

DEMO WIND ERA-NET COFUND ACTION

JOINT CALL 2015

Delivering Cost Reduction in Offshore Wind:

GUIDELINES FOR ELECTRONIC SUBMISSION SYSTEM

For further information, please see the DemoWind website: demowind.eu or
contact the DemoWind 2015 co-ordinator: innovation@decc.gsi.gov.uk

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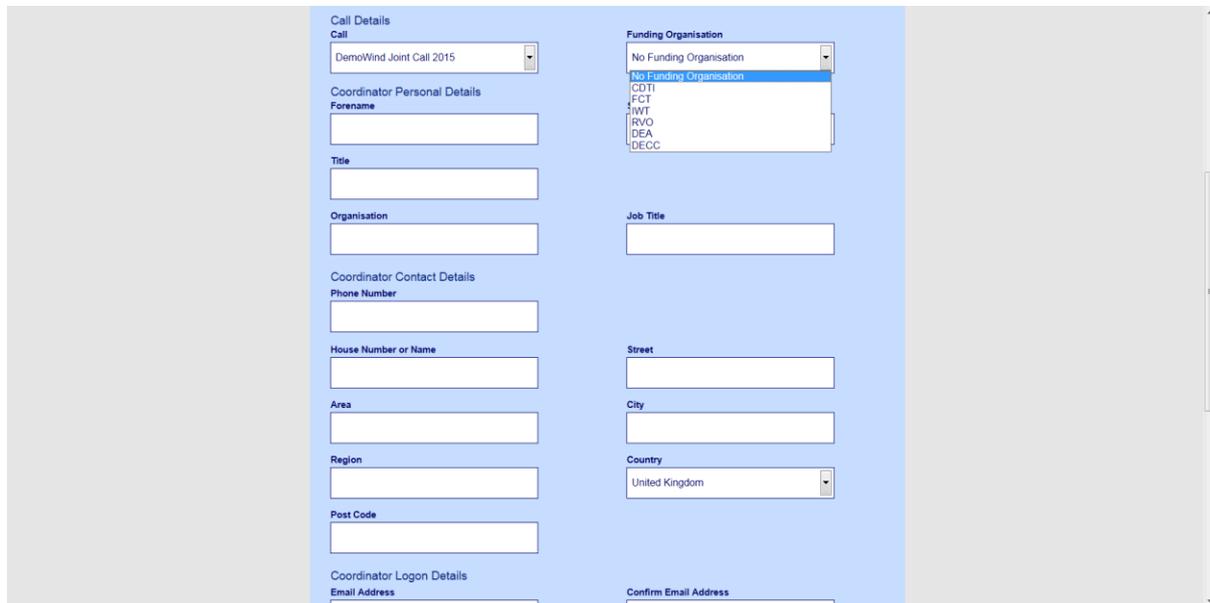
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1. Registration

In order to use the Electronic Submission System, the **proposal coordinator** has to register via the 'Joint Calls' page of the DemoWind website: <http://www.demowind.eu>



The project coordinator must fill in the registration form – most of the fields in this form are mandatory and must be completed for successful registration:



The registration form requires three sets of information:

- **Coordinator Personal Details**

In this section, the Coordinator must enter the following information:

- Forename – Coordinator's first name;
- Surname – Coordinator's last or family name;
- Title – Coordinator's title, such as Dr/Mr/Mrs/Ms, etc;
- Organisation – Name of the coordinator's company;
- Job Title – Short job title for the coordinator;
- Funding Organisation – The Coordinator must select the DemoWind Funding Organisation (generally a government department or agency) in the country or region where their company is based. The Coordinator selects the correct Funding Organisation from a drop-down list. (Please note that the project coordinator must be from one of the countries or regions providing funding to the DemoWind Joint Call.)

- **Coordinator Contact Details**

In this section, the Coordinator must provide their contact phone number and postal address: all fields are mandatory except for area and region.

- **Coordinator Logon Details**

In this section, the Coordinator must enter the following information:

- Email address – Please provide an email address which is checked regularly;

-
- Password – The password must be at least 6 characters in length and include at least one letter and at least one number.

The Coordinator should treat the DemoWind logon password confidentially – it should not be shared with other people – including other project consortium partners.

