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Web Forms How to complete the form

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When completing the form, there are certain elements that are common in every section. This page covers these basic functionalities and highlights the sections that are common for all applications.

The form provides on-screen instructions as well as warning messages specific for the application form or field currently being edited.

Please read this on-screen information and if you require further assistance please consult the content related to the specific key action application request. This can be viewed from the Index page: Web Application Forms Guidelines.

⚠ **IMPORTANT**

When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application. This will cause problems with the auto-save functionality of the form and **result in loss of data** in your application.

Additionally, please **always clear your web browser's cache** and refresh the form for the latest changes in the web application forms to be effective.

- Form Layout.
- Language Selection.
- Mandatory Sections and Fields.
- Navigation through/within application sections.
- Menu button.
    - "Click here to edit" or menu button.
- Auto Saving & Draft.
- Additional help and Guidelines.
    - Tool tips.
    - Warning and information messages.
    - Guidelines.
    - Form edit session expired.
    - Decimal numbers in the Web Forms.

Form Layout.

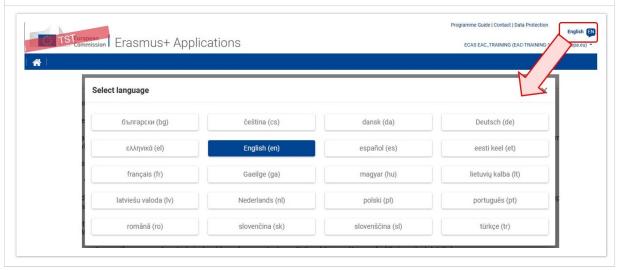| Explanation and illustration |
|---|
| After you click **Apply** for the desired opportunity and close the welcome message, the application web form is displayed.

 1. The currently selected screen is displayed in the main window. In this example the **Guidelines** screen is displayed. It is highly recommended to read the content carefully before you begin completing your form.
 2. **Information** on the call and your application form ID is displayed at the top of the main window.
 3. The **side menu** allows you to navigate to the various sections in the form. The currently selected section is highlighted in yellow. A warning icon next to the title of the section indicates that there is missing information. A green check mark will appear when all mandatory information in the section is completed.
 4. The form is saved automatically and the last time of save is indicated at the bottom left side of the screen. Just below there is the button to export the application form to a **PDF** file. The **Submit** button becomes active only once all sections are indicated as completed.
 5. If during your application you need to be aware of any important information concerning the action type you are applying for (e.g. deadline extension, etc.), this information will be shown in the **Notifications** screen. |

Explanation and illustration

Language Selection.

Explanation and illustration

The default **language** of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the desired language.

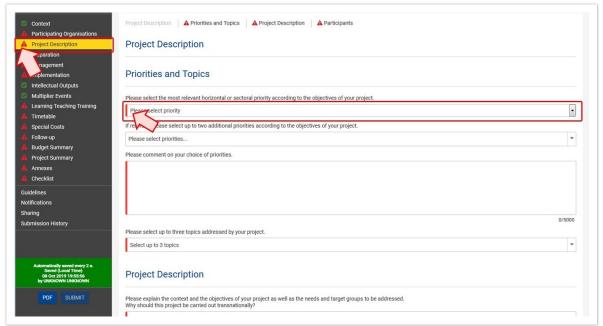Note: When you select a language, your choice will be preserved for all future sessions.

Mandatory Sections and Fields.

Explanation and illustration

Mandatory sections are marked with a red exclamation mark ⚠ indicating missing information or that not all rules for filling in the application form were respected.
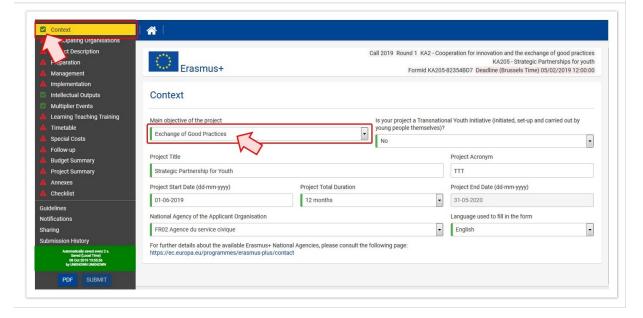
Most individual fields which are mandatory are marked with red.

