Personnel and institutions

> Only the speaker and co-speaker(s) of the consortium must complete the steps on this page.

Step 1: Invite the speaker and co-speakers

1. Go to the tab “Personnel and Institutions” in the proposal
2. Invite the speaker and co-speakers by providing their contact information.

    - **If you are the speaker,** please click “I am the Speaker”. You can then invite co-speakers to this proposal.
    - **If you are a co-speaker,** add yourself as a co-speaker to the proposal. You will need to invite the speaker to the proposal. They will receive an email to accept the invitation and can either login with an existing account or register as a new user. You and the speaker can then invite further co-speakers to the proposal.

Step 2: Complete your “Profile”

1. Go to “My Profile” in the top menu to fill out or update your profile.

    - Please ensure all provided information, including your contact details, are up-to-date.
    - Ensure that the speaker and at least one co-speaker has selected "University of Veterinary Medicine Vienna" as their affiliation.

> Do **not** provide a CV under the section "CV Upload" **nor** use the CV templates in this section of the WWTF Funding Portal. All consortium members, including the speaker and co-speaker(s), must upload their CVs as annexes using a template provided by the Vetmeduni for this call.

Step 3: Complete your “Role”

1. Go to “My Proposal & Roles” in the top menu. Under “My Roles”, click on your role below the title of the proposal.
2. 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.
3. Under "Staff category", select "Speaker or Co-Speaker" from the dropdown menu. Please ignore the option of "Consortium Member" here as they are not required to register in the Funding Portal.

Please note that the information entered here should be specific to the project. If you are participating in two proposals that requires different CVs, please follow the instructions under "Different CVs in case of the submission of two proposals within a call" here to upload separate CVs for the two proposals.

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