ECoM
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EFDA Task Manager System
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Association Users Manual

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ECoM version:
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These guidelines are to assist the Associations in answering a call for participation through the new ECoM Task Manager application. This document can be directly uploaded from ECoM by clicking on the red "help" button, situated at the head of the screen (right side)
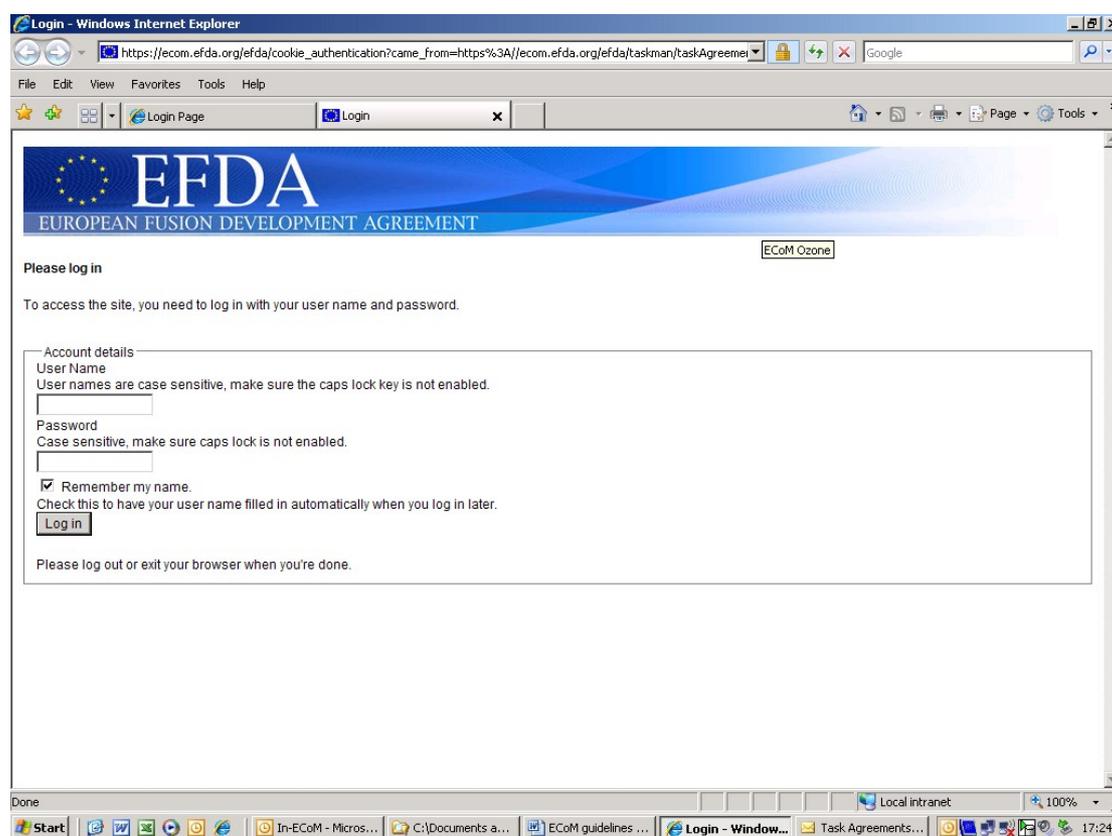
1- <u>Receipt of a call by e-mail</u>

When a Call is sent through ECoM, all Heads of Research Units of Associations will receive at the same time an e-mail with the title of the call and the corresponding URL link, for instance:

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Integrated Modelling Project 1 (IMP1): Equilibrium reconstruction and
Linear MHD:
https://ecom.efda.org/efda/taskman/cfps/00010/response.html?
ou="Association"
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2- <u>Login on ECoM</u>

If your Association is interested in responding to the call, click on the link and the following screen will appear:

