



LEAP-SE

Long-Term Joint EU-AU Research and
Innovation Partnership on Sustainable Energy

Call 2025

[Link to the call text](#)

ELECTRONIC SUBMISSION SYSTEM GUIDELINES FOR APPLICANTS

*Joint Call Secretariat for questions about the Electronic
Submission System:*

Projects.leap-se(at)agencerecherche.fr

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1. Introduction

1.1 About your proposal

All documentation relative to the call is provided on the following LEAP-SE website page: [LEAP-SE COFUND - LEAP-RE](#)

Prior to submission, the project coordinator must prepare a **project proposal document**, to be submitted in PDF format document following the template available on the call page¹.

Some agencies require additional documents (check on appendix IV) to be included in the submission documents for the international submission. Please make sure that you and your partners check the appendices of your corresponding agencies regarding additional documents, in order to ensure the acceptability of your proposal. The templates of these documents are available on the call page.

Keep in mind that each funding organization has its own funding criteria and regulations, which are mentioned in the call announcement.

1.2 About the submission system

The LEAP-SE Call 2025 electronic submission system is based on the French National Research Agency (ANR) electronic submission platform ([L'Agence nationale de la recherche](#)). The present document is designed to guide you through the submission process and ensure a smooth submission.

➔ Note that some features of the submission platform are not used for this call and that some fields in the interface can be safely ignored.

Each modified page in the submission platform must be saved (using the "Save" button) before going to another page.

1.3 Roles in the submission process

A consortium is made up of project partners, each represented by a Lead Researcher (referred to as the Principal Investigator on the submission website). The project coordinator is responsible for creating the proposal in the submission system and adding the other project partners. Once added, the partner PIs receive an automatic email notification. This email invites them to log into the system to review, complete, or modify the information provided by the coordinator regarding the consortium.

The coordinator is responsible for ensuring that all partner information is accurate and complete. Once the proposal is finalized, the coordinator can "lock" it, which prevents other partners from making any further updates. Only the coordinator is permitted to modify the overall project information.

¹[LEAP-SE COFUND - LEAP-RE](#)

2. How to log-in

The coordinator and the other PIs can connect to the website in the following way.

2.1 Submission website

The electronic submission system is available at this URL:

https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=2221

NOTE: The user interface is bilingual (French and English). Click on the flag on the upper-right side of the screen to reach the pages in English. You can change the interface language at any time.

2.2 Create an account

The welcome page of the submission system is shown below. Fill in the form with your personal information (Last name, First name, Email address).

If you already have an account on the ANR submission website, you can go directly to the authentication page.

If you have forgotten your password, you can ask for a new one on the authentication page.

Welcome to the ANR's online project submission platform.
You selected the Call:
LEAP-SE STEP 1 2025 2025

- To create a proposal:
 - You first have to register. Please fill in the following fields and then validate:
 If you already have an account on the submission site, we advise you to use the same email address to avoid the multiplication of credentials.

Email address: *

- Following the validation:
 - If you don't have already an account on the submission site, a confirmation email and an activation email will be sent to you.
 - If you already have an account on the submission site, only a confirmation email will be sent to you.
- Please access then the [authentication page](#).

Some tips to help you during the submission stage

- Each modified page must be saved before going to the next one. If you do not click on save, all the information you entered after the last save will not be preserved.
- Be careful about the Call closing date and time. No changes will be possible after the submission deadline.

We thank you for your interest and wish you a successful submission.

If you already have an account on the ANR submission website, you can access directly to the "Authentication Page".

2.3 Activation of your account (if you do not have an account already)

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

FROM: SIM ANR simnoreply@agencerecherche.fr

SUBJECT: Activation de votre compte / Account Activation

Hello,

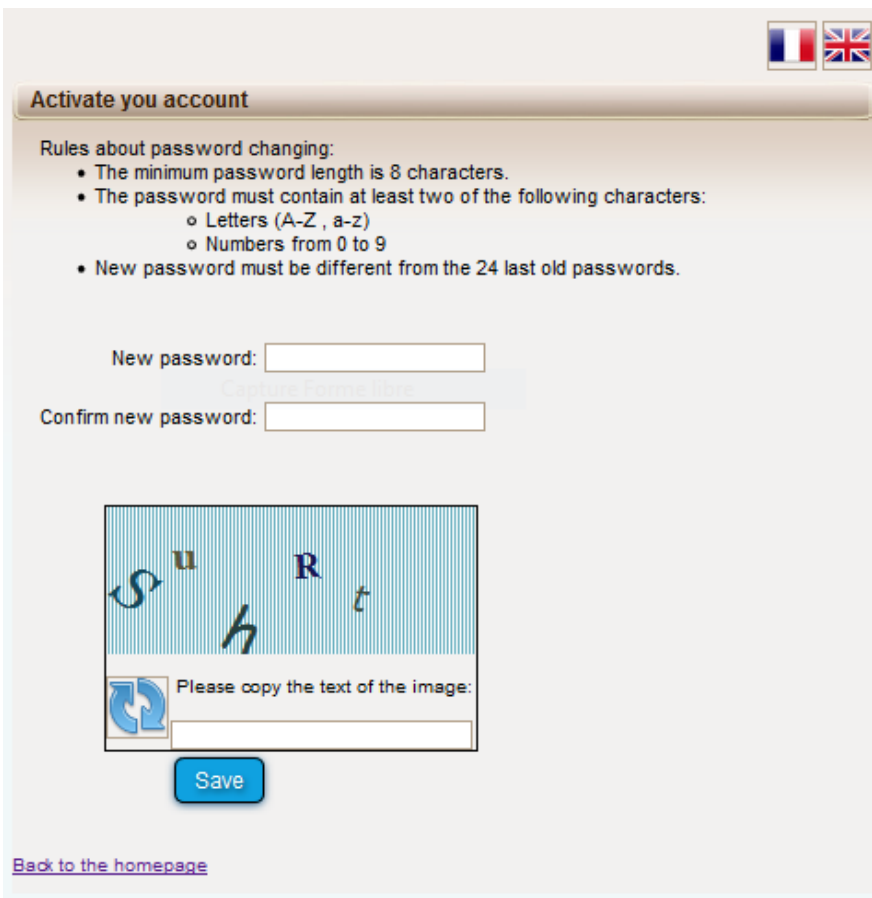
This is an automated email with your logins for the ANR information system (<https://aap.agencerecherche.fr>).
Please click on the link below and follow the procedure to complete the activation of your account.

