

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

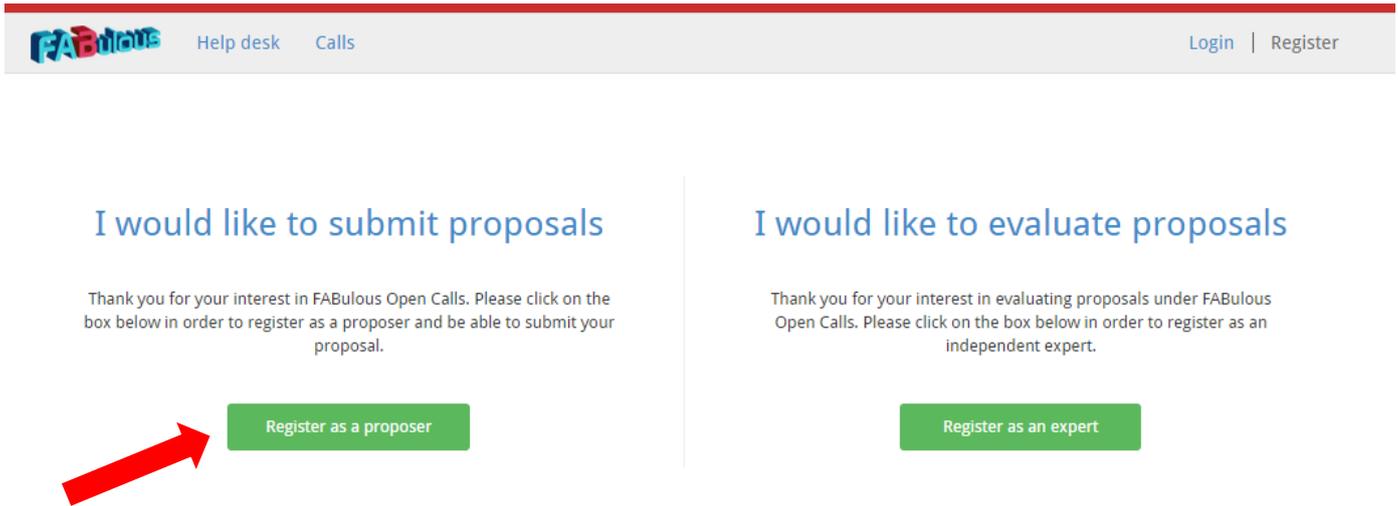
VERSION HISTORY

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.

FABulous Help desk Calls Login Register

Proposer registration

Title (*): Ms. ▼

First Name(s) (*): FABulous

Family Name(s) (*): Proposer

Gender (*): Female Male

Email (*): fabproposer@gmail.com [Verify email](#)

Confirm email (*): fabproposer@gmail.com

Password (*):

Confirm password (*):

Country (*): Belgium ▼

Please enter the characters shown in the image to verify your registration (*): f5bh5k

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.

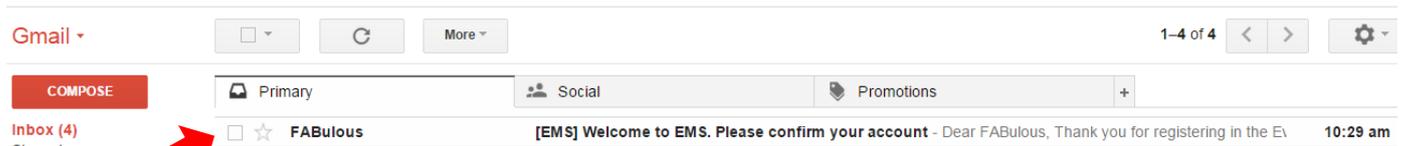


A confirmation email has been sent to the indicated email address. Please click on the link provided in the email in order to validate your registration.



