

Social Research Call

User's Guide Full Proposal Submission



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1.1 Start a full proposal

Welcome [REDACTED]

Status of your proposals as Project Leader (PL).

Note that the other proposals in which you participate do not appear here. Pending Actions of these proposals are shown below. For further information, you may contact the corresponding PLs.

1

In Progress

Proposals in Draft and Revision Requested

0

Submitted

Under review proposals

0

Unsuccessful

Unsuccessful proposals

0

Awarded

Granted proposals

💡 Actions

0 of 0 < >

#	Type	Application Reference	Project Leader	Status	Last Modified
No Results Found					

☰ **Open Calls**

To start a **full proposal**, you must log in to your account using the username and password that you used to create the **short proposal**.

- a) Once you have accessed your account, click on 'in progress' on the Home Page.
- b) Then, click on the **open** button to access your proposal.

In Progress

1-3 of 3 < >

#	Application Reference	Call Name	Proposal Title	Status	Modified Date	Application Due Date
1	SR20-00094	SR UAT Individual	XXXXXXXXXX	Draft	09/07/2020 17:23	31/07/2020 00:00

- c) You will then see the page below, click on the tab **full proposal**.

SR20-00094

Application Summary

GENERAL DATA AND PROPOSAL INFORMATION SHORT PROPOSAL FULL PROPOSAL

☰ Application Details

Call Name: SR UAT Individual

Application Number: SR20-00094

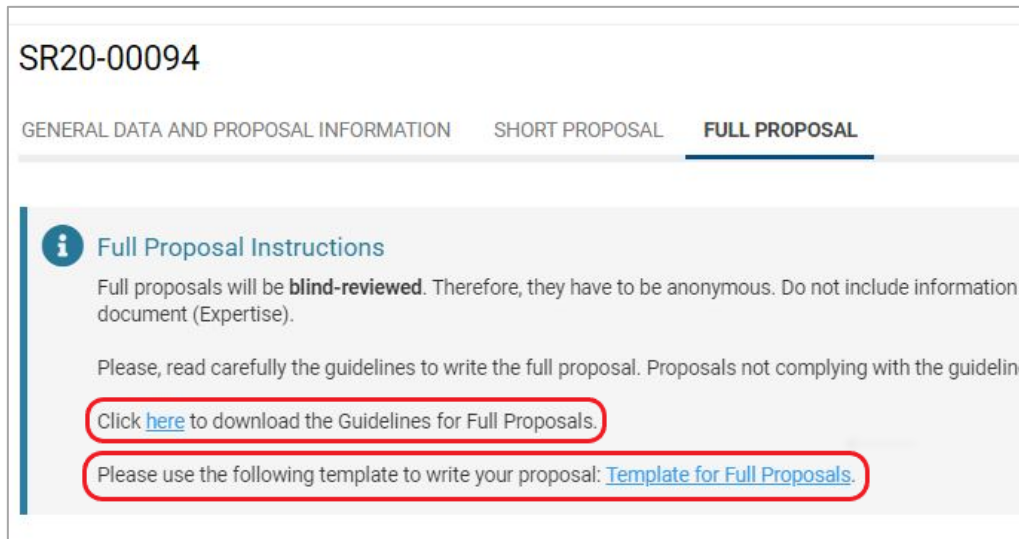
* Proposal Title: XXXXXXXXXXXX

* Proposal Description: XXXXXXXXXXXXXXXXXXXXXXXX

* Proposal Acronym: XXXXXXXXXXXXXXXX

1.2 Upload the full proposal

Inside the **full proposal** tab, in the section **full proposal instructions**, you will find the links to download the *Guidelines for Full Proposals* and the *Template for Full Proposals*.



To upload the **full proposal**, click on the **upload** button under **Full Proposal Upload**. You can then upload your pdf document. Please note that the page limit is 15 pages and the file size cannot exceed 2GB.

The Gantt chart (work plan) and budget will be submitted via the application platform and do not need to be included in this full proposal document.