User Reference : R0809346S109
Login: Marie-Laure.TAROT@agencerecherche.fr
Activation link: https://aap.agencerecherche.fr/_layouts/SIM/Pages/SIMActivationCompte.aspx?guidP=32454637-3432-4335-2d30-3945442d3434

Yours sincerely,
The French National Research Agency

*This is an automatic e-mail message generated by the ANR electronic submission platform <https://aap.agencerecherche.fr>.
Please do not respond to this email.*

Open the activation link from the email and activate your account.



The screenshot shows a web page titled "Activate your account" with a header containing French and UK flags. Below the title, there are "Rules about password changing:" which include: minimum password length of 8 characters, requirement for at least two of the following (letters A-Z, a-z, numbers 0-9), and that the new password must differ from the 24 last old passwords. There are input fields for "New password:" and "Confirm new password:". Below these is a CAPTCHA image with the text "S u R t" and a "Please copy the text of the image:" prompt. A "Save" button is at the bottom, and a "Back to the homepage" link is at the very bottom.

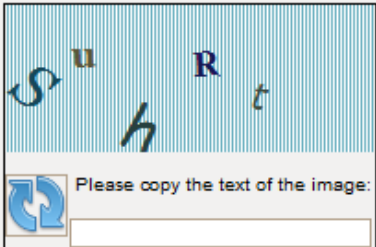
Activate your account

Rules about password changing:

- The minimum password length is 8 characters.
- The password must contain at least two of the following characters:
 - Letters (A-Z , a-z)
 - Numbers from 0 to 9
- New password must be different from the 24 last old passwords.

New password:

Confirm new password:



Please copy the text of the image:

Save

[Back to the homepage](#)

2.4 Authentication page

select language here

anr®

Authentication Page

I access my SIM account

Email address:

Password:

[Forgotten password? / Generate a new password](#)

Log in

OR

anr® Log in as ANR agent

To submit a new proposal, please go to the Call page on the [ANR website](#).

For any information, please contact the person in charge of the Call: [Contacts](#) [FAQ](#)

Remarks:

- We advise you to allow popups from your browser settings.
- Cookies and JavaScript must be enabled.

Message to experts and committee members

If you already have an account (as proposal coordinator, partner...), you must use the same login/password. If you have not received your activation email or if you have lost your password, you can generate a new one via the link "Forgotten password" located on this page.

If you have forgotten your password, you can provide your e-mail address here to get a new one.

Forgotten password

Email address:

Validate

[Back to the authentication page](#)

2.5 Notification from the system (if you already have an account)

An email will be sent from the website in the following format (if you do not receive the email, please check your spam box):

FROM: SIM ANR simnoreply@agencerecherche.fr

SUBJECT: Création d'un nouveau projet / Creation of a new proposal

Dear Madam, dear Sir,

You indicated you wish to submit a proposal for the call of proposals "**Long term Europe Africa Partnership on Sustainable Energy**".

Please log in to the submission platform of ANR, using the username and password you already used for your previous connections. If you forgot the password, you can reset it from the authentication page.

The address is: <https://aap.agencerecherche.fr>.

As proposal coordinator, you must register the partners of this proposal in the tab "Partnership and Tasks".

Do not forget to specify the funding agency of the partner. If the partner does not request funds from an agency, select the value "On own funds" and you won't have to fill the fields regarding funding. If you do not maintain your wish to submit, simply ignore this message.

Yours sincerely,

The French National Research Agency

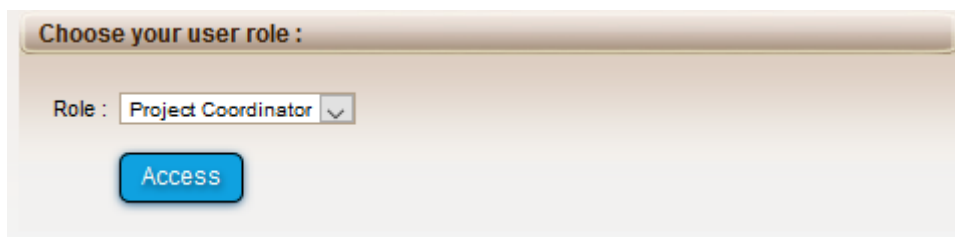
Open the activation link from the email and activate your account.

2.6 User Role

After validation, you are asked to choose your user profile:

- **Project Coordinator** (can modify all the information)
- **Project Partner** (can modify its own information)

To create a new submission, select "Project Coordinator" and click on the "Access" button.



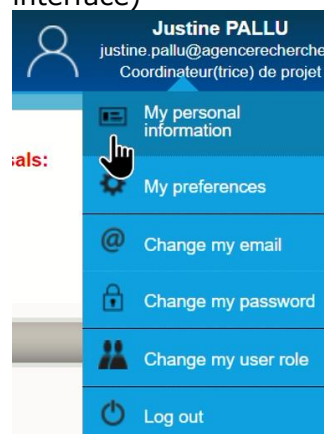
The screenshot shows a web form titled "Choose your user role :". Below the title, there is a label "Role :" followed by a dropdown menu. The dropdown menu is currently set to "Project Coordinator". Below the dropdown menu, there is a blue button labeled "Access".

