Guide to help you register on the SIGAP application platform
"National Fund for Open Science 2019"

1. **Log in to SIGAP platform:**

https://sigap.cnrs.fr/

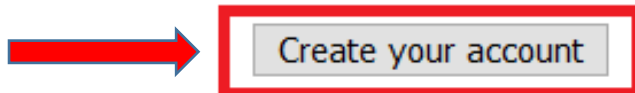2. **Click to the platform's English version**

3. **First-time user? Create your SIGAP account:**

➢ This will enable you to apply to the project calls you are eligible to on SIGAP platform.

First-time user :

If you are using SIGAP for the first time, you are requested to please create an account. We recommend using your institutional email address..

4. **Fill the following fields:**

Create an account

Email address

* Required.
If you are an employee working in a research unit associated with the CNRS, please use your email address registered in LABINTEL.

Prefix

First name

* Required.

Last name

* Required.

Password

●●●●●●●●●
* Required.

Current position

Autre/Other ⌄

Scientifique area

○ CNRS ○ CNU ◉ SANS
* Required.

➢ Select [Autre/Other] in the **Current position** field and [sans](without) in the **Scientific area section** field;

Laboratory

Laboratory code	* REQUIRED. The research unit code must be in the ABCwxyz format, if your unit doesn't have a specific code, please indicate XXX0000
Name	* REQUIRED.
Postal code	* REQUIRED.
City	* REQUIRED.
Director's last name	* REQUIRED.
Director's first name	* REQUIRED.
Director's email address	* REQUIRED.

Institute of the research unit

⌄

Regional office

⌄

Employer

* REQUIRED. If you don't find your employer in the list below, indicate "INCONNU" then indicate your employer name in the text area entitled "Employer complementary information"

Employeur Complément

Please enter the code displayed on the right

5 4 3 5 8 2

Save ☐ Cancel

➢ Type your institution's/organisation's details in the above "**Laboratory**" box (enter XXX0000 as a laboratory code) ;

➢ Leave the following fields blank: "**Institute of the Research unit**" and "**Regional office**" - fields which are used for CNRS in-house projects only;

➢ If you can't find your organisation in the "**Employer**" scroll-down list, please use [INCONNU] (Unknown).

5. If you already have a SIGAP account or created, you can log in as a registered user by entering your email and password in the application's home page: https://sigap.cnrs.fr/

First-time user :

If you are using SIGAP for the first time, you are requested to please create an account. We recommend using your institutional email address..

Create your account

Registered user :

You have two options to log in

Connection with a SIGAP account

Email address _____

Password _____

Login   If you forgot your password :   Reset password

6. Once you have logged in, go to the " Browse calls, apply" thumbnail in the left-hand side of the page:

You are logged in as **candidate**.

Home	Home
Call for Proposals	**Personal details**
Browse calls, apply	
Application	**Email address**
View, edit	
Personal details	**Prefix**
Modify	

7. Select the call titled "APPEL A PROJETS FONDS NATIONAL POUR LA SCIENCE OUVERTE - 2019", open to applications from January 13, 2020:

Research call

To view or apply for a call, select the name of the call below

Show 10 ∨ entries

Name of proposals	Closing date	Closing time
	Date min　Date max　x	
AAP NEEDS 2017 : Projet fédérateur Environnement	28-02-2020	23:00
Pages des "nationalités" (Liste déroulante)	31-12-2019	00:00
MOMENTUM-2019	30-04-2020	15:00
TEST VISIBILITE	01-01-2020	13:00
APPEL A PROJETS FONDS NATIONAL POUR LA SCIENCE OUVERTE - 2019	31-03-2020	14:00

8. Read the instructions of the Project call landing page, download the documents for the call and click "Apply":

Welcome to the application platform for the National Fund for Open Science (FNSO 2019) call for projects

The National Fund for Open Science call for projects platform is open from January 13, 2020 at 2:00 p.m. CET (UTC+1) to March 31, 2020 at 2:00 p.m. CET (UTC+1).

To apply for the FNSO 2019 call for projects, please use the following procedure:

1. Download the enclosed file below and read the text of the call for projects;

2. You may also download the enclosed file of the Word version of the "Online Form Help Template", below, to prepare your answers before entering them via the online form;

3. Then click on "apply" at the bottom of this page and enter all the information required for the call for projects;

4. Be sure to submit, in the "attachments" section at the end of the online form, all the documents relating to your application (CVs of your Project Coordinator and project managers, financial application table and supporting documents).

Reminder:

■ French is the preferred language for these applications. You may, however, apply in English.

■ Some documents have been translated into English to facilitate understanding. However, the French version of these documents is the only authentic one.

■ To facilitate your application, we invite you to save your data regularly.

■ For more information, please visit the website https://www.ouvrirlascience.fr/open-science/

■ For any questions or difficulties please contact fnso@groupes.renater.fr

Documents to download
File 1 : FNSO 2019 APPEL A PROJETS (version originale en français).docx
File 2 : FNSO 2019 CALL FOR PROJECTS (english translated version).docx
File 3 : FNSO 2019 Modèle aide du formulaire en ligne pour Coordinateur de projet (version originale .docx
File 4 : FNSO 2019 Preparatory template for the project Coordinator on-line form (english translated vers.docx
Click on the document to save it.

Apply

9. Follow the application procedure to its completion, save your application regularly in the meantime and send it when ready.

(In case of difficulty)

If you have any difficulties, the tabs below can help you:

- The "Help" tab allows you to consult more detailed documentation to register and create your application space. It also lists the most frequently asked questions.

- The "Support" tab allows you to request a webmaster in the case of a computer-related problem concerning the SIGAP application (difficulty in registering, connecting by email, password, technical blocking of any kind).

- For any questions or general difficulties, you can also contact the following address: fnso@groupes.renater.fr