



## JPICH Heritage in Changing Environment call

### Guidelines to submit a proposal

Please contact the MIBACT helpdesk office for technical questions about the use of the MIBACT platform (e-mail: [jpi.support@beniculturali.it](mailto:jpi.support@beniculturali.it) )

Proposals to the JPICH Heritage in Changing Environments Call must be submitted by the Project Leader via the MIBACT platform hosted by MIBACT (Handling Partner for the call). This is the only way to submit a JPICH Heritage in Changing Environments proposal. Applications sent via other channels will not be eligible.

The proposal must be uploaded and submitted before the deadline, Thursday 30th November 2017, 14:00 CET. Note that some national funding organizations require that applicants must also submit the proposal and/or additional documents to the relevant national funding organization(s). Please see Annex A to the Call for Proposals for detailed instructions.

In order to submit a proposal, the Project Leader of the consortium (Main Applicant) must register as a user in the MIBACT platform following the instructions specified in the MIBACT platform homepage. We recommend registering as soon as possible so the Project Leader can try and familiarize him/herself with the online submission system. **The registration in the MIBACT platform will be possible not over 20th November 2017.**

3. Each new application can be changed or deleted by the Project Leader via MIBACT platform at any time until 30<sup>th</sup> November at 14.00 CET. After this deadline no change or replacement will be accepted.

#### **1. Register in MIBACT PLATFORM**

If you do not have an account in MIBACT platform, please follow the steps below to create one yourself. An account enables you to submit and monitor your application.

## HOW TO REQUEST AN ACCOUNT

To obtain your account on this system (mandatory to submit a proposal as leader of a consortium) please send an email to "jpi.support@beniculturali.it". The email has to contain the following mandatory information:

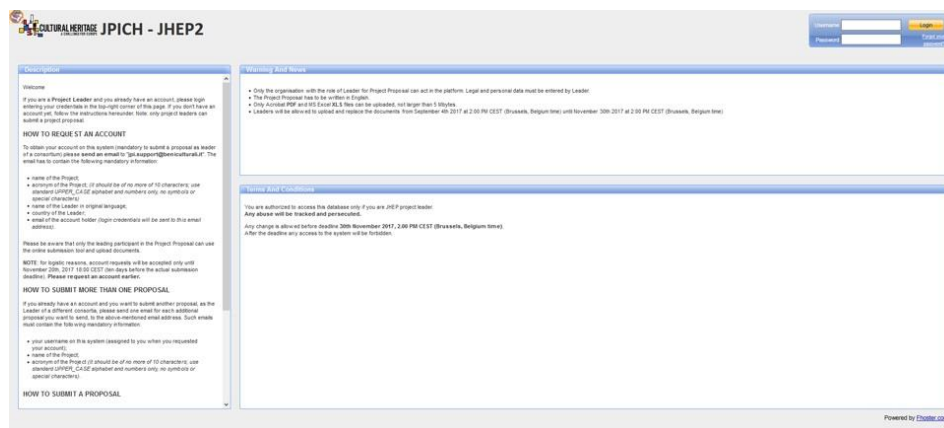
- name of the Project;
- acronym of the Project; (it should be of no more of 10 characters; use standard UPPER\_CASE alphabet and numbers only, no symbols or special characters);
- topic number (If your proposal involves more topics you have to specify each of them)
- name of the Leader in original language;
- country of the Leader;
- email of the account holder (login credentials will be sent to this email address).

Please be aware that only the leading participant in the Project Proposal can use the online submission tool and upload documents.

**NOTE: for logistic reasons, account requests will be accepted only until November 20th, 2017 18:00 CET (ten days before the actual submission deadline). Please request an account earlier.**

You will receive a mail by [jpi.support@beniculturali.it](mailto:jpi.support@beniculturali.it) with a link and the data to enter in the MIBACT platform.

The home page of the MIBACT platform is the following:



## 2. Preparing and submitting an application

Your application consists of two parts: the proposal template (PDF), and the budget tables (Excel).

- The proposal template can be found on the JPI Cultural Heritage website: <http://www.jpi-culturalheritage.eu/> As soon as you have completed the form (including the summary, the Description of Work and associated information) you can upload it as one PDF file in MIBACT platform;

- The budget tables in the Excel template must be uploaded as Excel file in MIBACT platform.

For further instructions on the proposal structure, please see the Call for Proposals.

To start the application process, navigate in the MIBACT platform.

After signing in with your MIBACT platform account, you can prepare the JPICH Heritage in Changing Environments application online. You will visualize the following tabs:

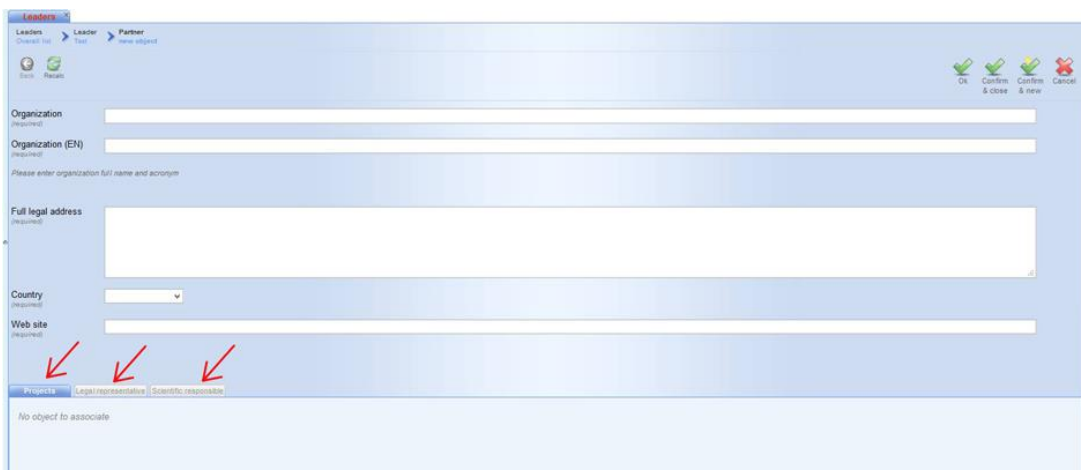
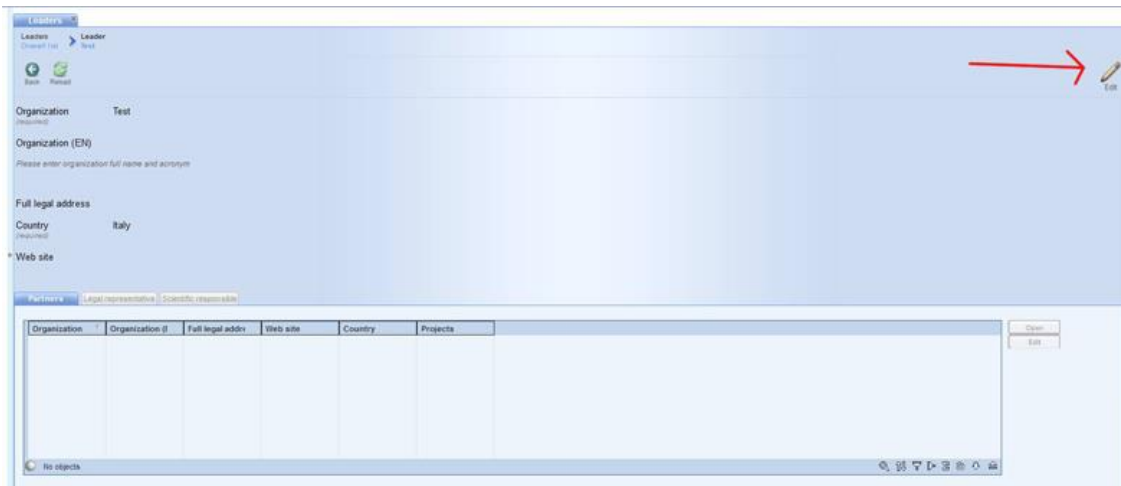


Click on the “Project Submission” icon and then click on “Leader” in the application menu on the left and insert the required data as showed by the tabs below:



Click on the information related to your organization (already inserted) then click on “open” button as indicated by the red arrow .

Click on edit and fill all the boxes with the required data: partners, legal representative and scientific responsible (see below) .Please remember that all the information is mandatory.



**Note: remember always to save your data step by step.**

After to have completed all the data related to the “Leader” section click on “Documents” and then on “Create” as indicated in the picture.

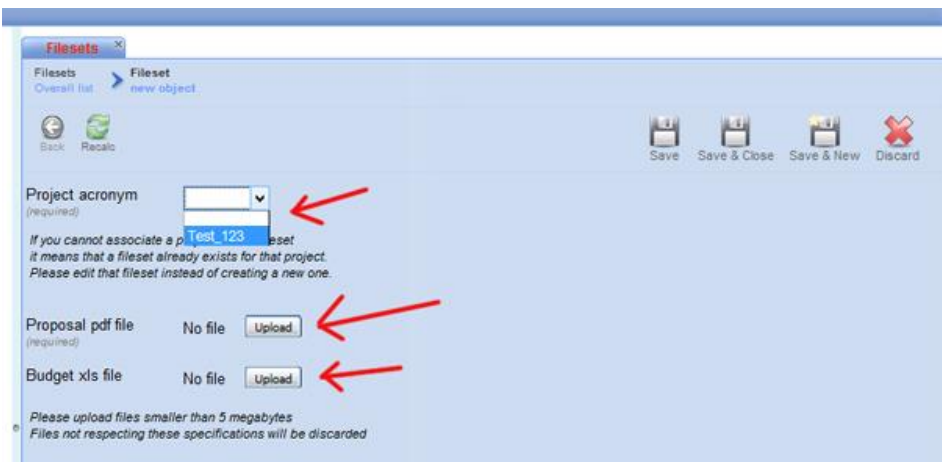


Now you can proceed to attach both the documents :

- 1) The proposal template (pdf)
- 2) The Budget Template ( excel file)

Note that each of this file cannot be larger than 5 Mbytes.

After the upload of both the documents click on the button “Save”. In this moment your proposal will be submitted.



### 3. Confirmation of receipt

After the submission in MIBACT platform the Project Leader will receive an email which will confirm the correct submission.

**Please remember once again that you will be able to modify/ change your proposal until one minute before of 30<sup>th</sup> November at 14.00 CET. All the proposal saved (submitted) after this deadline will not be taken into account.**

### 4. Technical questions about the electronic application system MIBACT

For technical questions about the use of MIBACT platform please contact the MIBACT helpdesk. Please read well the guidelines before asking the helpdesk for advice. The MIBACT helpdesk can be contacted from Monday to Friday between 8.30 and 16.30 hours.

You can send your question by email to:

[jpi.support@beniculturali.it](mailto:jpi.support@beniculturali.it)

For other questions about the submission of your application, please contact:

[Jpi\\_ch@beniculturali.it](mailto:Jpi_ch@beniculturali.it) or your National Contact Point for the JPICH Heritage in Changing Environments Call.