

## Annex 2 - Technical Guidelines: Platform Guidelines for Applicants

For all correspondence concerning the online submission of your application, please contact [technical.support@blueactionaa.eu](mailto:technical.support@blueactionaa.eu).

### 1.1 Register on the ESF Platform

The ESF has its own platform dedicated to the submission of application: <https://esf.smartsimple.ie>



#### Welcome to European Science Foundation

*ESF (European Science Foundation) is a non-profit, non-governmental organisation committed to advancing high-quality research across Europe and beyond since 1974. With established records in all disciplines, ESF offers expert, independent management and support throughout the entire research lifecycle—from conception and implementation to evaluation, sustainability, and impact. ESF operates across diverse scientific networks, funding programs, and EU-funded projects, and specialises in research assessment, grant evaluation, and comprehensive support —spanning scientific, operational, communication, administrative, and financial management.*

*Driven by a dynamic, highly skilled, and international team, ESF is dedicated to catalysing innovative solutions to enhance the impact of research worldwide.*

#### Login

##### Warning

We have detected that you are using a pop-up blocker. To use some features, you will need to allow pop-ups or disable your pop-up blocking software. We have detected that you are using an unsupported browser. If you continue to use this browser, the site may not display properly. To view a list of supported browsers, please visit [wiki.smartsimple.com/wiki/Browser](https://wiki.smartsimple.com/wiki/Browser)

Email:

Password:

Login

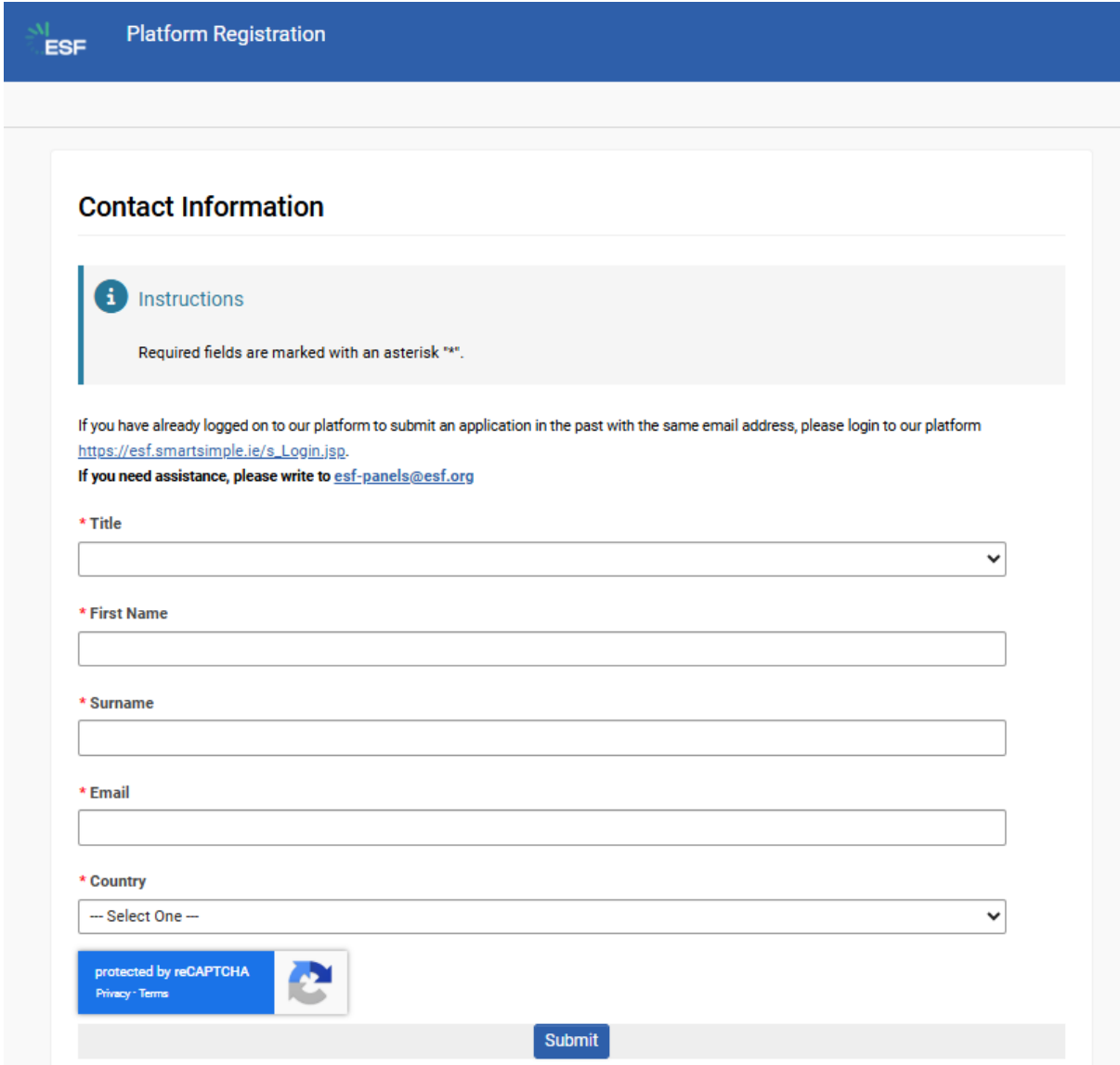
[Forgot Password?](#)

