

ITEA Community website

A short introduction: creating a project

Version 2.1, May 2019

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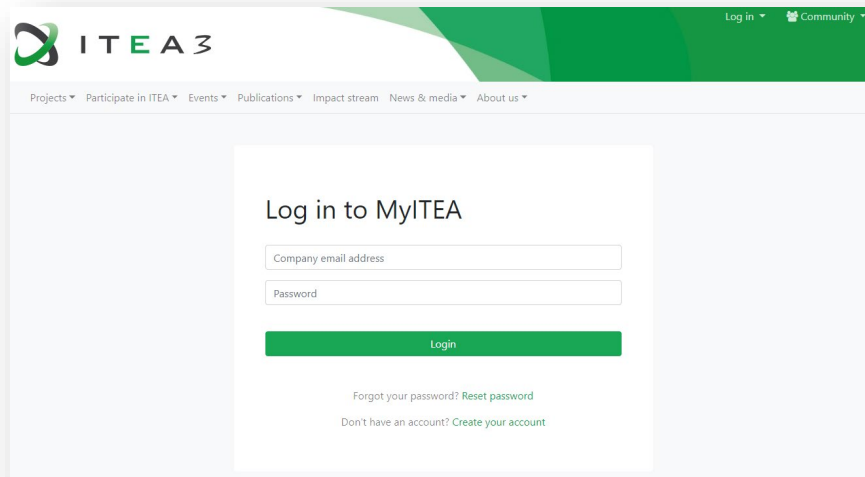
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1. Accessing the ITEA Community website

You can access the Community website via the 'Login' or the 'Community' menu item in the right top corner of the ITEA website - <https://itea3.org>. The direct link is: <https://itea3.org/community>.

If you already have an ITEA account for the ITEA website (e.g. used for event registration) you can use the same account credentials to log in.

We use your email address as unique identifier.



The screenshot shows the ITEA3 website's login interface. At the top left is the ITEA3 logo. The top right corner contains 'Log in' and 'Community' menu items. Below the header is a navigation bar with links: 'Projects', 'Participate in ITEA', 'Events', 'Publications', 'Impact stream', 'News & media', and 'About us'. The main content area features a 'Log in to MyITEA' form with two input fields: 'Company email address' and 'Password'. A green 'Login' button is positioned below the fields. At the bottom of the form, there are two links: 'Forgot your password? Reset password' and 'Don't have an account? Create your account'.

1.1. Create new account

If you do not have an account or do not know if you have one, simply click the [Create your account](#) link. You will need to fill in your name and email address. Furthermore, you will have the option to subscribe to our ITEA Newsletter. After submitting the form, you will receive an automated email which you need to confirm your registration.

