ICT25 / Update information about PIs

> Contact details, CV, and information about your role in the project have been automatically transferred from the short proposal to the full proposal. Please ensure your contact details are up-to-date. To update your CV, delete the previous document and upload a new CV as PDF.

Update “Roles and responsibilities within project” and “Specific competencies for the project” only if relevant. Please describe convincingly your expertise to accomplish the work in the project. Make sure that the information provided here is in accordance with the according chapter of the Work Programme upload.

> Step 1: Update your “Profile” if relevant

Upon login, go to “My Profile” in the top menu to update your profile. Please upload or update your CV based on the template provided.

> Please use the **CV template** provided in the Funding Portal. Please use the following template:"**All other calls: wwtf_cvtemplate_project.docx"**

- List all items in reverse chronological order.
- For each of the selected publications (max. 10), provide 1-2 sentences outlining the relevance of the publication for the proposal.
- If possible, please also provide a link to a more detailed list of your publications. This may be your institutional website, personal website, an ORCID profile, Google Scholar profile, etc.
- Describe additional qualifications or skills that are relevant for the success of the project. These may extend beyond scientific skills to experience in leadership, supervision, Open Science, etc.

Different CVs in case of the submission of two proposals

Applicants have the possibility to submit two proposals. This may necessitate slightly different versions of the CV (publications specific to the proposals). In this case, the following procedure is recommended:

- Upload the CV for Proposal A in "PROFILE" (top menu)
- Go to "MY PROPOSALS & ROLES" (top menu)
- On this page in section "My roles" click on "Principal Investigator and Coordinator" of Proposal A
- In the page that opens click on the green button "Refresh from Profile"

Now, the CV is imported from your profile to Proposal A, and only to Proposal A!

- Again, go to "PROFILE" (top menu), delete the existing CV and upload the new CV for Proposal B
- Go to "MY PROPOSALS & ROLES" (top menu)
- On this page in section "My roles" click on "Principal Investigator and Coordinator" of Proposal B
- In the page that opens click on the green button "Refresh from Profile"

As a result, Proposal A and B should have different CVs.

> Do not exceed 2 pages for the CV, as the system will not accept the upload of documents longer than 2 pages.

> Step 2: Update your “Role” if relevant

Go to “My Proposal & Roles” in the top menu. Under “My Roles”, click on your role below the title of the proposal.

- You can update the personal information by clicking on “Refresh from profile”. The system will check if there is new information in “My Profile” and update this section accordingly.
- Enter data in the respective fields:
  - Scientific expertise
  - Role and responsibilities within the project *(500 characters)*
  - Specific competencies for the project *(500 characters)*

Please note that the information entered here should be specific to the project. If you are participating in multiple proposals that require different subsets of your expertise, please tailor the information according to the project.

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