

# ERACoSysMed

## 3<sup>rd</sup> Joint Transnational Call for European Research Projects on Systems Medicine

### Guidelines for Applicants

Submission deadline for pre-proposals: **March 15<sup>th</sup>, 2019**  
**(13:00h C.E.T.)**

Online access: <https://www.eracosysmed.eu/call3>

For further information please visit [www.eracosysmed.eu](http://www.eracosysmed.eu)

or contact

the Joint Call Secretariat (JCS) at:

Project Management Jülich  
Division Life Sciences and Health Research (LGF)  
Forschungszentrum Jülich GmbH,  
52425 Jülich, Germany

Email: [eracosysmed.jcs@fz-juelich.de](mailto:eracosysmed.jcs@fz-juelich.de)

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## 1. INTRODUCTION

The call text of ERACoSysMed's 3<sup>rd</sup> Joint Transnational Call provides all essential information about the evaluation procedure, eligibility and evaluation criteria. These guidelines briefly explain the bodies involved in the management of the call and some technical issues related to the proposal submission.

## 2. GENERAL INFORMATION

Under the umbrella of ERACoSysMed ([www.eracosysmed.eu](http://www.eracosysmed.eu)), 11 funding organisations agreed to launch the 3<sup>rd</sup> Joint Transnational Call (JTC-3) for transnational research projects to fund effective multidisciplinary collaboration in the field of systems medicine. **The participating funding organisations and the aim of the call are described in detail in the call text** (see section 1 and section 2 of the Call Announcement Text). **Applicants must refer and comply with regulations of the regional/national funding organisations** (see Annex II of the Call Announcement Text) and are therefore strongly advised to contact the respective contact person(s) for any queries related to these regulations.

## 3. MANAGEMENT OF THE CALL

The role of the three bodies that are responsible for the implementation and management of JTC-3 are outlined in this section. Any person being involved in one of these bodies will not be allowed to participate in proposals submitted within this call.

The Joint Call Secretariat (JCS) lead by Project Management Jülich (PtJ) is responsible for the implementation and management of the call. It is a contact point for both applicants and the participating funding organisations.

The Peer Review Panel (PRP) is composed of internationally renowned, independent scientific experts. The PRP is responsible for the scientific evaluation of proposals at both the pre- and full proposal stage. The PRP will rank the proposals according to the evaluation criteria and will make funding recommendations to the Call Steering Committee.

The Call Steering Committee (CSC) is composed of one representative from each funding organisation participating in the call. All decisions concerning call procedures will be taken by the CSC. Based on scientific recommendations by the PRP and budget considerations, the CSC will decide both, on the list of consortia that will be invited to submit full proposals and on the final funding recommendations to the national/regional funding organisations.

## 4. PROCESS OVERVIEW

The procedure is divided into two steps: submission and evaluation of pre-proposals followed by invited submission and evaluation of full proposals. In both cases, one joint proposal should be prepared by the consortium members. The proposals must be electronically submitted by the project coordinator via the online submission tool available at <https://www.eracosysmed.eu/call3>.

**Detailed explanations for each section of pre- and full proposals can be found in the respective templates (see Annex I and II).**

### STEP 1

#### 4.1 Submission of a pre-proposal

First, the coordinator has to register in the submission tool. A user can be registered several times in the submission tool with the same e-mail account but different user names, one for each proposal. In this way, a correct assignment to proposals is ensured in the submission tool. However, some funders cannot accept multiple applications from the same applicant. Applicants should check the respective national regulations in Annex II of the Call Announcement Text or with the respective national contact person.

After registration a link will be sent to the registered e-mail account to activate the registration.

The coordinator can enter, edit and save the electronic forms, add partners to the consortium, upload the project description and submit the proposal. Partners can enter and edit their own data only. In addition, the coordinator may reedit and resubmit the proposal before the submission deadline. In this case, only the latest submitted version will be used for evaluation. **Proposals can only be submitted and/or modified prior to March 15<sup>th</sup>, 2019 (13:00 C.E.T.).** After successful submission the coordinator will receive an automatically generated confirmation of receipt.

