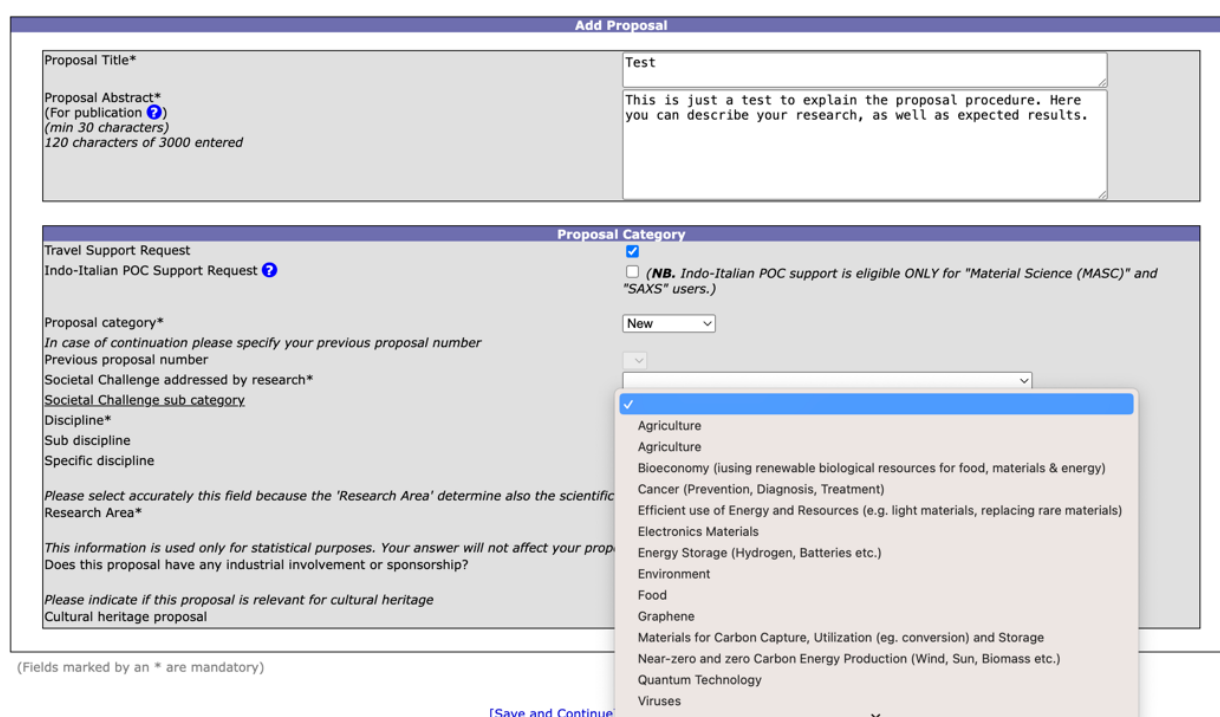


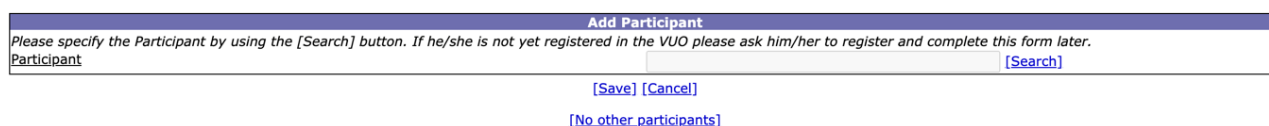
Proposal submission tutorial

In this document you can find a brief tutorial of the proposal submission procedure present on the VUO, once registered/logged in:

- At the beginning, you will be asked to fill some basic fields related to your proposal, useful to classify it according to the different research areas and categories:



- Then you will be asked to add other people that would participate to the research/experiment, if the proposal would be approved. NOTE: to be added, additional participants have to be previously registered in the VUO



- In the next step, you will be asked to indicate some specific data related to experiments you will perform, such as local contact of the lab/technique, requested hours of usage, kind of sample you would like to investigate, and so on... Please remember that you need to fill such a form for each lab/technique included in your proposal:

Local contact*	
<input type="text"/>	
Requested Usage-hours*	
<input type="text" value="30"/>	
Experiment's restrictions	
Experienced users can perform their experiments autonomously, collaborative access includes support from the local contact.	
User type*	<input type="text" value="Collaborative access"/> ?
Experiment requirements	
Type of investigated sample (0-2000 characters) *	<input type="text"/>
Sample description	
Describe the environment and/or treatment the sample will be subjected to during the experiment (0-2000 characters) *	<input type="text"/>
Equipment and products requested from the facility (0-2000 characters) *	<input type="text"/>
Equipment and products to be provided by the user (0-2000 characters) *	<input type="text"/>
Usage of preparation laboratory required*	<input type="text"/>

- Once finished, you will be asked to download the CERIC Proposal Description Template, complete it with the scientific description (see <https://www.ceric-eric.eu/users/user-guide/> for related tips) and then upload it for the final submission:

Proposal Description have to follow the CERIC Proposal Description Template.

In order to submit the Proposal Description:

- [Download here the CERIC Proposal Description Template for proposal 20237251](#) (RTF format).
- Prepare the document using the downloaded Template.
- Select the file and press the upload button. Accepted formats are RTF (preferred) and PDF.

Click the file and press the upload button. Accepted formats are RTF (preferred) and PDF.

Current Uploaded File		View	Delete
Filename			
20237251.pdf			
Use the "View" button to verify if the conversion process run successfully.			

[Save & Continue]

If you experience any problems or have any doubts when filling in the proposal, please contact the CERIC User Office: useroffice@ceric-eric.eu