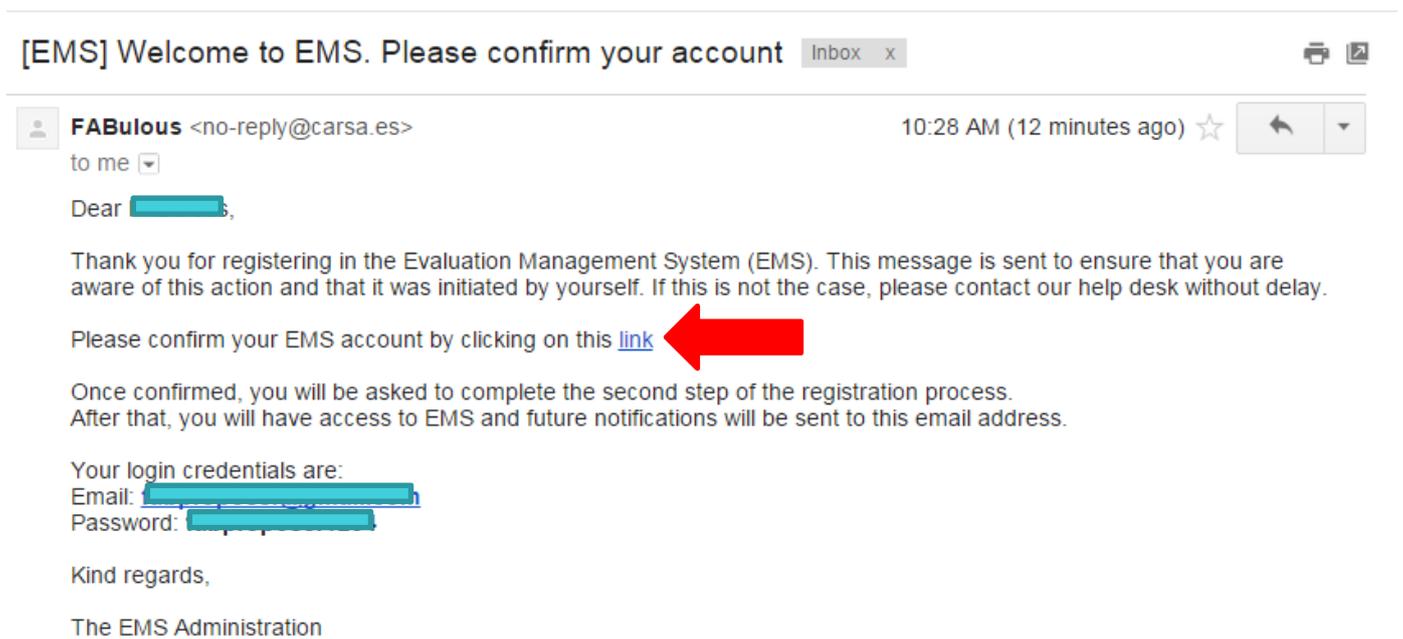
Picture 3: Confirmation of account

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

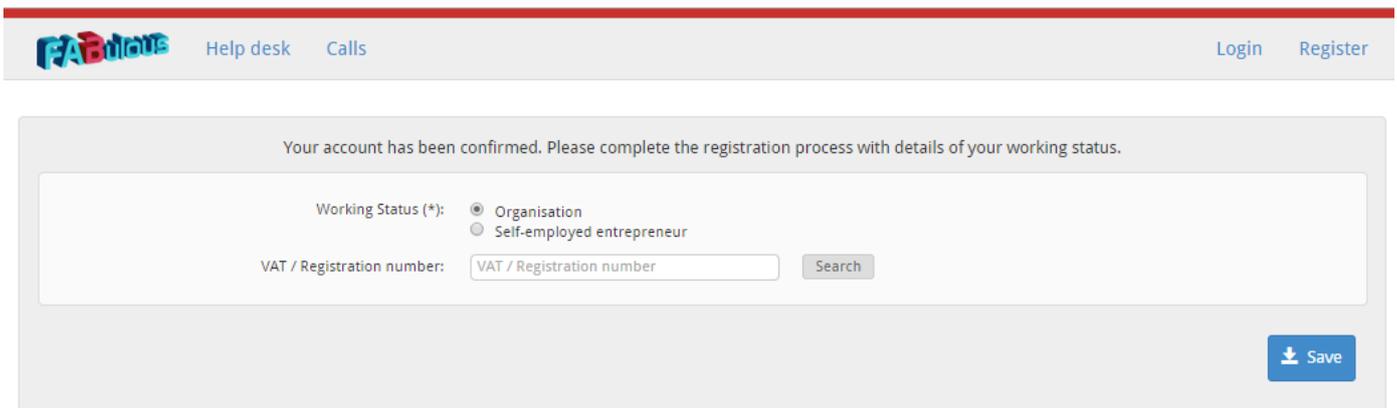
Once clicking on the email, you will be asked to confirm your EMS account by clicking on the provided link, as depicted in Picture 5 below.