**Each project coordinator should make sure to register early enough. After the deadline, the website will neither accept modification nor submission of any proposal. The project coordinator should also not underestimate the effort needed to collect the required information from the project partners and fill in the online forms. Therefore, it is strongly recommended to submit the first version of proposals well before the deadline.**

The pre-proposal consists of two parts: an online form and a project description.

- The online form consists of the following information: consortium composition, project abstract, keywords, categories/disciplines and budget issues. The budget overview table serves as information source for the funding organisations to estimate the requested funding per funding organisation. The information given in the pre-proposal is binding in terms of consortium composition and maximum requested budget. Data entered in the pre-proposals will be kept for the full proposals and cannot be edited in the full proposal.
- The project description presents the scientific part. Keep in mind that the project description should allow experts to evaluate its relevance to the aim of the call and its excellence despite the limited space for details. The project description must not exceed 12000 characters. References can be added in the annex (max. 4000 characters).

The length of the text in the template is defined in maximum number of characters (4000 characters are approximately one A4 page of text). Spaces are included, however the character count of MS Word (or similar) cannot be translated directly into the character count of the HTML-based submission tool. Some special characters are converted by the system with more characters than MS Word counts.

Up to two figures can be embedded in the text through place markers. The figures must be uploaded as .jpeg, .gif or .png files and must not exceed a maximum size of 600x600 pixels.

Only the latest file will be kept saved. The pre-proposal must be filled out online in the submission tool under <https://www.eracosysmed.eu/call3>. A template can be found in Annex I.

**For applicants from certain countries/regions, it might be necessary to submit additional information before the submission deadline directly to the respective funding organisation. If consortium partners are requested to submit separate or different proposal documents towards their national funding organisation (see Annex II of the call text), the consortium partner(s) concerned shall send these documents by e-mail directly to the respective national / regional funding organisation.**

The JCS will inform the coordinators about the results of the pre-proposal evaluation on **May 21<sup>st</sup>, 2019**.

## STEP 2

### 4.2 Submission of a full proposal

**Full proposals will be accepted only from applicants explicitly invited by the JCS.** The coordinator cannot add or edit any partner(s) and cannot change the budget in the submission tool in this step. **Proposals can only be submitted and/or modified prior to June 28<sup>th</sup>, 2019 (13:00 C.E.T.).** After successful submission the coordinator will receive an automatically generated confirmation of receipt.

A full proposal consists of two parts: an online form and a project description.

- Fields containing data already entered in the pre-proposal online forms like proposal title, proposal acronym, project duration, project abstract, keywords, categories and profiles of the partners will be pre-filled in the online form for full proposals and cannot be edited.
- The project description contains the scientific part. The full proposal template indicates the particular parts of the project description with character limitations.

Up to five figures can be embedded in the text through place markers. The same technical conditions apply as in the pre-proposals, namely the figures must be uploaded as .jpeg, .gif or .png files and must not exceed a maximum size of 600 pixels.

Only the newest uploaded file will be saved. If the project description is not elaborated, that particular proposal will be considered ineligible.

The full proposal must be filled out online in the submission tool <https://www.eracosysmed.eu/call3>. A preliminary template can be found in Annex II, which will be updated at a later stage.

### 4.3. Rebuttal

Project coordinators of the submitted full proposals will be informed by e-mail about the availability of the individual evaluation reports in the submission tool. Project coordinators may comment on possible factual errors or misunderstandings by submitting their explanations through the online submission system from **August 26<sup>th</sup> until September 4<sup>th</sup>, 2019 at 13:00 (C.E.T.)**. The project coordinator may consult the project partners, but only one response per evaluation report may be submitted. Coordinators' comments must not exceed 4000 characters per evaluation report. Issues which are not related to the comments cannot be addressed and the work plan cannot be modified at this stage.

The deadline for submission of the rebuttal comments is **September 4<sup>th</sup>, 2019 at 13:00 (C.E.T.)**. This step is optional. Subsequently, the evaluators will get access to the submitted rebuttal.

