

FABulous 4.0

Innovation for 3D Printing and Digital Fabrication



Future Internet Business Acceleration Programme for 3D Printing Services in Europe

EMS Manual for Proposers Registration and Submission of proposals

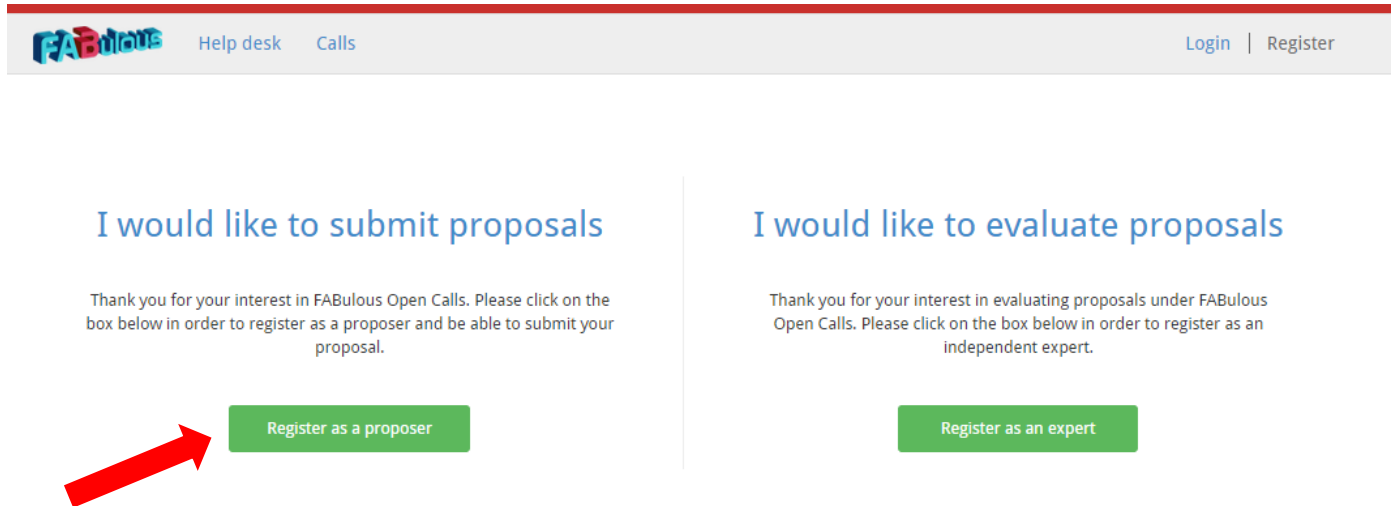
VERSION HISTORY

VERSION	DATE	NOTES AND COMMENTS
1.0	02/05/2016	First version on EMS manual for Proposers registration and Submission of proposals for Open Call 3

REGISTRATION OF PROPOSERS

Step 1. FABulous EMS home page

Go to FABulous EMS homepage and click on the box "Register as a proposer" as illustrated in Picture 1 below.



Picture 1: Register as a proposer

Step 2. Proposer Registration

Fill in the boxes with your personal data as illustrated in Picture 2 below. Please make sure you have read the Privacy policy, terms and conditions, and you have ticked the respective box to accept them. Once you have inserted all required info, press submit.

Proposer registration

Title (*):

First Name(s) (*):

Family Name(s) (*):

Gender (*): ☒ Female ☐ Male

Email (*): [Verify email](#)

Confirm email (*):

Password (*):

Confirm password (*):

Country (*):

Please enter the characters shown in the image to verify your registration (*):

By registering as a proposer for FABulous calls:

- You certify that the information provided in your application is true
- [You accept the Privacy policy, terms and conditions](#)

☒ I have read and agree with the aforementioned conditions

Picture 2: Registration of proposers

Step 3. Confirmation of your account

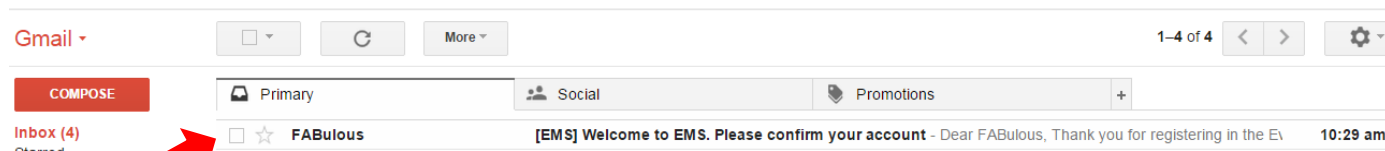
Once submitting your registration, the following message will appear as depicted in Picture 3 below.



A confirmation email has been sent to the indicated email address. Please click on the link provided in the email in order to validate your registration.