Identification of the coordinator of the project

Principal Investigator/Scientific manager of the partner

Civility First name Last name Email Title Project coordinator ☒

Information grayed out (name, title ...) can be updated directly from your personal information (User interface)



Justine PALLU
justine.pallu@agencerecherche.fr
Coordinateur(trice) de projet

- My personal information
- My preferences
- Change my email
- Change my password
- Change my user role
- Log out

Research organisation of the partner

Country Funder

Comment (regarding the chosen funder)

Category Name of the research structure Acronym of the research structure

Save

Do not forget to save at the end of each

Select the administrative category of the project partner between:

- Select a category
- Research organization
 - University
 - Other higher education institution
 - Hospital / Health
 - Other public
 - Foundation or association
 - SME (small and medium-sized business)
 - MSC (mid-size company)
 - LC (large company)
 - Other private

3.3 Information about your submission

After providing the project identification details, you will be directed to the main online submission page. This page contains several tabs, each containing the necessary information for evaluating the project. The tabs are displayed from left to right on the screen as follows :

1. Partnership and Tasks
2. Partners/Organisations Files
3. Identity of the Project
4. Scientific Abstract
5. Scientific Document
6. Peer Reviewers
7. Submission of the project

AAP: LEAP-SE STEP 1 2025 - Edition: 2025 - Proposal: test ANR

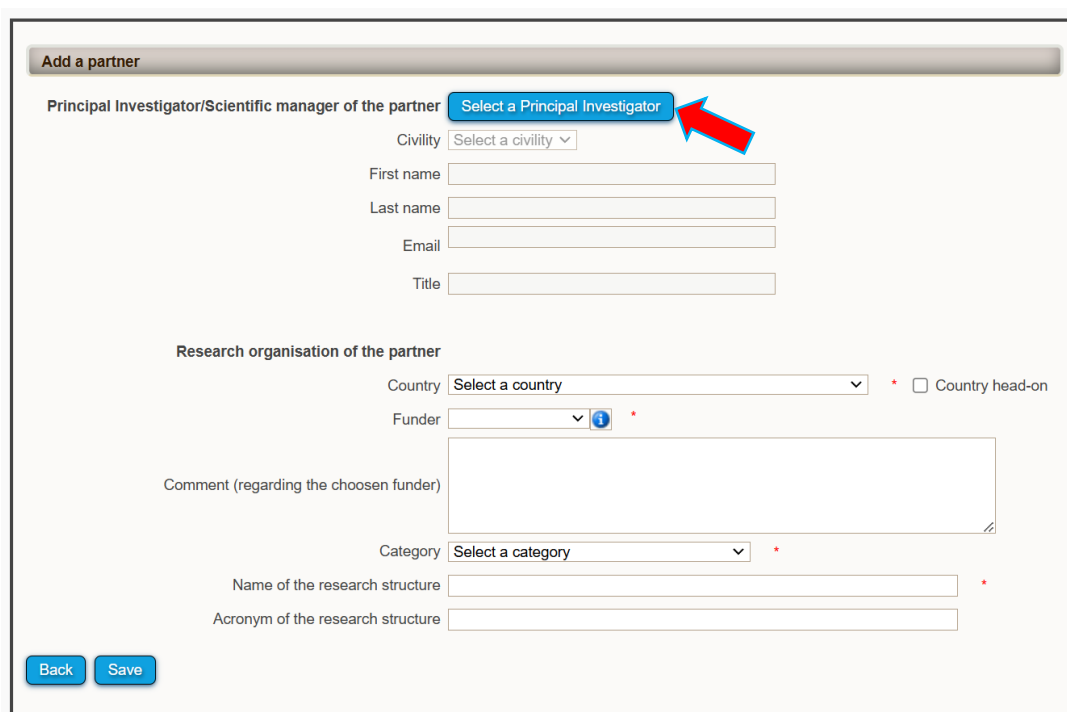
Partnership and tasks	Partners/Organisations files	Identity of the project	Scientific abstracts	Scientific document	Peer reviewers	Submission of the project
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3.3.1 Partnership and tasks

Partnership and tasks	Partners/Organisations files	Identity of the project	Scientific abstracts	Scientific document	Peer reviewers	Submission of the project																																																																	
<div> <div>Partnership</div> <div> <div>Display By country</div> <table border="1"> <thead> <tr> <th></th> <th>Partner/Organisation's name</th> <th>Partner acronym</th> <th>Category</th> <th>Requested funding (€)</th> <th>Civ.</th> <th>First name</th> <th>Last name</th> <th>Email address (*: Change in progress)</th> <th>Role</th> <th>Coord.</th> <th>Country head-on</th> <th>Funder</th> </tr> </thead> <tbody> <tr> <td></td> <td>France (1)</td> <td></td> <td></td> <td>700,000.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>test Lab 1</td> <td></td> <td>Research organization</td> <td>700,000.00</td> <td>Ms</td> <td>Justine</td> <td>PALLU</td> <td>justine.pallu@agencerecherche.fr</td> <td>PI</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>ANR</td> </tr> <tr> <td></td> <td>South Africa (1)</td> <td></td> <td></td> <td>800,000.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Test company</td> <td></td> <td>SME (small and medium-sized business)</td> <td>800,000.00</td> <td>Ms</td> <td>Marie-Laure</td> <td>TAROT</td> <td>Marie-Laure.TAROT@agencerecherche.fr</td> <td>PI</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>NRF</td> </tr> </tbody> </table> <div> <div>Add a new partner/organisation</div> <div>Modify partner/organisation</div> <div>Delete partner/organisation</div> </div> </div> </div> <div> <div>Add new partner</div> <div>Delete a partner</div> <div>Modify the information about a partner</div> </div>								Partner/Organisation's name	Partner acronym	Category	Requested funding (€)	Civ.	First name	Last name	Email address (*: Change in progress)	Role	Coord.	Country head-on	Funder		France (1)			700,000.00									<input type="checkbox"/>	test Lab 1		Research organization	700,000.00	Ms	Justine	PALLU	justine.pallu@agencerecherche.fr	PI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANR		South Africa (1)			800,000.00									<input type="checkbox"/>	Test company		SME (small and medium-sized business)	800,000.00	Ms	Marie-Laure	TAROT	Marie-Laure.TAROT@agencerecherche.fr	PI	<input type="checkbox"/>	<input type="checkbox"/>	NRF
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<div> <div>Sources of funding</div> <div> <div>List of funders</div> <table border="1"> <thead> <tr> <th>Name of the funder</th> <th>Associated to the project</th> <th>Associated to the partner(s)/organisation(s)</th> </tr> </thead> <tbody> <tr> <td>ANR</td> <td><input type="checkbox"/></td> <td>test Lab 1</td> </tr> <tr> <td>NRF</td> <td><input type="checkbox"/></td> <td>Test company</td> </tr> </tbody> </table> </div> </div> <div>Recap of the partners and list of funders associated</div>							Name of the funder	Associated to the project	Associated to the partner(s)/organisation(s)	ANR	<input type="checkbox"/>	test Lab 1	NRF	<input type="checkbox"/>	Test company																																																								
Name of the funder	Associated to the project	Associated to the partner(s)/organisation(s)																																																																					
ANR	<input type="checkbox"/>	test Lab 1																																																																					
NRF	<input type="checkbox"/>	Test company																																																																					

