

# Proposal Phase

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# Create a new Proposal

1. Go to “Calls” in the top menu
2. Select the call you want to participate in
3. Click “Participate now” -> a new proposal will be created. You can create multiple proposals (*Please note that for regular WWTF projects, each researcher may participate as PI&C or co-PI in a maximum of two proposals.*)
4. Once created, you will find all your proposals under “My Proposals & Roles” in the top menu. You can delete proposals at any time. Proposals that are not submitted will be deleted automatically after the submission deadline.

**The Funding Portal will save your entries and changes automatically. You can pause data entry at any time. All information will be available again upon your next login.**

# 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.