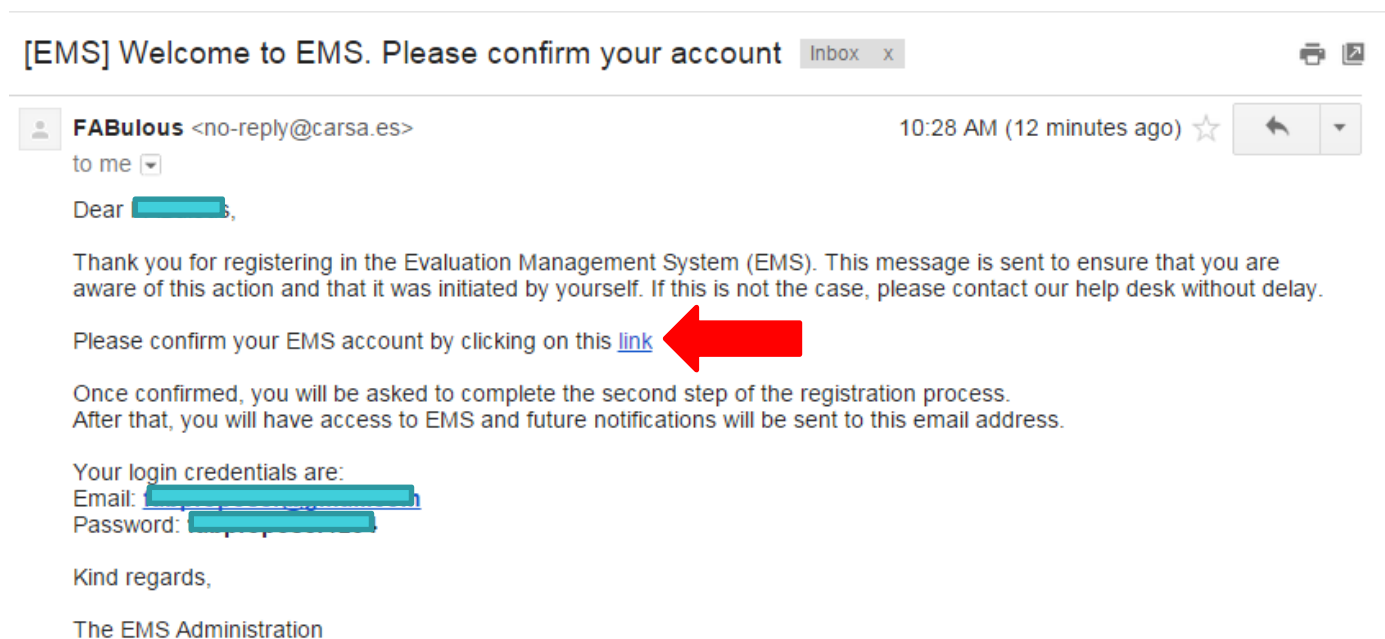
Picture 3: Confirmation of account

Go to your email account and look for the email from FABulous EMS as illustrated in Picture 4 below.



Picture 4: Confirmation email from FABulous EMS

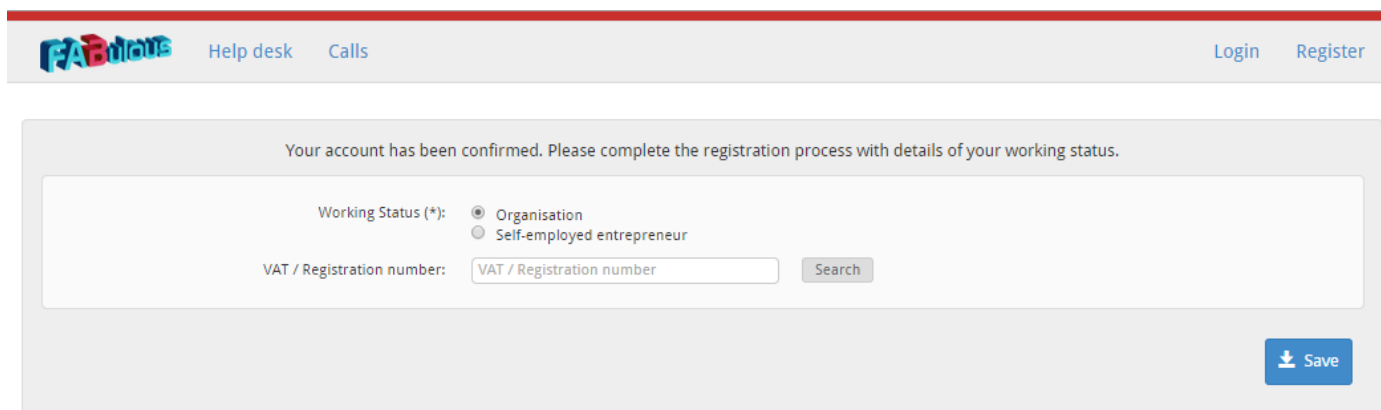
Once clicking on the email, you will be asked to confirm your EMS account by clicking on the provided link, as depicted in Picture 5 below.



