Submission Guideline

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General Manual of the Funding Portal

For the manual regarding the general features (create account, login, etc.) of the Funding Portal see here.

Create a Proposal

This is an invite-only call. It features a pre-selection process by your team in order to decide who will be the eligible applicant for each of the 7 project teams for this consolidation call. Once this decision has been made, the team needs to inform WWTF of the eligible PI and provide their email address, to which WWTF will create a proposal within the Funding Portal.

Upon login, you will find your proposal ready to be filled out.

> To be able to access your proposal, you either need an WWTF account or login with your institutional address (for ACOnet participants).

Create Roles (PI / Co-PIs) for a Proposal

WWTF requires information only about the researchers in the project's core team, i.e., the PI&C and up to two co-PIs.

How to invite PIs & Co-PIs to the proposal:

Step 1: Invite the PI&C and co-PIs

1. Go to the tab "Personnel and Institutions" in the proposal
2. Invite a "Principal Investigator and Coordinator" by providing their contact information.
    - **In case you are the PI&C,** please click "I am the Principal Investigator". You can then invite further co-PIs to this proposal.
    - **In case you are not the PI&C,** you will need to be invited to the proposal. The invited PI will receive an email to accept the invitation. The invited person can login with an existing account or register as a new user. You and the PI&C can then invite further co-PIs to the proposal.

Step 2: Complete your "Profile"

The PI&C and all co-PIs must complete "My Profile". *If you are creating a project on behalf of others and are not part of the Core Team, you do not need to provide this information.*

1. Upon login, go to "My Profile" in the top menu to fill out or update your profile. This information needs to be entered only once and can then be used for multiple proposals or in future calls.
    - Please upload or update your CV. Please check this section of the submission guideline for more information.
    - Should you have multiple affiliations, these can be added in your profile. Different affiliations may then be used for different proposals.

Step 3: Complete your "Role"

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

> Please note that the term "Scientific Expertise" means "Expertise" in this call. WWTF cannot change the heading without affecting other calls.

  - 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 requires different subsets of your expertise, please tailor the information according to the project.

- Select the affiliation with which you want to apply for the proposal. Please note that an authorization signature will be required from this institute for the proposal.
- Check the box under “Affirmation” to confirm acknowledgement of and compliance with guidelines from WWTF and additional relevant organisations.

> As the Funding Portal automatically relays entered information about the PI&C and co-PIs into subsequent parts of the proposal, we recommend that the core team members fill out these sections early (e.g., institutions of the core team members are automatically added to the budget).

Chapters to fill out

Regarding details, please see here.

CVs

> 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.
- 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. **For this call, this includes your experience in collaborating with patient groups, patient advocates and other non-academic stakeholders in your research with respect to ME/CFS.**

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

Different CVs in case of the submission of two proposals within a call

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.

Submit your Proposal

Once all symbols in all chapters are marked by green checkmarks, the proposal can be submitted. The “Submit” button is at the bottom of the “Signatures” chapter.

The PI&C will receive an automatic confirmation email when the Funding Portal receives the completed submission. Please check your emails after hitting the submit button. **If you do not receive a confirmation email, please get in touch with the Call Manager.**

> You can access your submitted proposal as PDF on the page “My Proposals and Roles”.

> **No changes are possible after the project has been submitted.** After the indicated deadline, submission is no longer possible. Unsubmitted proposals will be excluded from the ensuing evaluation process and deleted shortly after the submission deadline.