**ANNEX I - Template pre-proposal**

**PROJECT TITLE**

A meaningful concise project title

**CATEGORY (FIRST CHOICE)**

Biomarkers

**EXPERTISE WITHIN YOUR PROPOSAL (MULTIPLE CHOICE)**

Computational modelling, Biomedical data, Clinical data, Data management, Patient stratification, Common mechanisms in human diseases, Life sciences, Clinical sciences

**PROJECT DURATION**

36 Months

**TOTAL REQUESTED FUNDING**

156.000 €

**TOTAL COSTS**

174.000 €

**CONSORTIUM**

P 1	Dr. Zsuzsa Nagy FZj/Ptj Scientific officer	Zimmerstr. 26-27, 10969 Berlin Germany	k.nagy@fz-juelich.de Tel.: 0049 20199 3314 <a href="https://www.eracosysmed.eu/">https://www.eracosysmed.eu/</a>
P 2	Dr. Sylvia Krobitsch Name of organisation, Dept. XYZ (Partner 2) Lab leader	Street nr. 12, 12345 Town/City Slovakia	s.krobitsch@fz-juelich.de Tel.: 0049 20199 3403 <a href="https://www.eracosysmed.eu/">https://www.eracosysmed.eu/</a>
P 3	Prof. Simon Uperman Name of organisation, Dept. QZT (Partner 3) Doctor	Street nr. 34, 56789 Town/City The Netherlands	eracosysmed.jcs@fz-juelich.de Tel.: 0049 20199 3314 <a href="http://www.eracosysmed.eu">http://www.eracosysmed.eu</a>

## KEYWORDS

<b>Pre-defined keywords</b>	chronic diseases, clinical decision support system, disease complexity, early diagnosis, patient stratification
<b>Additional keywords</b>	keyword1, keyword 2, max. 5 additional keywords

## ABSTRACT

The abstract of your proposal will be published on the ERACoSysMed website in case your proposal will be selected for funding. Make sure that it is publishable and does not contain any confidential information.

The abstract should not exceed 2000 characters.

This field is required for submission.

## PROJECT DESCRIPTION

The project description should allow experts to evaluate its excellence, its impact and the quality of its implementation despite the limited space for details. In addition, it should allow the estimation of expected progress beyond the state-of-the-art.

Describe the scientific basis for your project and the state-of-the-art of your project research topic. Identify important gaps of the current knowledge. Describe and explain the research hypothesis based on a medical/clinical need. Describe your work plan including the objectives. Describe shortly the expected impact and added value of transnational collaboration. Describe your data management plan in a preliminary fashion. In addition, add a short description of how stakeholder may impact your project and why they should be involved.

Up to two figures can be embedded into the text under the section "Image uploads" in the left navigation bar.

The project description should not exceed 12 000 characters.

This field is required for submission.

It is the project description. The project logo is shown in Figure 1.



Figure 1: Project logo

It is the project description. It is the project description.



- Author 1, Author 3, Author 4, Author 5  
Title 2  
Journal name, Volume / Year / Page (), ()  
Link/DOI

## ADDITIONAL INFORMATION

<b>Related ongoing research projects which you are involved in and your expertise/role</b>	Please describe related ongoing research projects which you are involved in by indicating project title and funding source. The length of the text is limited to 1000 characters.
<b>Are you a clinician?</b>	no
<b>Are you an experimentalist?</b>	no
<b>Are you a computational scientist?</b>	yes
<b>Are you a bioinformatician?</b>	no
<b>Are you a data management and curation expert?</b>	no
<b>Were you involved in the 1st and/or 2nd ERACoSysMed call?</b>	yes
<b>Privacy policy read</b>	yes

Partner 2: Name of organisation, Dept. XYZ (Partner 2)

