

MINISTER OF UNIVERSITY AND RESEARCH

Notice Young Researchers - Seal of Excellence

USER MANUAL

<https://gea-soe.mur.gov.it>

Sommario

Platform access.....	3
Home Page and application.....	8
Applicant	10
Host Institution	12
Project details.....	13
Related project	14
Final checks and submission of the application	15
Receipt of the application	23
View, Edit or Delete Application.....	25

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:


Valorizzando il check, l'utente esprime automaticamente la conferma di aver preso visione dell'informativa sopradetta.

Name: *	Surname: *	Place of birth *
Date of birth: *	Gender: *	Citizenship: *
Tax Code:	Residential address: *	Email: *
PEC:	Code: *	Phone number: *

CONFIRM

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:

 **GEA - Gestione iniziative e progetti di ricerca**
Ministero dell'Università e della Ricerca

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.

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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.

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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.



Form fields for password creation:

Password

New Password

Confirm 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:



GEA - Gestione iniziative e progetti di ricerca
La piattaforma per la presentazione dei progetti di ricerca del MUR

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 (ICIE) or National Service Card (CNS). Therefore, Invalitalia 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. Invalitalia 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 Invalitalia Group. Credentials

Sign in name

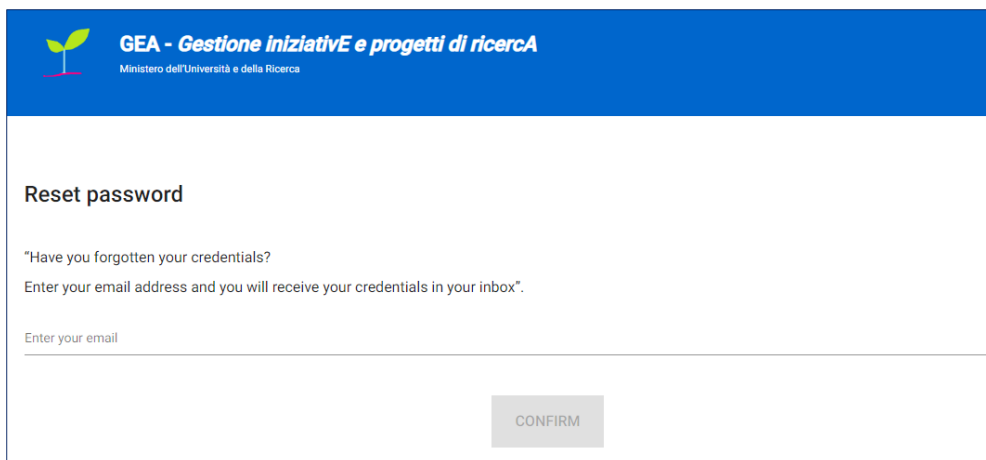
Sign in name

Password

Password

Signup

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.



The screenshot shows a web form for password reset. At the top, there is a blue header with the GEA logo (a green plant) and the text "GEA - Gestione iniziative e progetti di ricerca" and "Ministero dell'Università e della Ricerca". Below the header, the form has a white background. The title "Reset password" is displayed. Below it, a question asks "Have you forgotten your credentials?" followed by the instruction "Enter your email address and you will receive your credentials in your inbox.". There is a text input field labeled "Enter your email" and a grey "CONFIRM" button at the bottom right.

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.

