

Application Tutorial

Log In

Log In

Please enter your email and password to log in.

FNR Grant Management System

Grants.fnr.lu applicant system provides applicants a web services interface for automated submission and further monitoring of completed grant applications and related services (acknowledgement emails, notifications and reminders). The system allows applicants who submit grant applications for different FNR instruments (AFR and CORE for the moment; INTER, PEARL, ATTRACT and AM to follow) to bundle their different applications under one account in order to ease the process of further monitoring and auditing.

Existing Users

Please sign in to access your account.

Email: *

Password: *

☒ Remember my login on this computer

* required

[Forgot your password?](#)

New Users

Please register with us to create your account.

Enter your registered email address and the password.

If you forgot the old password please use the [Forgot your password?](#) link.

Inbox

Welcome to the FNR grant application system.

This page gives you an overview of the tasks which still need to be completed for your current applications. You may access the tasks by selecting them in the list below. In addition you can access and change your contact details, create new grant applications and reports.

For any technical problems, please contact us by email: tech-support@fnr.lu

Please click [here](#) to access the guidelines for using this system.

You have a total of 26 tasks in your inbox.
15 tasks are assigned to you and 13 are started.

Task Filter

Applicant: Call: Task Deadline: Task:

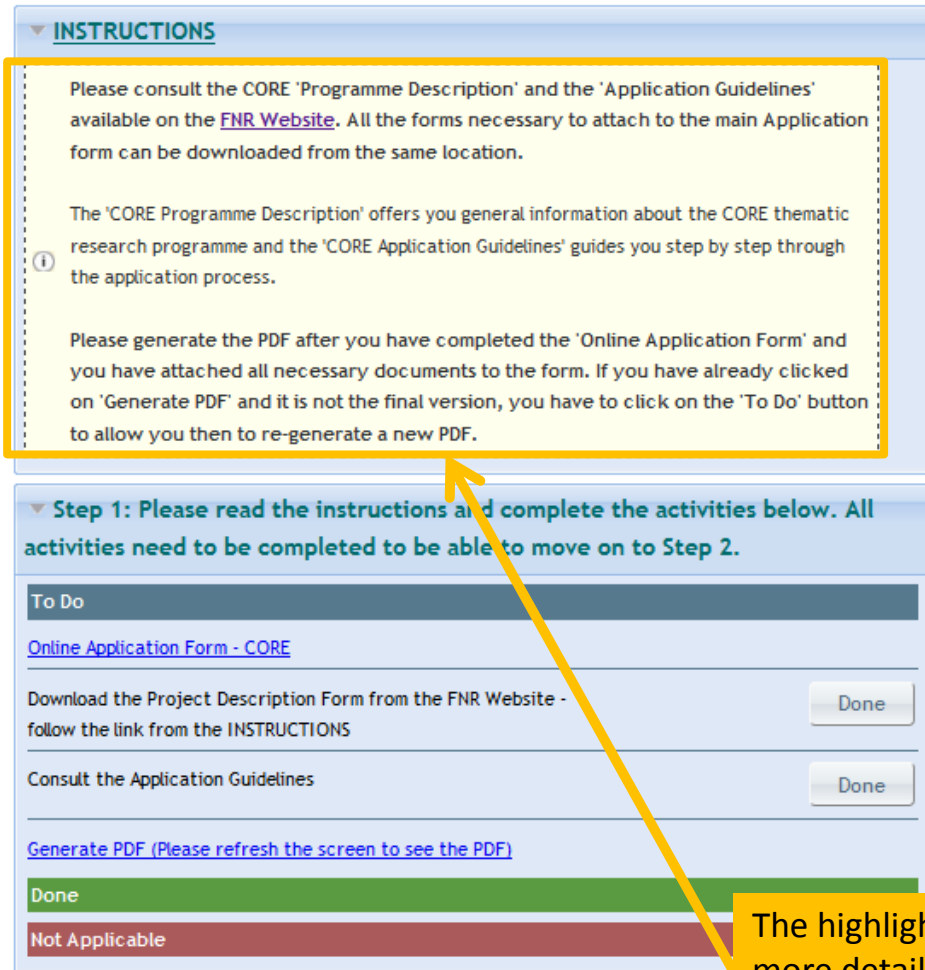
Task List

Application ID	Applicant	Project Acronym	Call	Project Registered	Task Started	Task Deadline	Task				
1100009	Google TEST	Project title	AFR PostDoc//	15-02-2011	15-02-2011		Application Entry - PostDoc				
1098021	Google TEST	IPT 12	CORE/11/IS	15-02-2011			Full proposal Submission - CORE				
1098010	Google TEST	Project title	INTER/MATERIA	15-02-2011	15-02-2011		Proposal Entry - INTER				

Assure yourself that you selected the Inbox.