## JUSTIFICATION FOR BUDGET OVERVIEW

<b>Personnel</b>	<p>A short justification (max. 1000 characters) for budget calculation for personnel (Partner 2). Who works on which tasks ideally with estimation of required number of person months.</p> <p>The participating funding organisations apply their own national or regional regulations to fund research projects under this call. These regulations may differ significantly from each other. Each consortium partner should check the respective national regulation regarding <b>overhead costs</b> with Annex II of the Call Announcement Text or with the respective national contact person.</p>
<b>Travel</b>	<p>A short justification (max. 1000 characters) for budget calculation for travel (Partner 2). Travel costs to a status seminar should be taken into account.</p> <p>The participating funding organisations apply their own national or regional regulations to fund research projects under this call. These regulations may differ significantly from each other. Each consortium partner should check the respective national regulation regarding <b>overhead costs</b> with Annex II of the Call Announcement Text or with the respective national contact person.</p>
<b>Consumables / Equipment</b>	<p>A short justification (max. 1000 characters) for budget calculation for consumables/equipment (Partner 2).</p> <p>The participating funding organisations apply their own national or regional regulations to fund research projects under this call. These regulations may differ significantly from each other. Each consortium partner should check the respective national regulation regarding <b>overhead costs</b> with Annex II of the Call Announcement Text or with the respective national contact person.</p>
<b>Subcontracts</b>	<p>If any, a short justification (max. 1000 characters) why subcontracting is needed (Partner 2). A short description of what will be subcontracted and if already possible to which company. Pay attention to national regulations listed in Annex II of the Call Announcement Text.</p>
<b>Data management/ other costs</b>	<p>If any, a short justification (max. 1000 characters) for budget calculation for data management or other costs which do not fit in the previous cost types (Partner 2). Pay attention to national regulations listed in Annex II of the Call Announcement Text.</p>





# BUDGET OVERVIEW

## Budget overview [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Requested funding	Total own contribution	Total costs
FZJ/Ptj	40	5	15	1	5	71	0	71
Overhead	2	1	1		1			
Name of organisation, Dept. XYZ (Partner 2)	20	3	10			36	0	36
Overhead	1	1	1					
Name of organisation, Dept. QZT (Partner 3)	20	5	14	6	4	49	18	67
Overhead								
<b>TOTAL</b>	<b>83</b>	<b>15</b>	<b>41</b>	<b>7</b>	<b>10</b>	<b>156</b>	<b>18</b>	<b>174</b>

1 k€ = 1000 €

Own contribution [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Total own contribution
FZJ/Ptj						0
Name of organisation, Dept. XYZ (Partner 2)						0
Name of organisation, Dept. QZT (Partner 3)	5	2	10		1	18
TOTAL	5	2	10	0	1	18

1 k€ = 1000 €

## Curriculum Vitae

### Coordinator

Your CV

## Curriculum Vitae

### Partner 2

Your CV

## Curriculum Vitae

### Partner 3

Your CV

## ANNEX II - Template full proposal

This is a preliminary template to give an overview on the sections to be filled in and the character limitations. A proper template generated in the submission tool will be provided at a later point.

**Proposal title:** Pre-filled

**Proposal acronym:** Pre-filled

**Category (first choice):** Pre-filled

**Expertise within your proposal (multiple choice):** Pre-filled

**Project duration:** Pre-filled

**Consortium:** Pre-filled

**Keywords:** Pre-filled

**Project abstract:** Pre-filled

**Project description:** The project description should include a research concept and the state-of-the-art of the respective research field.

- **Background and state of the art in the research field:** Describe the scientific basis for your project and the state-of-the-art of your project research topic. Identify important gaps of the current knowledge. Describe how the proposed project is embedded within the current research field.
- **Concept:** Describe and explain the research hypothesis based on a medical/clinical need. Define the scientific and technological objectives of the project. The objectives of the project should be achievable within the project duration.
- Up to five figures can be embedded into the text of your full proposal under the section "Image uploads" in the left navigation bar.
- The project description should not exceed 16 000 characters.

