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Inserm
La science pour la santé
From science to health

CALL FOR APPLICATION FOR THE INTERNATIONAL PROGRAMME OF:

Chair in Paediatric Oncology Research

«EVA3» Technical Guide

Application Submission site: https://www.eva3.inserm.fr
Deadline: September 27th 2024, 5pm
Contact: cancerinserm.chairecanceropediatrie@inserm.fr

The EVA3 technical guide will help you submit your application file on the EVA3 application

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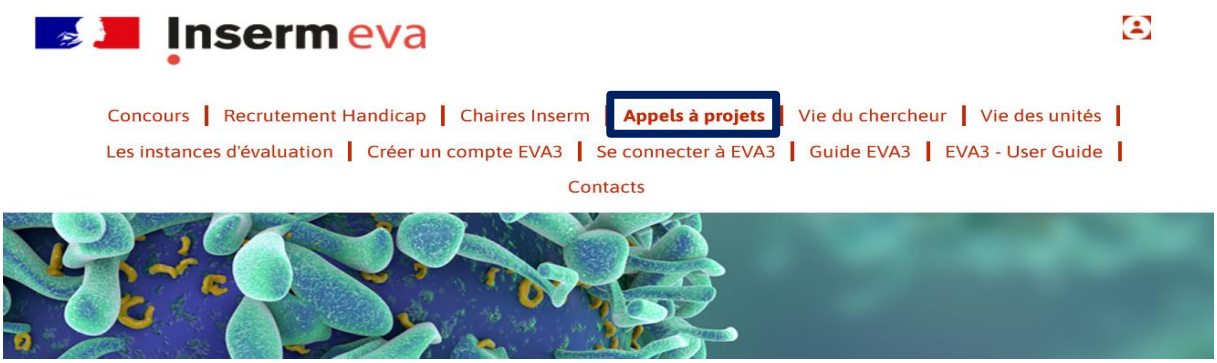
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Inserm International Programme "Chair in Paediatric Oncology Research"

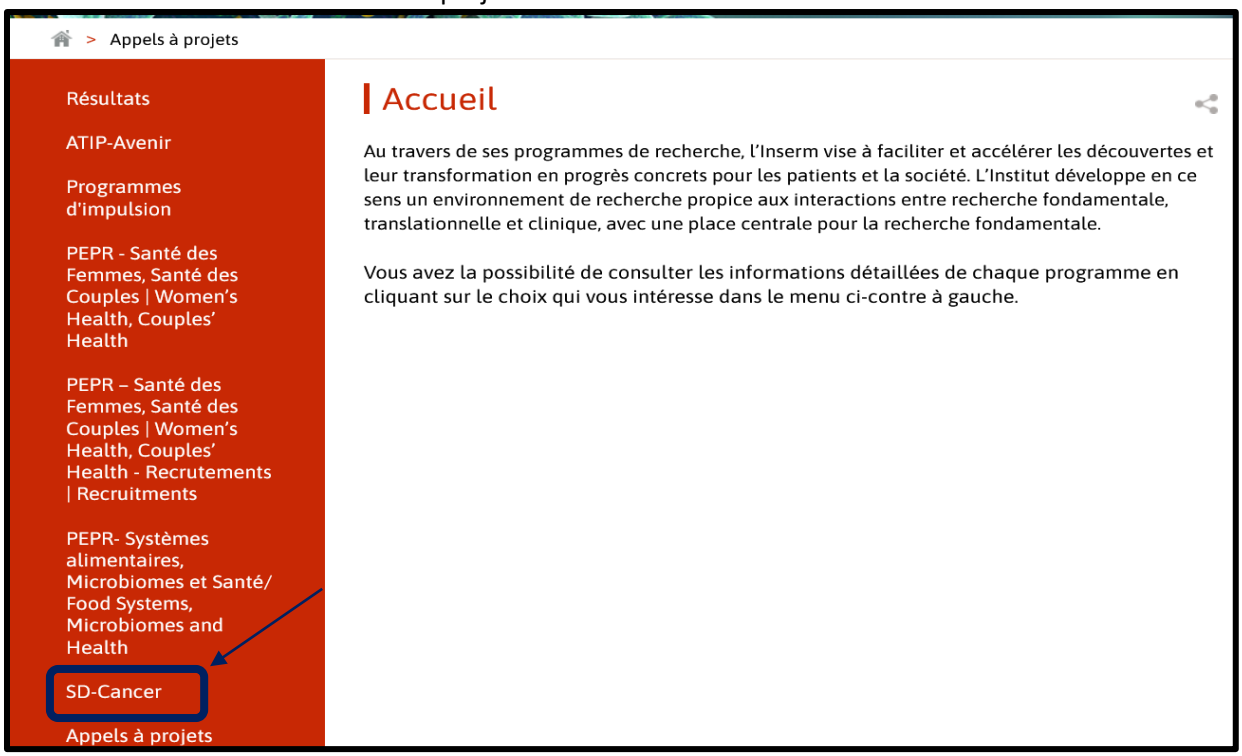
Information on Call for Application for the International Programme of: "Chair in Paediatric Oncology Research":

1. Access our website EVA: Eva - Accueil (inserm.fr)

Click on « **Appel à Projets**»



Scroll down and click on **'SD-Cancer'** project calls.

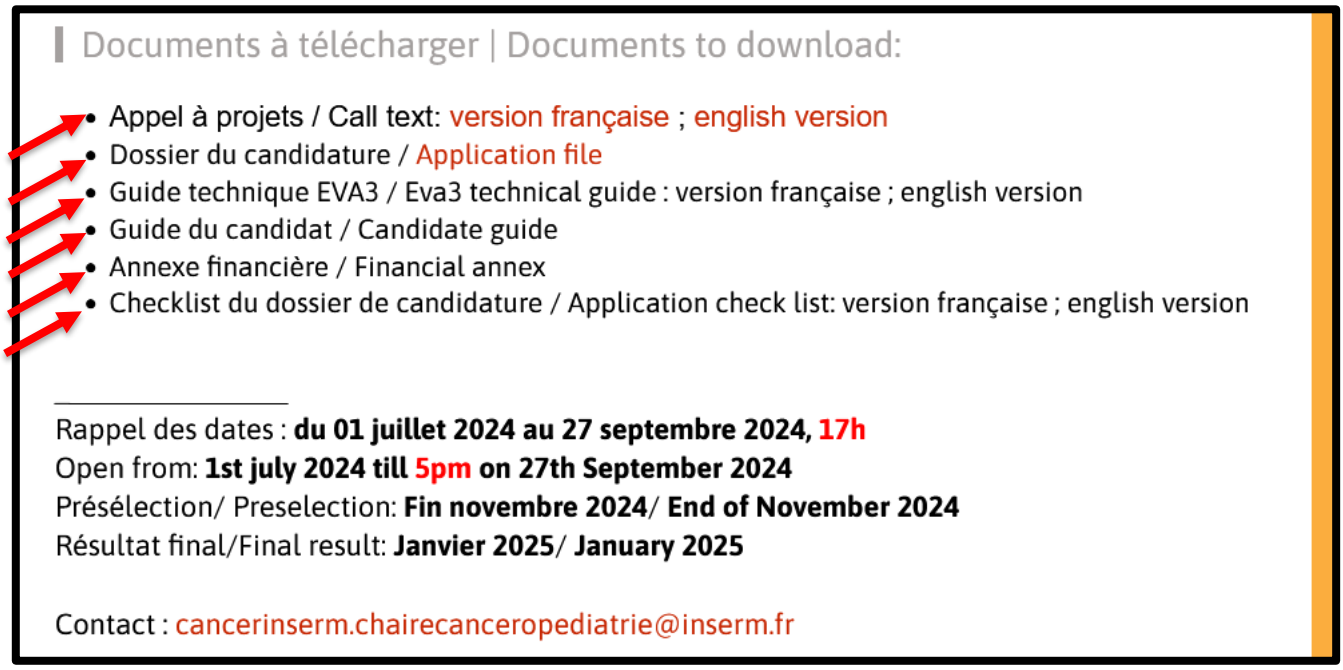


Click on « **Chaire - Cancérologie pédiatrique** » for more information on the ***Call for Application for the International Programme of: "Chair in Paediatric Oncology Research".***



Here you may download:

- **The text of the "Chair in Paediatric Oncology Research" call for Application (French and English version)**
- **Application file (Template to be filled in and converted into pdf format and uploaded on eva3 application platform)**
- **Candidate Guide**
- **EVA3 technical guide**
- **Financial annex template (Template to be filled in, signed and stamped to be uploaded in excel and pdf format and uploaded on eva3 application platform)**
- **Application check list file: (French version; English version)**

