

# CIP Submission

Quick Start Guide to your submission

2016-08-18

1. New CIP submission platform: Accolade
2. How to access Accolade
3. Submitting your proposal
  1. Key principles – What not to forget
  2. Assignments explanation
4. Where to get further help

# 1. New CIP submission platform: Accolade

Dear Proposal submitter,

KIC InnoEnergy has been investing in an online submission tool: Accolade. The tool will allow you to submit your proposal digitally, in an online environment.

It allows you to submit your proposal information in a logical sequence, with clear assignments.

You can store and revise the information that you provide to KIC, and be certain it's complete before submitting it.

This short powerpoint will explain the main submission steps and key principles of the system, so that you can quickly and smoothly start your submission.

## 2. How to access Accolade

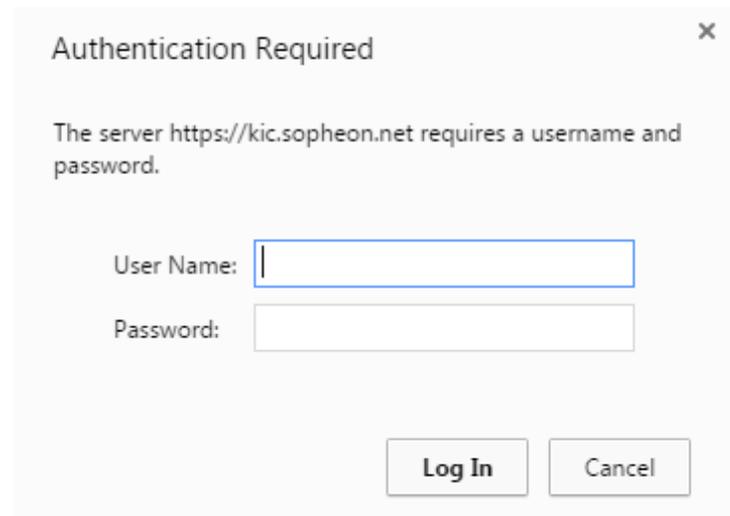
To access Accolade,

You need to register for an Accolade account on below website:

<http://cip.kic-innoenergy.com>

You will receive an email with your log in credentials

Through: <https://kic.sopheon.net> you can log into Accolade and start building your proposal.



Authentication Required

The server <https://kic.sopheon.net> requires a username and password.

User Name:

Password:

Log In Cancel

3. Submitting your proposal
  1. Key principles – What not to forget
  2. Assignments explanation

Once you have logged into Accolade you will see a list of 11 ‘Assignments’ that include all forms and templates for your proposal, which require completion so you can submit your proposal



The screenshot shows the Accolade sbx web application interface. At the top, there is a navigation bar with the logo 'Accolade sbx' and icons for home, location, refresh, and print. Below the navigation bar, there are tabs for 'Project' and 'Help'. The main content area is titled 'My Assignments (11)' and displays a table of 11 assignments. Each row in the table includes an assignment name, a download icon, and the project name 'MHA Proposal Example'.

Assignment	Download	Project
General data (P.A. exhibit 1.1 - part A)		MHA Proposal Example
Project description (P.A. exhibit 1.1 - part B)		MHA Proposal Example
Business development (P.A. exhibit 1.1 - part C)		MHA Proposal Example
Export project schedule (P.A. exhibit 1.2)		MHA Proposal Example
Budget (P.A. exhibit 1.3)		MHA Proposal Example
CV project manager		MHA Proposal Example
Success fee		MHA Proposal Example
Export proposal documentation		MHA Proposal Example
Signatures		MHA Proposal Example
Completeness check and Submit		MHA Proposal Example
Supporting materials (merged in one PDF)		MHA Proposal Example

1. Start with the 'General Data' assignment. It contains basic information of your proposal (e.g. partner details etc.), which will be automatically loaded into the other assignments' templates!
2. Whenever you change something in the system, be sure to hit the 'Apply' button on the bottom left! Only after pushing that button Accolade will save your changes or input.
3. Don't worry, you will not need to fill out everything at once – you will be able to save your input even if some fields are left empty. This allows you to be able to come back at a later stage and update or complete your proposal.
4. Regarding the templates: You will need to download them to be able to fill them. When opening the file, you will get a popup asking to 'refresh'. So please open the file in edit mode, let it refresh and be sure that VBA macros are turned on. This means that the information that you inserted in the General Data will be used to insert basic information in your template.

