

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**.

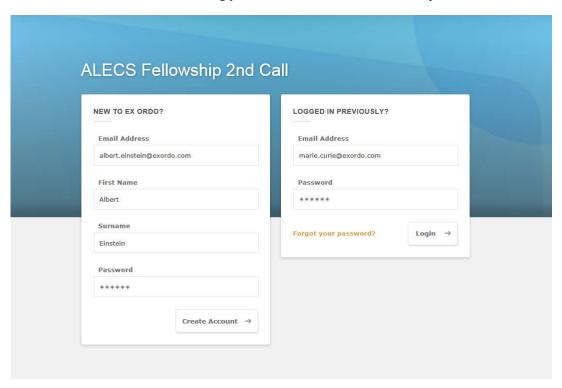
The Ex-Ordo online application system normally handles conference paper review. Therefore:

- 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.

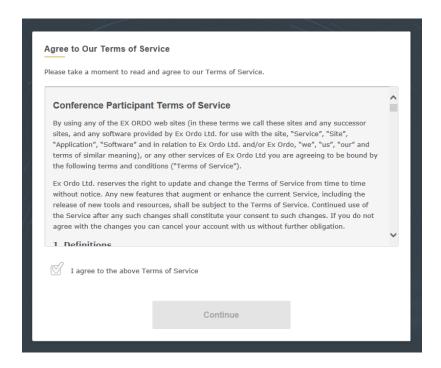
2 OVERVIEW OF THE APPLICATION SYSTEM

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



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

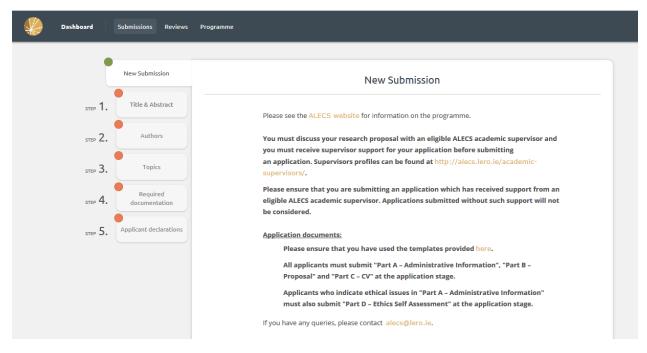




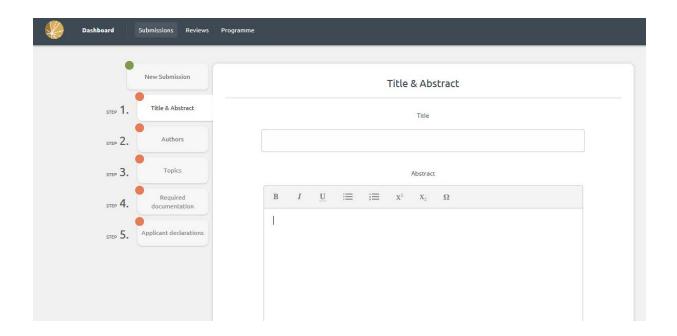
To begin editing your application, click on the "Submissions" tab:





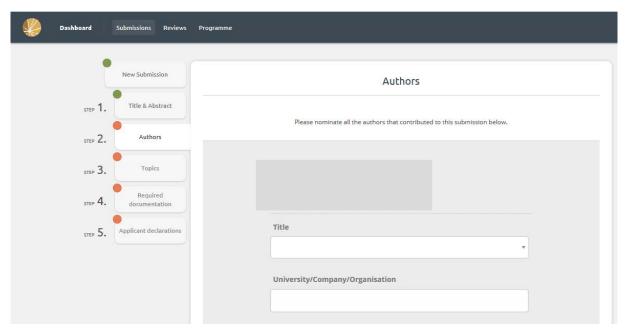


Click on Step 1 'Title and Abstract' and enter the title for your research proposal and the abstract, then click 'Done Go to the Next Step' to bring you to the following step:

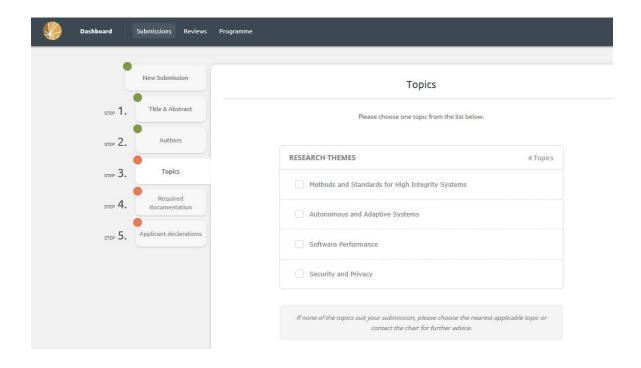


Enter your personal details and the name of the eligible ALECS academic supervisor who agreed to support your application and then click 'Done Go to the Next Step':



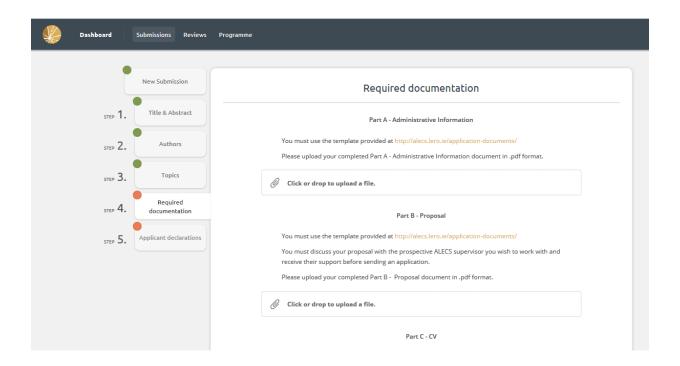


Select the research topic which is the closest to the topic your research proposal and then click 'Done Go to the Next Step':

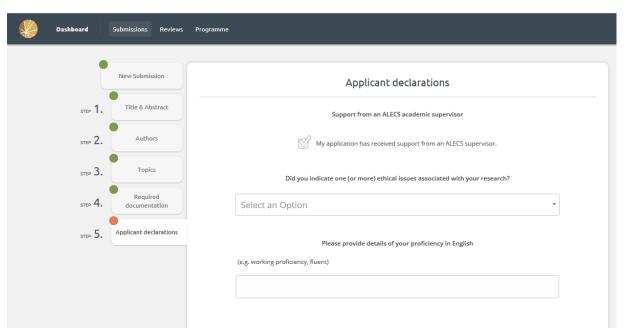




Upload the required application documentation (in .pdf format) and then click 'Done Go to the Next Step':



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



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