In the Inbox you can find all tasks to do linked to your applications. Please open the appropriate Application.

Submission form (1)



▼ **INSTRUCTIONS**

Please consult the CORE 'Programme Description' and the 'Application Guidelines' available on the [FNR Website](#). All the forms necessary to attach to the main Application form can be downloaded from the same location.

The 'CORE Programme Description' offers you general information about the CORE thematic research programme and the 'CORE Application Guidelines' guides you step by step through the application process.

Please generate the PDF after you have completed the 'Online Application Form' and you have attached all necessary documents to the form. If you have already clicked on 'Generate PDF' and it is not the final version, you have to click on the 'To Do' button to allow you then to re-generate a new PDF.

▼ **Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.**

To Do

[Online Application Form - CORE](#)

Download the Project Description Form from the FNR Website - follow the link from the INSTRUCTIONS

Consult the Application Guidelines

[Generate PDF \(Please refresh the screen to see the PDF\)](#)

Done

Not Applicable

The highlighted area represents the **Instructions** section. For more details, guidelines and forms please use the [FNR Website](#) link.

Submission form (2)

INSTRUCTIONS

Please consult the CORE 'Programme Description' and the 'Application Guidelines' available on the [FNR Website](#). All the forms necessary to attach to the main Application form can be downloaded from the same location.

The 'CORE Programme Description' offers you general information about the CORE thematic research programme and the 'CORE Application Guidelines' guides you step by step through the application process.

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Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

[Online Application Form - CORE](#)

Download the Project Description Form from the FNR Website - follow the link from the INSTRUCTIONS

Consult the Application Guidelines

[Generate PDF \(Please refresh the screen to see the PDF\)](#)

Done

Not Applicable

The highlighted area represents the **Step 1** section. Here you find all the actions that need to be carried out within this task.

Please fulfill them one by one.

Depending on the type of the action or if you push the button next to them, the action will move in the Green (*Done?*) or Red (*Not Applicable*) sections.

Submission form (3)

▼ Step 2: When you have completed Step 1, please select a button below to move the application to the next task. Once you have pressed this button, you will be brought back to your task list.

Submit for Institutional Check

Withdraw Application

Reassign

⚙ For FNR Internal use only Started: 24-01-2014 17:28 Held by: [Tom Jakobs](#) ([cancel task](#))

Summary

Addresses

Documents

Journal

Activities Audit

Conditions

Watchers

Deadlines

Tasks

Audit

Related

Meetings

Workflows

Contacts

Budget Categories

Financial Amounts

Payments

Scientific Publications



Comment Type

-- ▼

OK

The highlighted area represents the **Step 2** section. After you have fulfilled **all** the proposed actions in the *To Do* list (*To Do* list is empty), you can forward the activity to the *Institutional Check* by clicking the button in this section.

Submission form (4)

You're using Firefox 20 on Windows | AIMS 3.2.1 | [Help](#) | [Logout](#) | [Change Password](#)

GRANT MANAGEMENT SYSTEM

Welcome, Google Test

Full proposal Submission - CORE

[Inbox](#)
[Contacts](#)
[Create New Application](#)
[My App](#)

App. ID: 5462206 Applicant: Google Test Program:

INSTRUCTIONS

For further details on the CORE Programme and to download the CORE 2013 Full Proposal Templates please check the [FNR Website](#)

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

Download the Full Proposal Templates from the FNR Website - follow the link from the INSTRUCTIONS N/A Done

Consult the Application Guidelines Done

[CORE Full Proposal Form](#)

[Generate Full Proposal PDF \(Please refresh the screen to see the PDF\)](#)

Done

Not Applicable

The highlighted area represents the **Summary and Documents section. **Summary** offers you an overview and in the **Documents** you will find the copies of any letters, forms, files and emails concerning the current application.**

[Submit for Institutional check](#)
[Reassign](#)

