

Help manual for the DevelopMed online application system

PLEASE NOTE:

- All applicants wishing to apply for a DevelopMed Fellowship must submit an electronic application using Online Application System available on the Programme website: www.ucd.ie/developmed.
- All information entered into the online application system and submitted as attachments is confidential and available only to the project applicant and the DevelopMED Programme Management Team. It will only be used for the purpose of the evaluation.
- Ex Ordo is also used as a platform for Conference abstract submissions and therefore you may see references to the word 'Conference' throughout your application. Please ignore these references and proceed with completing your application by entering the required information and uploading the requested documentation.

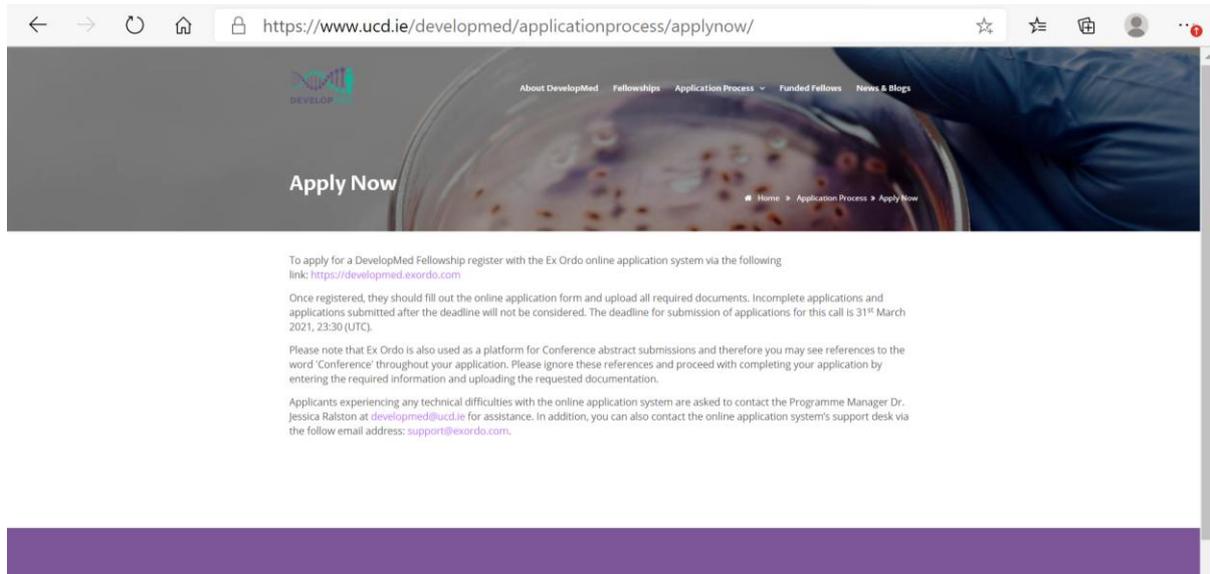
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1. Accessing the online application system

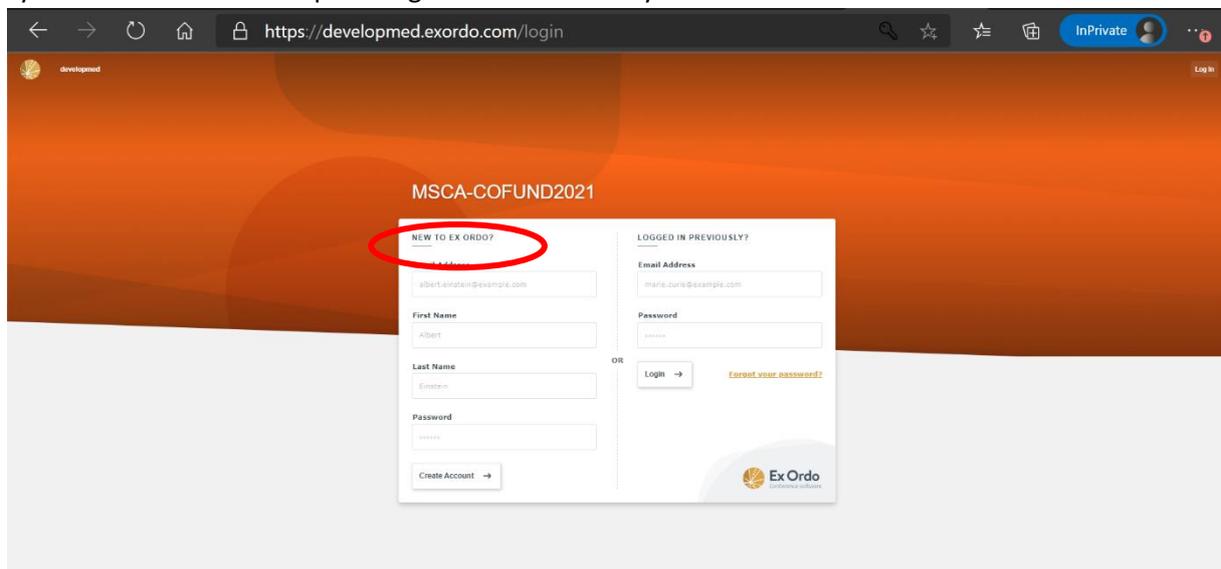
Applications for a DevelopMed Fellowship must be submitted through the Ex Ordo online application system which is accessed via the following link: <https://developmed.exordo.com>

