



Pasqual Maragall Researchers Programme

Submission Guidelines

2022 Call



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1. Foreword

These guidelines explain the submission process for the Pasqual Maragall Researchers Programme (PMRP) 2022 Call.

Application to the PMRP is via a two-stage application process: submission of a Letter of Intent (LOI) followed by the submission of a Full Proposal upon invitation.

The whole process of application, review and selection of projects will be carried out in English therefore all information must be submitted in English.

Applications must be made via the online grants system (<https://fpmaragall-grants.eu-1.smartsimple.eu>) and include online forms and in the case of the full proposals a duly filled offline document, uploaded as a converted PDF file.

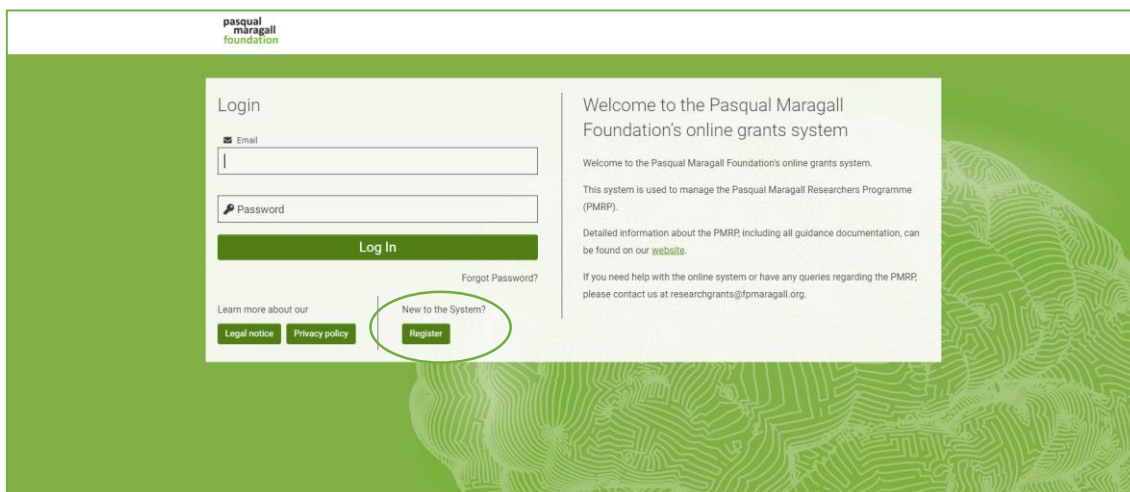
All applications must be approved by the Organisation Manager of the applicant's Host Institution before the submission deadline. We strongly recommend that researchers wishing to apply to the PMRP 2022 Call contact their Research Management/Pre-Award Offices as soon as possible so that they can manage the registration and accreditation process for the Organisation Manager. If this process is not completed, it will not be possible to submit the application.

Please read the Guidance for Applicants carefully before starting your application and refer to this Submission Guidelines document when completing it.

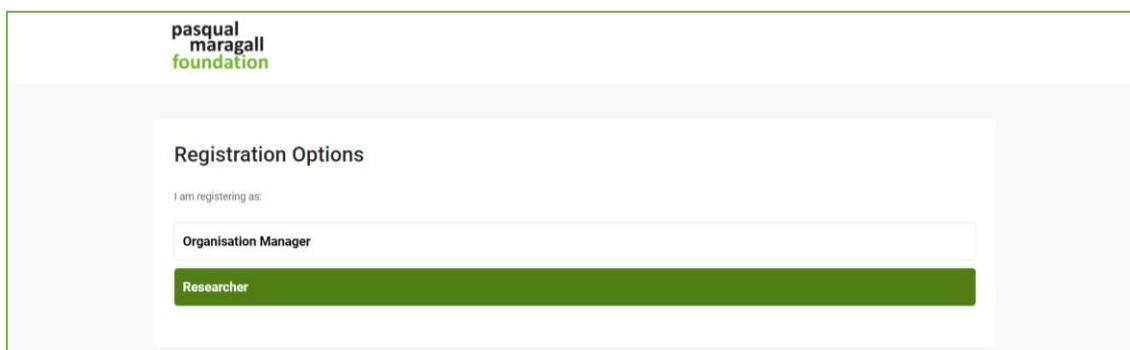
Please do not hesitate to contact the PMRP Team (researchgrants@fpmaragall.org) with any questions or to report any difficulties using the online grants system.

2. Registration and Accreditation Process

In order to submit an application to the Pasqual Maragall Researchers Programme 2022 Call, it is necessary to register for the online grants system (<https://fpmaragall-grants.eu-1.smartsimple.eu>). Please note that the registration period starts on the 21st of September 2022.



To register, please click on the green Register button and then select from the options of Organisation Manager and Researcher.



- **Organisation Manager:** the individual appointed by an organisation's legal representative to be responsible for the management of the organisation's profile and the approval of applications to the Pasqual Maragall Researchers Programme on the online grants system. This could be, for example, the Head of the Research Management or Grants Office. This role is only required for organisations based in Spain with the role of Host Institution.
- **Researcher:** the Principal Investigator or Consortium Coordinator who will be responsible for the submission of the Letter of Intent to the Pasqual Maragall Researchers Programme.