For FNR Internal use only Started: 30-04-2013 16:23

Summary

Documents

Comment Type -- OK

Title	Comment Type	Date
Project Plan (Hydrangeas.jpg)	FP Budget Details	22-03-2013 15:31
Principal Investigator CV (Desert.jpg)	FP Applicant CV	22-03-2013 15:31
Project Description (Chrysanthemum.jpg)	FP Project Description	22-03-2013 15:31
CORE Full Proposal Form	Full Proposal Form	22-03-2013 15:31
Budget (Jellyfish.jpg)	FP Budget Details	22-03-2013 15:31
Generated PDF	Pre Proposal PDF	13-12-2012 14:21
Recent CVs (coast.jpg)	PP Applicant CV	13-12-2012 14:21
Project Description (800PX~1.JPG)	PP Project Description	13-12-2012 14:21

Download the Project Description Template

INSTRUCTIONS

Please consult the CORE 'Programme Description' and the 'Application Guidelines' available on the [FNR Website](#). All the forms necessary to attach to the main Application form can be downloaded from the same location.

The 'CORE Programme Description' offers you general information about the CORE thematic research programme and the 'CORE Application Guidelines' guides you step by step through the application process.

Please generate the PDF after you have completed the 'Online Application Form' and you have attached all necessary documents to the form. If you have already clicked on 'Generate PDF' and it is not the final version, you have to click on the 'To Do' button to allow you then to re-generate a new PDF.

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

[Online Application Form - CORE](#)

Download the Project Description Form from the FNR Website - follow the link from the INSTRUCTIONS

Consult the Application Guidelines

[Generate PDF \(Please refresh the screen to see the PDF\)](#)

Done

Not Applicable

You can download all the documents needed to fulfill your application from the link FNR Website located in the INSTRUCTIONS section. After download, push the **Done** button.

Check the Instructions

INSTRUCTIONS

Please consult the CORE 'Programme Description' and the 'Application Guidelines' available on the [FNR Website](#). All the forms necessary to attach to the main Application form can be downloaded from the same location.

The 'CORE Programme Description' offers you general information about the CORE thematic research programme and the 'CORE Application Guidelines' guides you step by step through the application process.

Please generate the PDF after you have completed the 'Online Application Form' and you have attached all necessary documents to the form. If you have already clicked on 'Generate PDF' and it is not the final version, you have to click on the 'To Do' button to allow you then to re-generate a new PDF.

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

[Online Application Form - CORE](#)

Download the Project Description Form from the FNR Website - follow the link from the INSTRUCTIONS

Consult the Application Guidelines

[Generate PDF \(Please refresh the screen to see the PDF\)](#)

Done

Not Applicable

This is a reminder in order to make sure that you have checked the guidelines for Applicants. You can find them if you click on the [FNR Website](#) link in the *Instructions* section.

It is strongly recommended to consult the CORE guidelines before filling in the Applications.

Push **Done** button.

Open the Core Proposal Form

INSTRUCTIONS

Please consult the CORE 'Programme Description' and the 'Application Guidelines' available on the [FNR Website](#). All the forms necessary to attach to the main Application form can be downloaded from the same location.

The 'CORE Programme Description' offers you general information about the CORE thematic research programme and the 'CORE Application Guidelines' guides you step by step through the application process.

Please generate the PDF after you have completed the 'Online Application Form' and you have attached all necessary documents to the form. If you have already clicked on 'Generate PDF' and it is not the final version, you have to click on the 'To Do' button to allow you then to re-generate a new PDF.

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

[Online Application Form - CORE](#)

Download the Project Description Form from the FNR Website - follow the link from the INSTRUCTIONS

Consult the Application Guidelines

[Generate PDF \(Please refresh the screen to see the PDF\)](#)

Done

Not Applicable

Click [Online Application Form – CORE](#) link.

Core Online Application Form

CORE Online Application Form

[1. Principal Investigator and Coordinating Institution \(Incomplete\)](#)

[2. Research Project \(Incomplete\)](#)

[3. Research Project Consortium and Human Resources \(Incomplete\)](#)

[4. Legal and Ethical Requirements \(Incomplete\)](#)

[5. Financial Part \(Incomplete\)](#)

[6. Attachments \(Incomplete\)](#)

This is the Main Page of the Online Application Form. The application is split in Sections and Subsections. From this page you can enter directly in any Section by simply clicking on its title.