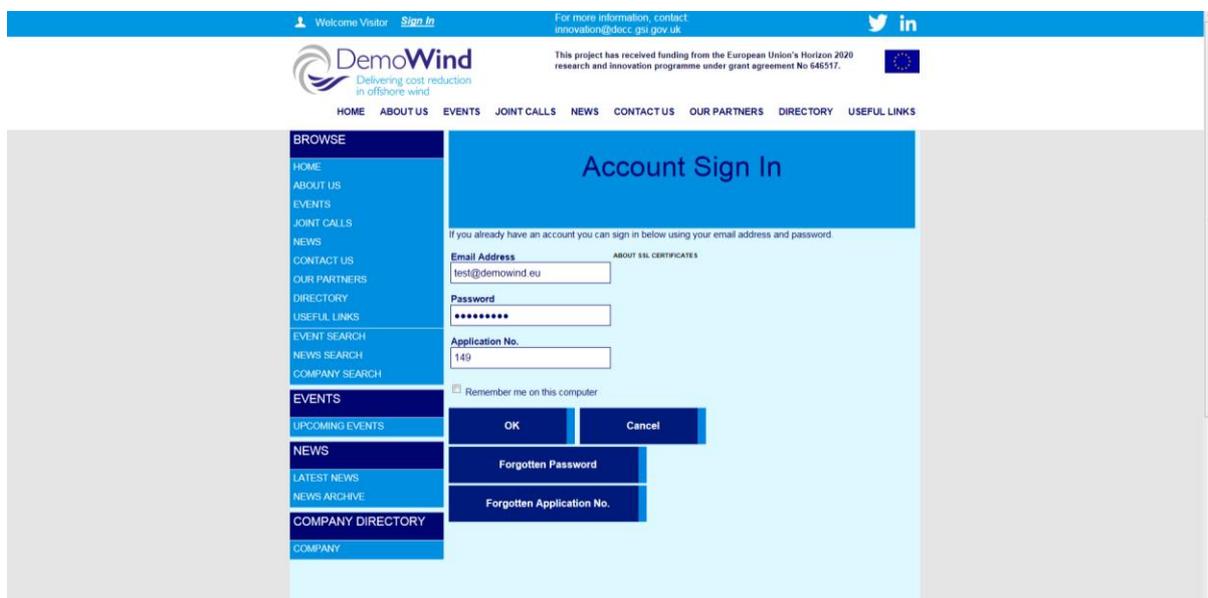
Please note that the registration will not proceed if any of the mandatory fields is empty (i.e. any field other than area or region).

2. Logging on for the first time

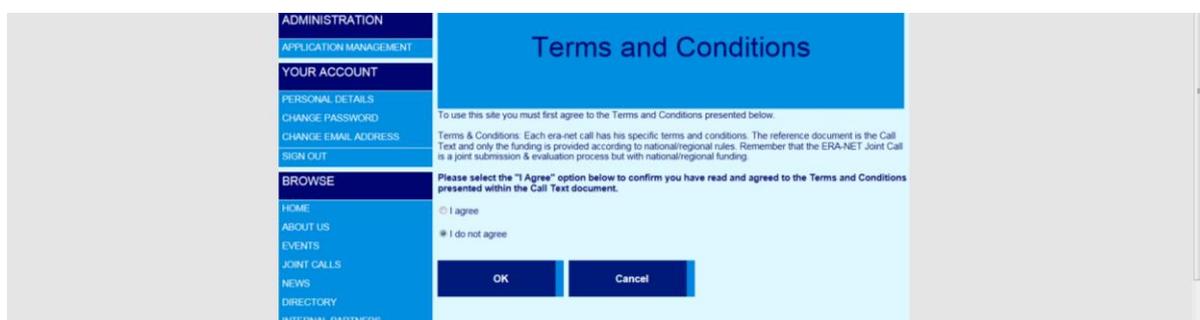
Once the registration form has been successfully submitted, the Project Coordinator will receive an automated email that contains confirmation of his/her email, password and states his **unique application number**.

This email also contains a 'verification link' which the Coordinator must click on to verify the email address and to complete the registration process.

When the Coordinator has verified his/her email address, he/she can log on to their DemoWind account using email address, password and application number:

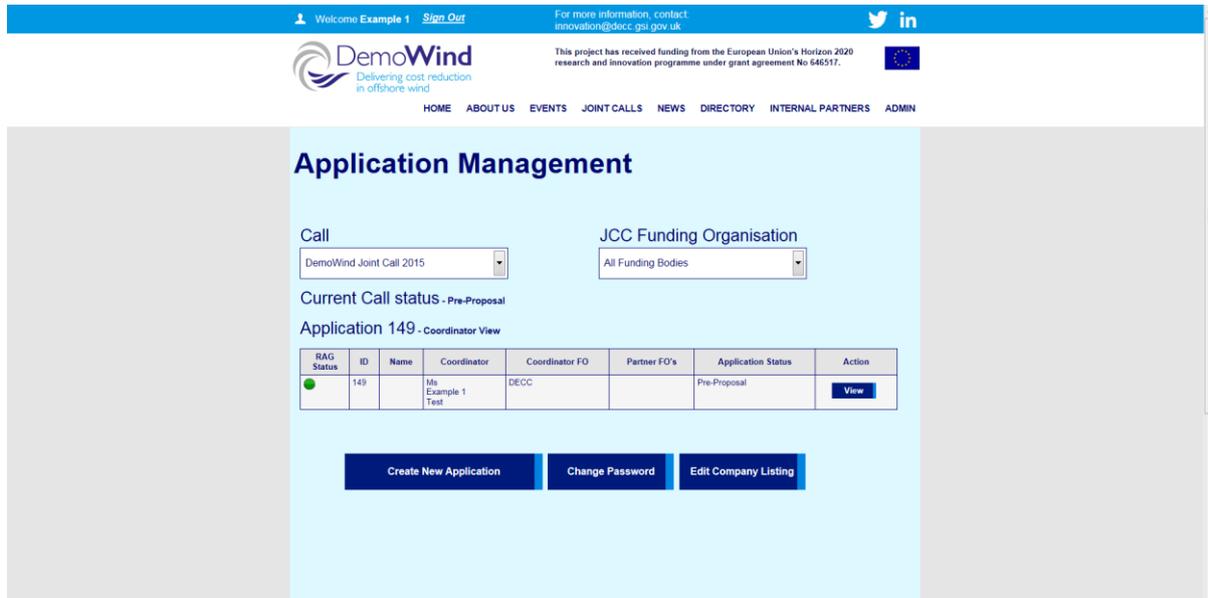


As the final step in logging on for the first time, the Coordinator must accept the 'Terms and Conditions' for the DemoWind website:



3. Starting the Project Application

After accepting the DemoWind website Terms and Conditions, the Project Coordinator will have access to a confidential and personal **Application Management area** which will display the following table showing their unique application details:



Application Management

Call: DemoWind Joint Call 2015

JCC Funding Organisation: All Funding Bodies

Current Call status - Pre-Proposal

Application 149 - Coordinator View

RAG Status	ID	Name	Coordinator	Coordinator FO	Partner FO's	Application Status	Action
●	149		Mr Example 1 Test	DECC		Pre-Proposal	View

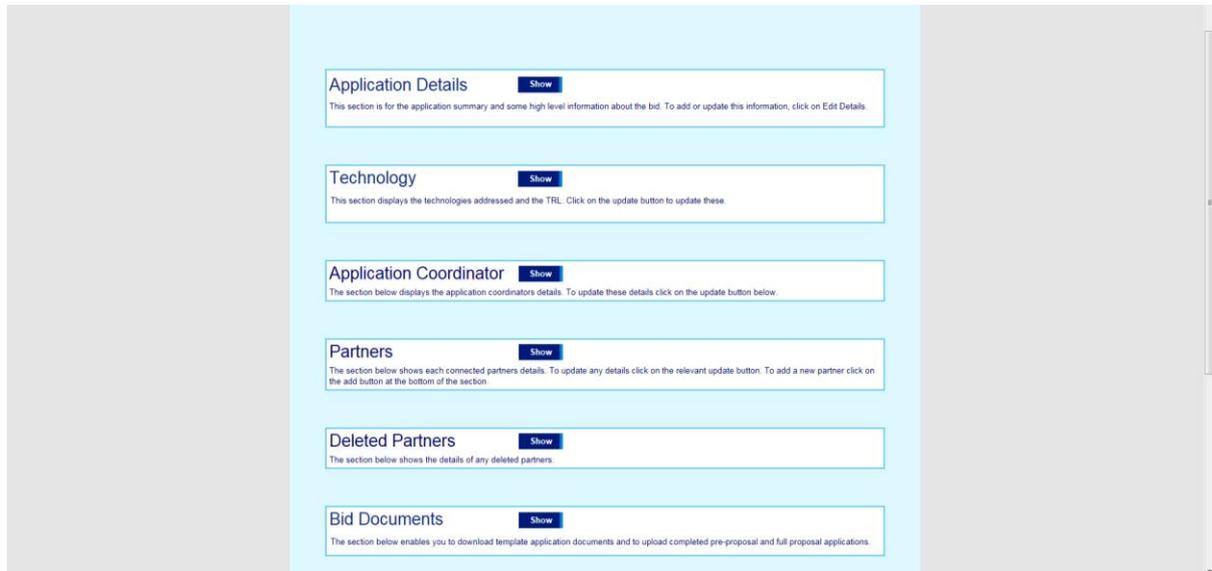
Buttons: Create New Application, Change Password, Edit Company Listing

The Coordinator clicks on '**View**' in the Action column of the table to access and edit their project application.

(Please note that the option to 'Create New Application' should only be selected if the Coordinator is submitting details for more than one project.)

