

# Getting the most out of the EPSS

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## ■ EPSS technical requirements

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- ▶ **EPSS does not work with 640 \* 480 screen resolution.** Change resolution to 800 \* 600
- ▶ Font size **cannot** be increased
- ▶ Uploads take up to 2 to 5 minutes, depending on **your** Internet connection speed for a 2 Megabyte proposal
- ▶ Works with PCs, Macs(°), Linux, etc.
- ▶ Works with Firefox, Mozilla, Netscape, Opera, Konqueror, MS Internet Explorer
- ▶ **Read the FAQ** attached the mail containing the passwords. Do not lose the mail

■ Registration

- ▶ **Register early** and change the passwords. Copy the passwords from the mail and paste them in the password box of the EPSS, for the co-ordinator and for the partners
- ▶ The new passwords **must contain letters and numbers** and have a length of at least six letters & numbers
- ▶ It is the responsibility of the co-ordinator to organise the **password sharing** with partners

### ■ Selecting the **preparation** mode

- ▶ Part A could be prepared on-line, directly on the EPSS or using an application downloaded from the Internet.
- ▶ Prefer the **on-line** to the **off-line**. The off-line tool, i.e. the EPSS available without accessing the Internet continuously, is machine dependent; use it on a powerful machine.
- ▶ The **on-line** version stores all data on the EPSS machine in an encrypted form. The off-line stores the information on **your machine**. Have you a backup of your machine?
- ▶ In either case, make sure that your Internet connection is **available** and of good quality.
- ▶ Do not mix and match on-line & off-line

- Proposal **preparation – ‘Part B’**
  - ▶ **Only PDF allowed**
  - ▶ **Master the conversion to Adobe Portable Document (PDF)** format very early. The conversion takes time. Prepare your proposal on a powerful machine
  - ▶ **Do not use colour** in the proposal. Evaluators will not see it: proposals are printed in black and white only
  - ▶ **Do not use coloured or gray backgrounds**: black on gray is not legible
  - ▶ **No resolution higher than 300 DPI**. The proposal is printed at 300 DPI

- **Proposal file names – Part ‘B’**
  - ▶ **Simple and short names for files.** Characters like « &\$\_-éàèù... » are not allowed and EPSS will complain.
  - ▶ **Simple and short names for proposal acronym.** Never use the « & » or special symbols. This sign may be translated by some protocols in the process chain.

- Proposal **preparation – Forms 'A'**
  - ▶ Co-ordinators: **Communicate with your partners** if they are in charge of their A2 forms. Review their work, save A2 forms timely.
  - ▶ Partners: **Inform the co-ordinator** of your actions. Fill the A2 forms early in the process.
  - ▶ All fields in **bold** on the EPSS are mandatory.
  - ▶ Use the **on-line EPSS** for communication purposes.

- Filling administrative forms A1, A2, A3
  - ▶ The **information messages are at the bottom of forms**. Use these messages to help you fill the form
  - ▶ Pay attention to the **help text** available on the forms
  - ▶ **Read carefully the official journal call text**. Since EPSS is a common system for all calls, specifics of a call are NOT included in the help screens of the EPSS
  - ▶ Budget forms must be filled **numeric values** (form A3)