At any moment of the application you can check and print the Proposal Form by clicking the [*View the whole form in one file \(for printing\)*](#).

Click [1. Principal Investigator](#) link.

This Form can be accessed using the underlined headings above. The form can be saved at any time and you can come back to it later on. Before you can submit the completed form however you need to make sure that all mandatory fields have been filled out. Please also ensure that all data is correct before submission.

For your convenience, a rich text file can be generated from the data entered which you may print or send to your collaborators.

[View the whole form in one file \(for printing\)](#)

Form fully completed and ready for PDF generation

Personal Information

1. PRINCIPAL INVESTIGATOR AND COORDINATING INSTITUTION

If a question doesn't apply please leave the field blank, DO NOT use N.A. or n.a. or any variation!

1.1 Principal Investigator (PI)

Application ID: 7663220

First Name: * Tom

Family Name: * JAKOBS

Gender: * Male ▾


Title: * Mr. ▾

Category of Position: * No Value ▾

Do you hold a Doctorate (PhD): * ☐ Yes ☐ No

Email: * tom.jakobs@fnr.lu

Phone Number: 1

Date of Birth: * 20 ▾ - 11 ▾ - 1986 

Nationality: * Luxembourg ▾

This is the subsection 1.1 of the Proposal Form containing personal information of the Principal Investigator. All * fields are mandatory.

Coordinating Institution

1.2 Coordinating Institution

Name of Coordinating Institution: *

Department: *

Website of Group: *

This is the subsection 1.2 of the Proposal Form containing Coordinating Institution Details.
All * fields are mandatory.
Push [Save Draft & continue to next section](#) button.

Project Details

2.1 Research Project

Project Title: *

(You may enter up to 3999 characters.)

xx

3997 characters left

Project Acronym: *

xx

Project Start: *

01 - 01 - 2014

Project Duration (in months): *

5

CORE Junior Track: *

☒ Yes
☐ No

Resubmission or Follow Up: *

☐ Yes - Resubmission
☒ Yes - Follow Up
☐ No

Funding Period

01 - 01 - 2014

until

01 - 01 - 2014

Reference

xx

This is the subsection 2.1 of the Proposal Form containing Research Project Details.

All * fields are mandatory.

The text fields are limited to 3900 chars.

Research Priority

2.2 Research Priority in FNR Call

IS - Development and Performance of the Financial Systems ▼

Accordance with CORE thematic research priorities (max 0.5 page): *

(You may enter upto 3900 characters.)

xx

2.3 Project Summary

Key Words characterising the Research Project: *

(You may enter up to 3999 characters.)

xx

Publishable Project Abstract (max. 0.5 page): *

(You may enter up to 3999 characters.)

xx

3997 characters left

This is the subsection 2.2 of the Proposal Form containing Research Priority in FNR Call.
All * fields are mandatory.
Please choose the FNR domain best describing your project and describe the project in detail in subsection 2.3.

Primary and Secondary Domain of the Project

2.4 Primary and Secondary Domains of the Research Project: *

Primary Domain: SH Social Sciences and Humanities

SH1 Individuals, Institutions and Markets
SH2 Institutions, Values, Beliefs and Behavior
SH3 Environment and Society
SH4 The Human Mind and its Complexity
SH5 Cultures and Cultural Production
SH6 The Study of the Human Past

Please select at least the primary domain.

Secondary domain: LS Life Sciences

LS1 Molecular and Structural Biology and Biochemistry
LS2 Genetics, Genomics, Bioinformatics and Systems Biology
LS3 Cellular and Developmental Biology
LS4 Physiology, Pathophysiology and Endocrinology
LS5 Neurosciences and Neural Disorders
LS6 Immunity and Infection
LS7 Diagnostic Tools, Therapies and Public Health
LS8 Evolutionary, Population and Environmental Biology
LS9 Applied Life Sciences and Biotechnology

Project Consortium

3.1 Contracting Partners (only institutions different from the Coordinating Institution)

	Institution	Department	Researcher in Charge	Web Address
Contracting Partner 1	Administration de la Nature et des Forêts	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx
Contracting Partner 2	Administration des Ponts et Chaussées	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx
Contracting Partner 3	No Value			

3.2 Non-contracting partners / International Co-funding Partner (International Funding Agency)

Are you requesting funding by an International Funding Agency? * ☒ Yes ☐ No

Which is the International Funding Agency? FWF

	Institution (International Funding Agency)	Department	Researcher in Charge	Web Address
Non-contracting Partner 1	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx
Non-contracting Partner 2	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx	(You may enter upto 3900 characters.) xx

Please enter all the Contracting Partners and Non-Contracting Partners. The Coordinating Institution is already in the system.

