

EUROBENCH "European Robotic Framework for Bipedal Locomotion Benchmarking"
H2020 Project - Grant Agreement No 779963

FSTP-1 Open Call
"DEVELOPMENT of the benchmarking framework"
Manual for the Open Calls submission platform

July 15, 2018

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This project has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement No 779963

Application Process

To apply to EUROBENCH Open call, applicants should use the following link:
http://opencall.eurobench2020.eu/all_calls

After selecting the only open call currently active, i.e. EUROBENCH FSTP-1 Open Call, the initial page displays a brief summary of the call. It is divided into three sections (see image below):

1. **Description Section:** This section gives a brief description of the EUROBENCH Open Call.
2. **Files Section:** The second section shows the document that participants should read before submitting a proposal (Guide for Applicants).
3. **Link Section:** Here, the "Go to Call" link takes an applicant to a login page.



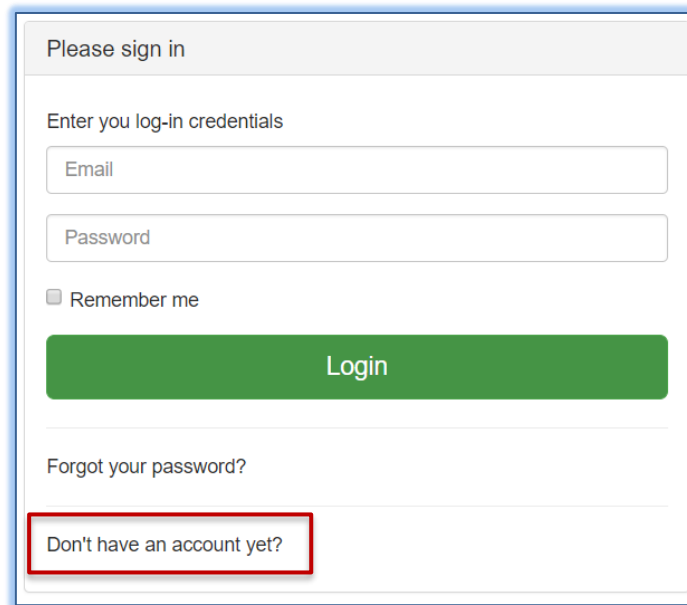
The screenshot shows the EUROBENCH FSTP-1 Open Call page. At the top center is the eurobench logo. Below it, the title "EUROBENCH FSTP-1 Open Call" is displayed in a large, bold, black font. Underneath the title, the submission deadline "Submission deadline 2018-07-13 12:35:52 (UTC)" is shown in a smaller black font. A horizontal line separates the header from the main content. The main content starts with a bold black paragraph: "This Call is looking for Third Parties interested in designing and developing testbeds, algorithms and datasets to allow the benchmarking of the following bipedal robotics technologies: Lower limb exoskeletons, Lower limb prostheses and Humanoids". Another horizontal line follows. Below this, the word "Files" is written in a large black font. Underneath "Files", the text "FSTP-1 Guide for Applicants.pdf" is displayed in a smaller blue font. At the bottom of the page, there is a prominent green rectangular button with the white text "Go To Call".

Login page: New applicants must **register ("don't have an account yet?")** to create an account



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first. An email address and a password are needed to register into the platform.



