

SyMeCo
Online
Application System
Guide
Call 1

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1 INTRODUCTION

SyMeCo is a Marie Skłodowska-Curie COFUND postdoctoral fellowship programme coordinated by [Lero, the Science Foundation Ireland Research Centre for Software](#). The programme is a cutting-edge initiative co-funded by the European Commission under the prestigious [Horizon Europe Marie Skłodowska-Curie programme](#) and by [Science Foundation Ireland](#).

The **SyMeCo fellows** will be recruited through **internationally advertised calls for proposals**. The first call for proposals opened on the 3rd of July 2023, and the **application deadline is the 3rd of October 2023**. The evaluation and selection process will include an international peer review and an interview stage. The call 1 important dates are shown below.

Call 1 Important Dates

Opening: 3rd of July 2023

Deadline: 3rd of October 2023 @ 23:59 (GMT)

International Peer Review: Oct – Nov 2023

Interviews*: December 2023

Funding Decision*: December 2023

** Please note these dates are indicative and subject to change. Check the [SyMeCo website](#) for updates.*

It is strongly recommended that you register interest by emailing symeco@lero.ie and start preparing your application as early as possible. Please carefully this guide, the Guide for Applicants, the Terms & Conditions, application templates and all documentation available [here](#). If you have any queries, please [contact SyMeCo](#) for support.

Before submitting an application, **you must contact an eligible supervisor to discuss your proposal and gain support for your application**. Only applications which received support from an eligible SyMeCo supervisor will be considered. The list of eligible SyMeCo supervisors is available [here](#). Figure 1.1 shows the steps and how to apply for a SyMeCo fellowship.

You can only submit **1 application per call**.

All applications and application documentation must be submitted via the Ex Ordo online application system before the call deadline. The **online application system**, accessed from the [SyMeCo website](#), will be live for 12 weeks and will close on the call deadline, **3rd of October 2023, 23:59 (GMT)**.

Only applications using the templates provided and supported by eligible SyMeCo supervisors will be evaluated.

By submitting an application, you declare that the information supplied is correct. SyMeCo reserves the right to withdraw any fellowship awarded, or if the employment has commenced, the host institution reserves the right to terminate such employment should any of the information provided in the application be found to be false or misleading.

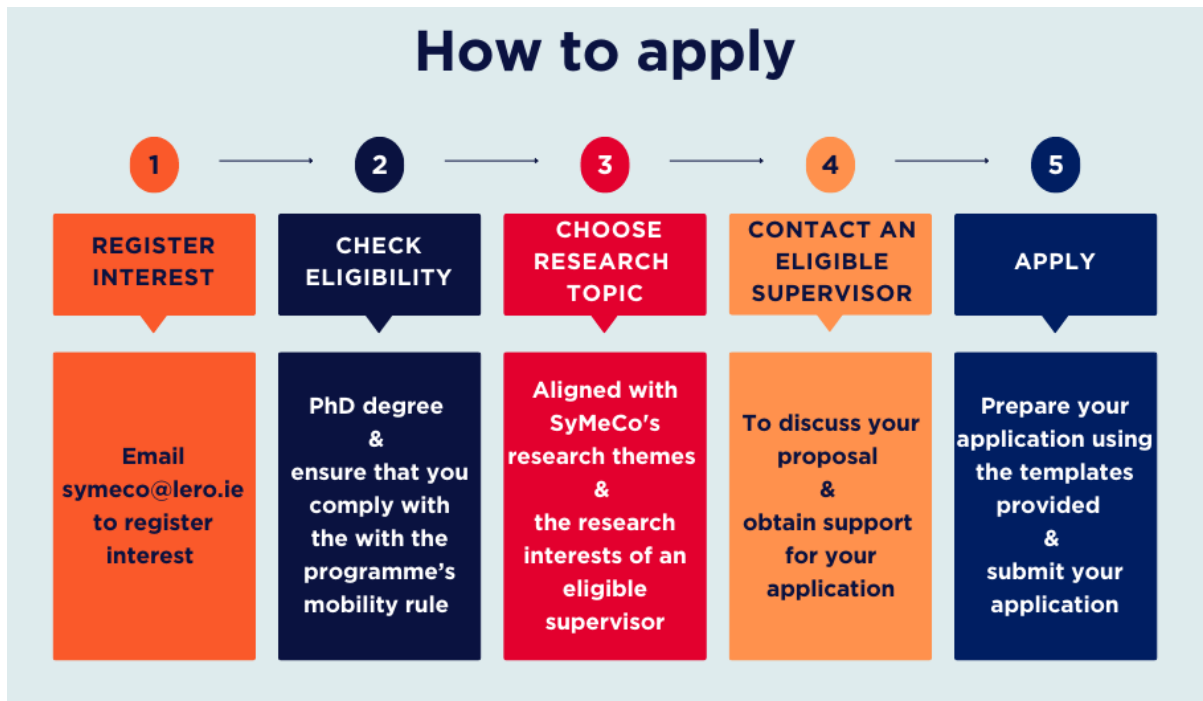


Figure 1:1 Infographic showing how to apply for a SyMeCo fellowship

Researchers at risk

SyMeCo will support applications from those displaced by conflict or whose situation makes it difficult to pursue research careers.

