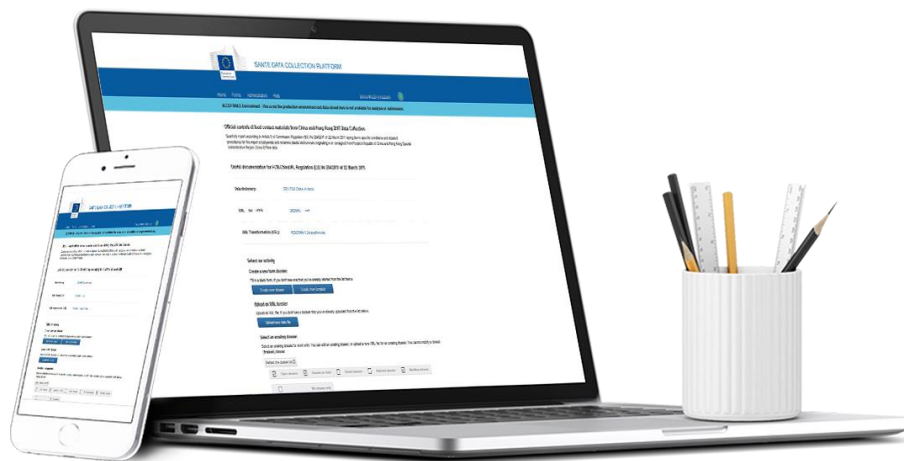




European
Commission

SANTE Data Collection Platform



ERN Applicant User Manual

Health and
Food Safety

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SANTE Data Collection Platform User Guide

Prerequisites

Prerequisites to access the SANTE Data Collection Platform:

- [An EU Login \(ECAS\) account;](#)
- [A SAAS Authorisation;](#)

Further information on how to create an EU Login is available here <https://webgate.ec.europa.eu/cnpn/public/ecas-create.cfm>.

User Data Consent

After the first login (see 'How to access an application form' section), you will be redirected to the User Data Consent page. In order to be able to access Sante Data Collection Platform, you have to agree to the processing of your personal data by clicking on 'I consent'.

About SANTE Data Collection Platform

THIS WINDOW WILL AUTOMATICALLY APPEAR ONLY ONCE FOR BOTH NEW AND EXISTING USERS OF THE PLATFORM WHO HAVE NOT ALREADY COMPLETED THE CONSENT FORM AND EMAIL OPTIONS. TO ACCESS THIS WINDOW AFTER IT HAS BEEN COMPLETED THE FIRST TIME, PLEASE GO TO USER SETTINGS.

SANTE Data Collection Platform requires a minimum of personal data to manage the user accounts of data providers. This data will be synchronised from your EU Login account and will be treated with respect.

I agree to the processing of my personal data (EU Login data) by the Commission for the purpose of managing user files on the SANTE Data Collection Platform.

I consent I do not consent

I opt in to receiving relevant automated email messages about my data collections from SANTE Data Collection Platform (you can opt out of receiving emails and still provide data to the platform).

Opt In Opt Out

I am aware that I can withdraw my consent at any time by sending an email to SANTE-XMLGATE3@ec.europa.eu or by clicking on the link in the footer at any stage.

The second option is not binding; you can opt out of receiving emails about your data collections and still provide data to the platform

About SANTE Data Collection Platform

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I agree to the processing of my personal data (EU Login data) by the Commission for the purpose of managing user files on the SANTE Data Collection Platform.

I consent I do not consent

I opt in to receiving relevant automated email messages about my data collections from SANTE Data Collection Platform (you can opt out of receiving emails and still provide data to the platform).

Opt In Opt Out

I am aware that I can withdraw my consent at any time by sending an email to SANTE-XMLGATE3@ec.europa.eu or by clicking on the link in the footer at any stage.

Then click on 'Save choice' to register your settings.

Alternatively, you can refuse to give your consent by clicking on **'I do not consent'**

About SANTE Data Collection Platform

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SANTE Data Collection Platform requires a minimum of personal data to manage the user accounts of data providers. This data will be synchronised from your EU Login account and will be treated with respect.

I agree to the processing of my personal data (EU Login data) by the Commission for the purpose of managing user files on the SANTE Data Collection Platform.


I consent **I do not consent**

By saving this choice, I will not be able to use SANTE Data Collection Platform (I can return and change my mind at any time).

I wish to remove my identity, and have my identity removed from any existing data. Saved data will not be removed. *(this is not reversible)*

Remove my consent only Remove all of my user data

You will be asked to confirm this action and you can still cancel it.

 **Note:** Without giving your consent to the processing of your personal data, you will not be able to use the Sante Data Collection Platform.

