

# Participant Portal Registration of participants

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# *Electronic tools for participating in H2020*

## Contents of the presentation

- The Research Participant Portal: concept and use for participation in H2020
- The *Participant Identification Code* (PIC)
- The *Legally Appointed Representative* (LEAR)
- Managing institutional data in the Participant Portal



Research Participant Portal is the gateway for the electronic registration and management of EU-funded research and innovation projects.

## *The Research Participant Portal*

tion, it also contains

authoritative information and a search facility for FP calls for proposals  
registration facility for organisations planning to participate or  
participating in the FP (URF)

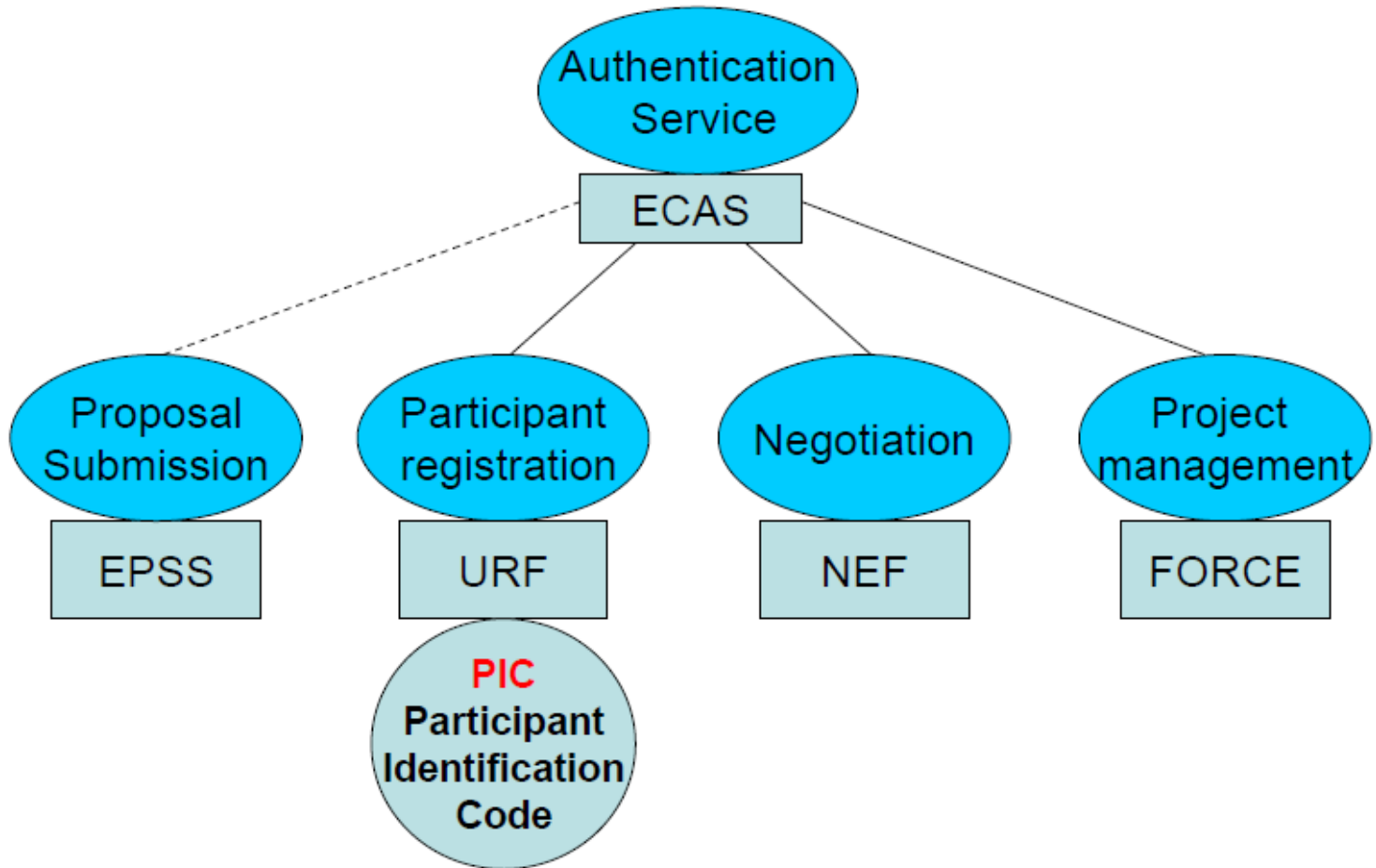
possibility for individuals to register and gain access rights to  
additional data and project management services on different access

Is  
address:

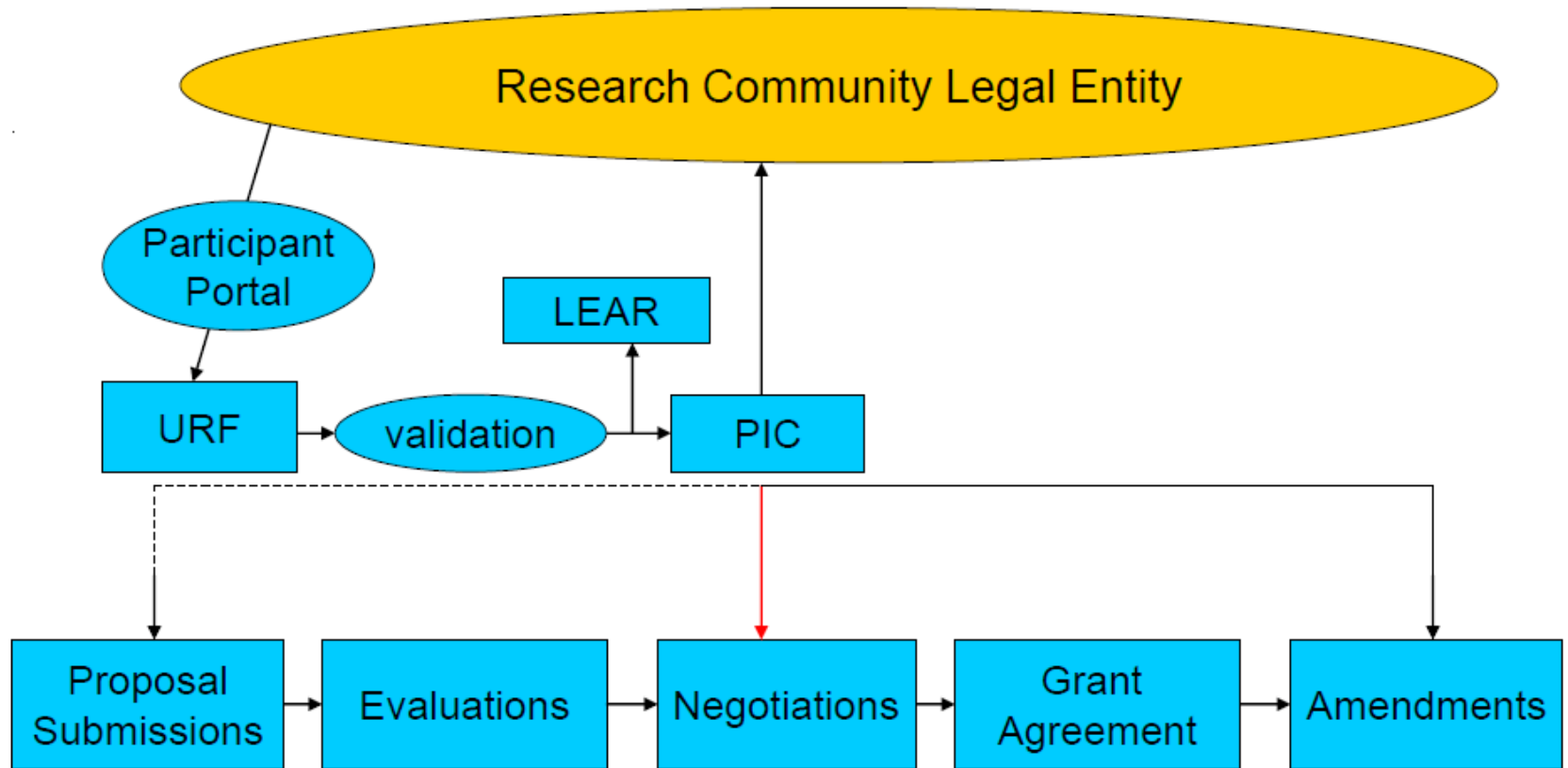
[ec.europa.eu/research/participants/portal/desktop/en/home.html](https://ec.europa.eu/research/participants/portal/desktop/en/home.html)

tions and procedures are described in [H2020 ON LINE MANUAL](#)

# Participant Portal: Administrative Components



# URF: summary



# PIC – Participant Identification Code

- A *Participant Identification Code* (PIC) is the tool for identifying a participating organisation in H2020
- PIC is necessary for concluding an H2020 grant agreement (but **not compulsory** in order to submit a proposal)
- If the organisation has participated in FP, then it has a valid PIC: ask or search for it at the *Research Participant Portal* (How to participate> Beneficiary register> Search)