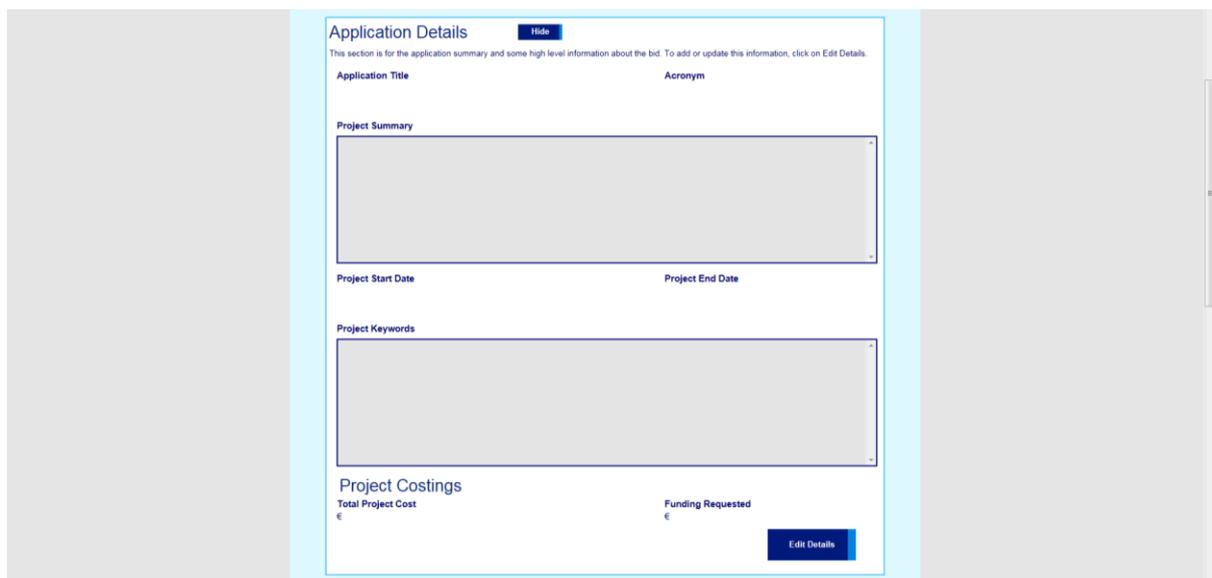
4. Editing the Project Application

When the Coordinator has opened the project application, they will see six sections which to be completed online:



Each section can be opened, edited and saved separately – and these sections can be edited as often as required up until the deadline for submission of the proposal. To open a section and start editing it, click on **'Show'**.

Once a section is opened, the Coordinator must select **'Edit Details'** at the bottom of that section to be able to enter and edit the required information. Once data has been entered or amended in a section, the Coordinator should click on **'Update'** to save any changes.

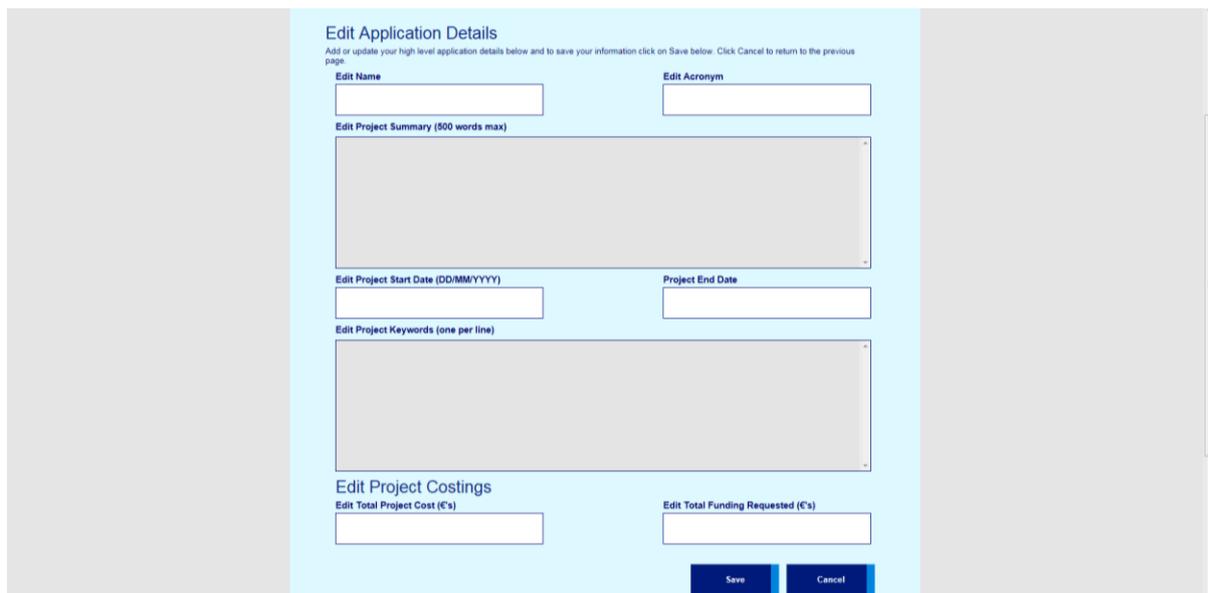


i. Application Details

To complete this section, the Coordinator must provide the following information:

- Name – the name of the project;
- Acronym – short version of the project name;
- Project Summary – short summary of the project – no more than 500 words;
- Project Start Date;
- Project End Date;
- Project Keywords – such as key technologies or processes to be tested in the project;
- Total Project Costs – total eligible project costs (for all the project partners) – ***please enter the total costs in Euros without commas or full stops***;
- Total Funding Requirement – total level of grant funding sought from DemoWind for the project (for all the project partners) - ***please enter the total costs in Euros without commas or full stops***.

