Finanziato dall'Unione europea
NextGenerationEU

MUR

# MINISTER OF UNIVERSITY AND RESEARCH

## Notice Young Researchers - Marie Skłodowska-Curie Actions

# USUER MANUAL

https://gea-mcsa.mur.gov.it

# Sommario

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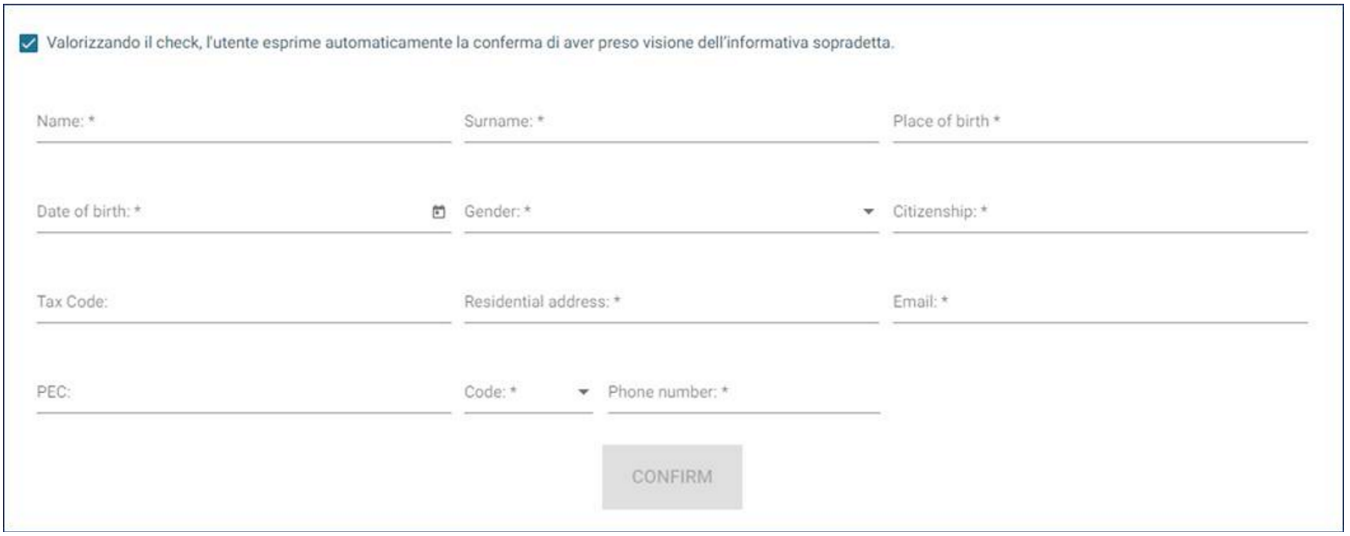
## Platform access

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.

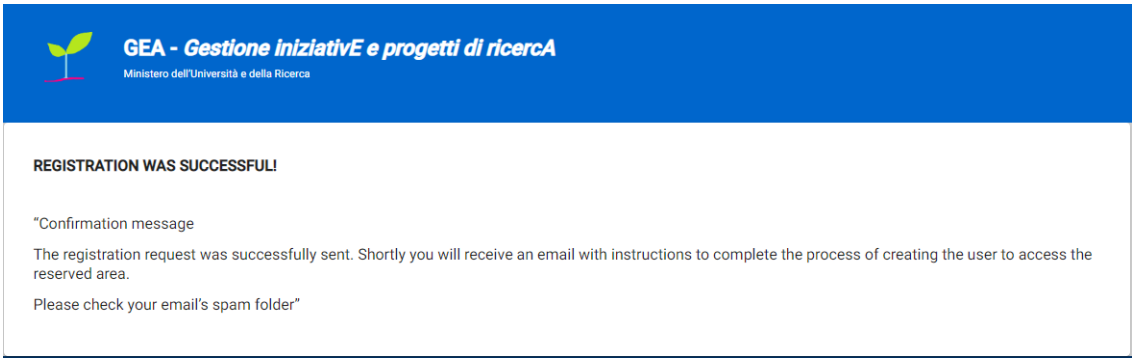
European/extra European citizens, without a digital identity will have to register in the “Signup” section and enter their user credentials, Sign in name and Password in the dedicated fields, and click on “Sign in”.

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

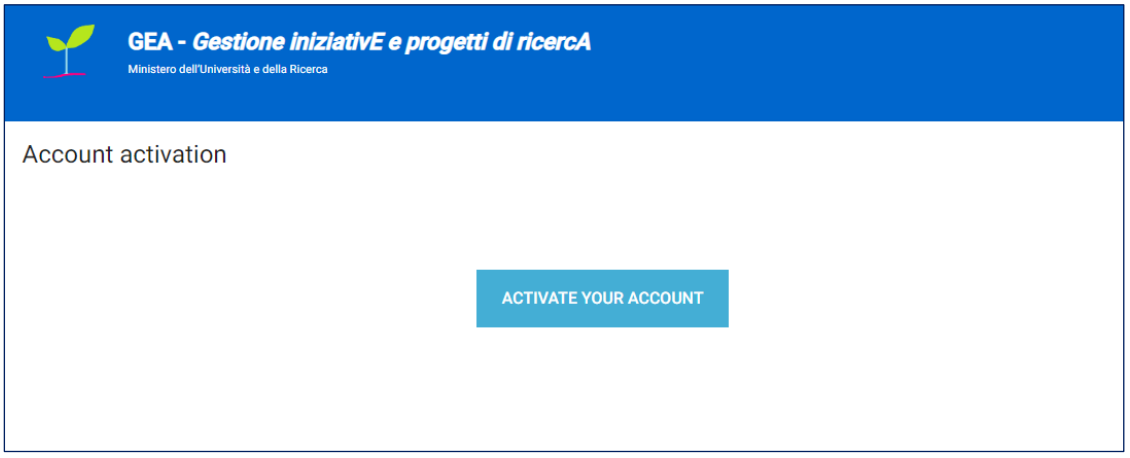



Once filled the form and once accepted the privacy disclaimer, the user will click on the “Confirm” button to submit the registration.

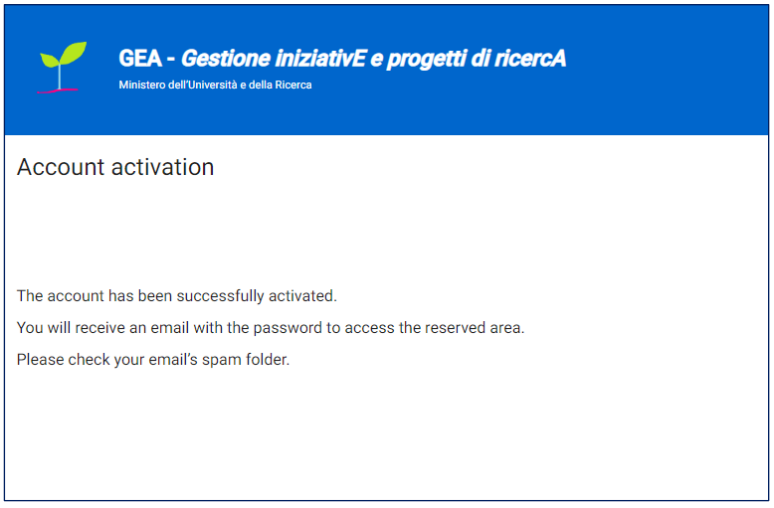
Once clicked on “Confirm”, the user will see the following confirm message:




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.