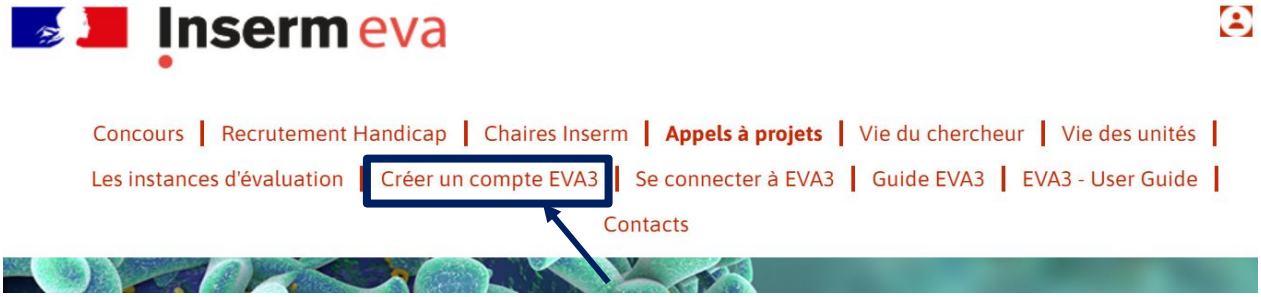


2. Access to the application and Registration

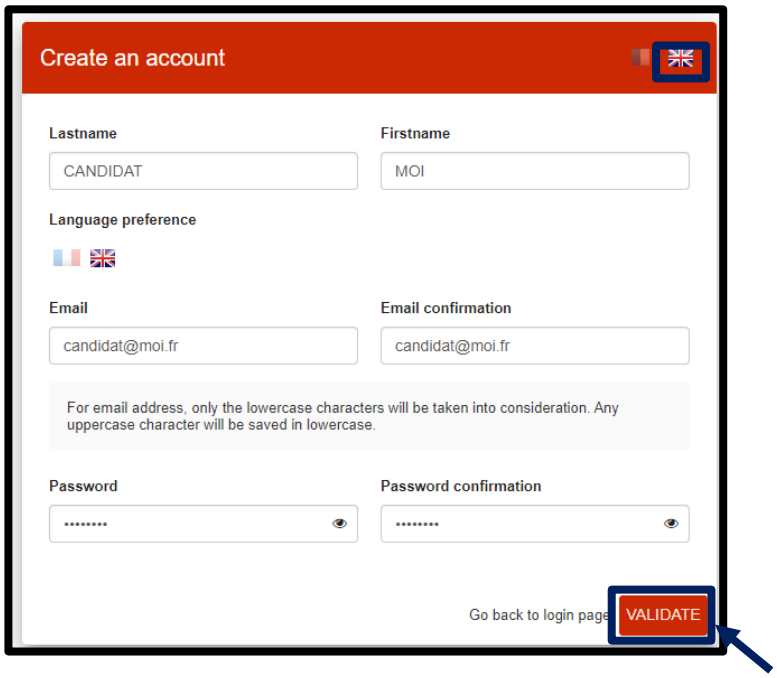
1. Non Inserm candidates

In order to register, access our website EVA3, Eva - Accueil (inserm.fr)

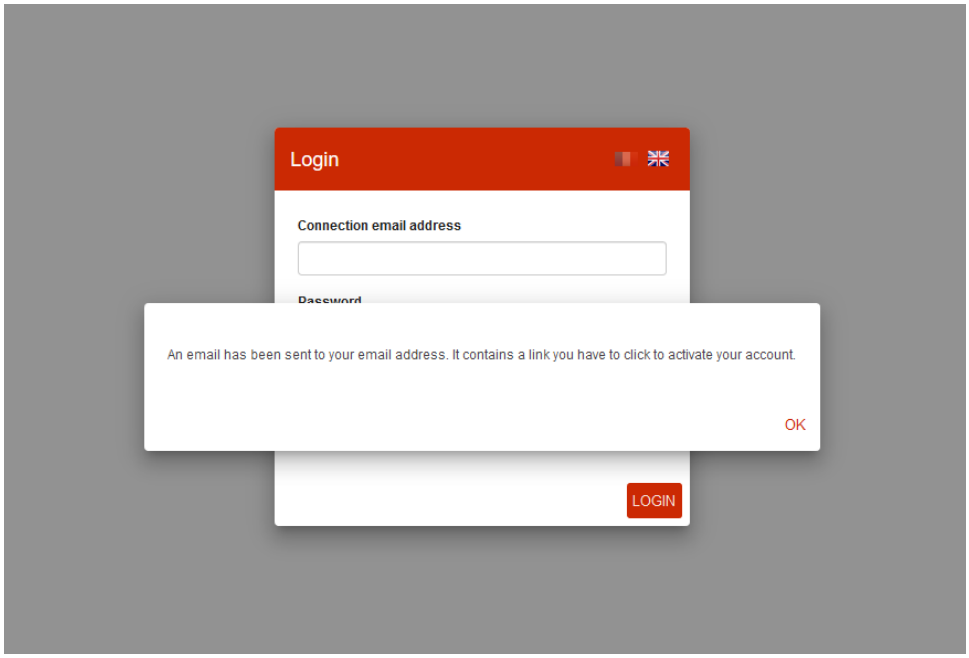
Click on "**Créer un compte EVA3**". You will be redirected to our application EVA3 to register



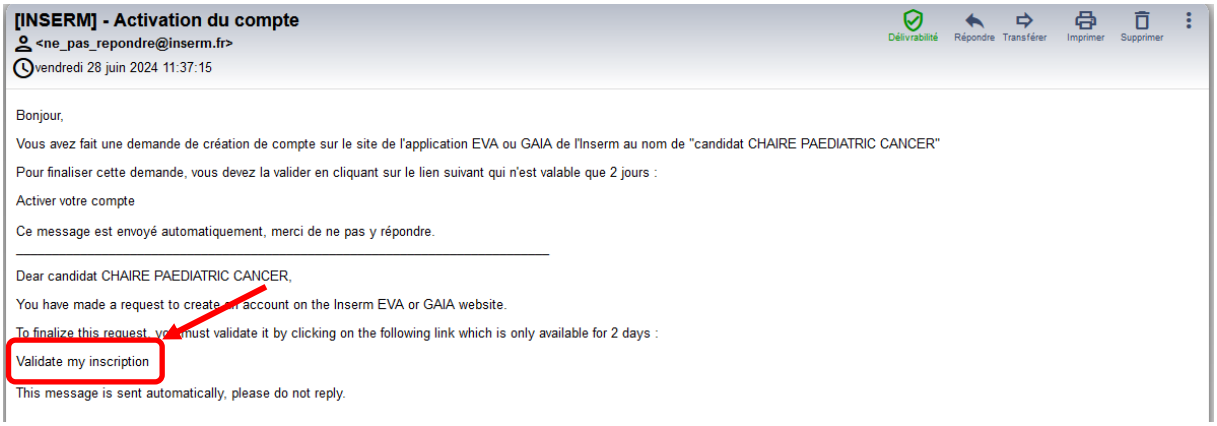
You may register with your first name, surname and email ID. Please click on "**Validate**" then "**OK**" and an email shall be sent to your email address to activate your account. Remember you cannot change your email ID later.



An email will be sent to this email address to activate your EVA3 account.



Click on the link that you have received in your e-mail and register with the login and password that you used to create your account.

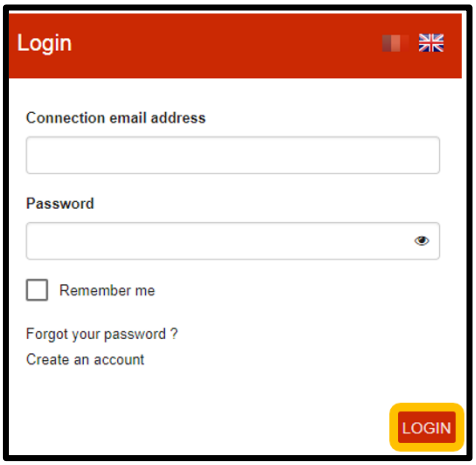


At the first connection you will be automatically redirected to the password change page.

Once you have changed your password, you will receive a registration confirmation email.

Once your account is created, you can access our EVA3 site at the link: https://www.eva3.inserm.fr/login

Now you can access your personal space.

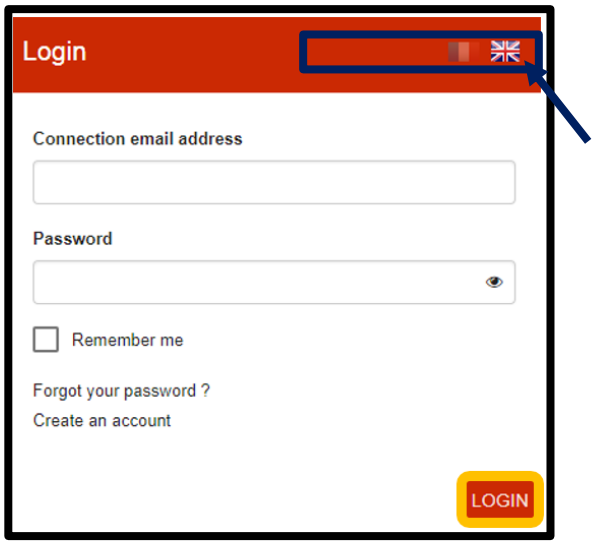


2. Inserm candidate

INSERM candidates may skip this step and login directly with the login and password details of their INSERM e-mail ID.