Once all mandatory fields are completed and validation rules in a section are met, sections will be marked with a green check

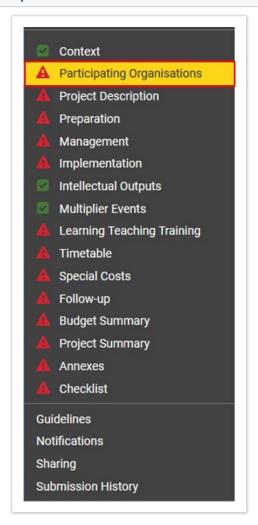 . Individual mandatory fields completed are marked with green.

Navigation through/within application sections.

Explanation and illustration

To access a specific project section, use the left **side navigation** menu.
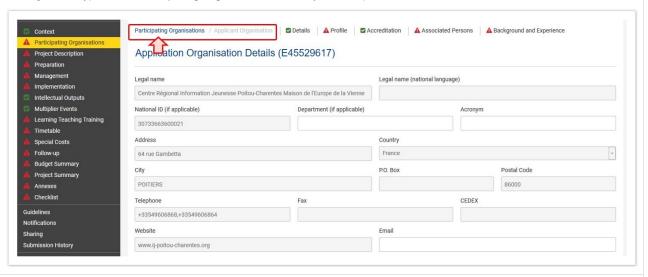
In a variety of screens you have a **navigation breadcrumb and/or screen tabs** along the top of the screen**.** The breadcrumb allows you to follow *a trail of breadcrumbs* to return to the screen from where you launched the current screen.

In the example indicated below, **Applicant Organisation** is shown in grey as it is the current screen displayed. The **Applicant Organisation** is accessed from the **Participating Organisations** screen.

Clicking on the hyperlink of **Participating Organisations** returns you to the previous screen.
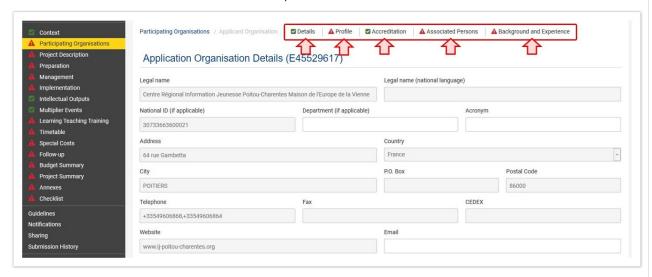

The tabs next to the breadcrumb allow you to jump to a section in the current screen or alternatively use the scroll bar to navigate up and down.

In this example, the various sections of the applicant organisation (**Details, Profile, Accreditation, Associated**

Explanation and illustration

Persons and **Background and Experience**) can be accessed by using the tabs along the top or by scrolling down the screen.

These tabs also allow an overview of which section is completed.

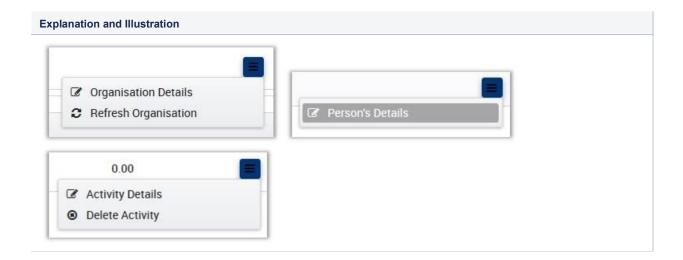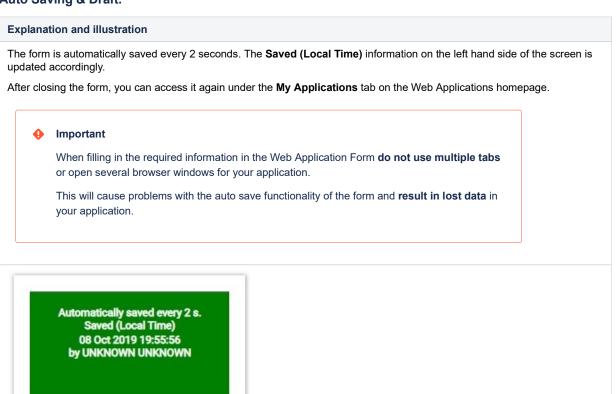The **Home button** brings you back to the My Applications page.

Menu button.

Explanation and Illustration

A list of items can be added, viewed or edited by either clicking the name of the item or using the menu button.

"Click here to edit" or menu button.

You can access an item's details by clicking on **Click here to edit**, if available.

Items may have a **MENU** button, allowing access to view, edit, refresh or delete the details for that specific item.

Different options are available. Click the menu button to view the options. Here are some examples:

Auto Saving & Draft.

Explanation and illustration

The form is automatically saved every 2 seconds. The **Saved (Local Time)** information on the left hand side of the screen is updated accordingly.