Please note that **the option Researcher only applies to researchers based at an institution in Spain**. As researchers based at institutions outside Spain can only participate in the PMRP 2022

Call as Consortium Principal Investigators (cPIs), they must receive an invitation in order to register. This process is explained in more detail in section 2.4.

2.1 Researcher

After selecting the option Researcher, you will be directed to the registration page. All user accounts must be linked to an organisation therefore the first thing you will be asked for is the name of your organisation. Please note that this is the organisation that will be invited to sign the Grant Agreement with the Pasqual Maragall Foundation if your application is eventually selected for funding. As you start typing, the system will suggest possible matches. If your organisation appears, please click on it. If you cannot find your organisation, you will need to select the option “click here” to add it. In order to add your organisation, you will only be required to provide your organisation’s legal name and fiscal identification number (NIF). Please note that only one organisation name can be assigned to each NIF. The country field is automatically set to Spain because only organisations based in Spain can be registered using this form.

Organisation Information

Instructions

Please complete the required information below. Required fields are marked with an asterisk *.

* Organisation Name

* VAT Number

For Spanish organisations, please use the NIF.

* Country


Spain

After selecting or adding your organisation, you will be required to complete the “Researcher Information” section of the registration form.

The registration form is self-explanatory but please keep in mind the following points:

- **Single registration:** as a general rule, an individual may only register for the online grants system once. It is not permitted to create multiple accounts using different email addresses. In case of exceptional circumstances, please contact the PMRP Team for advice on how to proceed.
- **Year PhD Awarded:** this is a mandatory field because all applicants must be in possession of a doctoral degree. If you do not have a PhD, you are ineligible to submit an application to the PMRP 2022 Call and therefore cannot register for the online grants system as a researcher.
- **Email:** We recommend the use of a professional rather than a personal email address. All communications about the Call and the status of your application will be sent to this address.


After completing all of the required fields, you may submit your registration form. If validation errors are detected, these will be displayed at the top of the page below the instructions:

 **Submission failed due to the following:**

- Organisation Name cannot be empty.
- Title cannot be empty.
- First Name cannot be empty.
- Surname cannot be empty.
- ID Type cannot be empty.

If you click on the validation error, you will be directed to the relevant field. All validation errors must be resolved in order to submit the registration form.

If an organisation has been added and the system detects that another organisation with the same VAT number already exists, a new window will open with the following message:

 **Alert**

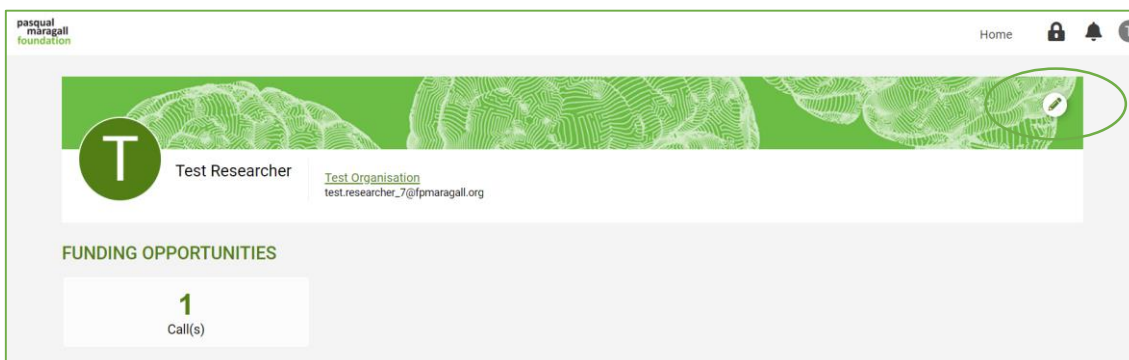
An organisation matching the information you entered already exists. Please contact the PMRP Team (researchgrants@fpmaragall.org).

OK

Please check again to see if you can find your organisation. Remember that it should be registered with its legal name. If you still cannot find your organisation, please contact the PMRP Team (researchgrants@fpmaragall.org) and we will help you to resolve this issue.

After submitting your registration form, you will receive an email with a link to create your password. After setting your password you will be able to log in to the online grants system and start your application (please see section 3).

If you need to update your profile, you can do so by clicking the pencil in the top right corner of your homepage.



IMPORTANT: We recommend that you contact your Research Management/Pre-Award Office as soon as possible to let them know that you would like to apply to the PMRP 2022 Call. They

will manage the registration and accreditation process for the Organisation Manager and Organisation. If this process is not completed, you will be unable to submit your application.

2.2 Organisation Manager

After selecting the option Organisation Manager (OM), you will be directed to the registration page. All user accounts must be linked to an organisation therefore the first thing you will be asked for is the name of your organisation. As you start typing, the system will suggest possible matches. If your organisation appears, please click on it. If you cannot find your organisation, you will need to select the option “click here” to add it. Please note that this will only be necessary if no researcher from your organisation has registered for the online grants system yet and that only one organisation name can be assigned to each NIF. You will see that the country field is automatically set to Spain because only organisations based in Spain are required to have an OM.

After selecting or adding your organisation, you will be required to complete the “Organisation Manager Information” section of the registration form.