IF YOU WANT TO ADD A PARTNER

When clicking on the icon  to add a new partner, the following pop-up appears:



Add a partner

Principal Investigator/Scientific manager of the partner **Select a Principal Investigator**

Civility

First name


Last name

Email

Title

Research organisation of the partner

Country * ☐ Country head-on

Funder  *

Comment (regarding the choosen funder)

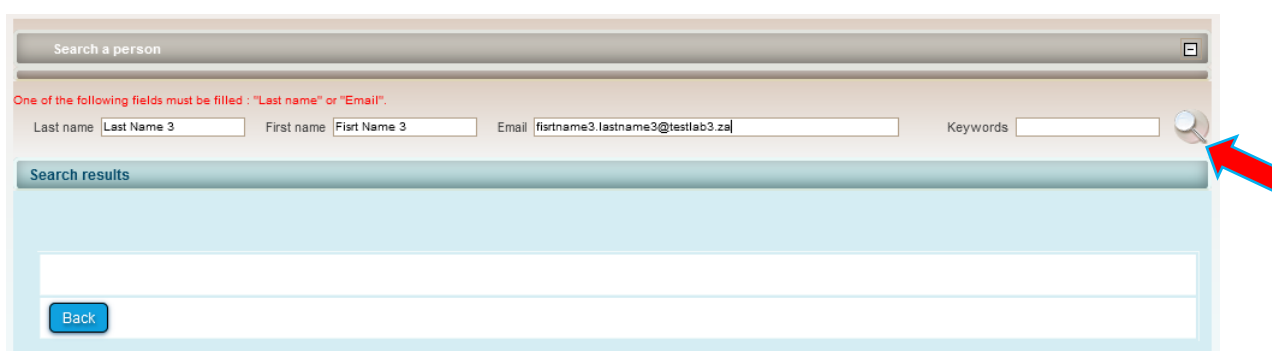
Category *

Name of the research structure *

Acronym of the research structure

Back **Save**

Click on “Select a Principal Investigator” and fill out the contact details of the person associated for the partner:



Search a person

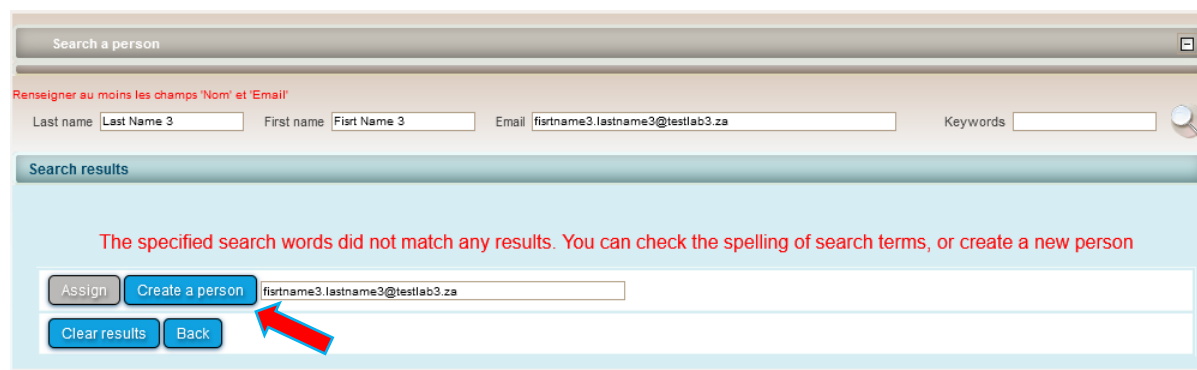
One of the following fields must be filled : "Last name" or "Email".

Last name First name Email Keywords

Search results

Back

Click on the lens to search the person. If the person has no existing account, then it appears the following result:



Search a person

Renseigner au moins les champs 'Nom' et 'Email'


Last name First name Email Keywords

Search results

The specified search words did not match any results. You can check the spelling of search terms, or create a new person

Assign **Create a person**

Clear results **Back**

The following form opens up. You can fill in the information about the person that represents the new partner. Then you need to click on the icon  at the bottom of the form to create the person.

Create a person

The fields "Last name", "First name", "Title" and "Email" are mandatory.

Civility:

Last name:

First name:

Email address:

Title:

Personal site:

National identifiant:

ORCID Number: - - -

Keywords:

Predefined keywords:

Professional address

Street number: Street, Avenue, Lane, Place, ...:

Additional address: Postcode / Zip code:

City: Cedex:

District: Country:

You are now back to the previous page with the result updated by your creation. You need to tick the box at the left side of the name of the person and click on "Assign" to associate the person with the new partner.