This link can also be found under the 'Apply Now' section of the DevelopMed website as shown below (<https://www.ucd.ie/developmed/applicationprocess/applynow/>)



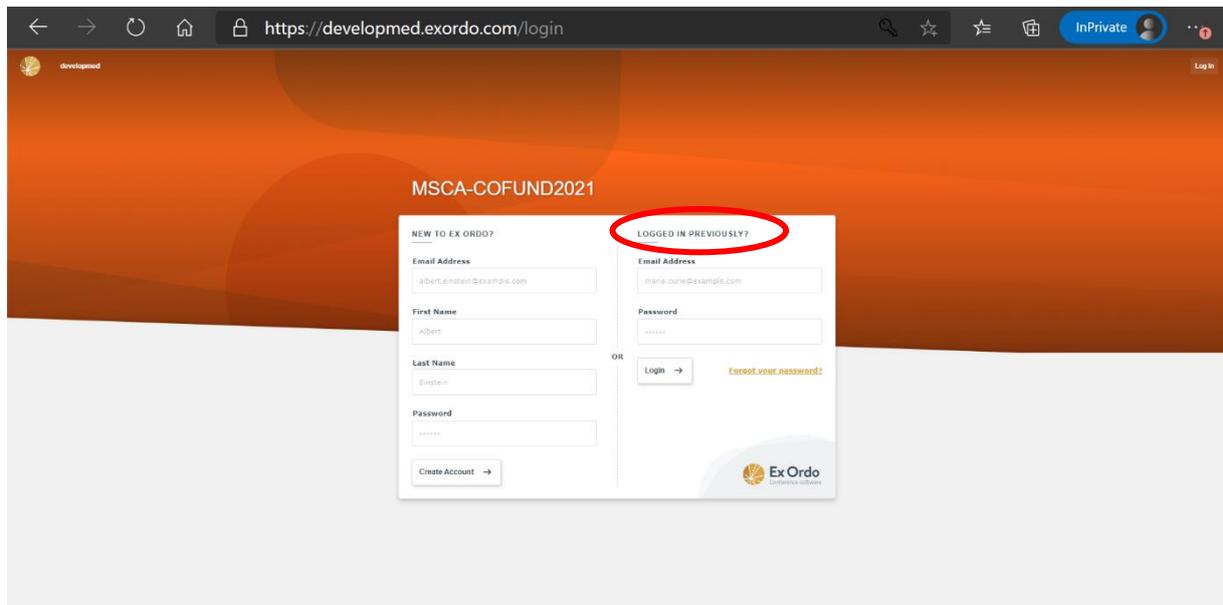
2. Registration on the system

Applicants must register on the system by providing their email address, first and second names and creating a password in the boxes under the heading 'NEW TO EX ORDO?' as shown below. Once the account is created, an email will be sent to an applicant to confirm the registration on the system. The email will include the email address submitted, password and the link to the online application system. NOTE: Please keep the registration email for your records for future reference.