Once data has been amended, the Coordinator should click on '**Update**' to save the changes to this section.



The screenshot shows a web form titled "Edit Application Details" with a light blue background. At the top, it says "Add or update your high level application details below and to save your information click on Save below. Click Cancel to return to the previous page." The form contains several input fields and text areas:

- Edit Name:** A text input field.
- Edit Acronym:** A text input field.
- Edit Project Summary (500 words max):** A large text area with a scroll bar.
- Edit Project Start Date (DD/MM/YYYY):** A date input field.
- Project End Date:** A date input field.
- Edit Project Keywords (one per line):** A text area with a scroll bar.
- Edit Project Costings:**
 - Edit Total Project Cost (€'s):** A text input field.
 - Edit Total Funding Requested (€'s):** A text input field.

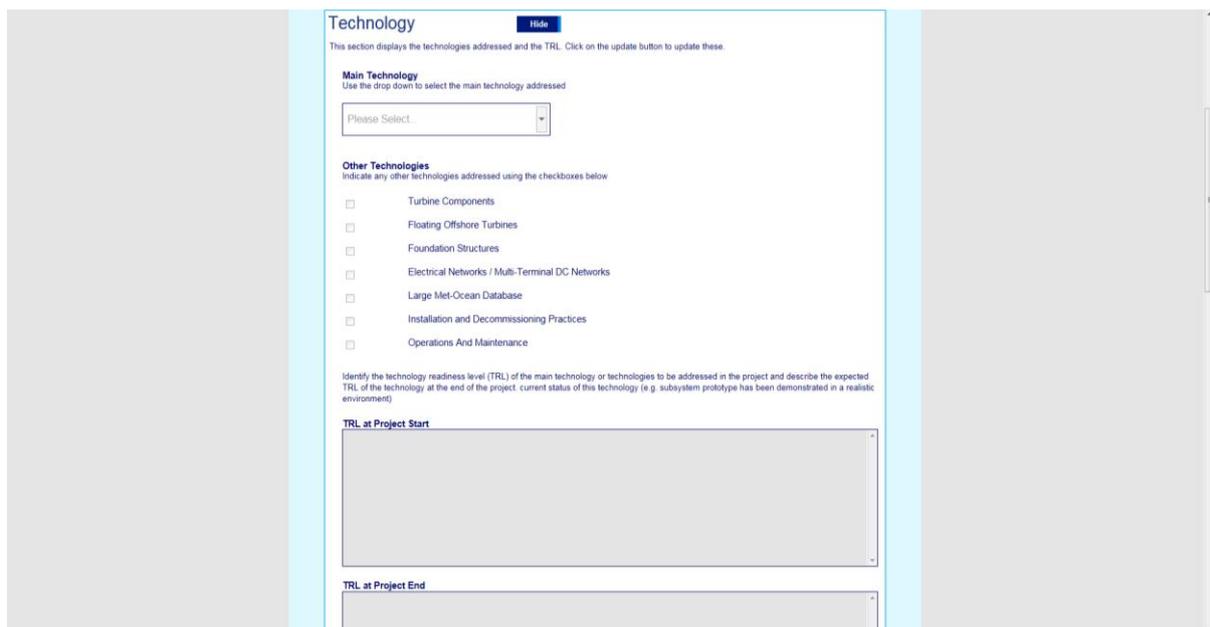
At the bottom right of the form, there are two buttons: "Save" and "Cancel".

ii. Technology Areas

To complete this section, the Coordinator must provide the following information:

- Main Technology – Select the main offshore wind technology area to be addressed in the project, using the dropdown list;
- Other Technologies – Tick all other technology areas to be addressed in the project from the list provided;
- TRL at Project Start – Identify the Technology Readiness Level and current status of at the start of the project of the main technologies to be developed and demonstrated in the project. The DemoWind Joint Call 2015 Guidance document provides further information about Technology Readiness Levels;
- TRL at Project End – Describe the Technology Readiness Level of the main project technologies expected to be achieved by the end of the project.

Once data has been amended, the Coordinator should click on '**Update**' to save the changes to this section.



Technology Hide

This section displays the technologies addressed and the TRL. Click on the update button to update these.

