

**WORTH**  
**EMS Manual**

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## 1. Introduction

Both the registration and the application process is to be conducted via the WORTH electronic submission system (EMS). All information must be submitted in English only. The WORTH electronic submission system (EMS) is powered by CARSA and has been already implemented in many partnership and supporting programs.

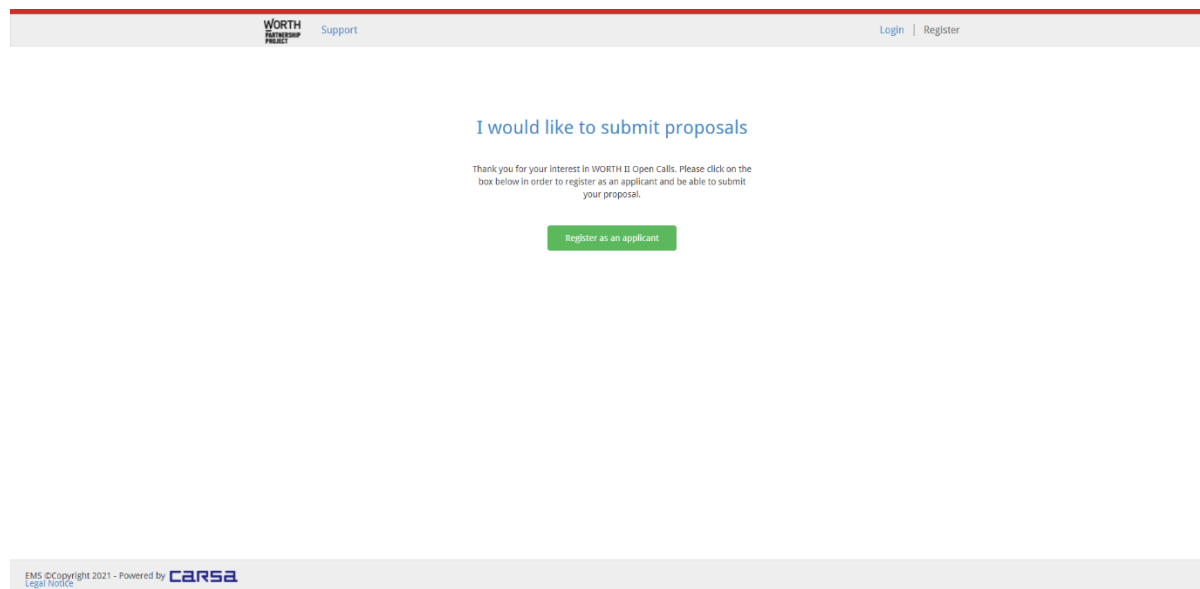
In this document, potential applicants for the WORTH project will find step-by-step guidelines on how to register, submit an application and navigate the EMS platform.

**Important note:** If you're already registered in EMS, you do not need to do it again. You may use the same login credentials (user+password) to access the 3<sup>rd</sup> Open Call. Those registered in EMS are invited to go directly to Section 3 of this document.

## 2. Registration of Applicants

### 2.1. Accessing site and registration

Go to the corresponding “Apply” button on the WORTH project Website <https://worthproject.eu/> or directly to <https://worth.ems-carsa.com/> and click on “**Register as an applicant**”



After clicking “**Register as an applicant**”, you will be redirected to the “**Applicant registration**” form

The screenshot shows the 'Applicant registration' form on the WORTH Partnership Project website. The form includes the following fields: First Name(s) (\*), Family Name(s) (\*), Phone (\*), Email (\*), Confirm email (\*), Password (\*), Confirm password (\*), and Country (\*). There is a 'Verify email' link next to the email field. Below the form is a CAPTCHA image with the text 'zlg2hh' and a refresh icon. At the bottom right, there is a 'Submit' button. The footer of the page contains the text: 'EMS ©Copyright 2021 - Powered by **CARSA** Legal Notice'.

After filling in the personal data and before clicking “**Submit**”, you need to confirm that you have read and agree with the aforementioned conditions at the bottom right corner.

## 2.2. Confirmation of your account

Once your registration is submitted, the following message will appear in your browser:



A confirmation email has been sent to the indicated email address. Please click on the link provided in the email in order to validate your registration.

The email from the WORTH will be sent to your email provided in the “**Applicant registration**” form.