After closing the form, you can access it again under the **My Applications** tab on the Web Applications homepage.

> ⬥ **Important**
>
> When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.
>
> This will cause problems with the auto save functionality of the form and **result in lost data** in your application.

Additional help and Guidelines.

Explanation and Illustration

Tool tips.

Throughout the form it is possible to acquire more information about particular sections by positioning your mouse pointer over

the question mark .

Explanation and Illustration

> The selected preferred contact person is the one that will be contacted with questions related to your application/project

Preferred Contact ❓

Warning and information messages.

Your actions in the form may also trigger certain warning or information messages. Read those carefully.

Here are some examples:
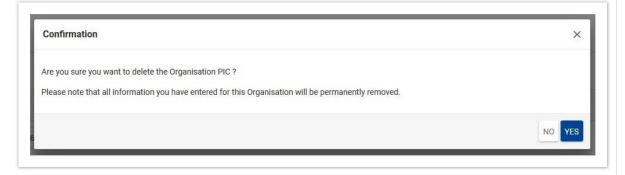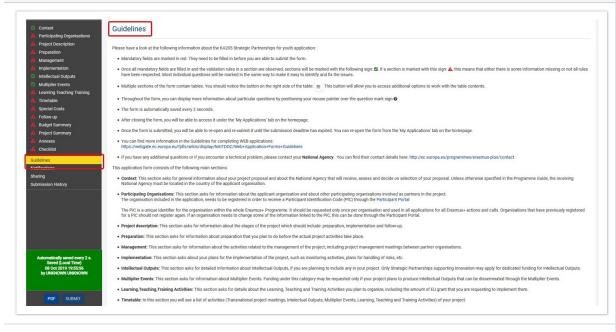
⚠ A consortium must be composed of at least two higher education institutions.

⚠ You have selected a National Agency in a country different than the one where your organisation is established. As a rule, applications must be submitted to the National Agency in your own country unless an exception is stated in the Programme Guide. If your organisation has an exceptional status that links it to another country's authority, please contact the National Agency in your country to confirm your organisation's status before submitting the application.

Confirmation ✕

Are you sure you want to delete the Organisation PIC ?

Please note that all information you have entered for this Organisation will be permanently removed.

NO YES

Guidelines.

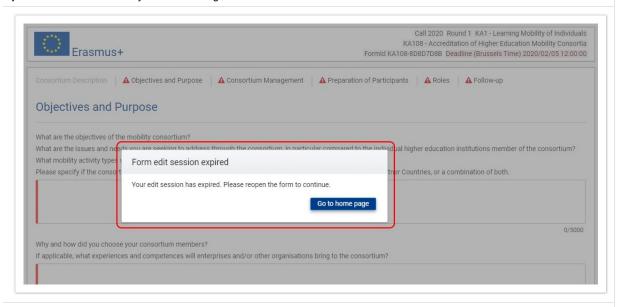View the **Guidelines** section for information and links to help you complete the form.

Explanation and Illustration

Form edit session expired.

If no information is added or edited in an open web application form for at least 10 minutes, the **Form edit session expired** message displays due to inactivity. The only option is to click on the button **Go to home page**. This will bring you back to the application forms home screen.
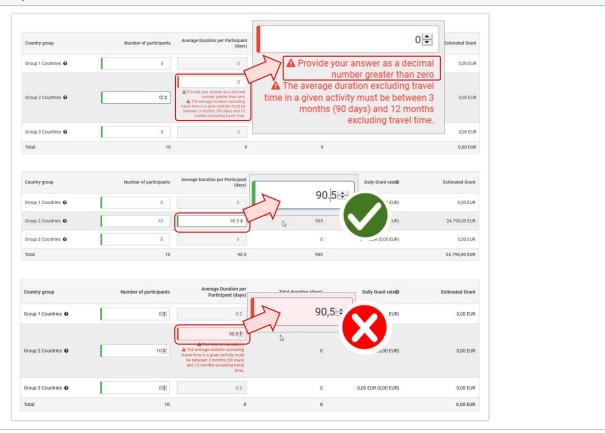
Access the My Applications tab to find the form you worked on and continue editing it. As the form is saved every 2 seconds, you will be able to retrieve your latest changes.

Decimal numbers in the Web Forms.

It is sometimes possible to use decimal numbers in the Web Forms. This may occur in form sections like activities, when providing the average duration of an activity. If decimal numbers are allowed in a field, this is specifically mentioned. To enter decimals in the form, use the dot instead of a comma. Otherwise the form will return an error.

Explanation and Illustration

Common to all forms

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms: Context

Contact
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