You can access our EVA3 site at the link: https://www.eva3.inserm.fr/

You can access your personal space.



You can, at any time, by clicking on the button at the top right:

- Change the language of the EVA3 application
- Logout
- Change your password

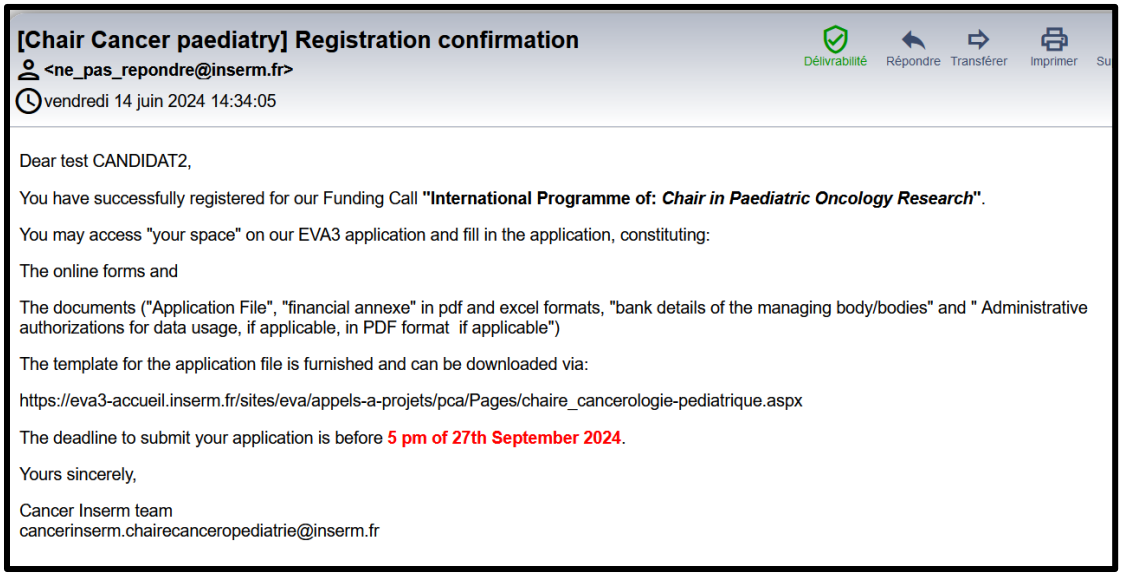


3. Your application

Scroll down and select "**Session Access**" on the Cancer square (**SD-CANCER**).



Select "**Process Access**" or "**Register**" on the *« **Chaire - Cancérologie pédiatrique** »* square to access your personal space in this process. You will receive a confirmation mail.



[Chair Cancer paediatry] Registration confirmation

<ne_pas_repondre@inserm.fr>

vendredi 14 juin 2024 14:34:05

Délivrabilité Répondre Transférer Imprimer

Dear test CANDIDAT2,

You have successfully registered for our Funding Call **"International Programme of: *Chair in Paediatric Oncology Research*"**.

You may access "your space" on our EVA3 application and fill in the application, constituting:

The online forms and

The documents ("Application File", "financial annexe" in pdf and excel formats, "bank details of the managing body/bodies" and " Administrative authorizations for data usage, if applicable, in PDF format if applicable")

The template for the application file is furnished and can be downloaded via:

https://eva3-accueil.inserm.fr/sites/eva/appels-a-projets/pca/Pages/chaire_cancerologie-pediatrique.aspx

The deadline to submit your application is before **5 pm of 27th September 2024**.

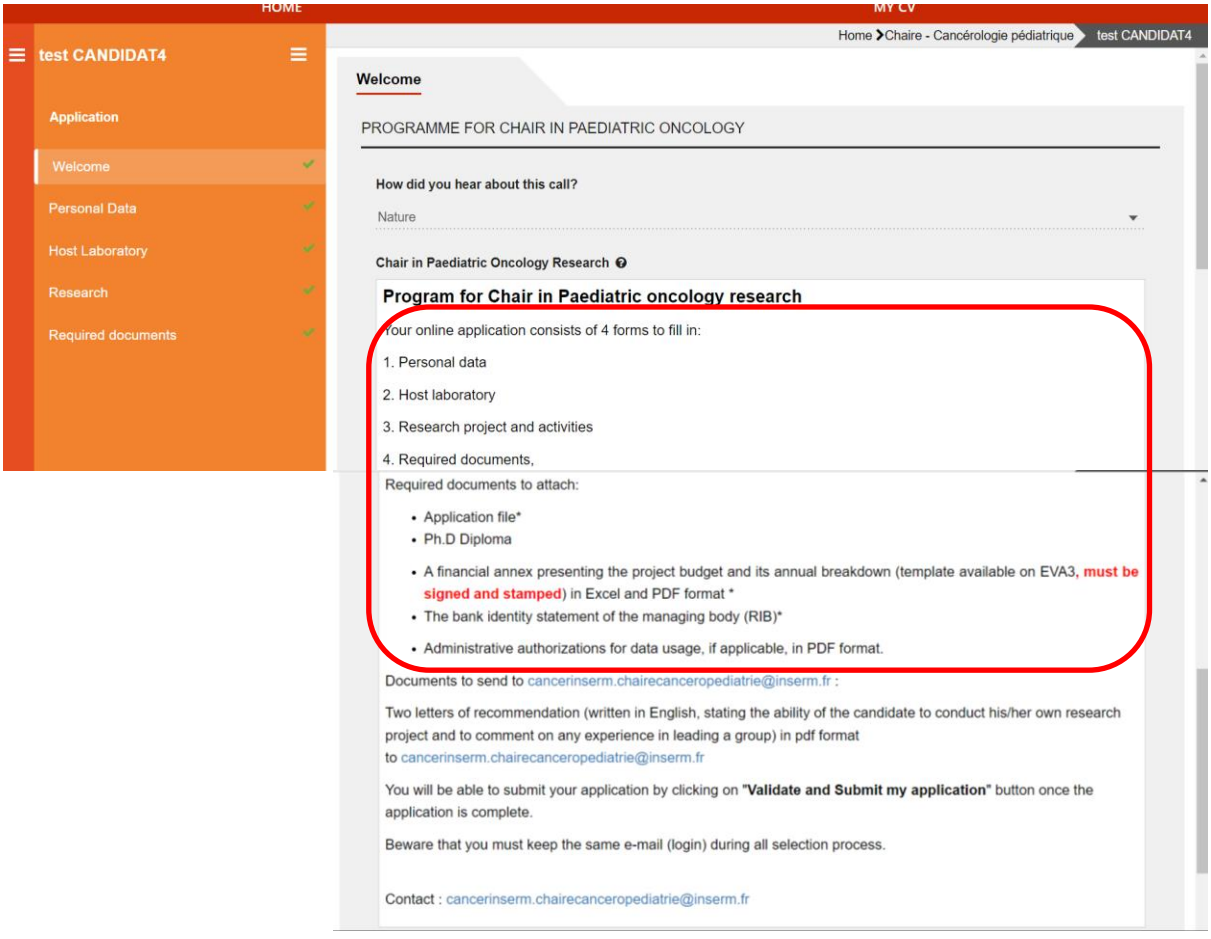
Yours sincerely,

Cancer Inserm team
cancerinserm.chairecanceropediatrie@inserm.fr

You can modify and complete your file up to the submission deadline (**September 27th 2024, 5pm.**) by logging into your personal space and clicking on "**My application** of XX / XX / 2024"

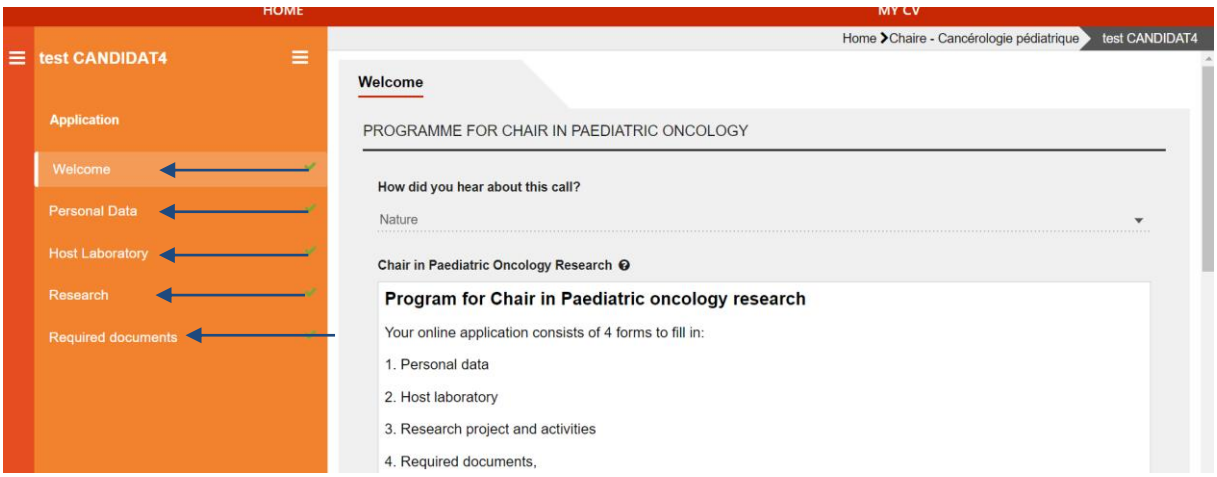


You will reach the home page of the process **« PROGRAMME FOR CHAIR IN PAEDIATRIC ONCOLOGY»** that indicates the different documents required for your application.

