CONSORTIUM PI

Creates the consortium application for their own organisation and appends the joint action plan to the application

Adds the other consortium parties and asks them to sign up to the Academy's online services, if necessary

All consortium parties can view the application contents by clicking on the PDF version link.

Saves the consortium parties to the application. The system sends them an email invitation to issue a commitment to the application.

Makes sure that all parties complete their applications in good time

Submits the application before the deadline on behalf of the consortium.*

Only the consortium PI receives a confirmation of successful submission.

OTHER CONSORTIUM PARTY

Logs in to the online services after receiving the email. The application form can be found under 'My applications' > 'Incomplete'.

Fills in the following information: site of research, cost estimate of own subproject, cost percentages for own site of research (indirect costs, indirect employee costs, effective working hours) and VAT practice, if the site of research has not added thew in the online services and details on the issuer of the commitment by the site of research**.

Tags the application **complete on their part by clicking on the blue button on tab 11. The status of the consortium party's application changes to 'completed'.**

The requests for commitment are sent to the commitment issuers after the call has closed.**

* The consortium PI can submit the consortium application only after all consortium parties have tagged their subproject applications as complete (status 'completed').

**Only senior management (rectors, etc.) can issue a commitment for a site of research. In the FIRI call, the applicant is an organisation. The commitment issuer must therefore be authorised to give a commitment on behalf of the whole organisation