

# Guide to help you register on the SIGAP application platform “National Fund for Open Science N°2”

## 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

<b>Email address</b>
<input type="text"/>
<small>* Required. If you are an employee working in a research unit associated with the CNRS, please use your email address registered in LABINTEL.</small>
<b>Prefix</b>
<input type="text"/>
<b>First name</b>
<input type="text"/>
<small>* Required.</small>
<b>Last name</b>
<input type="text"/>
<small>* Required.</small>

**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

.....



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
<b>Call for Proposals</b>	Personal details
Browse calls, apply	
<b>Application</b>	Email address
View, edit	
<b>Personal details</b>	Prefix
Modify	

## 7. Select the call titled “APPEL À PROJETS FONDS NATIONAL POUR LA SCIENCE OUVERTE N°2”, open to applications from January 27, 2021:

### Research call

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

Show  entries

Name of proposals	Closing date		Closing time
	Date min	Date max	
MOMENTUM-2019	18-11-2021		00:00
INSHS – Soutien aux revues – Campagne 2020	01-09-2021		17:00
AAP-26/05/2020	25-02-2021		18:00
FONDS NATIONAL POUR LA SCIENCE OUVERTE N°2	31-03-2021		14:00

Showing 1 to 5 of 5 entries

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

Closing : 31/03/2021 14:00 (Paris time)

Welcome to the application platform for the National Fund for Open Science call for projects n°2 "Publications"

The National Fund for Open Science call for projects platform is open from January 27, 2021 at 2:00 p.m. CET (UTC+1) to March 31, 2021 at 2:00 p.m. CET (UTC+1).

To apply for the second call for projects of the FNSO , 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 PDF version of the "Online preparatory template form", 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:
  - The CVs of the Project Coordinator and all project leaders;
  - The financial request table for the project;
  - Any additional documents to support the application (financial summaries, graphical representations, presentations or explanatory annexes).

### 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.aap@cnr.fr](mailto:fnso.aap@cnr.fr)

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: [fns0.aap@cnrs.fr](mailto:fns0.aap@cnrs.fr)