Picture 5: Confirmation of EMS account

Step 4. Working status

Afterwards you will be directed to the following web page where you will be asked to select your working status as illustrated in Picture 6 below. Select "Organisation" if you are an SME, or "Self-employed entrepreneur" if you are a web entrepreneur. In both cases you will have to fill in your VAT / Registration number.



The screenshot shows the FABulous web interface. At the top, there is a navigation bar with the FABulous logo, 'Help desk', 'Calls', 'Login', and 'Register' links. Below this, a message states: 'Your account has been confirmed. Please complete the registration process with details of your working status.' The main form area contains a 'Working Status (*)' section with two radio button options: 'Organisation' (selected) and 'Self-employed entrepreneur'. Below this is a 'VAT / Registration number:' label followed by a text input field containing 'VAT / Registration number' and a 'Search' button. A blue 'Save' button with a download icon is located at the bottom right of the form.

Picture 6: Working Status

Step 5. Registration of an organisation

If you choose "Organisation" and register in FABulous EMS for the first time, you will have to fill in basic information about your organisation as illustrated in Picture 7 below. A link to EC's definition of an SME is provided in order to check whether you comply with the SME criteria. Make sure that you can be the contact person of your organisation as explained in the text below. Once filled in all required information click on "Save".

Your account has been confirmed. Please complete the registration process with details of your working status.

Working Status (*): ☒ Organisation ☐ Self-employed entrepreneur

VAT / Registration number:

No results found. Your organisation has not been registered yet. Please register your organisation.

Please note that the person registering an organisation will be considered as the "contact person" of this organisation. "Contact persons" receive all official notifications. Please be sure you can play this role. Any modification of the "contact person" details will only be possible by contacting the Helpdesk.

Organisation VAT (*):

Legal name (*):

Short name (*):

Address (*):

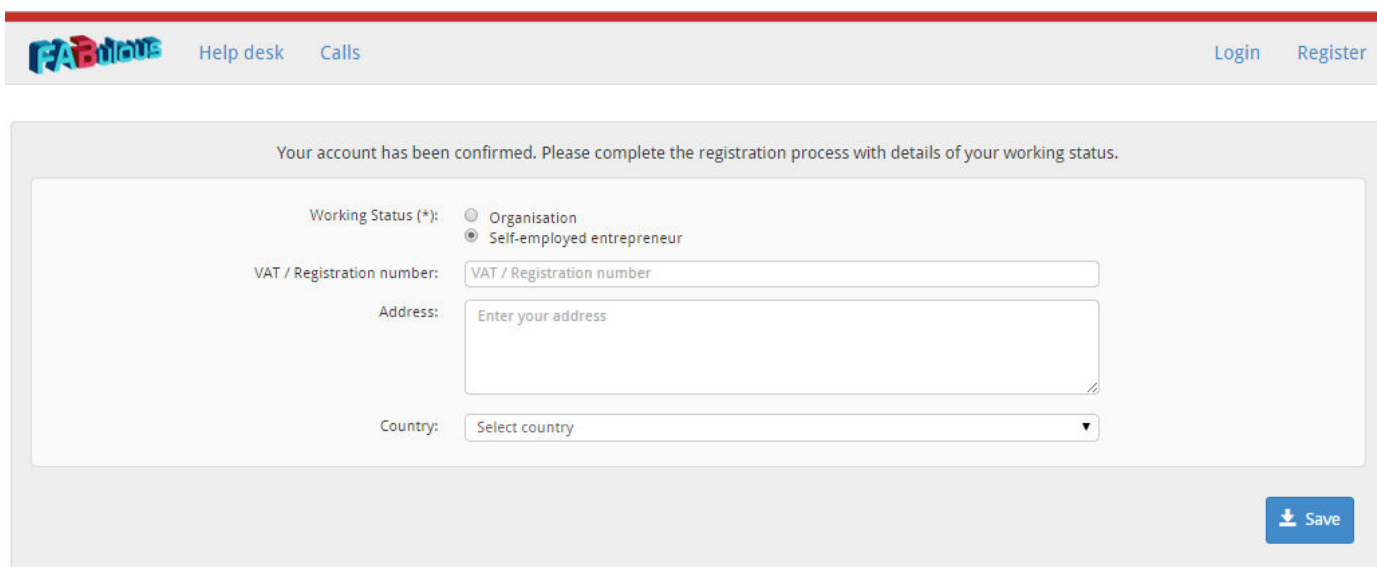
Country (*):

Legal status (*): ☒ Small and Medium-sized Enterprises (SMEs) ☐ Public Body ☐ Non-profit organisation ☐ International Organisation ☐ International Organisation of European Interest ☐ Secondary or Higher education establishment ☐ Research organisation ☐ Large Industrial Company

Picture 7: Registration of an Organisation

Step 6. Registration of self-employed entrepreneur

In case of a self-employed entrepreneur, you will be asked to fill in basic information as illustrated in Picture 8 below. Once filled in all required information click on "Save".