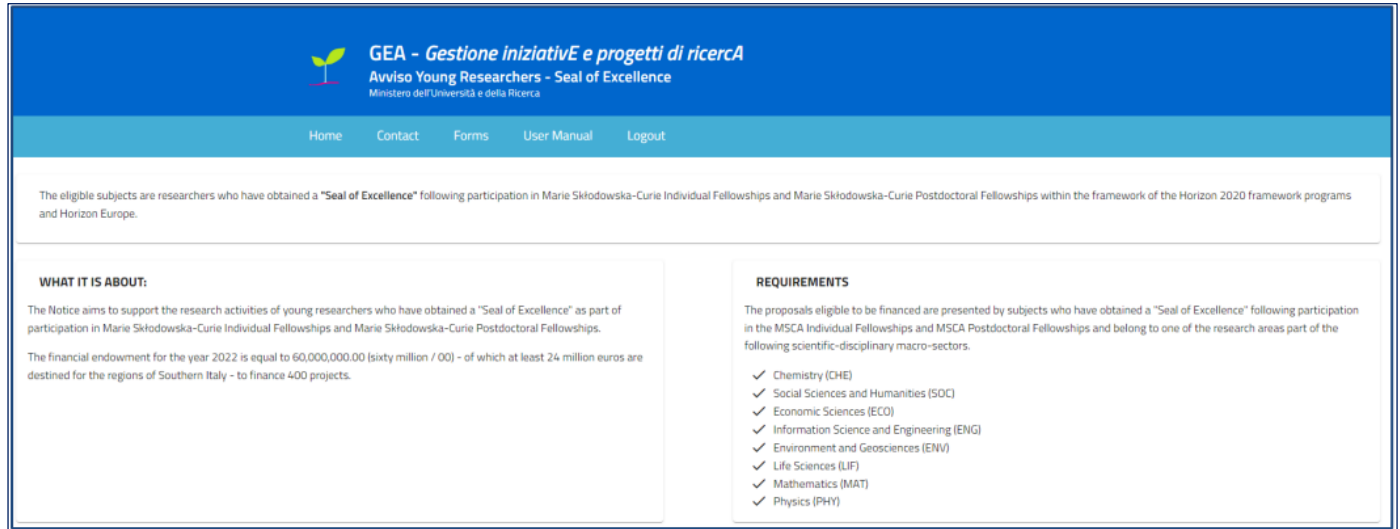


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Home Page and application

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

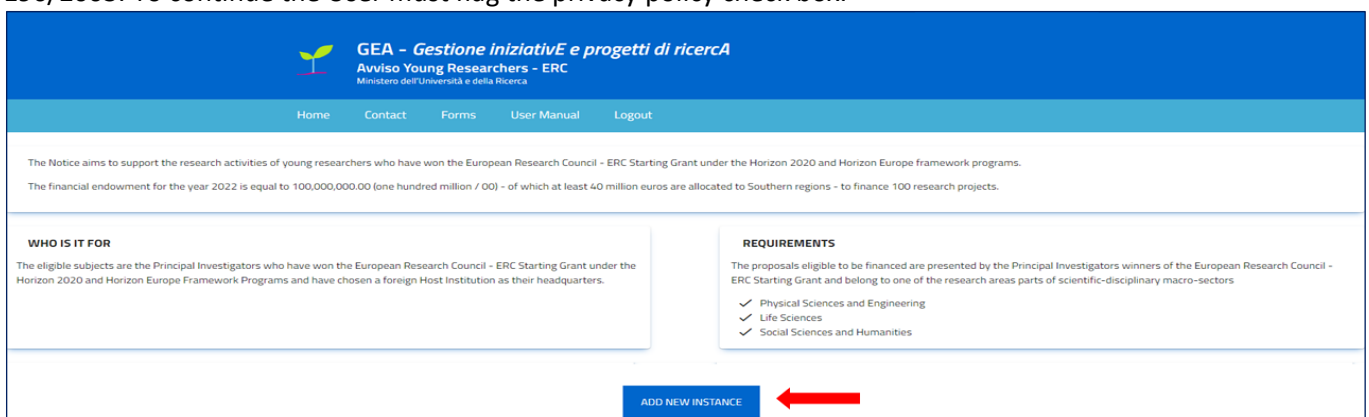


The screenshot shows the GEA website home page. The header includes the GEA logo and the text "GEA - Gestione iniziative e progetti di ricerca" and "Avviso Young Researchers - Seal of Excellence". The navigation menu contains "Home", "Contact", "Forms", "User Manual", and "Logout". The main content area is divided into two columns. The left column, titled "WHAT IT IS ABOUT:", describes the notice's purpose and financial endowment. The right column, titled "REQUIREMENTS:", lists eligible research areas: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT), and Physics (PHY).