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 a web interface for the FABULOUS program. At the top, there is a navigation bar with the FABULOUS logo, 'Help desk', 'Calls', 'Login', and 'Register' links. Below this is a message box stating: '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' (which is selected) and 'Self-employed entrepreneur'. Below this is a 'VAT / Registration number:' label followed by a text input field containing the placeholder 'VAT / Registration number' and a 'Search' button. A blue 'Save' button with a download icon is located at the bottom right of the form area.

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 (*):

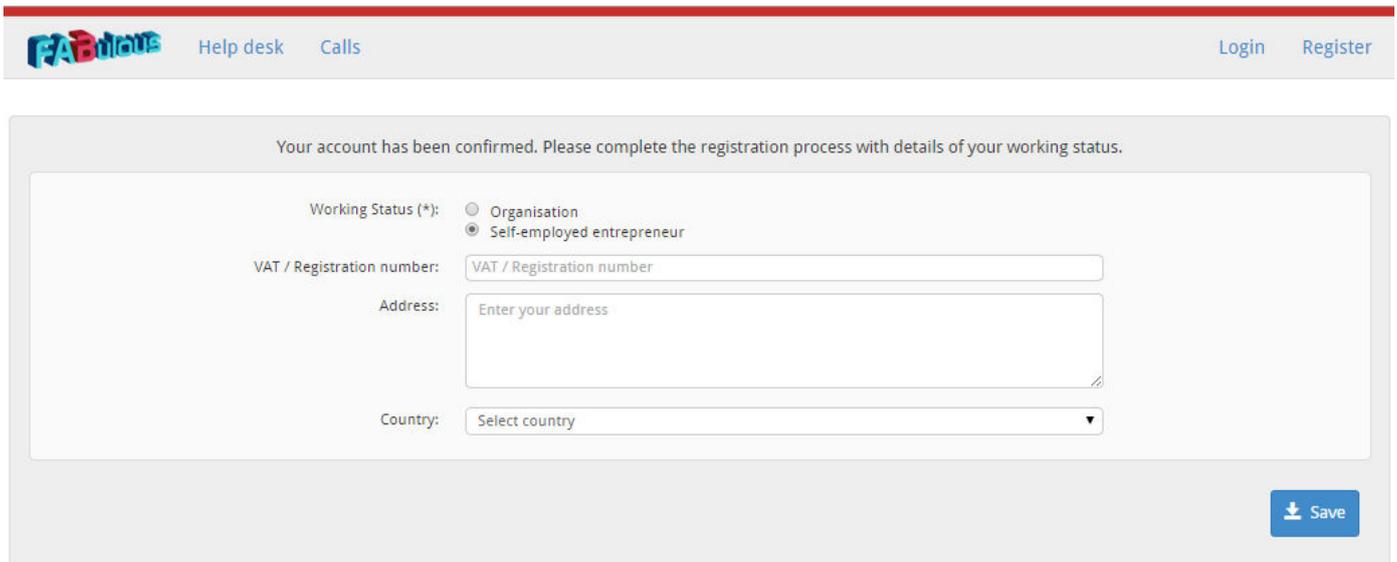
Legal status (*):

- 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".

