

## Registering/logging into ExOrdo

- go to <https://multiply2017.exordo.com/login>
- register with your email and proper first name and surname. By default the name you use for creating an account will automatically become the first (and only) author (see **1**) of the submission.

MULTIPLY\_Call 1

CREATE AN ACCOUNT / LOG IN

Email:

Log In

SUPPORT **Ex Ordo** BLOG

MULTIPLY\_Call 1

CREATE ACCOUNT

Email:

andrewsmith@gmail.com

First Name

Andrew

Last Name

Smith

By clicking on the button below you agree to our Terms of Service.

Create Account

## The ExOrdo landing page (dashboard)

- Once registered you can change your registered email and name via the 'profile' link **2**)
- Ignore the countdown to the 'Conference Start Date' **3** it is incorrect and irrelevant for MULTIPLY
- Click 'Submit a Paper' **4**
- The ExOrdo Application Portal continuously saves your changes. At any time you can come back to an initiated application and continue working on it.

MULTIPLY\_Call 1

Andrew Smith  
AUTHOR

Profile

4 | Submit a Paper

3 | 30 Jul 2017 | 233 Days Left

2:53 PM Today Harry has just signed up to multiply2017

SUPPORT **Ex Ordo** BLOG

Do you have a question?

## Preparing your submission

- Read the instructions and take notice of the fact that you will be required to upload a fair number of documents in the later stage of the submission procedure when they become available. This guide allows you to 'look' into later tabs **5** not yet accessible in the submission procedure in order to plan your submission.
- Skip **6** to new window

Active ToDo → Submit a Paper BACK TO DASHBOARD The Conference

SUBMISSIONS 2017-07-30

REVIEWING

PROGRAMME

NEW SUBMISSION

The deadline for submitting your Fellowship Application is

**31 March 2017 (23:59 UK time)**

Please be aware that you will be asked to upload several documents in section 'Document upload' and that sourcing/completing these documents may require some time.

Templates for all these documents are available on the MULTIPLY website at [multiply.astonphononics.uk](http://multiply.astonphononics.uk)

All documents must be submitted in PDF or zipped format, with the applicants name in the file name (Preferred format: SurnameName\_FileDescription).

Make sure you follow the detailed guidelines as per *Guide for Applicants* available on the MULTIPLY website.

A comprehensive *Guide to the MULTIPLY Application Portal* are also available on the MULTIPLY website.

6 Skip Start Workflow

Do you have a question?

- and enter the name of your proposal in the following format: **ACRONYM\_ProposalLongName**

Submit a Paper BACK TO DASHBOARD The Conference

SUBMISSIONS 2017-07-30

REVIEWING

PROGRAMME

NEW SUBMISSION

TITLE

Title

ACRONYM\_longnameofproject

Done Go To The Next Step

- complete all sections of the author section

STEP 1.  **1. Introduction**

STEP 2.  **2. Authors**

STEP 3.  **3. Topics**

STEP 4.  **4. Additional author information**

STEP 5.  **5. Document upload (mandatory)**

STEP 6.  **6. Ethical issues**

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

### Harry Potter

[cdoeringsaad@gmail.com](mailto:cdoeringsaad@gmail.com)

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**Title**

Mr

**University/Company/Organization**

Hogwarts

**Country**

United Kingdom

**Name**

Please give your full name as per passport, with surname in CAPITALS

Harry POTTER

**Nationality**

please list ALL nationalities you hold  
(if you are a refugee please write 'REFUGEE')

British and Irish

**Date of birth**

(DD/MM/YYYY)

01/01/2001

**Gender**

Please select from the below

male

### Country of residence

What is the country you are CURRENTLY living/working in

### Main contact address

Please provide your main address where you can be contacted before the reference date (JULY 2017) and up to 6 weeks after. Work place addresses preferred. Please include email and phone numbers.

### Additional contact address - Optional

Optional. You may want to provide an alternative address where you can be contacted before the reference date (JULY 2017) and up to 6 weeks after. Please include email and phone numbers.

### Do you currently hold a PhD?

Please indicate if you are currently in possession of a PhD. If you expect to be awarded a PhD before the reference date (1 July 2017) please chose 'PhD award pending'. You may still be eligible to apply for a fellowship even if you do NOT hold a PhD by the reference date. You will be able to upload alternative qualifications in the section 'Additional Information'.

### Have you submitted more than one Fellowship applications in the current round? - Optional

Applicants are restricted to a single application per call.