**Work plan:** Provide a work plan description broken down into individual work packages and tasks including timelines. Each work package has to contain at least one task, milestone and deliverable. Justify the chosen methodology and define the responsibilities. It is recommended to include a PERT chart explaining partners' role and contribution to each work package (including partners and if applicable external collaborators, patient organisations, industry) and depicting the interactions among the work packages.

- The work plan description should not exceed 40 000 characters.
- Work package and task titles and related deliverables, milestones and their timing must be shown on a Gantt chart (to be uploaded).

**Impact:** Explain the impact of the expected results, including the potential for social and/or economic benefits of systems medicine. Define the contribution of the project to the

advancement, implementation and consolidation of systems medicine. Describe the added value of the transnational collaboration within (and beyond) your consortium, how gained knowledge and results will be disseminated.

Describe what kind of contribution you expect stakeholders to contribute to the project and how this will benefit the project, also what the project can offer the stakeholders. Present a short overview of how the stakeholders will be included.

- The impact description should not exceed 12 000 characters.

**Consortium and project management:** Describe the overall collaborative structure of the consortium in terms of expertise and interdisciplinary approach. Describe the overall coordination of the project. Explain how information flow and communication will be organized within the project.

- This description should not exceed 8 000 characters.

**Data management:** A Data Management Plan (DMP) is an integral part of your proposal that should build on security and FAIR principles (Findability, Accessibility, Interoperability and Reusability). It may help to follow the guiding questions found in the H2020 Data Management Plan (DMP) template<sup>1</sup> of the European Commission.

Moreover, explain whether patient consent is given for reuse of their data from another study setting. If such consent is not available for the proposed project yet, describe which mechanism will ensure to get such consent. Describe how potential risk of not getting patient consent will be tackled.

- The DMP should not exceed 12 000 characters.

**Ethics and legal aspects:** Provide a short description of ethics and legal aspects in your proposal. For this, each of the following questions stemming from the H2020 Ethics self-assessment must be answered. If your answer is “Yes” please provide **additional information** listed in the H2020 Guidance “How to complete your ethics self-assessment” (see column “Information to be provided” of ethics issues checklist of each section; the guidance can be found at [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/h2020\\_hi\\_ethics-self-assess\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)). Additionally, mention **related tasks, responsible partners and documents to be provided for each question**. Please note that at this stage you do not need to submit supporting documents; you should only mention which documents are necessary to perform your research and whether they are already available or when will they become available.

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<sup>1</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/reporting/h2020-tpl-oa-data-mgt-plan-annotated\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/reporting/h2020-tpl-oa-data-mgt-plan-annotated_en.pdf)

- The ethics summary should not exceed 12 000 characters.
- 1. HUMAN EMBRYOS/FOETUSES
  - a) Does your research involve Human Embryonic Stem Cells (hESCs)?
  - b) Does your research involve the use of human embryos?
  - c) Does your research involve the use of human foetal tissues / cells?
- 2. HUMANS
  - a) Does your research involve human participants?
  - b) Does your research involve physical interventions on the study participants?
- 3. HUMAN CELLS / TISSUES
  - Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?
- 4. PERSONAL DATA
  - a) Does your research involve personal data collection and/or processing?
  - b) Does your research involve further processing of previously collected personal data (secondary use)?
- 5. ANIMALS
  - Does your research involve animals?
- 6. THIRD COUNTRIES
  - a) In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? Specify the countries involved.
  - b) Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?
  - c) Is it planned to import any material – including personal data - from non-EU countries into the EU? (For data imports, please fill in also section 4. For imports concerning human cells or tissues, fill in also section 3.)
  - d) Is it planned to export any material from the EU to non-EU countries? (For data exports, please fill in also section 4. For exports concerning human cells or tissues, fill in also section 3.)
  - e) If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen?
  - f) Could the situation in the country put the individuals taking part in the research at risk?
- 7. ENVIRONMENT & HEALTH and SAFETY