The screenshot shows the FABulous web interface. At the top, there is a navigation bar with the FABulous logo, 'Help desk', 'Calls', 'Login', and 'Register'. Below this, a message states: 'Your account has been confirmed. Please complete the registration process with details of your working status.' The main form area contains the following fields:

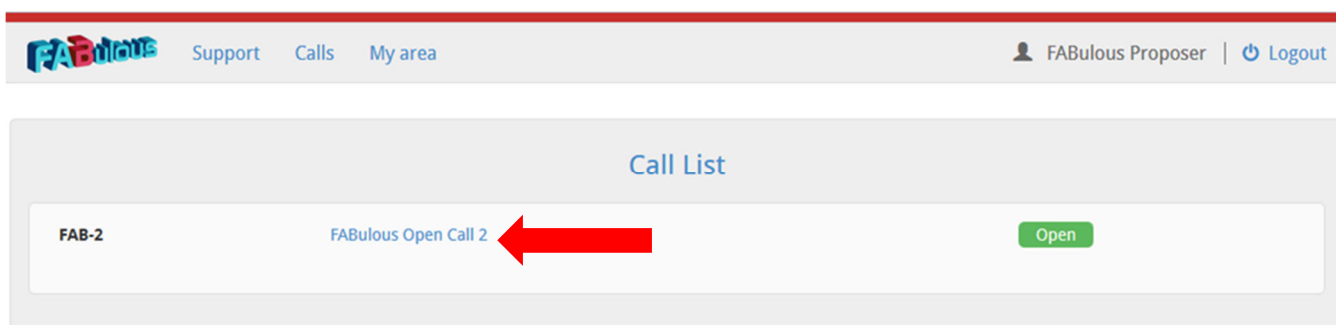
- Working Status (*):** Two radio buttons are present: 'Organisation' (unselected) and 'Self-employed entrepreneur' (selected).
- VAT / Registration number:** A text input field with the placeholder 'VAT / Registration number'.
- Address:** A larger text input field with the placeholder 'Enter your address'.
- Country:** A dropdown menu with the placeholder 'Select country'.

A blue 'Save' button with a download icon is located at the bottom right of the form area.

Picture 8: Registration of self-employed entrepreneur

Step 7. Access to Call List

Your registration is now finalised and you are directed to the Call List, from where you can have access to FABulous Open Call 3 as illustrated in Picture 9 below.



The screenshot shows the FABulous web interface. At the top, there is a navigation bar with the FABulous logo, 'Support', 'Calls', 'My area', 'FABulous Proposer', and 'Logout'. Below this, the page title is 'Call List'. The main content area displays a table with the following information:

Call List		
FAB-2	FABulous Open Call 2	Open

A red arrow points to the 'FABulous Open Call 2' link in the table.

