



ALECS FELLOWSHIP PROGRAMME

3rd Call

Online Application System Guide

Please read this guide carefully before submitting your application

Deadline for applications: 31st Jan 2020 (23:59 GMT)



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History of Changes			
Version	Publication date	Change	Page
1.0	01/08/18	Initial version	
2.0	15/01/2020	General revision 3 rd call details.	



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 3rd Call" registration page. The page has a blue header with the title "ALECS Fellowship 3rd Call". Below the header is a white registration form. The form is divided into two columns: "NEW TO EX ORDO?" and "LOGGED IN PREVIOUSLY?". The "NEW TO EX ORDO?" column contains fields for "Email Address" (with the example "albert.einstein@example.com"), "First Name" (with "Albert"), "Last Name" (with "Einstein"), and "Password" (with "*****"). A "Create Account →" button is at the bottom of this column. The "LOGGED IN PREVIOUSLY?" column contains fields for "Email Address" (with "marie.curie@example.com") and "Password" (with "*****"). A "Login →" button is between the columns, and a "Forgot your password?" link is to the right of the "Login" button. The "Ex Ordo Conference software" logo is in the bottom right corner of the form area.



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

The Ex Ordo logo, consisting of a stylized orange and yellow sunburst icon followed by the text "Ex Ordo" in a bold, sans-serif font.

Everything You Need to Run a Research Conference.

Agree to Our Terms of Service

Please take a moment to read and agree to the Ex Ordo Terms of Service.

About these Terms

These Terms of Service (together with the documents referred to herein) set out the terms on which you may make use of this Site, the Software and/or the Service made available at the Site, or otherwise provided to you, by Ex Ordo Limited.

References to "Ex Ordo Limited" or "Ex Ordo" or "the Company" or "we" or "us" or "our" in these Terms of Service, means Ex Ordo Limited, a private company limited by shares incorporated in Ireland under number 503411 having its registered office at Atlanta House, 36 Dominick Street Lower, Galway, H91 K20Y, Ireland.

These Terms of Service include and are made up of the following:

- Glossary of Defined Terms
- Acceptable Use Policy (including Content Standards)
- General Terms of Service

I agree to all of the above Terms of Service as they apply to the Conference Participant

Continue



To begin editing your application, click on the “My submissions” tab:

A screenshot of the ALECS website dashboard. The top navigation bar includes 'Dashboard', 'My Submissions' (highlighted with a red circle), and 'Reviews'. The main content area features a large blue header with the text 'ALECS Fellowship 3rd Call'. Below this, there are two main sections: 'SUBMIT ABSTRACT' and 'CONFERENCE DETAILS'. The 'SUBMIT ABSTRACT' section displays a countdown timer for '17 days until submissions close' and includes a 'Submit Your Abstract Now' button. The 'CONFERENCE DETAILS' section provides the date '30th May 2020' and the website 'alecs.lero.ie', accompanied by a map of the Lero campus area.



Dashboard My Submissions Reviews

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. Required documentation

STEP 5. Applicant declarations

New Submission

- Please see the [ALECS website](#) for information on the programme.
- Templates to be used are available at <http://alecs.lero.ie/application-documents/>.
- **Application documents:**
 - Please ensure that you have used the templates provided [here](#). Applications which do not use the ALECS templates will not be considered.
 - 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.
- **Supervisor support:**
 - 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.**
- By submitting an application, you agree that the information you provided in the application documentation is correct.
- If you have any queries, please contact alecs@lero.ie.
- **For step 1, please enter your research proposal title.**

Next
Start Workflow

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:

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. Required documentation

STEP 5. Applicant declarations

Title & Abstract

Title

Abstract

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Done
Go To The Next 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':

A screenshot of the ALECS application form. On the left is a vertical sidebar with a progress indicator showing five steps: 'New Submission' (green), 'STEP 1. Title & Abstract' (green), 'STEP 2. Authors' (orange), 'STEP 3. Topics' (orange), 'STEP 4. Required documentation' (orange), and 'STEP 5. Applicant declarations' (orange). The main content area is titled 'Authors' and contains the instruction 'Please nominate all the authors that contributed to this submission below.' Below this is a large, empty rectangular box. Underneath the box are several form fields: 'Title' (a dropdown menu), 'Affiliation' (a text input field), 'Country' (a text input field), 'Nationality' (a text input field), 'Gender' (a dropdown menu with 'Select an Option' selected), 'Phone number' (a text input field with the subtext 'Please provide a phone number with country code'), and 'ALECS Academic Supervisor' (a text input field with the subtext 'Please provide the name of the ALECS academic supervisor who has agreed to support your application').



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

A screenshot of a web-based submission interface. On the left, a vertical sidebar shows five steps: 'New Submission', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required documentation', and 'STEP 5. Applicant declarations'. The 'Topics' step is currently 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 labeled 'RESEARCH THEMES' with '4 Topics' listed: 'Methods and Standards for High Integrity Systems', 'Autonomous and Adaptive Systems', 'Software Performance', and 'Security and Privacy'. Each topic has an unchecked checkbox. A note at the bottom of the box states: 'If none of the topics suit your submission, please choose the nearest applicable topic or contact the chair for further advice.' At the bottom of the main content area is a button labeled 'Done Go To The Next Step'.



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

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. **Required documentation**

STEP 5. Applicant declarations

Required documentation

Part A - Administrative Information

- You must use the template provided at <http://alecs.lero.ie/application-documents/>
- Please upload your completed Part A - Administrative Information document in .pdf format.

Click or drop to upload a file.

Part B - Proposal

- You must use the template provided at <http://alecs.lero.ie/application-documents/>
- You must discuss your proposal with the prospective ALECS supervisor you wish to work with and receive their support before sending an application.
- Please upload your completed Part B - Proposal document in .pdf format.

Click or drop to upload a file.

Part C - CV

- You must use the template provided at <http://alecs.lero.ie/application-documents/>
- Please upload your completed Part C - CV document in .pdf format.

Click or drop to upload a file.

Part D - Ethics Self-Assessment

- If you have flagged that ethical issues are associated with you research in Part A - Administrative Information:
- You must use the template provided at <http://alecs.lero.ie/application-documents/>
- Please upload your completed Part D - Ethics Self-Assessment in .pdf format.

Click or drop to upload a file.

Done
Go To The Next Step



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

The screenshot shows a web interface for the 'Applicant declarations' step of an application 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 'Applicant declarations' step is highlighted with a red dot. The main content area is titled 'Applicant declarations' and contains the following sections:

- Supervisor support**: A checkbox labeled 'My application has received support from an ALECS supervisor.' is checked.
- Ethical issues**: A question 'Did you indicate one (or more) ethical issues associated with your research?' is followed by a dropdown menu labeled 'Select an Option'.
- English proficiency**: A prompt 'Please provide details of your proficiency in English (e.g. working proficiency, fluent)' is followed by an empty text input field.
- Terms and Conditions**: A prompt 'Please see the ALECS programme's terms and conditions at <http://alecs.lero.ie/application-documents/> under Guidance Documentation' is followed by a checked checkbox 'I agree with the ALECS programme terms and conditions.'
- GDPR**: A prompt 'Please see the ALECS GDPR policy at <http://alecs.lero.ie/application-documents/> under Guidance Documentation' is followed by a checked checkbox 'I agree with the ALECS programme GDPR policy.'

At the bottom center, there is a button labeled 'Done Save Submission'.

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