- You already used this platform in the past: You can directly go to Section 2).
- You are using this platform for the first time: You need to register first.

To register, click on the following link:

[https://esf.smartsimple.ie/s\\_signup.jsp?token=XVtQCloGYV5ZSxtZXxJXRIJWYUIIH3Rt](https://esf.smartsimple.ie/s_signup.jsp?token=XVtQCloGYV5ZSxtZXxJXRIJWYUIIH3Rt)

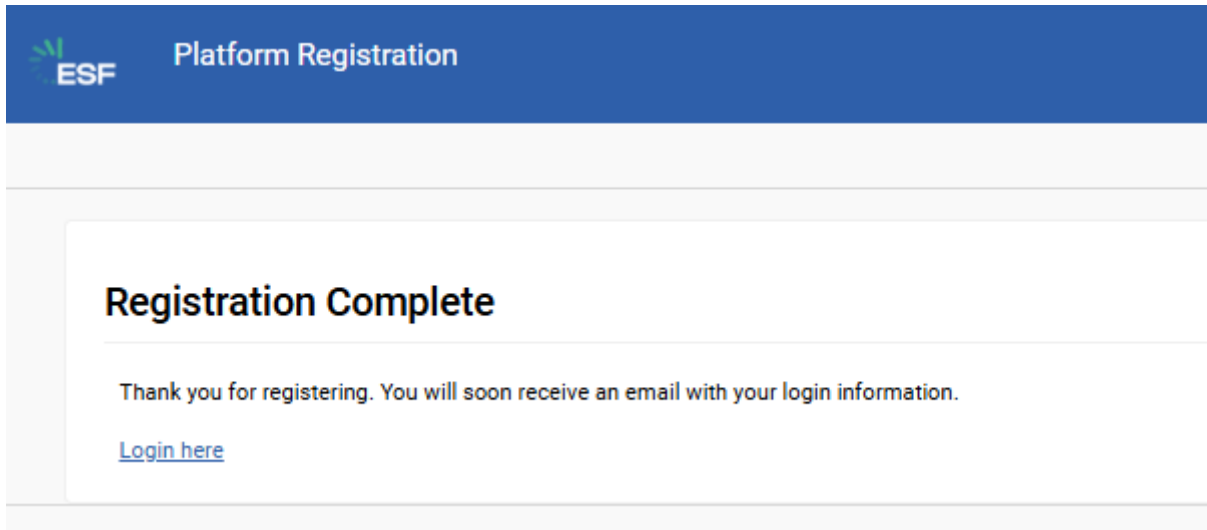
Then, please fill in your Contact Information details. Required fields are marked with an asterisk “\*”.



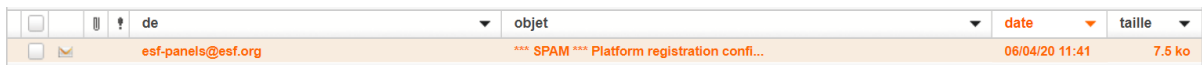
The screenshot shows a web form titled "Platform Registration" with the ESF logo. The main section is "Contact Information". It includes an information box with an "i" icon and the text "Instructions" and "Required fields are marked with an asterisk '\*'". Below this, there is a paragraph: "If you have already logged on to our platform to submit an application in the past with the same email address, please login to our platform [https://esf.smartsimple.ie/s\\_Login.jsp](https://esf.smartsimple.ie/s_Login.jsp). If you need assistance, please write to [esf-panels@esf.org](mailto:esf-panels@esf.org)". The form fields are: "\* Title" (dropdown menu), "\* First Name" (text input), "\* Surname" (text input), "\* Email" (text input), and "\* Country" (dropdown menu with "-- Select One --"). At the bottom left, there is a reCAPTCHA widget with "protected by reCAPTCHA" and "Privacy Terms" links. A blue "Submit" button is at the bottom right.