Then go to your email account and look for the email coming from WORTH as illustrated in the example below:



[EMS] Welcome to EMS. Please confirm your account

Von: WORTH II

Vollansicht schließen  
18.10.2021 um 11:25 Uhr

Dear ,

Thank you for registering in the EMS Platform. This message is sent to ensure that you are aware of this action and that it was initiated by yourself. If this is not the case, please contact our help desk without delay.

Please confirm your EMS account by clicking on this [link](#)

Once confirmed, you will be asked to provide details of the organization you belong to. After that, you will have access to EMS and future notifications will be sent to this email address.

Your login credentials are:

Email:

Password:

Kind regards,

The EMS Administration

You will be asked to confirm your EMS account by clicking on the provided link.

Once you click on the provided link in the email, you will be redirected to the following page to finalise your registration

Your account has been confirmed. Please complete the registration process with details of the applicant you belong to.

Type of applicant (\*):  
 Company (SME)  
 Self-employed/entrepreneur  
 Any other (Private for profit organisations, private for non-profit organisations, universities, design labs, research organisations are also eligible. Large companies are not eligible)

VAT number (\*): A48228399 Search

No results found. Your company/organisation has not been registered yet. Please register it.

Please note that the person registering a company/organisation will be considered as the "contact person" of this company/organisation. "Contact persons" receive all official notifications and will be the primary reference for matchmaking. Please be sure you can play this role. Any modification of the "contact person" details will only be possible by contacting the Helpdesk.

VAT number (\*): A48228399  
Legal name (\*): Legal name  
Website (\*): Website  
City (\*): City  
Country (\*): Select country

How did you hear about WORTH II? (\*): Select an option  
Is WORTH your first time participating in an EU programme? (\*): Select an option

In your opinion, which of the following challenges are the biggest bottlenecks encountered in the collaborations between companies and creative professionals/designers. (\*):  
 Lack of qualified personnel / insufficient technical knowledge  
 Lack of innovation culture  
 Insufficient operational capacities  
 Insufficient market awareness  
 Unfeasible integration/scalability of the solution developed at any relevant operating/manufacturing environment/process  
 Shortage of business partners / shortage of quality supplies, services, materials  
 Insufficient awareness of intellectual properties aspects  
 Insufficient access to finance and investments  
 complex regulatory framework (administrative burden, legislation, regulation, government intervention, tax environments, standardisation framework)

I confirm that to this date, the applicant is not in process of receivership or bankruptcy

Save

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All fields are obligatory. Furthermore, you will have to select whether you are a **“company”** or **“self-employed entrepreneur”** or **“any other”** before confirming that **“to this date, the applicant is not in the process of receivership of bankruptcy”** and then, click the **“Save”** button to proceed.

## 2.3. Continuing registration

In order to finalise your registration, if you are a company (SME), you will be asked to complete a brief profile of your organisation in the following 5 sections.

First, you will be asked to provide a description of the organisation as it is seen below.

Second, you will be asked to select between 1 and 10 keywords from the list to characterise your activities of your organisation, as it is seen below.

Third, you will be asked to declare that your **“organisation owns or have the rights to use the relevant technologies to be applied”** as indicated in the admissibility criteria.

Fourth, in the case, you do not have a partner organisation and you would like to enter the matchmaking process, you will need to tick a box at the bottom right corner **“I agree on sharing for partner search and matchmaking purposes”** before clicking the **“Save”** button.

The screenshot shows the 'Brief profile' registration form. At the top, there is a navigation bar with the WORTH logo, 'Support', 'Calls', 'Login', and 'Register'. The main content area is titled 'Brief profile' and contains instructions for describing products, services, and manufacturing processes. It includes three paragraphs of instructions, the last one mentioning 'Technological expertise & capabilities'. A text area for input is shown with a character count of 2000/2000. Below the text area is a dropdown menu for 'Sector (\*)' with a list of options: Textile & Clothing, Footwear, Leather & Fur, Furniture / Home Decoration / Interior Design, Accessories, and Jewellery. To the right of the dropdown is a checkbox for 'Business' and a note about the 'Technological expertise & capabilities' list. Below these are several checkboxes for business activities: Product development, Manufacturing, Services, Branding & Marketing, Raw Material Supply, Retail, Design, Distribution, Logistics, E-commerce, Glass maker, Metal crafter, Wood crafter, and Others.