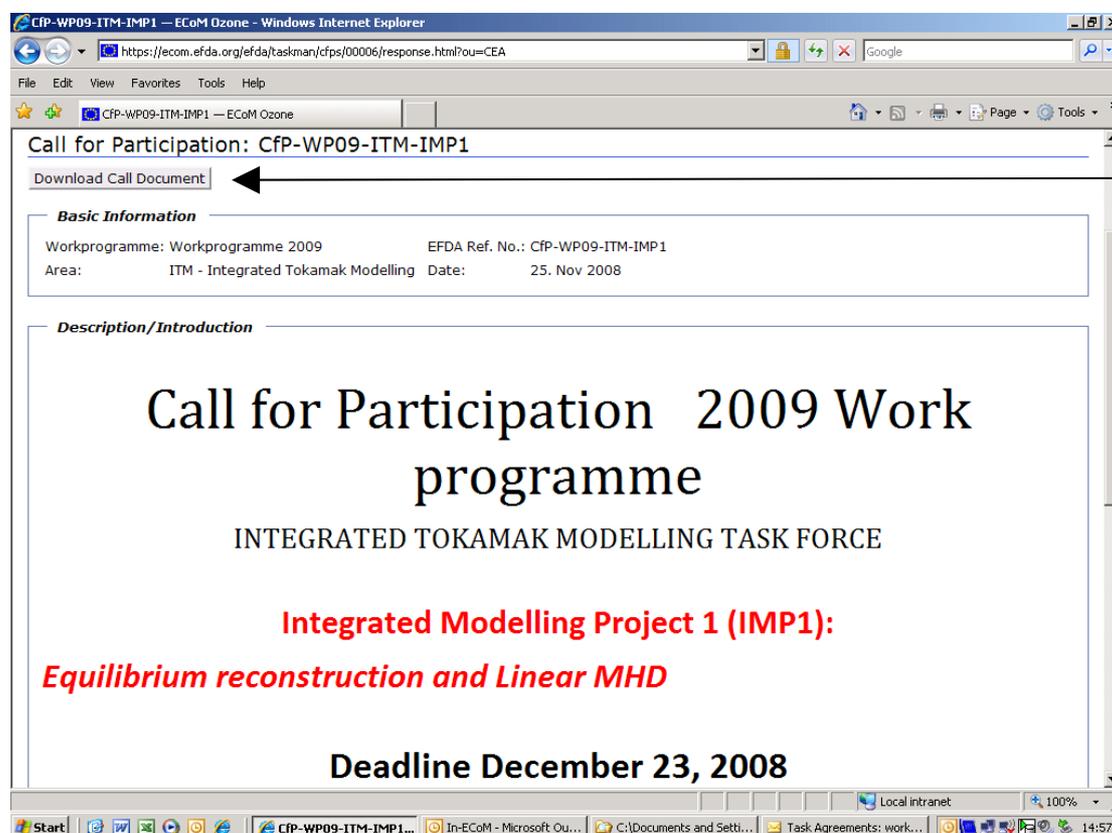Enter your login in the field labeled 'User Name' and your password in 'Password'. This login and password will have been communicated to your Research Unit and are

specifically for to a call, giving the appropriate writing rights[1]. Finally press the 'Log in' button. After a successful login you will be redirected to the Call start page.

3- <u>Call start page</u>

The text of the call for participation appears and access to the different parts of the text requires following the appropriate links. It is possible to obtain the integral version of the call in one document by clicking on the button "download Call Document".

Scroll down to the bottom of the page where the link to the Task Agreement under which the work related to the call is to be implemented, appears,

Task Agreements

EFDA Ref. No.	Title
WP09-ITM-IMP1	IMP1: Equilibrium reconstruction and Linear MHD

and click on the task agreement reference (underlined).

The following page appears, which gives a short introduction to the Task Agreement its objectives,

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1 Actually, two users/passwords with write rights have been communicated to each HoRU of
   Association, one with the right to submit, one without the right to submit (see paragraph 7)

and at the bottom, the list of tasks to be implemented in the frame of this Task Agreement

Activities

EFDA Ref. No.	Title
WP09-ITM-IMP1-ACT	IMP1 Activity

Tasks

EFDA Ref. No.	Title	Activity	Type
WP09-ITM-IMP1-ACT-T1	Maintenance and continuing development of the available IMP1 codes	WP09-ITM-IMP1-ACT	BS
WP09-ITM-IMP1-ACT-T2	Free boundary equilibrium and position/shape feedback control	WP09-ITM-IMP1-ACT	PS
WP09-ITM-IMP1-ACT-T3	Adaptation of equilibrium reconstruction codes (continuation)	WP09-ITM-IMP1-ACT	BS
WP09-ITM-IMP1-ACT-T4	Flow extension of equilibrium and MHD stability codes	WP09-ITM-IMP1-ACT	BS
WP09-ITM-IMP1-ACT-T5	Validation of the equilibrium reconstruction codes available in Kepler	WP09-ITM-IMP1-ACT	BS
WP09-ITM-IMP1-ACT-T6	Definition of 3D data structures for the equilibrium and implementation in 3D equilibrium codes	WP09-ITM-IMP1-ACT	BS