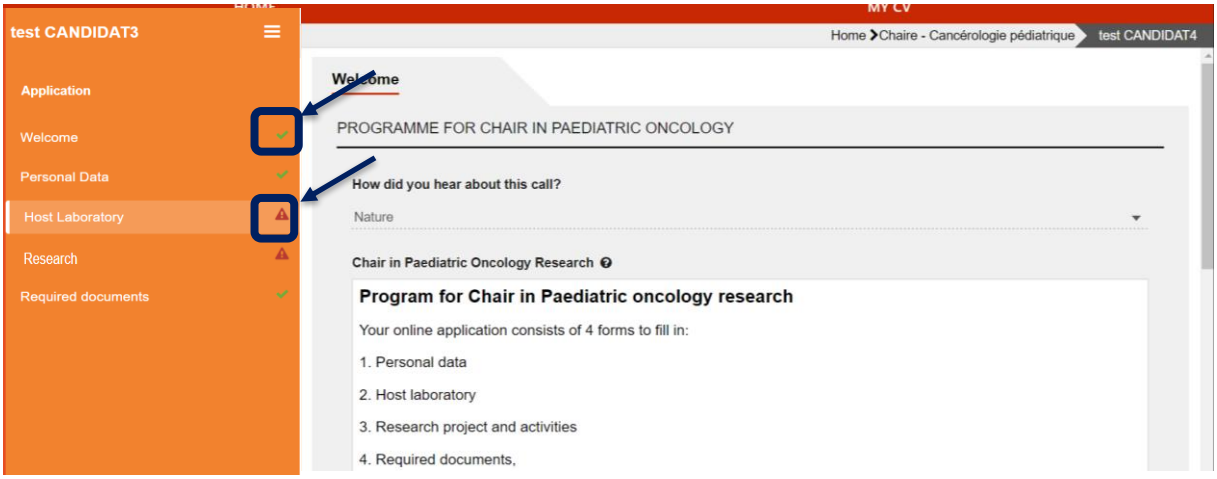


Click on each online form and please fill in the information required:

1. **Welcome**
2. **Personal Data**
3. **Host Laboratory**
4. **Research**
5. **Required documents**



Each completely filled form is represented by a **green tick** mark against the form (in the orange band) on the contrary, when a form is incomplete; you will see a **red attention** symbol against the form (in the orange band).

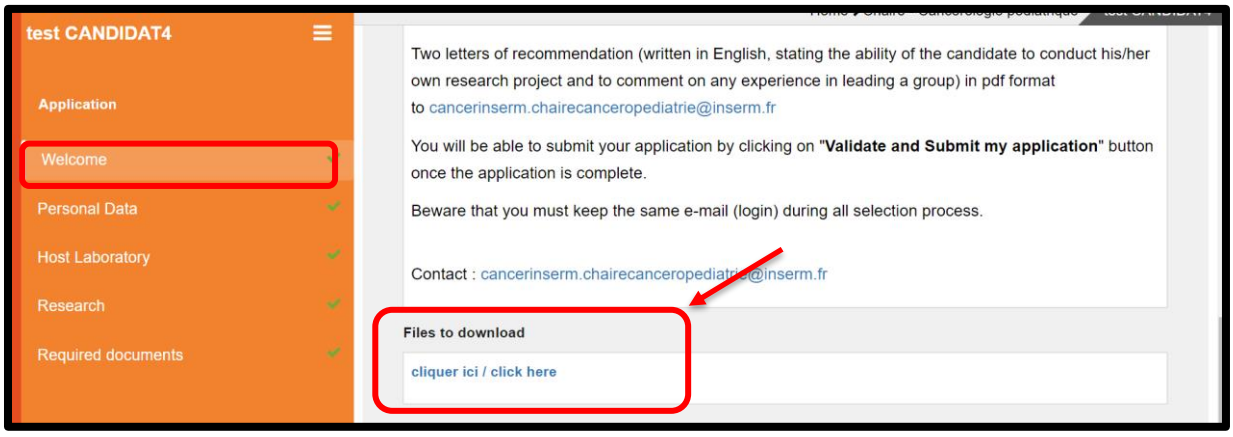


1. Welcome Form

Your application consists of an **Application file, PhD diploma, financial annex, bank identity statement of the managing body, administrative authorizations for data usage, if applicable,** (as indicated on

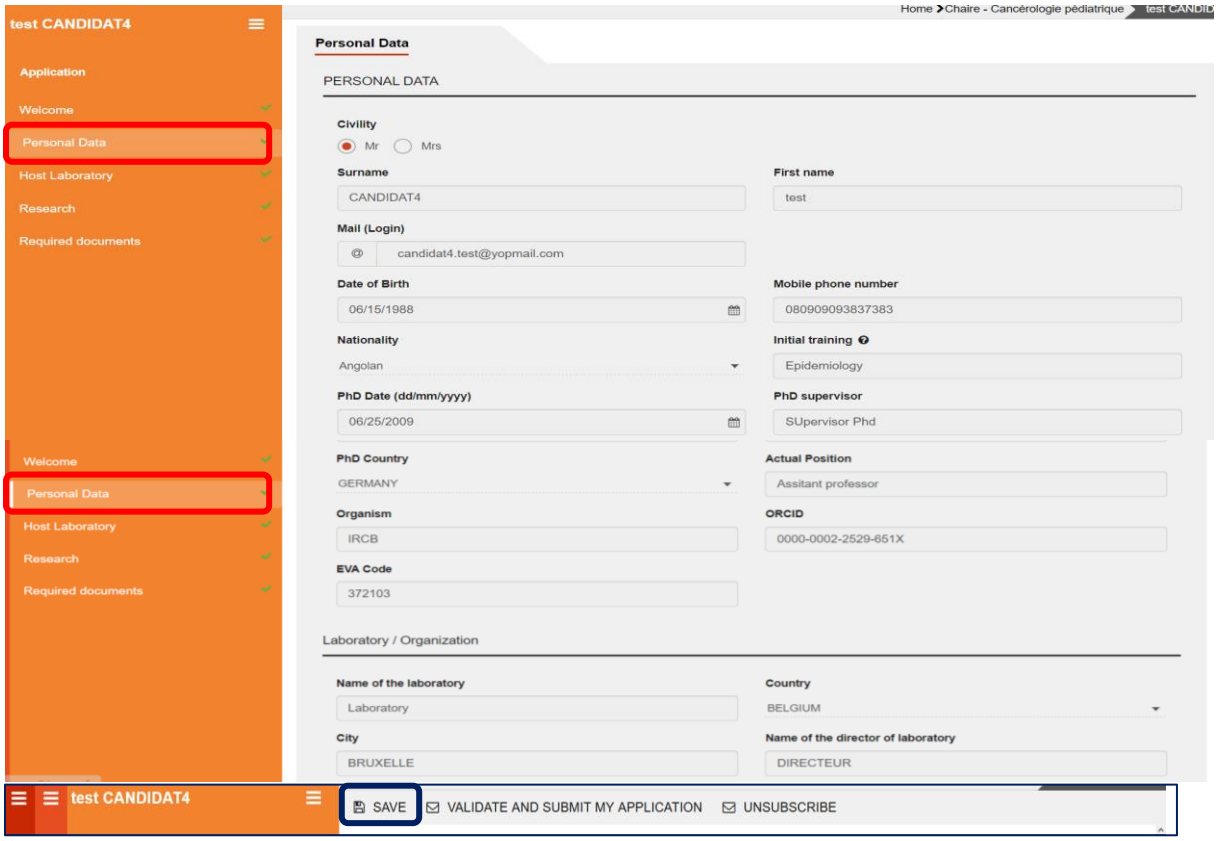
the left-hand side in the orange toolbar). Remember to send the recommendation letters via e-mail to the address: cancerinserm.chairecanceropediatrie@inserm.fr

You can access the templates to download for the preparation of your complete application dossier (Application file, and financial annex) **« PROGRAMME FOR CHAIR IN PAEDIATRIC ONCOLOGY »** call of application and the various guides that will assist you throughout the process. To do this, please click on the "**Download Page**" at the bottom of the page.