The registration form is self-explanatory but please keep in mind the following points:

- **Single registration:** as a general rule, an individual may only register for the online grants system once. It is not permitted to create multiple accounts using different email addresses. In case of exceptional circumstances, please contact the PMRP Team for advice on how to proceed.
- **Email:** We recommend the use of a professional rather than a personal email address. In addition, we recommend that Organisation Manager accounts are created using a generic department email address. All communications about the status of your organisation’s applications will be sent to this address.

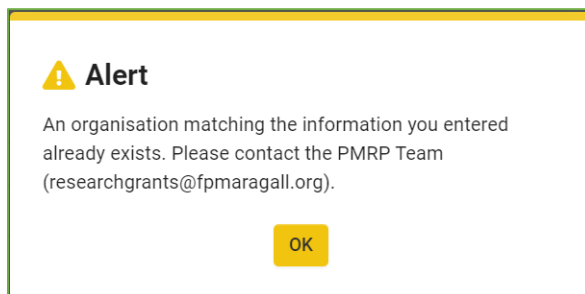
After completing all of the required fields, you may submit your registration form. If validation errors are detected, these will be displayed at the top of the page below the instructions:

✖
Submission failed due to the following:

- Organisation Name cannot be empty.
- Title cannot be empty.
- First Name cannot be empty.
- Surname cannot be empty.
- ID Type cannot be empty.

If you click on the validation error, you will be directed to the relevant field. All validation errors must be resolved in order to submit the registration form.

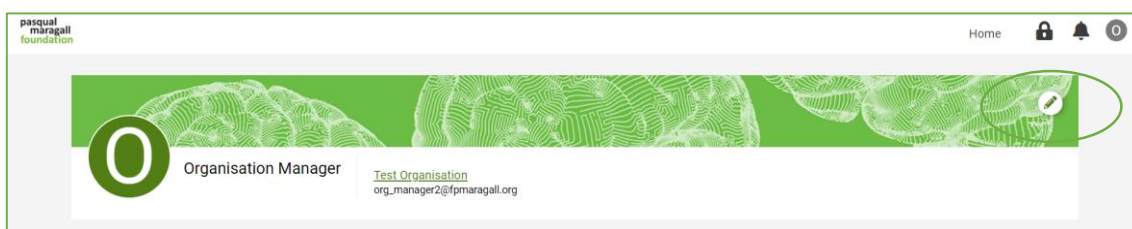
If an organisation has been added and the system detects that another organisation with the same VAT number already exists, a new window will open with the following message:



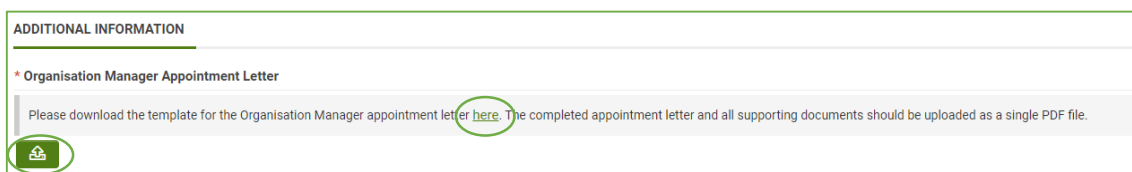
Please check again to see if you can find your organisation. Remember that it should be registered with its legal name. If you still cannot find your organisation, please contact the PMRP Team (researchgrants@fpmaragall.org) and we will help you to resolve this issue.

After submitting your registration form, you will receive an email with a link to create your password. After setting your password you will be able to log in to the online grants system and complete your profile. Until your personal profile is validated, you will be unable to access your organisation's profile.

You can access your profile by clicking the pencil in the top right corner of your homepage.



Please download the template for the Organisation Manager Appointment Letter from the Additional Information section of your profile. Once completed, it should be uploaded to the OM profile together with the required supporting documentation as one PDF file.



The supporting documentation required to be presented with the Organisation Manager Appointment Letter is as follows:

- Legal document proving the identity of the organisation manager (copy of valid ID or Passport).
- Legal document proving the identity of the legal representative (copy of valid ID or Passport).
- Legal document proving that the legal representative is authorised to sign on behalf of the organisation.

Once your profile is complete, please submit it for review. You will receive updates via email regarding the status of your accreditation as OM. If the PMRP Team requires more information in order to validate your OM profile, you will also be contacted by email. As all applications need to be approved by the OM of the Host Institution and approvals can only be done by a validated OM, please ensure that this process is completed as quickly as possible.

Once your profile as OM is validated by the PMRP Team, you will be able to access and edit your organisation's profile.

2.3 Organisation

Only a validated Organisation Manager can edit the Organisation profile. They must complete the organisation's profile and upload the following documentation:

- Official document showing the Fiscal Identification Number (NIF) of the organisation.
- Official document showing the registration of the organisation in the corresponding registry.
- Articles of Association.
- By-Laws.

Once the organisation profile is complete, please submit it for review. The OM will receive updates via email regarding the status of the accreditation of the organisation. If the PMRP Team requires more information in order to validate the organisation, the OM will also be contacted by email. As all applications need to be submitted by an applicant of an accredited organisation, please ensure that this process is completed as quickly as possible.

2.4 Consortium Principal Investigator

A maximum of two Consortium Principal Investigators can participate in a Collaborative Research Project. They are invited to do so by the applicant as described in section 4.1.