When clicking on the Activities link (WP09-ITM-IMP1-ACT in our example), you will get a short description of all the tasks to be implemented in the frame of the Task Agreement

When clicking on the Tasks links (for instance WP09-ITM-IMP1-ACT-T3), you will get a description of the content of the work, the deliverables and the resources needed for the related task

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and at the bottom, the link to create a new proposal

Add Proposal
Title:

_____

4- <u>Create a proposal</u>

Clicking on the corresponding button will lead to the following page:

Edit Proposal 'WP09-ITM-IMP1-ACT-T3-01/name of the Association'

Title
The title of the proposal

Year
The year the proposed work will be done (in the case of multi-annual tasks, select the year of implementation of the work)

If a proposal cover 2 years, two separated proposals are need, one for each year.

Description

A text describing the proposed activity in detail

_↘_____

Task Description:

Description of work:

The adaptation of the equilibrium reconstruction codes, newly contributed in 2008, needs to be continued and completed in 2009.

Deliverables:

- Adaptation of the equilibrium reconstruction codes to the current ITM data structures. (Indicative schedule : 1-6-2009)
- source code and ……………………

On the right side appears a reminder of the task description of the call. The answer of the Associate must be written on the left side. By clicking on the small arrow at the top, some edit buttons will display

Support Type (Required)

Proposed support type: baseline support or priority support.

If the support type (Baseline support or Priority support) is not defined at the level of the task in the text of the call, but in more general terms in the description of the activity, the Associate has to select the type of funding. If it is already defined at the level of the task, the support type is automatically selected and this rubric doesn't appear.

Contact Person

This is for contact purposes only.

Name	Email

This information is relatively important since it allows the EFDA Responsible Officer in charge of the call to possibly contact the Association for further information about this part of the proposal.

Candidate Information

Information about the candidates responsible for fulfilling the task. Please enter manpower in ppy:
N.B. 12 ppm = 1 ppy; give ppy to two decimal places.

First Name	Surname	Email	Phone	Manpower (ppy)	Salary (k€/ year)	Relevant skills and experiences

To add another name, click on the "+" sign and a second row will be created for that purpose
NB: The cell "relevant skills and experience" here above doesn't display if the selected funding is Priority Support. The cell "salary" here above doesn't display if the selected funding is Baseline Support.

Hardware (k€)
Hardware support in kEuros.
  Description:

Consumables (k€)
Expenses for consumables in kEuros.
  Description:

Other Expenses (k€)
Other expenses in kEuros.
  Description:

Relevant skills and experiences 🔲 *(for staff under PS only)*
Briefly describe the skills and experiences relevant for the fulfilment of the task

To open the answer box, click on the 🔲 icon

Association support and related activities 🔲 *(for staff under PS only)*
Briefly describe the additional support the Association or the candidate's research group can provide or other related activities that may strengthen the activity.

To open the answer box, click on the 🔲 icon

Project Leader role *(if relevant for application)*

Mobility
Mobility expenses and related information. (Indicative only; to be included in the associations mobility plan.)

Estimated total no. of trips Estimated total cost (k€) Purpose/location of trip

To add another mobility trip, click on the "+" sign and a second row will be created for that purpose.

After filling in the fields as needed, save by clicking on the button "Save changes". The "cancel button" allows to rub out all the data put in since the last save. The "delete"button allows to remove the whole proposal related to a task.

Click on this button if you want to remove the proposal:

5- <u>Modify a proposal</u>

Saving a proposal takes you back to the Task screen and shows a list of the proposals you have made at the bottom.

Proposals
Add Proposal
Title:

EFDA Ref. No.	Title	Activity	Task	Type
WP09-ITM-IMP1-ACT-T2-01/Association	Free boundary equilibrium and position/shape feedback control	WP09-ITM-IMP1-ACT	WP09-ITM-IMP1-ACT-T2	PS