IMPORTANT:

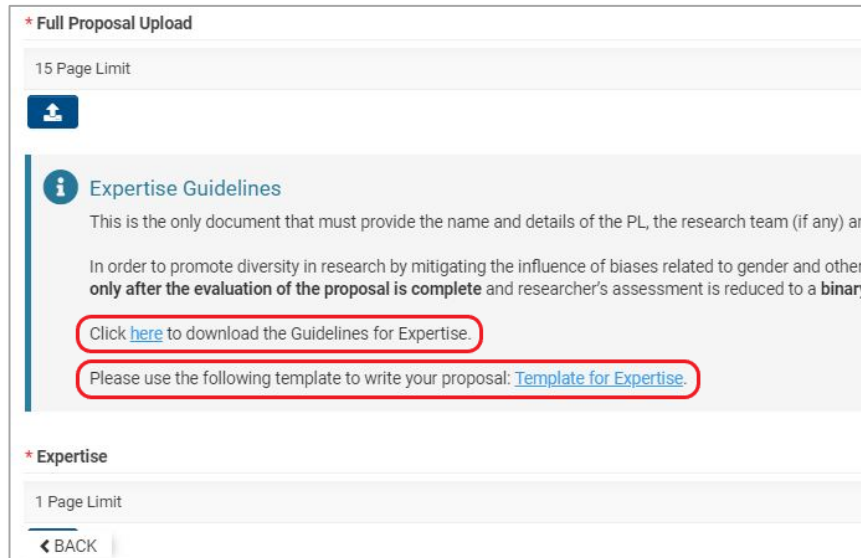
Full proposals, like the short proposals, must be anonymous. Do not include information related to the identity of the PL, research team or host organization. Avoid any references that might lead the evaluator to know the authorship of the proposal. Please also make sure, that the name of your pdf file fulfils the anonymity criteria.

Proposals that are not fully anonymous will be rejected.

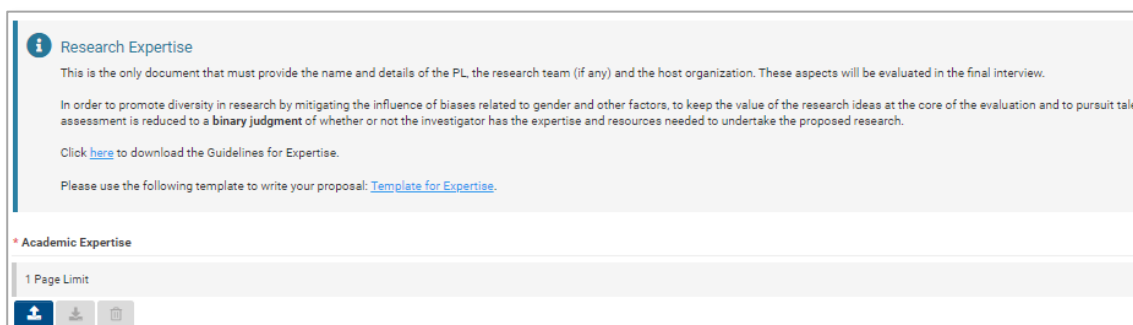
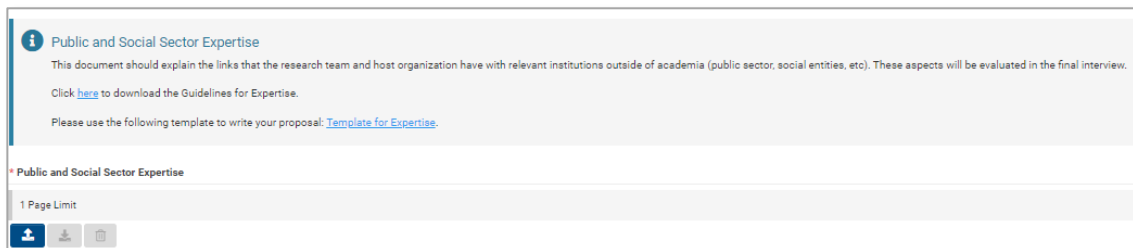
Save the changes you have made to your proposal, at any time, by clicking on the **save draft** button.

1.3 Upload the expertise documents

In the **full proposal** tab, in the section **expertise guidelines**, you will find the **Instructions for the Research Expertise** and the **Public and Social Sector Expertise** documents.



To upload the Expertise Documents, click on the **UPLOAD** button under ‘Expertise’. Upload a PDF Document taking into account the limitation on pages (1 page) and the restriction on the size’s file (2 GB).



KEEP IN MIND:

In the Full Proposal and the two Expertise Documents, the required content must be presented according to the format stated in the provided templates.