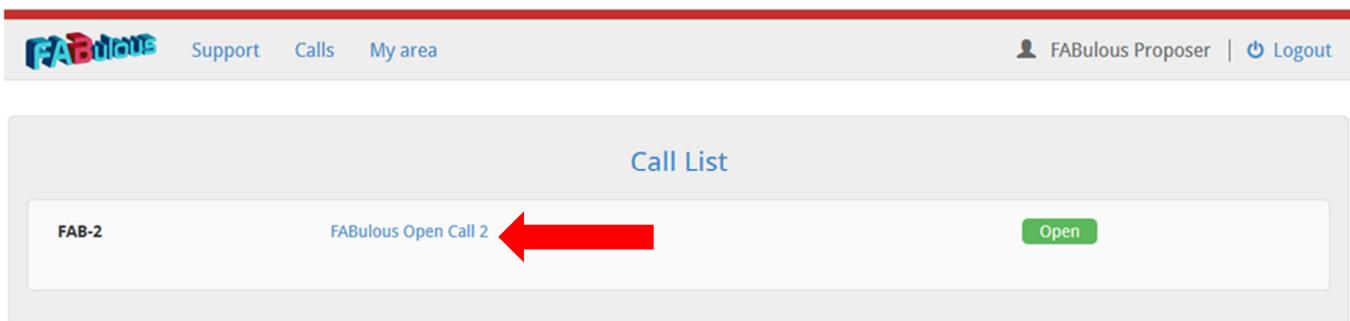


The screenshot shows a web interface for the FABulous platform. At the top, there is a navigation bar with the FABulous logo, 'Help desk', and 'Calls' on the left, and 'Login' and 'Register' on the right. Below the navigation bar, a message states: 'Your account has been confirmed. Please complete the registration process with details of your working status.' The main content area contains a registration form with the following fields: 'Working Status (*)' with radio buttons for 'Organisation' and 'Self-employed entrepreneur' (the latter is selected); 'VAT / Registration number:' with a text input field; 'Address:' with a larger text input field; and 'Country:' with a dropdown menu labeled '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 'Call List' page in the FABulous platform. The navigation bar at the top includes the FABulous logo, 'Support', 'Calls', and 'My area' on the left, and 'FABulous Proposer' and 'Logout' on the right. The main content area is titled 'Call List' and contains a table with one row. The row has three columns: 'FAB-2', 'FABulous Open Call 2', and 'Open'. A red arrow points to the 'FABulous Open Call 2' link. The 'Open' button is green.

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 summary box with the following information:

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

Below the summary box, there are three tabs: 'Call general details' (selected), 'Thematic areas', and 'Supporting documentation'. The 'Call Summary' section contains the text: '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.' The 'Call Keywords' section lists the following items:

- 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 of the page, there is a green button labeled 'New Proposal' and a grey button labeled 'Back to Calls'. A large red arrow points directly to the 'New Proposal' button.