Human Resources & PhD Candidates

3.3 List of Human Resources

You must press "Add" in order to save the data entered *

	Institution(s)	Position Type	Qualification Level	Name(s) of researchers hired for this position type	Person months	Person months finance FNR
Delete	xxx	xxx	xxx	xxx	5	10
	Institution(s)	Position Type	Qualification Level	Name(s) of researchers hired for this position type	Person months	Person months finance FNR
	(You may enter upto 3900 characters.)	(You may enter upto 3900 characters.)	(You may enter upto 3900 characters.)	(You may enter upto 3900 characters.)		
Add						

3.4 PhD Candidates

You must press "Add" in order to save the data entered *

	First Name of PhD Candidate	Last Name of PhD Candidate	Title of Thesis	Name of Academic Supervisor	Institution issuing the P
Delete	xxx	xxx	xxx	xxx	xxx
	First Name of PhD Candidate	Last Name of PhD Candidate	Title of Thesis	Name of Academic Supervisor	Institution issuing the P

Please enter all the Human Resources and PhD Candidates on the project. **Don't forget to click the Add button to validate your input.**

Legal Requirements & Other information

All the information in this section is mandatory. If you select *Yes* in any of the first two questions, it is mandatory to fill in also the corresponding text box .

4. LEGAL AND ETHICAL REQUIREMENTS

Legal and Ethical Requirements

4.1 Legal and Ethical Requirements

Does the Project Give Rise to Ethical Issues? *

☒ Yes
☐ No

Does the Project Need to be Submitted to the
`Commission Nationale de la Protection des
Données (CNPD)` and/or `Comité National
d'Éthique de Recherche (CNER)` for
Approval? *

☒ Yes
☐ No

How will Ethical Issues be Addressed?

(You may enter up to 3999 characters.)

XX

3997 characters left

Financial Information

5.1 Funding requested from FNR

Cost Category	Coordinating Institution	Contracting Partner 1	Contracting Partner 2
Personnel	€ 1,00	€ 1,00	€ 1,00
Equipment	€ 1,00	€ 1,00	€ 1,00
Consumables	€ 1,00	€ 1,00	€ 1,00
Travel Costs	€ 1,00	€ 1,00	€ 1,00
Other Costs	€ 1,00	€ 1,00	€ 1,00
Total of direct costs	€ 5	€ 5	
Overheads	€ 1,25	€ 1,25	
Total of direct costs plus overheads (not including subcontracting)	€ 6,25	€ 6,25	
Subcontracting	€ 1,00	€ 1,00	
Total Costs	€ 7,25	€ 7,25	
<u>Requested Funds from FNR</u>	€ 21,75		

Please note that overheads (indirect costs) cannot be claimed by public administrations (see financial guidelines in Annex 1). Overheads for public administrations in the table above will be deducted from the total by FNR after submission.

This is the Financial Information section, regarding the CONTRACTING PARTNERS (5.1) and NON-CONTRACTING PARTNERS (5.4). The form will be prepopulated with information from the Project Consortium section. Please enter all the relevant information, if applicable.

5.2 Overall costs of the project (FNR funding + other funding, including own contributions) for Coordinating Institution and Contracting Partners

Cost Category	Coordinating Institution	Contracting Partner 1	Contracting Partner 2
Personnel	€ 1,00	€ 1,00	€ 1,00
Equipment	€ 1,00	€ 1,00	€ 1,00

Attachments

6.1 Project Description *

Fill in the requested information in 'CORE 2014 Project Description Form.doc', save it as PDF and upload it

If you want to replace the file already uploaded, please REMOVE it first then upload it back to the system

Please use short filenames without spaces or special characters eg. cv.pdf.

Project description.docx

View

Remove

Select replacement file to upload: No file selected.