Done

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

Done  
Go To The Next Step

- complete tab 'Topic' by choosing up to 2 areas, one Fellowship length and one Fellowship type

New Submission

STEP 1. Title

STEP 2. Authors

STEP 3. Topics

STEP 4. Additional author information

STEP 5. Document upload (mandatory)

STEP 6. Ethical issues

### TOPICS

Please choose a maximum of four topics from the list of topics below. If none of the topics below suit your submission, please choose the nearest applicable topic and contact the chair for further advice.

Area of research proposal (choose up to 2 areas)

- RA1: OPTICAL COMMUNICATION
- RA2: SENSING
- RA3: BIOMEDICAL PHOTONICS
- RA4: LASER TECHNOLOGIES
- RA5: NANO-SCALE AND INTEGRATED PHOTONICS
- RA6: EMERGING PHOTONICS APPLICATIONS
- None of the above

Length of research proposal (choose 1 only)

- 12 Months
- 24 Months
- 36 Months (only with prior approval from MULTIPLY Management Team and host)

Type of Fellowship Application (choose 1 only)

- Incoming into Europe/intra-European
- Outgoing from Europe to the world

Done  
Go To The Next Step

- complete tab 'Additional author information', giving a complete timeline for the last 4 years prior to the 'reference date'.  
Please be aware that in section 'Document upload' you will be required to upload evidence for your physical location as declared here.

New Submission

STEP 1. Title

STEP 2. Authors

STEP 3. Topics

STEP 4. **Additional author information**

STEP 5. Document upload (mandatory)

STEP 6. Ethical issues

### ADDITIONAL AUTHOR INFORMATION

**Where have you resided in the last 4 years?**

Please list the country(ies) where you have resided or carried out your main activity for the 4 years immediately prior to the reference date (1 July 2017) starting with the most recent. Please give exact dates where possible (DD/MM/YYYY) leaving no gaps in the timeline. Please note that you will be asked to upload document evidencing your residency status in section 'Document upload'.

B I U x<sup>2</sup> x<sub>1</sub> Ω ✔ Saved

01/10/2013 to 03/08/2015; Birmingham University; UK; postgraduate degree

04/08/2015 to 21/08/2015; various countries; travelling/holidays

22/08/2015 to 31/12/2016; Paris; France; working in IT

01/01/2017 to (present); Paris; France; parental leave

**Family status**

By the reference date (1 July 2017) are you eligible for *Family Allowance*? Please refer to the *Guide for Applicants* for a definition of 'family status'. Please note that if you declare family status you will be asked to upload document(s) evidencing your status in the 'Document upload' section.

Yes ▾

**Career breaks**

MULTIPLY explicitly encourages applications from candidates returning to research after a career break. Therefore, if you have had any significant career breaks please give details below.

B I U x<sup>2</sup> x<sub>1</sub> Ω ✔ Saved

currently on parental leave since 01/01/2017

Done  
Go To The Next Step

- complete collate and upload files as requested. The portal will only accept single files in each section, so please scan documents into a single PDF or zip them into one file

New Submission

STEP 1. Title

STEP 2. Authors

STEP 3. Topics

STEP 4. Additional author information

STEP 5. Document upload (mandatory)

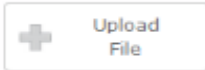
STEP 6. Ethical issues

### DOCUMENT UPLOAD (MANDATORY)

#### Research Proposal

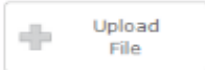
Please upload your **Research Proposal** using the Proposal **template** available from the MULTIPLY website and adhering to the instructions given within in terms of structure, length, font size etc.

Please name the file using the format: SurnameName\_ACRONYM



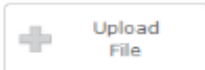
#### Extended academic CV

Please upload your **extended academic CV** (no preset format required).



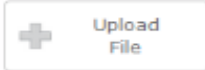
#### Letter of Commitment

Please upload a scan of the **Letter of Commitment**, signed and stamped by your chosen Host Organisation. The **template** of the Letter of Commitment is available from the MULTIPLY Website.



#### Identity document


Please upload a scan of a valid **photo identity document** (National ID card, passport) in high resolution (at least 300 dpi). **European** ID document preferred.



#### Mobility


Please upload documents evidencing your compliance with the mobility rules. Please upload 2 documents per year in a single or zipped file.

Please refer to the *Guide for Applicants* for further information.



#### Proof of PhD qualification (if applicable)

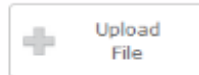
Please upload a scan of your **PhD certificate** if you have been awarded one. A certified translation is required if the original is not in English.



**Proof of qualification other than PhD (if applicable)**

If you are **NOT** in possession of a PhD at the reference date (1 July 2017), please upload a scan of the degree that entitled you to embark on a doctorate degree. A certified translation is required if the original is not in English.

