Instructions for Applicants

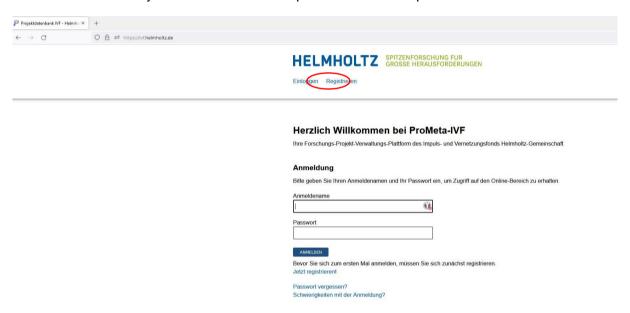# Submitting Pre-Proposals via ProMeta

Call for proposals "Helmholtz Co-Creation Projects" from June 21, 2023 | Funding from the Helmholtz Association's Initiative and Networking Fund as part of the Transfer Campaign

New Project Management Tool

We now manage all steps (from the submission of the application to the completion of the project) of all projects funded by the Initiative and Networking Fund (INF) with the project management tool ProMeta. With this guide, we provide information on the submission process.
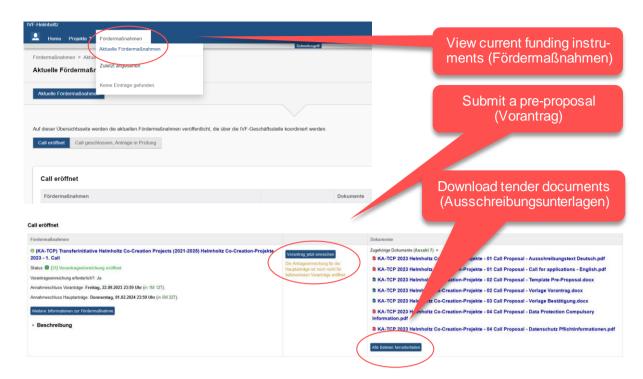
Access to ProMeta

You can register on your own via the website https://ivf.helmholtz.de. After the registration, you will receive an e-mail with your user name and a request to enter a new password.

When logging in, please note that the user name is not your e-mail address but was generated automatically. You can find it in the confirmation e-mail.

When you log in, you will automatically be directed to an overview page where you can see all currently open calls for proposals. Select the call with the title "(KA-TCP) Transferinitiative Helmholtz Co-Creation Projects" and click on "Vorantrag jetzt einreichen". The assistant for submitting a new pre-proposal will open in a new browser window. It will guide you through the submission process in nine steps.

To submit the pre-proposal, we recommend that you have filled in the pre-proposal template already. You will be asked to copy some information directly into ProMeta.

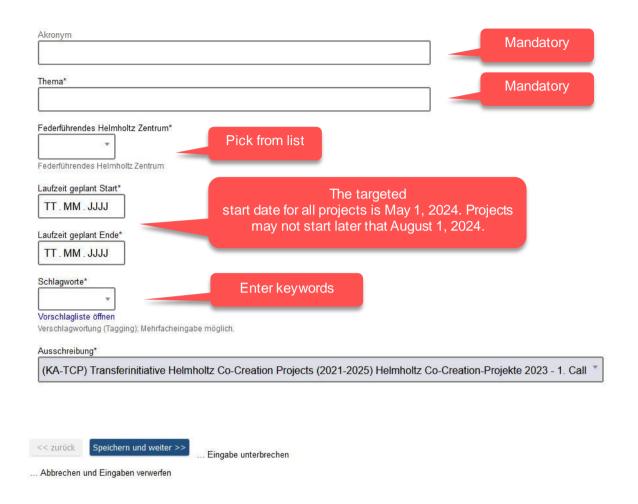# Pre-Proposal Submission Process

The process includes several steps through which ProMeta will guide you. To complete and save a step, click "Vor" at the bottom of each page. You can pause the process at any time ("Eingabe unterbrechen"). All data saved up to that point (i.e. all data up to the previous page) will be retained. You can continue the submission process at any time. You can also delete entered data via "Abbrechen und Eingabe löschen". Mandatory fields are marked with an asterisk. If information is missing, the corresponding fields are marked in red. You can use the navigation bar at the top of the page to jump between the different steps.

Step 1: Project Details

Step 1 requires you to provide basic data on the planned project.

