



Welcoming highly-talented international post-docs in Brittany

Guidelines for the application platform “Extranet Recherche”

CALL 2021

CALL OPENS: 4th January 2021
CALL CLOSES: 15th March 2021

Version 1.0

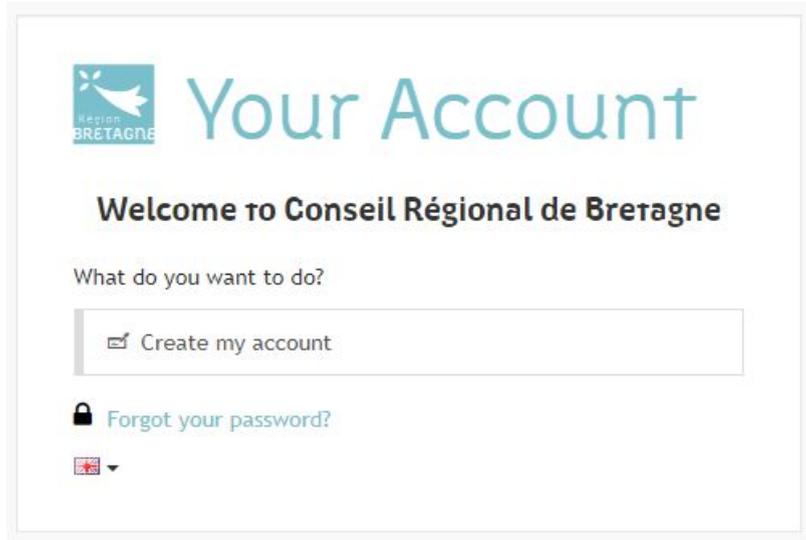
First release

Applications to the BIENVENÜE fellowships are to be submitted on the “Extranet Recherche”, a dedicated platform managed by Région Bretagne. This document gathers technical information for applicants on how to use this platform.

- A. Create an account
- B. Log into the Extranet Recherche Platform
- C. Create an application
- D. Save and submit your application

A. Create an account

Create an account at the following link: <https://region.bretagne.bzh/moncompte/jcms/>



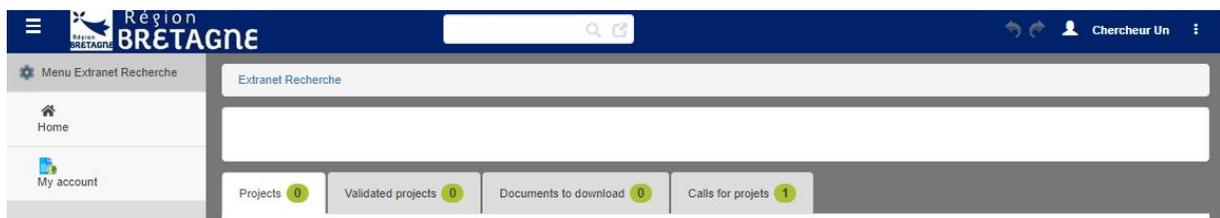
Click on “Create my account” and follow the instructions. Entered informations on the account holder identity will be automatically added to the future applications as the identity of the applicant.

Once the account is created, an email is send to confirm the account creation. It is not mandatory to activate the account through this email, which contains a link to use in case of a lost password to reset your password. You can directly have access to the Extranet Recherche platform.

B. Log into the Extranet Recherche platform

After creating your account, log into the Extranet Recherche platform at the following link: <https://region.bretagne.bzh/recherche>

Enter the account informations and log in.