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

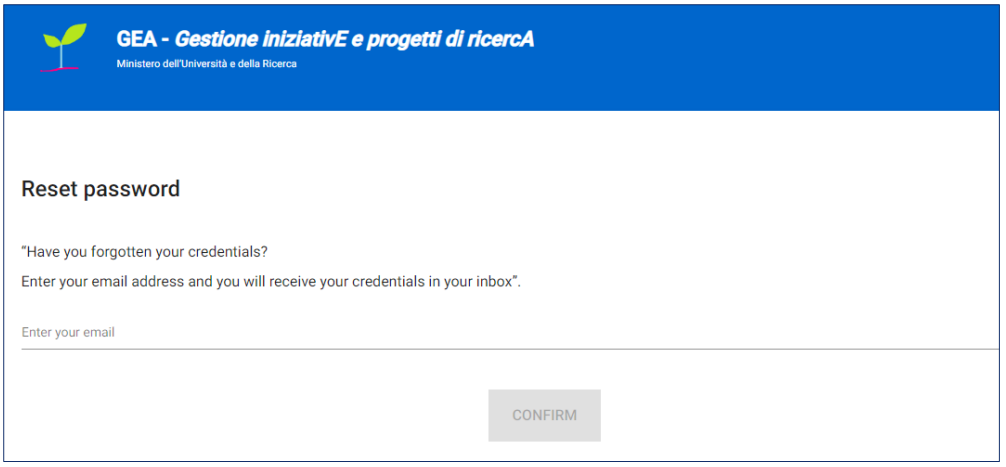



Using the URL https://gea-erc-host.mur.gov.it the user will access to the platform using the e-mail and the temporary password. Once logged in, the user will choose a new password.

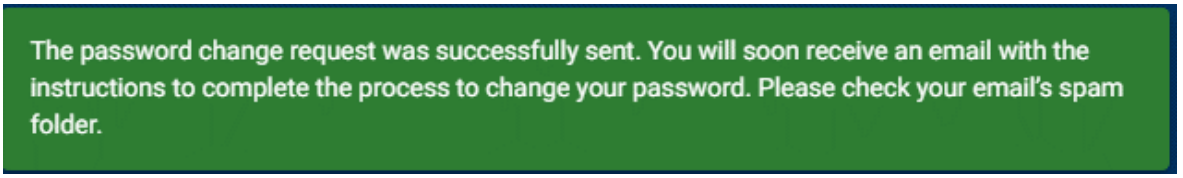
The account activation must be done within 48 hours of receiving the email or the stand-by account will be deleted.

If the user has clicked on the link “Forgot your password” in the login page as in the following image:

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.



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



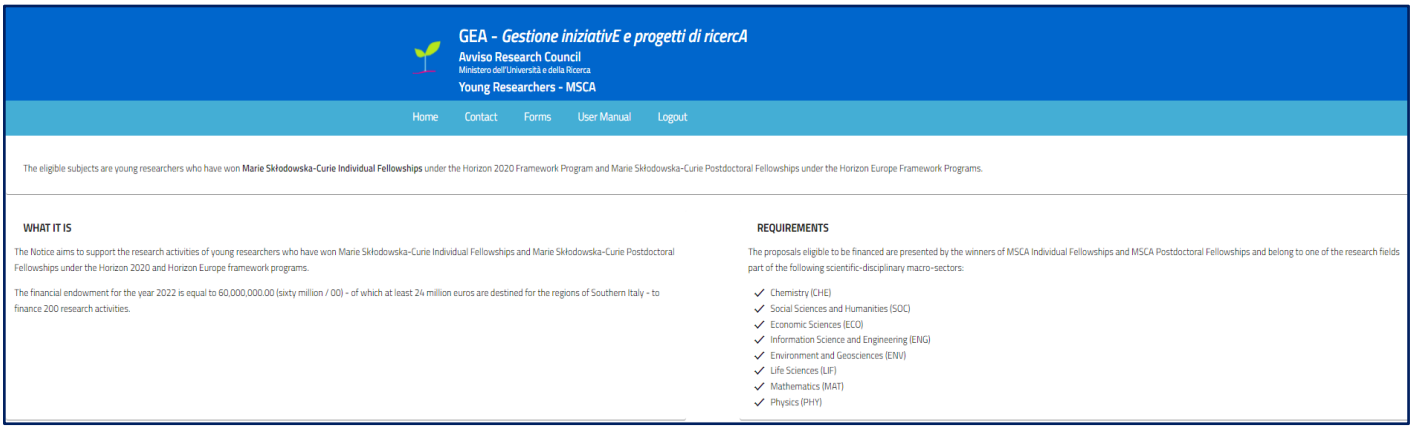

The system at the time of confirmation, sends an e-mail to the address provided by the user, with the temporary password.
At this point the user must log in as European/extra European citizen using the URL https://gea-erc-host.mur.gov.it inserting the user credentials, e-mail address and temporary password (to be modified at the first access).

***Note1:*** *It is advisable to use the Google Chrome browser in order to 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

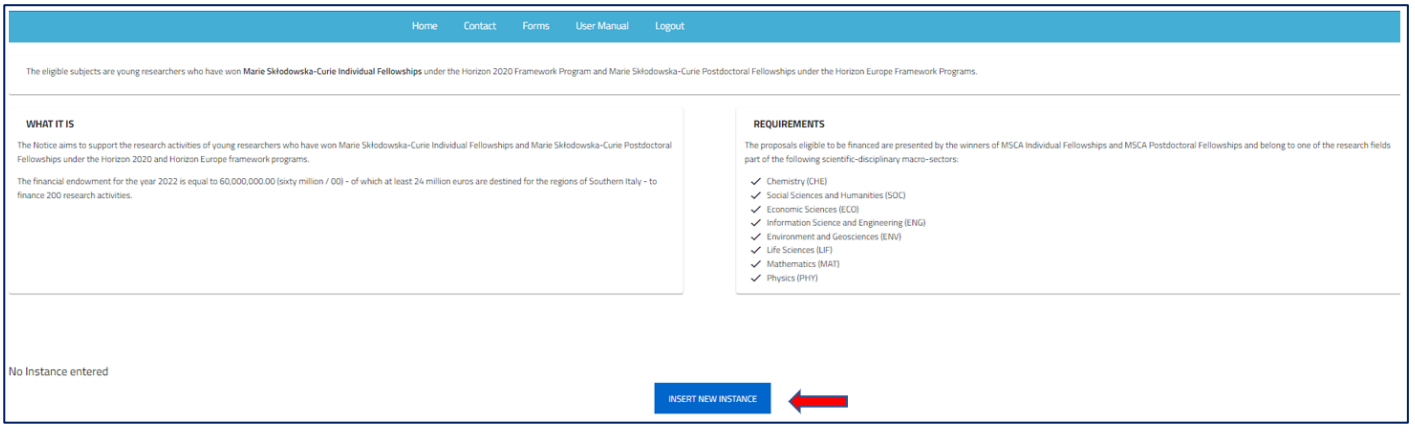
Once logged the user will be directed to the GEA site.

