



ALECS FELLOWSHIP PROGRAMME

2nd Call

Online Application System Guide

Please read this guide carefully before submitting your application

Deadline for applications: 21st September 2018 (23:59 GMT)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 754489.

History of Changes			
Version	Publication date	Change	Page
1.0	01/08/18	Initial version	



1 INTRODUCTION

Applications for an ALECS fellowship must be submitted via the “Ex-Ordo” online application system, which can be accessed from the [ALECS website](#).

The Ex-Ordo online application system normally handles conference paper review. Therefore:

- where the system refers to "Author"/"Authors", please consider this to mean you, the applicant;
- where the system refers to "Conference", please consider this to mean the start of the call’s cohort fellowship programme.

If you have any difficulties or have any queries, please contact alecs@lero.ie.

2 OVERVIEW OF THE APPLICATION SYSTEM

You will be first asked to create an account, entering your email, name and surname and a password:

A screenshot of the ALECS Fellowship 2nd Call registration page. The page has a blue header with the text "ALECS Fellowship 2nd Call". Below the header, there are two white registration forms. The left form is titled "NEW TO EX ORDO?" and contains fields for "Email Address" (albert.einstein@exordo.com), "First Name" (Albert), "Surname" (Einstein), and "Password" (*****). A "Create Account →" button is at the bottom of this form. The right form is titled "LOGGED IN PREVIOUSLY?" and contains fields for "Email Address" (marie.curie@exordo.com) and "Password" (*****). A "Forgot your password?" link is below the password field, and a "Login →" button is at the bottom right of the form.

You will then be asked to agree to the system’s terms of service:



Agree to Our Terms of Service

Please take a moment to read and agree to our Terms of Service.

Conference Participant Terms of Service

By using any of the EX ORDO web sites (in these terms we call these sites and any successor sites, and any software provided by Ex Ordo Ltd. for use with the site, "Service", "Site", "Application", "Software" and in relation to Ex Ordo Ltd. and/or Ex Ordo, "we", "us", "our" and terms of similar meaning), or any other services of Ex Ordo Ltd you are agreeing to be bound by the following terms and conditions ("Terms of Service").

Ex Ordo Ltd. reserves the right to update and change the Terms of Service from time to time without notice. Any new features that augment or enhance the current Service, including the release of new tools and resources, shall be subject to the Terms of Service. Continued use of the Service after any such changes shall constitute your consent to such changes. If you do not agree with the changes you can cancel your account with us without further obligation.

1. Definitions

I agree to the above Terms of Service

Continue

To begin editing your application, click on the "Submissions" tab:

The screenshot shows a web dashboard for the ALECS Fellowship 2nd Call. At the top, there is a navigation bar with a logo on the left and four tabs: "Dashboard", "Submissions", "Reviews", and "Programme". The "Submissions" tab is highlighted. Below the navigation bar, the main heading reads "ALECS Fellowship 2nd Call". A prominent white box contains the text "SUBMIT ABSTRACT" followed by "52 days until submissions close" in large, bold letters. Below this, it states "The submissions deadline is 23:59 on Sep 21st, 2018 IST. Please complete your submissions before this date." and "If this conference has multiple submissions deadlines,". To the right of the text is an illustration of a stack of papers. Further right is the ALECS logo.



New Submission

Please see the [ALECS website](#) for information on the programme.

You must discuss your research proposal with an eligible ALECS academic supervisor and you must receive supervisor support for your application before submitting an application. Supervisors profiles can be found at <http://alecs.lero.ie/academic-supervisors/>.

Please ensure that you are submitting an application which has received support from an eligible ALECS academic supervisor. Applications submitted without such support will not be considered.

Application documents:

Please ensure that you have used the templates provided [here](#).

All applicants must submit "Part A - Administrative Information", "Part B - Proposal" and "Part C - CV" at the application stage.

Applicants who indicate ethical issues in "Part A - Administrative Information" must also submit "Part D - Ethics Self Assessment" at the application stage.

If you have any queries, please contact alecs@lero.ie.

Click on Step 1 'Title and Abstract' and enter the title for your research proposal and the abstract, then click 'Done Go to the Next Step' to bring you to the following step:

Title & Abstract

Title

Abstract

B I U [List Icons] x^2 x_2 Ω

Enter your personal details and the name of the eligible ALECS academic supervisor who agreed to support your application and then click 'Done Go to the Next Step':

This screenshot shows the 'Authors' step of the submission process. On the left, a vertical sidebar lists five steps: 'New Submission', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required documentation', and 'STEP 5. Applicant declarations'. The 'Authors' step is currently active. The main content area is titled 'Authors' and contains the instruction: 'Please nominate all the authors that contributed to this submission below.' Below this instruction is a large grey rectangular placeholder. Underneath the placeholder, there are two input fields: 'Title' with a dropdown arrow and 'University/Company/Organisation'.

Select the research topic which is the closest to the topic your research proposal and then click 'Done Go to the Next Step':

This screenshot shows the 'Topics' step of the submission process. The left sidebar is identical to the previous screenshot, with 'STEP 3. Topics' now active. The main content area is titled 'Topics' and contains the instruction: 'Please choose one topic from the list below.' Below this is a box titled 'RESEARCH THEMES' with a sub-header '4 Topics'. It contains four radio button options: 'Methods and Standards for High Integrity Systems', 'Autonomous and Adaptive Systems', 'Software Performance', and 'Security and Privacy'. At the bottom of the page, there is a grey box with the text: 'If none of the topics suit your submission, please choose the nearest applicable topic or contact the chair for further advice.'



Upload the required application documentation (in .pdf format) and then click ‘Done Go to the Next Step’:

The screenshot shows the ALECS application portal interface. The top navigation bar includes 'Dashboard', 'Submissions', 'Reviews', and 'Programme'. On the left, a vertical sidebar lists five steps: 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required documentation', and 'STEP 5. Applicant declarations'. The 'Required documentation' step is currently active. The main content area is titled 'Required documentation' and is divided into three sections: 'Part A - Administrative Information', 'Part B - Proposal', and 'Part C - CV'. Each section contains instructions on where to find templates and a file upload area with the text 'Click or drop to upload a file.'

Enter/confirm the required details and then click ‘Done Save Submission’:

The screenshot shows the ALECS application portal interface. The top navigation bar includes 'Dashboard', 'Submissions', 'Reviews', and 'Programme'. On the left, a vertical sidebar lists five steps: 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required documentation', and 'STEP 5. Applicant declarations'. The 'Applicant declarations' step is currently active. The main content area is titled 'Applicant declarations' and contains three sections: 'Support from an ALECS academic supervisor' with a checked checkbox and the text 'My application has received support from an ALECS supervisor.', 'Did you indicate one (or more) ethical issues associated with your research?' with a dropdown menu showing 'Select an Option', and 'Please provide details of your proficiency in English' with a text input field and the example '(e.g. working proficiency, fluent)'.

Note - Your application can be modified up to the call deadline.