Search a person

One of the following fields must be filled : "Last name" or "Email".

Last name: First name: Email: Keywords:

Search results

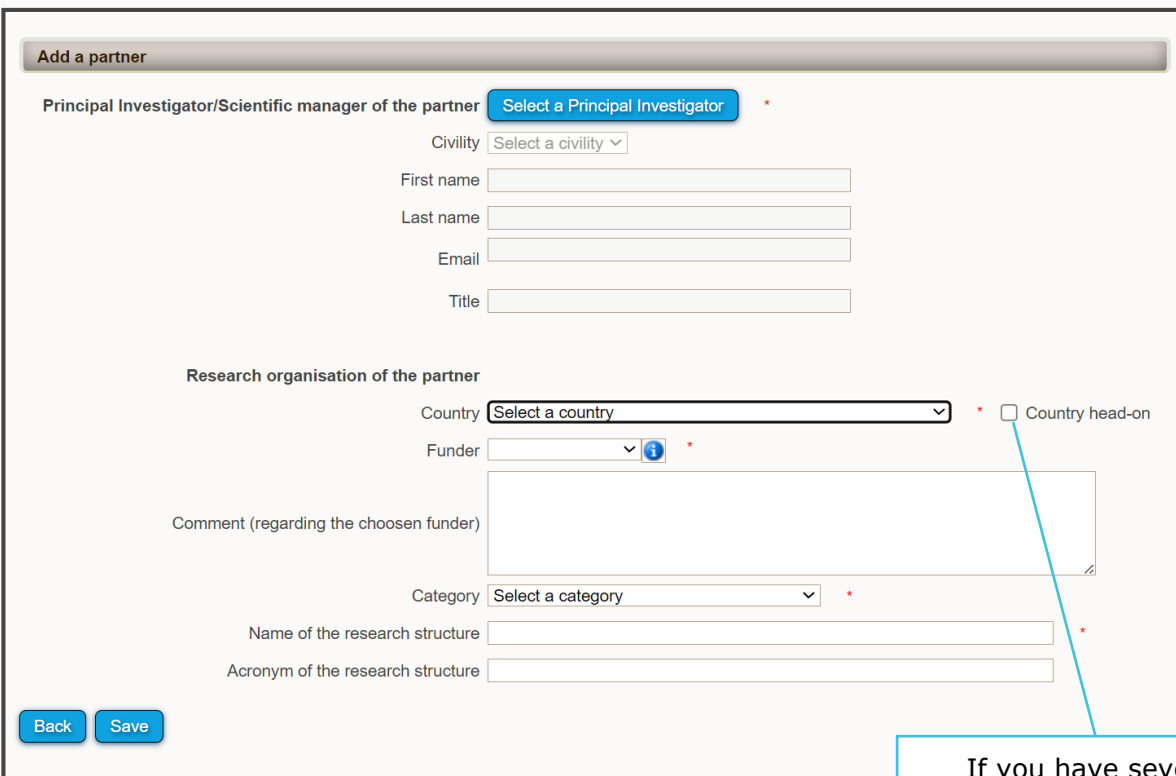
	Last name	First name	Title	Email address	Keywords
<input checked="" type="checkbox"/>	Last Name 3	Firt Name 3	Researcher/Professor	firstname3.lastname3@testlab3.za	

Once the new partner is created with the correct associated details, make sure to fill in all the required fields and save the information to complete the creation process and return to the submission process.

Depending on the country you select for each partner, you must also choose the corresponding funding agency for the partner's funding request.

For each project partner, you can specify the following options:

- **Requesting funds from a funding agency:** You will be able to select the appropriate funding agency based on the partner's country)
- **Not requesting any funds from a funding agency:** In this case, the partner will be marked as "With own funds."
- **If your partner is from an African country without a funding agency** and you are requesting funding, select the funding agency "**LGI-LGI SUSTAINABLE INNOVATION.**"



Add a partner

Principal Investigator/Scientific manager of the partner Select a Principal Investigator *

Civility Select a civility ▾

First name

Last name

Email

Title

Research organisation of the partner

Country Select a country ▾ * ☐ Country head-on

Funder ▾ ⓘ *

Comment (regarding the chosen funder)

Category Select a category ▾ *

Name of the research structure *

Acronym of the research structure

Back Save

If you have several partners from the same country, assigning a partner as a country head-on gives it access rights (create, modify and delete partners in the same country as its own)

The Principal Investigator of the newly registered partner receives the following email inviting to log in into the platform.

FROM: SIM ANR simnoreply@agencerecherche.fr

SUBJECT: Invitation à participer au projet Long term Europe Africa Partnership on Sustainable Energy " TEST " / Invitation to participate in the Long term Europe Africa Partnership on Sustainable Energy proposal " TEST "

Dear Madam, Dear Sir,

You have been invited by **Madame Justine PALLU** to be partner of the proposal " **TEST** " which will be submitted to the call of proposals "**Long term Europe Africa Partnership on Sustainable Energy**".

Please log in to the SIM platform of ANR, using the username and password you already received for your previous connections. If you forgot the password, you can reset it from the authentication page.