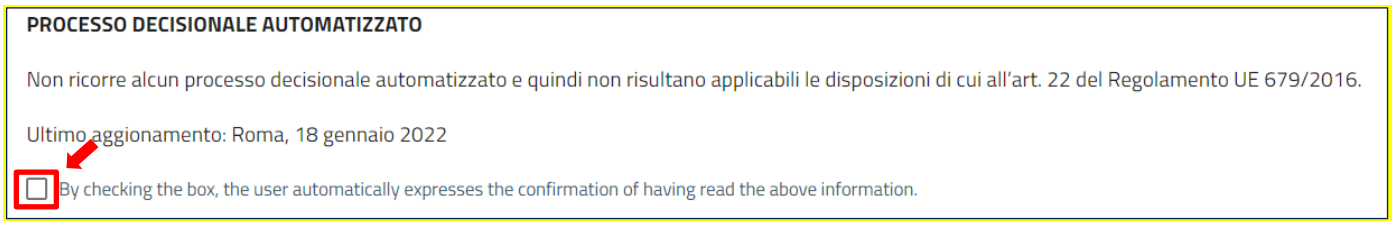



From the top menu the user can navigate the sections of the site. In detail, by clicking on:

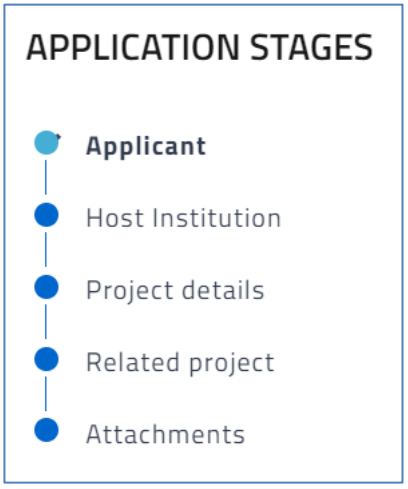
- **Home**, the user returns to the Notice home page, where it can view the applications under compilation, those sent and those cancelled;
- **Contact**, the user will display the references to contact in case of technical problems occurred during the completion of the application and/or to obtain administrative 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 Istance", 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.






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.



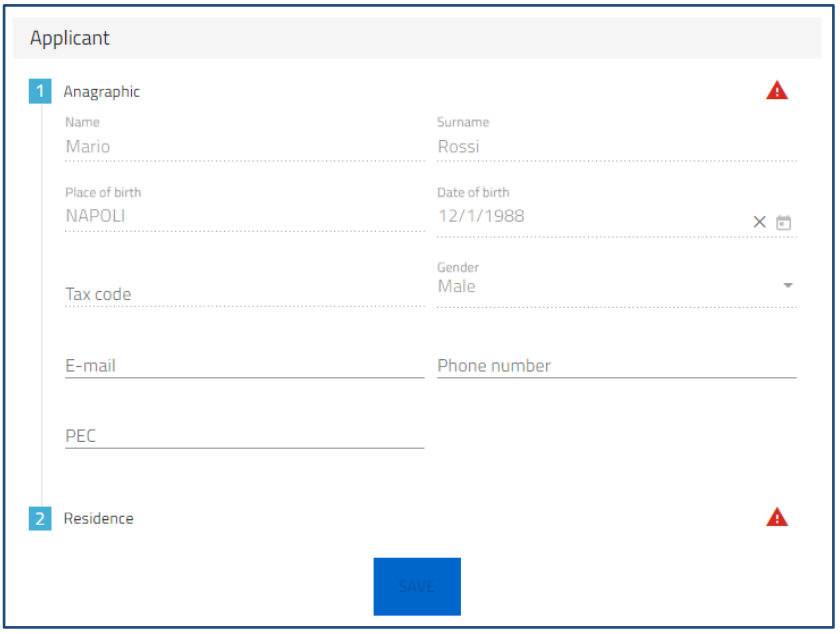

***Note:*** *during the creation of an application, if not all the sections of the question have been filled in, if the user tries to access the "Attachments" section, the system will generate several error messages (refer to chapter Final checks).*

## Applicant

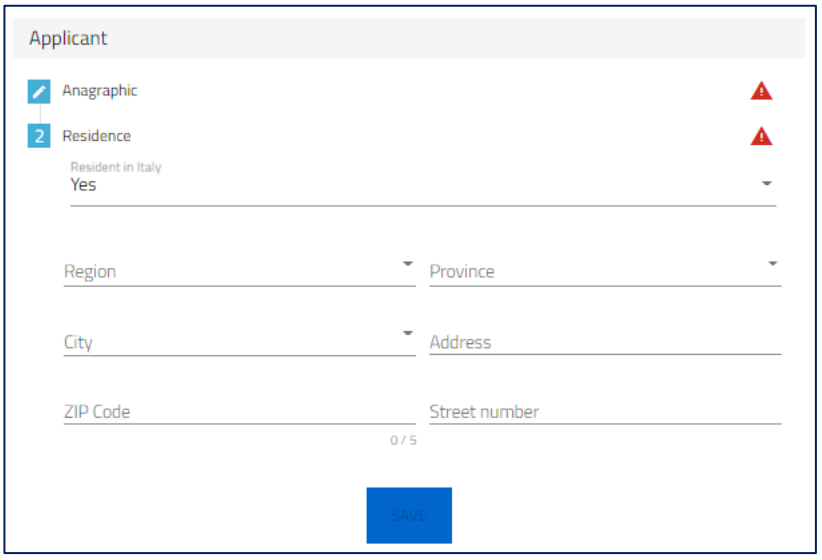
In the “Applicant” section the applicant’s data will be automatically entered.

The “Applicant” section consists in the following subsections:

- Anagraphic
- Residence




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:



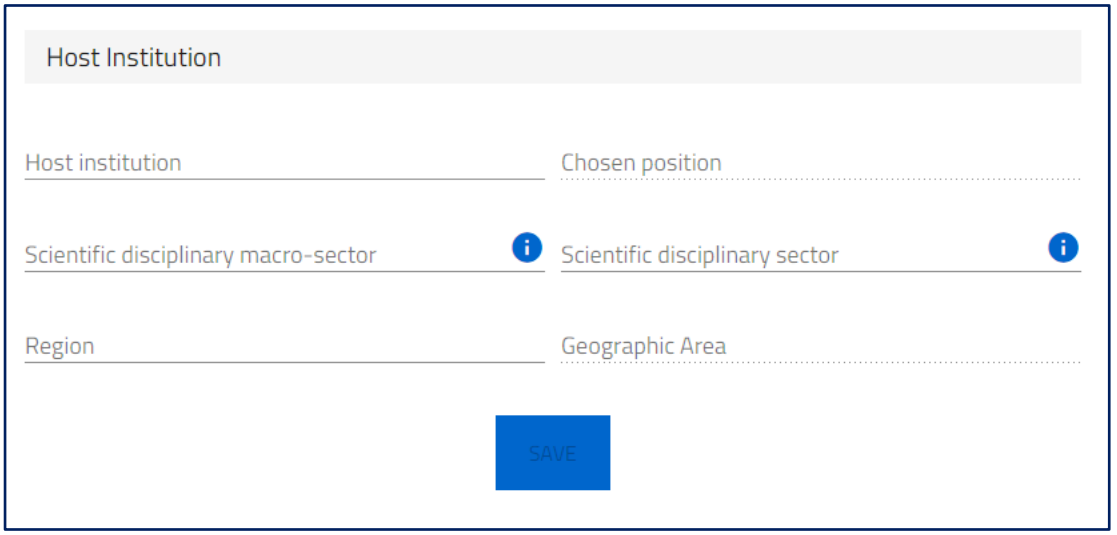

If the applicant is resident in a country other than Italy, the following fields will be displayed:

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

The Host Institution Info section consists of the following fields:



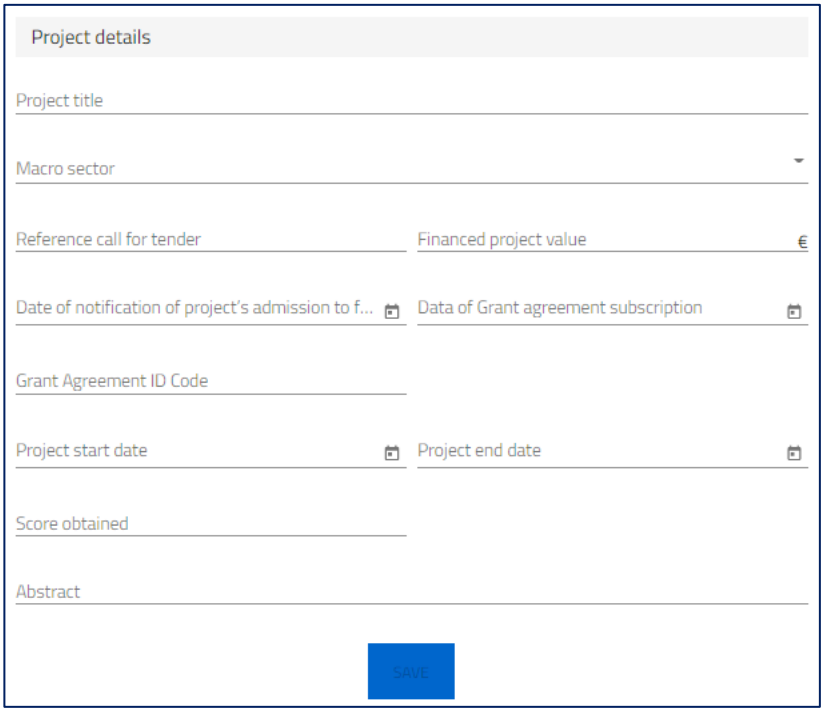

By clicking on it is possible to view the link to the scientific disciplinary sectors.

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:

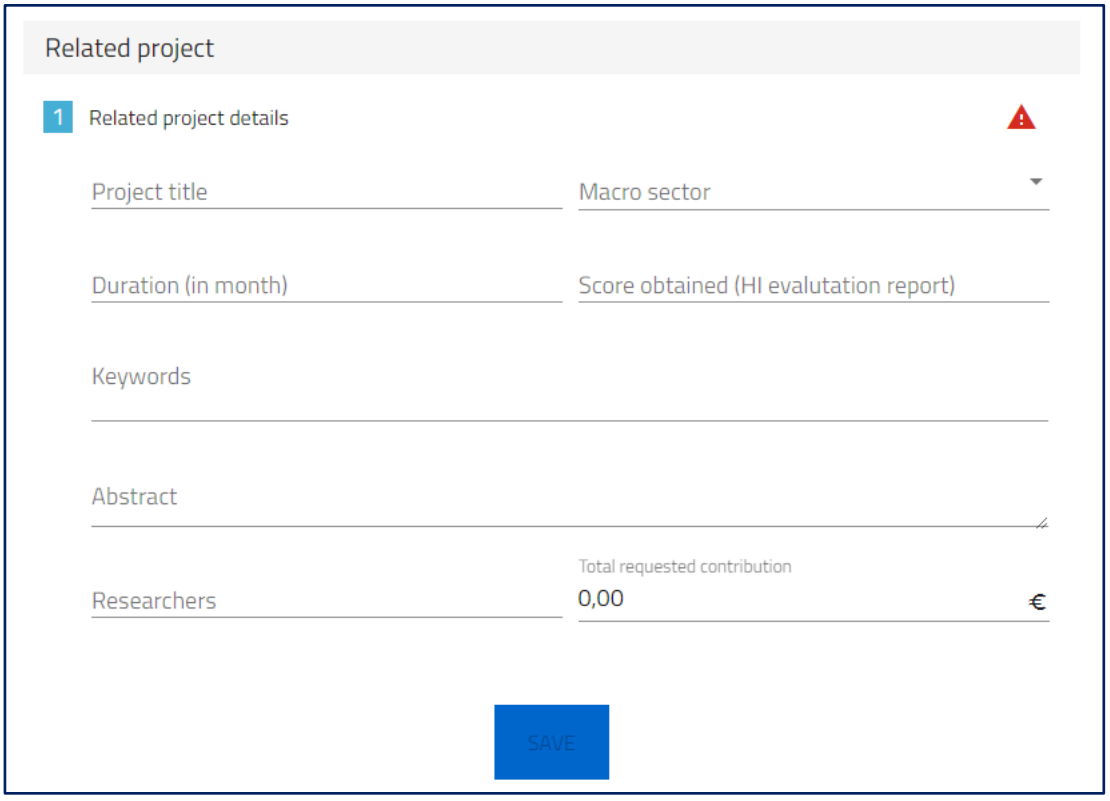



Once entered all the required and mandatory information, click on *Save*. Please note that it is always necessary to perform the saving operation before proceeding to the compilation of the next tab, in order to not lose the data entered.

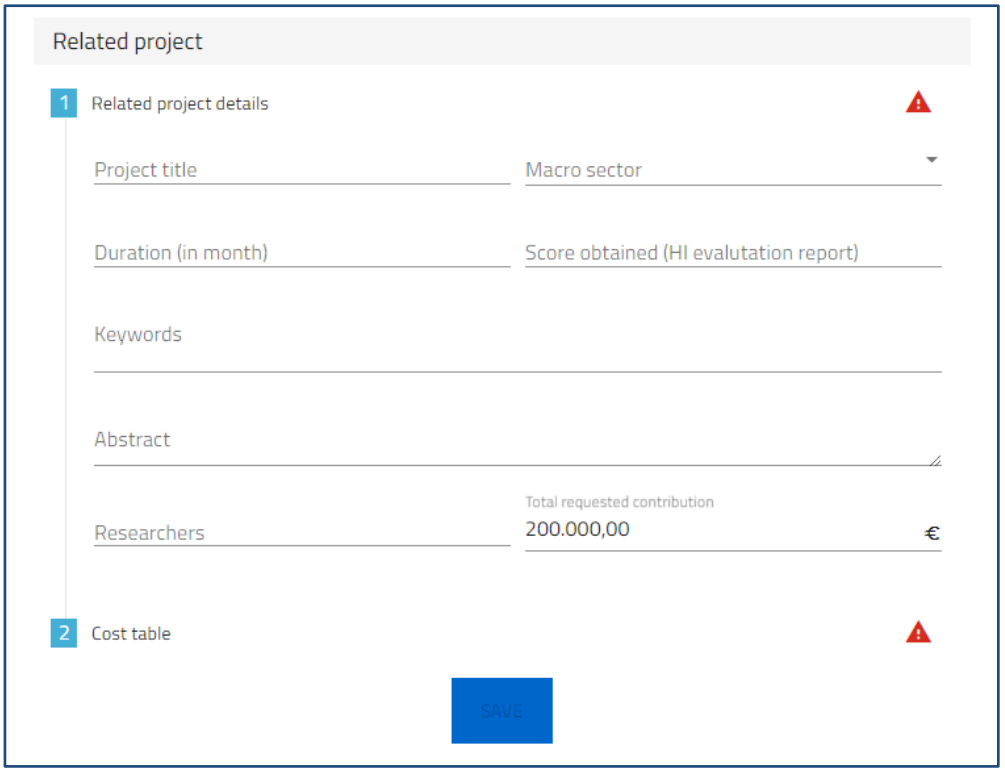
If there are errors or fields required not filled the system generates alert messages in the concerned fields. The save operation will be disabled.