Researchers selected by the applicant to participate in a proposal as a cPI will receive an email invitation. Should they choose to accept the invitation, they will be directed to the registration form for the online grants system if they do not yet have an account. Please note that each individual may only participate in one project in the PMRP 2022 Call therefore if a cPI accepts multiple invitations, the online grants system will show a validation error when each applicant tries to submit their LOI.


The registration forms for cPIs based at Spanish organisations is slightly different from the registration form for cPIs based at organisations in all other countries. Please read the instructions carefully at the top of the page to ensure that the correct registration form is being completed. User accounts must be linked to an organisation therefore the first thing you will be asked for is the name of your organisation. Please note that this is the organisation that will be invited to sign the Grant Agreement with the Pasqual Maragall Foundation if your application is approved. As you start typing, the system will suggest possible matches. If your organisation appears, please click on it. If you cannot find your organisation, you will need to select the option "click here" to add it. In order to add your organisation, you will only be required to provide your organisation's legal name and fiscal identification number (NIF or VAT Number). Please note that only one organisation name can be assigned to each NIF (Spanish organisation) or VAT Number (organisations from all other countries).

After selecting or adding your organisation, you will be required to complete the “Researcher Information” section of the registration form.

The registration form is self-explanatory but please keep in mind the following points:

- **Single registration:** as a general rule, an individual may only register for the online grants system once. It is not permitted to create multiple accounts using different email addresses. In case of exceptional circumstances, please contact the PMRP Team for advice on how to proceed.
- **Year PhD Awarded:** this is a mandatory field because all applicants and Consortium Principal Investigators must be in possession of a doctoral degree. If you do not have a PhD, you are ineligible to participate in an application to the PMRP 2022 Call and therefore cannot register for the online grants system as a researcher.
- **Email:** We recommend the use of a professional rather than a personal email address. All communications about the Call and the status of your application will be sent to this address.


After completing all of the required fields, you may submit your registration form. If validation errors are detected, these will be displayed at the top of the page below the instructions:

 **Submission failed due to the following:**

- Organisation Name cannot be empty.
- Title cannot be empty.
- First Name cannot be empty.
- Surname cannot be empty.
- ID Type cannot be empty.

If you click on the validation error, you will be directed to the relevant field. All validation errors must be resolved in order to submit the registration form.

If an organisation has been added and the system detects that another organisation with the same VAT number already exists, a new window will open with the following message:

 **Alert**

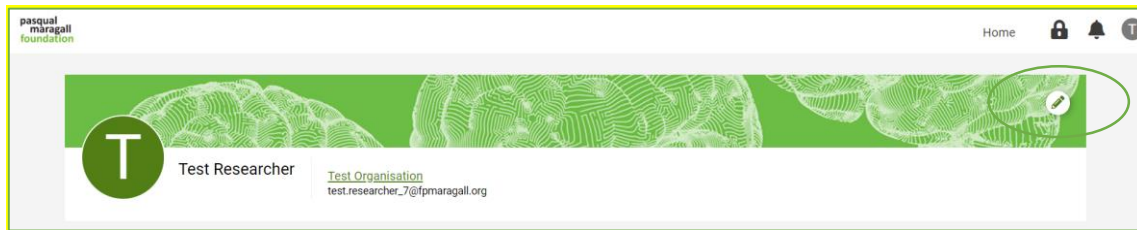
An organisation matching the information you entered already exists. Please contact the PMRP Team (researchgrants@fpmaragall.org).

OK

Please check again to see if you can find your organisation. Remember that it should be registered with its legal name. If you still cannot find your organisation, please contact the PMRP Team (researchgrants@fpmaragall.org) and we will help you to resolve this issue.

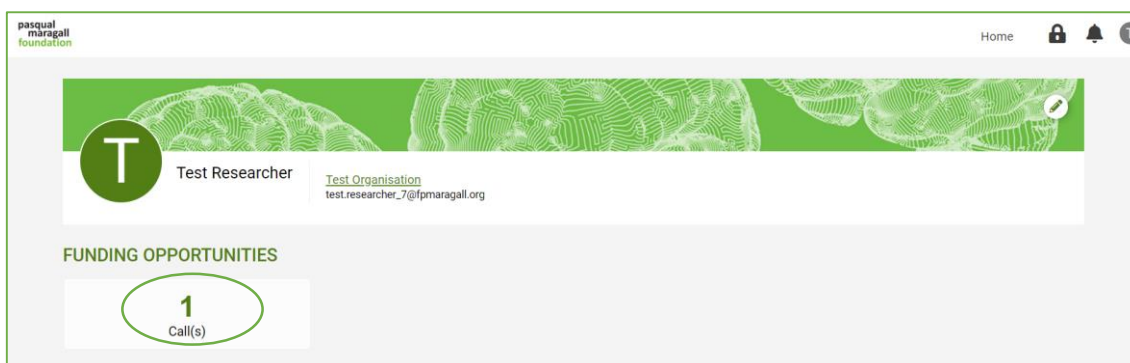
After submitting your registration form, you will receive an email with a link to create your password. After setting your password you will be able to log in to the online grants system, access the application by clicking on the In Progress section under the Applications heading,

and complete your track record tab (please see section 4.6). If you need to update your profile, you can do so by clicking the pencil in the top right corner of your homepage.

