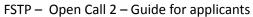# UTTER – FSTP – Pilot Projects Open Call 2

Call Documentation – Annex 1 – Guide for Applicants

Note: Screenshots displayed in this document are for informative purposes and reproduce the first call which happened in 2023. The time and dates in the screenshots should be ignored: This document only describes the steps applicants must take. Authoritative, up-to-date deadline information can be found at https://utter-fstp.science.uva.nl and on the UTTER website https://he-utter.eu.

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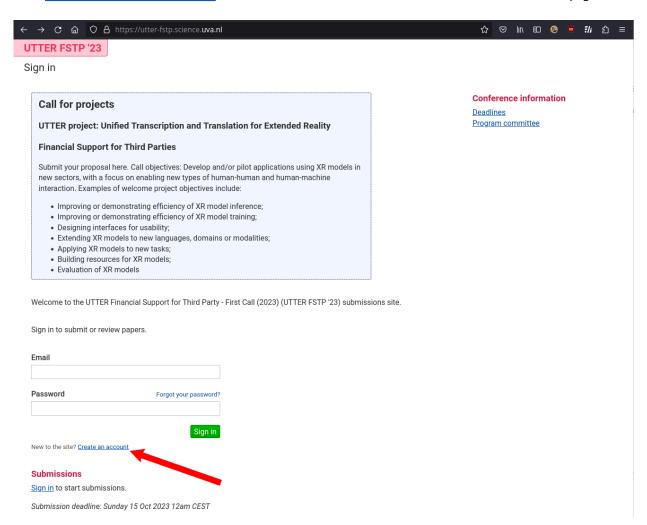FSTP – Open Call 2 – Guide for applicants

1. How to submit a project proposal

Proposals are to be submitted via our proposal management portal at https://utter-fstp.science.uva.nl. First, you need to create an account on our portal (Section 2). Then you can submit your proposal (Section 3).

2. How to create an account

Go to https://utter-fstp.science.uva.nl and click the "Create an account" link close to the bottom of the page.
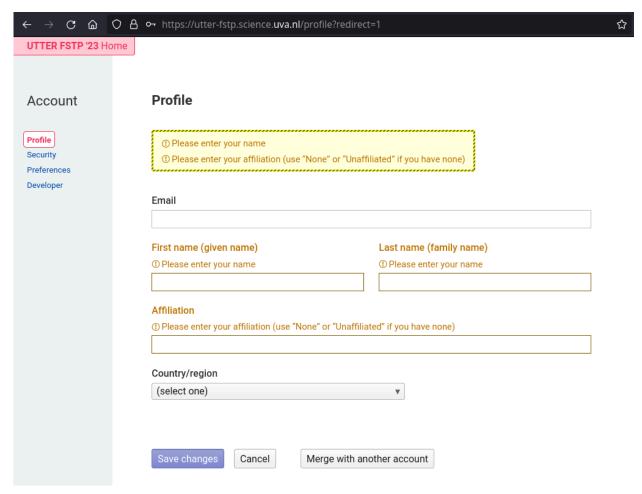
Then, carefully enter your email address.

Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.

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You will receive an email with a confirmation link. Follow the instructions in that email to set up your account and your password.

Next, you will be asked to fill in your details. Please do so carefully and correctly. When done, click "Save changes". Your account is now ready.
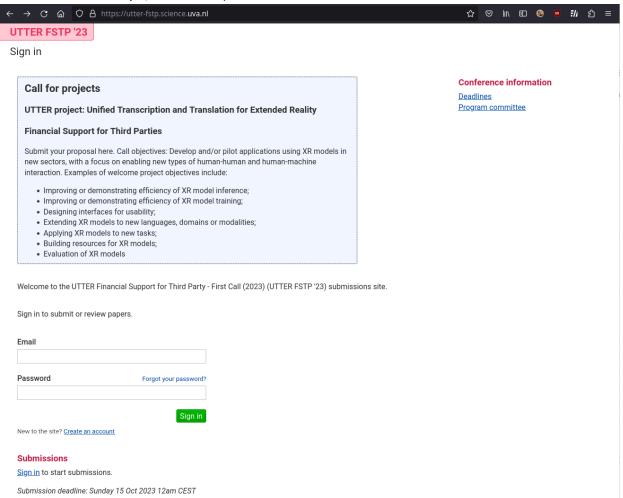
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3. How to sign in

Go to https://utter-fstp.science.uva.nl/, enter your email and password in the form, and click on "sign in". (If you don't have an account yet, see Section 2).

Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.