# Related project

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




If in the field "Total requested contribution" An amount between € 200.000,00 and € 300.000,00 is entered, the system will show the additional form "Cost table" in real time:

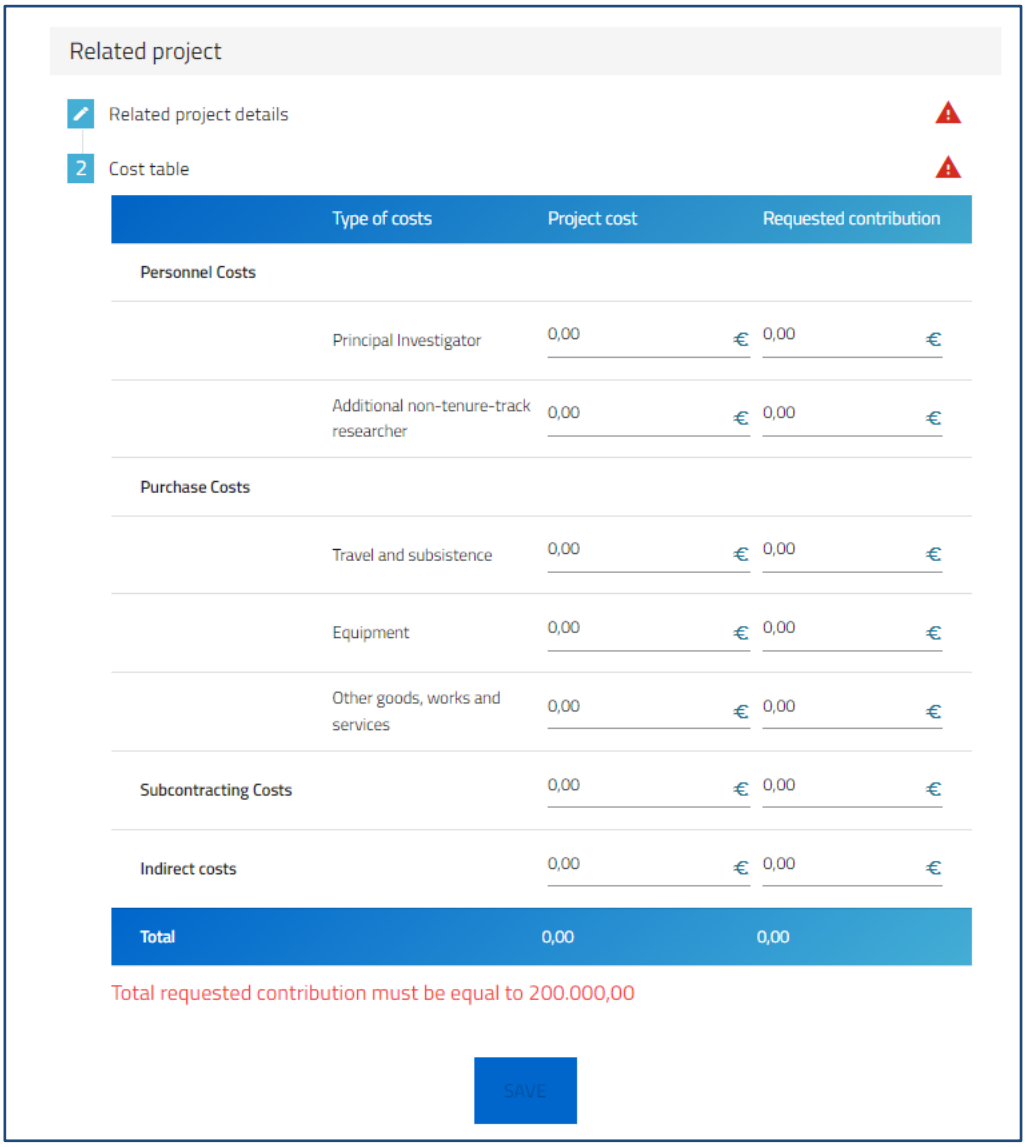



Within the form all the cost items related to the project will be inserted with the related contributions requested.

In the Cost table it is mandatory to fill at least one column of costs.

To complete the saving of the data entered in this section it is necessary to assure that:

- 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.



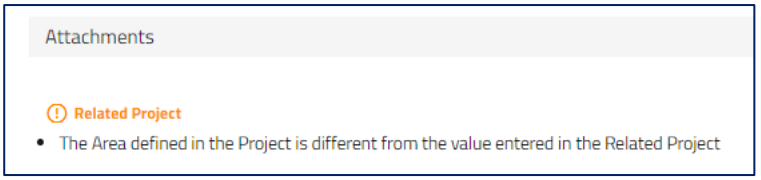

Once entered all the required and mandatory information, click on *Save*. Please note that it is always necessary to perform the saving operation before proceeding to the compilation of the next tab, in order to not lose the data entered.

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.

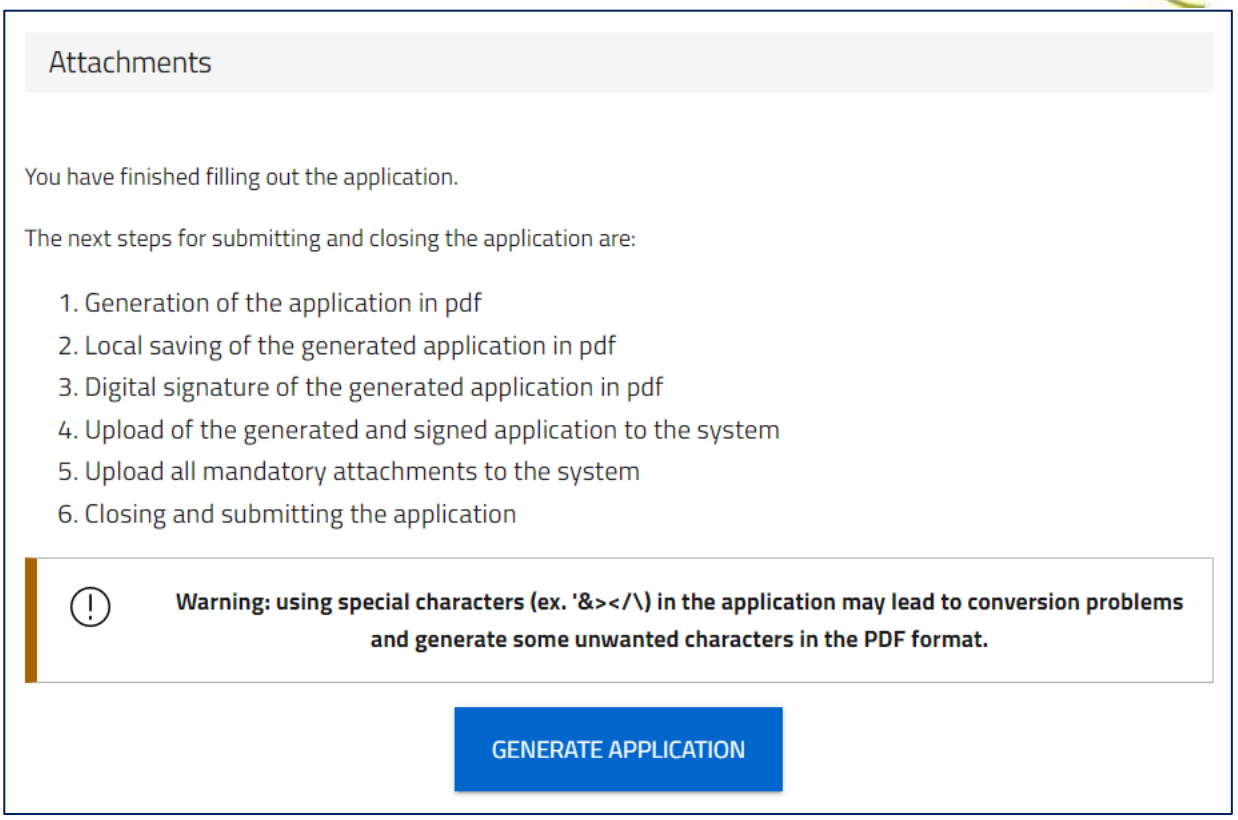
The system verifies that the Macro sector field is filled with the same information in the *Project details* and *Related project* forms.