## Brief profile

Please describe your **main products and/or services** as well as the related most important **business and/or manufacturing processes**. Describe your current operational capacities, what are your interests, **what do you offer and what do you request** from any potential partner.

**In case of wanting to have the right to use specific technologies and therefore eventually participate as Technology Provider** in a WORTH proposal, please describe the **advantages and innovation** your technologies will eventually provide to the industry, including a description of their current level of maturity/readiness for implementation. Provide details (qualitative but also quantitative if possible) about the **capabilities** of the proposed technologies. What are your interests, **what do you offer and what do you request** from any potential partner.

**In case of owning or having the rights to use designs and therefore eventually participate as Design/Creative Studio** in a WORTH proposal, please describe the **advantages and innovation** your designs and your design capabilities can provide to industry, including examples and descriptions of their current implementation in relevant clients or generally in the market. What are your interests, **what do you offer and what do you request** from any potential partner.

characters: 2000/2000

Select at least one keyword from each list, except for the "Technological expertise & capabilities" list, which is not mandatory.

### Business activity

- Product development
- Manufacturing
- Services
- Branding & Marketing
- Raw Material Supply
- Retail
- Design
- Distribution
- Logistics
- E-commerce
- Glass maker
- Metal crafter
- Wood crafter

### Trends and concepts

- Fashion Designer
- Product Designer
- Industrial Designer
- Graphic Designer
- Architectural Design
- Interior Designer

### Creativity/ Application field

- Circular economy
- Eco-design
- Digitisation
- Social Inclusion
- Craftsmanship
- Heritage preservation
- Smart Materials
- Smart technologies
- High-performance materials
- Sustainable materials

### Technological expertise & capabilities (only if you own or have the right to use any of these technologies in an eventual project participating as Tech Provider)

- Digitisation
- Automation
- Robotics
- Sensorisation
- Virtual reality
- Augmented reality
- 3D printing
- 3D design
- Zero-waste pattern making
- Machine Learning
- Artificial Intelligence
- Software and platform developer

### Solutions developed

- Eyewear
- Watches
- Bags
- Leather goods
- Children goods
- Sports footwear
- Dress footwear
- Furniture
- Home decoration
- Household
- Public spaces
- Office spaces
- Contract
- Smart spaces
- Indoor furniture and decoration
- Outdoor furniture and decoration
- Rugs
- Home textiles / Upholstery
- Sports textiles
- Lingerie and underwear
- Homewear
- Children clothing
- Fabrics
- Technical textiles
- Fashion garments
- Workwear
- Athleisure

I declare that I own or have the rights to freely use the technologies and designs to be applied in future project proposals

- I agree on sharing the data provided for partner search and matchmaking purposes
- I do not agree on sharing the data provided for partner search and matchmaking purposes

Save

Last, you will be asked to upload some visual resources from your work in order to facilitate the matchmaking. You will be able to upload three short videos, three short images or pictures and your social media accounts.

### 3. Preparation and Submission of applications

#### 3.1. Accessing the Call for applications

Once you successfully registered and logged in, you will be able to access the Call list by clicking on the “Calls” button at the upper menu. At this moment, there are 3 Calls for proposals in the list. Two of them are closed and the other (Open) corresponds to the 3<sup>rd</sup> Call open until December 12th 2023.

By clicking on the “**WORTH contributing to the achievements of the New European Bauhaus (NEB) Initiative**” hyperlink, you will be redirected to the page of WORTH OC 3 (Open Call 3).

The page contains all relevant information regarding the Call, including the Guide for Applicants, the Technical Proposal Template, the FAQs and this EMS manual in the “**Supporting documentation**” section.



