

Evaluation

Management

System (EMS) Guide



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Proposal registration



I would like to submit proposals

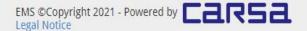
Thank you for your interest in AI REGIO Open Calls. Please click on the box below in order to register as a proposer and be able to submit your proposal.

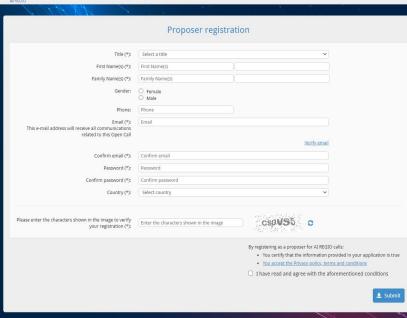
Register as a proposer

I would like to evaluate proposals

Thank you for your interest in evaluating proposals under AI REGIO Open Calls. There is no Open Call at the moment, therefore no registration is possible. Please check AI REGIO website for Open Calls schedule.

Register as an expert





PROPOSER REGISTRATION

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Once all the information is completed and submitted you will receive an email to confirm the

ъ

Login Register

Thank you for registering in the Evaluation Management System (EMS). This message is sent to ensure that you are aware of this action and that it was initiated by yourself. If this is not the case, please contact our help desk without delay.

Please confirm your EMS account by clicking on this link

Once confirmed, you will be asked to complete the second step of the registration process.

After that, you will have access to EMS and future notifications will be sent to this email address.

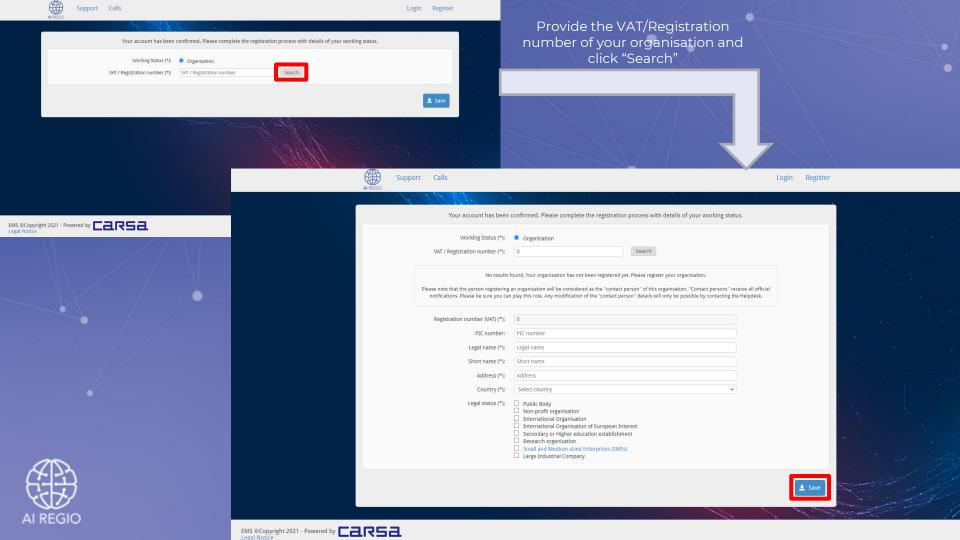
Your login credentials are:

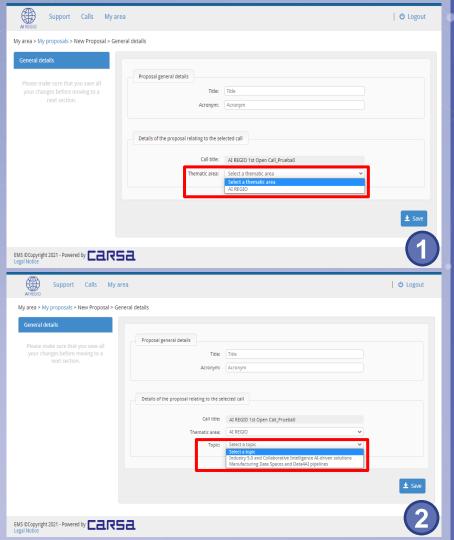
Email: Password:

Kind regards,

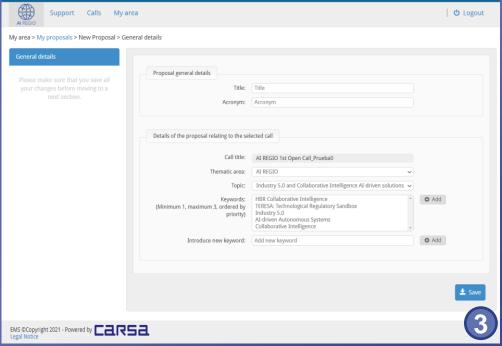
The EMS Administration

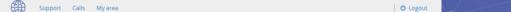






PROPOSAL REGISTRATION: GENERAL DETAILS

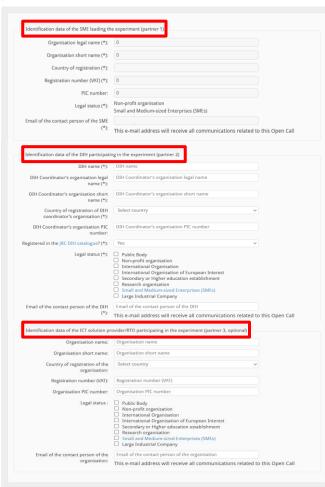




My area > My proposals > 001 > Consortium partners

General details
Consortium partners
Technical proposal
Annexes
Submission

Please make sure that you save your changes before moving to next section.



