



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY



Online Application System Guide

Call 1

ROSETTA is co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.



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1 INTRODUCTION

ROSETTA is a Marie Skłodowska-Curie COFUND postdoctoral fellowship programme coordinated by University of Galway. The programme is co-funded by the European Commission under the prestigious [Horizon Europe: Marie Skłodowska-Curie Actions Programme](#), [Lero](#), the [Science Foundation Ireland Research Centre for Software](#) and [University of Galway](#).

The ROSETTA fellows will be recruited through internationally advertised calls for proposals. The first call for proposals opened on 23rd May 2024, and the application deadline is the 27th September 2024. 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: 23rd May 2024

Deadline: 27th September 2024 @ 23.59 (GMT)

International Peer Review: October – November 2024

Interviews*: December 2024

Funding Decision*: December 2024

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

It is strongly recommended that you register interest by emailing rosetta@lero.ie and start preparing your application as early as possible. Please read carefully this guide, the Guide for Applicants, the Terms & Conditions, application templates and all documentation available [here](#). If you have any queries, please [contact ROSETTA](#) 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 ROSETTA supervisor will be considered. The list of eligible ROSETTA supervisors is available [here](#). Figure 1.1 shows the steps and how to apply for a ROSETTA 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 [ROSETTA website](#), will be live for 4 months and will close on the call deadline, **27th September 2024, 23:59 (GMT)**.

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

By submitting an application you declare that the information supplied is correct. ROSETTA 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.

How to apply

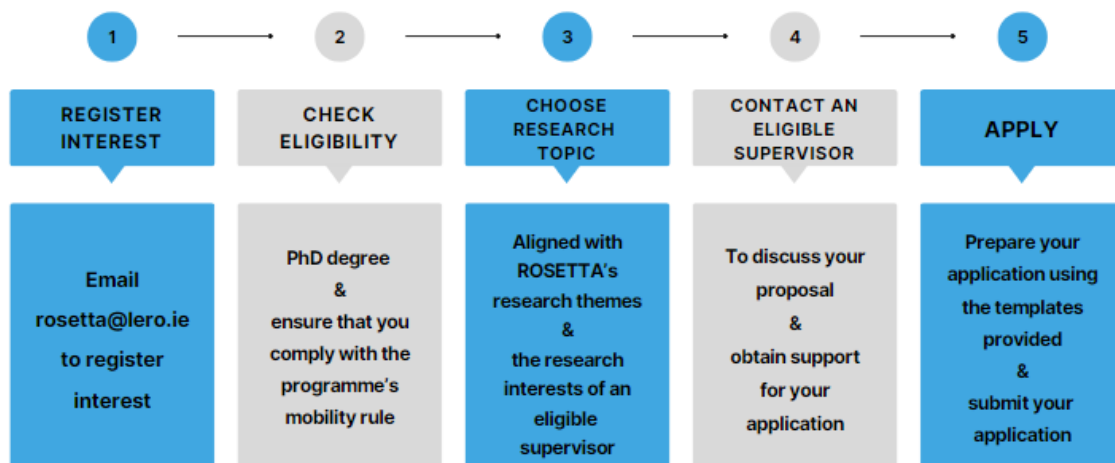


Figure 1.1 Infographic showing how to apply for a ROSETTA fellowship

Researchers at risk

ROSETTA 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 ROSETTA. In certain circumstances, applications submitted in hard copy may be accepted. However, alternative arrangements must be agreed upon with ROSETTA before the call deadline.