Please sign in

Enter your log-in credentials

Email

Password

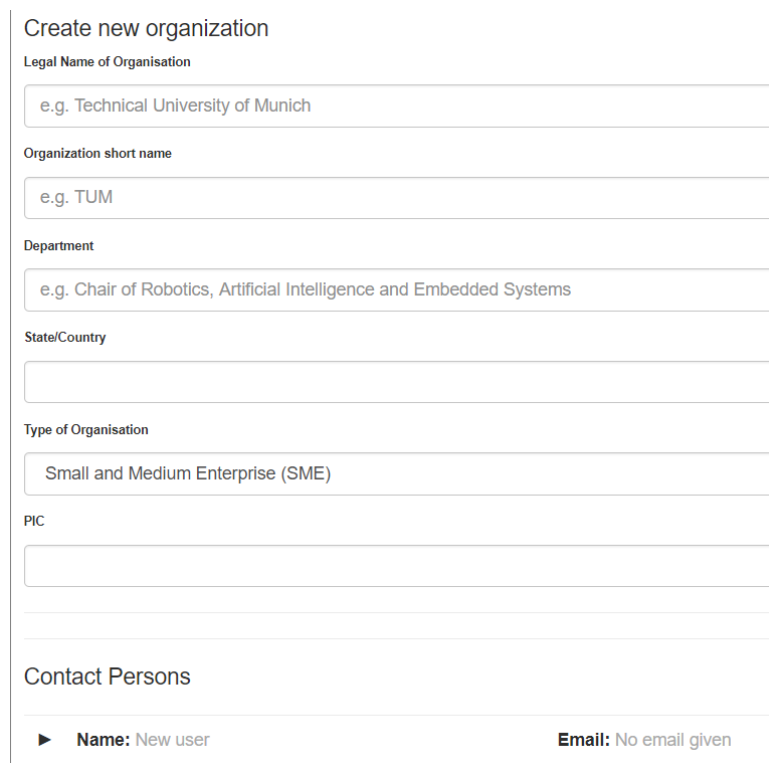
Remember me

Login

Forgot your password?

Don't have an account yet?

In this phase, ORGANISATION MUST be also registered: Please complete the registration of your organisation right here. If you wait to register it during the proposal submission the platform won't allow you to SAVE & SUBMIT. BE CAREFUL and complete all the required data when registering (see the following picture), since this information will be automatically included in your proposal when completing the Consortium Section and you will not be able to modify the organisation's data during the process.



Create new organization

Legal Name of Organisation

e.g. Technical University of Munich

Organization short name

e.g. TUM

Department

e.g. Chair of Robotics, Artificial Intelligence and Embedded Systems

State/Country

Type of Organisation

Small and Medium Enterprise (SME)

PIC

Contact Persons

► Name: New user Email: No email given

After the information has been submitted, a verification email will be sent. The applicant must first find the email and follow the account activation link to complete the registration. Once registered, applicants can login with their credentials.



Proposal Submission: After a successful registration and login, an applicant is taken to the proposal submission page. Here, a proposal can be created and submitted. The page contains five sections. Note that all fields need to be completed although not all of them have a (*) behind their name.

1. **General Information Section:** In this section, applicants need to provide the full title and acronym for their proposal. They have also to select the project category, expected outcomes and applicability according to the classification in the **Guide for Applicants** (also available in the website <http://eurobench2020.eu/ftsp-open-calls/ftsp-1/>). More than one option can be marked for expected outcomes and applicability.

General Information

Project Title *

Project Acronym *

Project Category *

Expected outcomes (only for OPTION 1)

Testbed

Software routine

Dataset

Applicability (both OPTIONS) *

Wearable Robots

Humanoids

2. **Keywords:** applicants need to enter at least 3 keywords which describe the topics of their proposal. A list with provided keywords will be shown: biomechanics, datasets, exoskeletons, human-machine interface, humanoids... This helps in assigning the appropriate evaluators later.

Keywords

Please describe the topics of your proposal.

Keywords

Please enter at least 3 keywords.

Keyword 1 *

×

+ Add a Keyword

3. **Contact Information Section:** Applicants must enter the contact person for the Coordinator here. The information in this section can be the same as the registered applicant.

Contact Information

Name *

Surname(s) *

e-mail *

Phone Number *

4. **Consortium Partners Section:** Should a proposal consist of multiple consortium members, all additional partners should be listed here as well. Entering the name of the organization and clicking on "Search" the name of the organization should appear. Please select the right organization and the information included during the registration phase will be automatically included in your proposal.

Consortium

Information taken from the user profile of each participant filled when the entity registers for the first time to submit an FSTP proposal

Partner 1 - Coordinator *

-- Select an Organization --

-- Select an Organization --

Cajal Institute, Spanish National Research Council (CSIC)

For each organisation, different contact persons (at least one) can be added. If the contact person is already registered, just introduce the name and click on "Search". Please select the right Contact Person and the information included during the registration phase will be automatically included in your proposal.