At this stage, you can create a new proposal under the same task, open an existing proposal, or directly edit a proposal.
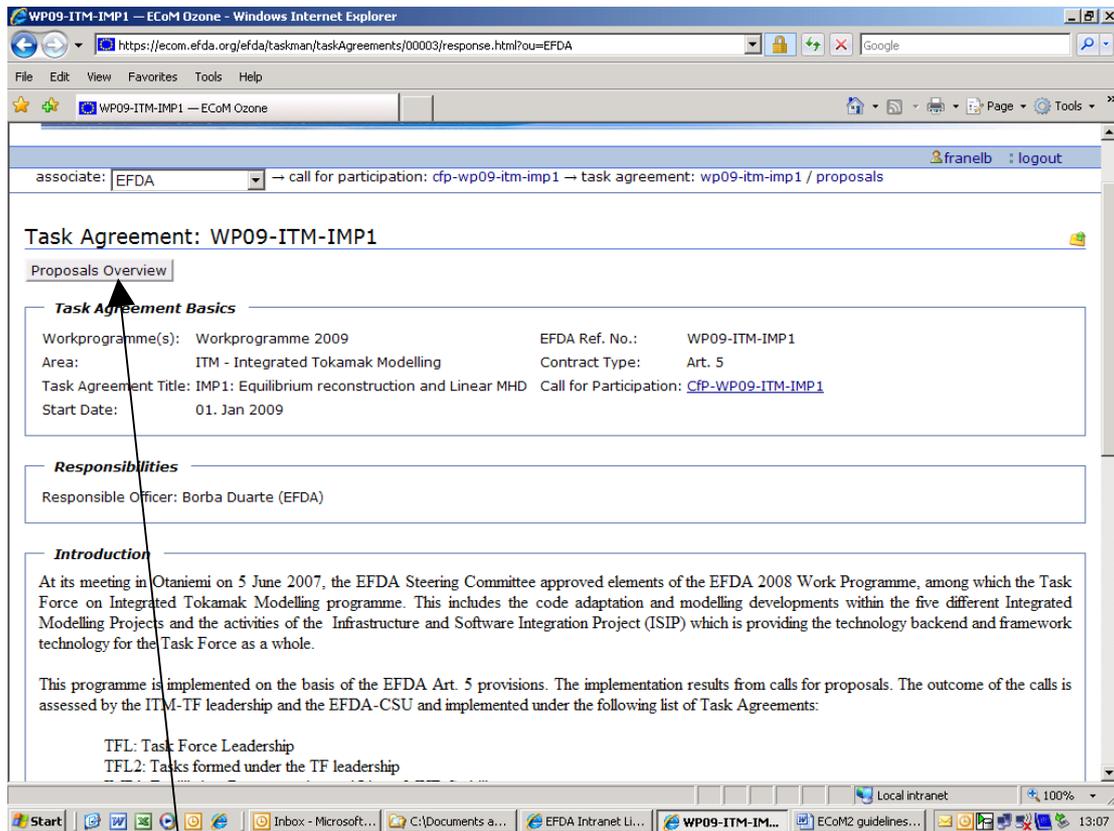
In order to edit a proposal:

- Click on the pencil icon to edit directly, and then save again
or
- Open an existing proposal for reading by clicking on the Ref. No. field, then click the "Edit Proposal" button

6- <u>Overview of a proposal to a call</u>

At any point during a response to the tasks of a Task Agreement, an Associate can get an overview of the data put in in the form of a recapitulative list for checking.
In order to get this recapitulative list, it is necessary to go back to the level of the Task Agreement

A button Proposals Overview appears on the screen. When clicking on it, all the proposals of an Associate, broken down between data relating to Baseline Support and data relating to Priority Support, appear as follows:

IMP1: Equilibrium reconstruction and Linear MHD

Baseline Support						
Year	Task	Associate	Manpower (ppy)	Other Costs (k€)	Description of Contribution	State
2009	WP09-ITM-IMP1-ACT-T1 Maintenance and continuing development of the available IMP1 codes	xxx	0.10	3.80	Proposal received 22 December 2008 Maintenance and further implementation into KEPLER of CHEASE, CAXE and KINX codes. Reviving CHEASE+FLOW version Commitment 0.2 ppy for T! and T4 split in 4 * 0.6 pm	🔵
	WP09-ITM-IMP1-ACT-T4 Flow extension of equilibrium and MHD stability codes	xxx	0.10	0.00	Proposal received 22 December 2008 Maintenance and further implementation into KEPLER of CHEASE, CAXE and KINX codes. Reviving CHEASE+FLOW version Commitment 0.2 ppy for T! and T4 split in 4 * 0.6 pm	🔵

	WP09-ITM-IMP1-ACT-T6	Definition of 3D data structures for the equilibrium and implementation in 3D equilibrium codes	xxx		0.10	0.00	Proposal received 22 December 2008 Contribute to definition of 3D data structure required for 3D equilibrium and stability codes Commitment 0.1 ppy	🔵

Priority Support

Year	Task		Association	Name(s)	Manpower (ppy)	Manpower (k€)	Other Costs (k€)	Description of Contribution	State
2009	WP09-ITM-IMP1-ACT-T2b	Feedback Control for plasma position and shape control	xxx	xxxxx,	0.10	0.00	0.00	Proposal received 22 December 2008 Detailed knowledge of original proposals for controller data structure and implementation for coupling with standard feedback control algorithms. Contribution to extension needed of present data structure, which is needed for some ISM simulations Commitment 0.1 ppy	🟡

The column "state" on the right with the blue button 🔵 indicates that the proposals are in draft status. Any modification, addition, removal is possible at this stage.