Picture 10: FABulous Open Call 3 Overview

Step 2. Insert proposal general details

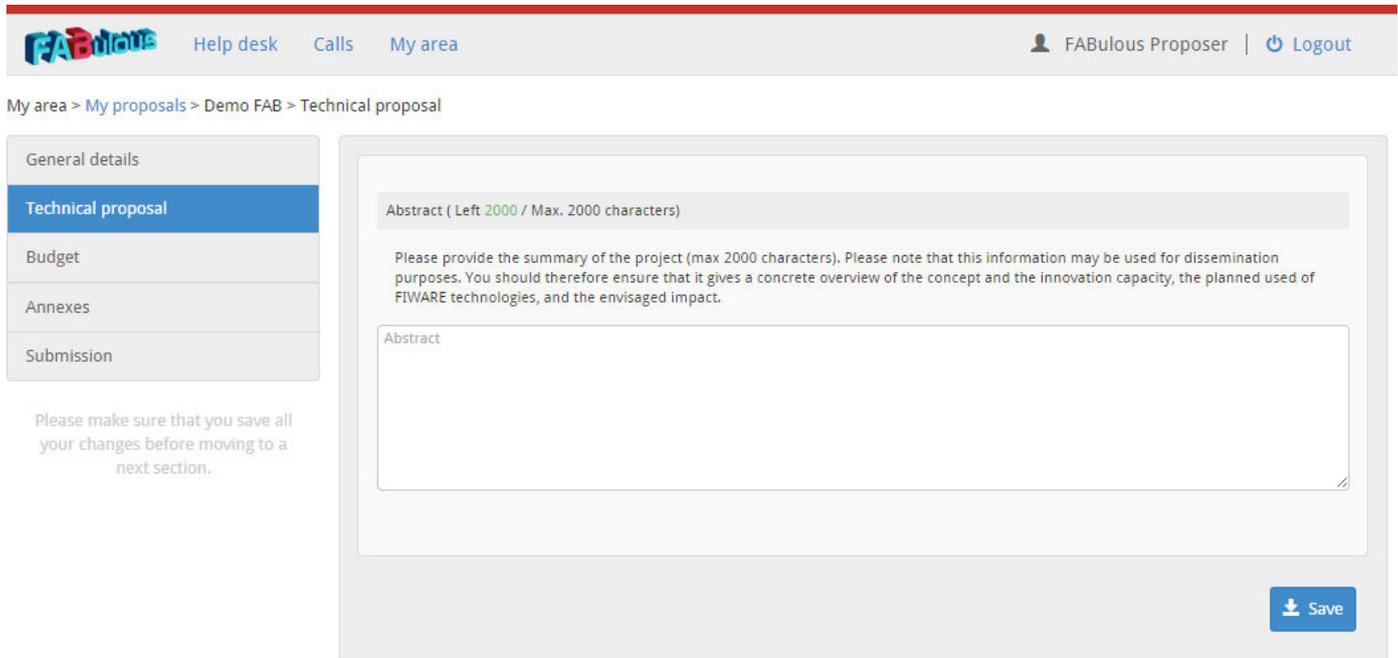
Picture 11 below provides an overview of the general details to be firstly inserted when creating the proposal. Insert the general details of your proposal such as title and acronym. Select the thematic area and which topic / challenge you are planning to address in your proposal (for further information 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 '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'. The 'Proposal general details' section contains input fields for 'Title' and 'Acronym'. The 'Details of the proposal relating to the selected call' section contains a dropdown for 'Call title' (set to 'FABulous Open Call 2'), a dropdown for 'Thematic area' (set to 'Solutions for Future Internet Web-Entrepreneurship for 3D P'), a dropdown for 'Topic' (set to 'Crowd-sourced and Cloud-based Design & Services for 3D Pr'), and a list of 'Keywords' including 'FIWARE technologies', 'Crowd-sourcing design tools', 'Cloud computing', 'ICT-based business development', and 'Market readiness'. There are 'Add' buttons next to the keyword list and an 'Add new keyword' field with an 'Add' button. A 'Save' button is located at the bottom right of the form. Red arrows point to the 'Add' buttons and the 'Save' button.