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

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

2 OVERVIEW OF THE ONLINE APPLICATION SYSTEM

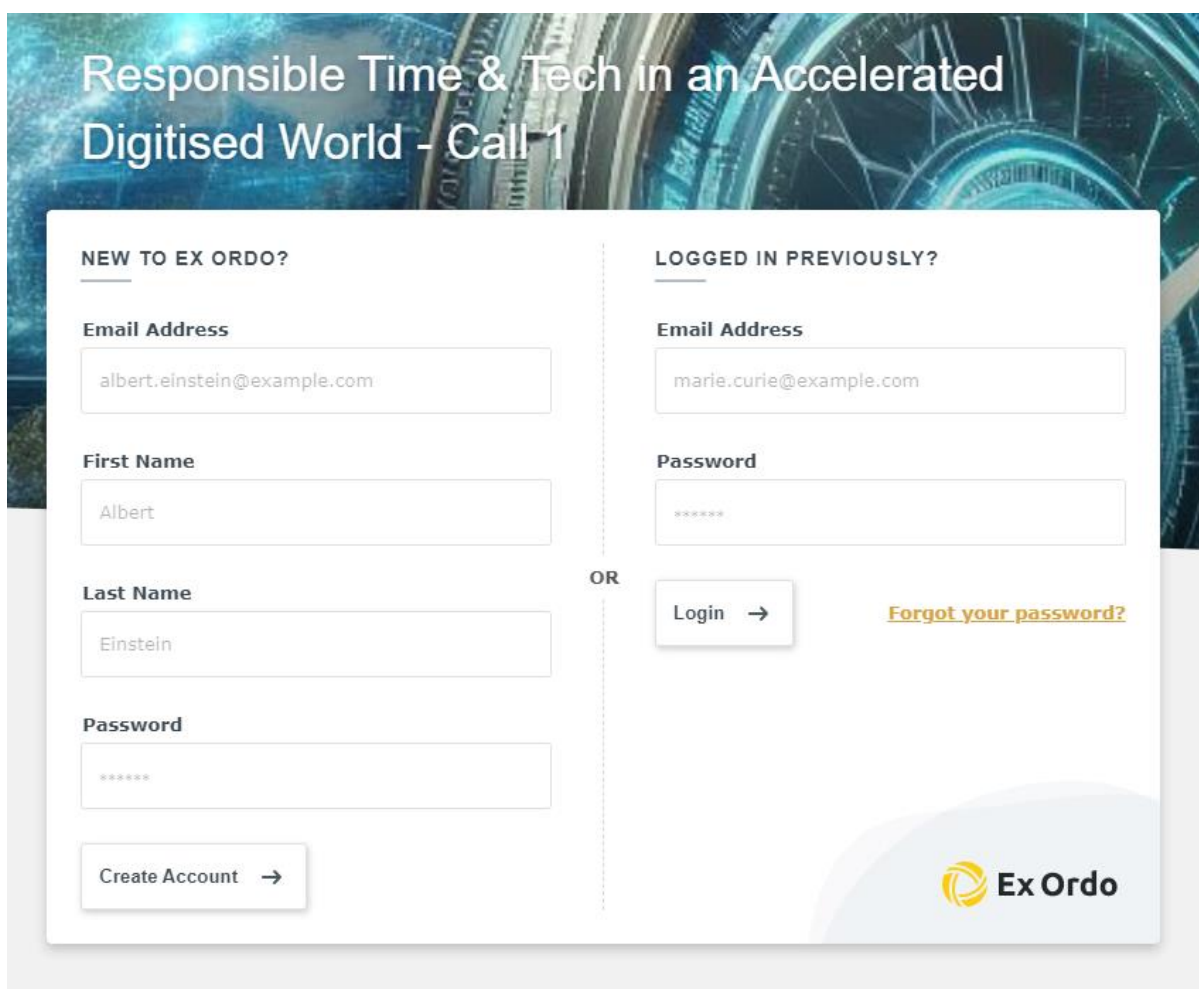
Candidates must submit the application and all application documentation via the Ex Ordo online application system used by ROSETTA. The **online application system** is accessed from the [ROSETTA website](#).

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.



Responsible Time & Tech in an Accelerated Digitised World - Call 1

NEW TO EX ORDO?

Email Address
albert.einstein@example.com

First Name
Albert

Last Name
Einstein

Password

Create Account →

LOGGED IN PREVIOUSLY?