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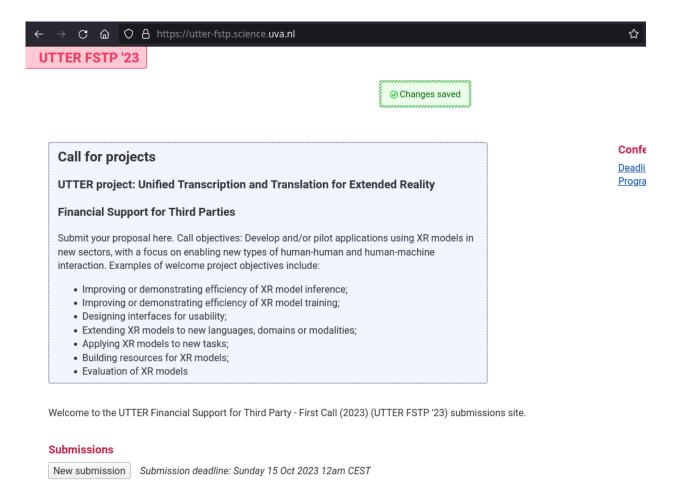FSTP – Open Call 2 – Guide for applicants

4. How to create a new project proposal

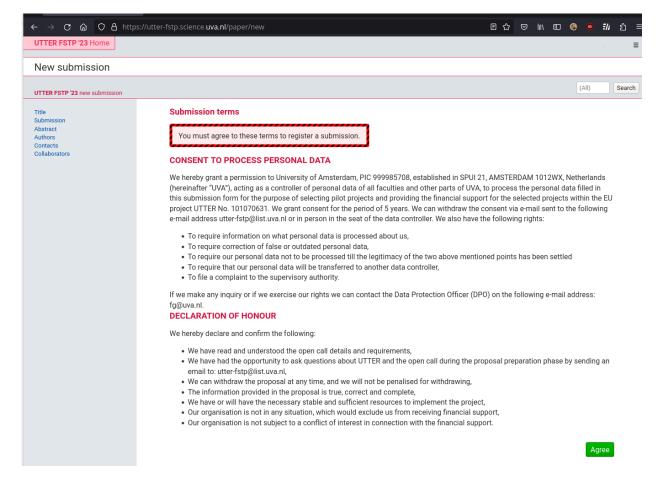First make sure you have an account and sign in (see Sections 3 and 4).

When signed in, you will be greeted by a home page with the "New Submission" button available. Click on "New Submission".

You will next be asked to consent to the data processing terms and the declaration of honour. You must read and agree to the terms.

Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.

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You will be greeted by the following form. In this form, type your project title and abstract (same ones as in the application template form, Annex 3). Then under Submission, upload your complete form (Annex 3) saved as PDF.
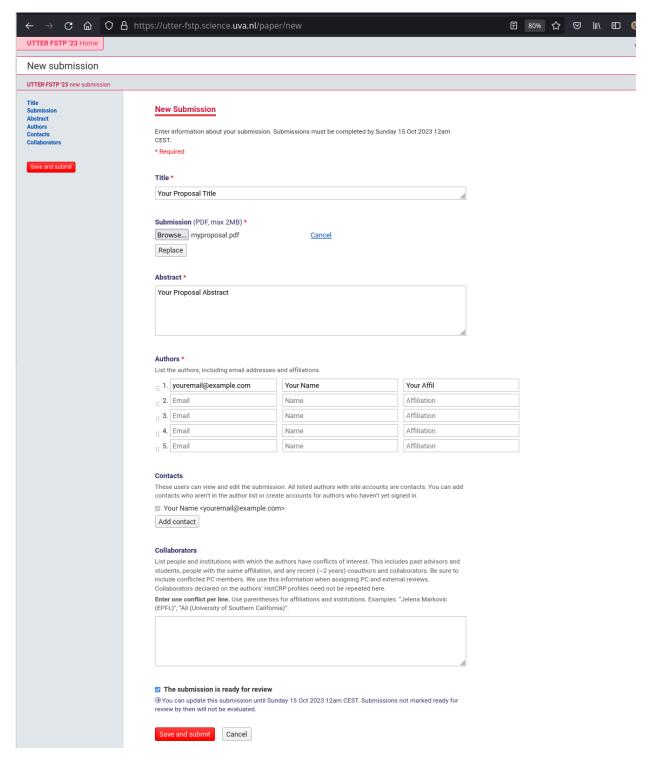
Ensure the author and contact information is correct.

Under "Collaborators", list recent collaborators which you would have a conflict of interest with.

Only when all information is filled in, the checkbox "This submission is ready for review" will appear. You must make sure this checkbox is checked before the deadline. You can save an incomplete submission for updating later.

Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.

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Your (possibly incomplete) submissions will be available on the home page https://uter-fstp.science.uva.nl when you are logged in. Click on the proposal title to access the form and make updates or changes. You can do this as many times as needed before the deadline.

Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.

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Do not make multiple submissions. If you accidentally made a second submission, use the "Withdraw" button on the form to remove it from consideration.

You will be contacted on the provided email about reviews, decisions, and further steps.

Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.