Main Technology
Use the drop down to select the main technology addressed

Please Select. ▾

Other Technologies
Indicate any other technologies addressed using the checkboxes below

- Turbine Components
- Floating Offshore Turbines
- Foundation Structures
- Electrical Networks / Multi-Terminal DC Networks
- Large Met-Ocean Database
- Installation and Decommissioning Practices
- Operations And Maintenance

Identify the technology readiness level (TRL) of the main technology or technologies to be addressed in the project and describe the expected TRL of the technology at the end of the project. current status of this technology (e.g. subsystem prototype has been demonstrated in a realistic environment)

TRL at Project Start

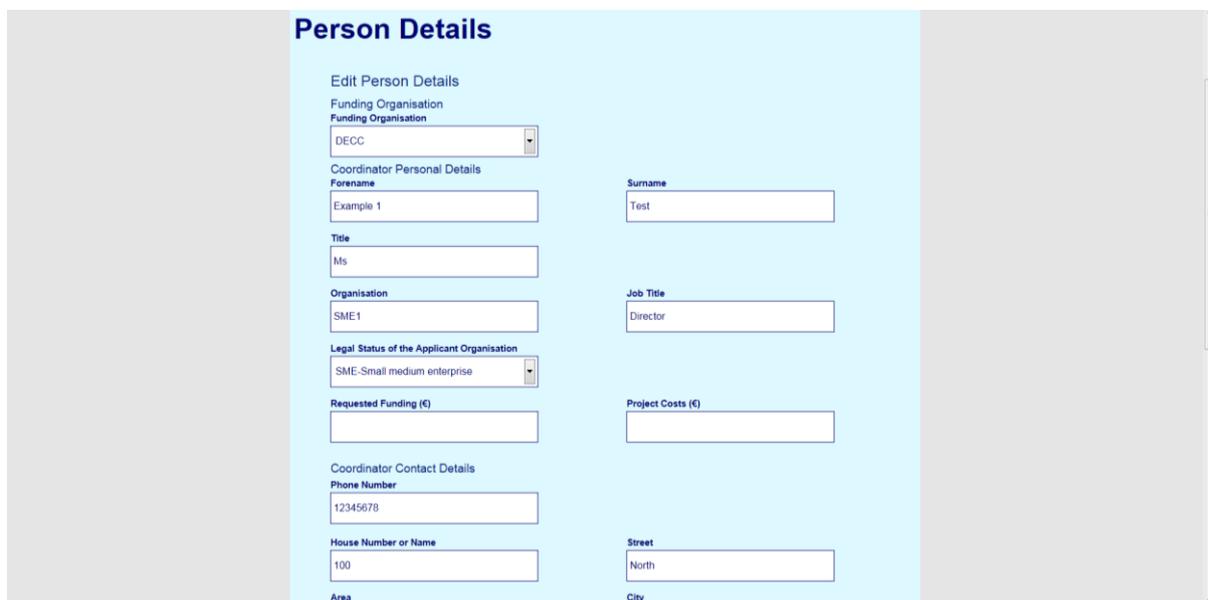
TRL at Project End

iii. Application Coordinator

This section captures the contact and other information about the Project Coordinator : this form should already be automatically completed using the information provided by the Coordinator for the registration form. The Coordinator can amend and update the information as required.

- **Project cost and funding information** – The Coordinator should ensure that the project cost and funding requested information on this page reflects the costs and grant requested for their own organisation's share of the project only – **not** the total project costs and total grant.

Once data has been amended, the Coordinator should click on '**Update**' to save the changes to this section.



Person Details

Edit Person Details

Funding Organisation
Funding Organisation
DECC

Coordinator Personal Details

Forename
Example 1

Surname
Test

Title
Ms

Organisation
SME1

Job Title
Director

Legal Status of the Applicant Organisation
SME-Small medium enterprise

Requested Funding (£)
[Empty field]

Project Costs (£)
[Empty field]

Coordinator Contact Details

Phone Number
12345678

House Number or Name
100

Street
North

Area
[Empty field]

City
[Empty field]