Email Address
marie.curie@example.com

Password

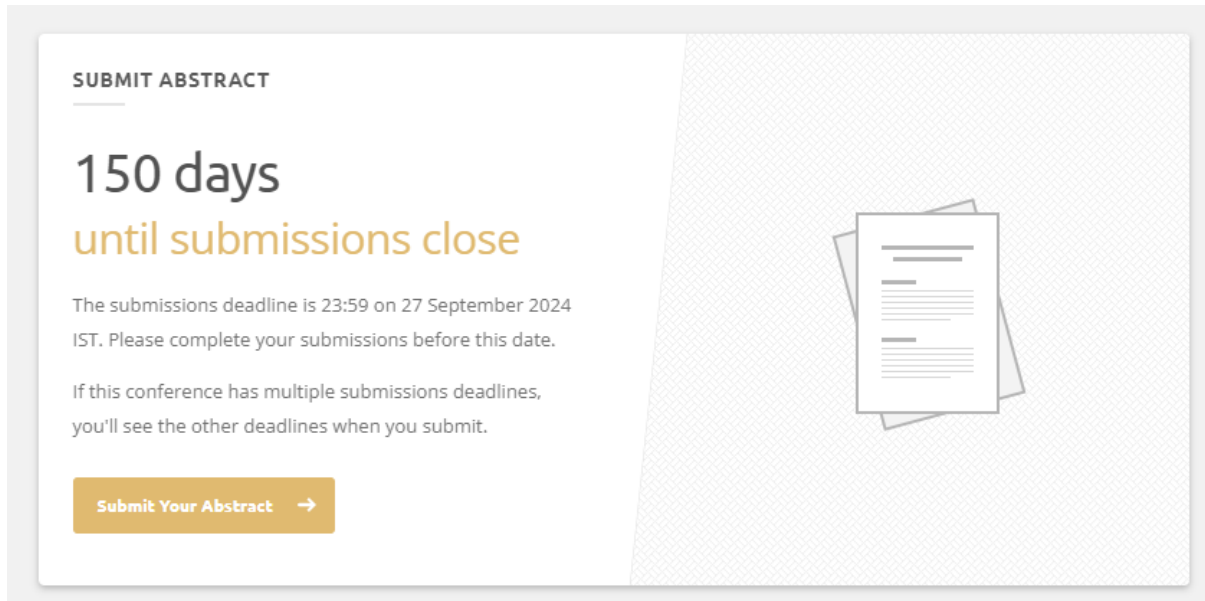
OR

Login →

[Forgot your password?](#)