If you wish to go further with this choice, you have two options:

- 1) by clicking on **'Remove my consent only'**, you decide to remove your consent only, keeping your identity or any existing data in the system.

About SANTE Data Collection Platform

THIS WINDOW WILL AUTOMATICALLY APPEAR ONLY ONCE FOR BOTH NEW AND EXISTING USERS OF THE PLATFORM WHO HAVE NOT ALREADY COMPLETED THE CONSENT FORM AND EMAIL OPTIONS. TO ACCESS THIS WINDOW AFTER IT HAS BEEN COMPLETED THE FIRST TIME, PLEASE GO TO USER SETTINGS.

SANTE Data Collection Platform requires a minimum of personal data to manage the user accounts of data providers. This data will be synchronised from your EU Login account and will be treated with respect.

I agree to the processing of my personal data (EU Login data) by the Commission for the purpose of managing user files on the SANTE Data Collection Platform.

I consent **I do not consent**

By saving this choice, I will not be able to use SANTE Data Collection Platform (I can return and change my mind at any time).

I wish to only remove consent. My identity will not be removed from the system or any existing data. Saved data will not be removed.

Remove my consent only Remove all of my user data

You will be asked to confirm this action and you can still cancel it.

2) by clicking on **'Remove all my user data'**, you choose to have your identity completely removed from Sante Data Collection Platform

About SANTE Data Collection Platform

THIS WINDOW WILL AUTOMATICALLY APPEAR ONLY ONCE FOR BOTH NEW AND EXISTING USERS OF THE PLATFORM WHO HAVE NOT ALREADY COMPLETED THE CONSENT FORM AND EMAIL OPTIONS. TO ACCESS THIS WINDOW AFTER IT HAS BEEN COMPLETED THE FIRST TIME, PLEASE GO TO USER SETTINGS.

SANTE Data Collection Platform requires a minimum of personal data to manage the user accounts of data providers. This data will be synchronised from your EU Login account and will be treated with respect.

I agree to the processing of my personal data (EU Login data) by the Commission for the purpose of managing user files on the SANTE Data Collection Platform.

I consent **I do not consent**

By saving this choice, I will not be able to use SANTE Data Collection Platform (I can return and change my mind at any time).


I wish to remove my identity, and have my identity removed from any existing data. Saved data will not be removed. *(this is not reversible)*

Remove my consent only **Remove all of my user data**

You will be asked to confirm this action and you can still cancel it.

[Save choice](#)

Once you have made your decision, click on **'Save choice'** and you will be asked to confirm this action



Are you sure?


By saving this choice, you will not be able to use SANTE Data Collection Platform (you can return and change your mind at any time) and your identity will be removed from any existing data. Saved data will not be removed. Do you wish to continue?

[Remove](#) [Cancel](#)


Select the button **'Remove'** in order to complete the action.



Note: In any case, saved data will not be removed and you can return and change your choices at any time by clicking on your profile icon, on the top right corner of the page, and selecting **'Review data protection settings'**



SANTE DATA COLLECTION PLATFORM

Home Forms Administration Help
(your user name) 

About SANTE Data Collection Platform

THIS WINDOW WILL AUTOMATICALLY APPEAR ONLY ONCE FOR BOTH NEW AND EXISTING USERS OF THE PLATFORM WHO HAVE NOT ALREADY COMPLETED THE CONSENT FORM AND EMAIL OPTIONS. TO ACCESS THIS WINDOW AFTER IT HAS BEEN COMPLETED THE FIRST TIME, PLEASE GO TO USER SETTINGS.

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I agree to the processing of my personal data (EU Login data) by the Commission for the purpose of managing user files on the SANTE Data Collection Platform.

I consent I do not consent

By saving this choice, I will not be able to use SANTE Data Collection Platform (I can return and change my mind at any time).

I wish to only remove consent. My identity will not be removed from the system or any existing data. Saved data will not be removed.

Remove my consent only Remove all of my user data

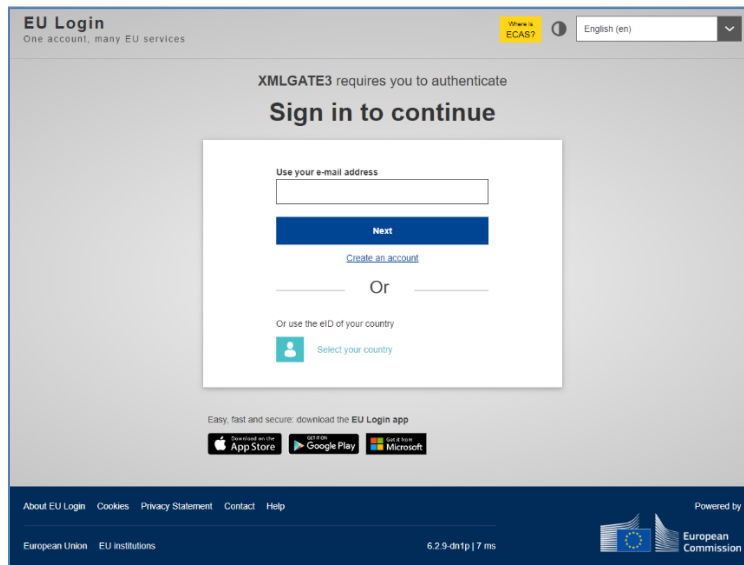
You will be asked to confirm this action and you can still cancel it.