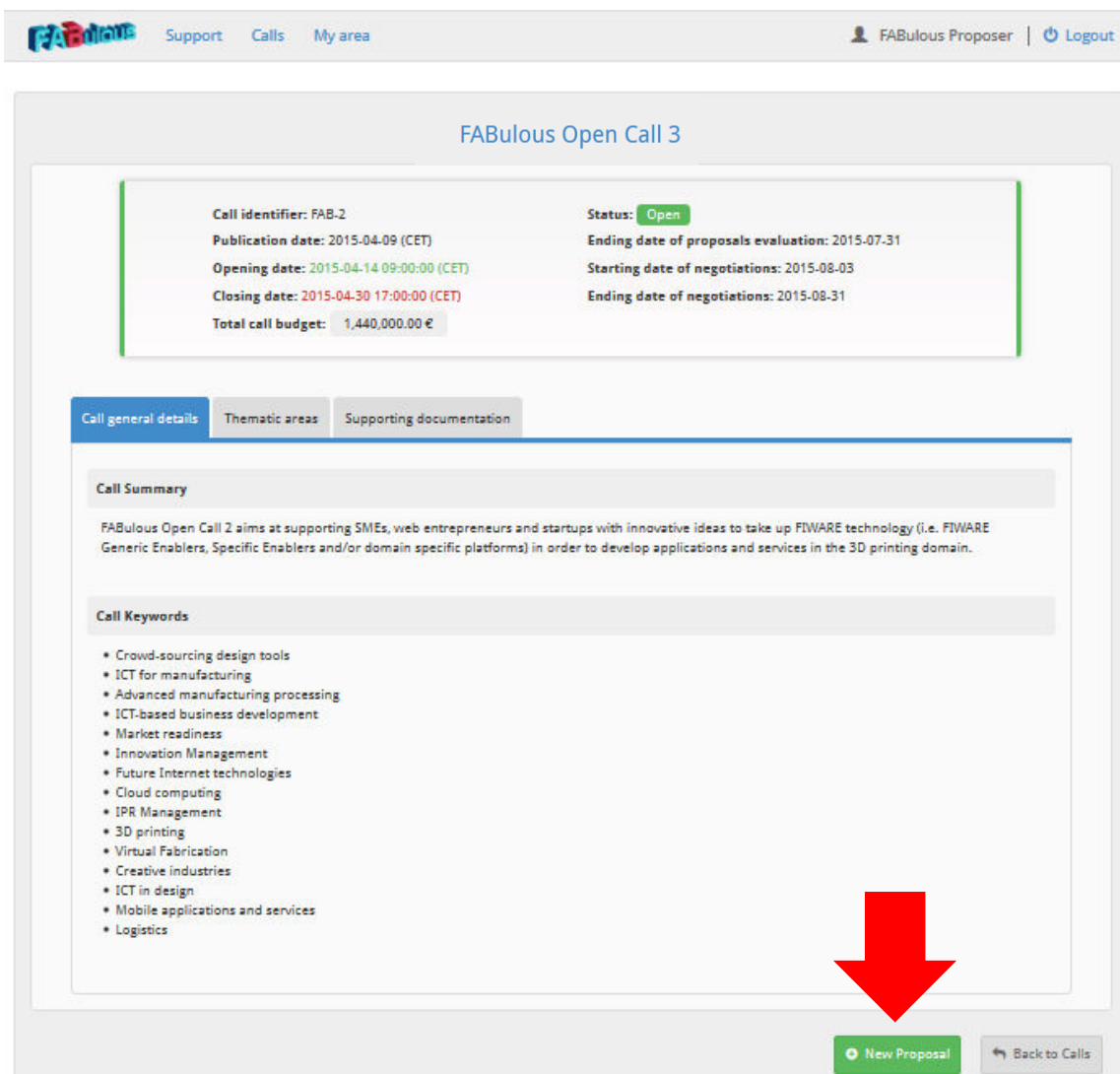
Picture 9: Access to FABulous Open Call 3

Once clicked on the link, you will have access to FABulous Open Call 3 information and supporting documentation as illustrated in Picture 10 below.

PREPARATION FOR SUBMISSION OF PROPOSALS

Step 1. Starting proposal preparation process

In order to start the process of your proposal preparation click on the “New Proposal” box as illustrated in Picture 10 below.



The screenshot displays the 'FABulous Open Call 3' overview page. At the top, there is a navigation bar with 'Support', 'Calls', and 'My area' links, and a user profile 'FABulous Proposer' with a 'Logout' button. The main content area is titled 'FABulous Open Call 3' and contains a box with call details:

- Call identifier: FAB-2
- Publication date: 2015-04-09 (CET)
- Opening date: 2015-04-14 09:00:00 (CET)
- Closing date: 2015-04-30 17:00:00 (CET)
- Total call budget: 1,440,000.00 €
- Status: Open
- Ending date of proposals evaluation: 2015-07-31
- Starting date of negotiations: 2015-08-03
- Ending date of negotiations: 2015-08-31

Below this, there are tabs for 'Call general details', 'Thematic areas', and 'Supporting documentation'. The 'Call general details' tab is active, showing a 'Call Summary' and 'Call Keywords'.

Call Summary:

FABulous Open Call 2 aims at supporting SMEs, web entrepreneurs and startups with innovative ideas to take up FIWARE technology (i.e. FIWARE Generic Enablers, Specific Enablers and/or domain specific platforms) in order to develop applications and services in the 3D printing domain.

Call Keywords:

- Crowd-sourcing design tools
- ICT for manufacturing
- Advanced manufacturing processing
- ICT-based business development
- Market readiness
- Innovation Management
- Future Internet technologies
- Cloud computing
- IPR Management
- 3D printing
- Virtual Fabrication
- Creative industries
- ICT in design
- Mobile applications and services
- Logistics

At the bottom right, there is a green 'New Proposal' button and a grey 'Back to Calls' button. A large red arrow points to the 'New Proposal' button.

