How to submit an application for a call for proposals on the Université de Lyon platform
Connect to the platform:
- If you have an email address from a university/institution member of the Université de Lyon
- If you have an email address from a university/institution outside of the Université de Lyon perimeter

- Create an application
- Modify an application
- Submit an application
If you come from a university or an institution member of the Université de Lyon and use the related email address:

1. Click on « Choose your institution »
2. Enter your email address and select your university/institution
3. On the Authentification web page of your university/institution enter your id and password and click on log in
Connect to the platform - Non *Université de Lyon* member (1/2)

- If you come from a university/institution outside the *Université de Lyon* perimeter, you have to create an account by following this link: [Create your account](#).

On the webpage:
- Fill in the form
- Click on the « I'm not a robot » checkbox test (spam protection)
- Click on registration
- Your registration is submitted

*The login and password you have created will be required for the log in on the platform*.

- **16/01/2018**
Connect to the platform - Non Université de Lyon member (2/2)

- Once your account is created, you can log in on the platform following these steps:
  1. Enter your username on the area « Connect with a local account » (the same used for your registration)
  2. Enter your password (the same used for your registration)
  3. Click on « Log in »
Create an application (1/2)

- Click on the link published on the institutional site: you will be directed to the Call for proposal information page.

- Click «Create an application».
- Fill in the form.
- Validate by clicking on «Create»: you will receive a confirmation email.
Create an application (2/2)

- Your application is then «Unsubmitted », you can still modify it.
Modify an application

- Click on the link in the received email: you will be directed to the page of your project.
- Click on the tab «Edit» and modify the registered information.
Submit an application (1/2)

- Click on « Submit the application »: you will receive a confirmation email.

![Application form]

- Project title: Projet 1
- Project description
- Project leader last name: Last name
- Project leader first name: First name
- Project leader job title: job title
- Project leader email: test@gmail.com
- Institution: Institution
- Laboratory
- Amount requested (€): 10000.0
- Project attached files: There are no files attached to this document.

Submit the application
Submit an application (2/2)

- Once your project is submitted, you are not allowed to modify it anymore.
- If you need to make modifications after having submitted, you may contact the management team at the following address: pia@universite-lyon.fr