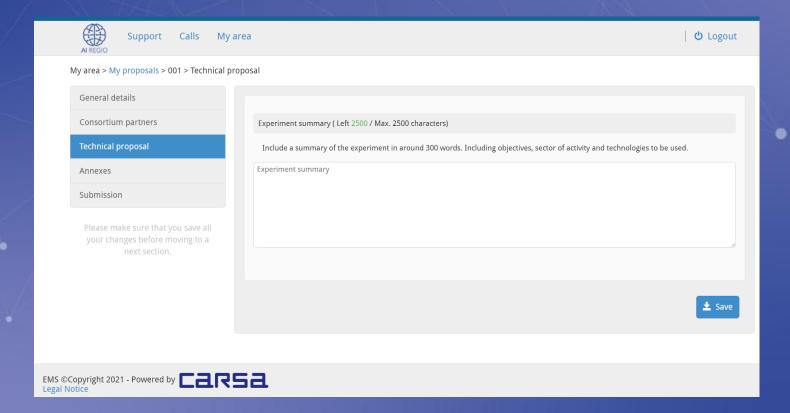
CONSORTIUM PARTNERS

Identification data of the **SME** leading the experiment will be automatically displayed in this section

Introduce the identification data of the **DIH** participating in the experiment

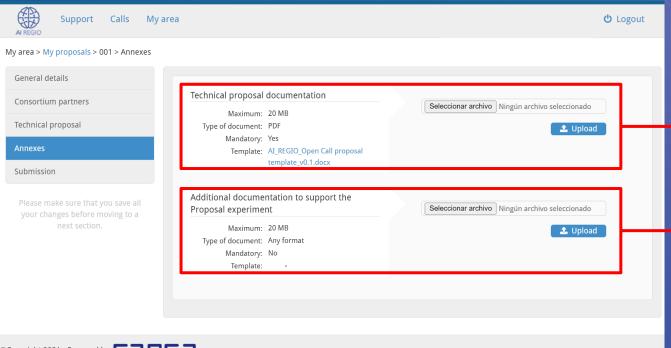
Introduce the identification data of the ICT technology provider/RTO participating in the experiment (if applicable)

TECHNICAL PROPOSAL





ANNEXES



Upload the proposal following the AI REGIO **Open Call Proposal** Template available in this section.

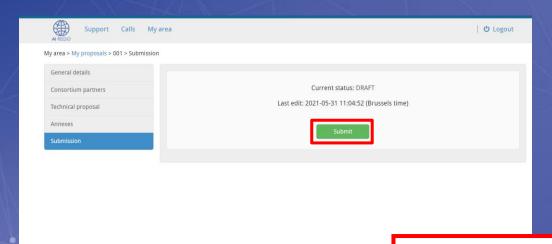
Upload any additional documentation to support the proposal experiment. Any type of file is accepted.

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SUBMISSION



Once the Proposal is completed, click "Submit". Applicants will have the **chance to submit new versions** of their Proposal as many times as they wish before the call closure. Only the last version submitted before the deadline will be considered in the evaluation.

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An acknowledgement of receipt will be sent out via email to all successfully submitted Proposals.

However, this receipt will not be proof that the Proposal is eligible for evaluation.

You have successfully submitted your proposal. Please find below the details of your proposal submission:

Proposal acronym:

Title:

Proposal ID number:

Version:

Date and time of submission

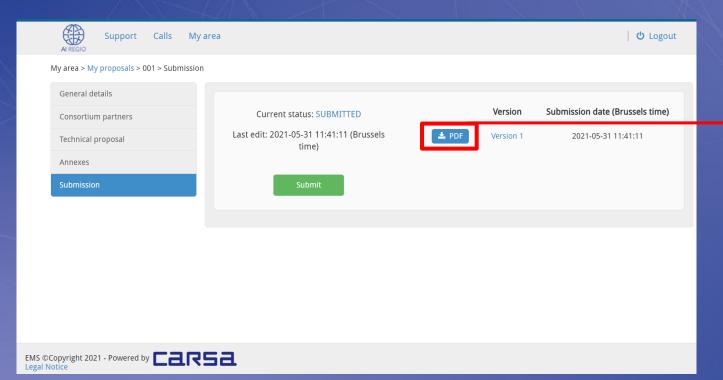
Call closure:

Please note that you may edit and resubmit your proposal before the deadline. Only the latest submitted version will be considered for evaluation. Official acknowledgement of receipt will be sent to you after the call's closure.

Kind regards,

The EMS Administration





Once the Proposal is submitted applicants have the possibility to download the proposal in PDF format by clicking in the PDF button.



THANK YOU

www.airegio-project.eu