 Ex Ordo

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



SUBMIT ABSTRACT

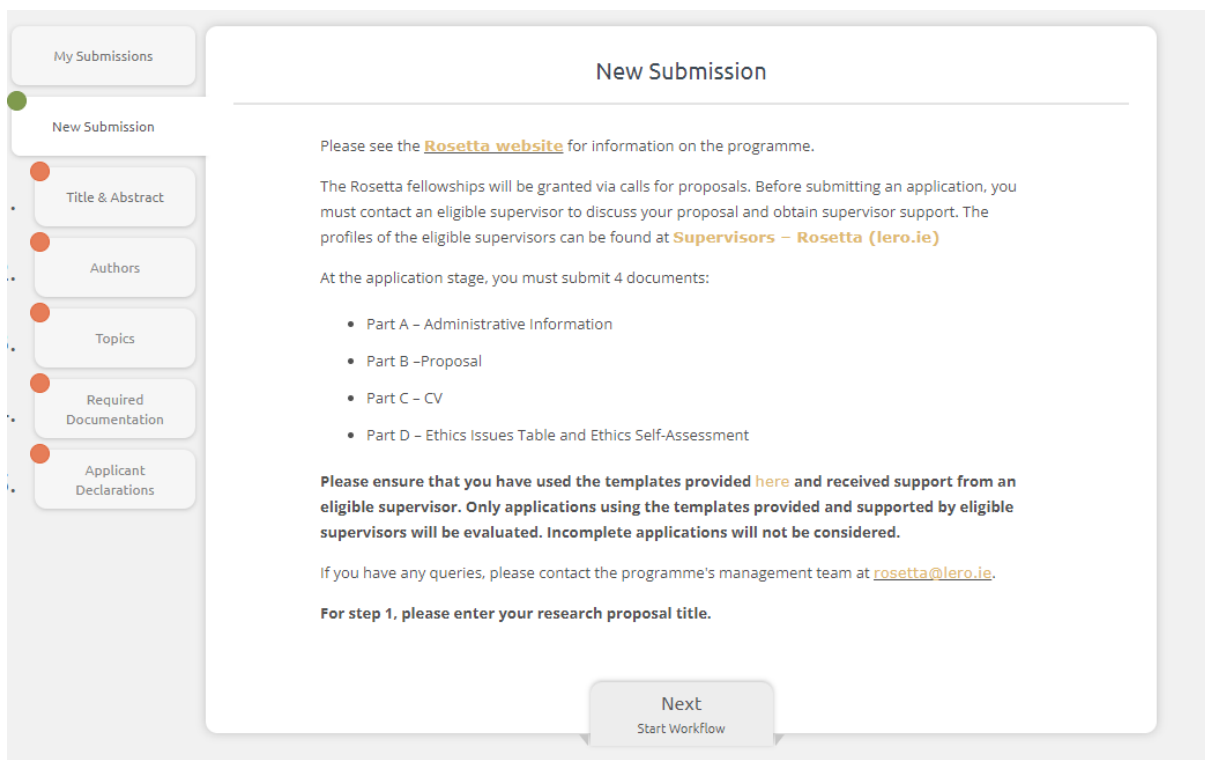
150 days until submissions close

The submissions deadline is 23:59 on 27 September 2024 IST. Please complete your submissions before this date.

If this conference has multiple submissions deadlines, you'll see the other deadlines when you submit.

[Submit Your Abstract →](#)

Click on Step 1 “Title & Abstract”



My Submissions

New Submission

- Title & Abstract
- Authors
- Topics
- Required Documentation
- Applicant Declarations

New Submission

Please see the [Rosetta website](#) for information on the programme.

The Rosetta fellowships will be granted via calls for proposals. Before submitting an application, you must contact an eligible supervisor to discuss your proposal and obtain supervisor support. The profiles of the eligible supervisors can be found at [Supervisors – Rosetta \(lero.ie\)](#)

At the application stage, you must submit 4 documents:

- Part A – Administrative Information
- Part B – Proposal
- Part C – CV
- Part D – Ethics Issues Table and Ethics Self-Assessment

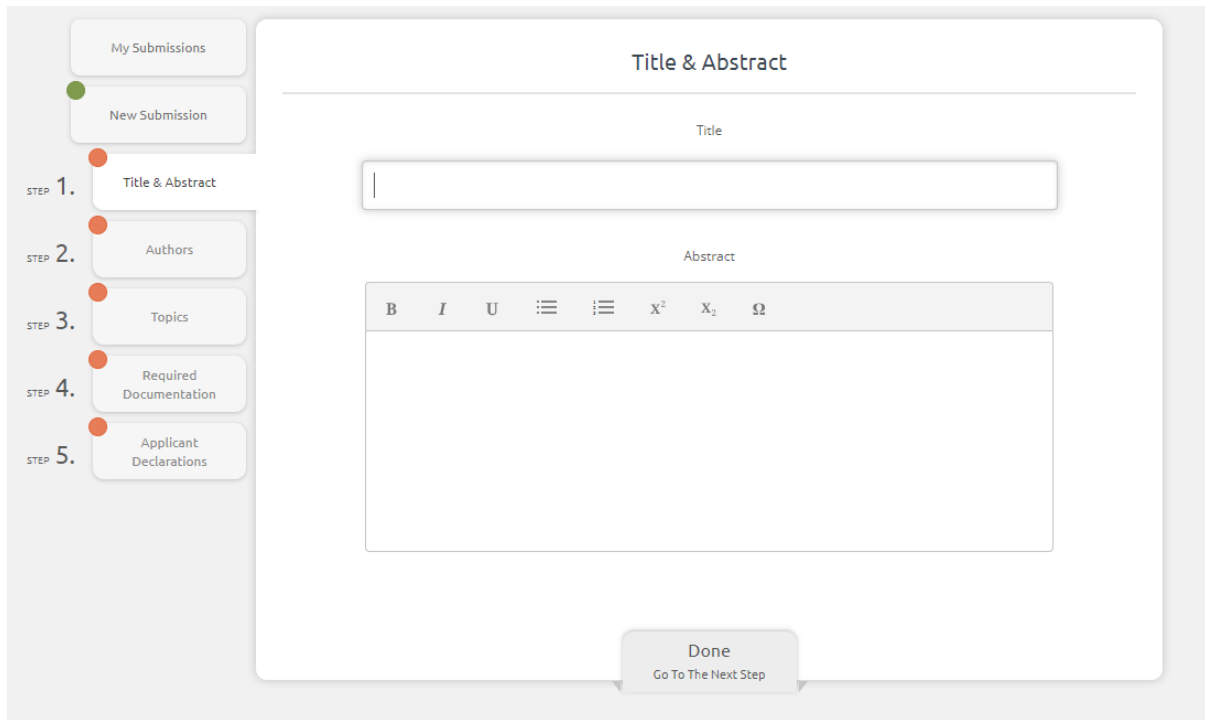
Please ensure that you have used the templates provided [here](#) and received support from an eligible supervisor. Only applications using the templates provided and supported by eligible supervisors will be evaluated. Incomplete applications will not be considered.