### 3.2. Technical proposal template

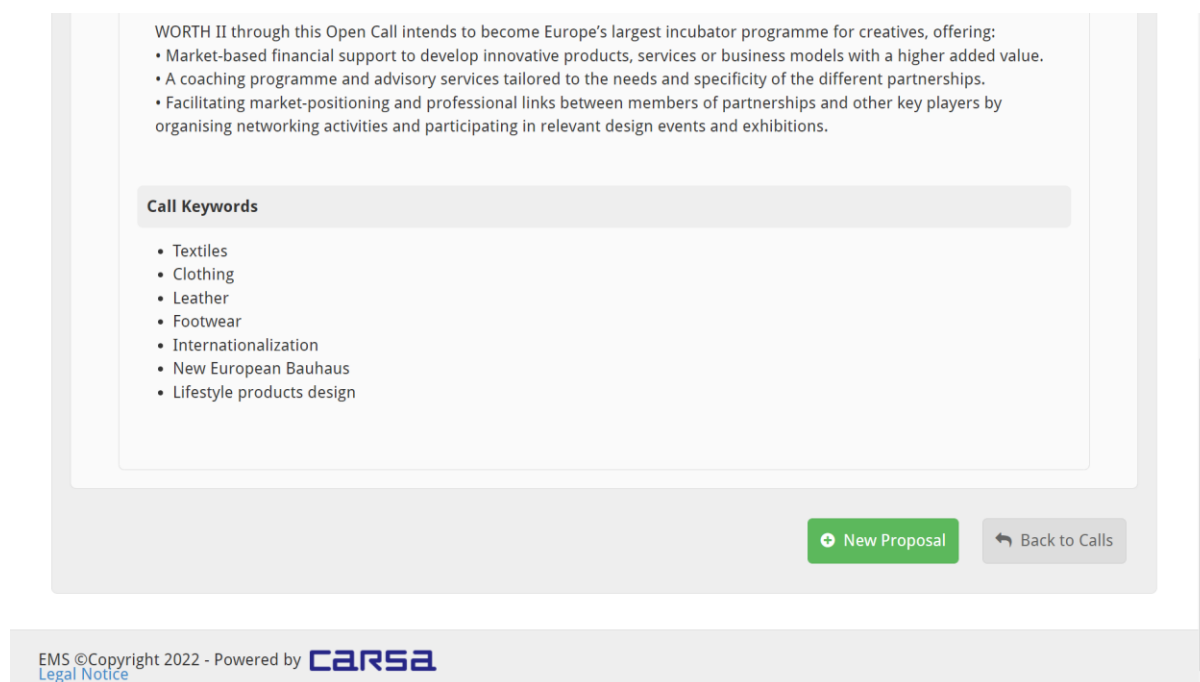
The template all applying partnerships have to use to prepare their projects' description can be found in the **“Supporting documentation”** section.

All applicants have the opportunity to read the content of the proposal template before applying in order to verify the information that needs to be included.

All applicants are kindly requested to follow the instructions provided in that template.

### 3.3. Submitting the application

To submit the application, all applicants need to go create a **“New Proposal”** by clicking green button at the bottom right corner.



Once you click **“New Proposal”**, you will need to fill in all required information in the **“General details”** section. Please note that your partner needs to be also registered on the EMS before you initiate this step.

WORTH PARTNERSHIP PROJECT

Support Calls My area Partner search

Account holder | Logout

My area > My proposals > New Proposal > General details

General details

Please make sure that you save all your changes before moving to a next section.

Proposal general details

Title:

Acronym:

Applicant email:  [No organization ID](#)

Partner email:

Once the changes are saved, the partner email cannot be modified. [Verify partner email](#)

Details of the proposal relating to the selected call

Call title:

Thematic area:

[Save](#)

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The new proposal is not created until all required fields of the “**General details**” section are filled in properly. Please note that some information, displayed in the “**General details**” section is automatically assigned based on the data provided earlier by the applicant and cannot be edited. However, the partner’s email needs to be entered by the leading applicant in order to proceed to the next step of the application. The partner’s email needs to be registered on the EMS before.

To make sure that you have entered the email address of an eligible partner, you will be able to check this information by clicking “**Verify partner email**” provided in the “**General details**” section.

Once all fields have been filled in, you will need to click the “**Save**” button. Please note that the “**General details**” section cannot be saved until all fields are completed correctly.

Once all required information has been provided for the “**General details**” section, you will be able to proceed with the rest of the application.

The following 3 items: Abstract, Technical Proposal, and Submission will appear on the side menu as it is demonstrated below.

WORTH PARTNERSHIP PROJECT

Support Calls My area Partner search

My area > My proposals > Proposal 1 > Abstract

General details

Abstract

Technical proposal

Submission

Please make sure that you save all your changes before moving to a next section.

Abstract ( Left 1500 / Max. 1500 characters)

Save

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In the **“Abstract”** section, you will be required to provide an abstract/summary of your partnership proposal.