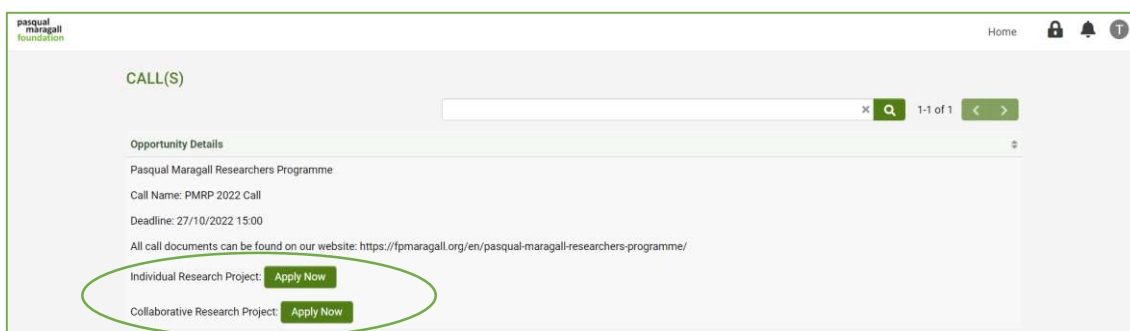


3. Starting an Application

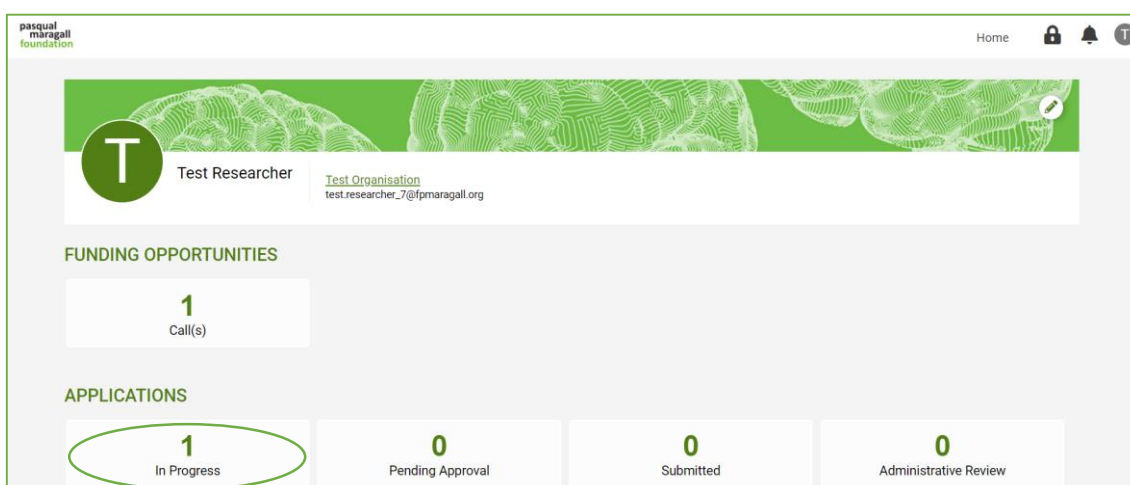
To start your application, please click on the section Call(s) that can be found under the Funding Opportunities heading:



Please click the Apply Now button beside the appropriate project type, Individual Research Project or Collaborative Research Project. Please note that each individual may only participate in one project in the PMRP 2022 Call therefore if an application has already been started, the Apply Now buttons will no longer be active. In addition, if an applicant accepts an invitation to participate in another project as cPI, the online grants system will show a validation error when the other applicant tries to submit their LOI.



When you log back in to your account you will be able to access the application by clicking on the In Progress section under the Applications heading.



Prior to completion of the LOI online, some brief questions must be answered as part of an initial eligibility check. It is the responsibility of the applicant to answer these questions correctly. In the case of Collaborative Research Projects, only the Consortium Coordinator completes the eligibility quiz. A full eligibility check will be carried out by the PMRP Team following receipt of the submitted LOI.

After selecting yes or no from the dropdown menu for each question, the applicant should click Save Draft to generate the result of their eligibility quiz. Please note that after clicking Save Draft for the first time, two previously hidden questions will appear (“Do you have a PhD?” and “Do you work at an institution based in Spain?”). The answers to these questions have been completed automatically according to the information provided in the user’s profile and cannot be edited.

Depending on their answers, the applicant will see a message stating that they appear or do not appear to be eligible to submit a proposal. In the case that it appears that they might not be eligible, the message “According to your answer to the question above, you seem to be ineligible to submit an application to the PMRP 2022 Call.” will appear underneath the relevant questions. Answers can still be modified at this stage. If this is done, then Save Draft should be clicked again. Once the applicant wants to submit the eligibility quiz they should click Continue. Submission is still possible even if the warning message shows. However please note that a full eligibility check will be carried out following LOI submission and any ineligible applications will be excluded. After submitting the quiz, answers can no longer be modified.

The eligibility quiz will be hidden from the online form when the result was positive. However, applicants who appear not to be eligible will still be able to see the result of their eligibility quiz.

4. Letter of Intent (LOI)

The LOI consists of an online form including the following tabs:

- Application Information
- Project Information
- Budget
- Project Overview
- Publications
- Track Record
- Declarations

The information requested in each tab is explained in sections 4.1 to 4.7 of this document.