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.



The screenshot shows the GEA website home page with a red arrow pointing to the "ADD NEW INSTANCE" button at the bottom center. The header and navigation menu are identical to the previous screenshot. The main content area is divided into two columns. The left column, titled "WHO IS IT FOR:", describes the eligible subjects. The right column, titled "REQUIREMENTS:", lists eligible research areas: Physical Sciences and Engineering, Life Sciences, and Social Sciences and Humanities.

PROCESSO DECISIONALE AUTOMATIZZATO

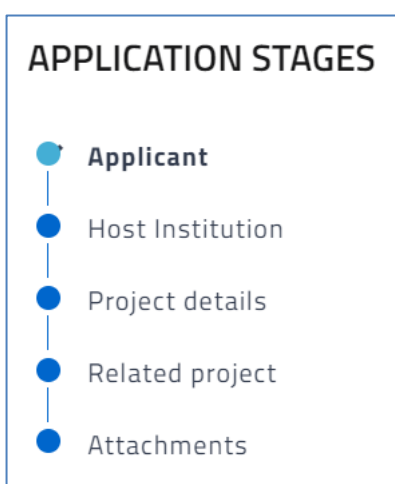
Non ricorre alcun processo decisionale automatizzato e quindi non risultano applicabili le disposizioni di cui all'art. 22 del Regolamento UE 679/2016.

Ultimo aggiornamento: Roma, 18 gennaio 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 of the following subsections:

- Anagraphic
- Residence

Applicant

1
Anagraphic
▲

Name Mario	Surname Rossi
Place of birth NAPOLI	Date of birth 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

1
Anagraphic
▲





2
Residence
▲


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

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

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:


Host Institution

Host institution _____ Chosen position _____

Scientific disciplinary macro-sector  Scientific disciplinary sector 

Region _____ Geographic Area _____



By clicking on  it is possible view the link to 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:

Project details

Project title

Macro sector

Reference call for tender Financed project value €

Date of notification of project's admission to f... 

Score obtained

Abstract

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 Macro sector

Duration (in month) Score obtained (HI evaluation report)