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

In the "Attachments" section the applicant shall display the list of tasks to be performed in order to proceed with the submission of the application.

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




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.*

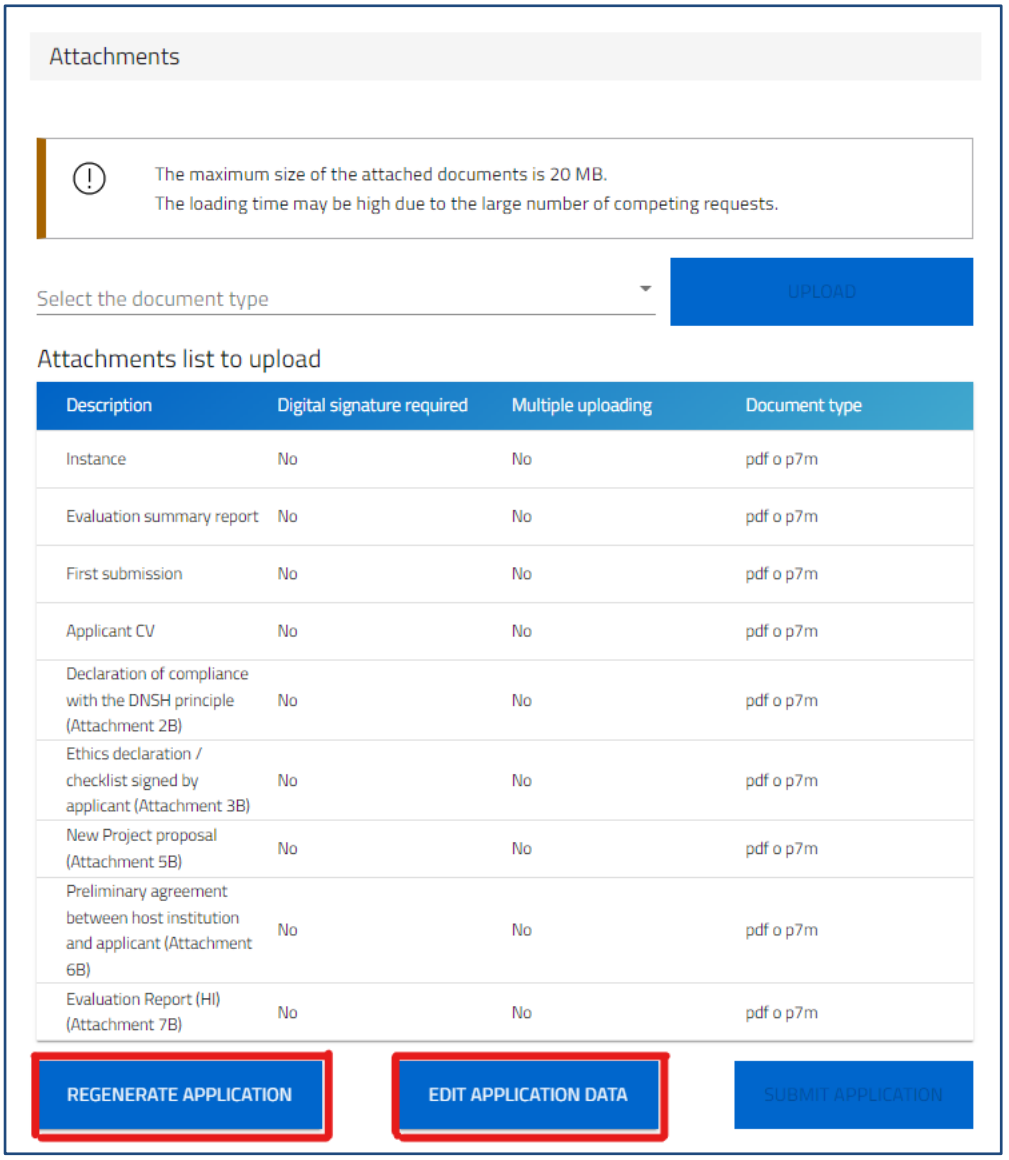
***Impostazioni popup Mozilla***

***Impostazioni popup Chrome***

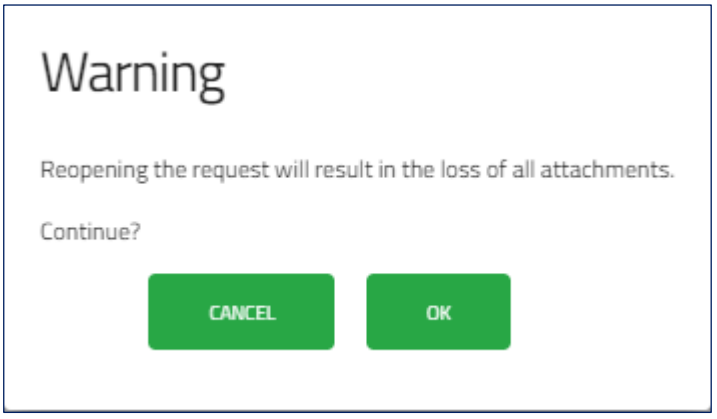
***Impostazioni popup Edge***

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

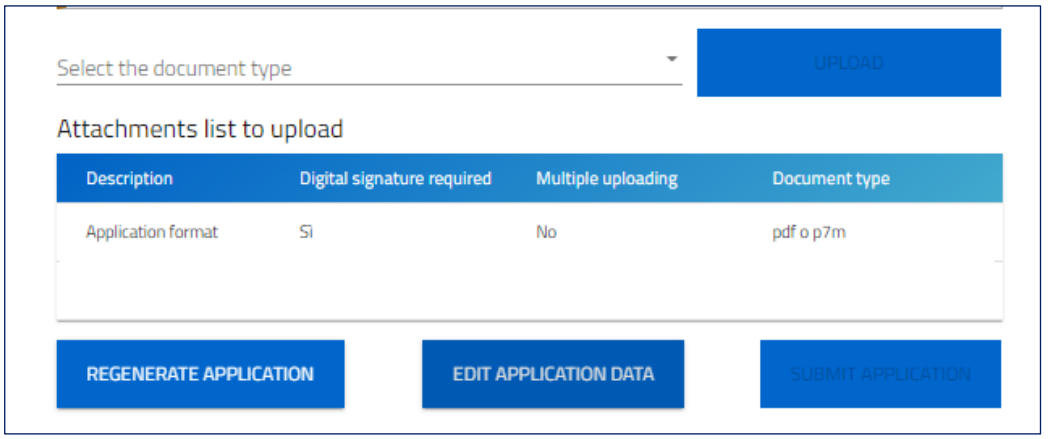
After the generation of the application pdf, the user can regenerate the question format by clicking on the "Regenerate Application" button (a new pdf file will be saved), or choose to modify the data by clicking on the "Edit Application Data" button. In this case all the sections will be editable again.