The address is: <https://aap.agencerecherche.fr>

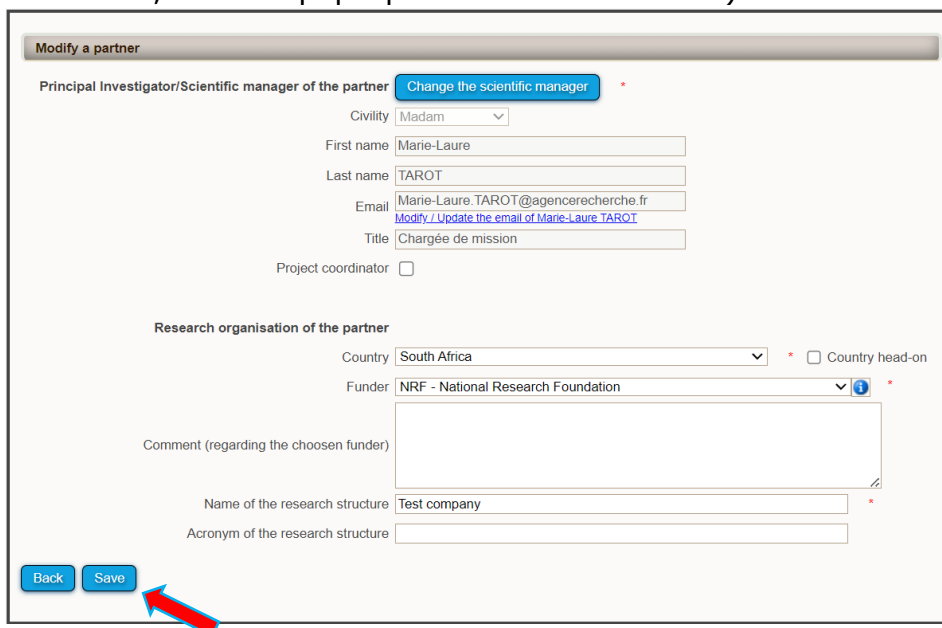
If you ignore where this invitation comes from, please contact **Madame Justine PALLU** (justine.pallu@agencerecherche.fr).

Yours sincerely,
The French National Research Agency

NOTE: It is important for the partner to log in at least for signing the online commitment to be part of the applying consortium at the pre-proposal step.

IF YOU WANT TO MODIFY THE INFORMATION ABOUT A PARTNER

Click on "Modify" to provide information about a partner (Name, acronym, category, country, funding organization if applicable, amount of requested funding, and PI information; See the pop-up window shown below).



Modify a partner

Principal Investigator/Scientific manager of the partner [Change the scientific manager](#) *

Civility

First name

Last name

Email
[Modify / Update the email of Marie-Laure TAROT](#)

Title

Project coordinator ☐

Research organisation of the partner

Country * ☐ Country head-on

Funder *

Comment (regarding the chosen funder)

Name of the research structure *

Acronym of the research structure

[Back](#) [Save](#)

3.3.2 Partners/Organisation Files

This tab enables you to provide further information about each partner. It contains two sub-tabs: "Administrative data" and "Financial data". The only new mandatory field in addition to the ones from the previous tab is the "Partner category" one, under the "Administrative data" sub-tab. Under the "Financial data" sub-tab, only the "Requested funding" field is required.

Partnership and tasks
Partners/Organisations files
Identity of the project
Scientific abstracts
Scientific document
Peer reviewers
Submission of the project

Consortium
Display By country ▼

	Name or acronym of the partner/organisation	Financial and administrative control instance	Full cost (€)	Requested Funding (€)	Permanent position (person.month)	NON permanent position WITH Funding requested (person.month)	NON permanent position WITHOUT Funding requested (person.month)	Country head-on	Funder
	France (1)		1200000.00	700000.00	0.00	0.00	0.00		
Select	test Lab 1 (coord)		1200000.00	700000.00	0.00	0.00	0.00	<input type="checkbox"/>	ANR
	South Africa (1)		800000.00	800000.00	0.00	0.00	0.00		
Select	Test company		800000.00	800000.00	0.00	0.00	0.00	<input type="checkbox"/>	NRF
	Total		2000000.00	1500000.00	0.00	0.00	0.00		

Selected partner

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

Administrative data
Financial data

Mandatory information needed for registration form

☐ **Commitment of applicants ***
Each principal investigator of each partner formally undertakes that his / her hierarchy and the persons empowered to legally engage the institution (ie the future beneficiary, recipient of the grant and contracting partner of the research funding agency where appropriate), or their representatives have given their consent to the tendering process in progress and Information on the proposal has been communicated to them.

Partner/Organisation : Test company
Principal Investigator/Scientific manager
Scientific team partner's member
Other

No
By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words of your area of expertise (key words must be separated by a semicolon)

Save
Cancel

Administrative data

Administrative data

Financial data

Mandatory information needed for registration form

☐ **Commitment of applicants** *

Each principal investigator of each partner formally undertakes that his / her hierarchy and the persons empowered to legally engage the institution (ie the future beneficiary, recipient of the grant and contracting partner of the research funding agency where appropriate), or their representatives have given their consent to the tendering process in progress and Information on the proposal has been communicated to them.

All partners must sign the online commitment by ticking the box at the pre-proposal step.

Partner/Organisation : Test company

Partner country South Africa

Partner category SME (small and medium-sized business)

Name of the partner (research structure) Test company *

Acronym of the partner

Funder NRF - National Research Foundation i *

Comment (regarding the chosen funder)

Enterprise's workforce (for private organisation)

Principal Investigator/Scientific manager

Civility of the scientific manager Madam

First name of the scientific manager Marie-Laure

Last name of the scientific manager TAROT

Birth date (jj/mm/aaaa)

Title of the scientific manager Other

Other Chargée de mission *

ORCID Number - - - -

Phone of the scientific manager

Mobile phone of the scientific manager

Mail of the scientific manager Marie-Laure.TAROT@agencerecherche.fr

Select the administrative category of the project partner between:

Select a category

- Research organization
- University
- Other higher education institution
- Hospital / Health
- Other public
- Foundation or association
- SME (small and medium-sized business)
- MSC (mid-size company)
- LC (large company)
- Other private

Scientific team partner's member

None

Note that users with only the scientific team member role do not have an account to log into the application.

Add new member

Delete selected members

Other

No

By submitting this proposal to ANR i undertake moral commitment to provide scientific evaluations of proposals submitted in other ANR calls for which i could be requested

Key words
of your area of expertise
(key words must be separated by a semicolon)

Save

Cancel

Financial data

Please select the partner/organisation in the table(s) above and then update its administrative and financial data below.

