



Appendix To submit a revised proposal

You must first “Login” to the PEP web site (www.pep-net.org) using your User ID and password as usual. Please verify that all information in your “profile” is accurate and complete and that all team members’ CVs are online and up to date.

To post or update your CV

Click on *Profile* on the left hand side of the screen. At the very bottom of this page, you can add your CV (in .doc Word or .pdf Acrobat format) by clicking “Browse”. Select your CV from your computer and then click *Submit*. Please wait until the message “*Document uploaded successfully*” appears at the top of the screen.

Since PEP website, with over 9000 members, offers a powerful search engine of reserachers and economists, and allow research by country, region, name... we suggest that you take advantage of this tool by including a short “bio” (text box next to your photo in your intranet account profile) that you must “check” (the small box below) to make it appear in your public (internet – PEP website) profile. We also suggest that you also include a photo, to make your profile more appealing.

To update your CV, do exactly the same thing. The new file will take the place of the previous one.

To submit your proposal and subsequent revisions

Very important: on the front page of your report, always write the document’s date.

Click on “*My Projects*”. Click on the pencil icon  beside your project and select the *Documents* tab. Go to the appropriate section (proposals) and select *Upload new proposal report*. Fill in the Document name and description. You can add your report by clicking “Browse”. Select your document from your computer [always in .doc (Word) or Tex, **NOT in PDF** (Acrobat)] and then click *Submit*. Please wait until the message “*Document uploaded successfully*” appears at the top of the screen.

NOTE: If the title has changed from the original version of your proposal, please update your PROJECT information accordingly by using the *Information* tab, changing the information and clicking *Submit*. Please also change the abstract if needed.

To verify that your document has been posted correctly, Click on the *Documents* tab again. You should now see the new document’s title. You may click on the Download icon  beside the title to make sure it has been posted correctly.

We hope this inforamtion will be helpful in posting your documents. Do not hesitate to contact us at info@pep-net.org if you need any additional information or if you have any comments or suggestions.

Thank you for your collaboration.

The PEP team