.

By clicking on the "Delete" button, the user displays a Warning that requires confirmation of the operation being carried out.

**Warning**

Are you sure you want to cancel the selected application?

Continue?

CANCEL OK

By clicking on the "OK" button, the application is canceled, remaining visible to the applicant in the summary table on the home page, in the "Cancelled" status, it is visible to the user read-only.

The system returns the message confirming the operation.

Code	Creation date	Status	Date of submission	Protocol	Detail
50B088EB	25/08/2022	Sent	31/08/2022	MSCA_0000005	<a href="#">/</a>
F5EC9253	25/08/2022	Cancelled	Not yet submitted		<a href="#">/</a>
F4E62677	26/08/2022	Cancelled	26/08/2022	MSCA_0000001	<a href="#">/</a>
BAA5A2D7	26/08/2022	Cancelled	Request successfully canceled.		<a href="#">/</a>

By clicking on "Cancel", the modification is saved and the system stores the operation carried out.

For any technical support please contact [gea@mur.gov.it](mailto:gea@mur.gov.it)