Contact Persons

▼ **Name:** New user
Email: No email given
✕

Change Contact Person

Search for a Contact Person

-- Select a Contact Person --

-- Select a Contact Person --

diego.toricelli@csic.es



If the Contact Person is not registered yet or the system is not allowing you to select him/her, you can create a new one at this stage:

Contact Persons

▼ **Name:** New user **Email:** No email given ✕

Change Contact Person

Search for a Contact Person

Search

Not found your Contact Person? Create new Contact Person

- Ethics:** applicants need to select all the items which are **not** related with their proposals. If there is an item related, applicants must complete the following section to indicate where they describe ethical issues in their project description file (PDF).

Ethics

The applicants need to ensure that their FSTP proposal meets the ethics requirements of Horizon 2020, and that they will continue to be compliant during the period of execution of the FSTP. In the case of your FSTP involving one of the listed cases, applicants must follow the ethics self-assessment guide published by the EC and provide the necessary details as tabularized in that document by attaching a PDF document.

The work done in this project DOES NOT involve:

- Human Embryonic Stem Cells (hESCs)
- Human participants as test subjects
- Human cells or tissues (other than from Human Embryos/Foetuses)
- Personal data collection and/or processing, or further processing of previously collected personal data ('secondary use')
- Animals
- Research procedures that may cause pain, suffering, distress or lasting harm to live non-human vertebrate animals
- Import or export of any material from third countries to/from the EU
- The use of elements that may cause harm to the environment, animals or plants
- Endangered fauna and/or flora /protected areas
- The use of elements that may cause harm to humans, including research staff
- Risk for the individuals taking part in the project due to the situation in their country
- Military applications
- Risk for terrorist abuse of results

If YES please indicate the page(s) where you describe it in the project description file

- Project Description:** in this section, applicants will upload their project description file. This action is mandatory to submit the proposals. Only PDF formats are allowed (max. 15MB).



Project Description

Technical Proposal *

Select a file

Groups of allowed types
 PDF Document: .pdf
 PDF Document: .pdf
 Max file size: 15 MB

7. **Requested contribution:** In this section applicants should indicate the total requested contribution PER PARTNER of the consortium. For each partner, please **select EUROBENCH-FSTP-1 Cost Model** and the following field will appear. Please note that although the field to be completed is called "budget" you need to indicate ONLY the requested contribution
e.g.1 your budget is 100k€ but since you are participating in another proposal you are asking for a total contribution of 40k€, please indicate 40 k€ here. You will be detailing your total budget in the technical proposal form.
e.g.2 your budget is 120k€ but since the maximum contribution (funding) is 100 k€ you are asking for a total contribution of 100k€, please indicate 100 k€ here. You will be detailing your total budget in the technical proposal form.

Requested Contribution

IMPORTANT: Although the field to be completed is called "budget", you are required to indicate JUST the total requested contribution (funding) per partner. Please do NOT indicate the total budget (total costs) that will be described just in the technical proposal to be uploaded.

Budget

EUROBENCH-FSTP-1 Cost Model

Category	Expenses	Funding Rate	Funded Expenses	Overhead Rate	Funded Overhead	Sum	Explanation
Requested Contribution	EUR	100 %	0.00 EUR	0 %	0.00 EUR	0.00 EUR	<input type="button" value="Explain"/>
Sum	0.00 EUR		0.00 EUR		0.00 EUR	0.00 EUR	

Project Budget (Sum of all Partners)

Category	Expenses	Funded Expenses	Funded Overhead	Sum
Sum		0.00 EUR	0.00 EUR	0.00 EUR

Once all sections are filled in, the proposal can be submitted:

Save & Submit

Note: You can still edit your proposal after submission until the deadline of the call. If you leave this page without submitting all changes will be lost.