2. Personal Data

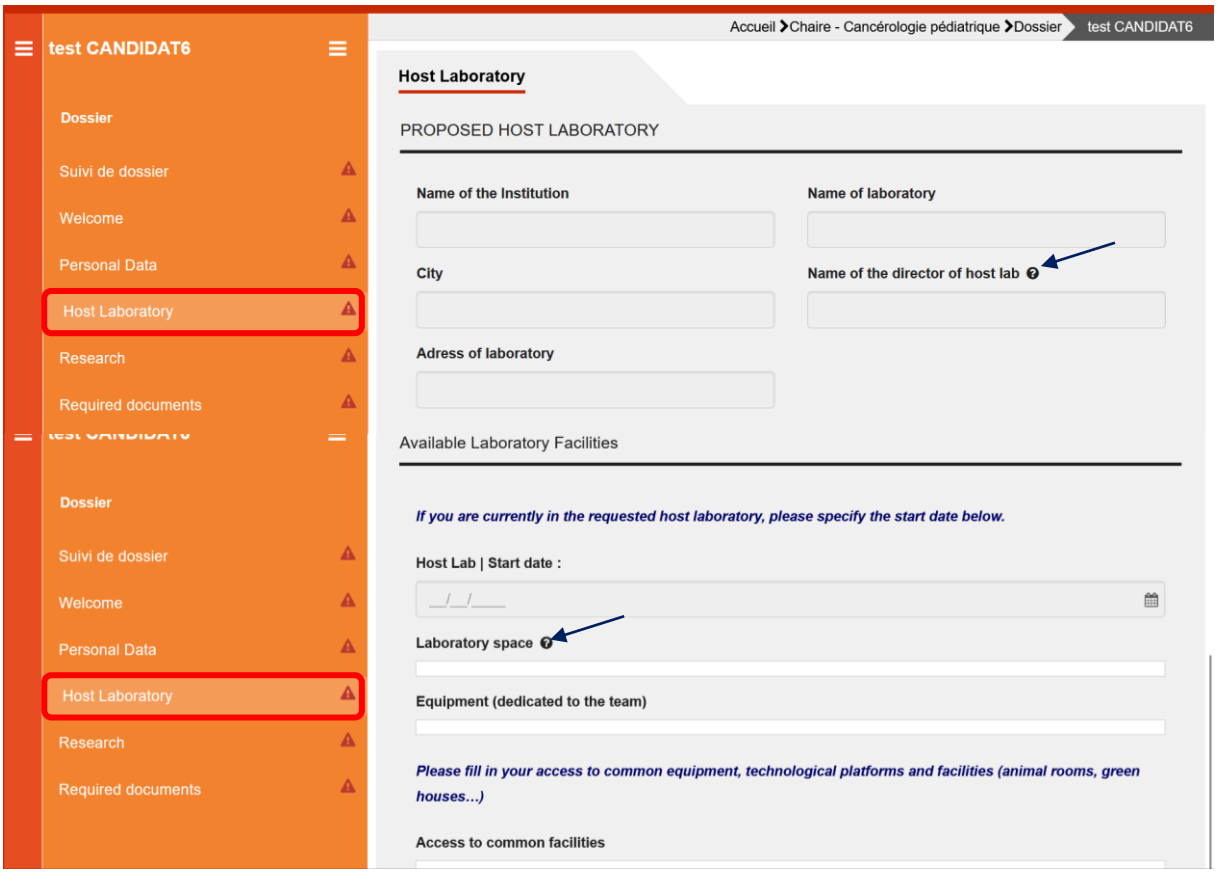
Information such as first name, surname and mail address are automatically recovered from your registration. In this part, it is necessary and obligatory to fill in all the fields and information on your current laboratory or organization.



⚠ **Do not forget to save your information frequently by clicking on "Save" button**
(Found at the top of the page)

3. Host Laboratory

Provide all the information in relation to the host laboratory as indicated in the form. Please do not hesitate to contact the manager of the host laboratory to obtain the necessary information.
Please refer to the explanations for certain fields by clicking this "**Question mark**" next to some fields.



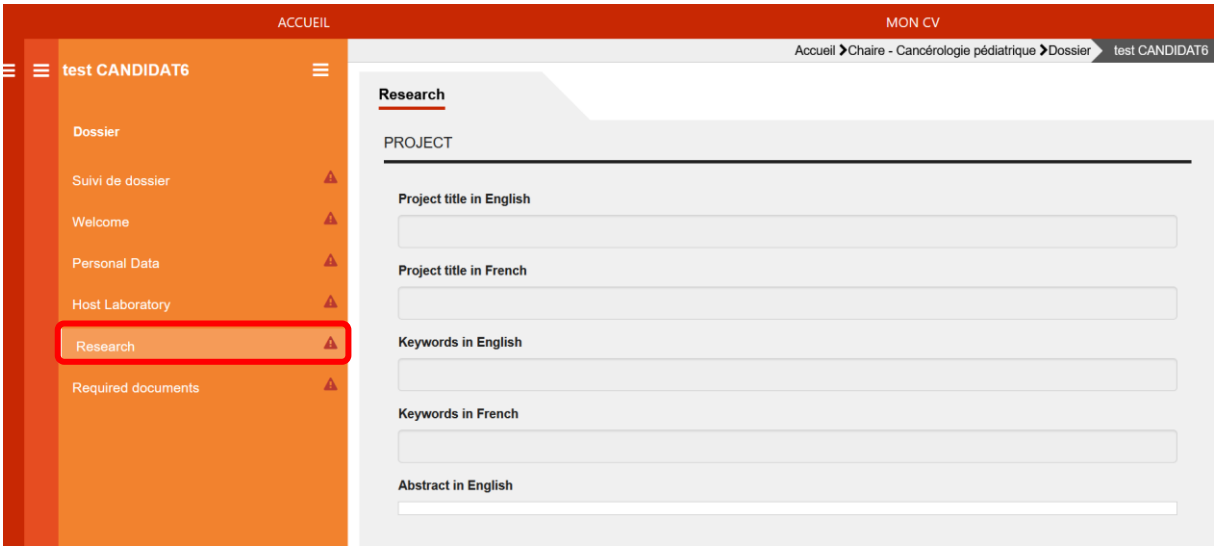


⚠ **Do not forget to save your information frequently by clicking on "Save" button**
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4. Research

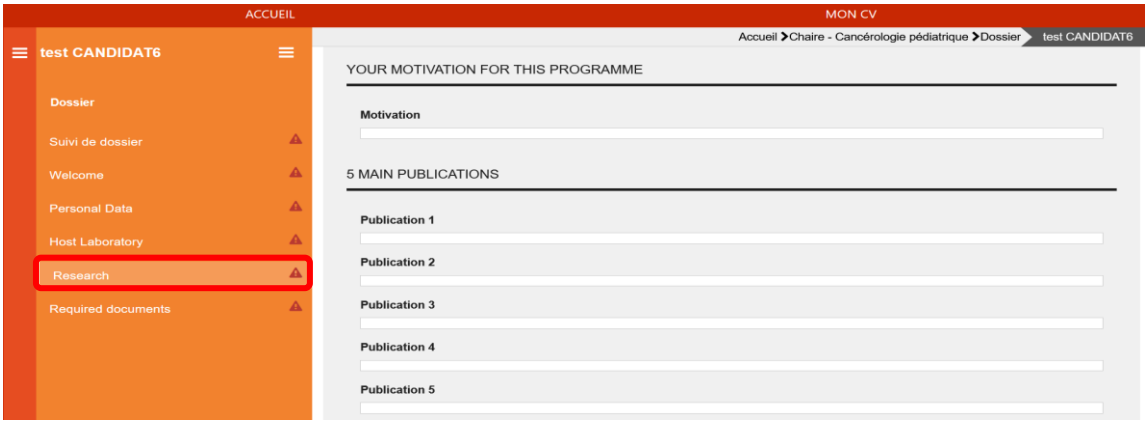
Here you give the key elements of the research proposal such as title, abstract, your motivation for this programme. The detailed project proposal should be submitted using the template "Application file", which should be uploaded in pdf format in the Required documents page.
Please fill in **all** the information required.