Administrative data

Financial data

The maximum funding for each project is 1.5 M€ and the maximum funding per partner in one project is 700 k€. However not all funding organisation will apply these amounts (see Appendix IV). The funding maximum for one partner 700 k€ will apply for each project but does not accumulate for a partner present in several projects

Always check with the corresponding national/regional Funding Organisation for any restrictions (Appendix IV of the call text).

Full cost (€)

Requested Funding (€)

Save

Cancel

For all countries, *except France at the full-proposal step*, the simplified entry for financial data is required.

A pop up (see below) will appear if the total requested funding for all partners exceeds the maximum ask per project (see call text)

aap.agencerecherche.fr indique

The grant amount requested exceeds the full cost.

OK

NOTE: Make sure to fill out all the information required when this symbol “*” is displayed

3.3.3 Identity of the project

Under this tab must be provided general information about the project such as the call topic, the project duration, and key words

*** Mandatory informations to validate form**

General information

Project Acronym: test ANR *

Project title in **French**: this is a TEST from the ANR *

Project title in **English**: this is a TEST from the ANR *

Life cycle: Submission in progress

Duration in months: 36 *

Funding instrument: PRCI-CE - Projets de recherche collaborative - International dans un cadre Commission Européenne *

Primary societal challenge: DS02 - Energie, propre, sûre et efficace *

R & D categorie: Fondamental research *

Further information

Key words (please separate each word with semicolons): +

Do you have to use genetic resources (Nagoya regulation) as part of this project? No

Primary disciplines / Hold the CTRL key on your keyboard for multiple selections

☐ Innovation-Oriented Approach (IOA) ☐ Research-Oriented Approach (ROA)

Primary disciplines (separate words with semicolons): +

Do not change this information.

Project key words (max. 5) must be provided here.

Please select here if the project is either an Innovation-Oriented Approach or a Research-Oriented Approach (see call text for details)

Call topic

Under the sub-tab **Research themes**, select "Primary" for the topic you apply to and possible "Secondary" topics. The selection should look as the screenshot below (depending on the topic).

Research themes

Choose the research themes (Min 1 Max 7) from the 7 available themes (as well as the sub-themes) **Select research themes ***

Research themes	Level
End-of-life and second-life management and environmental impact of RE components	Primary
Production and utilization of green hydrogen	Secondary

* :Specific project theme / sub-theme

Move the topic from primary to secondary using the arrows

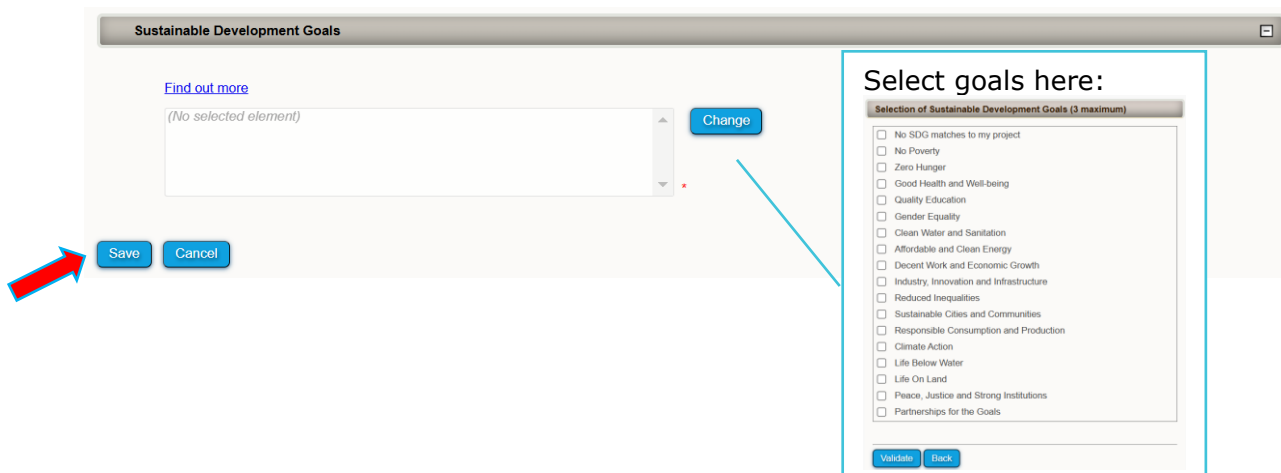
Select the research theme associated here:

- ☐ End-of-life and second-life management and environmental impact of RE components
- ☐ Production and utilization of green hydrogen
- ☐ Assessment of Renewable Energy Sources and integration of RES in sustainable energy scenarios
- ☐ Innovative solutions for priority domestic uses (clean cooking and cold chain)
- ☐ Processes and appliances for productive uses (PRODUCE)
- ☐ Smart grid (different scales) for off-grid application
- ☐ Smart stand-alone systems (SAS)

OK Back

Sustainable Development Goals

Under this sub-tab, please select a maximum of 3 sustainable development goals relating to the project.



3.3.4 Scientific Abstracts

Under this tab please provide the project summary and relevance to the call, as provided in the proposal document. The versions provided under this tab are used for reviewer assignment.

You do not need to provide a translation of the summary in French.

3.3.5 Scientific Document

Under this tab, you must upload the proposal document in PDF format.

Each project must submit a proposal (i.e. scientific document) using the template available on the page of the LEAP-SE website: [LEAP-SE COFUND - LEAP-RE](#)

For the others document needed, you can add them in the “annex of the scientific document”:

- A maximum of three CVs (of lead researcher and two key personnel) per consortium partner is allowed. Each CV cannot exceed 2 pages. The LEAP-SE CV template must be used;
- Budget file (Using provided LEAP-SE Excel sheet template)
- Form B (step 2);
- Form C (step 2);

Some national agencies request additional national information. Please find the requested files for on the LEAP-SE website: [LEAP-SE COFUND - LEAP-RE](#)

Submit the scientific document

Each project must submit a pre-proposal (i.e scientific document) using the template available on the LEAP-RE website.