Picture 10: FABulous Open Call 3 Overview

Step 2. Insert proposal general details

Picture 11 below provides an overview of the general details to be firstly inserted when creating the proposal. Insert the general details of your proposal such as title and acronym. Select the thematic area and which topic / challenge you are planning to address in your proposal (for further information please see [FABulous Guide for Applicants](#)). Choose the keywords best describing your idea. Insert new keywords that will best correspond to your project idea. Make sure you save the inserted information.

The screenshot shows the 'Proposal general details' form in the FABulous application. The form is divided into two main sections: 'Proposal general details' and 'Details of the proposal relating to the selected call'.

Proposal general details:

- Title:
- Acronym:

Details of the proposal relating to the selected call:

- Call title: FABulous Open Call 2
- Thematic area: Solutions for Future Internet Web-Entrepreneurship for 3D P
- Topic: Crowd-sourced and Cloud-based Design & Services for 3D Pr
- Keywords:
 - FIWARE technologies
 - Crowd-sourcing design tools
 - cloud computing** (highlighted)
 - ICT-based business development
 - Market readiness
- Introduce new keyword: Add

Red arrows indicate the following actions:

- Two arrows pointing to the 'Thematic area' and 'Topic' dropdown menus.
- Two arrows pointing to the 'Add' buttons next to the 'Keywords' list.
- One arrow pointing to the 'Save' button at the bottom right.

Picture 11: Proposal General Details

Step 3. Insert Abstract

Once the general details of the proposal are saved, you can have access to the rest of the online proposal sections. Click on the Technical proposal tab in order to insert the abstract of your proposal as illustrated in Picture 12 below. Make sure that you do not exceed the 2000 characters limit.

My area > My proposals > Demo FAB > Technical proposal

General details

Technical proposal

Budget

Annexes

Submission

Please make sure that you save all your changes before moving to a next section.

Abstract (Left 2000 / Max. 2000 characters)

Please provide the summary of the project (max 2000 characters). Please note that this information may be used for dissemination purposes. You should therefore ensure that it gives a concrete overview of the concept and the innovation capacity, the planned used of FIWARE technologies, and the envisaged impact.

Abstract

Save

Picture 12: Insert Abstract

Step 4. Upload your Technical Proposal

Go to Annexes tab and upload a PDF version of your technical proposal. Make sure that you use the Word template provided at the same section in order to draft your proposal. Choose your file and click on "Upload".

My area > My proposals > Demo FAB > Annexes

General details

Technical proposal

Budget

Annexes

Submission

Please make sure that you save all your changes before moving to a next section.

Technical proposal

Choose file DemoFAB Proposal.pdf

Maximum: 5 MB

Type of document: PDF

Mandatory: Yes

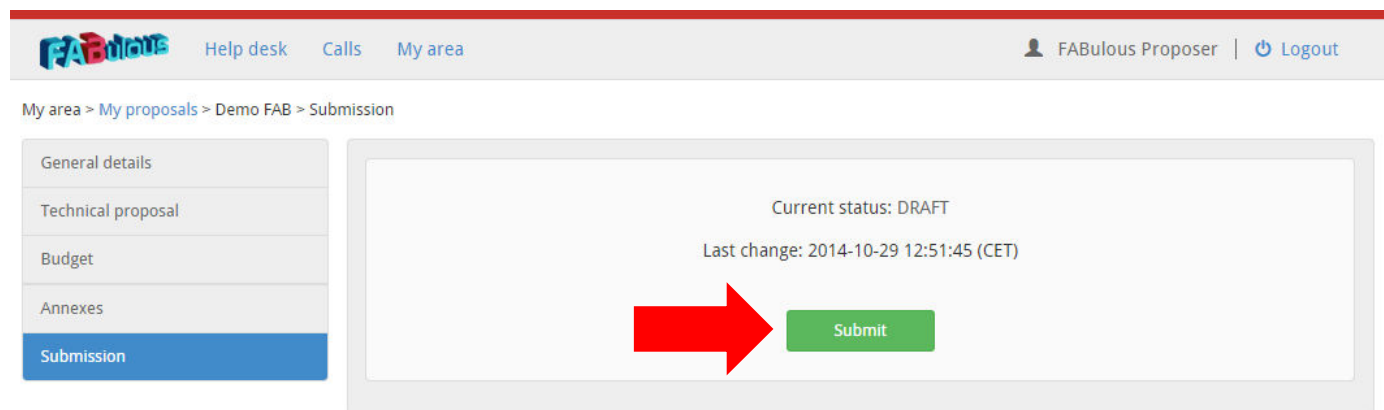
Template: FABulous_Technical Proposal template.doc