Keywords

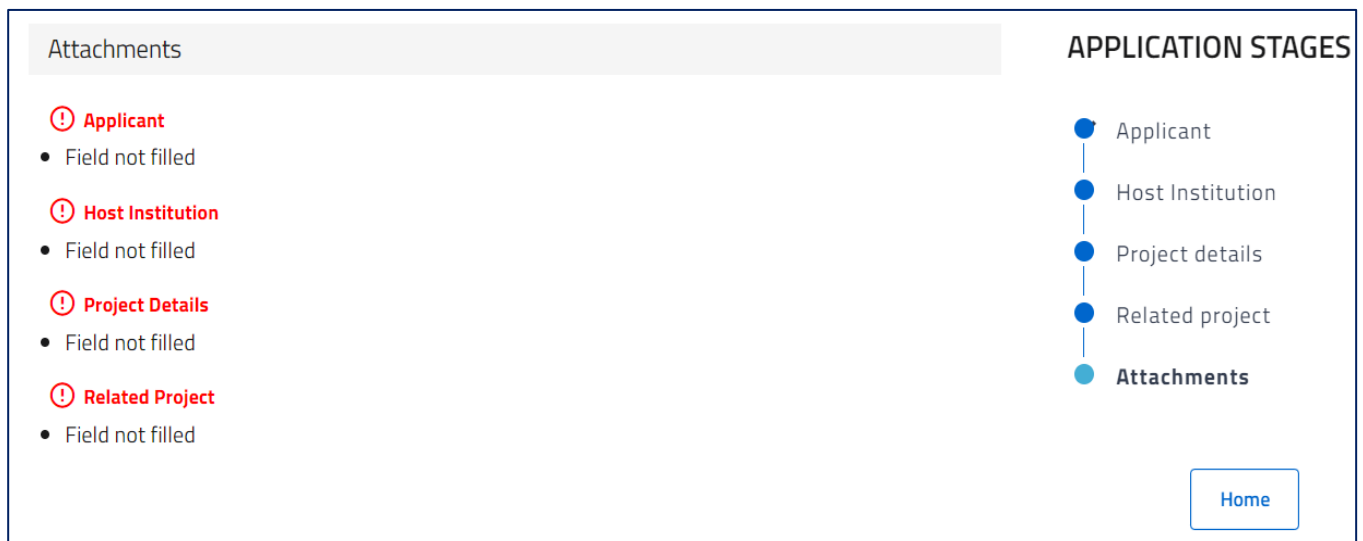
Abstract

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.

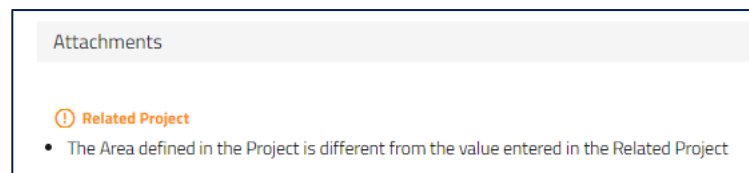
Final checks and submission of the application

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 screenshot shows the 'Attachments' section with four error messages, each indicating a 'Field not filled' for the following categories: Applicant, Host Institution, Project Details, and Related Project. To the right, the 'APPLICATION STAGES' section shows a vertical progress bar with five stages: Applicant, Host Institution, Project details, Related project, and Attachments. The 'Attachments' stage is highlighted in light blue. A 'Home' button is located at the bottom right of the section.

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



The screenshot shows the 'Attachments' section with a single error message under the 'Related Project' category: 'The Area defined in the Project is different from the value entered in the Related Project'.

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.

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.



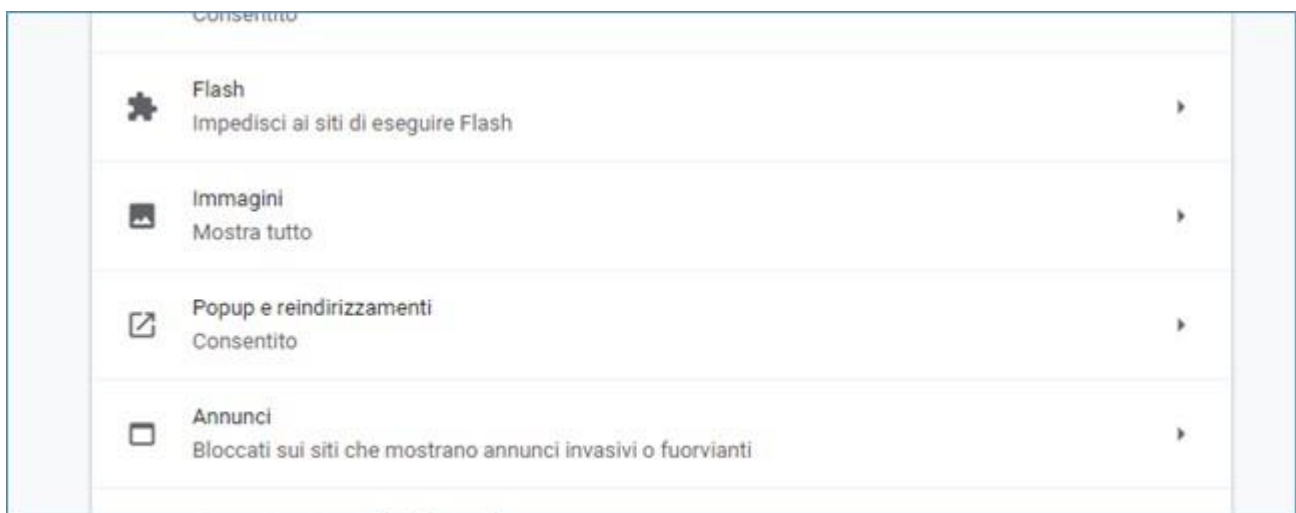
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Note: to allow the platform to generate the application, check that popup blocking is not active.