a. Project



b. Motivation and Main Publications

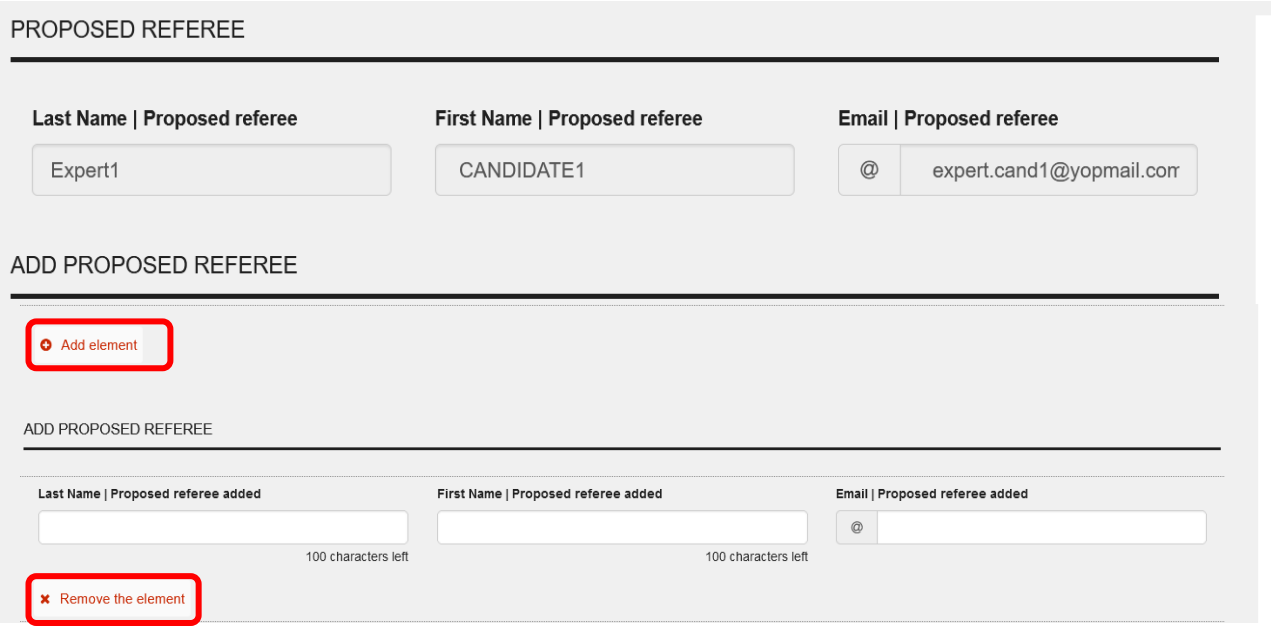
This involves providing key information on your motivation and your scientific experience in the field through your previous publications.



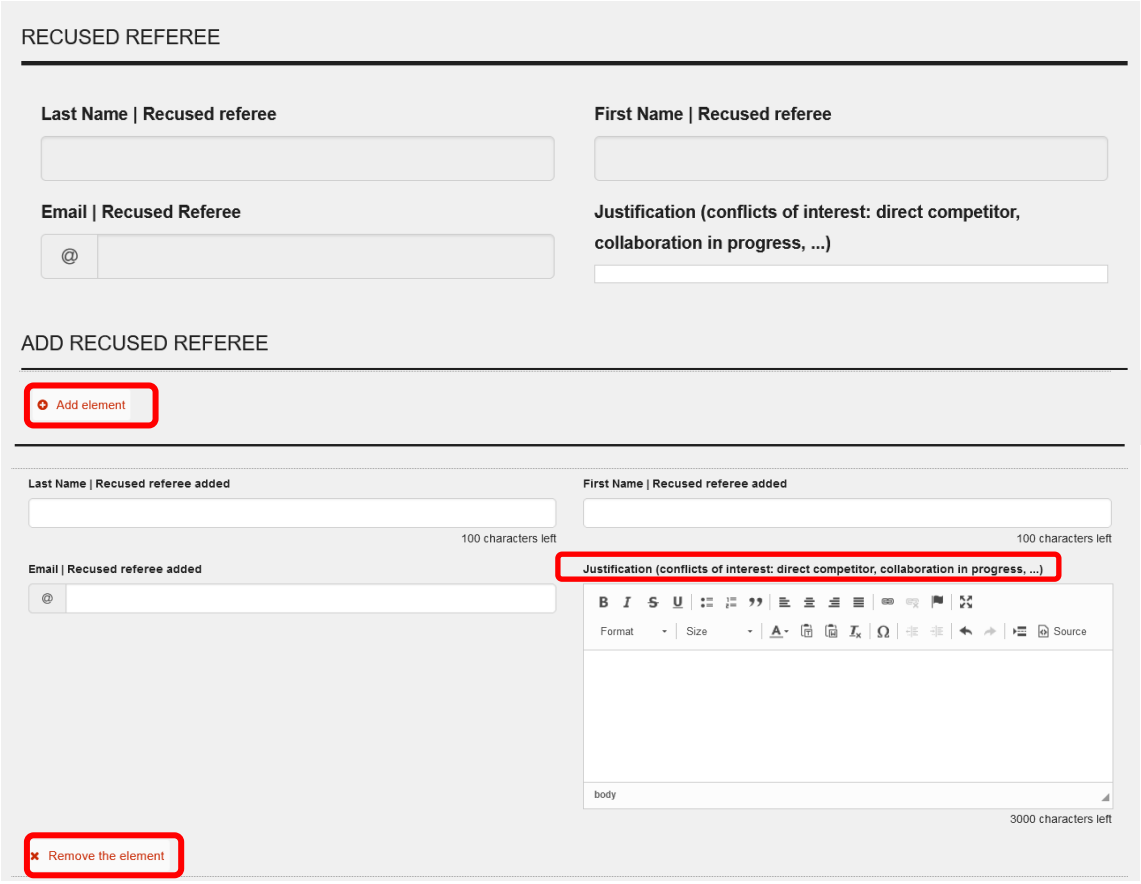
c. Proposed and Recused referee

Only the references of **international experts** are acceptable**. Also, please keep in mind of the ties and conflicts of interest. Collaborators cannot be the experts of your projects as they are considered as links of interest.** You must propose at least one expert.

You can click on the **Add element** button to add an expert and on the **Remove the element** button to delete an expert that you had previously added.



As with the proposed experts, you have the same **adding** and **removing** options for the recused experts. But for each recused expert you must provide the **justification** (conflicts of interest: direct competitor, collaboration in progress, etc.).



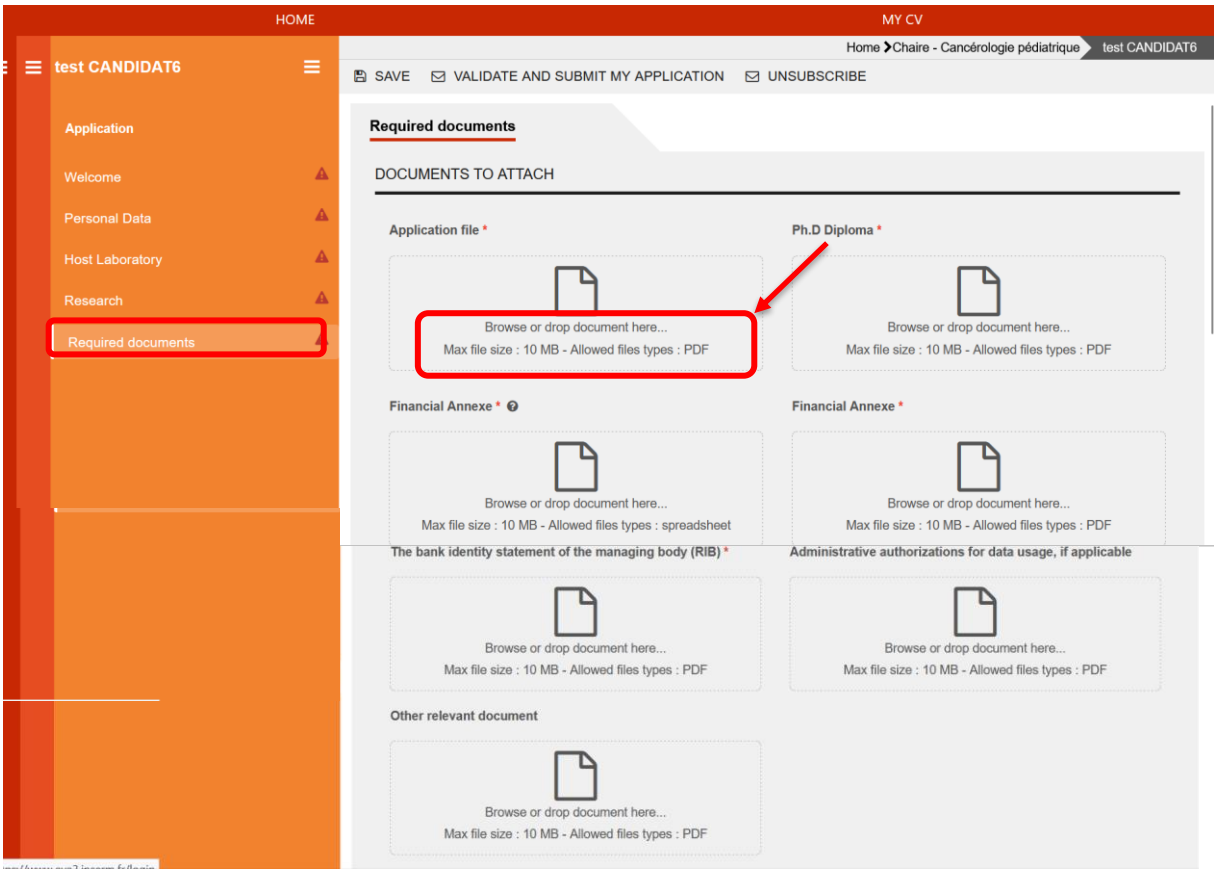


⚠ **Do not forget to save your information frequently by clicking on "Save" button**
(Found at the top of the page)

5. Required documents

Download the documents (Application file, financial annex, other documents) from eva-accueil
Remember there is a document called **"Application file"** which needs to be downloaded and filled in and uploaded in pdf format to elaborate more on your work.