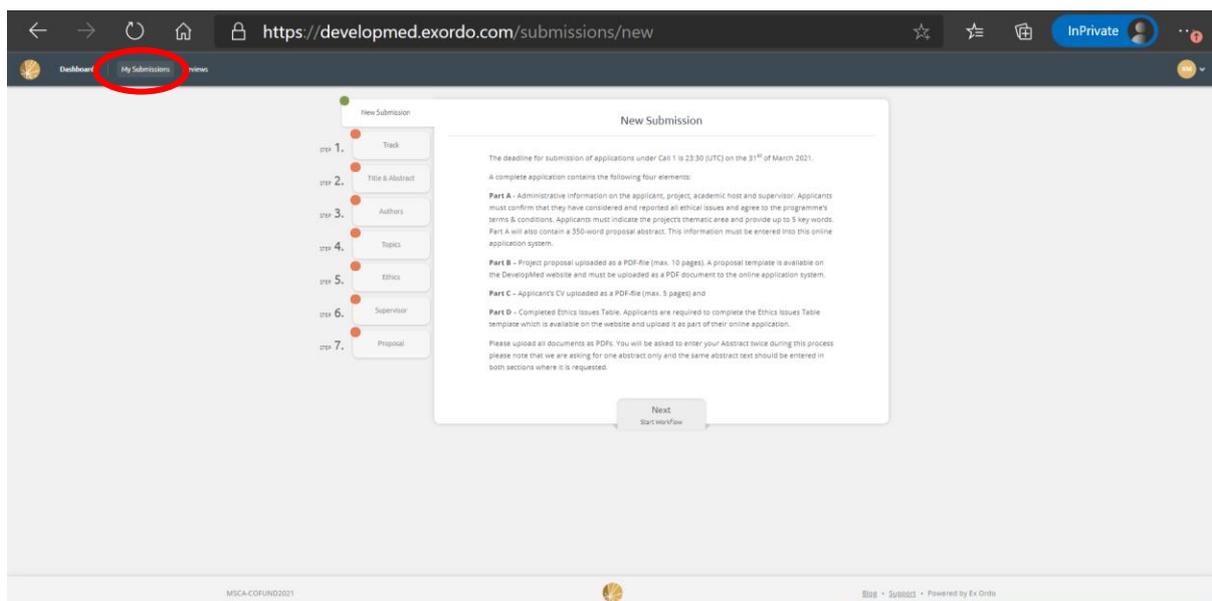
3. Logging in to the system

To login to the system after an account was created the applicant must use the email address and password that they previously used to create their Ex Ordo account. Once this information has been entered the click the 'Login' button on the MSCA-COFUND2021 Ex Ordo login page.