Maximum File Size: 20 MB

6.2 CV of the PI *

Recent Curriculum Vitae of the Principal Investigator (max. 3 pages/CV in one PDF File)

If you want to replace the file already uploaded, please REMOVE it first then upload it back to the system

Please use short filenames without spaces or special characters eg. cv.pdf.

CV of PI.docx

View

Remove

Select replacement file to upload: No file selected.

Maximum File Size: 20 MB

In Section 6 you have to attach the required external files:

- 6.1 Project Description
- 6.2 Principal Investigator CV
- 6.3 Researchers CV
- 6.4 Project Plan
- 6.5 International Co-funding documents

The system was tested by various file types, therefore we recommend any MS Office types (.doc, .xls, .ppt) or .pdf files. Also please ensure that the size of each file is not more than 20MB. Do not attach archived files (.zip, .rar).

Closing the Online Application Form

Maximum File Size 20 MB
Comment Type PP Applicant CV

Save Draft & continue to next section Save Draft & exit from this form

Close the application by clicking the *Save Draft & Continue to Next Section* button.

Form fully completed and ready for PDF generation

Inbox - TEST Contacts Create New Application My Applications/Reports

App. ID: 1047011 Applicant: Google TEST Program: CORE Description: Project title Task: & Pre-Proposal Entry - CORE

Your details have been saved.

Form fully completed and ready for PDF generation Enter more details now Exit to Application Overview without saving the attachments

Please click once again the Save button for closing the Online Application Form. This step saves data in database fields and prepares the forms and the attached documents for the PDF conversion in the next steps.

Problems with your input?

GRANT MANAGEMENT SYSTEM

Problem with your input

Inbox - TEST	Contacts	Create New Application	My Applications/Reports
--------------	----------	------------------------	-------------------------

We had some problems with your input:

- 4.1: response(s) missing
- 5.1: response(s) missing
- 5.2: response(s) missing

Please back up using your browser, correct the above errors, and resubmit your entry.
Thank you.

After pushing the *Form fully completed and ready for PDF generation* button, the following message could occur. Please make a note of the section number and navigate to the corresponding section of the Proposal Form by using the *Back* button of your Internet Navigator.

Complete the missing information (mandatory fields are marked with a *), save the application again and push the *Form fully completed and ready for PDF generation* button again.

Repeat this step till the message disappears.

Documents Tab

All the documents attached to the Application could be retrieved here.

GRANT MANAGEMENT SYSTEM Full proposal Submission - CORE

Inbox - TEST | Contacts | Create New Application | My Applications/Reports

App. ID: 1098021 | Applicant: Google TEST | Program: CORE | Description: IPT 12 | Task: 8 Full proposal Submission - CORE

INSTRUCTIONS

Guidance to filling out the proposal can be accessed [here](#) and in the submission guidelines.

For further details on the CORE Programme and to download the guidelines please check the [FNR Website](#)

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

[Generate Full Proposal PDF \(Please refresh the screen to see the PDF\)](#)

Done?

Download the Full Proposal Template

Check Guidelines for Applicants

CORE Full Proposal Form

Step 2: When you have completed Step 1, please select a button below to move the application to the next task. Once you have pressed this button, you will be brought back to your task list.

[For FNR Internal use only](#) Started: 15-02-2011 14:07

Summary Documents

Comment Type

Title	Comment Type	Date
CORE Full Proposal Form	Full Proposal Form	15-02-2011 14:29
Generated PDF	Pre Proposal PDF - Final	15-02-2011 14:03
Generated PDF	Pre Proposal PDF	15-02-2011 14:01
Recent CV (Winter.jpg)		
Project description (AIMS Issues to be solved IP 16.08.2010x)		
Online Application Form - CORE		

http://test.grants.fnr.lu/wf/task?task_id=33830#

Application could be accessed and (depending on it's status) modified following this link.

If you want to modify an attached file, *please read the chapter Modification of the Attached Files.*

PDF Generator

GRANT MANAGEMENT SYSTEM Welcome, Google TEST

Full proposal Submission - CORE

Inbox - TEST | **Contacts** | **Create New Application** | **My Applications/Reports**

App. ID: [1098021](#) | Applicant: Google TEST | Program: CORE | Description: IPT 12 | Task: [Full proposal Submission - CORE](#)

INSTRUCTIONS

Guidance to filling out the proposal can be accessed [here](#) and in the submission guidelines.