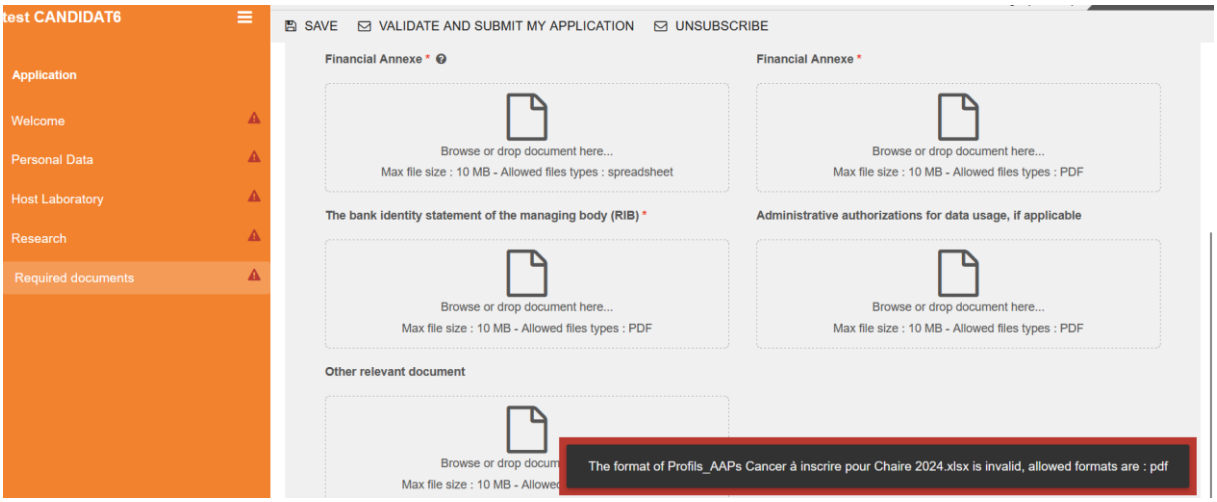
Click on "**Browse or drop document here**" to upload your document.



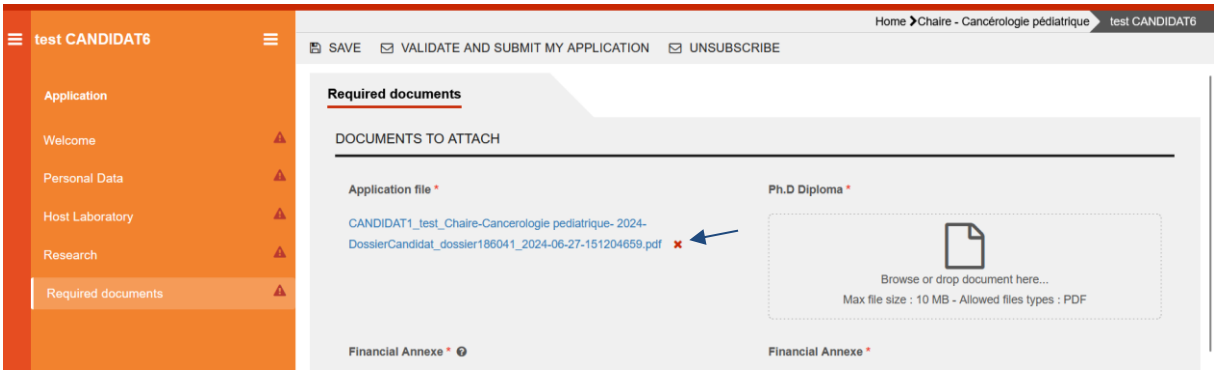


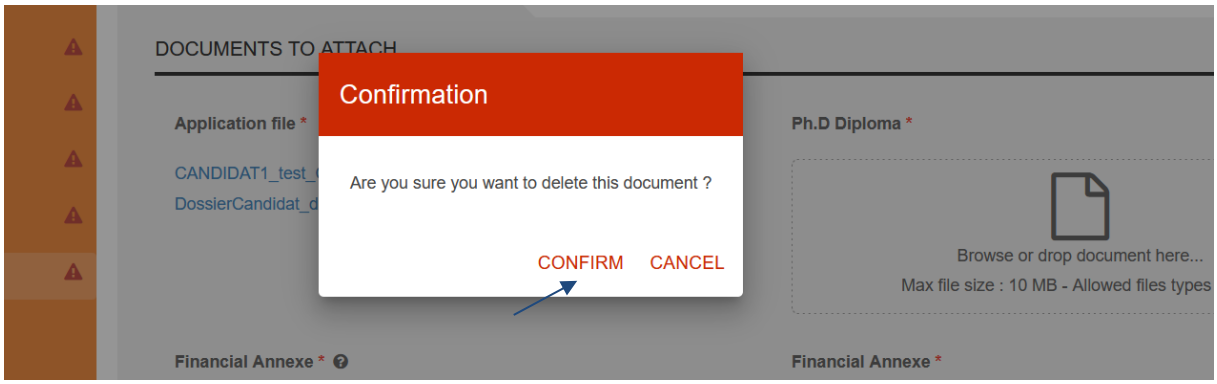
⚠ **Do not forget to save your information frequently by clicking on "Save" button**
(Found at the top of the page)

Please fill in the form downloaded from eva-accueil and upload them in the right format (PDF/Excel) requested otherwise an error message will appear telling you that an error has occurred.
For example: for financial annex, we need both PDF (**with stamps and signatures**) and Excel formats.



At any time, you can modify or delete an attached document already uploaded, for this you must click on "the little red cross" and then "confirm" that you want to delete this document.





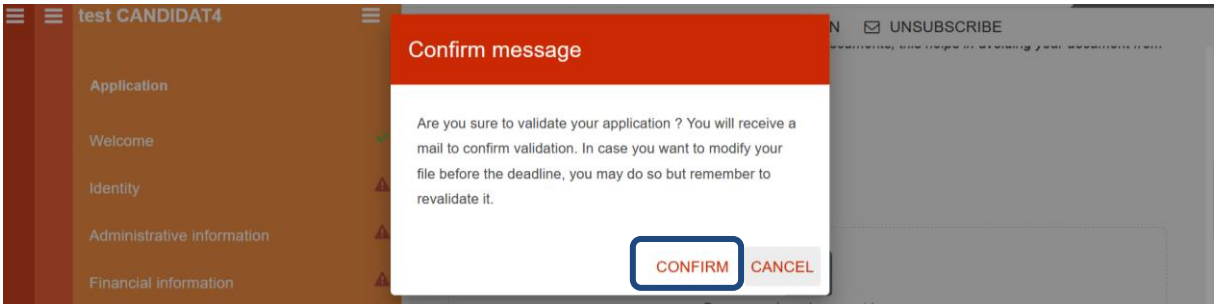


⚠ **Do not forget to save your information frequently by clicking on "Save" button**
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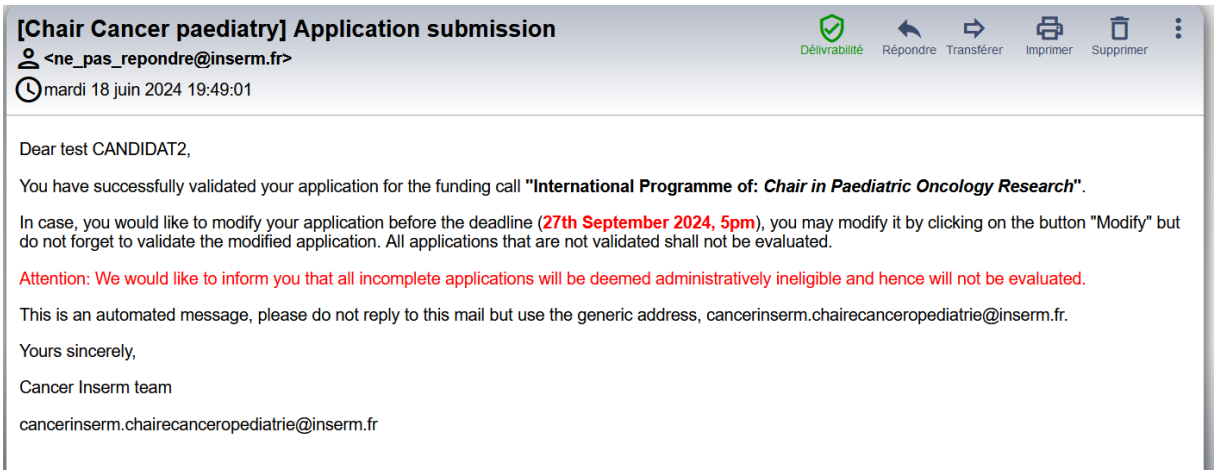
4. Validation of your application