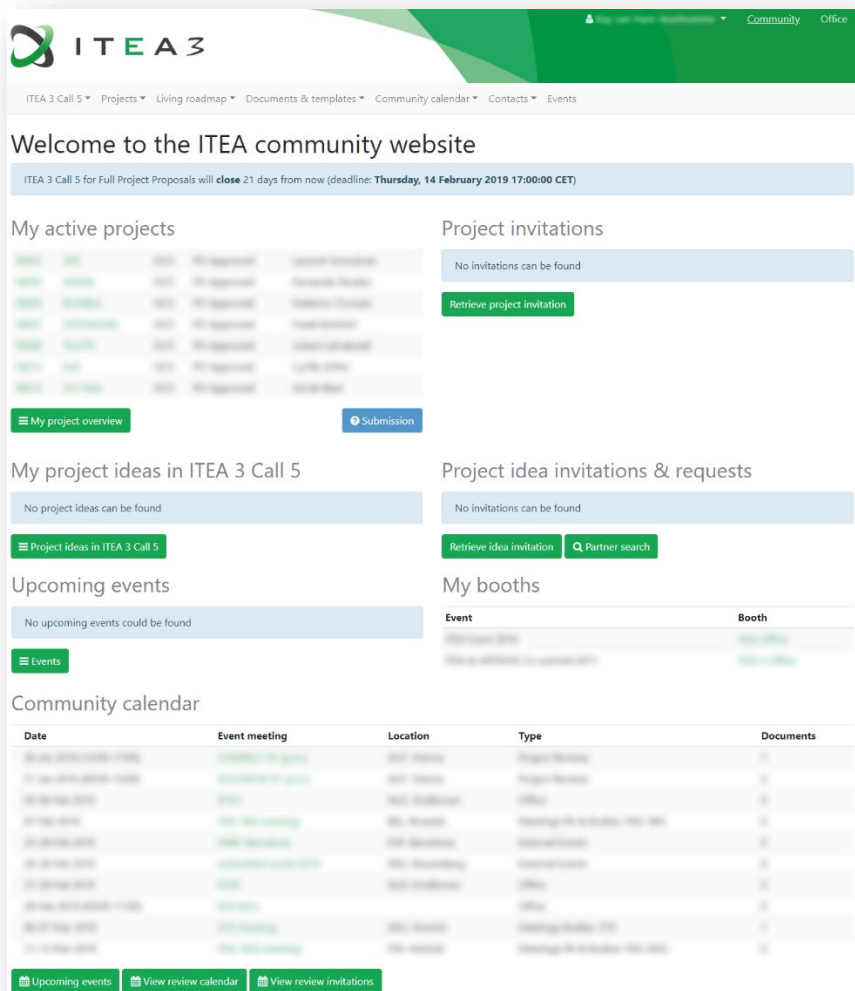
1.2. Reset your password

If you forgot your ITEA account password, simply click the [Reset password](#) link. You will need to fill in your email address and you will receive an automated email with a direct link to reset your password.

2. ITEA Community website – main elements

The ITEA Community website gives access to restricted information for the ITEA Community. Role-based access rights determine which information is visible for each person. Depending on these rights the following can be accessed:

- **Current Call information**, e.g. project ideas, partner search, project proposal documents, project evaluation overview
- **Project management**, e.g. Project Outline (PO), Full Project Proposal (FPP), change requests, progress reports, project invitations and work package deliverables
- **The Living Roadmap** including the State-of-the-Art (SotA) database (accessible after signing a specific Non-disclosure agreement)
- **ITEA documents & templates**, e.g. general documents, guidelines & templates and corporate identity
- **Community calendar** including review calendar
- **Contacts** including all ITEA bodies, PAs, Office and project leaders
- **Events** including upcoming events and event registrations



The screenshot displays the ITEA 3 Community website interface. At the top, there is a navigation bar with the ITEA 3 logo and user account options. Below the navigation bar, a welcome message is followed by a notification about the ITEA 3 Call 5 deadline. The main content area is divided into several sections:

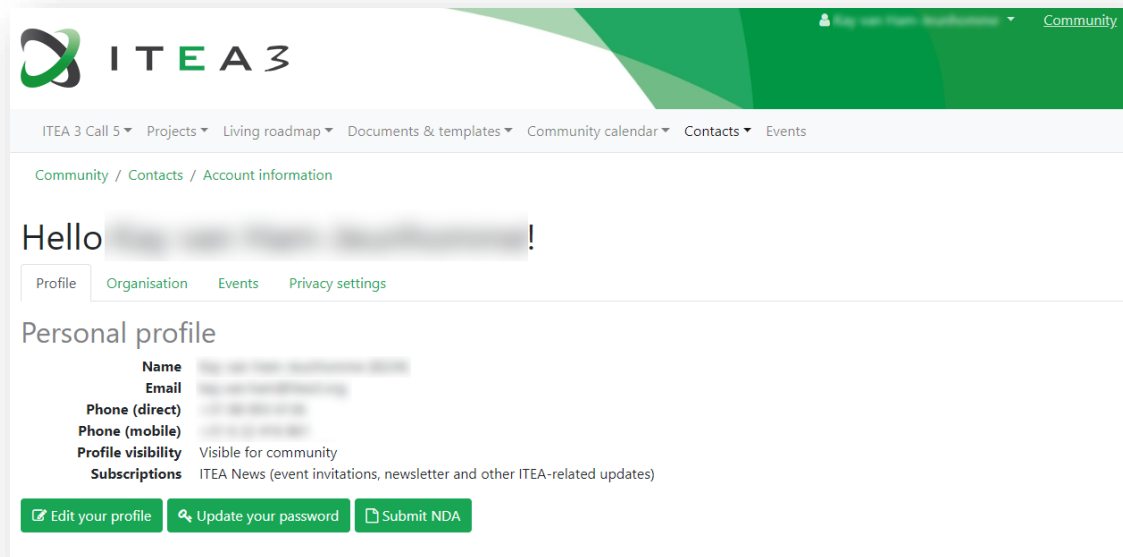
- My active projects:** A table listing active projects with columns for project name, status, and location. A 'Submission' button is visible.
- Project invitations:** A section indicating 'No invitations can be found' with a 'Retrieve project invitation' button.
- My project ideas in ITEA 3 Call 5:** A section indicating 'No project ideas can be found' with a 'Project ideas in ITEA 3 Call 5' button.
- Project idea invitations & requests:** A section indicating 'No invitations can be found' with 'Retrieve idea invitation' and 'Partner search' buttons.
- Upcoming events:** A section indicating 'No upcoming events could be found' with an 'Events' button.
- My booths:** A table listing booths for various events.
- Community calendar:** A table listing community events with columns for Date, Event meeting, Location, Type, and Documents.

At the bottom of the page, there are buttons for 'Upcoming events', 'View review calendar', and 'View review invitations'.

