



European **Rare Diseases**  
Research Alliance

## Networking Support Scheme

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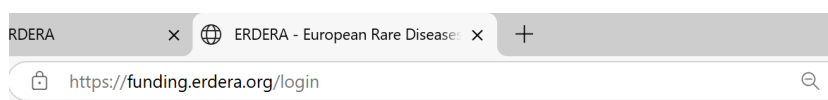
### Instructions for the use of ERDERA NSS online submission platform

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July 2025

#### General information

- The Principal applicant is the only person to complete the information for an application for a networking event on the online submission platform
- Go to the [ERDERA online submission platform](https://funding.erdera.org/login)



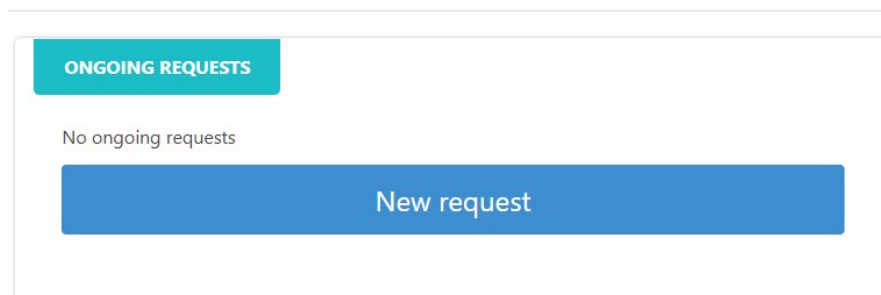
#### Welcome to your personal account

If you are an applicant, you can access the application form, view your list of applications, update your profile, and manage your saved searches. If you are an administrator or manager, you will find all the tools necessary to support your activities.

A login form with a white background and a subtle shadow. It contains an 'Email' input field, a password input field with a blue background and masked characters, a 'Remember me' checkbox, and a dark blue 'Login' button.

Forgot your password? [Click here to see it.](#)  
I don't have an account [Register](#)

- The Principal applicant needs to register and to make an account for the system to be able to log into the system.
- The Principal applicant should complete all information in the account.
- After logging into the system, press “New request”



- Go to “Type of funding” and select in the corresponding call the **Networking Support Scheme (year.number of the call in this year)**. The collection date of the specific call is mentioned. This is Step 1 (Funding session)
- Click on the button “**Next step**” at the top right or bottom right
- You will see at the top of the next screen the **several steps** that you have to complete
  - Step 2: Checklist
  - Step 3: Project data
  - Step 4: Principal applicant's information: *the information from the account will be added automatically, but additional information is needed*
  - Step 5: Co-applicants information: *Click on the green plus sign to add all the co-applicants (at least two, maximum 9). Click on each number to access to the co-applicants' information. You can enter the information for the next co-applicant using the numbers at the top left of the page.* If you receive an error asking to fill all required information, please look at all the co-applicants to find out where is the missing information.
  - Step 6: Additional documents
  - Step 7: Review
- You will also see at the top left or bottom left a **button “Save and continue later”**. If you want to stop at a step, do not forget to push this button to save your information.
- If you would like to continue after you have left the online submission platform, you have to click on "Ongoing requests". You will always have to start at step 1 and move to step 2, step 3, etc. using the button “**Next step**”.
- When you would like to go back to a previous step, you should save your information before using the button “**Previous**” to go back to the previous step.
- \*: means that the field is mandatory to complete.
- ?: means that you can click on this question mark and a green field will pop-up with more information/explanation.
- If you cannot proceed while you have pushed the button “**Next step**” it means that you still have to complete mandatory field(s).
- Additional documents:
  - Application template (project description, budget, cv's)\*. This template can be found at the [ERDERA website](#) under the section “Downloadable documents”. **Please convert the completed document in a PDF.**
  - Ethics self-assessment\*. Please have a look at the Ethics self-assessment video to complete this table. Video and self-assessment table can be found at the [ERDERA website](#). **Please convert the completed document in a PDF.**

- Signature page\*(electronic signature or scanned copy of the signature will be accepted). The form for the signature page can be found at the [ERDERA website](#) under the section “Downloadable documents”. **Please convert the completed document in a PDF.**
- Declaration of Honour\* if the Principal applicant is a representative of Patient Advocacy Organisation. The Declaration of Honour can be found at the [ERDERA website](#) under the section “Downloadable documents”. **Please convert the completed document in a PDF.**
- It is possible but not mandatory to upload a 2-page (draft) programme for the proposed networking event (Arial 11 single-spaced, margins of 2.54 cm). **Please convert the completed document in a PDF.**
- **We advise you to check your information on the online submission platform before submitting the application. You can see the information of the co-applicants by clicking on the number of the co-applicants.**
- **After you have submitted your application, you can not change information anymore.**
- Downloading your application from the online submission platform
  - You can download your application as a PDF from the online submission platform by clicking on the button “Download” on the screen where the successful submission message is displayed. Please wait some minutes to give the system the time to generate an application number. After a few minutes you can download your application.
  - Another way to generate the PDF of your submitted application with an application number: go back to the home page of the ERDERA NSS online submission platform. You will see your submitted application on the right side. If you click on the submitted application and select the “Documents” tab, you can download the PDF of your application with an application number.
- As principal applicant you will receive an email from the online submission system with the application number included.