- a) Does your research involve the use of elements that may cause harm to the environment, to animals or plants? (For research involving animal experiments, please fill in also section 5.)
- b) Does your research deal with endangered fauna and/or flora and/or protected areas?
- c) Does your research involve the use of elements that may cause harm to humans, including research staff? (For research involving human participants, please fill in also section 2.)
- 8. DUAL USE
  - Does this research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?
- 9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS
  - Could your research raise concerns regarding the exclusive focus on civil applications?
- 10. MISUSE
  - Does your research have the potential for misuse of research results?
- 11. OTHER ETHICS ISSUES
  - Are there any other ethics issues that should be taken into consideration? Please specify.
- The proposal complies with the local ethics regulations. All ethical requirements according to the respective national laws will be taken into account during the project. (Check box)

**References:** You may optionally add some references related to the project description. The character count of MS-Word (or similar) cannot be translated directly into the character count of this HTML-based tool. Some special characters are converted by the system with more character than MS Word counts.

- A maximum of 4000 characters incl. spaces are allowed.

**Partner data - Partner 1 (Consortium coordinator):**

- Justification for budget overview: An eligibility check will be performed in order to ensure that no substantial change has been made in terms of budget. Any major change will lead to the ineligibility of the proposal. However, justifications for budget can be complemented by more details if needed.
  - Personnel: Who works on which tasks ideally with estimation of required number of person months. Pay attention to national regulations listed in Annex II of the Call Announcement Text.
  - Travel: A short justification (max. 1000 characters) for budget calculation for travel. Costs of a travel to a status seminar should be taken into account. Pay

attention to national regulations listed in Annex II of the Call Announcement Text.

- Consumables/equipment: A short justification (max. 1000 characters) for budget calculation for consumables/equipment.
  - Subcontracts: If any, a short justification (max. 1000 characters) why subcontracting is needed. A short description of what will be subcontracted and if already possible to which company. Pay attention to national regulations listed in Annex II of the Call Announcement Text.
  - Data management/other costs: If any, a short justification (max. 1000 characters) for budget calculation for data management or other costs which do not fit in the previous cost types. Pay attention to national regulations listed in Annex II of the Call Announcement Text.
  - Please describe your task(s) in the present proposal: Please describe your task(s) in the present proposal.
    - The length of the text is limited to 1000 characters.
  - Literature references: Pre-filled
  - Additional information (Related ongoing research projects; Are you a clinician/experimentalist/computational scientist, data management and curation expert?, Were you involved in the 1<sup>st</sup> and/or 2<sup>nd</sup> ERACoSysMed call?): Pre-filled
- **Partner data - Partner 2/Partner3:**
    - The same partner profile as for Partner 1 (consortium coordinator).

# BUDGET OVERVIEW

## Budget overview [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Requested funding	Total own contribution	Total costs
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Overhead	1	1	1					
Name of organisation, Dept. QZT (Partner 3)	20	5	14	6	4	49	18	67
Overhead								
<b>TOTAL</b>	<b>83</b>	<b>15</b>	<b>41</b>	<b>7</b>	<b>10</b>	<b>156</b>	<b>18</b>	<b>174</b>

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**Own contribution [in k€]**

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Data management/ other costs	Total own contribution
FZJ/Ptj						0
Name of organisation, Dept. XYZ (Partner 2)						0
Name of organisation, Dept. QZT (Partner 3)	5	2	10		1	18
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>18</b>

1 k€ = 1000 €

## Curriculum Vitae

### Coordinator

Your CV

## Curriculum Vitae

### Partner 2

Your CV

## Curriculum Vitae

### Partner 3

Your CV

## Letter of commitment

A maximum of two external collaborators per consortium may participate in the project. External collaborators are from countries that are not participating in this joint transnational call. External collaborators may come also from countries participating in this call but do not ask for funding. They must prove the availability of economic and human resources necessary to perform their tasks in the project prior to the full proposal submission.

If external collaborators are involved in your consortium, please provide their commitment letters. All letters need to be compiled in one pdf file to enable an upload.

Upon uploading the pdf file, you get a message “C:\fakepath\filename.pdf”. Please click on save. You should get the message “Your entry has been saved” in a green field and you should see your commitment letter file in a table offering the option of download or delete.