

EIT RawMaterials

SeedBook User's guide

October 2018

1. SUPPORT

- *Content (what to write where, budget etc.) related questions, please contact your Innovation Hub staff*
- *Technical questions on the use of SeedBook, please contact Massimo Gasparon (massimo.gasparon@eitrawmaterials.eu)*

2. LOG IN – SIGN UP

To create user name and password, please connect to <https://seedbook.eitrawmaterials.eu/> and fill the sign up page

3. BASIC FUNCTIONS

- *Moving the cursor over the “?” sign will offer explanation on what kind of information is expected in the corresponding item*
- *Each proposal can initially be edited by only one person, but the editor can be changed through the “Admin” page by the owner, allowing each partner to edit and fill the relevant information. The proposal owner remains responsible for ensuring that the information is correct and complete and for coordinating access to the proposal*
- *Items marked with a red star (“*”) should be filled before the page in question can be saved; all other items can be complemented and modified afterwards*
- *Save the data before leaving the page, otherwise non-saved data will disappear*
- *By clicking on “Verify” in the “Overview and Checking” page, the system will check the technical consistency and completeness of the provided information. This should be done before submission, but please note that this functionality can also be used while writing the proposal to help the editor find sections with missing information and inconsistencies*
- *The editor can at any time export the information to a pdf file by choosing “Export as pdf” on the “Overview and Checking” page*
- *To add new items, such Work Packages, select “+” button. To edit existing items, select the “pen” button*
- *When filling the budget data, indirect costs, where applicable, are automatically added by the system*

- *When filling the budget figures, use only numbers, for example without spaces, commas or dots indicating thousands*
- *In case you wish to remove the whole proposal, in draft phase or already submitted, please contact the administrator Massimo Gasparon (massimo.gasparon@eitrawmaterials.eu)*

4. OTHER ADVICE

- *The project partners should be defined in the “Partners” page. This should be done during the first step of writing, since this will enable the editor to select the correct partner in the other sections. If the proposal involves RIS task partners (where the partner is not present in the drop-down list), write the name and select “non-member” as member type*
- *If the lead partner is changed during the project application process, this change can be recorded in the “Partner” page by selecting a partner from the list and ticking the box “Lead partner”*
- *When filling the information for the Work Packages, please note that only Partners of the EIT RawMaterials can be WP leaders (i.e., RIS Task Partners cannot be WP leaders)*
- *When introducing budget figures, start with costs, then the funding per partner will appear automatically. As a default, 100% co-funding will be automatically added. You can edit the funding sources by selecting the “pen” button next to the partner’s name*

5. DRAWINGS AND CHARTS

Drawings and charts, such Work Package structure or Gantt charts, can be included as separate pdf annexes. All annexes must be referred to in the text. With the exception of the title, no other text must be included with the figures