3. Your profile

You can complement / maintain your profile settings by clicking on your name in the top right corner of the Community website.

The direct link is: <https://itea3.org/community/contact/profile/view.html>.



You will be able to manage the following elements in your profile:

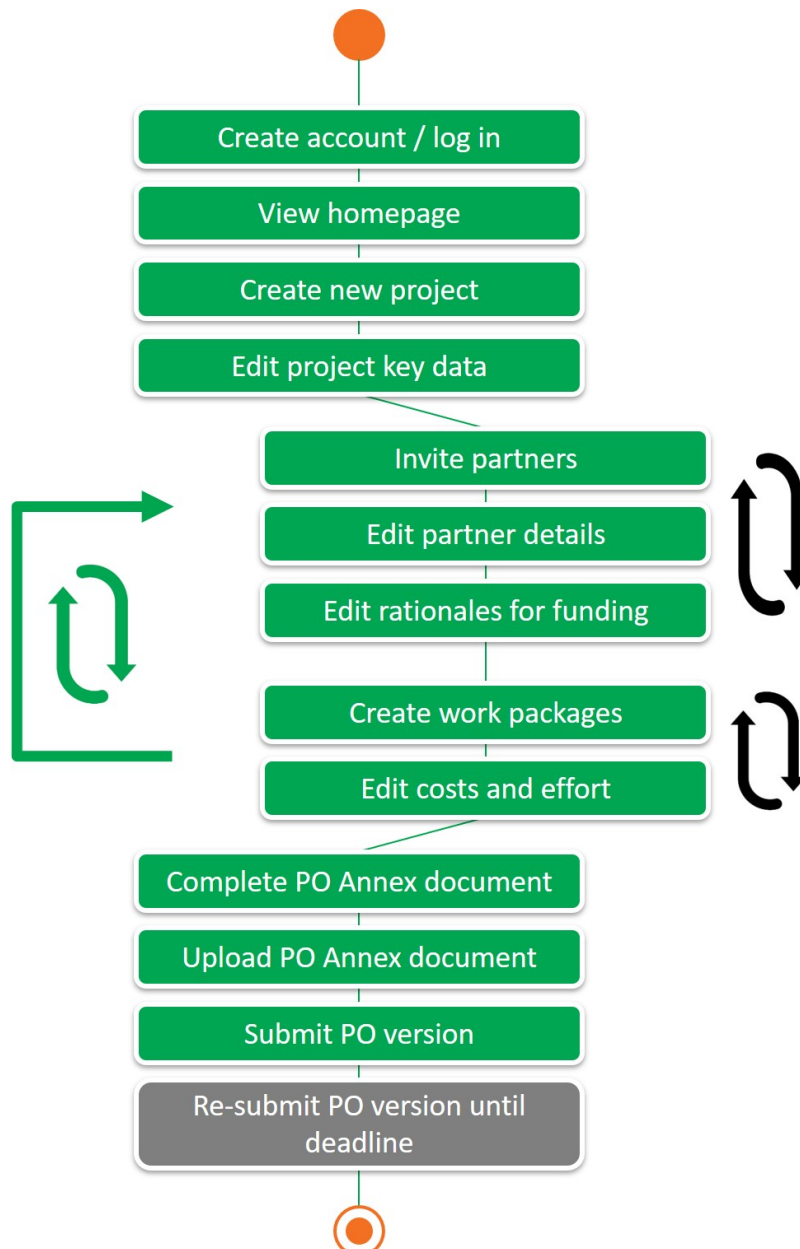
- Personal details
- Password
- NDAs
- Organisational details
- Event registrations
- Privacy settings, including profile visibility and newsletter subscriptions

4. Creating a project

4.1. Introduction

The process of creating a new project starts with creating a PO. The state diagram below shows the different steps to successfully submit your PO. The Community website User Interface uses tabs for the different steps to take in creating a PO. The process is not entirely linear and some elements can be iterated (e.g. when inviting a new partner). Furthermore, inline help and checklists guide the user in the entire process.

The following project phases like creating an FPP and creating a change request are all linked together and quite similar to the PO creation process and related pages.



4.2. Role-based access and features

Note: Project data and documents are confidential. Only those associated to the project have access.