Please refer to the *Guide for Applicants* for further information.



**Proof of research experience (if applicable)**

If you are **NOT** in possession of a PhD at the reference date (1 July 2017), please upload proof of 4 years (full time equivalent) research experience in a single or zipped file.

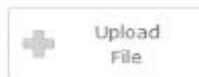
Please refer to the *Guide for Applicants* for further information.



**Proof of European long term residency status (if applicable)**

Only required for OUTGOING Fellowship where the candidate is **not** an EU national. Please upload proof of long term residency status in a single or zipped file.

Please refer to the *Guide for Applicants* for further information.



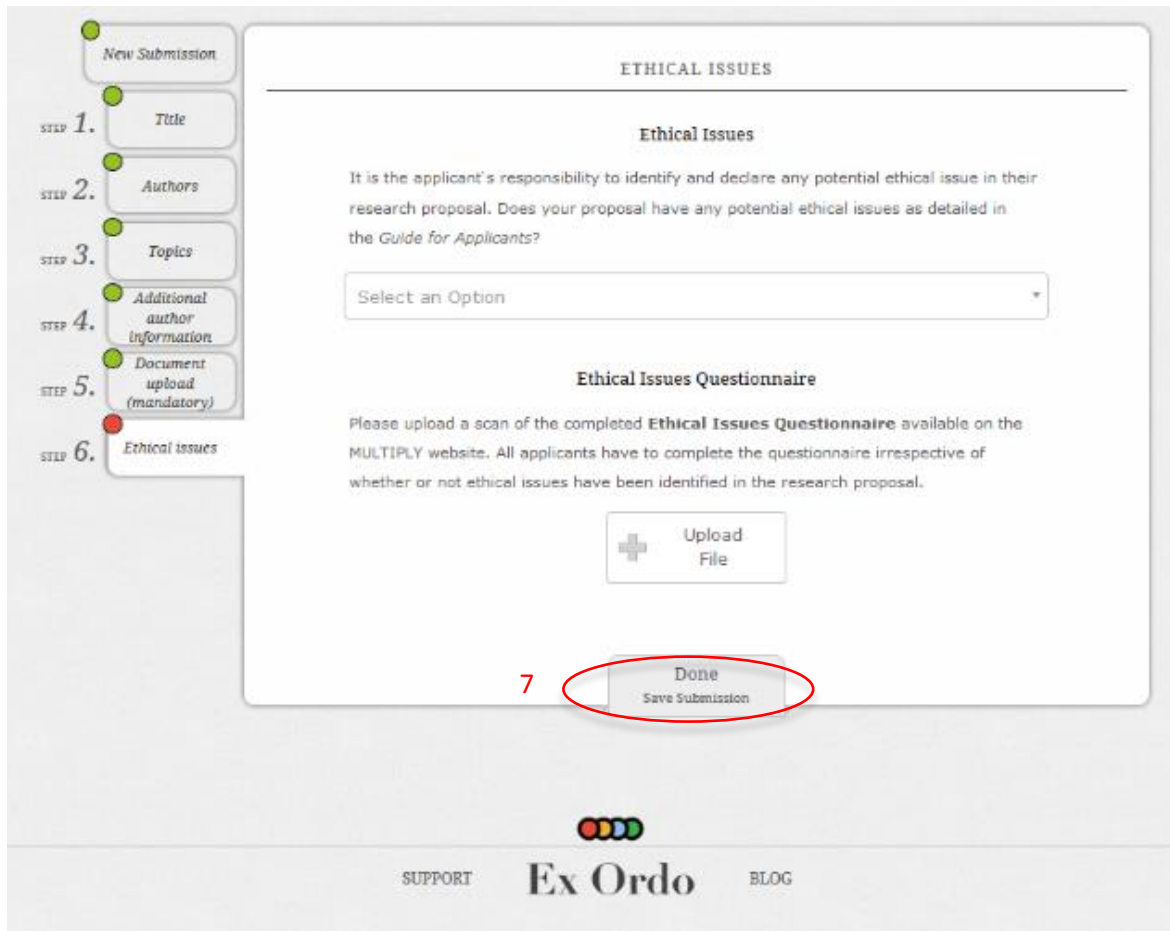
**Family status (if applicable)**

If you are eligible for family allowance please upload proof of family status.

Please refer to the *Guide for Applicants* for further information.



- complete the ethics tab



- clicking the 'Done Save Submission' button **7** will SUBMIT your paper into the system and you will receive an on-screen submission acknowledgement followed by an email.
- 'Back to dashboard' **8** takes you back to the landing page