Applicants who are at risk/displaced by conflict and might require alternative submission arrangements are encouraged to discuss the support available to them with SyMeCo. **In certain circumstances, applications submitted in hard copy may be accepted. However, alternative arrangements must be agreed upon with SyMeCo before the call deadline.**

Tailored advice, guidance and support will be provided on a case-by-case basis.

Please [contact SyMeCo](#) to discuss alternative submission arrangements or any additional support you might require.

2 OVERVIEW OF THE ONLINE APPLICATION SYSTEM

Candidates must submit the application and all application documentation via the Ex Ordo online application system used by SyMeCo. The **online application system** is accessed from the [SyMeCo website](#).

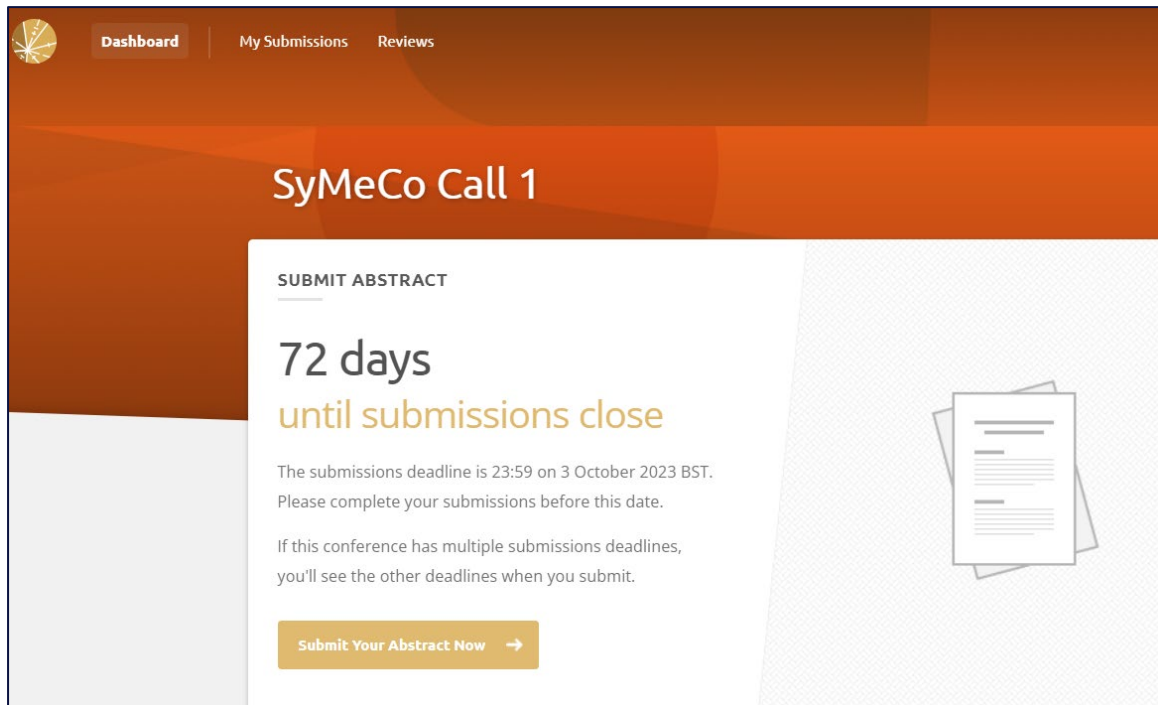
The Ex Ordo online application system typically handles conference papers peer review. Therefore, where the system refers to:

- “Author/Authors”, please consider this to mean you, the applicant;
- “Conference Dates”, please consider this to mean the call 1 start date and deadline.

