

Strategy Report on Research Infrastructures

ROADMAP 2021

Proposal Submission
through ESFRI MoS+

25th September 2019

PROPOSAL SUBMISSION AND FINALISATION THROUGH MoS+

The following procedure is suggested to be put in place for the *Submission of New Proposal* through ESFRI MoS+.

1. ESFRI opens the call for the submission of *New Proposals*, which will be submitted through MoS+ until **5th May 2020**.
2. All ESFRI Delegations and the EIROforum Members are notified that the ESFRI MoS+ is open.
3. The ESFRI Delegation or the EIROforum Member that lead the preparation of the RI – LEAD ESFRI Delegation/EIROforum – requests the ESFRI MoS+ to create a *New Proposal Account* upon providing some information. During this request he/she fills in all the required elements including the email of the Proposal Coordinator, who will receive the login details for this new account.
 - *The information to ask for the new account are considered to be the following:*
 - RI name (will be used as the username of the new account)
 - Leading Country (selection from list)
 - Contact e-mail address
 - Contact user first name
 - Contact user last name
3. LEAD ESFRI Delegation/EIROforum and the Proposal Coordinator are communicating offline – out of MoS+ – and are collaborating on preparing the answers to the online *New Proposal Questionnaire*.
4. LEAD ESFRI Delegation/EIROforum and the Proposal Coordinator internally agree on having an informal deadline until which the Proposal Coordinator can fill in the online *New Proposal Questionnaire* and offer a *Preliminary Draft* to the LEAD ESFRI Delegation/EIROforum for inspection and finalisation.
 - *This internal deadline will vary for each proposal depending on the availability of the involved people.*
6. Proposal Coordinator logs in to MoS+ and starts filling in the questionnaire.
 - *This will last for many days and the user can resume the status of the questionnaire.*
7. When the Proposal Coordinator completes the online *New Proposal Questionnaire*, he/she clicks on the “Preliminary Submission” button.
8. MoS+ sends a notification to the LEAD ESFRI Delegation/EIROforum that the *Preliminary Submission* has been completed.

9. After the *Preliminary Submission* the Proposal Coordinator cannot perform changes into the online *New Proposal Questionnaire* unless the LEAD ESFRI Delegation/EIROforum ask for changes through MoS+ (See next step).
10. LEAD ESFRI Delegation/EIROforum logs in to MoS+ and can view the report with all the answers of the online *New Proposal Questionnaire* and finalise the status of the submission. This cases may apply:
 - a. If everything is fine, LEAD ESFRI Delegation/EIROforum finalises the submission and clicks on the “Final Submission” button.
 - b. If updates / edits are required, LEAD ESFRI Delegation/EIROforum marks the *Preliminary submission* for updates and the Proposal Coordinator user is notified that he or she has to perform updates.
11. LEAD ESFRI Delegation/EIROforum and the Proposal Coordinator may interact offline to clarify any open or unclear requests.
12. Proposal Coordinator logs in to MoS+ and updates the online *New Proposal Questionnaire* based on the received requests. When he or she finishes, he or she clicks on the *Preliminary Submission* button and the LEAD ESFRI Delegation/EIROforum is notified through MOS+.
13. his process may continue until the finalisation is complete by the LEAD ESFRI Delegation/EIROforum or the deadline of 5th May is reached