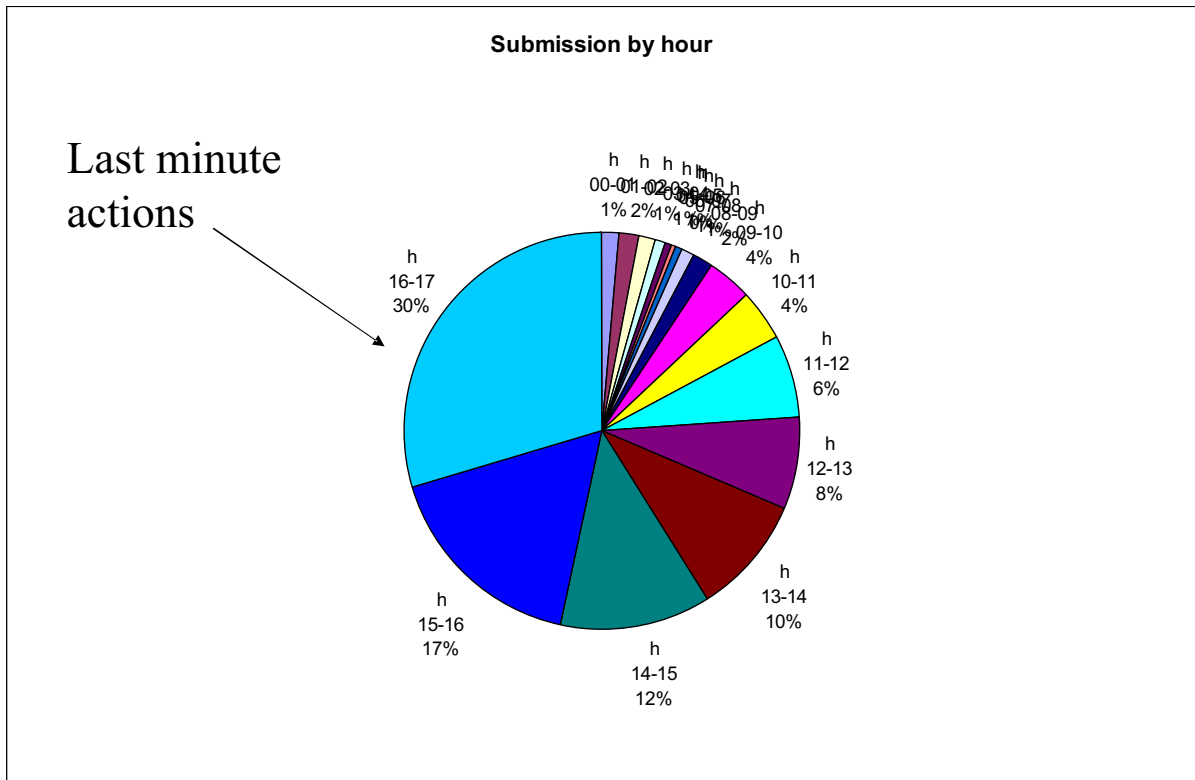
■ Submission aspects

- ▶ Just **uploading** a new part B is not enough. You must **submit** the new version. '**No submit, no proposal**'
- ▶ Submit early and **often**, even with incomplete or draft part B. Be familiar with the submission screens: **EPSS allows repeated submission at no cost.**
- ▶ At the end of the submission, EPSS sends a **confirmation email to the coordinator**. A specific confirmation screen is shown.
- ▶ Verify the possible error messages and **history logs**

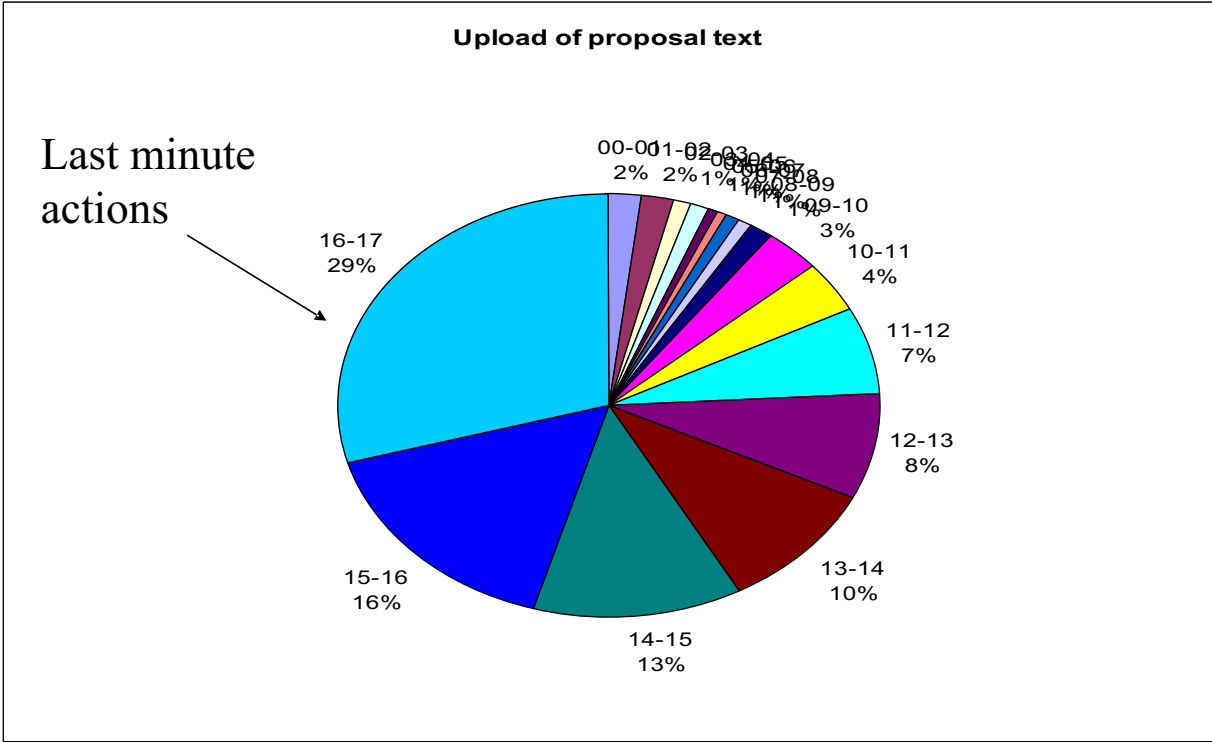
■ Submission (continued)

- ▶ Waiting for **submission until the last minute** is a recipe for problems
- ▶ Check the front page of the EPSS regularly: <https://www.epss-fp6.org>
- ▶ Check the Cordis web pages for any news

## Submission actions by hour Last day



# Upload actions Last day



### ■ EPSS Help desk

- ▶ Call the **EPSS help desk** not Cordis help desk on **032 2 233 37 60**.
- ▶ Email the helpdesk
- ▶ When faced with an issue, do not wait.  
Note that on the day of the call closure, the probability of reaching an operator is very low