Picture 11: Proposal General Details

Step 3. Insert Abstract

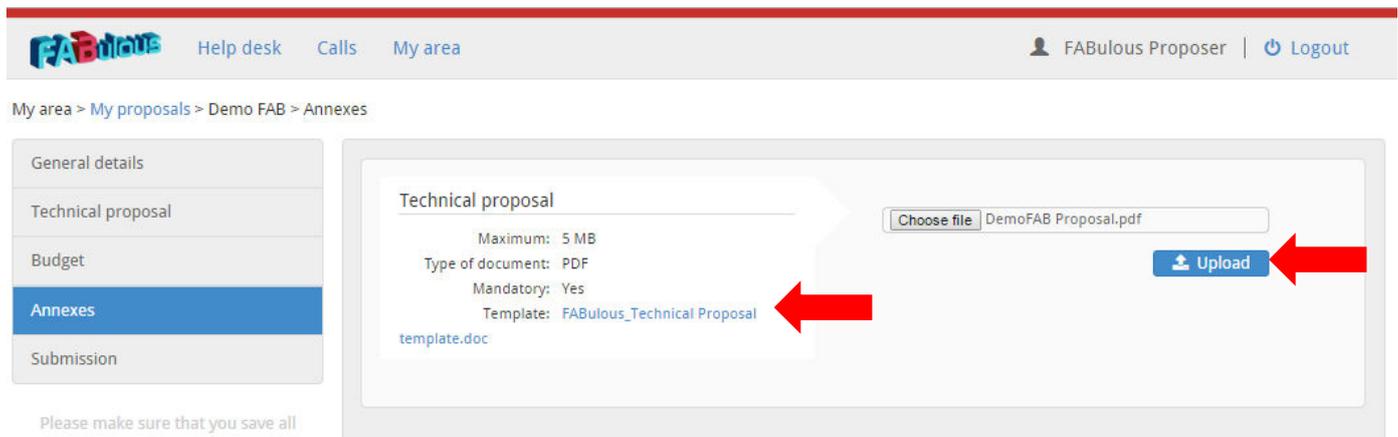
Once the general details of the proposal are saved, you can have access to the rest of the online proposal sections. Click on the Technical proposal tab in order to insert the abstract of your proposal as illustrated in Picture 12 below. Make sure that you do not exceed the 2000 characters limit.



Picture 12: Insert Abstract

Step 4. Upload your Technical Proposal

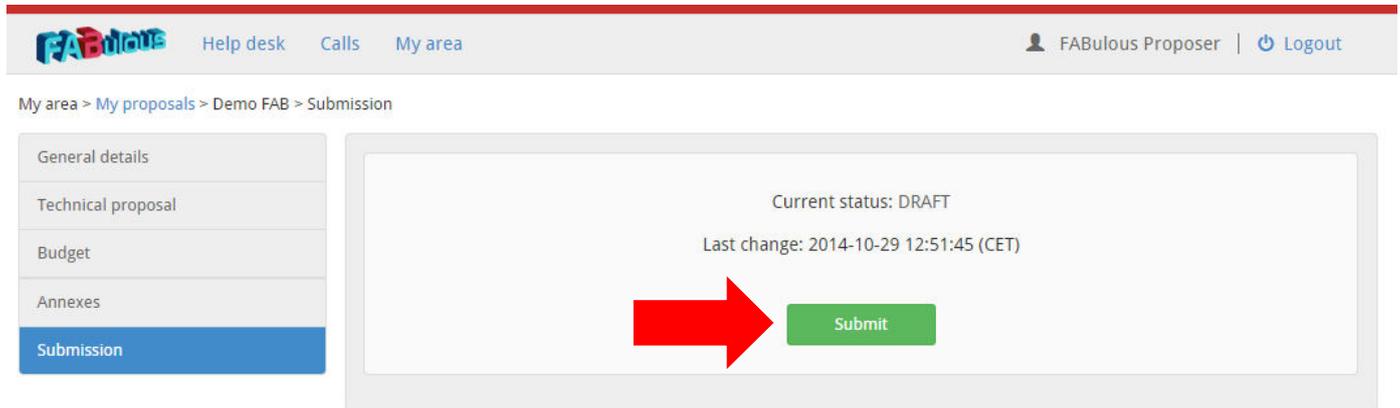
Go to Annexes tab and upload a PDF version of your technical proposal. Make sure that you use the Word template provided at the same section in order to draft your proposal. Choose your file and click on "Upload".