For further details on the CORE Programme and to download the guidelines please check the [FNR Website](#)

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

[Generate Full Proposal PDF \(Please refresh the screen to retrieve\)](#)

Done?

Download the Full Proposal Template

Check Guidelines for Applicants

CORE Full Proposal Form

Step 2: When you have completed Step 1, please select a button below to move the application to the next task. Once you have pressed this button, you will be brought back to your task list.

For FNR Internal use only Started: 15-02-2011 14:07

Summary | **Documents**

Comment Type

Title	Comment Type	Date
CORE Full Proposal Form		15-02-2011 14:29
Generated PDF		15-02-2011 14:03
Generated PDF		15-02-2011 14:01
Recent CV (Winter.jpg)		15-02-2011 14:01
Project description (AIMS Iss		15-02-2011 14:01
Online Application Form - CO		15-02-2011 10:53

The generated PDF file contains the Proposal Form and the attached documents.

This activity could last 1-2 minutes depending on the size of the attached documents. Please refresh the screen (F5) in order to retrieve the PDF file in the **Documents** area.

End of Activities

GRANT MANAGEMENT SYSTEM

Welcome, Google TEST

Full proposal Submission - CORE

Inbox - TEST | Contacts | Create New Application | My Applications/Reports

App. ID: 1098021 | Applicant: Google TEST | Program: CORE | Description: IPT 12 | Task: Full proposal Submission - CORE

INSTRUCTIONS

Guidance to filling out the proposal can be accessed [here](#) and in the submission guidelines.

For further details on the CORE Programme and to download the guidelines please check the [FNR Website](#)

Step 1: Please read the instructions and complete the activities below. All activities need to be completed to be able to move on to Step 2.

To Do

Download the Full Proposal Template

Check Guidelines for Applicants

CORE Full Proposal Form

Step 2: When you have completed Step 1, please select a button below to move the application to the next task. Once you have pressed this button, you will be brought back to your task list.

PDF Generated file

[For FNR Internal use only](#) Started: 15-02-2011 14:00

Summary | Documents


Comment Type

Title	Comment Type	Date
CORE Full Proposal Form	Full Proposal Form	15-02-2011 14:29
Generated PDF	Pre Proposal PDF - Final	15-02-2011 14:03
Generated PDF	Pre Proposal PDF	15-02-2011 14:01
Recent CV (Winter.jpg)	PP Applicant CV	15-02-2011 14:01

Any activities could be repeted by pushing the *To Do* button again. When pushing the button, the activity will be moved again above the green line in the *To Do* list.

1/28/2014

Modification of the attached files



5.1 Project description [\[READ THIS\]](#)

Attach word file with project description *

If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system

CROSSTRAD_E_Preproposal1.pdf

Select replacement file to upload:

Maximum File Size 20 MB

Comment Type PP Project Description

5.2 Recent CV

Recent Curriculum Vitae for Applicant and Main Researchers in the Project (max. 3 pages/CV in one WORD/PDF File) *

If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system

CV_ALL_TEAM_CROSSTRAD_E.pdf

Select replacement file to upload:

Maximum File Size 20 MB

Comment Type PP Applicant CV

If you want to modify a file already attached:

1. Download the concerning file from the Document tab
2. Modify the file on your computer
3. Open the Online Application Form
4. Remove the old file
5. Load the new file
6. SAVE THE APPLICATION

We recommend to change the file name after modification, for keeping track of versions.

Submit for Institutional Check

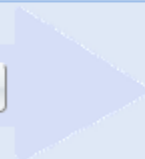
▼ Step 2: When you have completed Step 1, please select a button below to move the application to the next task. Once you have pressed this button, you will be brought back to your task list.



Submit for Institutional Check

Withdraw Application

Reassign



⌘ [For FNR Internal use only](#) Started: 24-01-2014 17:28 Held by: [Tom Jakobs](#) ([cancel task](#))

This is the last activity to be performed: push the *Submit for Institutional Check* button.

The button will be active only if there are no other activities in the To Do list.

If the activity is fulfilled correctly the system will generate two automatic emails: you will receive an acknowledgement of receipt mail and the Coordinating Institution will receive another one.

Support

END OF MODULE

Before filling out the forms please check all the guidelines and instructions on the FNR website and in the Grants system.

For any technical questions, contact us at tech-support@fnr.lu.