«National Roadmap for Research Infrastructures – 2nd Phase»

In order to participate in the 2nd Phase of the formulation of the National Roadmap for Research Infrastructures, proposers should fill in data according to the **SYNTHESIS TEMPLATE FOR A RESEARCH INFRASTRUCTURE (RI) PROPOSAL** and to follow the **GUIDELINES** available, using the online submission platform.

Each participant should use the initial username / password pair already provided from the 1st phase.

Upon entering the platform, the requested data are organized in various forms (tabs) and sub-forms (sub-tabs) that can be saved / modified any time **before** finalizing and submitting the proposal. It is obligatory to complete both **Part A** and **Part B** forms. The tabs are **not** required to be completed in a specific order.

The completion of all other fields and tables is straightforward and whenever necessary, instructions are provided in the respective tab. Participants should fill out all necessary information in each tab and store their data by clicking on the respective "save" button. Data can be altered at any time prior to finalizing the submission. *All fields are mandatory* unless it is stated otherwise. While preparing proposal submission please do not override our validation rules (e.g. by disabling java scripts) because this may result in unexpected errors and unstable system behavior.

The appendices required have to be submitted in English and may additionally be provided in Greek. Letters of endorsement / support from Greek Authorities (e.g. Universities, Ministries, Regional Authorities) may be provided only in Greek.

Detailed information about the main questions to be addressed by the proposals is given beneath each caption in Part A and Part B. Further information will be provided through FAQs, to be available soon through the platform. Additional questions may be addressed to the **contact persons** listed below.

Please use a language that also experts of other scientific disciplines can understand. Especially avoid using abbreviations and acronyms, which are only used within specific scientific communities.

If you want to state any bibliographical references or references to relevant documents or sources, you may also insert a link.

In the tabs where file uploading is required, the procedure that must be ensued is the following: The authors download, if provided, the necessary Word or Excel forms and save them locally to their hard disk. After filling them out, they convert them, if necessary, to the required format (word->pdf, excel as is) and then they upload them using each tab's file browsing and uploading capabilities. For world to pdf conversion are available many freeware downloadable from Internet**.** Each uploaded file must not exceed 10 Mbytes in size.

Authors are able to overwrite all uploaded files as many times as needed prior to the proposal's finalization. After each upload authors are able to access their submission by following a link generated by the system, immediately after the uploading has been completed.

Sometimes, after uploading a new file, authors continue to access the previous version of it. This is due to local caching of previous file version. To deal with this situation authors should clear their browser's cash memory and then will have access to the correct version of the uploaded file.

The "Finalise" tab presents the progress of the questionnaire preparation. The status of each table/form and all uploaded files is reported. In order to be able to proceed with their proposal's submission, participants should have filled out **all** necessary data in the various forms and uploaded all mandatory files. If they have not done so, they will not be able to finalise their submission and the following message will appear at the bottom of the form:
All fields (tabs) must have been completed in order to finalise your submission!

When the authors complete all fields of their proposal the previously mentioned message is replaced by **"Finalize Submission".** To finalize submission the author should press this button. **After pressing this button the authors will not be able to further modify any of the submission's information stored in the platform and all related "save" buttons will be disabled.**

Enquiries

Please direct any general enquiries regarding evaluation process of research infrastructures proposals for a national roadmap to:

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