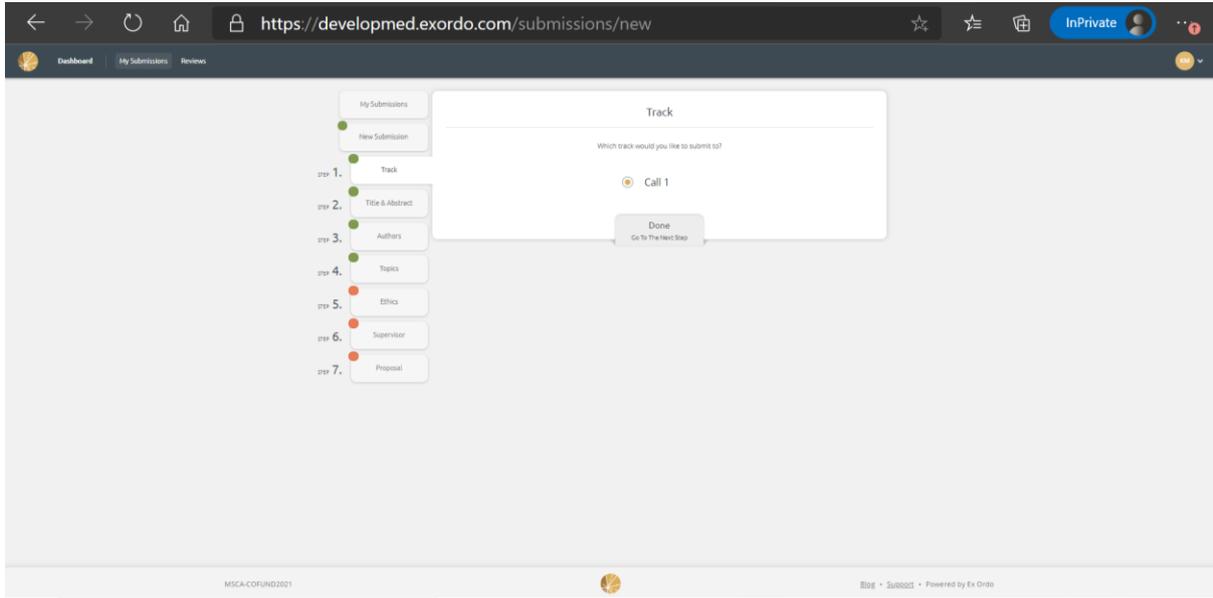


4. Creating an application

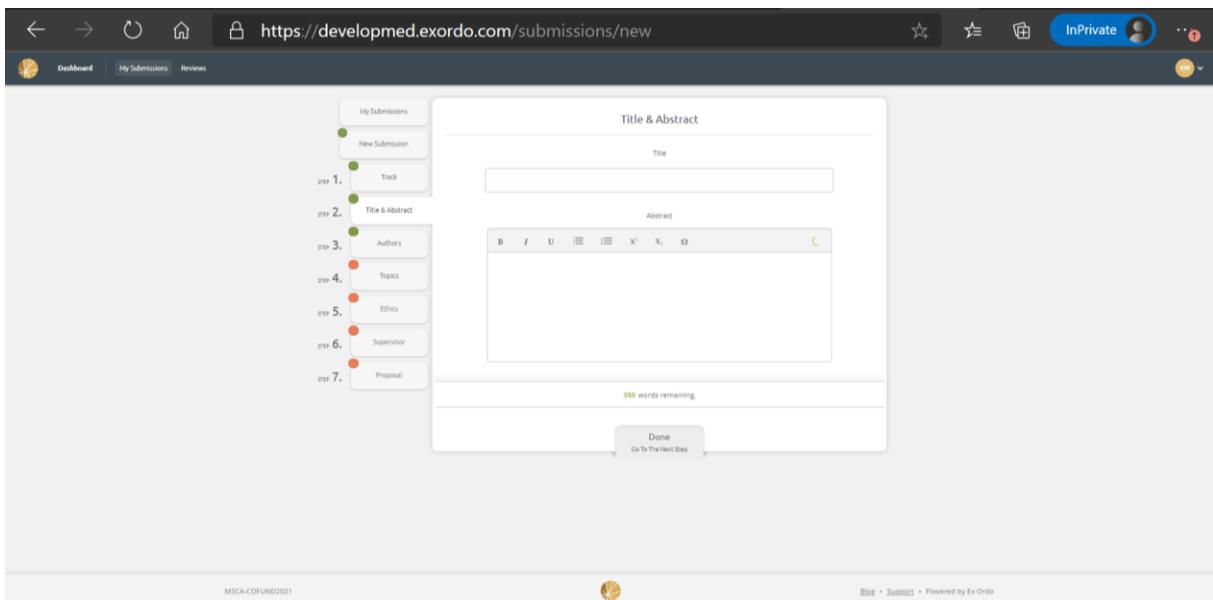
To start your application, click on the button 'My Submissions' at the top left-hand side of the page as shown circled in red below. A list of 7 Steps will then appear on the left side of the page as also shown below. Ensure to read the notes displayed on screen.