5. Regarding the templates: if you update the information in the general data assignment (e.g. add an additional partner), your other assignments will be updated after opening them from Accolade (if you click the 'refresh' option upon opening the file and let VBA macros work).
6. Regarding the templates: You can save them locally on your own computer before uploading them to Accolade. Accolade will keep track of all versions you upload.
7. On the main overview page, you can indicate the status of an assignment to keep track of your progress. Please note that once you set the status to 'Completed', you cannot modify the template or data anymore. If you want to make a revision after you set the status to 'completed', you first need to change the status.
8. When you are working in the 'General Data' assignment, or uploading the file, you can go back to the main page ('Assignments') by clicking on the 'X' button in the Accolade window (but not of the browser)

Within the online platform there are 11 assignments that need to be completed to finalize your submission. Below you can find a very brief explanation for each assignment:

1. General data (P.A. exhibit 1.1 - part A) - This consists of an online form that you need to fill out. Further instructions and guidance to the questions can be found through this link:

[http://cip.kic-innoenergy.com/accolade\\_quick\\_grid\\_support](http://cip.kic-innoenergy.com/accolade_quick_grid_support)

1. Project description (P.A. exhibit 1.1 - part B) - This consists of a template with descriptive questions. Feel free to add pictures or schematics to the wordfile. Further guidance can be found when opening the template.
2. Business development (P.A. exhibit 1.1 – part C) - This consists of a template with descriptive questions. Feel free to add pictures or schematics to the wordfile. Further guidance can be found when opening the template.

4. Export project schedule (P.A. exhibit 1.2) - This consists of an automatically generated Gantt chart of your project. It will use the information that you have filled in the online form (Assignment 1 'General Data'). Please note that milestones need to be inserted as deliverables (please indicate 'M' or 'milestone' in the deliverable title). The Gantt chart will be inserted automatically into assignment 9 'export proposal documentation'.
5. Budget (P.A. exhibit 1.3) - This consists of a excel template with 3 budget sheets per participating partner, and a summary sheet. The summary sheet (exhibit 1.3) will be inserted automatically into assignment 9 'export proposal documentation'.
6. CV project manager - This consists of a template with descriptive questions. Further guidance can be found when opening the template.
7. Success Fee - This consists of a excel template. Further instruction can be found on the first sheet in the template.

8. Signatures - This consists of a template that will need to be signed by each of the participating partners within the consortium.
9. Export proposal documentation - This is an export of most of the proposal data. You can use it to distribute the proposal among the consortium. It contains:
  - a) General data (exhibit 1.1 Part A)
  - b) Schedule (exhibit 1.2)
  - c) Budget summary (exhibit 1.3)

In order to export the complete proposal you require below set of documents:

1. Export proposal documentation
2. Project description
3. Business development
4. CV project manager
5. Success Fee
6. Signatures

10. Completeness check and submission of your proposal - To ensure you haven't missed any fields, Accolade can run a completeness check for you.

Once you are ready for submitting the proposal to KIC InnoEnergy, you can click 'Submit' button. Once your proposal is marked as Submitted, you are not able to change your proposal in 'General Data' or upload new version of files. If you want to make changes you need first click 'Retract' button.

11. Supporting materials – you can add also other materials you consider relevant for you proposal. The requirement here is to upload only one file in form of PDF.

## 4. Where to get further help

There are several HELP options:

1. In the **General data (P.A Exhibit 1.1 part A)** You can select the ? this will bring you to a website with detailed guidelines for each section.
2. Go to KIC Help
3. Go to Accolade help (only on software functionality)
4. In case you want to contact someone within KIC InnoEnergy, you can find the contact details on the CIP website under 'contact'.