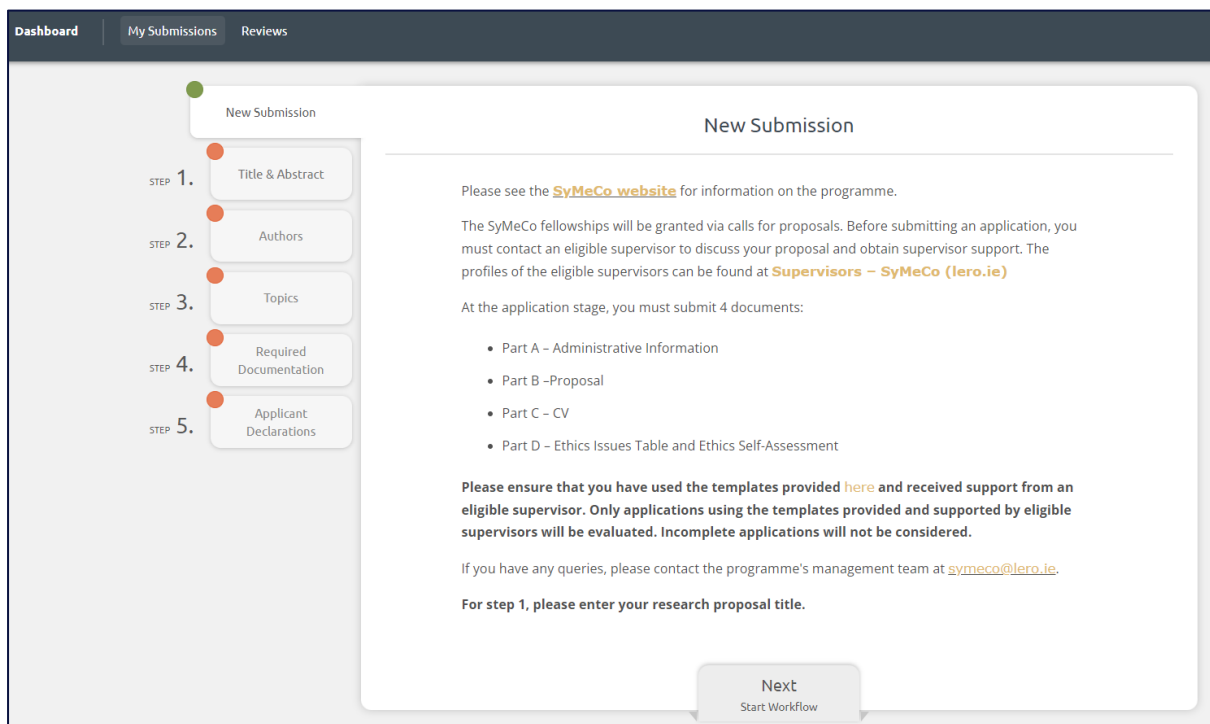
You will be first asked to create an account entering your email address, first and last names and a password.

The screenshot shows a web interface for 'SyMeCo Call 1'. It is divided into two main sections: 'NEW TO EX ORDO?' and 'LOGGED IN PREVIOUSLY?'. The 'NEW TO EX ORDO?' section contains input fields for 'Email Address' (with the example 'albert.einstein@example.com'), 'First Name' (with 'Albert'), 'Last Name' (with 'Einstein'), and 'Password' (with '*****'). A 'Create Account →' button is located at the bottom of this section. The 'LOGGED IN PREVIOUSLY?' section contains an 'Email Address' field (with 'marie.curie@example.com') and a 'Password' field (with '*****'). A 'Login →' button is positioned below the password field, and a link for 'Forgot your password?' is to its right. A vertical dashed line with the word 'OR' in the center separates the two sections. The Ex Ordo logo and 'Conference software' text are visible in the bottom right corner.

To begin editing your application, click on the “Sybmit Your Abstract Now” button or “My Submissions” tab.



Click on Step 1 “Title & Abstract”.



Enter the title of your proposal and the abstract, then click “Done – Go To The Next Step”.

The screenshot shows a web interface for submitting a proposal. At the top, there is a navigation bar with a logo and three tabs: "Dashboard", "My Submissions", and "Reviews". Below the navigation bar is a vertical sidebar on the left containing a progress indicator and five steps: "STEP 1. Title & Abstract" (highlighted with a green dot), "STEP 2. Authors", "STEP 3. Topics", "STEP 4. Required Documentation", and "STEP 5. Applicant Declarations". The main content area is titled "Title & Abstract" and contains two input fields: "Title" and "Abstract". The "Abstract" field includes a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, subscript (x₂), superscript (x²), and link (Ω). At the bottom right of the form is a button labeled "Done" with the text "Go To The Next Step" below it.

Enter your personal details and the name of the eligible SyMeCo supervisor who agreed to support your application.