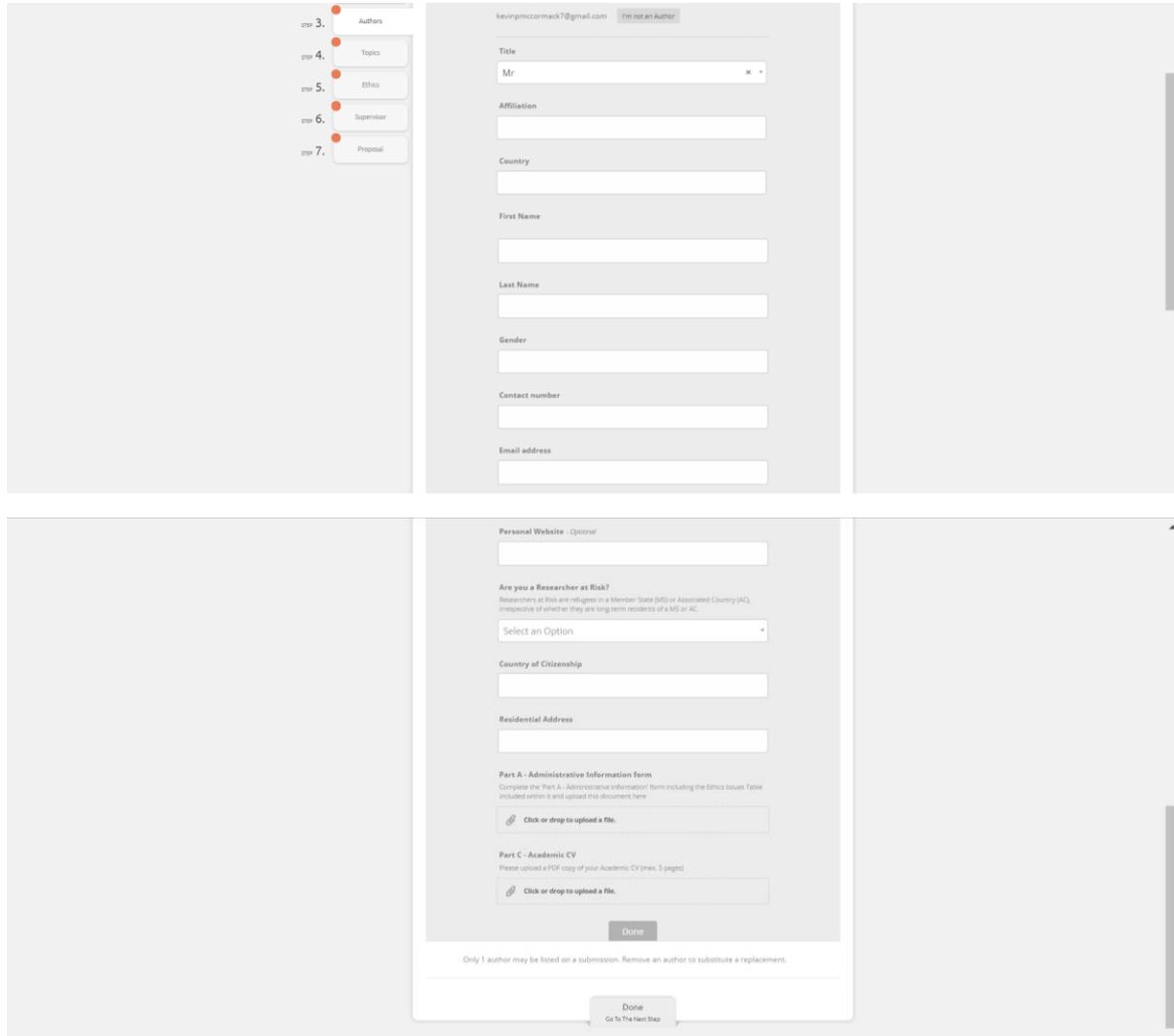
Step 1. Select the button to confirm that you are applying for Call 3 as shown below.



Step 2. Enter the Title of your project and Proposal Abstract (350 words max.) in the spaces provided as shown below.



Step 3. Enter your personal details and answer the question to confirm whether you are a 'Research at Risk'. You will also be required to upload a copy of your Part A – Administrative Information form and Academic CV (PDF format) during this step.



kevingmccormack7@gmail.com I'm not an Author

Title
Mr

Affiliation

Country

First Name

Last Name

Gender

Contact number

Email address

Personal Website - Optional

Are you a Researcher at Risk?
Researchers at Risk are refugees in a Member State (MS) or Associated Country (AC), irrespective of whether they are long-term residents of a MS or AC.

Select an Option

Country of Citizenship

Residential Address

Part A - Administrative Information form
Complete the Part A - Administrative Information form including the Ethics Issues Table included within it and upload this document here

Click or drop to upload a file.

Part C - Academic CV
Please upload a PDF copy of your Academic CV (max. 5 pages)