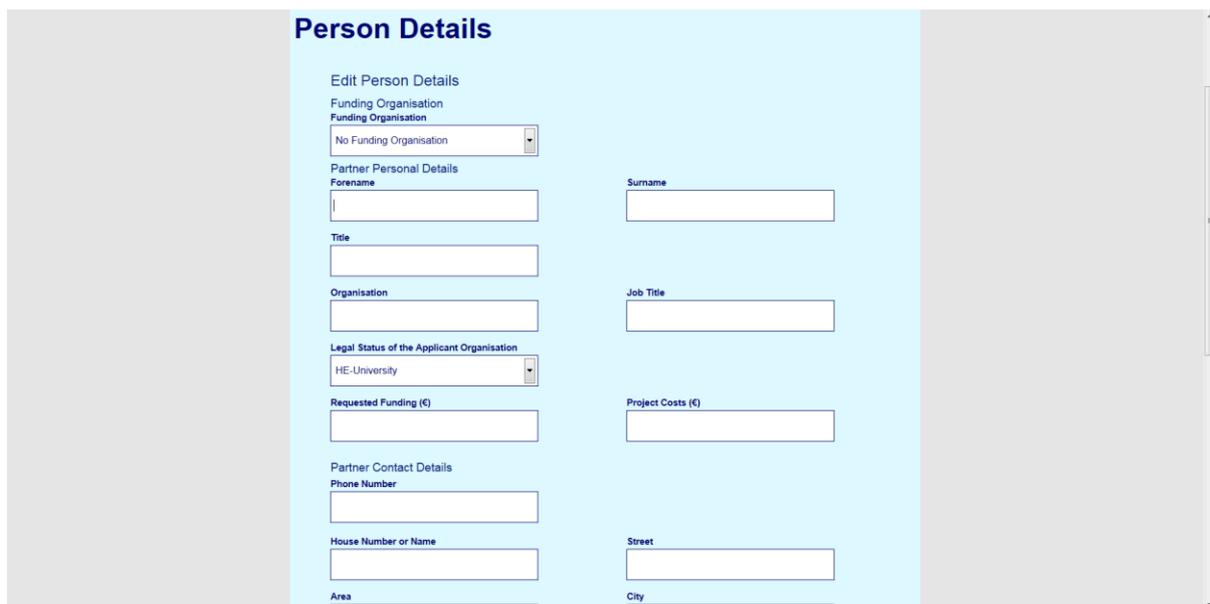
iv. Partners

This section captures the contact and other key information for all the other consortium members – the Coordinator should enter this information for all consortium partners. The data required is the same as that provided by the Coordinator about themselves and their organisation for the previous section (Person Details).

The Coordinator should click on **'Add Partner'** to open a form for a new partner - or click on **'Edit Details'** to change details for an existing partner. If a partner needs to be removed completely from the application, please use the next section 'Deleted Partners'.

- **Project cost and funding information** – The Coordinator should ensure that the project cost and funding requested information on this page reflects the costs and grant requested for each partner – **not** the total project costs and total grant.

Once data has been amended, the Coordinator should click on **'Add'** when details for a new partner are first entered and subsequently use **'Update'** to save any changes to this section.



v. Deleted Partners

This section can be used by the Coordinator to remove any partners who are no longer part of the project consortium.

vi. Bid Documents

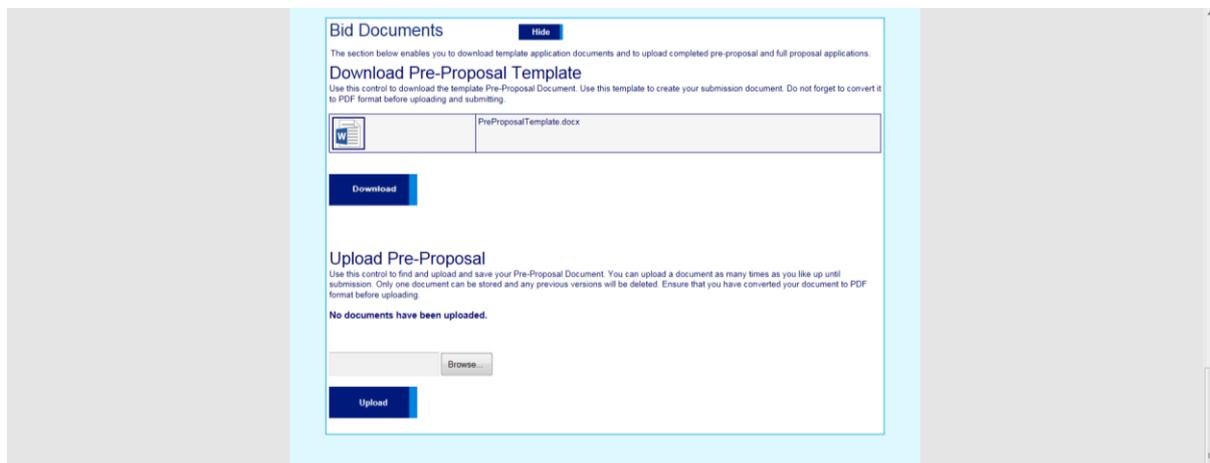
This section is used by the Coordinator to download the **Stage 1 (Outline) Proposal form** for DemoWind: **this form must be completed in addition to the online forms** in the electronic submission system. The Stage 1 Proposal form can also be downloaded from the Joint Call page of the DemoWind website.

Instructions for completing the Stage 1 Proposal are given within the form itself and in the DemoWind Joint Call 2015 Guidelines for Applicants.