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

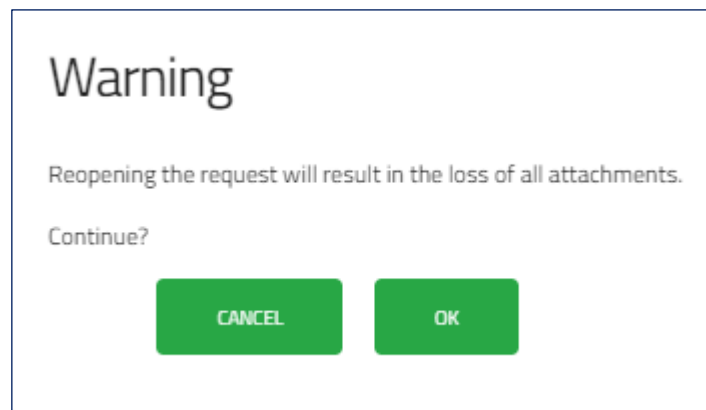
Description	Digital signature required	Multiple uploading	Document type
Instance	No	No	pdf o p7m
Evaluation summary report	No	No	pdf o p7m
First submission	No	No	pdf o p7m
Applicant CV	No	No	pdf o p7m
Declaration of compliance with the DNSH principle (Attachment 2C)	No	No	pdf o p7m
Ethics declaration / checklist signed by applicant (Attachment 3C)	No	No	pdf o p7m
New Project proposal (Attachment 4C)	No	No	pdf o p7m
Preliminary agreement between host institution and applicant (Attachment 5C)	No	No	pdf o p7m
Evaluation Report (HI) (Attachment 6C)	No	No	pdf o p7m