Please respect the following rules in terms of maximal length for the following sections.

- Abstract: 4000 characters
- Scientific and/or technological excellence (**max: 3 pages**)
- Impact (**max: 2.5 pages**)
- Quality and efficiency of the implementation (**max: 3 pages**)
- References (**max: 0.5 page**)

Total length: 10 pages maximum.

Calibri 11pt, single spaced; the page's margins 2.5cm should be kept.

References are included in the "limit of 10 pages".

The scientific document must be written in English.

Authorized Format: PDF. Max. size : 10 Mb. Maximum number of pages : 10.
Maximum size: 10Mo.

Choisir un fichier
Aucun fichier n'a été sélectionné

Submit the scientific document

No scientific document submitted for this project.

As specified in the call announcement, the proposal document must be written in English.

Upload the proposal document in PDF

Do not forget to submit the document once uploaded

Annex to the scientific document

Please upload here:

- A maximum of three CVs (of lead researcher and two key personnel) per consortium partner is allowed and the LEAP-SE CV template must be used and which cannot exceed two pages per consortium person.
- The detailed budget and funding request Excel sheet for the project (following the LEAP-SE template)

If required by the national/regional regulations, submission forms or other documents must be submitted directly also to the participating Funding Organisations according with their deadlines or on this Electronic Submission Sythem --> **See Appendix IV of the Call text.**

Authorized Formats: DOCX, ODS, ODT, PDF, RTF, XLSX. Max. size : 10 Mb.

Maximum size: 10Mo.

Choisir un fichier
Aucun fichier choisi

Submit

Upload here the other mandatory files

Do not forget to submit the document once uploaded



The scientific document can be uploaded as many times as you wish. The new file will overwrite the former one.

3.3.6 Peer Reviewers

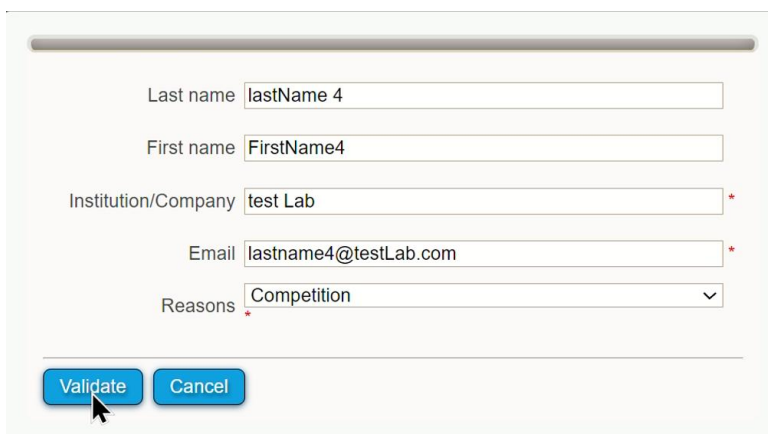
This tab gives the coordinator the opportunity to warn the call secretariat of names of peer-reviewers that you would like not to be a peer reviewer of your pre-proposal, due to conflict of interests in terms of intellectual property or competition.

List of the unsuited peer reviewers for the proposal evaluation process

The proposal of the partners have the option to report laboratories / companies or experts where there may be conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal.

No peer reviewers were added.

Add a peer reviewer



List of the unsuited peer reviewers for the proposal evaluation process

The proposal of the partners have the option to report laboratories / companies or experts where there may be conflicts of interest or privacy issues if they were asked to participate in the evaluation of the proposal.

	Last name	First name	Institution/Company	Email	Reasons
...	lastName 4	FirstName4	test Lab	lastname4@testLab.com	Concurrence

Add a peer reviewer

Modify unsuited peer reviewer
Remove unsuited peer reviewer

You may repeat the operation to add several unsuited peer reviewers.

3.3.7 Submission of the project

This tab enables the coordinator to lock and unlock the project proposal. When the proposal is locked, PIs from other partners cannot modify their information.

The tab also provides information on the proposal validity. Alerts shown in red are blocking issues for the submission.

There is no *submit* button once you finalize your submission. The submission is automatic.



In the tab "submission of your project", please check that a green sentence indicating that "**The conditions for submission of your proposal are met.**" is displayed. If a red sentence is displayed, please check again all the tabs and scientific document or your project will be automatic considered by the system as ***not submitted***. If an orange sentence is displayed, something is missing, please check again all the tabs.



A confirmation email is sent to the coordinator at call closure.

The closing date for call for proposals is 27/03/2025 until 16:00 (DD/MM/YYYY; Current local time in Paris, France)

Project status :Submitting

Your application will automatically be considered submitted if all the following conditions are met :

- the scientific document has been submitted
- the grant amount requested for the project is non-zero at the closing of the call for proposals

Only information entered on the submission website by the call for proposals closing date will be considered.

An electronic confirmation will be sent to the coordinator on the call for proposals closing date.

Coordinators are asked to lock their projects by the closing date.

The project may be unlocked by the coordinator prior to the closing date if additional changes are necessary.

Lock proposal



Checking fields

Please note that the submission platform is unable to check that the information you have entered matches the eligibility criteria laid out in the text of the call for proposals.

Please be aware of the following alerts:

- **In red** : This condition must be fulfilled for your proposition to be complete
- **In orange** : Information about the project or partner that should be filled or corrected

Proposal :

- **No scientific document has been uploaded**

Partner/Organisation 1 : [test Lab 1 \(Coordinator\)](#)

- **The laboratory partner have not entered his Control and Management instances**
- **The partner has not entered all of the required fields under administrative data**

Administrative and financial document of the project

Generate

[LEAP-SE STEP 1 2025_2025_test ANR.pdf \(created on 13/12/2024 at 15:26:39\)](#)