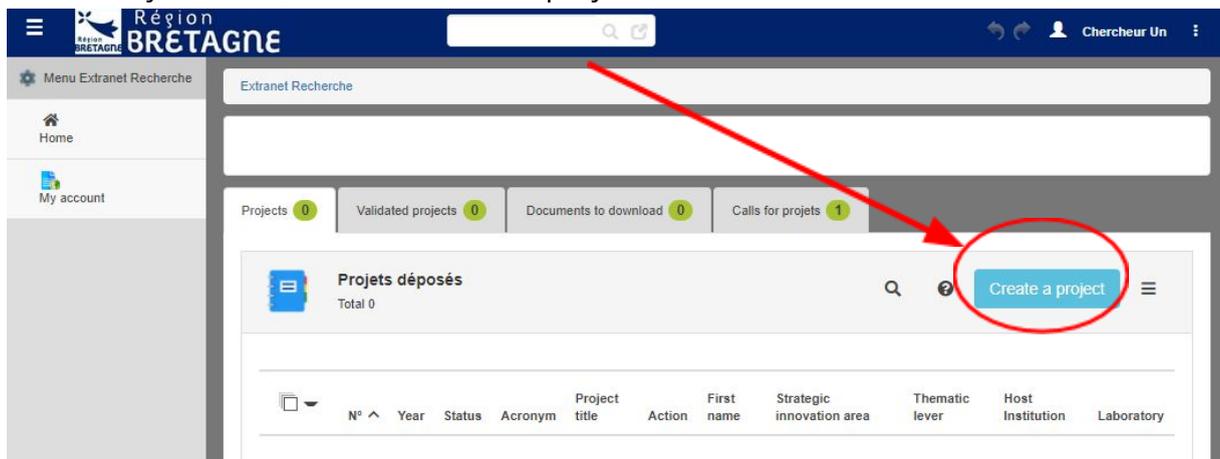
The landing page consists of:

- The **menu bar on the left**, allowing you to return to the landing page, to consult and modify account informations,

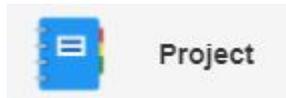
- The **“Projects” Tab**, where you can find a table listing all the projects you created. From here you also have a button “create a project”
- The **“Validated Projects” Tab**, with a table listing all your validated projects.
- The **“Documents to download” Tab**, where you can download useful documents such as call schedules, applications guides, templates...
- The **“Calls for projects” Tab**, with a table listing the current and coming calls for projects of Région Bretagne (BIENVENÛE, ARED, SAD...)

C. Create an application

In the “Projects” Tab, click the “Create a project” button.



A new process opens with the “Projects” Tab : a “Project” sub-tab characterize by this:



On the **Identification tab**, the following fields are filled in automatically: n°, year, status, date of creation/modification/submission. Choose the **Calls for Projects Action** you are applying to by clicking in the grey area of the corresponding field and then choosing the **BIENVENÛE Action**. Enter the project Acronym and project title, then click on “Next” to complete the next tabs.

All the tabs and fields of the form must be completed in order to be able to submit your project. Please write "not applicable" in any fields that do not concern your project. If mandatory fields have not been completed, warning messages will appear when attempting to submit the project.

Please be careful of the following aspects:

- Each field is limited to **4,000 characters maximum**.
- The size limit for **attached files is 100 MB**.

- In order to complete the description fields (additional data) of your project, **click on "Update the list", then "Save"** once the data has been entered (caution: some tabs may contain several pages).

D. Save and submit your application

As you are preparing your application, you have several possibilities to save it on the Extranet Platform:

- In order to avoid any loss of information, you are advised to **regularly click on "Save"** during the data input.
- If you want to **save your project as a "Draft"** and finish writing later, click on "Save & Close". A project that remains in the "Draft" state after the submission deadline will not be taken into account by Région Bretagne.
- Once the entry is complete, **click on "Submit" to send your application** to Région Bretagne for instruction. You will then receive an acknowledgment of receipt by email. It is possible to modify a project submitted up to the submission deadline, but it is no longer possible to delete it.

It is strongly recommended **not to wait until the last moment** to submit an application, in order to avoid any problems arising out of heavy internet traffic.

These guidelines are also findable in the help section the Extranet Recherche platform: do not hesitate to click on "help" buttons if needed!

For technical assistance, please contact Région Bretagne IT support: support.informatique@region-bretagne.fr - tel.: 02 99 27 15 42.

For questions regarding the BIENVENÜE programme, please read the FAQ on msca-bienvenue.bretagne.bzh or contact msca-bienvenue@bretagne.bzh