1. Introduction........................................................................................................................................3
2. Registration of Applicants ..................................................................................................................3
  2.1. Accessing site and registration .................................................................................................3
  2.2. Confirmation of your account .....................................................................................................4
  2.3. Continuing registration ..............................................................................................................6
3. Preparation and Submission of applications ......................................................................................8
  3.1. Accessing the Call for applications ............................................................................................8
  3.2. Technical proposal template .......................................................................................................9
  3.3. Submitting the application ..........................................................................................................9
4. Matchmaking .....................................................................................................................................12
5. Practical Information .........................................................................................................................13
1. Introduction

Both the registration and the application process is to be conducted via the WORTH electronic submission system (EMS). All information must be submitted in English only. The WORTH electronic submission system (EMS) is powered by CARSA and has been already implemented in many partnership and supporting programs.

In this document, potential applicants for the WORTH project will find step-by-step guidelines on how to register, submit an application and navigate the EMS platform.

2. Registration of Applicants

2.1. Accessing site and registration

Go to the corresponding “Apply” button on the WORTH project Website https://worthproject.eu/ or directly to https://worth.ems-carsa.com/ and click on “Register as an applicant”.

After clicking “Register as an applicant”, you will be redirected to the “Applicant registration” form.
After filling in the personal data and before clicking “Submit”, you need to confirm that you have read and agree with the aforementioned conditions at the bottom right corner.

2.2. Confirmation of your account
Once your registration is submitted, the following message will appear in your browser:

A confirmation email has been sent to the indicated email address. Please click on the link provided in the email in order to validate your registration.

The email from the WORTH will be sent to your email provided in the “Applicant registration” form.

Then go to your email account and look for the email coming from WORTH as illustrated in the example below:
You will be asked to confirm your EMS account by clicking on the provided link.

Once you click on the provided link in the email, you will be redirected to the following page to finalise your registration.

All fields are obligatory. Furthermore, you will have to select whether you are a “company” or “self-employed entrepreneur” or “any other” before confirming that “to this date, the applicant is not in the process of receivership of bankruptcy” and then, click the “Save” button to proceed.
2.3. Continuing registration

In order to finalise your registration, if you are a company (SME), you will be asked to complete a brief profile of your organisation in the following 5 sections.

First, you will be asked to provide a description of the organisation as it is seen below.

Second, you will be asked to select between 1 and 10 keywords from the list to characterise your activities of your organisation, as it is seen below.

Third, you will be asked to declare that your “organisation owns or have the rights to use the relevant technologies to be applied” as indicated in the admissibility criteria.

Fourth, in the case, you do not have a partner organisation and you would like to enter the matchmaking process, you will need to tick a box at the bottom right corner “I agree on sharing for partner search and matchmaking purposes” before clicking the “Save” button.
Last, you will be asked to upload some visual resources from your work in order to facilitate the matchmaking. You will be able to upload three short videos, three short images or pictures and your social media accounts.

3. Preparation and Submission of applications

3.1. Accessing the Call for applications
Once you successfully registered and logged in, you will be able to access the Call list by clicking on the “Calls” button at the upper menu.
By clicking on the “WORTH contributing to the achievements of the New European Bauhaus (NEB) Initiative” hyperlink, you will be redirected to the page of WORTH CEI 1 (Call for Expressions of Interest 1).

The page contains all relevant information regarding the Call, including the Guide for Applicants, the Technical proposal Template, the FAQs and this EMS manual in the “Supporting documentation” section.

3.2. Technical proposal template

The template all applying partnerships have to use to prepare their projects’ description can be found in the “Supporting documentation” section.

All applicants have the opportunity to read the content of the proposal template before applying in order to verify the information that needs to be included.

All applicants are kindly requested to follow the instructions provided in that template.

3.3. Submitting the application

To submit the application, all applicants need to go create a “New Proposal” by clicking green button at the bottom right corner.

Once you click “New Proposal”, you will need to fill in all required information in the “General details” section. Please note that your partner needs to be also registered on the EMS before you initiate this step.
The new proposal is not created until all required fields of the “General details” section are filled in properly. Please note that some information, displayed in the “General details” section is automatically assigned based on the data provided earlier by the applicant and cannot be edited. However, the partner’s email needs to be entered by the leading applicant in order to proceed to the next step of the application. The partner’s email needs to be registered on the EMS before.

To make sure that you have entered the email address of an eligible partner, you will be able to check this information by clicking “Verify partner email” provided in the “General details” section.

Once all fields have been filled in, you will need to click the “Save” button. Please note that the “General details” section cannot be saved until all fields are completed correctly.

Once all required information has been provided for the “General details” section, you will be able to proceed with the rest of the application.

The following 3 items: Abstract, Technical Proposal, and Submission will appear on the side menu as it is demonstrated below.
In the “Abstract” section, you will be required to provide an abstract/summary of your partnership proposal.

In the “Technical proposal” section, you will be required to submit the completed project proposal (following the template provided) in .pdf format. Moreover, you will be required to upload a dossier, portfolio and video in order to describe the project and its different details.

Once the “Abstract” and “Technical proposal” sections are completed, you will be able to submit your application by clicking the green button “Submit” in the “Submission” section.
The applicants have the option to start and save as many draft versions of their applications as they wish before the cut-off date (February 2nd, 2022).

Please note that only the latest version will be saved on the EMS.

The data and documents contained in the last submission will be used for the eligibility check, evaluation and ranking once the cut-off date is reached.

The submission acknowledgement email will be sent to all applicants once the call has been closed.

4. Matchmaking

Those applicants, who are looking for a partner can enter the matchmaking on the EMS platform.

To access matchmaking, the applicants need to go the “Partner search” section that contains a list of eligible partners who are also looking for partnerships.
The list of eligible partners can be sorted by a country and filtered by keywords, using the “Search” box at the top right corner in the “Partner search” section.

By clicking the “View” hyperlink, the applicants will be able to view further details of eligible partners, e.g. short description of a company/organisation, contact details and relevant keywords that describe their activities and interests.

5. Practical Information

If you encounter any problems or difficulties with your registration or during the application submission process, please contact the WORTH support – “Help desk” by clicking on the “Support” button at the upper menu.
The EMS Platform enables two types of enquiries:

**IT Helpdesk**: questions and problems regarding to the functioning of the EMS tool and its processes

**WORTH Call Support**: covering questions regarding the technical and administrative requirements to complete an application. [worth-call-support@carsa.es](mailto:worth-call-support@carsa.es)

Alternatively, applicants may contact the WORTH project helpdesk – [helpdesk@worthproject.eu](mailto:helpdesk@worthproject.eu) for further information and queries.