As a **project leader**
you can:

- Modify your profile details
- Create, view and modify the entire proposal

and you must:

- Fill in the project key data
- Set up your consortium by inviting/de-activating partner organisations and assigning roles (national coordinators and WP leaders)
- Create work packages
- Ensure all required fields are correctly filled in by the partners
- Upload the PO Annex document
- Create and submit the final PO including the PO Annex
- At FPP phase: submit the FPP and fill in the feedback to the PO evaluation
- After labelling: keep the online data up to date, update the FPP and submit a CR whenever needed
- Once the project is running, organise the reporting processes:
 - for reviews: upload presentations and meeting details, update the list of attendees and ensure work package leaders upload the finished deliverables
 - for Project Progress Reports (PPR): create a PPR, download, fill in and upload the completed PPR template, select the top 8 achievements and submit the finalised PPR

As a **national coordinator**
you can:

- Modify your profile details
- View the proposal information

and you must:

- Edit the national rationale for funding

As a **work package leader**
you can:

- Modify your profile details
- View the proposal information
- Modify, if needed, the costs and effort for your work package

and you must

- Ensure the costs and effort for your work package are correctly filled in by the respective partners
- Once the project is running:
 - upload the WP deliverables once they are finalised

- Provide a work package summary for Project Progress Reports once these are created and requested by the project leader
- ensure the right "exploitation related achievements" are being set up

As a **technical contact** you can:

- Modify your profile details
- View the proposal information

and you must:

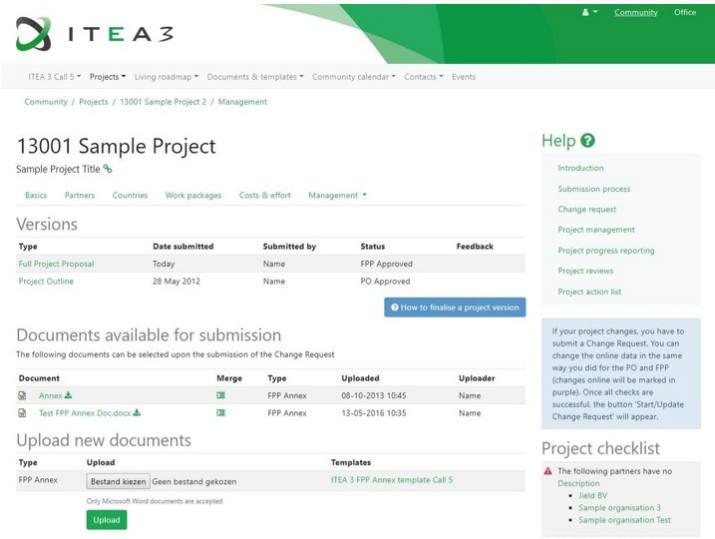
- Fill in the details of your organisation (e.g. description, market impact, etc.)
- Fill in and modify the costs and effort for your organisation
- Once the project is running:
 - create, fill in and/or update the "exploitation related achievements" to which your organisation contributed
 - report on Project Progress Reports once these are created and requested by the project leader

As an **associate** you can:

- Modify your profile details
- View the proposal information

4.3. Page build-up

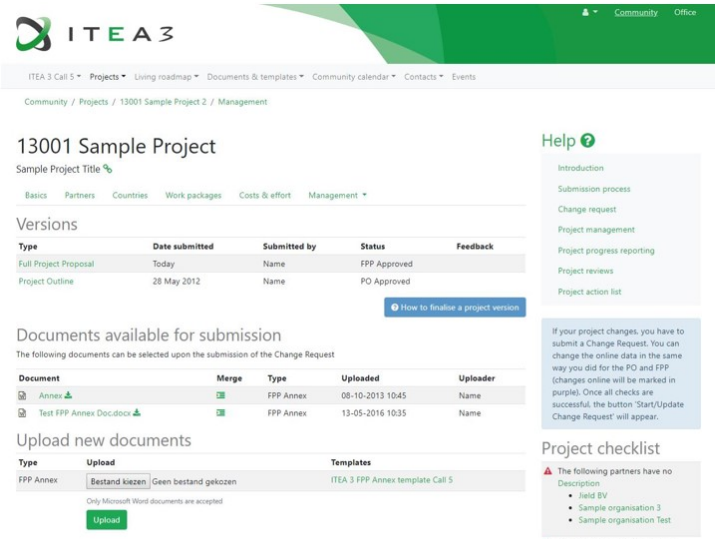
Each page on the ITEA Community website is built up in a similar way to ease the navigation and use:



Top
Menu
Breadcrumbs
announcements

Body
Main details
Editable fields
Editable tables

Bottom
Action buttons



Website tabs
Your profile

Column
Checklist
Warnings

5. Quick links

5.1. ITEA and the Call process

- ITEA Public website <https://itea3.org>
- ITEA Community website <https://itea3.org/community>
- ITEA Community profile page <https://itea3.org/community/contact/profile/view.html>
- ITEA Living Roadmap <https://itea3.org/community/roadmap>

- ITEA Call process and schedule <https://itea3.org/call-process.html>
- PO / FPP Selection criteria <https://itea3.org/selection-criteria.html>
- Funding information <https://itea3.org/funding.html>
- Call documents (incl Annex) <https://itea3.org/call-documents.html>

- Contact the ITEA Office <https://itea3.org/contact.html>