In the **“Technical proposal”** section, you will be required to submit the completed project proposal (following the template provided) in .pdf format. Moreover, you will be required to upload a dossier, portfolio and video in order to describe the project and its different details

WORTH PARTNERSHIP PROJECT

Support Calls My area Partner search

My area > My proposals > Proposal 1 > Technical proposal

General details

Abstract

Technical proposal

Submission

Please make sure that you save all your changes before moving to a next section.

Technical proposal

Maximum: 5 MB

Type of document: PDF

Mandatory: Yes

Template: [template.pdf](#)

Examinar...

No se ha seleccionado ningún archivo.

Upload

Dossier

Maximum: 5 MB

Type of document: PDF

Mandatory: Yes

Examinar...

No se ha seleccionado ningún archivo.

Upload

Portfolio

Maximum: 5 MB

Type of document: PDF

Mandatory: Yes

Examinar...

No se ha seleccionado ningún archivo.

Upload

Video

Maximum: 5 MB

Type of document: PDF

Mandatory: Yes

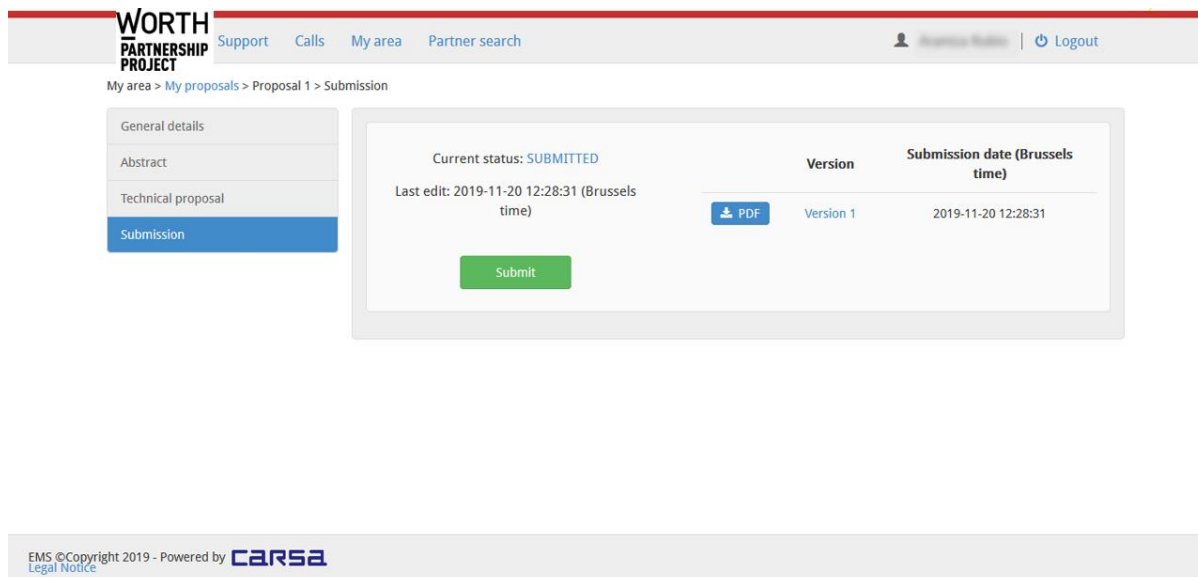
Examinar...

No se ha seleccionado ningún archivo.

Upload

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Once the **“Abstract”** and **“Technical proposal”** sections are completed, you will be able to submit your application by clicking the green button **“Submit”** in the **“Submission”** section.



The applicants have the option to start and save as many draft versions of their applications as they wish before the cut-off date (December 12<sup>th</sup>, 2023).

Please note that only the latest version will be saved on the EMS.

The data and documents contained in the last submission will be used for the eligibility check, evaluation and ranking once the cut-off date is reached. The submission acknowledgement email will be sent to all applicants once the call has been closed.

## 4. Matchmaking

Those applicants, who are looking for a partner can enter the matchmaking on the EMS platform. To access matchmaking, the applicants need to go the “**Partner search**” section that contains a list of eligible partners who are also looking for partnerships.

Once registered and as long as the Call is open, a registered applicant will be able to click on “**Partner search**” and search for other registered organisations or persons to match with.