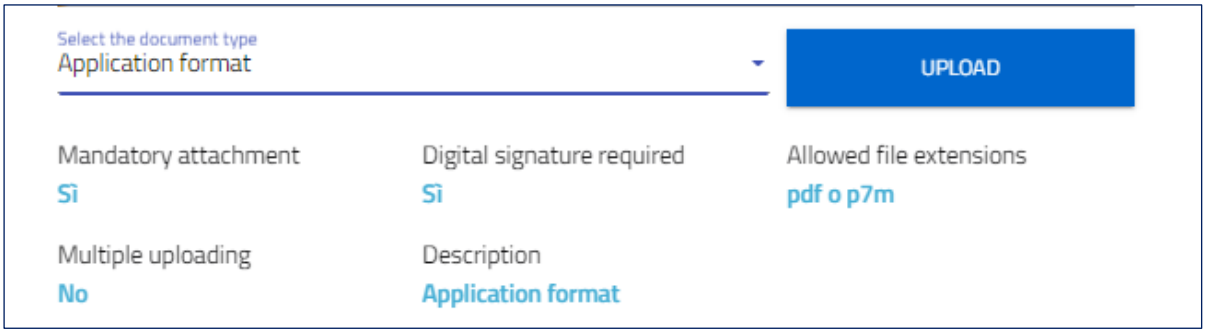

By clicking on “Edit Application Data”, the user displays an alert message warning him of the need to delete and reload the attached files in case of change of the information in them, paying particular attention to **regenerate the application format and to load the new system version.**



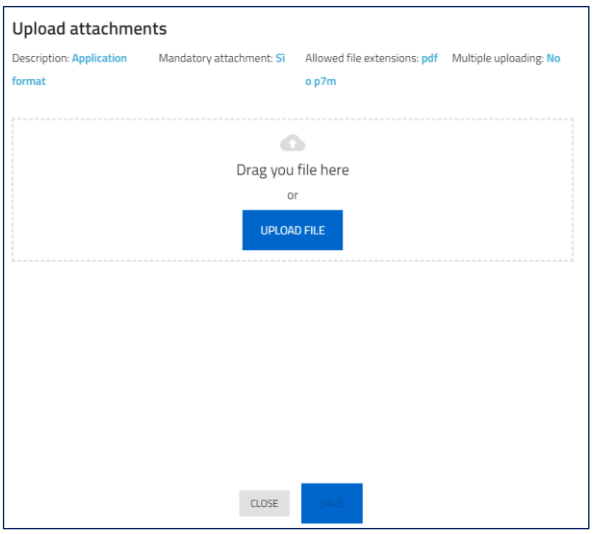

In the same section it is possible to see the table with the list of attachments that must be loaded to proceed with the submission of the application. Each time the user uploads one of the mandatory attachments, this table is updated showing the mandatory documents still to be uploaded to the platform.



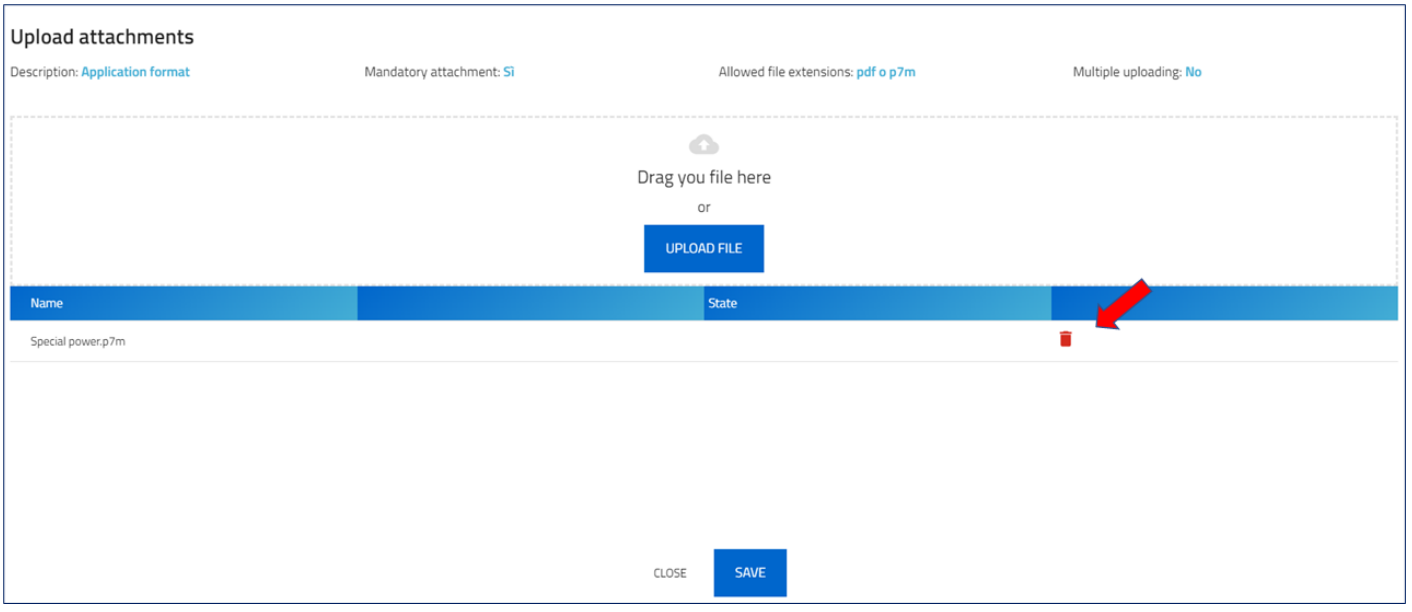

To upload the attachments, you must select the type of document you want to upload to the system, using the drop-down menu called "Select the document type". select the attachment type to load and click the UPLOAD button.




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

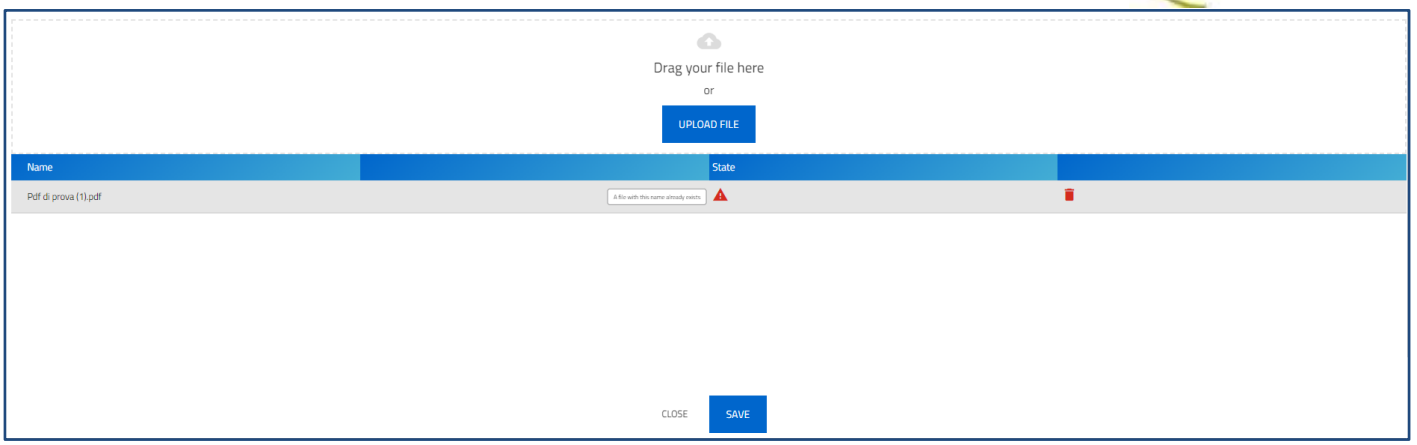



The user, by clicking on the "Upload file" button, can select the necessary file and, after the upload, the "Save" button is enabled. Once the file is loaded you can delete it before sending.