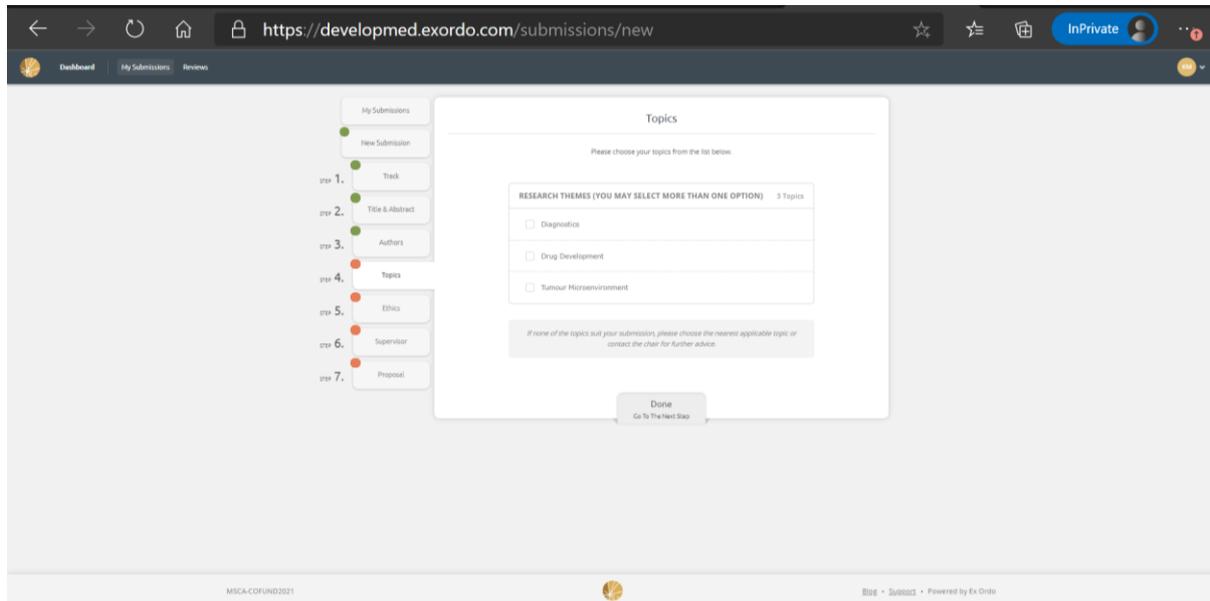
Click or drop to upload a file.

Done

Only 1 author may be listed on a submission. Remove an author to substitute a replacement.

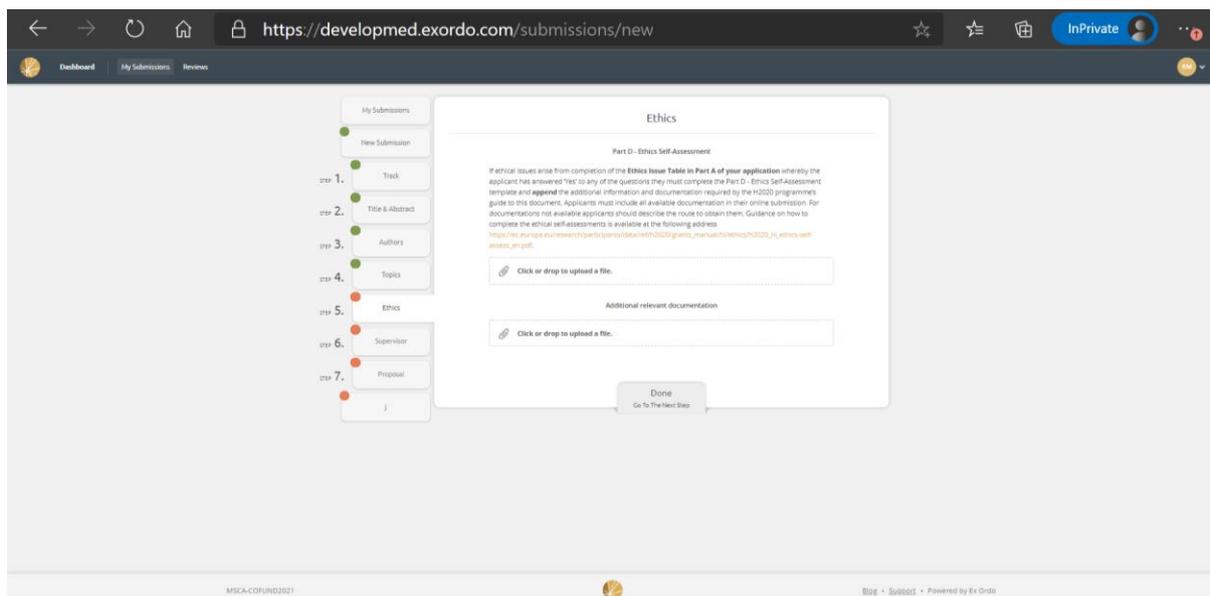
Done
Go To The Next Step

Step 4. Select which Research Theme your research proposal falls under from the available options. Applicants may select more than one option if applicable.