Picture 13: Uploading the technical proposal

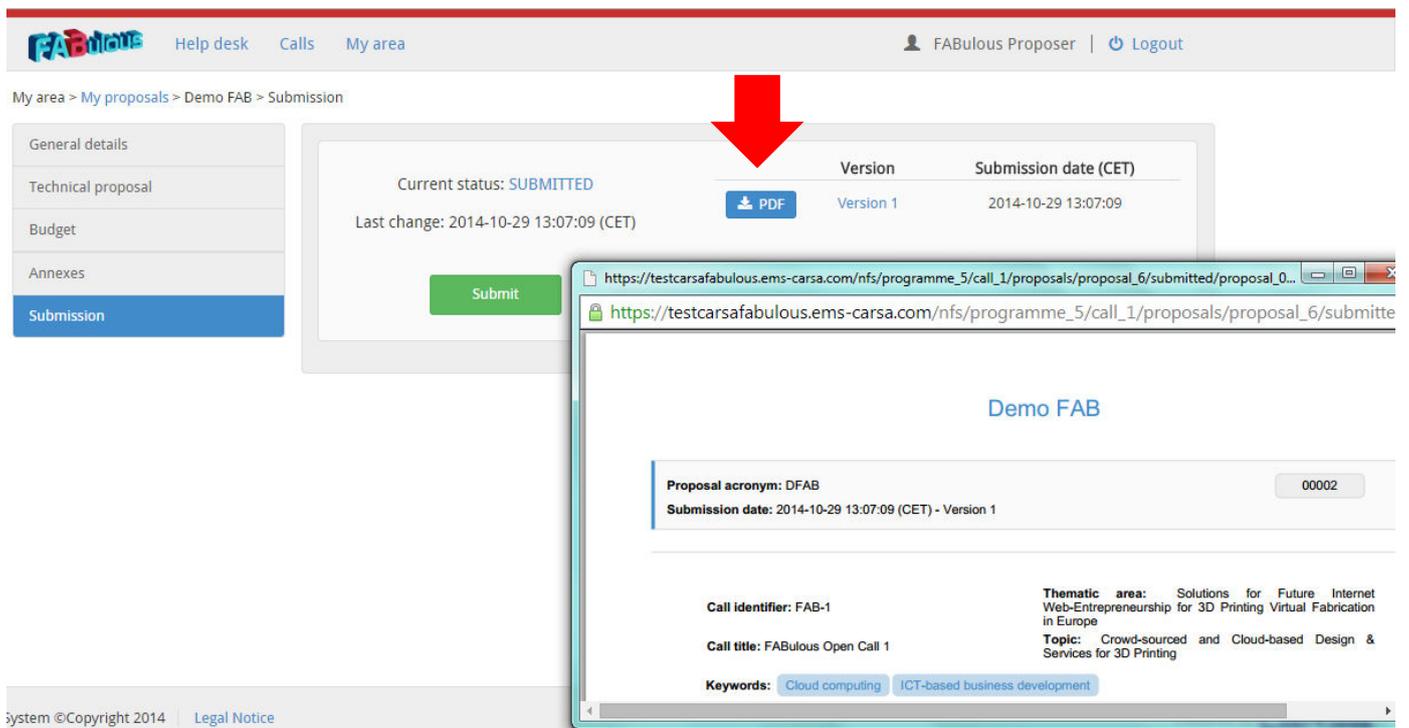
Step 5. Submit your proposal

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

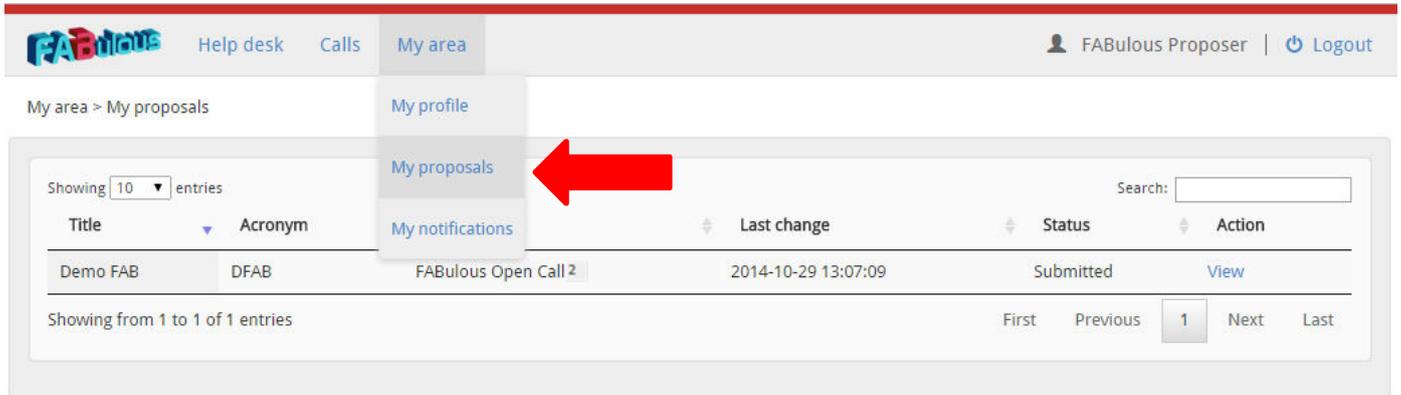
If you want to have an overview of your already submitted proposal, click on the "PDF" blue box as illustrated in Picture 15 below.