If you have any queries, please contact the programme’s management team at rosetta@lero.ie.

For step 1, please enter your research proposal title.

[Next](#)
Start Workflow

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. On the left is a vertical sidebar with a progress indicator. At the top of the sidebar are two buttons: 'My Submissions' and 'New Submission'. Below these are five steps, each with a red dot and a label: '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 'Title & Abstract'. It contains a 'Title' label above a text input field. Below that is an 'Abstract' label above a rich text editor. The rich text editor has a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, square, subscript (x₂), and a symbol (Ω). At the bottom center of the main area 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 ROSETTA supervisor who agreed to support your application.

My Submissions

New Submission

STEP 1. Title & Abstract

STEP 2. **Authors**

STEP 3. Topics

STEP 4. Required Documentation

STEP 5. Applicant Declarations

STEP 6. Abstract

Authors

Please nominate all the authors that contributed to this submission below.

john.doe@gmail.com

john.doe@gmail.com [Change Email](#)

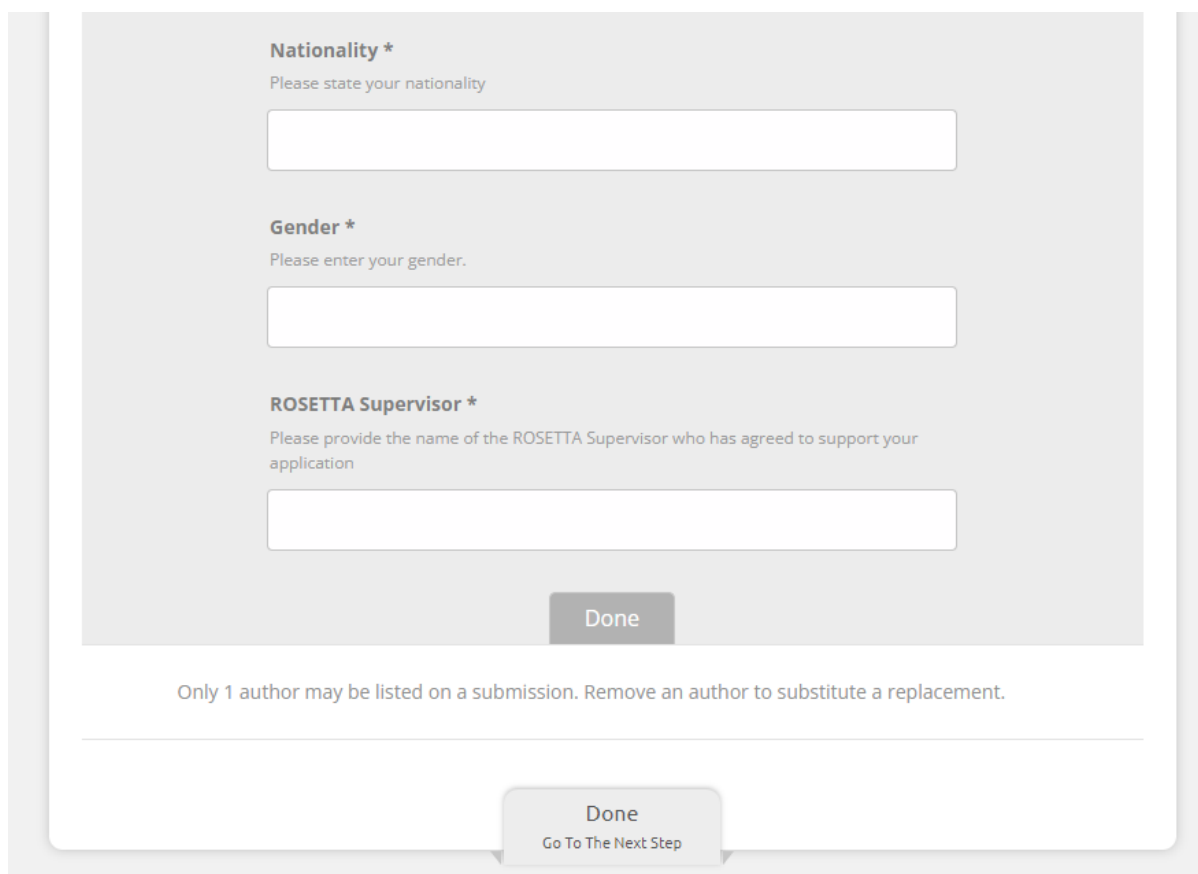
Title

First Name

Last Name

Affiliation

Country



Nationality *
Please state your nationality

Gender *
Please enter your gender.

ROSETTA Supervisor *
Please provide the name of the ROSETTA Supervisor who has agreed to support your application

Done

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

Done
Go To The Next Step

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”.

My Submissions

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. **Topics**

STEP 4. Required Documentation

STEP 5. Applicant Declarations

Topics

Please choose your topics from the list below.

TEMPORAL THEMES 3 Topics

Theory

Methods

Context

If none of the topics suit, choose the nearest applicable topic or contact the chair for further advice.

Done

Go To The Next Step

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

Configure Initial Submissions

List of Submissions

Test proposal title

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. **Required Documentation**

STEP 5. Applicant Declarations