1.4 Gantt chart and budget requested to ”la Caixa” Banking FoundaTion (LCBF)

In this phase of the call, you need to complete the *Gantt Chart* and the needed *budget* to carry out the project. The information here must fit its description in the *proposal*.

a) Gantt Chart: click on the + to complete each activity.

Tasks for the Gantt chart

Please indicate the proposal workplan in this section. Use the + button below to add tasks. They will be displayed in the Gantt chart below, when you click save draft.

Fill in the information for each activity.

Application Details

Project Leader:

Host Organization:

Application Reference:

Proposal Title:

* Task Name:

* Task Description:

500 characters left

* Task Start Date:

* Task End Date:

* Task Work Package:

b) Budget:

Budget

i Budget table instructions

Please follow these directions:

1. [Download the Excel template](#)
2. Complete the Excel template
3. Upload the completed template
4. Save application. Your budget information will be automatically updated in the system and changes visible upon saving.

If you need to modify your budget later, delete the uploaded completed template, upload a new one and save the application.

KEEP IN MIND:

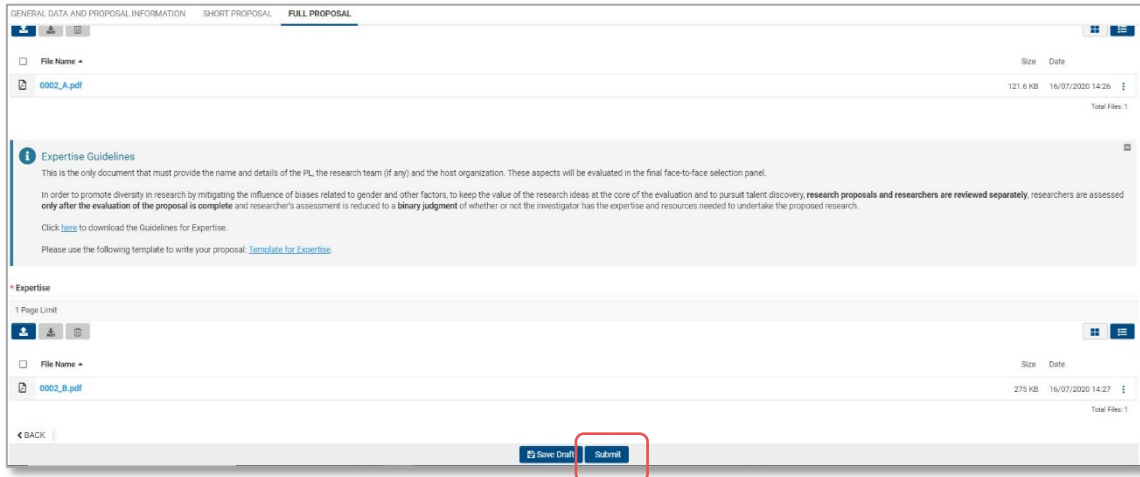
Full proposals must be anonymous. Do not include information related to the identity of the PL, research team or host organization neither on the Gantt chart nor Budget.

c) Click on the **SAVE DRAFT** button.

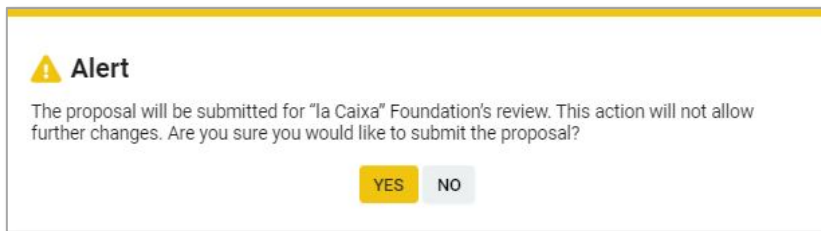
1.5 Submission of the Full Proposal

Once you have uploaded the Full Proposal and the Expertise Documents, the Gantt chart and the budget you will be able to Submit the Proposal.

a) Click on the **SUBMIT** button.



b) Click on the **YES** button on the alert that will pop up.



c) After submitting your proposal, you will receive an email of confirmation of the correct submission of it.

IMPORTANT:
Once you submit your proposal, no further changes will be possible.

Please submit your proposal on time.
We will not accept any proposals after the deadline.

If you need further assistance, please contact socialresearch@fundaciolacaixa.org