Uploading the Stage 1 Proposal form: Once the Stage 1 Proposal form has been completed, it should be **saved in pdf format** locally on the Coordinator computer before being uploaded via this section to the electronic submission system. The Coordinator can use the 'Browse' button to find and select the relevant document from their computer records.

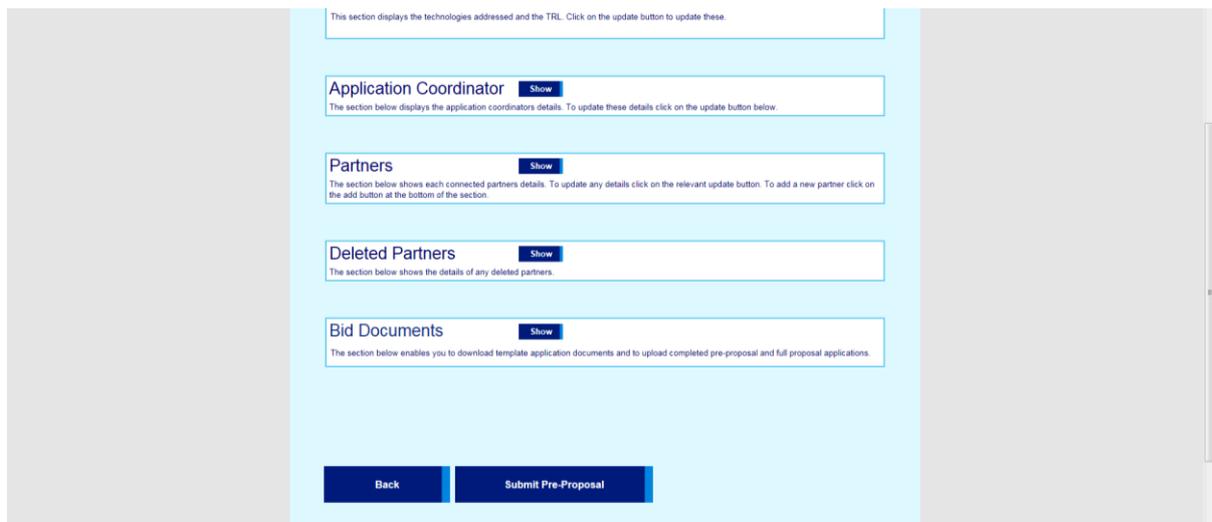
The electronic submission system will automatically name the uploaded pdf file with the unique project application number.

Uploading a revised Stage 1 Proposal form: The Proposal form can be uploaded as many times as necessary up until the deadline for submission. Prior to the deadline, the original file will be overwritten and **only the latest version will be saved on the system.**



5. Submission of a DemoWind Stage 1 (Outline) Proposal

Once all the online forms are completed and checked and the final version of the Stage 1 Proposal form has been uploaded, the Coordinator must select the '**Submit Outline Proposal**' button at the bottom of the application management page in order to submit the Stage 1 application for evaluation.



The screenshot shows a web interface with a light blue background. At the top, there is a text box: "This section displays the technologies addressed and the TRL. Click on the update button to update these." Below this are four sections, each with a title, a "Show" button, and a descriptive text box: "Application Coordinator", "Partners", "Deleted Partners", and "Bid Documents". At the bottom of the page, there are two dark blue buttons: "Back" and "Submit Pre-Proposal".

Re-Submitting before the deadline: If a Stage 1 proposal is submitted before the submission deadline and a final change is required, the Coordinator can select 'Unsubmit Outline Proposal' and then upload an amended Proposal Form or amend the online form sections as necessary.

The Coordinator must then press the '**Submit Outline Proposal**' button again to complete the submission.

Please note that submission and re-submission of the Stage 1 Proposal can only be done before submission deadline.

6. Submission of Multiple DemoWind Proposals by the Same Coordinator

A Coordinator can submit more than one Stage 1 Proposal – for different projects: to do this, the Coordinator creates a new application by selecting the ‘Create New Application’ button in his or her application management area after logging on.



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Application Management

Call: DemoWind Joint Call 2015

JCC Funding Organisation: All Funding Bodies

Current Call status - Pre-Proposal

Application 149 - Coordinator View

RAG Status	ID	Name	Coordinator	Coordinator FO	Partner FO's	Application Status	Action
●	149		Ms Example 1 Test	DECC	DECC	Pre-Proposal	View

[Create New Application](#)
[Change Password](#)
[Edit Company Listing](#)

Once the ‘Create New Application’ button has been selected, the system will send an automated email to the Coordinator with a new unique application number for the new proposal. The Coordinator’s email address and DemoWind password remain the same.

The Coordinator will need to log in with the new unique application number and their email address and password to start the new application submission.

For further information, please see the DemoWind website: demowind.eu or contact the DemoWind 2015 co-ordinator: innovation@decc.gsi.gov.uk