[Save choice](#)

How to access an application form

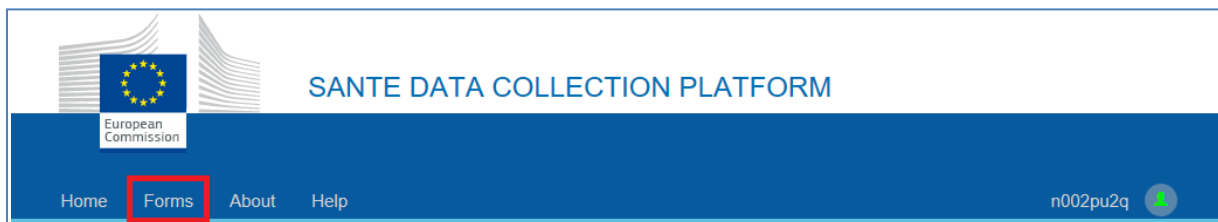
To access a form, go to <https://webgate.ec.europa.eu/sante-xmlgate/#!/forms/ern-application>

If you have not authenticated with EU Login (ECAS) beforehand, the system will ask you to insert your EU Login details:



Follow the procedure, inserting your email address and password and, if you are successful, you will be redirected to the **SANTE Data Collection Platform**.

To access the application form, click on “**Forms**” in the top navigation menu:



Select the relevant form for “ERN – Application to become a member of a European Reference Network”.

Collection	Description
ERN - Application to become a member of a European Reference Network	Directive 2011/24/EU1 on the application of patients' rights in cross-border healthcare sets out the objectives, principles and criteria of the ERNs

Select the **GO TO APPLICATION** to create your application:

Application to become a member of a European Reference Network

Title: ERN Application tool for new members to join existing ERNs

Release	Description	Open date	Closed date
GO TO APPLICATION (Release 1)	Online Hospital Application Form and Self-assessment Checklist in accordance with Directive 2011/24/EU on the application of patients' rights in cross-border he	01/01/2018	31/12/2030

From the new page that will be displayed, you will be able to create a new dossier.

After opening of the **Release 1 “ERN – Application to become a member of a European Reference Network”**, the main page is visible

The screenshot shows the main page of the ERN application tool. Key elements are highlighted with green boxes:

- ERN Application Status:** A link to monitor the application status.
- Privacy statement:** A link to a specific privacy statement PDF.
- Contact Helpdesk:** An email address: SANTE-ERNSD-ITSUPPORT@ec.europa.eu
- European Reference Networks:** A section for selecting an activity and creating new forms.
- Select an existing dossier:** A section for selecting an existing dossier to work with, including filters for dossier status and type.

There are several important fields:

1. ERN Application Status - here you can follow your Application status
2. Specific privacy statement - here you can read all information related to protection of personal data provided in the context of processing of personal data within the ERN HCP Application Tool
3. Helpdesk contact: For technical assistance, please contact the helpdesk
4. Activity buttons for creating new dossiers - explained below

How to create a new application

There are three different ways to create a new application: *from scratch*, *from a template* or *duplicating an existing application*.

Create an application “from scratch”

You can create a new dossier entirely *from scratch* by simply clicking on “**create new dossier**”

European Reference Networks

Select an activity

Create a new form dossier

Fill in a blank form, if you don't see one that you've already started from the list below.

Create new dossier

Create from template

The form will be displayed below:

Application form
Self-assessment checklist

1: Information on the healthcare provider ▶

2: Area of expertise of the healthcare provider ▶

3: Services covered by the healthcare provider ▶

4: Number of patients seen by the healthcare provider ▶

5: Healthcare professionals in the multidisciplinary team ◉ ▶

6: Specialised equipment, infrastructure and information technology used by the healthcare provider to support diagnosis, care and treatment ◉ ▶

7a: Description of healthcare provider activities or strategies ▶

7b: Contributions of the healthcare provider – research activities ▶

7c: Contributions of the healthcare provider – clinical practice guidelines ▶

7d: Contributions of the healthcare provider – education and training ▶

7e: Contributions of the healthcare provider – clinical outcome data or indicators ▶

7f: Contributions of the healthcare provider – patient registries and databases ▶

8: Comments ▶

9: Agreement and signatures ▶

The following blocks in the application form are invalid or incomplete: 1, 2, 3, 4, 5, 6, 7a, 7b, 7c, 7d, 7e, 7f, 9

The following blocks in the self-assessment checklist are invalid or incomplete: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12

This form is not valid for submission.