Upload

Picture 13: Uploading the technical proposal

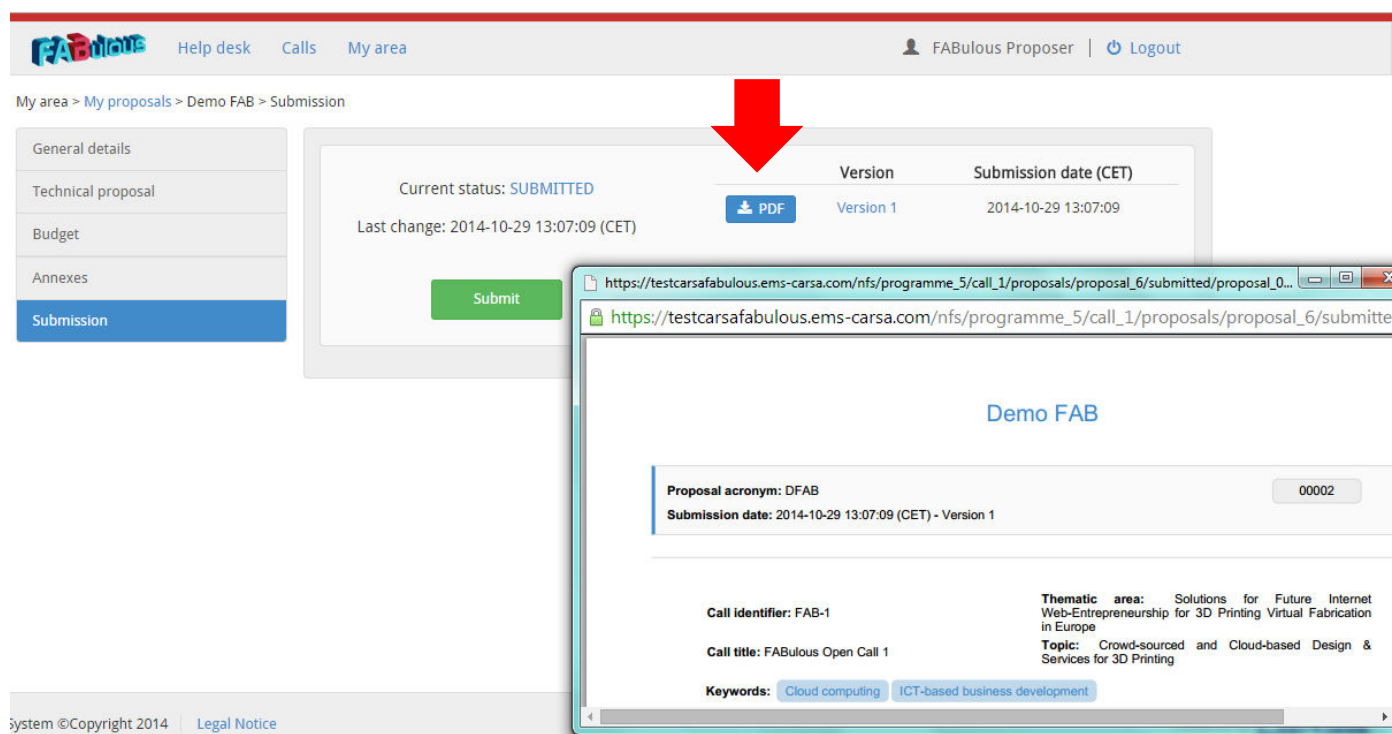
Step 5. Submit your proposal

Once you have filled in all parts of the proposal go to "Submission" tab. Click on "Submit" box in order to submit your proposal as illustrated in Picture 14 below. You may resubmit your proposal as many times as you wish before the deadline. Only the last proposal submitted before the deadline will be considered for evaluation.



Picture 14: Submit your proposal

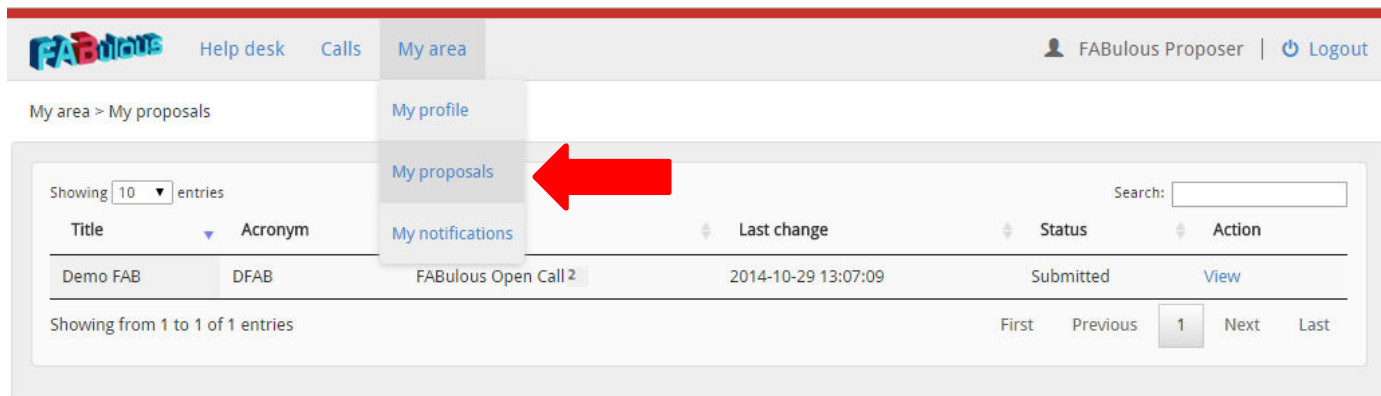
If you want to have an overview of your already submitted proposal, click on the "PDF" blue box as illustrated in Picture 15 below.



