## MecaCell3D - 2022

Before taking any step, we recommend you to read carefully the applicant's guide in order to get acquainted with all the information related to the program "MeCaCell3D calls for projects".

PREREQUISITE

Whatever the operating system (Microsoft Windows, Apple MacOS or IOs, Android...) of your device (preferably computer) connected to the Internet, it is strongly advised to use recent versions of browsers fully compatible with the EVA application such as "Mozilla Firefox" or "Google Chrome".

STEP 0

To apply you must first have a user account and then log in to the EVA web application.

In order not to multiply the creation of unnecessary accounts, and depending on your situation, please follow the best practices below:

1. If you have an Inserm personnel number, you have an already activated user account with the same identifiers as your email address (first name.name@inserm.fr).

*If you have lost your password, please contact the helpdesk: support.dsi@inserm.fr*

2. If you do not have an Inserm personnel number, you are (or have been) invited to create and activate your user account from the web page provided for this purpose: https://www.eva3.inserm.fr/create and the activation e-mail.

3. If you do not have an Inserm personnel number but you already have an activated EVA user account, please do not create a new account. Log in directly via the authentication web page: https://www.eva3.inserm.fr/login

*If you wish to update the email address defined as your user account login, please contact the helpdesk: support.dsi@inserm.fr*

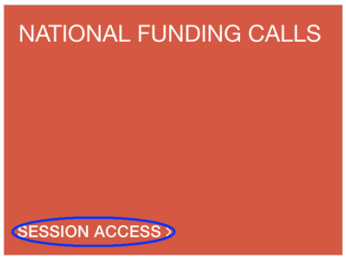
*If you have lost your password, you can reset it via the following link: https://www.eva3.inserm.fr/forgotPassword*

STEP 1

**Registration**.

Once logged in, you are redirected to the home screen. The central area contains a search engine and several host tiles (graphic object in the form of a "rectangle").

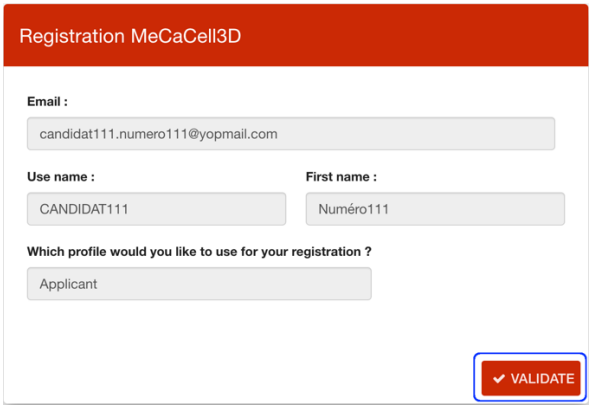
To register to "MeCaCell3D", please target the tile " NATIONAL FUNDING CALLS)" and click on its clickable mention " SESSION ACCESS >". You can use the search engine if needed.




At this stage, you will see the tile "MECACELL3D" with the clickable mention "REGISTER".




By clicking on it, the registration web page appears, go through the information displayed and click on the button " VALIDATE ". If you have any difficulties, please use the following link: https://www.eva3.inserm.fr/autoUserInscription/465




You will receive an automatic email confirming (or not) the success of your registration.

STEP 2

**After registration**

You will see 2 changes within the tile " MECACELL3D ":

1. a pictogram in the form of a man (symbolizing the user profile) accompanied by the words "Candidate".

2. A clickable mention " ACCESS TO THE PROCESS " to allow you to enter the process. If you encounter any difficulties, please use the following link:

https://www.eva3.inserm.fr/process/465




Within the environment specially dedicated to " MECACELL3D ", you will be directly redirected to the elements of the file to be filled in. If it is not the case, you will notice the presence of a tile " My application of " which will have the same effect after having clicked on it.



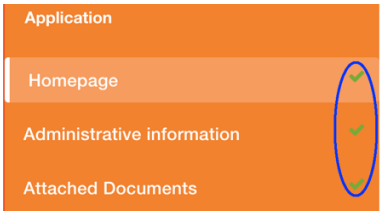

**Build your file:**

You will need to:

Fill in the required fields in the "Administrative Information" section

Submit the completed letter of intent in pdf format

Before validating ("transmitting") your application, make sure that all the mandatory elements contained in the forms have been registered (illustrated by a green notch (see technical help document).



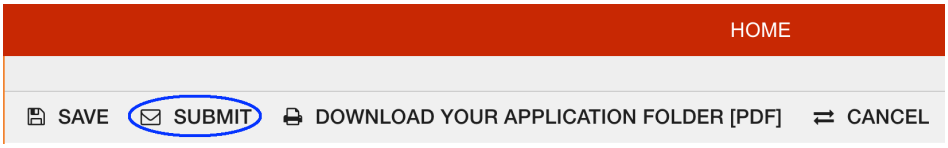

STEP 3

**Validate your application:**

The deadline for validating your application is **May 10, 2022 at 5:00 pm**.

Once you have completed the application and uploaded the requested documents, you must validate and submit your application:

- By clicking on the "SUBMIT" button that appears until a successful submission attempt has been made.



**Rules**: It is imperative to complete steps 0 to 3 within the allotted time. We remind you that the file is considered complete only if we have received all the documents that constitute it, in electronic version (on EVA).

Any incomplete file and/or file sent after the deadline will be automatically rejected.

## PARAMETERS

To log out of the EVA application, change the language or your password (if you have create and activate the account yourself) hover your cursor over the bubble displaying your first and last name and a gear icon. It is located in the upper right corner of the screen, then click on "Logout".