Enter the provisional start and end dates. These are only for an initial assessment and are not binding in the case of funding. Enter keywords relevant to the planned project under "Schlagworte". Then click "Speichern und weiter" to save the entered data. You now proceed to step 2.

HELMHOLTZ

Schritt 1: Angaben zum geplanten Vorhaben

Akronym

[ ] → **Mandatory**

Thema*

[ ] → **Mandatory**

Federführendes Helmholtz Zentrum*

[▾] → **Pick from list**

Federführendes Helmholtz Zentrum

Laufzeit geplant Start*

[TT . MM . JJJJ] → **The targeted start date for all projects is May 1, 2024. Projects may not start later that August 1, 2024.**

Laufzeit geplant Ende*

[TT . MM . JJJJ]

Schlagworte*

[▾] → **Enter keywords**

Vorschlagliste öffnen

Verschlagwortung (Tagging); Mehrfacheingabe möglich.

Ausschreibung*

[(KA-TCP) Transferinitiative Helmholtz Co-Creation Projects (2021-2025) Helmholtz Co-Creation-Projekte 2023 - 1. Call ▾]

[<< zurück] [Speichern und weiter >>] ... Eingabe unterbrechen
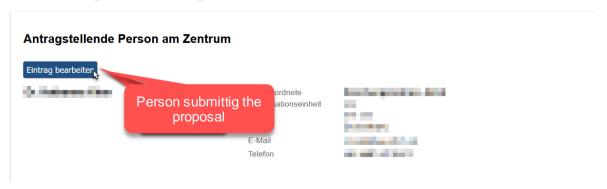
... Abbrechen und Eingaben verwerfen

Step 2: Details of the Applicant at the Center

The next step is to provide information on the person submitting the pre-proposal at the center (i.e. you).

You are automatically identified as the applicant. If you want to edit the data (e.g. your telephone number), you can click "Eintrag bearbeiten". A new window will open in which you can enter and edit your personal information.

Schritt 2: Angaben zur antragstellenden Person am Zentrum und zur nominierten Person

Antragstellende Person am Zentrum

[Eintrag bearbeiten] → **Person submittig the proposal**

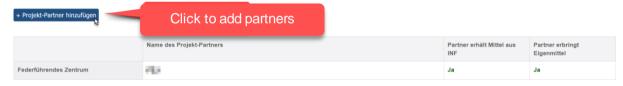ordnete
sationseinheit

E-Mail
Telefon

Click "Speichern" to return to the main page of step 2.

Click "Speichern und weiter" to complete step 2 and proceed to step 3.
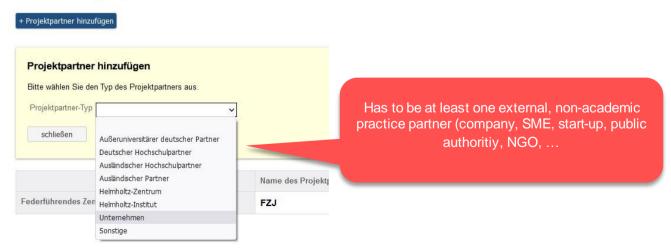
Step 3: Enter Project Partners

In step 3, you can enter your project / practice partner(s) (Praxispartner). The lead center (i.e. your center) is already listed as a project partner. Click "Projektpartner hinzufügen" to add your practice partner(s). Please note that project partners are only institutions or companies that are significantly involved in the project. Subcontractors, service providers, etc. are not included.

Click to add partners

An input form opens in a new window.

Has to be at least one external, non-academic practice partner (company, SME, start-up, public authoritiy, NGO, …)
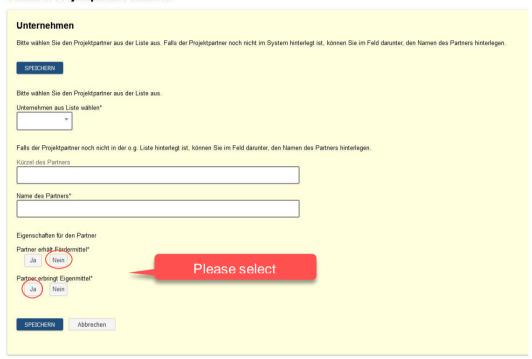
Select the type "Unternehmen" (company) or "Sonstiges" (miscellaneous) from the list, depending on the respective partner. Click „Eintrag bearbeiten" to enter information about the partner.