The content can be saved, but not submitted until all required fields have been correctly completed.

Download PDF of dossier
Clear form
Finish and exit form

Before you start, insert the email address associated with the EU Login that you have used to access the form. In this way you will receive automated notifications when each stage of the application process has completed:

Enter the email address associated with the EU Login used to access this form. This email will receive the automated notifications when each stage of the application process has completed. *

You can also enable the "**Autosave**" functionality which will automatically save your work every 5 minutes. To do so, just tick the box as shown in the print screen below:

European Reference Networks

This form is not valid for submission. *

The content can be saved, but not submitted until all required fields have been correctly completed.

The following blocks in the application form are invalid or incomplete: 1, 2, 3, 4, 5, 6, 7a, 7b, 7c, 7d, 7e, 7f, 9 *

The following blocks in the self-assessment checklist are invalid or incomplete: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12

Auto Save - When checked, your work will automatically save every 5 minutes

Enter the email address associated with the EU Login used to access this form. This email will receive the automated notifications when each stage of the application process has completed. *

You will have to confirm your action:

Autosave

You are enabling 'autosave', which will automatically save your work every 5 minutes. You can disable this at any time, and you can still save manually.

OK Cancel

You can disable this at any time, and you can still save the form manually.

Back to the application form:

Note: the form is composed of two tabs: “Application form” and “Self-assessment checklist”:

The screenshot shows two tabs at the top: "Application form" (highlighted in red) and "Self-assessment checklist". Below the tabs are four sections, each with a red background and a right-pointing arrow:

- 1: Information on the healthcare provider
- 2: Area of expertise of the healthcare provider
- 3: Services covered by the healthcare provider
- 4: Number of patients seen by the healthcare provider

Start filling in the 9 sections below the first tab "Application form".

It is recommended to fill in the sections following their numerical order, because some sections are linked and depend on the previous ones.

To open each section, just click on the small arrow at the end of the row:

A close-up of the first section, "1: Information on the healthcare provider", which has a red background. A red circle with a white play button icon is positioned at the right end of the section.

The related section will be displayed below:

The screenshot shows the "Application form" tab selected. The "1: Information on the healthcare provider" section is expanded, showing various input fields:

- Network name that the healthcare provider wishes to join (dropdown menu)
- Country (dropdown menu)
- Unit/Department/Ward name of the healthcare provider (text input, 0/300 characters)
- Address (text input, 0/250 characters)
- Postcode (text input, 0/100 characters)
- City (text input)
- Does the healthcare provider participate in a national or regional assessment programme? (radio button)
- Chief Executive Officer of the healthcare provider (grey header)
- Title (dropdown menu)
- First name (text input, 0/100 characters)
- Last name (text input, 0/100 characters)
- Telephone number (text input)
- E-mail (text input)

Note: all the fields marked with the red asterisk * are mandatory.

As soon as a section is complete, its colour will change to green and you can move to the next one:

1: Information on the healthcare provider

In section 9 of the "Application Form", you are requested to upload a signed *CEO Agreement form* and a signed *Healthcare Provider Representative Agreement Form*. Both forms are mandatory and can be downloaded from links in the same section:

Note: in order to be able to upload attachments you **must** select the file from the drop-down menu under "File type to Upload"

Only after ticking the checkbox acknowledging the Data Protection Regulation, the option "Select file" will appear below:

Name	Link	Size	Progress	Status	Actions
Doc1.docx		0.01 MB			<input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="Remove"/>

You will have to repeat this operation for both documents.
To upload the file you should click on the 'upload' button.

