ACTION

The ACTION call uses the Easychair platform to manage the submission, review and notification processes. Easychair is the most popular conference management software, being used for thousands of events worldwide. We build on the previous successful use of Easychair to run similar calls and events in using the software to select candidates for the ACTION citizen science accelerator.

This document will explain the steps applicants must follow to make an application to the ACTION call through Easychair.

1. The first step is to register for Easychair. If you already have an Easychair account, you may use your existing account and can skip to step 5. Otherwise, select **create an account** from the following screen:

2. Click the box to indicate that you are not a robot. You may be asked to complete an additional task such as a captcha or image tagging task:

3. Fill in the form with your first name, last name and email address and retype your email address to confirm its accuracy:

4. At this stage you will receive a confirmation email to the email address which you inserted into the form. Please find that email and click the confirmation link. The link should then redirect you to the ACTION open call page.

5. If you are not redirected or you already have an Easychair account, please visit the ACTION submission page and log in using your account.

6. You will be asked which track you wish to submit to. Please select the ACTION 2019 track. The ACTION 2020 track is not currently open for submissions and your application may not be considered if you select the wrong track:

7. You will then be asked for several details related to your application. The first of these is the author information, including first name, last name, email, country and organisation, as well as an optional web page if you wish to add it. While Easychair will fill some or all of this information by default, please ensure it is accurate as we will use this information to contact you about your application:

8. On the same page, you will be asked for a title and a minimum of three keywords for your application. These keywords will help us to classify your application internally and assign it to the most suitable reviewers. You will also be asked for the name and a brief profile of your organisation

Title

The title should be entered as plain text, it should not contain HTML elements.

Title: *

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Other Information and Files

Organisation name. * The name of the organisation submitting the proposal. Consortia need to select one organisation to lead. This organisation will make the submission.

Organisation profile. * Describe your organisation in a few lines. If you are submitting on behalf of a consortium, mention your partners as well.

9. At the end of this page, you will be asked to confirm your name and role at the organisation, as well as to confirm that you have permission to submit the application on behalf of your organisation. At this point you should upload the completed short proposal document (maximum **4 pages**, in **PDF** format) and the declaration of honour (in **PDF** format):

Your name. * Name of the person submitting the application.

Your role. * Your role in the organisation you are affiliated with.

Permission to submit. Confirm you have the permission to submit the proposal on behalf of your organisation, or, for multiple participants, on behalf of the consortium.

☐ I am allowed to submit the proposal on behalf of my organisation/consortium.

Short proposal. * Upload your completed proposal as PDF. You can find the template at actionproject.eu/apply-2019.

Browse... No file selected.

Declaration of honour. * Upload the signed and dated declaration of honour as PDF. You can find this document at actionproject.eu/apply-2019.

Browse... No file selected.

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit

10. At this point, you will be shown a confirmation screen with the details of your completed application. Please check this screen carefully for any errors. We highly recommend you check both uploaded files (by clicking the relevant icons) to ensure that they appear correctly:

11. If there are any issues with the submission or if you later need to change any of the details, you can do so by selecting the update information, update authors or update files links. Please note, you may change any or all of the information and files within your application at any point prior to the closure of submissions on the 31st of October at 12pm (noon) CET. We cannot accept any changes after this time.

12. Selecting update information will return you to the question fields for steps 8 and 9, during which time you can update any or all of the information contained in these fields:

13. Selecting update authors will allow you to correct the information inserted during step 7, including the first and last name of the submitting author, email, country and web page:

14. Finally, selecting update files will allow you to upload a new version of the short template and declaration of honour forms:

15. If you log out of Easychair or leave the page and wish to find these options again, you can find a summary of your application details and make changes by selecting the submission number from the links at the top of the page:

16. If you have no changes to make, your application is complete and we will contact you when we have completed the reviewing and shortlisting process. Thank you for applying to the ACTION open call.