

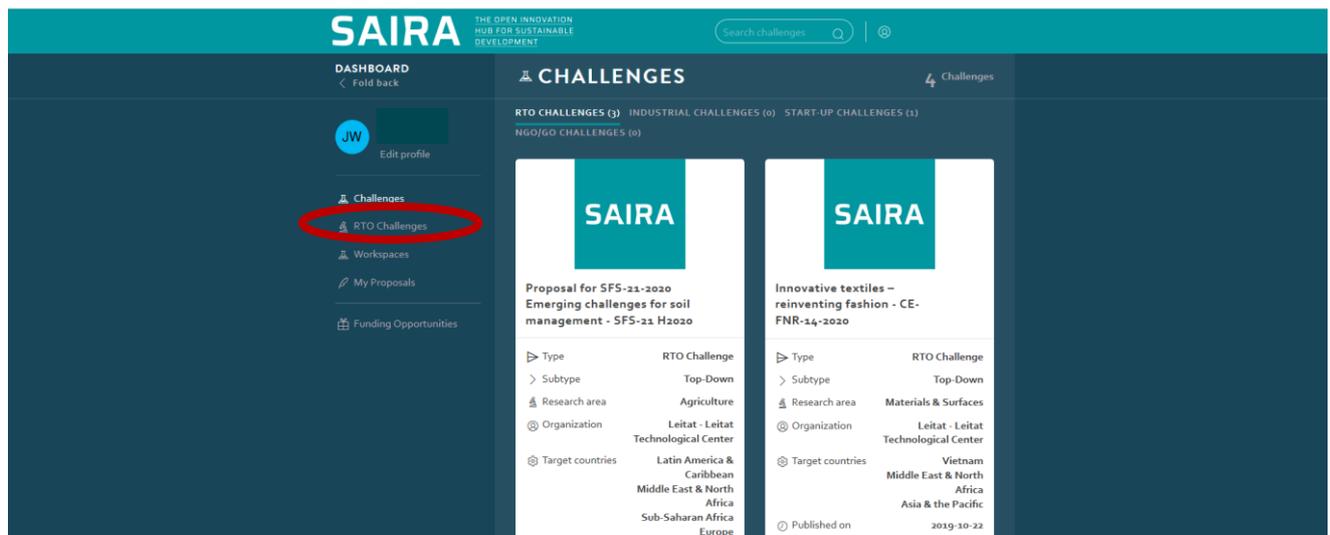
HOW TO UPLOAD YOUR WATER-RELATED CHALLENGE TO SAIRA

SAIRA

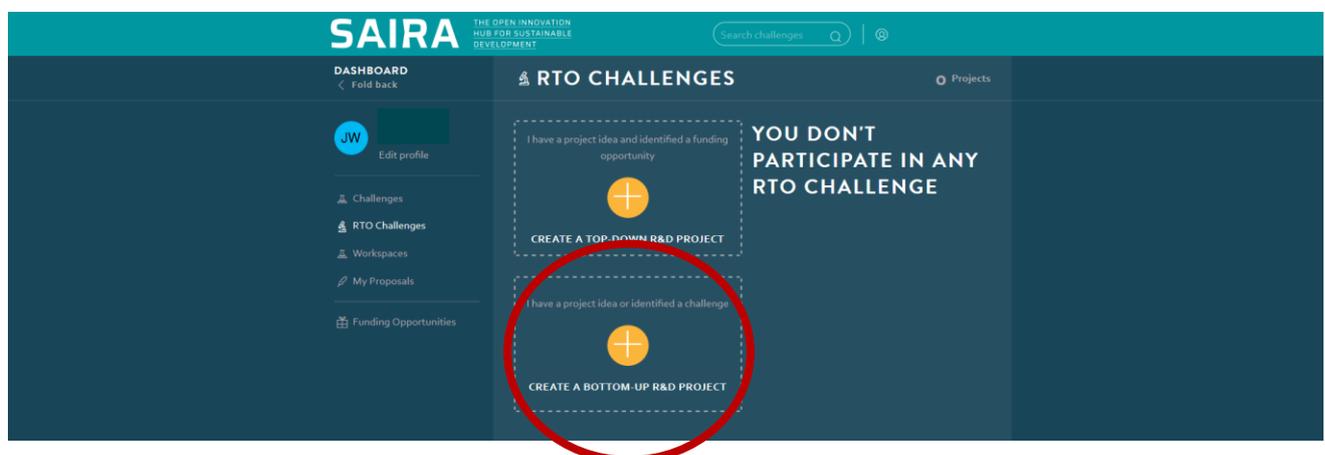
STEP ONE: Register¹ or Login here:



STEP TWO: Click on RTO Challenges:



STEP THREE: Now click on **CREATE A BOTTOM UP R&D PROJECT**:



¹ To register make sure you REGISTER AS RESEARCHER

STEP FOUR: Now you can start filling out the information about your challenge:

- i. Give your project a catchy **Name**.
- ii. Please enter **Water Challenge 2020** as the **Acronym** for your challenge, so we can identify it as a submission to our 2020 call for challenges.
- iii. Select **Water** as your **Research area**.
- iv. Select **Target countries** and/or **Target regions** if your challenge focuses on one particular region or country. You can select multiple (and even all) regions if it applies.
- v. Define a **Problem** statement. This is where you explain why your challenge is an urgent problem that needs to be solved.
- vi. If you already have ideas on how to solve the challenge you can write down your **Approach** to solve the stated problem.
- vii. Describe the expected **Outcome** or Impact of your project.
- viii. Refer to specific **Conditions** and technical specifications.
- ix. Refer to potential **Funding** opportunities and the foreseen project budget. If you do not have any ideas for funding it is fine at this point.
- x. Set a **Deadline for proposals**. The deadline for submitting water-related challenges on SAIRA is the **31st of January 2020**.
- xi. Add a picture (Please add a logo or picture representing your bottom-up project. Pay attention copyrights by using graphics or photos for your project profile).
Tipp: If you add a water-related picture it will be even easier for us to identify your challenge as a response to our call for the Water Challenge 2020.
- xii. Now either **SAVE** your project or **SAVE AND ADD DOCUMENTS OR URL** if you would like to add supporting documents or links to your project.

STEP FIVE: After saving your challenge, you are directed to an overview page of your project:

The screenshot shows the SAIRA dashboard for a project titled "innovation challenge 120". The user is logged in as Julia Wiethüchter. The dashboard includes a sidebar with navigation options like Challenges, RTO Challenges, Overview, Project profile, Proposals, Team, Documents, Workspaces, My Proposals, and Funding Opportunities. The main content area displays project details: Type (RTO Challenge), Subtype (Bottom-Up), Organization (Fraunhofer Gesellschaft (FHG)), Research area (Energy), and Target countries (Albania, North America, Latin America & Caribbean, Middle East & North Africa, Sub-Saharan Africa, Europe, Asia & the Pacific). Below this, there is a section for "Submission Rules for Challenges & Project Ideas" with an "EDIT" button. The rules section includes a warning to read the rules carefully, a "Visibility" section explaining that the challenge is visible to registered and logged-in users, a "Changes after Submission" section stating that editing is not possible, an "Authority & Ownership" section, and a "Contract Research (for Industrial Challenges)" section.

STEP SIX: Make sure to check everything you wrote. You have the option to edit your texts. When you are ready to publish, carefully read the Submission Rules for Challenges & Project Ideas and then hit **Publish**:

The screenshot shows the editing page for the project. It includes a disclaimer: "By publishing your challenge on SAIRA, you agree on our Terms of Service and on the Privacy Policy. If you have any questions, please contact info@saira.eco." Below this, there are several sections for editing: "Problem" (EDIT), "Approach" (EDIT), "Outcome" (EDIT), "Conditions" (EDIT), and "Funding" (EDIT). A red circle highlights the "PUBLISH" button, which is located at the bottom right of the page.

Your project is now online!