REGENERATE APPLICATION

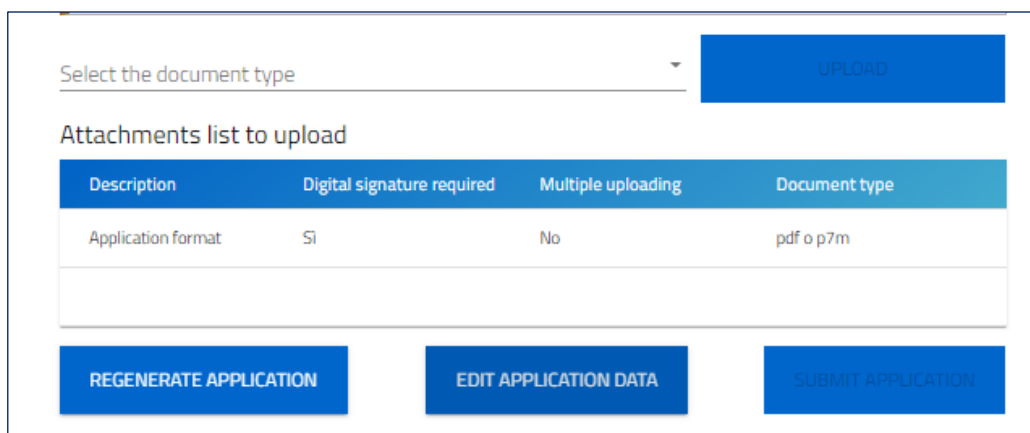
EDIT APPLICATION DATA

SUBMIT APPLICATION

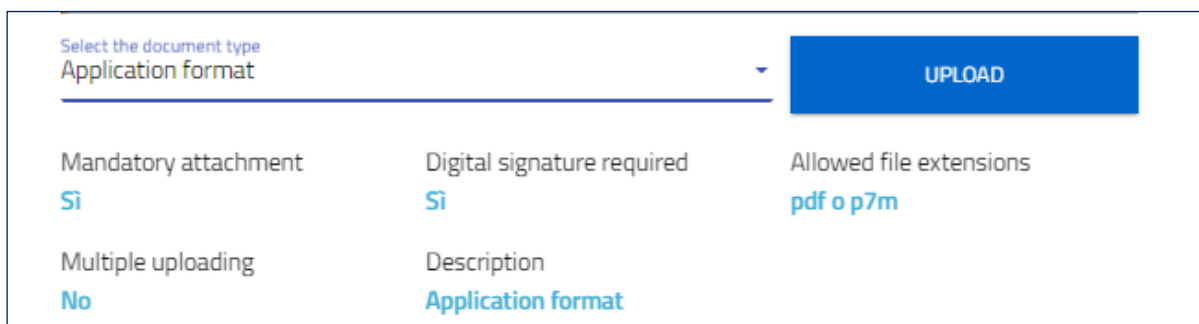
By clicking on "Edit Application Data", the user displays an alert message warning him of the need to delete and reload the attached files in case of change of the information in them, paying particular attention to **regenerate the application format and to load the new system version.**



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:

Upload attachments

Description: [Application format](#) Mandatory attachment: [SI](#) Allowed file extensions: [pdf](#) [p7m](#) Multiple uploading: [No](#)

⬆️

Drag you file here
or

UPLOAD FILE

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](#) [p7m](#) Multiple uploading: [No](#)

⬆️

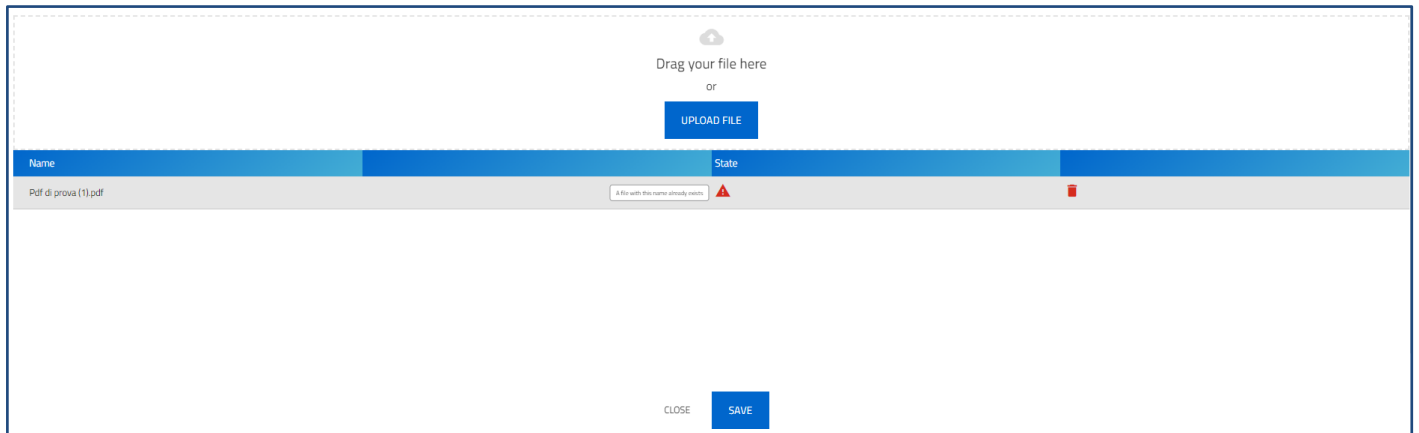
Drag you file here
or

UPLOAD FILE

Name	State
Special power.p7m	

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.