Once everything is completed, click on “Submit”.

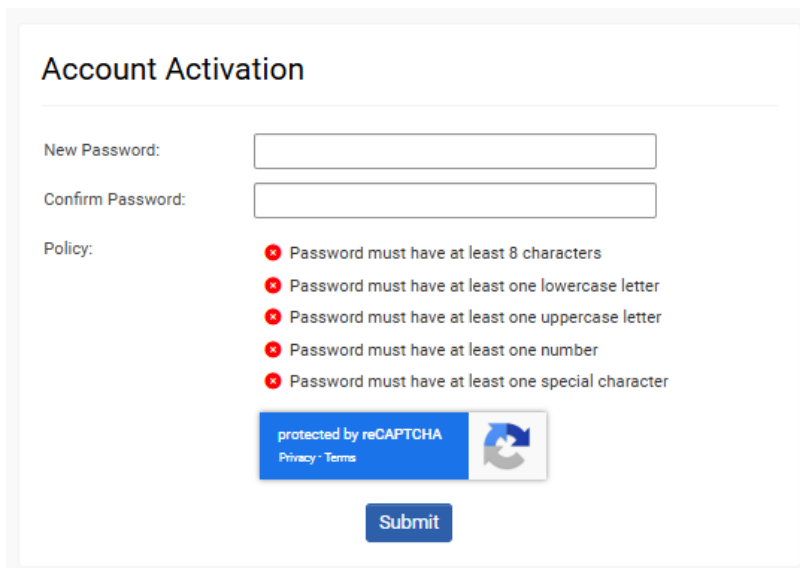
(!) Make sure that the email address you indicated is correct.  
The page below will appear once you will have successfully submitted your information.



After a short while, you should receive a confirmation email, "Platform Registration confirmation", from [esf-panels@esf.org](mailto:esf-panels@esf.org). If you have not received it in your inbox, **please check your spam folder**.



In this email, you will find your login (the email address you have indicated on the Registration Form) and an **activation link**. Click on this link to proceed with the activation of your profile and the creation of your personal password.



The screenshot shows the 'Account Activation' form. It has two input fields for 'New Password:' and 'Confirm Password:'. Below these fields, a 'Policy:' section lists five requirements, each with a red 'x' icon:
 

- Password must have at least 8 characters
- Password must have at least one lowercase letter
- Password must have at least one uppercase letter
- Password must have at least one number
- Password must have at least one special character

 At the bottom of the form, there is a blue button labeled 'Submit'. To the left of the button, there is a reCAPTCHA logo and text: 'protected by reCAPTCHA' and 'Privacy Terms'.

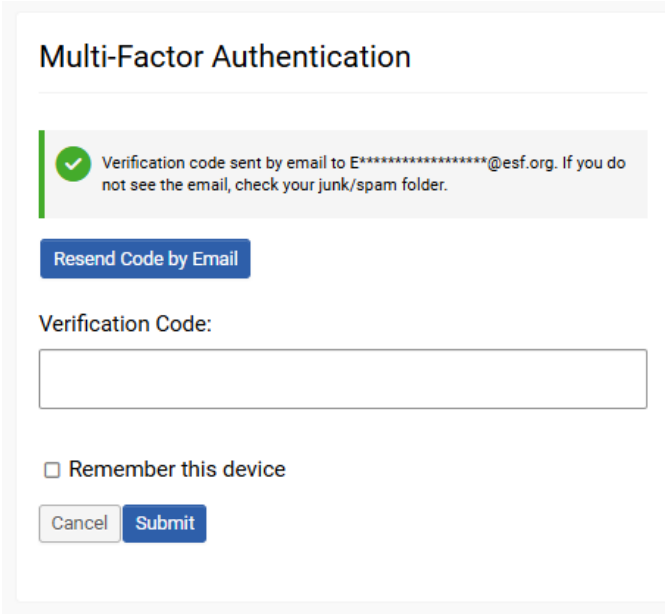
Your password is strictly personal, ESF will not have access to it.