Only registered organisations or persons who have **given permission to share their data** will be **displayable**

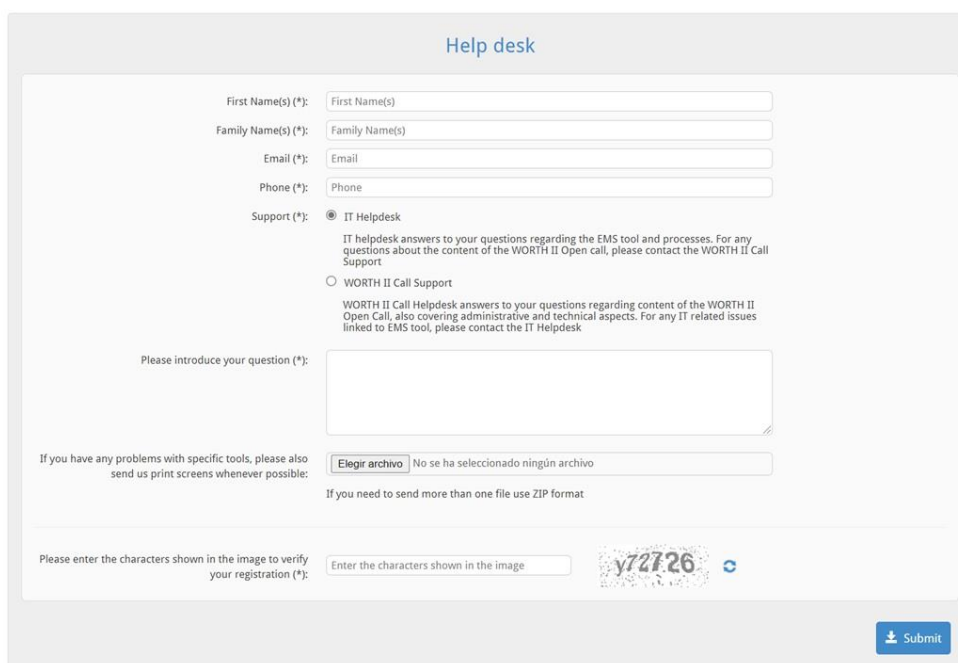
Search will be done via **filtering** the database by the different categories of **keywords**

The list of eligible partners can be sorted by a country and filtered by keywords, using the “**Search**” box at the top right corner in the “**Partner search**” section.

By clicking the “**View**” hyperlink, the applicants will be able to view further details of eligible partners, e.g. short description of a company/organisation, contact details and relevant keywords that describe their activities and interests.

## 5. Practical Information

If you encounter any problems or difficulties with your registration or during the application submission process, please contact the WORTH support – “**Help desk**” by clicking on the “**Support**” button at the upper menu.



The screenshot shows a web form titled "Help desk". It contains several input fields: "First Name(s) (\*)", "Family Name(s) (\*)", "Email (\*)", and "Phone (\*)". Below these is a "Support (\*)" section with two radio button options: "IT Helpdesk" (selected) and "WORTH II Call Support". The "IT Helpdesk" option includes a detailed description: "IT helpdesk answers to your questions regarding the EMS tool and processes. For any questions about the content of the WORTH II Open call, please contact the WORTH II Call Support". The "WORTH II Call Support" option includes: "WORTH II Call Helpdesk answers to your questions regarding content of the WORTH II Open Call, also covering administrative and technical aspects. For any IT related issues linked to EMS tool, please contact the IT Helpdesk". There is a large text area for "Please introduce your question (\*)". Below this is a file upload section with a button "Elegir archivo" and the text "No se ha seleccionado ningún archivo". A note says "If you need to send more than one file use ZIP format". At the bottom, there is a CAPTCHA section with the text "Please enter the characters shown in the image to verify your registration (\*)" and a box containing the characters "y72726". A "Submit" button is located at the bottom right.

The EMS Platform enables two types of enquiries:

IT Helpdesk: questions and problems regarding to the functioning of the EMS tool and its processes

WORTH Call Support: covering questions regarding the technical and administrative requirements to complete an application. [worth-call-support@carsa.es](mailto:worth-call-support@carsa.es)

Alternatively, applicants may contact the WORTH project helpdesk – [helpdesk@worthproject.eu](mailto:helpdesk@worthproject.eu) for further information and queries.