Before uploading the **Letter of National Endorsement** you should tick the check-box

12: LETTER OF NATIONAL ENDORSEMENT ▲

File: Letter Of National Endorsement not uploaded *

File Upload

File type to upload
Letter Of National Endorsement

* I acknowledge that I am aware of my relevant data protection responsibilities and that by ticking this checkbox, I confirm that no identifiable personal data that I am not authorised to share are present in the uploaded file(s)

Note: Only after ticking the checkbox acknowledging the Data Protection Regulation, the option "Select file" will appear below:

12: LETTER OF NATIONAL ENDORSEMENT ▲

File: Letter Of National Endorsement not uploaded *

File Upload

File type to upload
Letter Of National Endorsement

* I acknowledge that I am aware of my relevant data protection responsibilities and that by ticking this checkbox, I confirm that no identifiable personal data that I am not authorised to share are present in the uploaded file(s)

Select file
Maximum filesize is 20MB. The allowed upload types are 'pdf', 'docx', 'xlsx', 'txt', 'text', 'xml', 'odt', 'odf', 'ods'.
Select file:
[Select file](#)

Upload queue
Queue length: 1
File description (optional):

Name	Link	Size	Progress	Status	Actions
TEMPLATE LETTER OF ENDORSEMENT FOR HEALTHCARE PROVIDERS.pdf		0.32 MB	<input type="text"/>		<input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="Remove"/>


Queue progress:













Click on the 'upload' button to upload the selected file.

To fill-in the '**Self-assessment**' you should click on the tab '**Self-assessment checklist**'

The form will be displayed below:


Application form | **Self-assessment checklist**


Fields marked with  indicate the requirement to have a specific document as evidence of compliance ready at the time of application. These documents are only to be submitted at the request of the Independent Assessment Body and/or the Board of the Network.

- 1: PATIENT EMPOWERMENT AND PATIENT CENTRED CARE 
- 2: ORGANISATION, MANAGEMENT, AND BUSINESS CONTINUITY 
- 3: RESEARCH, EDUCATION AND TRAINING 
- 4: EXPERTISE, INFORMATION SYSTEMS, AND E-HEALTH TOOLS 
- 5: QUALITY AND SAFETY 
- 6: COMPETENCE, EXPERIENCE, AND OUTCOMES OF CARE 
- 7: HUMAN RESOURCES 
- 8: ORGANISATION OF PATIENT CARE 
- 9: FACILITIES AND EQUIPMENT 
- 10: SCORING TABLE 
- 11: DECLARATION FORM 
- 12: LETTER OF NATIONAL ENDORSEMENT 



You **are not requested** to submit the specific documentation at the time of submission of the application. These documents must be provided to the Independent Assessment Body and/or the Board of the Network **at their request**.


Application form | **Self-assessment checklist**


Fields marked with  indicate the requirement to have a specific document as evidence of compliance ready at the time of application. These documents are only to be submitted at the request of the Independent Assessment Body and/or the Board of the Network.


1: PATIENT EMPOWERMENT AND PATIENT CENTRED CARE 



1a: The healthcare provider has strategies in place to ensure that care is patient-centred and that patients' rights and preferences are respected.

The healthcare provider's commitment to patient-centred care is formally and consistently communicated with patients and their families.   *

Comment 

Processes are in place to assist patients and their families in knowing who is providing their care, and the role of each person on the multidisciplinary care team.  *

Comment 

Patient education materials appropriate for readers of varying literacy levels and for speakers of different native languages are available.   *

Before moving forward with the application you must tick the checkbox to give your consent to the processing of any personal data mentioned in the form.

By submitting this application I agree that the European Commission collect, store and process any personal data mentioned in this application for the purposes of evaluating the application, communication and other activities related to the support and promotion of the ERN activities. The assessment phase may contain sharing personal data with the independent assessment body when necessary. I consent to processing of any personal data regarding this assessment. *

Once you have completed the first tab, click on the second tab “**Self-assessment checklist**” to finalize the application. You will need to upload a Letter of National Endorsement in Section 12 of this checklist.

At the bottom of the form you find the following buttons:

ID: 20190918-19UJMJFF
Show form information

Save form
Download PDF of dossier
Clear form
Finish and exit form

Set dossier to 'hold'
Archive this dossier

- By clicking on “**Save Form**”, you can save your form even if it is not complete yet. After saving it, your dossier will be given an **ID number** and you will receive an automated email confirming the creation of a new dossier.

The new dossier will appear on the main page of the **ERN Application Form**, from where you will be able to retrieve it and complete it later. To do that, simply click on the button “**Edit this dossier**”.

Note: You also have the option to create a template from this dossier (see section 'Create an application from a template')

European Reference Networks

Select an activity

Create a new form dossier

Fill in a blank form, if you don't see one that you've already started from the list below.

Create new dossier
Create from template

Select an existing dossier

Select an existing dossier to work with. You can edit an existing dossier, or upload a new XML file for an existing dossier. You cannot modify a closed (finalised) dossier.