The screenshot shows a web interface for adding authors. On the left is a vertical sidebar with five steps: 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required Documentation', and 'STEP 5. Applicant Declarations'. The 'Authors' step is currently active. The main content area is titled 'Authors' and contains the instruction: 'Please nominate all the authors that contributed to this submission below.' Below this is a form for adding an author. The first author entry shows 'J. Doe' and 'j.doe@gmail.com' in a text box, with an 'I'm not an Author' button to its right. Below the text box are three input fields: 'Title', 'Affiliation', and 'Country'.

The screenshot shows a form for entering personal details. It includes the following sections:

- Nationality ***: 'Please state your nationality.' with a text input field.
- Gender ***: 'Please enter your gender' with a text input field.
- Phone Number ***: 'Please provide a phone number with the country code' with a text input field.
- SyMeCo Supervisor ***: 'Please provide the name of the SyMeCo supervisor who has agreed to support your application.' with a text input field.

At the bottom of the form area is a 'Done' button. Below the form area, a note states: 'Only 1 author may be listed on a submission. Remove an author to substitute a replacement.' At the very bottom of the page is another 'Done' button with the text 'Go To The Next Step' below it.

Then click “Done – Go To The Next Step”.

Select the closest research theme (s) to the topic of your proposal, then click “Done – Go To The Next Step”.

The screenshot displays a web application interface for selecting research themes. On the left, a vertical sidebar contains a progress indicator with five steps: 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required Documentation', and 'STEP 5. Applicant Declarations'. The 'STEP 3. Topics' step is currently active, indicated by a red dot. The main content area is titled 'Topics' and contains the instruction 'Please choose your topics from the list below.' Below this is a box labeled 'RESEARCH THEMES' with a counter '3 Topics'. The list includes three items: 'Systems', 'Methods', and 'Context', each with an unchecked checkbox. A grey box below the list contains the text: 'If none of the topics suit, choose the nearest applicable topic or contact the chair for further advice.' At the bottom center of the main area is a button labeled 'Done' with the subtext 'Go To The Next Step'.

Upload the required application documentation (in .pdf format), then click “Done – Go To The Next Step”.

The screenshot shows a web interface for submitting a proposal. On the left is a vertical sidebar with a progress indicator and five steps: 'My Submissions', 'New Submission', 'Test proposal title', 'Title & Abstract', 'Authors', 'Topics', 'Required Documentation', and 'Applicant Declarations'. The 'Required Documentation' step is currently active. The main content area is titled 'Required Documentation' and contains two sections: 'Part A - Administrative Information *' and 'Part B - Proposal *'. Each section includes instructions on using a template and uploading a .pdf file, followed by a dashed box with a paperclip icon and the text 'Click or drop to upload a file.'.

This screenshot shows the continuation of the 'Required Documentation' page. It features two more sections: 'Part C - CV *' and 'Part D - Ethics Issues and Ethics Self-Assessment *'. Both sections provide instructions on using a template and uploading a .pdf file, with a dashed box and paperclip icon for file upload. At the bottom center, there is a button labeled 'Done' with the text 'Go To The Next Step' below it.

Enter or confirm the required details, then click “Done – Save Submission” to submit your application.

The screenshot shows a web interface for 'Applicant Declarations'. On the left is a vertical sidebar with a progress indicator. The sidebar contains buttons for 'My Submissions', 'New Submission', 'Test proposal title', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required Documentation', and 'STEP 5. Applicant Declarations'. The main content area is titled 'Applicant Declarations' and contains the following sections:

- Supervisor support ***: A checkbox with a checkmark and the text 'My application has received support from a SyMeCo supervisor.'
- Did you indicate one (or more) ethical issues associated with your proposed research? ***: A dropdown menu with the text 'Select an Option'.
- Please provide details of your proficiency in English ***: A text input field with the example '(e.g. working proficiency, fluent, etc.)'.

The screenshot shows the 'Terms and Conditions' and 'GDPR' sections of the application form. The main content area is titled 'Terms and Conditions *' and contains the following sections:

- Terms and Conditions ***: A text block stating 'Please read the SyMeCo programme's Terms and Conditions available at:' followed by a link 'Call For Proposals - SyMeCo (lero.ie)'.
- GDPR ***: A text block stating 'Please read the SyMeCo general data protection statement available at:' followed by a link 'Call For Proposals - SyMeCo (lero.ie)'.
- GDPR Confirmation**: A checkbox with a checkmark and the text 'I confirm that I have read the SyMeCo general data protection statement and consent that SyMeCo stores and processes my data accordingly.'

At the bottom of the form is a button labeled 'Done' with the text 'Save Submission' below it.

Note: Your application and documentation can be modified up to the call deadline.

If you have any queries at any stage during the application process, please [contact SyMeCo](#) for support.