Required Documentation

Part A - Administrative Information *

- You must use the template provided at: [Call For Proposals – Rosetta \(lero.ie\)](#)
- Please upload your completed Part A - Administrative Information document in .pdf format.

Click or drop to upload a file.

Part B - Proposal *

- You must use the template provided at: [Call For Proposals – Rosetta \(lero.ie\)](#)
- You must discuss your proposal with the prospective ROSETTA supervisor you wish to work with and receive their support before submitting an application.
- Please upload your completed Part B - Proposal document in .pdf format.

Click or drop to upload a file.

Part C - CV *

- You must use the template provided at:
[Call For Proposals – Rosetta \(lero.ie\)](#)
- Please upload your completed Part C - CV document in .pdf format.

Click or drop to upload a file.

Part D - Ethics Issues and Ethics Self-Assessment *

- You must use the template provided at:
[Call For Proposals – Rosetta \(lero.ie\)](#)
- Please upload your completed Part D- Ethics Issues and Ethics Self-Assessment document in .pdf format.

Click or drop to upload a file.

Done
Go To The Next Step

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

Configure Initial Submissions

List of Submissions

Test proposal title

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. Required Documentation

STEP 5. Applicant Declarations

Applicant Declarations

Supervisor support *

My application has received support from a ROSETTA supervisor.

Did you indicate one (or more) ethical issues associated with your proposed research? *

Select an Option

Please provide details of your proficiency in English *

(e.g. working proficiency, fluent, etc.)

Terms and Conditions *

Please read the Rosetta programme's Terms and Conditions available at:

[Call For Proposals - Rosetta \(lero.ie\)](#)

I confirm that I have read and accept the ROSETTA programme Terms and Conditions.

GDPR *

Please read the ROSETTA general data protection statement available at:

<https://rosetta.lero.ie/call-for-proposals/>

I confirm that I have read the ROSETTA general data protection statement and consent that ROSETTA stores and processes my data accordingly.

Done
Save Submission

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 ROSETTA](#) for support.