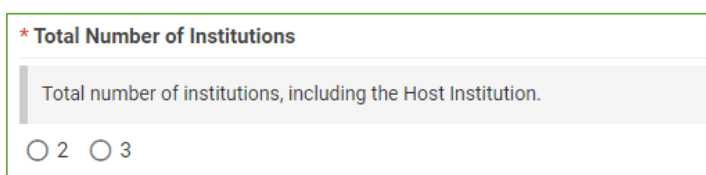
Some general information that may be useful for the applicant:

- The Validate button can be used at any time to detect validation errors that would stop the application from being submitted.
- As a general rule, clicking on the Pasqual Maragall Foundation logo in the top left corner of the page is a quick way to return to the homepage.
- At the top of the application form above the progress bar, there is a green LOI Summary button that generates a PDF of the application.
- In the Project Information, Project Overview and Track Record tabs, the size of the text boxes can be changed by clicking on the bottom right corner.

4.1 Application Information

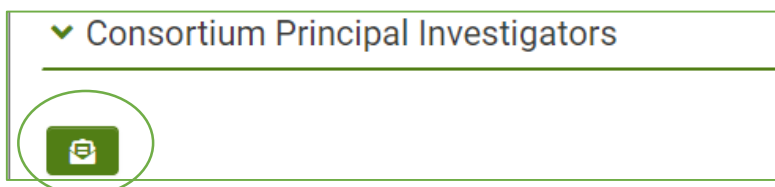
Applicants submitting an **Individual Research Project** do not need to enter any information in this tab. All fields are completed automatically using the profile information.

Applicants submitting a **Collaborative Research Project** must first indicate the total number of institutions forming part of the consortium:



The screenshot shows a form field titled "* Total Number of Institutions". Below the title is a text box containing the instruction "Total number of institutions, including the Host Institution." At the bottom of the form, there are two radio buttons labeled "2" and "3".

They must then invite the appropriate number of Consortium Principal Investigators (cPIs) to participate in the project by clicking on the Invite button shown below:



The screenshot shows a section titled "✓ Consortium Principal Investigators". Below the title is a large rectangular area. In the bottom-left corner of this area, there is a green square button with a white plus sign (+), which is circled in red.

To invite a cPI, please click the + button, complete the information requested (title, name and email address), select cPI as the Role, and then click the Invite button. Each invited cPI will receive an email invitation. The status column will update to Invited and will update again after

the cPI accepts or rejects the invitation. The registration process for a cPI is explained in section 2.4.

A cPI can be removed from an application by clicking the X button located to the right of their information.

Invite

A Collaborative Research Project can be carried out by a Consortium Coordinator and a **maximum of two** Consortium Principal Investigators.
 If the total number of institutions in the consortium is two, please add one Consortium Principal Investigator.
 If the total number of institutions in the consortium is three, please add two Consortium Principal Investigators.

Title	First Name	Surname	Email	Role	Status
Mr	Test	cPI	testcpi@testing.com	cPI	Invited

Save Invite

As with the Individual Research Projects, the rest of the information in this tab is completed automatically using the profile information. In the case of cPIs, their information will be completed automatically after they have accepted the invitation to participate in the project.

4.2 Project Information

In the Project Information tab, the applicant is asked to provide the following information about the research project proposed:

- Project title
- Project acronym
- Project duration (between 24 and 60 months)
- Type of research (translational or clinical)
- Research topic (and secondary research topic if applicable)
- Medical Subject Heading (MeSH) keywords
- Other keywords
- Lay summary (maximum of 1,500 characters including spaces)
- Scientific abstract (maximum of 2,500 characters including spaces)

If the applicant selects “Other” as the research topic or secondary research topic, they will be asked to specify which topic. This option should only be selected if they have previously communicated this topic to the PMRP Team (researchgrants@fpmaragall.org).

The applicant should be sure to include the age-related neurodegenerative disease(s) that the proposal focuses on as MeSH keywords.

The topics and keywords provided by the applicant are important because they will be used to select evaluators for the LOI.

4.3 Budget

No detailed budget breakdown is required at the LOI stage. In the Budget tab, the applicant must simply indicate the total budget that they would like to request. This means that for Collaborative Research Projects, the total amount requested by the consortium must be indicated.

A maximum of €800,000 can be requested. **Please note that it will not be possible to change this figure at Full Proposal stage.**

4.4 Project Overview

In the Project Overview tab, the applicant is asked to provide the following information about the research project proposed (the character limit always includes spaces):

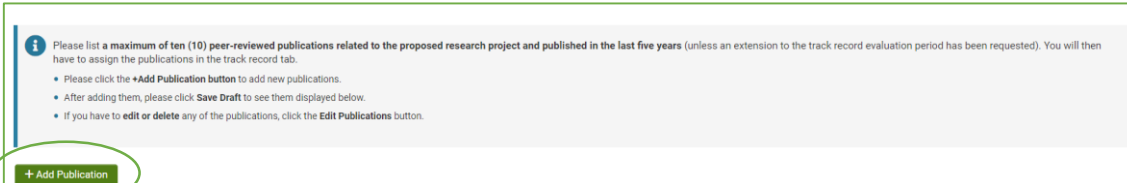
- Does your project plan include the ALFA study?
- Background (maximum of 1,500 characters).
- Specific aims of the project (maximum of 1,500 characters).
- Brief project description, including methodology (maximum of 2,000 characters).
- Novelty of the project (maximum of 2,000 characters).
- Impact of the Project (maximum of 2,000 characters).