Picture 15: View submitted proposal

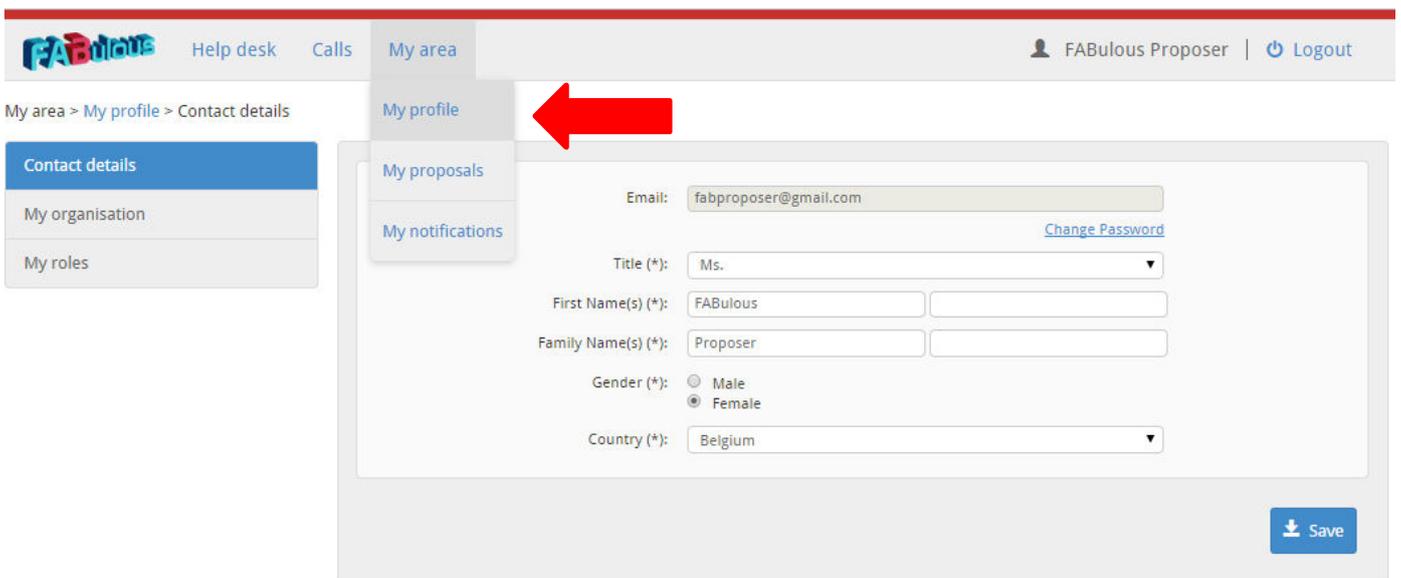
Practical information

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

ACCELERATION PROGRAMME MANAGER

carsa

innovalia
ASSOCIATION

iMinds

ENGINEERING

bizkaia
::talent



bwcon

baden
württemberg:
connected