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 thorough 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.


   - 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 logins 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 logins 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 5\textsuperscript{th} May is reached