Refresh the dossier list

Open dossiers
 Dossiers on hold
 Closed dossiers
 Archived dossiers
 Workflow dossiers

My dossiers only

Uploaded dossiers
 Webform dossiers

Dossier ID: 20190918-19UJMJFF

Status:	open	submittingERN:	2
User:	Maddalena Iandimarino	group:	ern-application
Created:	Wednesday, 2019-09-18 @ 10:48AM	ernName:	CRANIO
Updated:	Wednesday, 2019-09-18 @ 11:41AM		
Source:	webform		

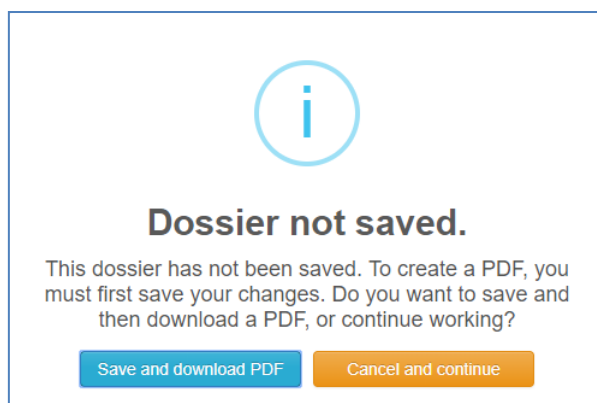
Edit this dossier
Duplicate this dossier
Create template from
Set dossier to 'hold'
Archive this dossier

Refresh the dossier list

Go to parent data collection

- By clicking on “**Download PDF of dossier**”, you can download the PDF of your dossier before submitting it but you must save it first.

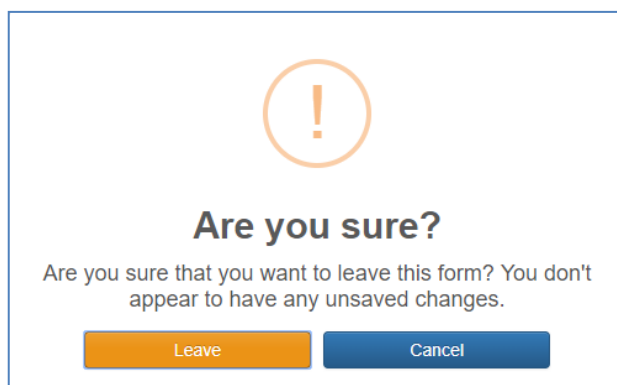
If you try to download the pdf before saving your form, an information message will pop up:



You can either save the dossier and download the PDF or you can just cancel your action and continue completing the form.

- By clicking on “**Clear form**”, all content entered until that moment will be erased.
- The button “**Finish and exit form**” allows you to leave the form.

In case you haven't saved the form before a message will pop up asking you to confirm your action:



- "**Set dossier to hold**" means that it cannot be edited or submitted until it is released by a senior user or administrator (a person in the European Commission).
Note: you should avoid using this option.
- If you "**Archive the dossier**" you will remove it from use. An administrator will be able to recover it. If the data has already been submitted, this will not affect the submission and the attachments will not be deleted.

Create an application from a “template”

You can also create a new dossier from a template, but in order to do that, **you have to create a template first.**


To create a template, go to the list of your saved (**but not yet submitted**) dossiers, on the main page of the **ERN Application Form.**

Choose the dossier that you wish to use as template and click on the related button **“Create template from”**

Dossier ID:20190918-19UJMJJF			
Status:	open	submittingERN:	2
User:	Maddalena landimarino	group:	ern-application
Created:	Wednesday, 2019-09-18 @ 10:48AM	ernName:	CRANIO
Updated:	Wednesday, 2019-09-18 @ 11:58AM		
Source:	webform		
Attachments:	1		

[Edit this dossier](#)
[Duplicate this dossier](#)
[Create template from](#)
[Set dossier to 'hold'](#)
[Archive this dossier](#)

A message will pop up and to proceed forward you are suggested to give a name to the template and add a short description, for ease of reference:



Create a new template


Template name:

Description:

Attachments will not be copied to the template.

Click on **“Save”** to complete your action.

A message will confirm the creation of your template and will assign a new ID number to it:



Template created.

A new template was created with the ID 20190716-LV5HHC33. You can use this to create new dossiers with the 'Create template from' button.

Note: the attachments uploaded in the original dossier will not be copied in the template.

At this point, to create a new dossier from a template, simply click on **“Create from template”** on the main page of the ERN Application Form:

European Reference Networks

Select an activity

Create a new form dossier

Fill in a blank form, if you don't see one that you've already started from the list below.

Select an existing dossier

Select an existing dossier to work with. You can edit an existing dossier, or upload a new XML file for an existing dossier. You cannot modify a closed (finalised) dossier.