After a successful submission, the applicant will receive an email notification and see a confirmation This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 779963

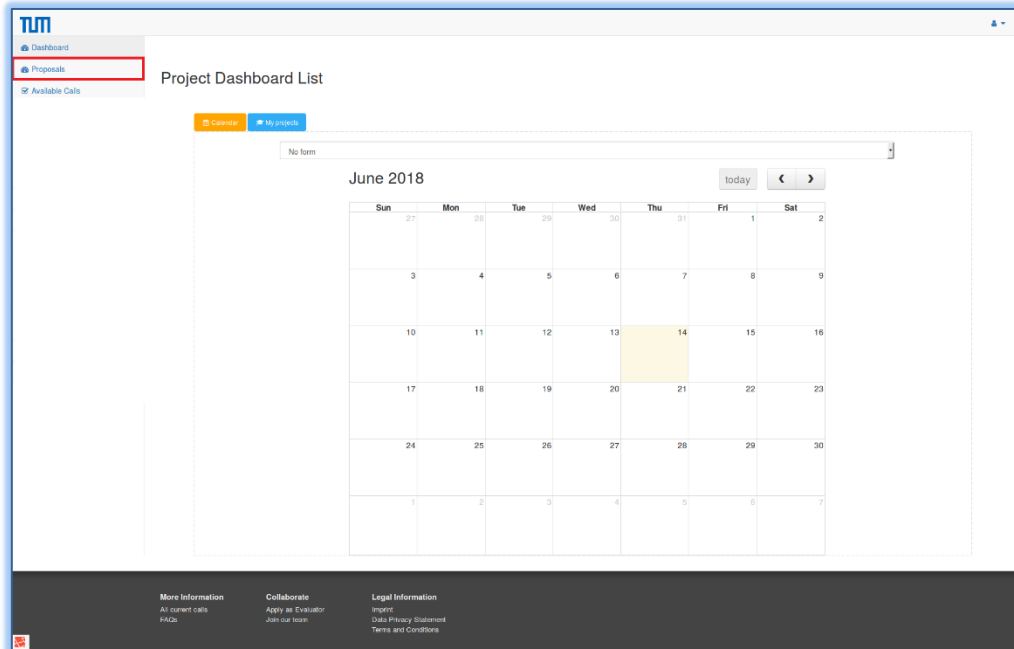
screen. The Back to Dashboard button takes the user to the management platforms main page, the dashboard.



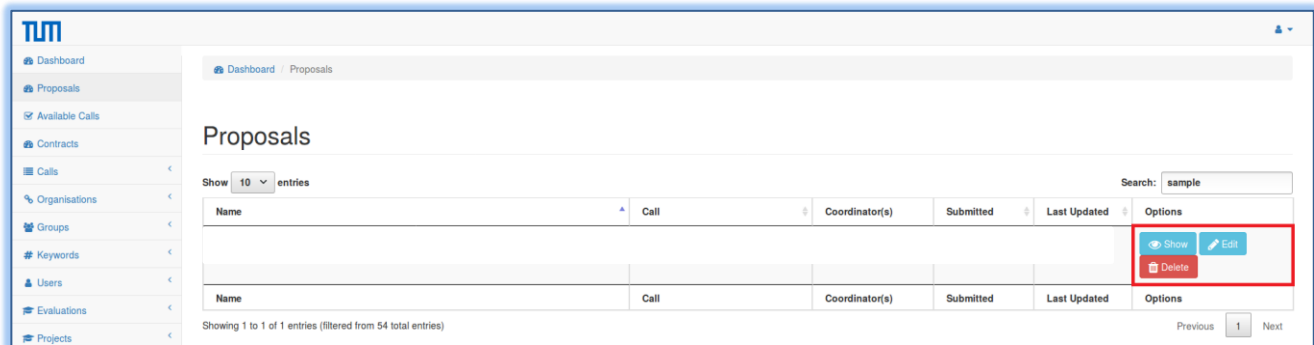
Editing Process:

Applicants can submit their proposal document as many times as they wish prior to the call deadline, but it is strongly recommended not to wait until the last minute to submit the proposal.

From the dashboard, the submitted proposals can be reached through the **Proposals** link:



From here, the submitted proposals can be edited through the **Edit** link:



The proposal can be edited as described above in the proposal submission section if the call is open.