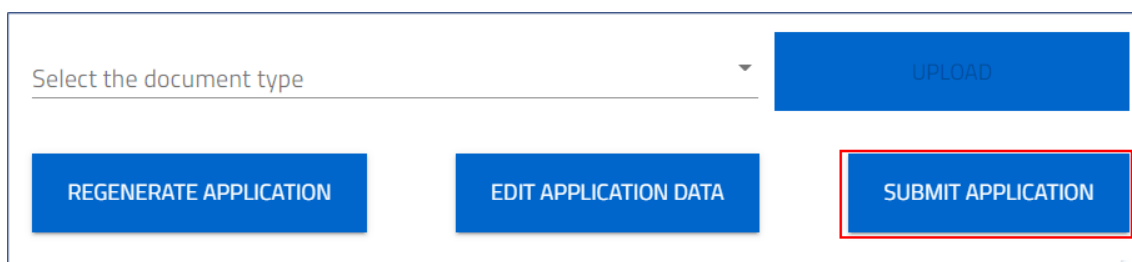


Drag your file here
or
[UPLOAD FILE]

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

[CLOSE] [SAVE]

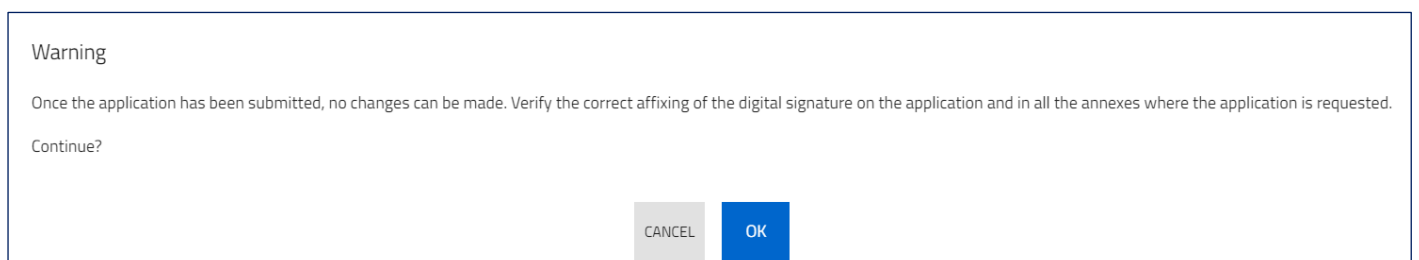
Only after loading all the required attachments, the "Submit Application" button will be visible.



Select the document type [dropdown arrow] [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.



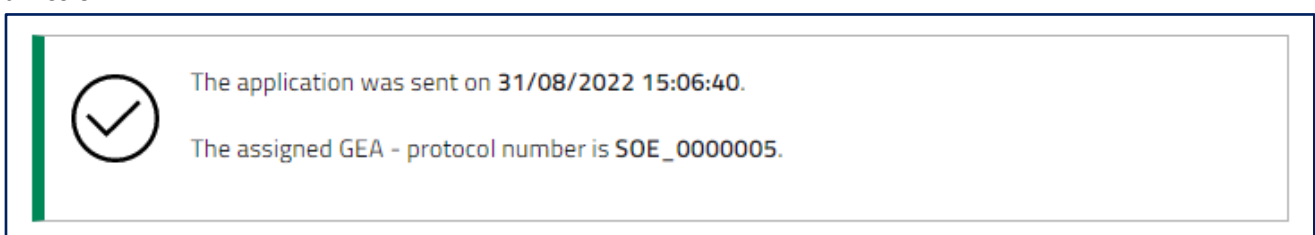
Warning

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.



[Checkmark icon]

The application was sent on 31/08/2022 15:06:40.

The assigned GEA - protocol number is SOE_0000005.

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"

Instance ID	94658CB3	DETAIL
Creation date	31/08/2022	DOWNLOAD CONFIRM SENDING
Host Institution Name	n/d	
Submission date	31/08/2022	
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.





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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/Download Confirm Sending" e/o "Delete" may be carried out.

Code	Creation date	Status	Date of submission	Protocol	Detail
9752FCBA	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.

Instance ID	C870F815	DETAIL
Creation date	31/08/2022	
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
7E186D23	25/08/2022	Instance in progress	Not yet submitted		/
C870F815	31/08/2022	Cancelled	Not yet submitted		/
94658CB3	31/08/2022	Sent	31/08/2022	SDE_0000005	/

Items per page: 5 1 - 3 of 3 |< < > >|

Request successfully canceled

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