Picture 15: View submitted proposal

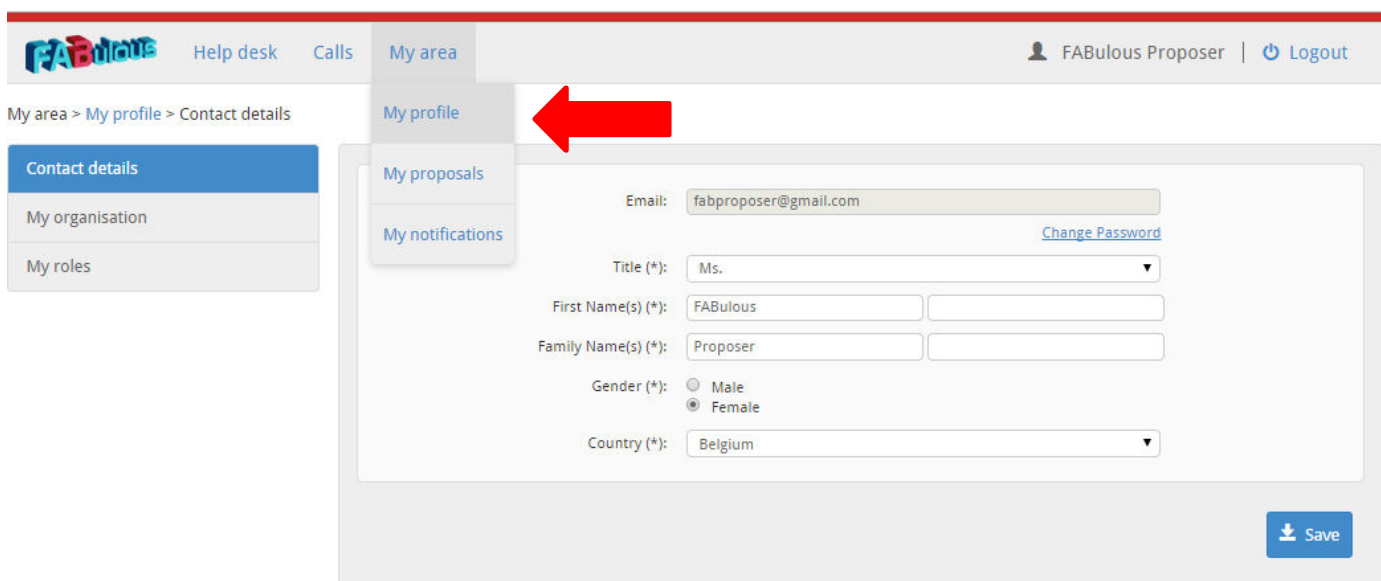
Practical information

You may access your proposal by going to “My area>My proposals” where you can find an overview of all your submitted proposals and their status, as illustrated in Picture 16 below.



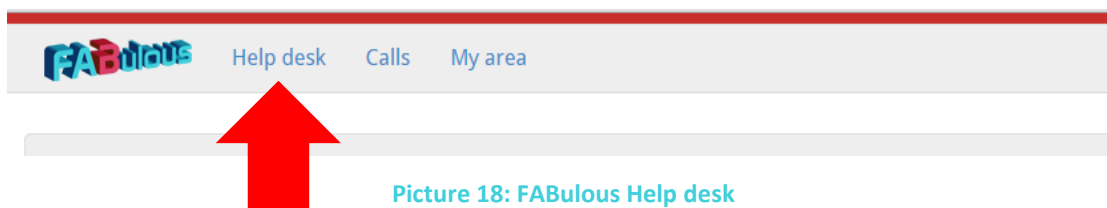
Picture 16: My proposals overview

You may access your personal and organisation’s information by clicking on “My area>My profile” as depicted in Picture 17 below.



Picture 17: Access your profile

In general, should you encounter any problems with your registration or proposal submission process you may contact FABulous Help desk by clicking on the Help desk link as depicted in Picture 18 below.



Picture 18: FABulous Help desk

PROJECT PARTNERS

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