If the column "state" shows a yellow button 🟡 for a particular task, this means that some required information is missing for this task. Click on the button in order to know the nature of the missing information.
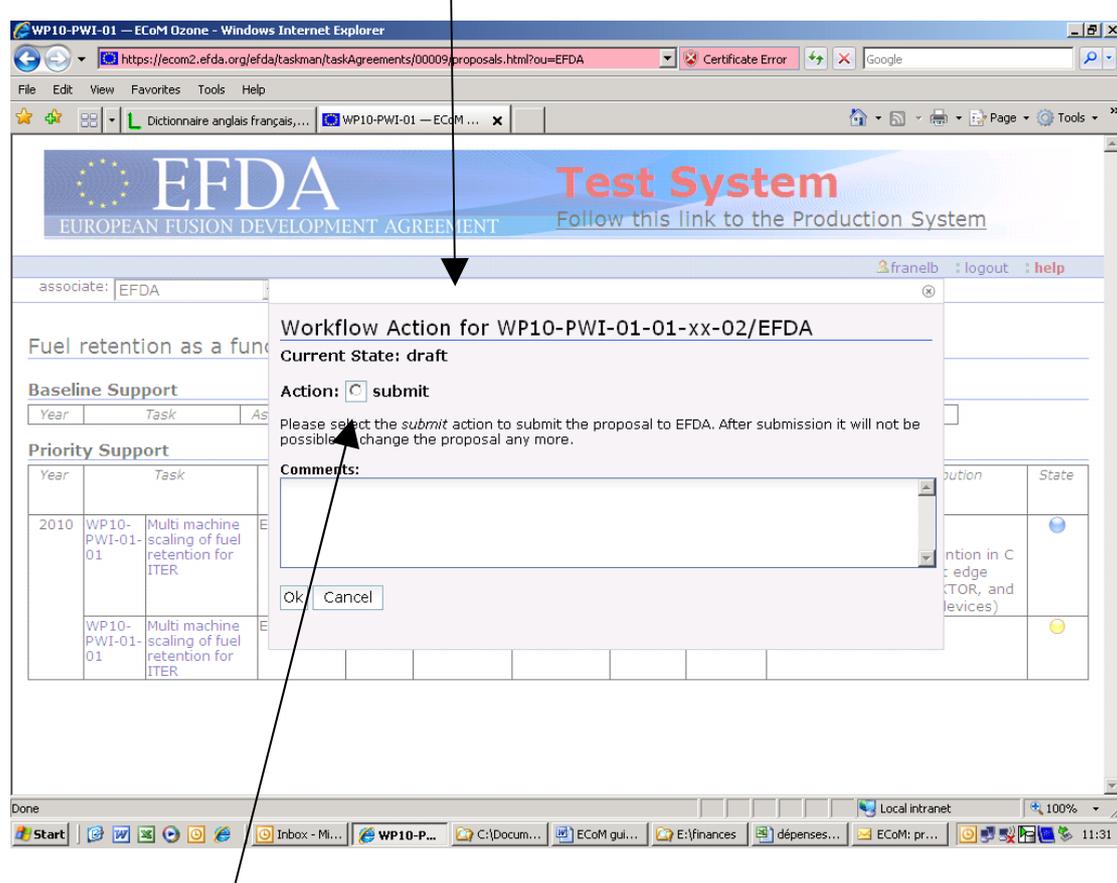
As long as the button remains yellow, the proposal for this task cannot be submitted to EFDA.

7- <u>Submit a proposal</u>

In order to submit a proposal to EFDA, it is necessary to do so manually, and before the deadline mentioned in the text of the call, for each task.

First, be assured, before submitting, that no required information is missing (yellow button, see paragraph 6)

Click on the blue button and a dialog box for the corresponding task appears.

Then select 'submit', add any comments you estimate necessary and click on "OK". The blue button turns to green once the task is submitted.

When a proposal is submitted, it cannot then be modified. In order to modify it, the Associate must contact the EFDA Responsible officer in charge of the call, in order to change the state from "submitted" back to "draft".
You can the make the necessary changes and will need to resubmit the proposal.