Please note that if the project plan includes the ALFA study, the applicant must include a detailed explanation in the “Brief project description, including methodology” section.

4.5 Publications

In the Publications tab, the applicant must add publications related to the proposed research project. These publications must later be selected for inclusion in the Track Record tab(s) where their impact/significance will need to be explained. Unless an extension to the track record evaluation period is requested (see section 4.6.1), the publications must have been published in the last five years.

Up to ten publications can be added for the applicant. In the case of Collaborative Research Projects, up to ten publications can also be added for each cPI.



The screenshot shows a grey box with a blue information icon and text: "Please list a maximum of ten (10) peer-reviewed publications related to the proposed research project and published in the last five years (unless an extension to the track record evaluation period has been requested). You will then have to assign the publications in the track record tab." Below this are three bullet points: "Please click the +Add Publication button to add new publications.", "After adding them, please click Save Draft to see them displayed below.", and "If you have to edit or delete any of the publications, click the Edit Publications button." At the bottom left of the box is a green button with a white plus sign and the text "+ Add Publication". This button is circled with a green oval.

To add a publication, the applicant should click the + Add Publication button. Publications can be added manually by entering the following information:

- Publication Title
- Author List
- Journal
- Publication Date
- Digital Object Identifier (DOI)

Alternatively, the applicant may search for publications from PubMed by clicking on the Tools button and selecting Publication Search:

The Publication Search Tool allows the applicant to search for publications from PubMed by completing any of the information on the form (title, author, dates, keywords) and clicking on Search to retrieve the matches. Publications may also be found using their Digital Object Identifier (DOI) when this is entered as a search term in the keywords field.

After clicking Search, the applicant will see a list of results. The publication(s) should be selected by ticking the box to the left of the publication details then added by clicking the green + button. To complete the process, the Create Transaction button must be clicked.

After all publications have been added, the applicant may proceed to the Publications section of Track Record tab to assign them and explain their impact/significance.

4.6 Track Record

The Track Record tab(s) capture all of the information necessary to evaluate the track record of the applicant and cPIs (if applicable). The period to be taken into consideration is five years but this may be extended in certain circumstances as described in section 4.6.1.

Some fields in the Track Record tab are completed automatically using the profile information (Year of PhD, ORCID, Current position...). In addition, the following information is requested:

- Extension to track record period requested (if applicable).
- Any other positions held in the past five years (or extended period if applicable).
- Description of PI's research experience that demonstrates expertise in the research field proposed and ability to undertake the proposed research project (maximum of 1,500 characters including spaces).
- Publications related to the proposed research Project.
- Significant research grants active at some point during the last five years (or extended period if applicable).
- Other relevant information to support track record in the last five years (Maximum 1,000 characters including spaces).

In the case of Collaborative Research Projects, there is a Track Record tab for each cPI.

4.6.1 Track Record Extension

As detailed in the Guidance of Applicants, an extension to the track record evaluation period can be requested in certain circumstances. The table below summarises the circumstances and explains the supporting documentation that must be uploaded in each case.

Circumstance	Track Record Evaluation Period Extension Applied	Supporting Documentation Required
Maternity	18 months per child born in the five years prior to the Call deadline. If the leave taken was longer than 18 months, the extension will be for the actual duration of time taken as leave. The same applies for child adoption.	Birth certificate or similar official document evidencing the date of birth of each child. In addition, if an extension of more than 18 months per child is requested, a document evidencing the actual leave period taken is required.
Paternity leave	Actual duration of time taken as paternity leave during the five years prior to the Call deadline. The same applies for child adoption.	An official document evidencing the actual leave period taken.
Long-term (over 90 days) illness	Actual period of sick leave taken or compassionate leave taken to care for a seriously ill close family member during the five years prior to the Call deadline.	An official document evidencing the actual leave period taken.
Other exceptional circumstances	Considered on a case-by-case basis. If you think your circumstances may warrant an extension of the track record evaluation period, please contact the PMRP Team at researchgrants@fpmaragall.org for advice.	To be determined by the PMRP Team according to the specific circumstance.

4.6.2 Research Experience

In this section of the online application form, the researcher should describe their research experience that demonstrates their expertise in the research field and their ability to undertake the proposed research Project.

4.6.3 Publications

In this section of the track record tab, publications previously added to the Publication tab may be assigned to the track record of the applicant (and cPI(s) if applicable). To assign a publication, please click on the button Assign Publications. On the form that appears, click on the green + button then select the DOI of the publication from the dropdown menu, indicate if

the researcher is the main author (first, last or corresponding) and provide a brief text (500 characters including spaces) explaining the impact/significance of the publication.

Publications

Please select the **Publication Title** from the dropdown menu, indicate whether the researcher is the main author (first, last or corresponding), and provide a short description of the **impact/significance of the publication** (maximum 500 characters including spaces).

Remember that you can include a **maximum of ten publications**.

Publication Title	Is the researcher the main (first, last or corresponding) author?	Impact/Significance of Publication
<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text"/>
<div>+</div>		

4.6.4 Research Grants

In this section of the track record tab, the researcher may add a maximum of five research grants that have been active at some point during the last five years (or extended period if applicable).