Refresh the dossier list

Open dossiers
 Dossiers on hold
 Closed dossiers
 Archived dossiers
 Workflow dossiers

My dossiers only

Uploaded dossiers
 Webform dossiers

Dossier ID:20190918-19UJMJFF

Status: open	submittingERN: 2
User: Maddalena landimario	group: ern-application
Created: Wednesday, 2019-09-18 @ 10:48AM	ernName: CRANIO
Updated: Wednesday, 2019-09-18 @ 11:58AM	
Source: webform	
Attachments: 1	

A list of all the templates that you have created will pop up.

Search for the template that you wish to use applying the *Template ID* or the *Name* as filter and then click on **“Select”**:

Template Filter

x
Clear Filter

Template ID	Name	Description	
20190715-XG4PUJDG	Template 1	New template - 20190715-XG4PUJDG	▼ <input style="background-color: #76923C; color: white; padding: 2px 5px; border: none;" type="button" value="Select"/>
20190716-KHC5EJLZ	test	New template - 20190716-KHC5EJLZ	▼ <input style="background-color: #76923C; color: white; padding: 2px 5px; border: none;" type="button" value="Select"/>
20190716-LV5HHC33	New template - 20190716-LV5HHC33	New template - 20190716-LV5HHC33	▼ <input style="background-color: #76923C; color: white; padding: 2px 5px; border: none;" type="button" value="Select"/>

A new dossier, with a *new ID number*, will be immediately created and ready to be edited.

You will receive an automated email confirming the creation of the new dossier and it will appear in your list of dossiers on the main page of the ERN Application Form.

Create a new application from a “duplicate”

A third way to create a new dossier re-using an existing dossier is to duplicate it.

For every dossier that you have created you have the option: **“Duplicate this dossier”**:

Dossier ID: 20190918-19UJMJFF

Status:	open	submittingERN:	2
User:	Maddalena landimarinio	group:	ern-application
Created:	Wednesday, 2019-09-18 @ 10:48AM	ernName:	CRANIO
Updated:	Wednesday, 2019-09-18 @ 11:58AM		
Source:	webform		
Attachments:	1		

[Edit this dossier](#)
[Duplicate this dossier](#)
[Create template from](#)
[Set dossier to 'hold'](#)
[Archive this dossier](#)

By clicking on this button, you will create directly another dossier, based on the one you chose to duplicate but with a new ID.

Note: also in this case, the attachments uploaded in the original dossier will not be copied in its duplicate.

A message confirming your action will pop up:

Do you want to edit your new dossier?

Do you want to open and edit your new dossier now or save it and edit later? Attachments will not be copied to the new dossier.

[Edit now](#)
[Edit later](#)

By clicking on **“Edit now”**, you will open the new dossier in order to edit it.

Instead, if you click on **“Edit later”**, the new dossier will be saved in your list of dossiers on the main page of the **ERN Application Form** and a message will appear confirming your action and showing the ID number of the new dossier.

Dossier duplicated.

Dossier ID: 20190716-2ZO1RN5R

[OK](#)

"Hold or archive a dossier"

For every dossier you have also the options of *setting the dossier to "hold"* and *archiving the dossier* (you should use these options only in exceptional circumstances)

- **"Set the dossier to hold"** means that it will not be possible to edit or submit your dossier until it is released by a senior user or administrator (a responsible person from the European Commission).

Dossier ID:20190918-19UJMJFF			
Status:	open	submittingERN:	2
User:	Maddalena Iandimarino	group:	ern-application
Created:	Wednesday, 2019-09-18 @ 10:48AM	ernName:	CRANIO
Updated:	Wednesday, 2019-09-18 @ 11:58AM		
Source:	webform		
Attachments:	1		
<div style="display: flex; justify-content: space-between; align-items: center;"> Edit this dossier Duplicate this dossier Create template from Set dossier to 'hold' Archive this dossier </div>			

If you click on this button, you will need to confirm your action in order to proceed:

Set this dossier to 'hold'?

Setting this dossier to hold means that it cannot be edited or submitted until it is released by a senior user or administrator.

Hold
Cancel

Dossier ID:20190924-W665IQTY			
Status:	open	submittingERN:	ern-application
User:	urbakat	group:	ern-application
Created:	Tuesday, 2019-09-24 @ 15:48PM	ernName:	
Updated:	Tuesday, 2019-09-24 @ 15:58PM		
Source:	webform		
<div style="display: flex; justify-content: space-between; align-items: center;"> Edit this dossier Duplicate this dossier Create template from Set dossier to 'hold' Archive this dossier </div>			

- With **"Archive your dossier"** you will remove the selected dossier from the list of your dossier.

Note: only an administrator will be able to recover it.

In any case, if you already submitted the dossier that you want to archive, this will not affect the submission and the attachments will not be deleted.

Also for this option, you will need to confirm your action in order to proceed:

Archive this dossier?