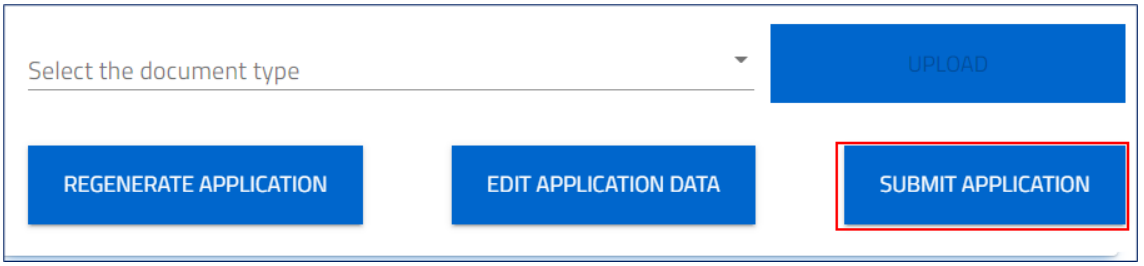



The loading operation can be done either by pressing the "Upload file" button or by dragging the file into the appropriate box.

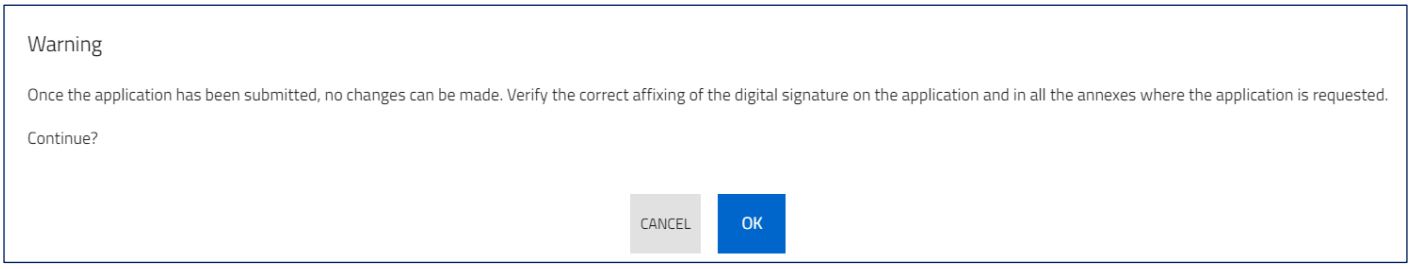
When loading an attachment, the system also reports any errors or anomalies by an alert message.



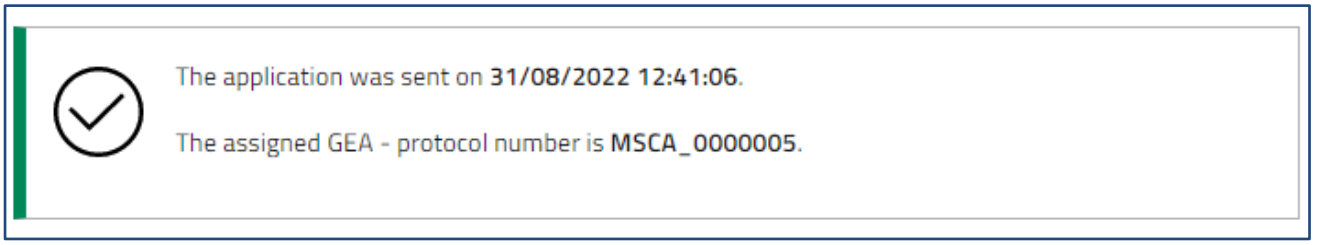

Only after loading all the required attachments, the "Submit Application" button will be visible.




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.




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



## Receipt of the application

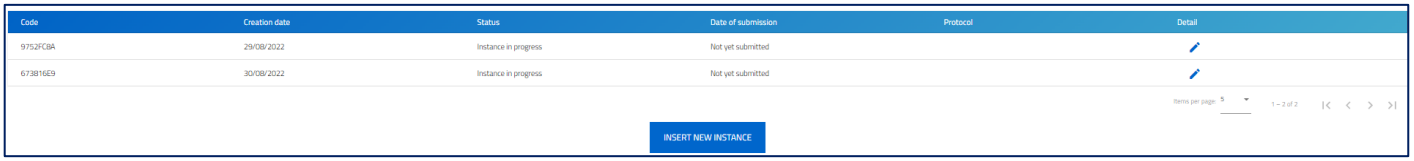
Once the question has been sent, it will appear with "Sent" status.  By accessing from the Home Page the User Displays the button “confirm sending”

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

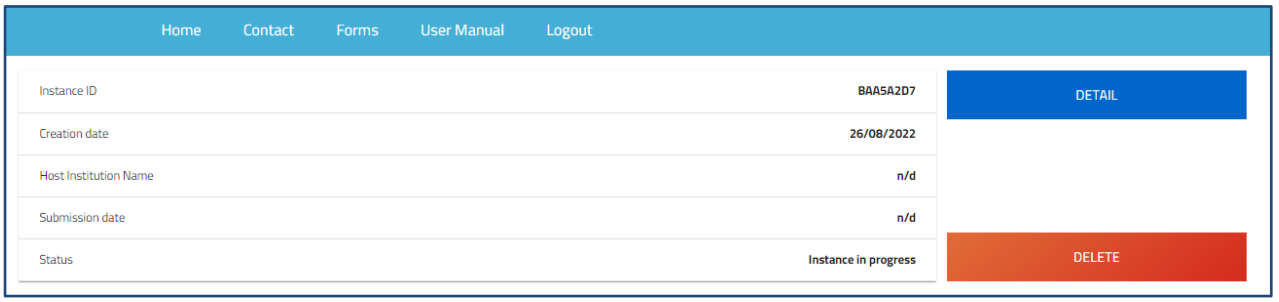
On the home page the user displays a summary table composed of the following columns:

- *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:
  - *"Sent":* the instance has been sent. In this state the position is viewable read-only*;*
  - *"Instance in Progress":* the instance has been created, but not sent. In this state the position is editable;
  - *"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/Dowload Confirm Sending" e/o "Delete" may be carried out.



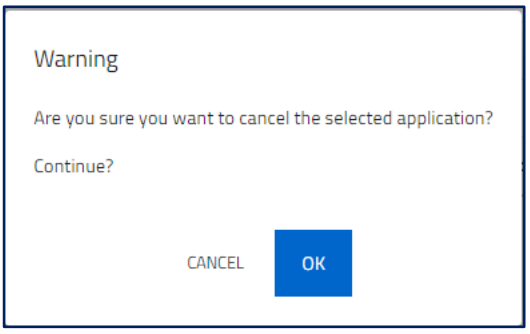

By clicking on the icon , the user displays the detail of the application.
there are two buttons:

- *"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.



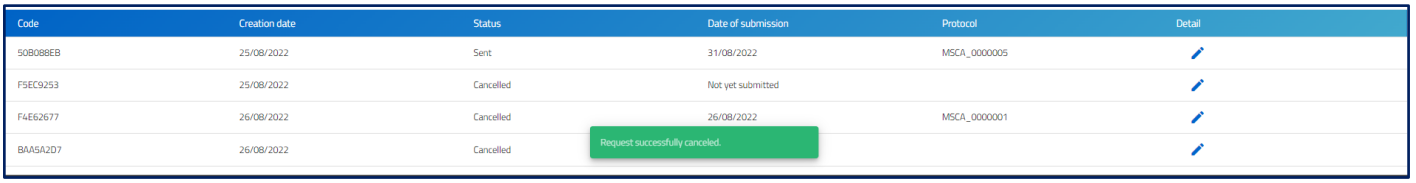

By clicking on the “Detail” button, the user displays the sections that make up the stages of the application and, where necessary, modify in case of *“Instance in progress"* status.

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




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.




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