Once your application is complete, which means you have filled in all the online forms and the attached documents have been completed and uploaded and you are ready, please click on **"Validate and submit my application"** then "**confirm**" your validation

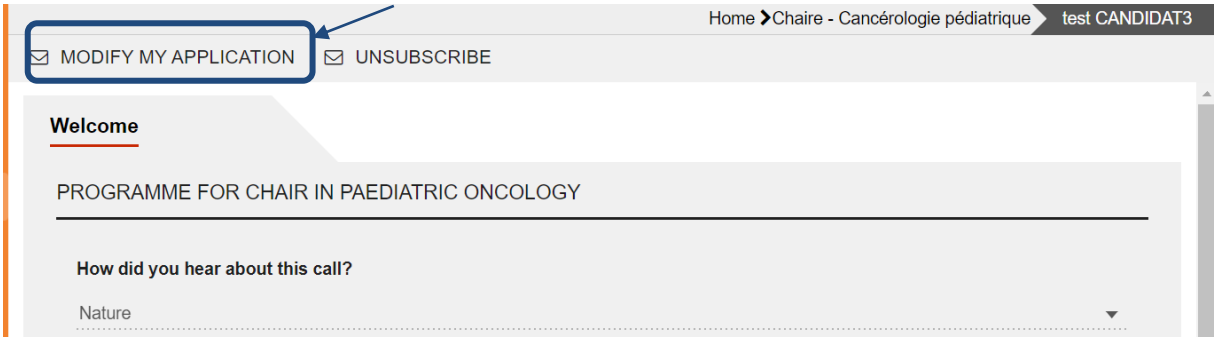




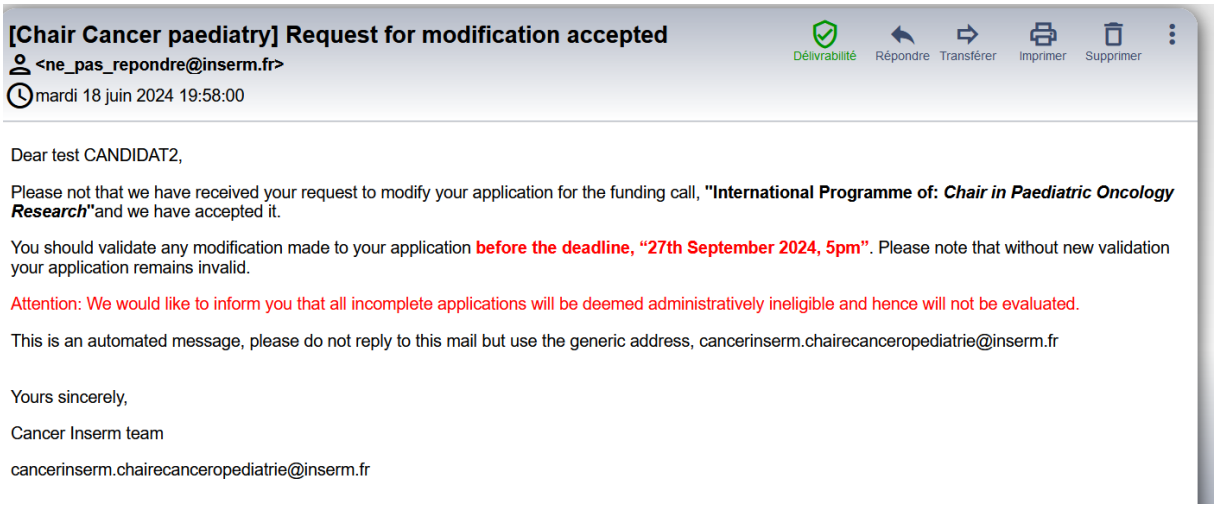
Following this, you will receive a confirmation email upon submission. In case you have not received this email please contact eva@inserm.fr.



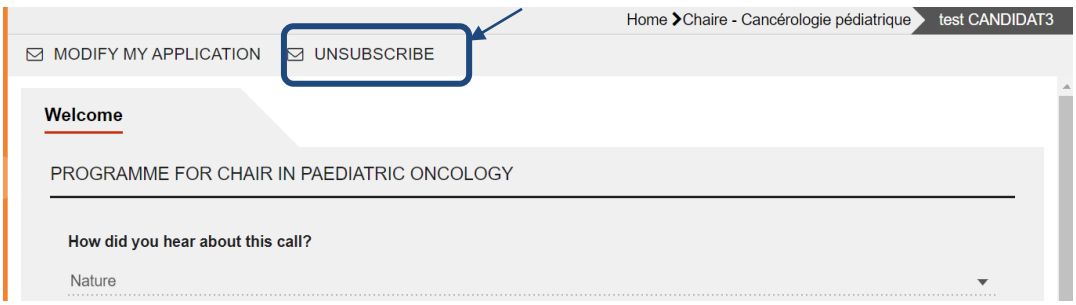
You may "**modify**" your application after submission but only until the deadline.
If this is the case, do not forget to "save" and then "validate and submit" your application after each modification, for your application to be accepted.

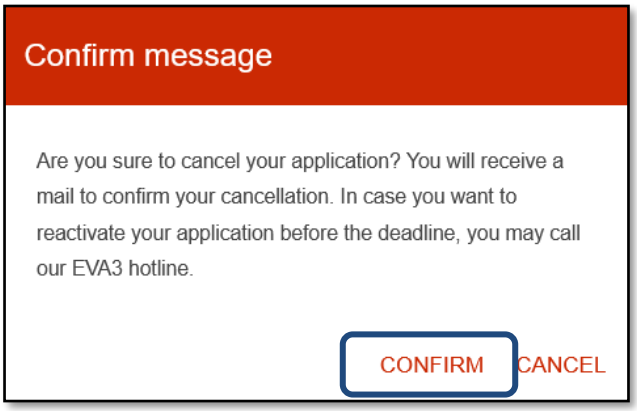


Following this, you will receive a confirmation email.

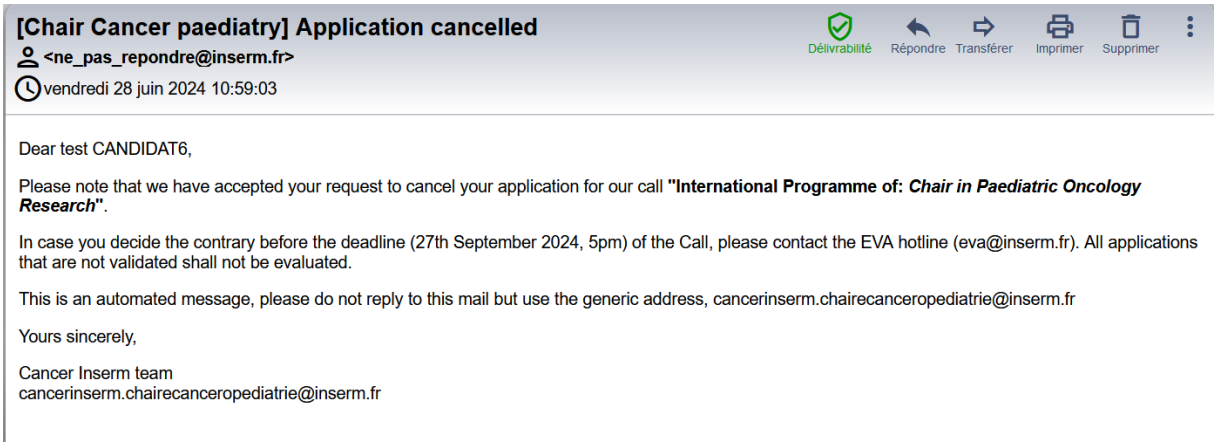


You may delete/cancel your application at any point before submission by clicking on the button **"Unsubscribe"** then "**Confirm**".





Following this, you will receive a confirmation email.



A confirmation email will be sent after each action of submission / modification / unsubscribe.

→ **In case you have not received this email please contact eva@inserm.fr**

⚠ **All incomplete files will automatically be considered ineligible for the next steps of the process.**