Please note that the researcher should not include mentored awards and training grants. For these grants, the researcher may be named as the Principal Investigator but the award of the grant was also dependent on the inclusion of a mentor or supervisor role therefore independence is not demonstrated.

The following information is required for each research grant:

- Project Title
- Funding Body (dropdown menu with the option of Other if required)
- Call
- Project start date
- Project end date
- Role (Coordinator, Work Package Leader or Principal Investigator)
- Currency (EUR, GBP, USD)
- Budget Allocation
- Total Project Budget
- Brief Project Description

If the grant was not awarded in EUR, GBP or USD, please convert the budget to one of these currencies.

After all of the information has been entered, please click Save Draft to save the information. Then click Submit to validate the information. At this point any errors will be detected. These errors must all be resolved in order to successfully submit the research grant. If each research grant is not submitted, the applicant will see a validation error when they try to submit the application.

To be more reader-friendly, the information included in the research grants section is included as an appendix to the LOI. The appendix is generated after the LOI has been submitted.

4.6.5 Other Relevant Information

This section of the Track Record tab is designed to allow the researcher to include any other information that they consider to be relevant to demonstrate their **proven track record and independence**. This could include fellowships and awards, supervision and teaching activities, peer-review activities, presentations at prestigious conferences, granted patents and any other activity deemed relevant by the researcher in question.

This section is limited to maximum of 1,000 characters, including spaces therefore it is important to choose only the most relevant information.

4.7 Declarations

In this tab, the applicant is asked to confirm that:

- they fulfil all eligibility criteria.
- the application has been fully completed.
- all information presented is correct to the best of their knowledge.
- they have read and accept the conditions of the PMRP 2022 Call detailed in the Guidance for Applicants.

Consortium Coordinators are also asked to confirm that the Consortium Principal Investigator(s):

- confirmed their eligibility to them.
- confirmed to them that they have the permission of their institution(s) to participate in the project.

The Organisation Manager is also required to complete declarations but this is done after the LOI is submitted by the applicant.

4.8 Submission

When the applicant tries to submit the application, any validation errors detected will be displayed at the top of the page. By clicking on the validation error, the applicant will be directed to the relevant field. All validation errors must be resolved in order to submit the LOI. For this reason, it is advisable to use the Validate button regularly in order to detect errors in a timely manner and allow time for them to be resolved before the submission deadline.

Following submission by the applicant, the Organisation Manager will be notified by email that an application requires their approval. If the OM considers that changes are required to the LOI before it can be submitted, they can request for updates to be made. In this case, the applicant will be notified by email. After the requested changes are made, the applicant can resubmit the application for OM approval. This process can be repeated as many times as necessary until the OM approves the application for submission.

IMPORTANT: The OM must approve the application before the LOI submission deadline.

4.8.1 Organisation Manager Approval

The Organisation Manager (OM) is notified by email when a researcher linked to their organisation submits an application. The OM reviews the application but cannot edit it. The OM can decide to proceed with submission of the LOI or request changes.

If the OM chooses to proceed, they must complete the Organisation Manager declarations listed below then click the button Proceed with LOI Submission.

Organisation Managers are asked to confirm that:

- the host institution meets all eligibility criteria.
- the applicant meets all eligibility criteria.
- the host institution will support the applicant throughout the life of the project.
- the host institution accepts the conditions of the PMRP 2022 Call detailed in the Guidance for Applicants.

To request changes, the OM must complete the text box in the Organisation Manager tab then click the LOI Changes Needed button. The information included in the text box is then sent to the applicant by email and the status of the application returns to In Progress.

4.8.2 Application Statuses

The applicant will be contacted by email to keep them updated regarding the progress of their application. In addition, when the applicant logs in to their account they will be able to check the status of their application according to the section in which it appears.

APPLICATIONS			
1 In Progress	0 Pending Approval	0 Submitted	0 Administrative Review
0 Scientific Review	0 Invited to Full Proposal	0 Not Invited to Full Proposal	0 Pre-Awarded
0 Not Awarded	0 Withdrawn	0 Excluded	

- **In Progress:** The LOI is still being drafted or has been sent back for revisions. Action is required by the applicant.
- **Pending Approval:** The LOI is pending approval by the Organisation Manager.
- **Submitted:** The LOI has been approved by the Organisation Manager.
- **Administrative Review:** The LOI is being checked for eligibility and completeness by the PMRP Team.
- **Scientific Review:** The LOI is being scientifically reviewed according to the established evaluation criteria.
- **Invited to Full Proposal:** The LOI has been selected to proceed to the next stage of the application process.
- **Not Invited to Full Proposal:** The LOI has not been selected to proceed to the next stage of the application process.
- **Withdrawn:** The LOI has been withdrawn by the applicant.
- **Excluded:** The LOI does not pass the administrative review and has been excluded by the PMRP Team e.g. because it does not fulfil eligibility criteria or is incomplete.



5. Full Proposal

Full proposals are submitted by invitation only. Invited applicants will be asked to complete and submit their Full Proposal and upload the required accompanying document (template will be provided) via the online grants system (<https://fpmaragall-grants.eu-1.smartsimple.eu>).

Applicants invited to submit a Full Proposal will be provided with detailed instructions.