(!) Make sure to remember your password (!)

Click on Submit.

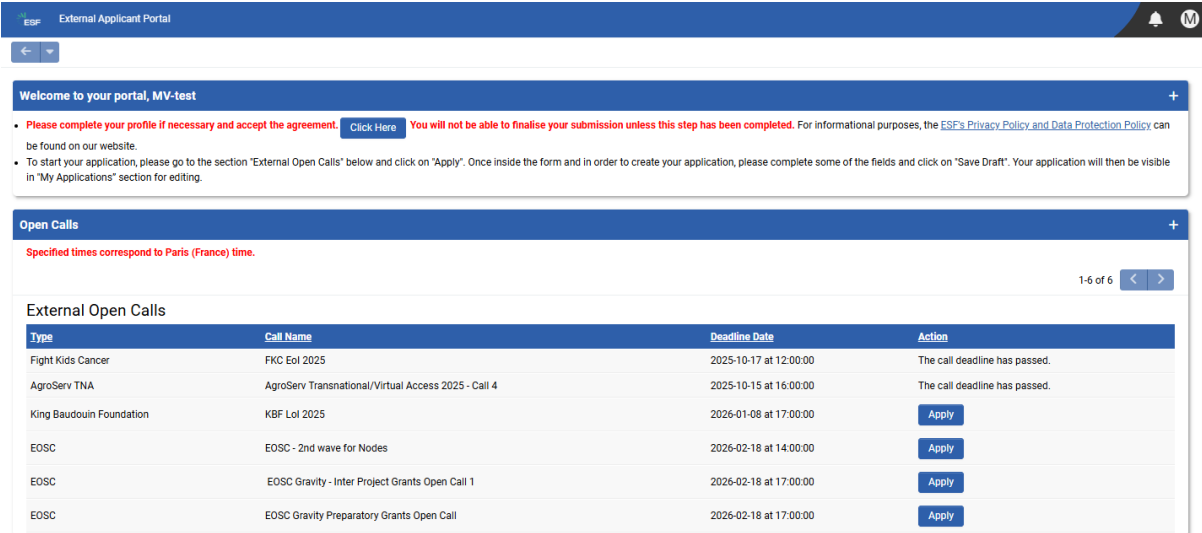
Once done, you will receive an automatic email notifying you of the password change. You will receive this email anytime you change your password.

You will then land on the Multi-Factor Authentication Page, and a Temporary Verification Code will be sent to your email. Enter the code on the page.



The screenshot shows a web form titled "Multi-Factor Authentication". At the top, there is a green checkmark icon followed by the text: "Verification code sent by email to E\*\*\*\*\*@esf.org. If you do not see the email, check your junk/spam folder." Below this is a blue button labeled "Resend Code by Email". Underneath is the label "Verification Code:" followed by a text input field. At the bottom, there is a checkbox labeled "Remember this device" and two buttons: "Cancel" and "Submit".

You will finally land on your External Applicant Portal, on the ESF Platform.



Welcome to your portal, MV-test

- Please complete your profile if necessary and accept the agreement. [Click Here](#) You will not be able to finalise your submission unless this step has been completed. For informational purposes, the [ESF's Privacy Policy and Data Protection Policy](#) can be found on our website.
- To start your application, please go to the section "External Open Calls" below and click on "Apply". Once inside the form and in order to create your application, please complete some of the fields and click on "Save Draft". Your application will then be visible in "My Applications" section for editing.

Open Calls

Specified times correspond to Paris (France) time.

1-6 of 6

| Type                     | Call Name   | Deadline Date          | Action                        |
|--------------------------|---|------------------------|-------------------------------|
| Fight Kids Cancer        | FKC Eol 2025  | 2025-10-17 at 12:00:00 | The call deadline has passed. |
| AgroServ TNA             | AgroServ Transnational/Virtual Access 2025 - Call 4 | 2025-10-15 at 16:00:00 | The call deadline has passed. |
| King Baudouin Foundation | KBF Lol 2025  | 2026-01-08 at 17:00:00 | <a href="#">Apply</a>         |
| EOSC                     | EOSC - 2nd wave for Nodes                           | 2026-02-18 at 14:00:00 | <a href="#">Apply</a>         |
| EOSC                     | EOSC Gravity - Inter Project Grants Open Call 1     | 2026-02-18 at 17:00:00 | <a href="#">Apply</a>         |
| EOSC                     | EOSC Gravity Preparatory Grants Open Call           | 2026-02-18 at 17:00:00 | <a href="#">Apply</a>         |