Archiving this dossier will remove it from use. An administrator will be able to recover it. If the data has already been submitted, this will not affect the submission. Attachments will not be deleted.

Archive
Cancel

How to submit an application

Once you have completed every section of both tabs “**Application form**” and “**Self-assessment checklist**”, your form will turn into green and you will be able to submit it.

The screenshot displays a web-based application form interface. At the top, there are two tabs: "Application form" (active) and "Self-assessment checklist". Below the tabs is a list of sections, each with a number and a description, and a right-pointing arrow indicating it is expandable. The sections are:

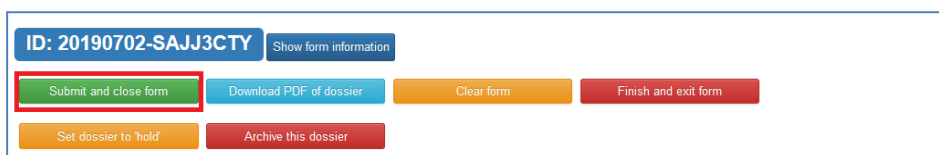
- 1: Information on the healthcare provider
- 2: Area of expertise of the healthcare provider
- 3: Services covered by the healthcare provider
- 4: Number of patients seen by the healthcare provider
- 5: Healthcare professionals in the multidisciplinary team
- 6: Specialised equipment, infrastructure and information technology used by the healthcare provider to support diagnosis, care and treatment
- 7a: Description of healthcare provider activities or strategies
- 7b: Contributions of the healthcare provider – research activities
- 7c: Contributions of the healthcare provider – clinical practice guidelines
- 7d: Contributions of the healthcare provider – education and training
- 7e: Contributions of the healthcare provider – clinical outcome data
- 7f: Contributions of the healthcare provider – patient registries and databases
- 8: Comments
- 9: Agreement and signatures

At the bottom of the form, there is a toolbar with several buttons:

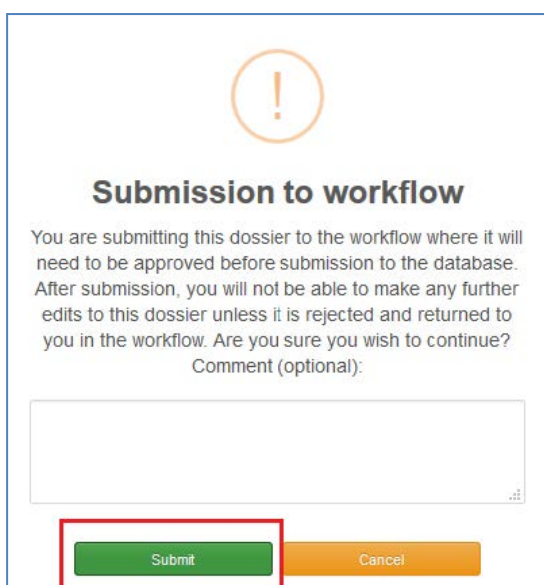
- ID: 20190702-SAJJ3CTY (with a "Show form information" link)
- Submit and close form (green button)
- Download PDF of dossier (blue button, highlighted with a red box)
- Clear form (orange button)
- Finish and exit form (red button)
- Set dossier to 'hold' (orange button)
- Archive this dossier (red button)

Note: Before submitting the 'Application form' and 'Self-assessment checklist' you can download it as a pdf and send it to your National Authority.

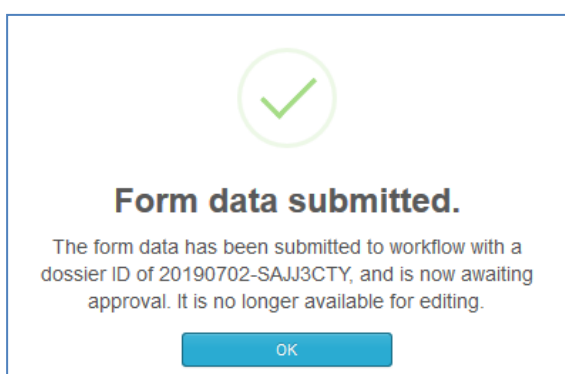
To proceed with the submission, click on the button **“Submit and close form”** at the bottom of the dossier:



In order to proceed with the submission, you must confirm your action. You are also able to add a comment, but this is not mandatory:



If you click on **“Submit”** a message will confirm the successful submission of your dossier:



After the submission, no modification or later editing is possible anymore, unless the dossier is rejected and returned back to you.

However, you still have the option to view and download a PDF of the dossier.

Note: the dossier will be included in the database only if approved. The ERN Coordinator has three months to review your application and decide if it is eligible or not.