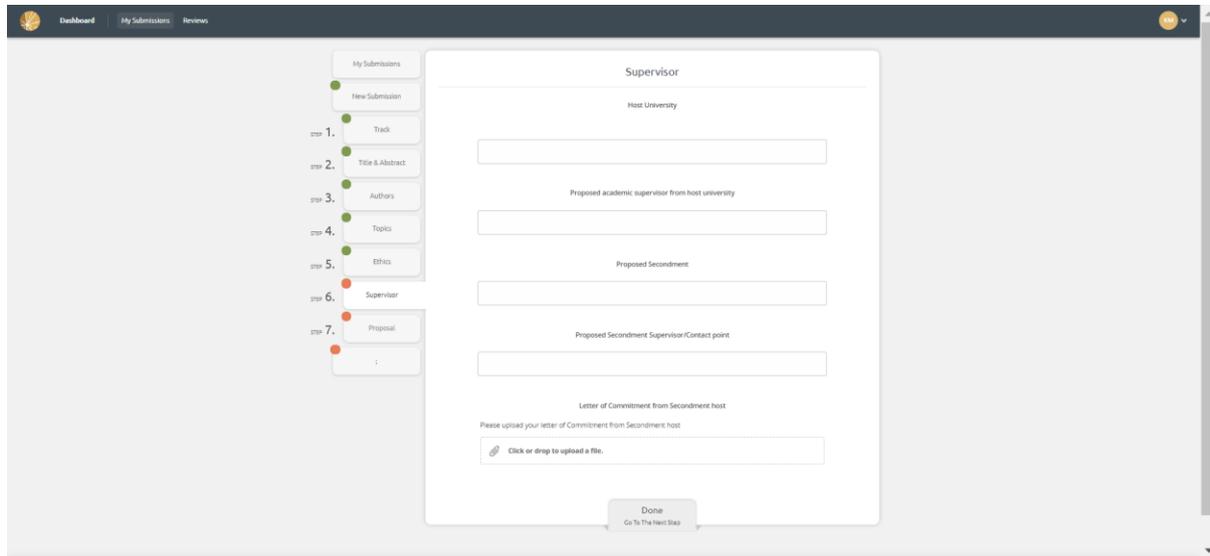


Step 5. All applicants must complete an Ethics Issues Table which is found in the document entitled ‘Part A – Administrative Information’ and submit as part of their online application. If an ethical issue arises, the applicants will be required to complete the document entitled ‘Part D – Ethics Self-Assessment’ and provide additional information and documentation as required by the Horizon 2020 Guidance on Ethics SelfAssessment (Version 6.1 or later) as part of this step of their submission. All templates are available on the DevelopMed website at the following location:

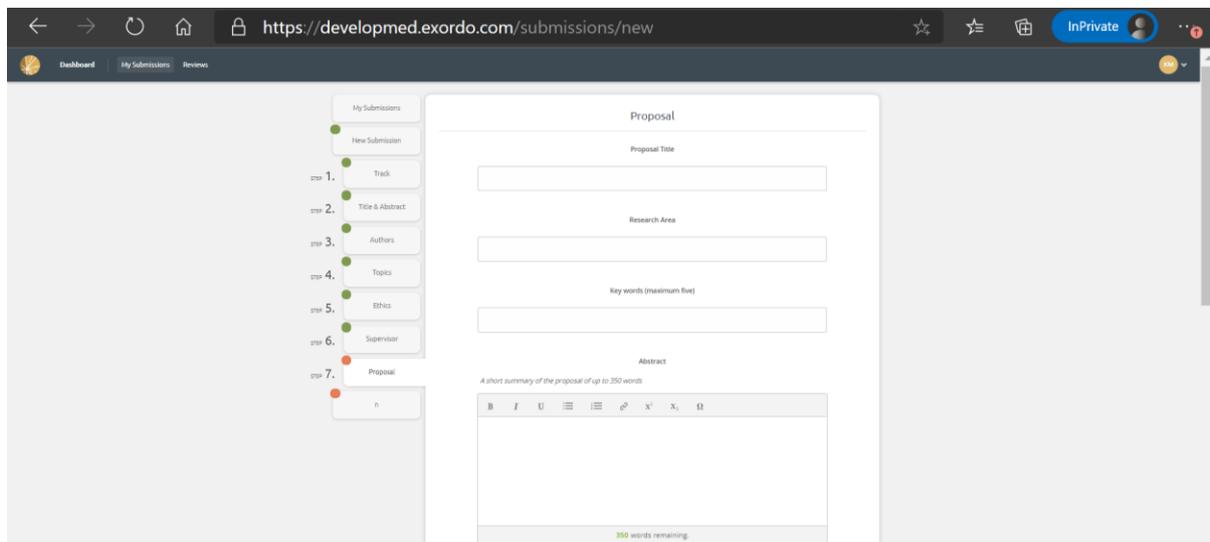
<https://www.ucd.ie/developmed/applicationprocess/resourcestemplates/>. Applicants must include all available documentation in the proposal submission. For documentations not available applicants should describe the route to obtain them.