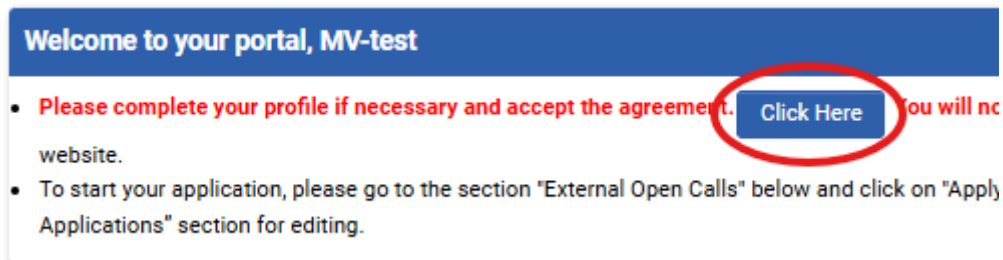
The portal has several sections:

- Welcome to your portal: a welcome section with a direct link to your profile,
- External Open Calls: the list of External Open Calls currently opened on our platform,
- My applications and Rebuttals: the list of the applications and rebuttals you submitted on our platform

First, you will need to complete your **profile**.

(!) If your profile is not completed, you will not be able to submit your proposal(!)

To complete your profile, click on the button "Click Here" on the "Welcome to your portal" section.



Welcome to your portal, MV-test

- Please complete your profile if necessary and accept the agreement. [Click Here](#) You will not be able to finalise your submission unless this step has been completed. For informational purposes, the [ESF's Privacy Policy and Data Protection Policy](#) can be found on our website.
- To start your application, please go to the section "External Open Calls" below and click on "Apply Applications" section for editing.

Fill in the Contact Information Details. If some mandatory fields are not applicable to you, put N/A (like University, or Department)

Click on “Save Draft” and then “Complete Profile” once it is done.

Please note that once you have completed your profile, it will be locked and you will need to contact [technical.support@blueactionaa.eu](mailto:technical.support@blueactionaa.eu) to modify it.

## 1.2 Submit your Application

Double check your Profile to make sure that it is up to date.

If any change is needed, contact [technical.support@blueactionaa.eu](mailto:technical.support@blueactionaa.eu) so that the support team can reopen your access to your profile.

Go to the External open Calls Section:

Click on “Apply” for BlueActionAA – Community Led–Pilot Action Call.

There might be several calls open at the same time on our platform. Please make sure to choose the correct one.

### External Open Calls

| Type                     | Call Name   | Deadline Date          | Action                        |
|--------------------------|---|------------------------|-------------------------------|
| Fight Kids Cancer        | FKC Eol 2025  | 2025-10-17 at 12:00:00 | The call deadline has passed. |
| AgroServ TNA             | AgroServ Transnational/Virtual Access 2025 - Call 4 | 2025-10-15 at 16:00:00 | The call deadline has passed. |
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Fill the Application Form

**(!)** When you are filling in your application form, **remember to click on “Save Draft” regularly (!)**

The first time you will click on “Save Draft”, you will obtain the reference ID (project Number) for your application:

If you log out and re-login later, you will find your application under “My Applications and Rebuttals” section.

| My Applications and Rebuttals |                  |                               |
|-------------------------------|------------------|-------------------------------|
| <b>APPLICATIONS (0)</b>       | REBUTTALS (0)    | REBUTTALS MISSED DEADLINE (0) |
| #                             | Application Type | Project Number                |
|                               |                  |                               |

Finally, when you are ready to submit your application, click on “Submit for review”. If you have made any modifications, you will need to first save them by clicking on “Save Draft” before submitting your application.

(!) Be careful, once you have submitted your application, you will not be able to modify it anymore (!)

Once you have submitted your application, the platform will generate a pdf overview of the fields you have completed that you can download by clicking on “Print Form”.

You will also receive an email notification confirming your submission.

If you need any help in submitting your application or using the submission platform, please contact [technical.support@blueactionaa.eu](mailto:technical.support@blueactionaa.eu).



**BLUeACTIONAA**  
EMPOWERING COMMUNITY-LED ACTION  
IN THE ATLANTIC & ARCTIC



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