In the next step, indicate whether the practice partner will provide own contributions. Note: Forwarding of IVF funds to the practice partner is not permitted. Click "Speichern" to return to the main window.

The company is now included in the list of project partners. Add additional partners if required. When you have entered all project partners, click "Vor" to complete step 3 and proceed to step 4.

Step 4: Enter Contact Persons of Funded Project Partners

You can now enter the contact persons of the respective project partners who receive funds from the INF. As this is not intended within the framework of this call, you can skip this step.

Step 5: Brief Description (Strategic Objective and Most Important Planned Measures)

Please enter a summary of the project in both German and English. Briefly outline the strategic objectives of the project and the most important planned measures. Then click "Speichern und weiter" to proceed to step 6.

Step 6: Attach Documents to the Project Outline

You can only upload documents in the specified file format (pdf). Make sure not to exceed the maximum file size (600 MB).

Antragsdokument (PDF)*

Drag and drop the document in the correct file format into the grey area.

→ Drop files to upload
(or click)

Bitte beachten Sie, dass die maximale erlaubte Dateigröße 600.0 MB beträgt. Folgende Datei-Typen sind erlaubt: .pdf

The following documents must be uploaded to ProMeta:

- **Pre-Proposal** including **Annexes 2 and 3** (one PDF document)
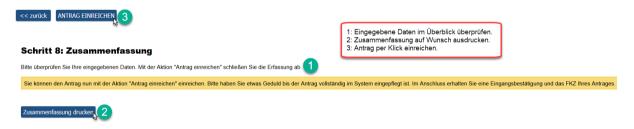
Step 7: Message to the INF team

You can write a message to the IVF team if you would like provide any further information about the project outline or the submission process. This step is optional. Click "Speichern und weiter" to proceed to step 8.

Schritt 7: Nachricht an das IVF-Team

Hier können Sie dem IVF-Projekt-Team eine Nachricht hinterlassen.

Meine Nachricht an das IVF-Projekt-Team

Step 8: Summary

In this summary, you can review all data entered and documents uploaded. Check the entered data for completeness and correctness ("1"). If you wish, you can print out the summary ("2"). This is optional. You have access to ProMeta even after submitting the project outline and can always access it there. If all data is complete and correct, click "Antrag einreichen". ProMeta now continues to merge the data and creates all the necessary links in the system. This may take up to one minute. Be patient, the delay is not an error.

<< zurück   ANTRAG EINREICHEN 3

1: Eingegebene Daten im Überblick überprüfen.
2: Zusammenfassung auf Wunsch ausdrucken.
3: Antrag per Klick einreichen.

Schritt 8: Zusammenfassung

Bitte überprüfen Sie Ihre eingegebenen Daten. Mit der Aktion "Antrag einreichen" schließen Sie die Erfassung ab. 1

Sie können den Antrag nun mit der Aktion "Antrag einreichen" einreichen. Bitte haben Sie etwas Geduld bis der Antrag vollständig im System eingepflegt ist. Im Anschluss erhalten Sie eine Eingangsbestätigung und das FKZ Ihres Antrages.

Zusammenfassung drucken 2

You now automatically proceed to step 9.

Step 9: Completion

In the final step, your funding code will be displayed on the screen. It identifies the project throughout the selection procedure and funding process. This step concludes the submission.

Schritt 9: Fertigstellung

Vielen Dank für Ihren Antrag.

Ihr Antrag wurde erfolgreich eingereicht und hat das Förderkennzeichen "VH-NG-19-01" erhalten. Der Antrag wird im nächsten Schritt formal geprüft; wir melden uns nach dem Abschluss der Prüfung erneut bei Ihnen.

You can now close the browser window in which the application assistant is displayed and return to the main ProMeta window. Select "Meine Anträge/Meine Projekte" from the selection list to display your submitted project outline. Here you can also access all the information saved from the submission process at any time during the selection process and funding period.

You can now log out.

Contact

If you have any general questions about submitting project outlines via ProMeta or would like to give us feedback on the overall process, please contact Anne Jordan (impulsfonds@helmholtz.de, Tel.: +49 30 206329-226). As head of the Initiative and Networking Fund, she manages the entire content and technical implementation for ProMeta. As one of the people responsible for the program, André Schafft (andre.schafft@helmholtz.de) is available to answer any questions specifically related to the selection process of the "Helmholtz Co-Creation Projects".