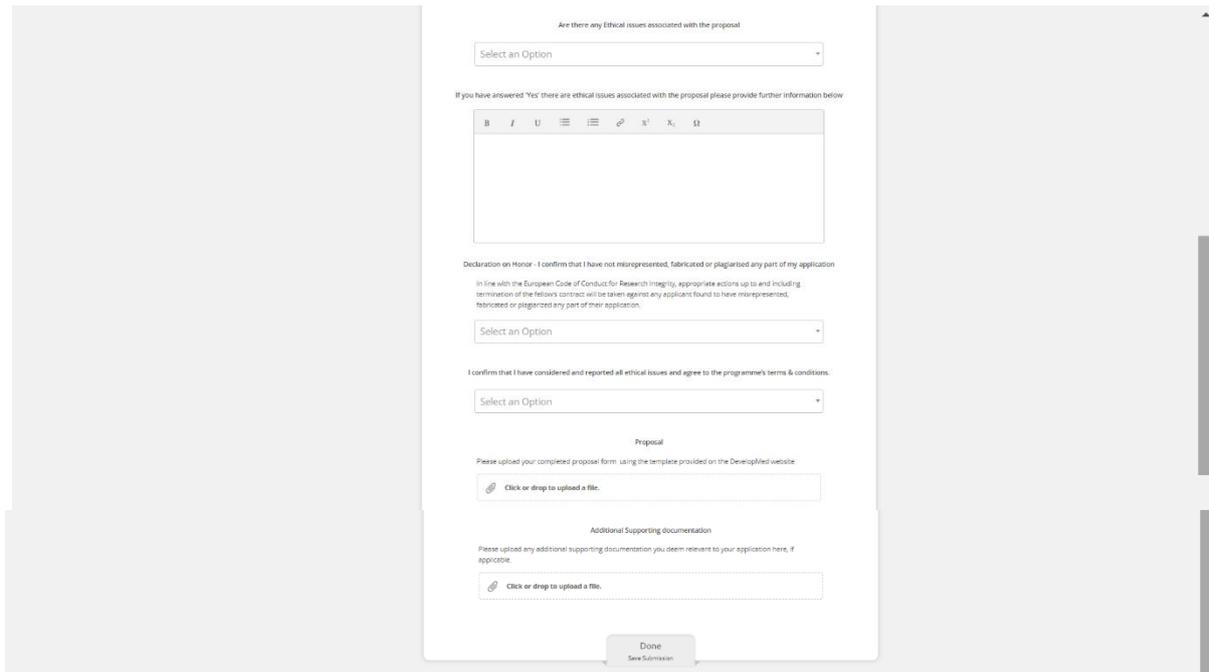


Step 6. Enter the required information about your proposed Supervisor/Principal Investigator and your proposed secondment. You will also be required to upload a Letter of Commitment from your Secondment Host during this step.



Step 7. Enter the required information about your proposal and agree to the programme's terms and conditions and complete a Declaration on Honour. Applicants will also be required to upload a copy of their completed proposal during this step.





5. Submitting an application

Once the applicant clicks ‘Done’ at the bottom of the page on Step 7 the application is considered submitted and an application summary appears on the screen. However, applicants can log into their account on the Ex Ordo application system and update and edit their application at any time up until the deadline has passed. Before the call deadline an applicant should ensure that all online fields are completed with correct information and correct files have been uploaded.

6. Viewing and editing an application

Applicants can view their submission by logging into their account and clicking on the ‘My Submissions’ tab. The account owner’s submission will then be visible on a new page and the applicant must click on their submission in order to view or edit it. Once they select their submission the information contained within the application will be visible and the applicant can scroll to the end of the page and click the ‘Edit’ button as circled in red below in order to make any changes to their application. This action will bring the applicant back to Steps 1 – 7 of their application and they can make changes to any of the information that they previously added to the system.

8. Contact support

information for

Applicants experiencing any technical difficulties with the online application system are asked to contact the Programme Management Team at developmed@ucd.ie for assistance. In addition, you can also contact the online application system's support desk via the follow email address: support@exordo.com.