European Commission

# EU PRIZE for
# WOMEN INNOVATORS
## 2019

# H2020 Programme

# APPLICATION GUIDE

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Research and Innovation

## EU PRIZE for WOMEN INNOVATORS

# APPLICATION GUIDE

## GETTING STARTED

This guide will navigate you through the easy steps for the submission of you application. Applications have to be submitted by the contestant directly via the web-based submission forms. You (the contestant) can apply following 6 easy steps via our electronic submission system on the [Participant Portal](#). You can access the Portal by clicking 'Apply now' on the [official contest page](#).

Applications reaching us by any other means are regarded as 'not submitted' and will not be evaluated.

The complete application has three parts:

- **Part A** collects information about you and your company via a downloadable and editable PDF-form.
- **Part B** is a downloadable template in rtf-format for your application.
- **Annexes** - Mandatory documents to be uploaded.

## HOW TO APPLY

### Step 1 – Identify yourself

You will have the option to:

- **>login<** - if you have used the Participant Portal before, you may already have an EU Login account (or former ECAS account).
- or **>register<** - follow the instructions to create a new EU Login. More help on how to create an EU Login account [here](#).

### Step 2 – Funding Scheme

This is a generic step, simply click **>next<** to continue.

## Step 3 – Creating a draft proposal

- **Your organisation:**

Please fill in your Participant Identification Code (PIC), which is used to identify your company. If you have used the Participant Portal you should already have a PIC. More information on PIC numbers here.

- **Your role:**

Please select 'main contact'.

- **Your proposal:**

In the **acronym box** please put **your own name.**

In the **Short Summary box,** we ask to provide a small abstract of your pitch – why you should be the winner. **You are required to record a short video message (max. 90 seconds)** – and include the link in this space.

**You will be asked to select a subtopic.**
**"subtopic A – women innovators":** select this subtopic if you are born before 1st January 1984.
**"subtopic B – rising innovators":** select this subtopic if you are born after 1st January 1984.

Click **>next<** to accept *'The terms and condition of usage'*. After carefully reading through and accepting them, your draft application will be created and you will receive an automatic e-mail.

> You can return to the application to continue working (before the deadline):
> **My Proposal Menu**

## Step 4 – Parties

You are the main contact for this contest. However you can add here another contact if needed. If this is not needed, simply click **>next<** to continue.

## Step 5 – Edit Proposal

In this step you can:

- **Part A:** fill in, edit, view and print the **administrative forms**;

- **Part B:** download the PART B template and prepare your application. **Upload your Part B and**

- **Annexes:** <u>**please upload all the mandatory annexes in support of your application**</u>

### PART A – Administrative Forms

Clicking **>edit forms<** opens Part A. You can modify this at any time up to the deadline.

You can validate your application at any step. When clicking **>validate form<** at the top of any page, a list of discovered problems (such as missing data) is given on the last page.

### PART B – Your application

Please download the PART B template and complete it.

Please follow the structure of this template when preparing your application. It has been designed to ensure that the important aspects of your work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please respect the page limit. If the proposal excesses 10 pages, the extra pages will not be visible to the evaluators.

### Annexes – Mandatory documents to be uploaded

Please upload the required documents in support of your application:

- Copy of your **national ID/passport.**

- Proof that you are a (**co-)founder of an active company** including the date of foundation of the company e.g. a copy of an official form from the national business register with your name listed as (co)-founder.

- Proof of the **annual turnover** of the company, e.g. balance sheet.

- Copy of your **CV.**

Once you complete (and validate) Part A and upload documents (Part B and all the

mandatory annexes), click >**submit**<.

> Please note that the application submission will be blocked until all mandatory information is filled in

## Step 6 – Application Status page

Reaching this step means that the application is submitted. Your submission will be evaluated and you will receive feedback in the first quarter of 2019.

Here you can:

- **Download the application**. It is advised to download the application to check that it has been correctly sent. The PDF is digitally signed and time stamped.

- **Re-edit the application**, going back to step 5. After re-editing the application (any data in the forms or a modified attachment), modifications have to be resubmitted. You may continue to modify the application and submit revised versions overwriting the previous one right up until the deadline.

- **Withdraw the application**. If the application is withdrawn, it will not be considered for evaluation. A reason for the withdrawal will be requested. (Note: Your application draft is not yet deleted from the server. This withdrawal action can be reversed, but only before the deadline, by simply re-submitting it).

The same information and actions can also be found here: My Proposal menu