# PIC – Participant Identification Code

- If the organisation is a first-time participant in FP7, then it has to register on the *Research Participant Portal* and request a *PIC*:  
Registration: (How to participate> Beneficiary register> Register organization)
- You will receive temporary PIC, the temporary password is sent via e-mail
- The PIC will become permanent in the grant agreement negotiation phase (after sending the necessary documents)

# LEAR - Legal Entity Appointed Representative

- The LEAR represents the participating organisation towards the Commission, and is entitled to manage organisational data

- Lear appointment procedure

- Send requested documents signed by the legal representative of the organisation by post to:

European Commission Research Executive Agency  
FP7 Support (A1), COVE 13/132  
B-1049 Brussels, Belgium

- The LEAR receives the username in an e-mail from the Commission

- The PIN code necessary to activate the account will be sent by post





# *The role and tasks of the LEAR*

- Rights:

- May ask for the modification of the organisation's data
- Has online access to the legal and financial data of the organisation under validation
- Receives information on every activity involving the organisation's PIC (e.g. submitting a new proposal)

- Duties:

- On the Commission's request supplies current legal and financial data of his/her organisation to the Commission
- Constantly checks the validity of the organisational data and, if needed, initiates their update
- Communicates the PIC of the organisation to his/her colleagues (Account Administrators), who are submitting a proposal or are involved in grant agreement negotiations

# Project access and management

Access to and management of **project data of an institution** in the Participant Portal has 3 levels:

- Participant contact (level 1)
- Task manager (level 2)
- Project team member (level 3)

The **Participant contact** :

- Is appointed by the Coordinator Contact
- Has full access to project data
- Can nominate and revoke task managers and project team members

The **Task manager** :

- Can modify (create /read /update /delete) project documents related to his/her task

The **Project team member** :

- Can access (read only) project documents related to his/her task

# Participant Portal – Before login

The screenshot shows the European Commission Research & Innovation Participant Portal. The browser address bar displays [ec.europa.eu/research/participants/portal/desktop/en/funding/index.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/index.html). The page features the European Commission logo and the title "RESEARCH & INNOVATION Participant Portal". A navigation bar includes links for HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE (selected), EXPERTS, and SUPPORT. A search bar and "LOGIN" and "REGISTER" buttons are present, with the latter two circled in red. On the left, a sidebar lists "Reference Documents", "Beneficiary Register", "Financial Viability Self-Check", and "SME Participation". The main content area is titled "How to participate" and includes a "H2020 ONLINE MANUAL" link. It provides a step-by-step guide for participation, listing resources like the H2020 Online Manual, Reference documents, search for registered organisations, Financial viability self-check tool, and SME participation. A progress bar at the bottom shows five steps: 1. FIND a call, 2. FIND partners, 3. CREATE your account, 4. REGISTER your organisation, and 5. SUBMIT a proposal. The first step, "Find a suitable Call for Proposals", is highlighted.

European Commission

## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding

HOME FUNDING OPPORTUNITIES **HOW TO PARTICIPATE** EXPERTS SUPPORT Search PP LOGIN REGISTER

Reference Documents  
Beneficiary Register  
Financial Viability Self-Check  
SME Participation

#### How to participate

**H2020 ONLINE MANUAL**

The first steps to prepare your proposal and apply for EU research funding. Learn how to find a suitable Call for proposals or project partners and how to submit your proposal.

The following guidance services facilitate your participation:

- **H2020 Online Manual:** step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- **Reference documents:** library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search for already registered organisations and their **PICs**
- **Financial viability self-check tool** allows you simulating the financial viability check of your organisation
- **SME participation:** dedicated H2020 guidance page for SME

**1** FIND a call **2** FIND partners **3** CREATE your account **4** REGISTER your organisation **5** SUBMIT a proposal

#### Step 1 - Find a suitable Call for Proposals

**H2020 ONLINE MANUAL**

The Commission publishes on the Participant Portal all the Calls of its research and innovation programmes **H2020**, and you can search calls from previous programmes (**FP7** and **CIP**). In addition you can find information about some additional calls in the **Other Funding Opportunities** section. If you apply for the first time and do not know yet the programmes, it is useful to read the H2020 Online Manual. It helps you choose the most suitable programme for your area and profile. Besides, you can [search according to your research topic](#) with key words and set filters in the calls list.

# Participant Portal – Login (through ECAS)

Browser window showing the ECAS login page. The address bar displays: [https://webgate.ec.europa.eu/cas/login?domain=external&loginRequestId=ECAS\\_LR-43557912-GCKUVsixW7GPGpdzmnS17OO4pXMbHdkYXlcEDHWhcM4kpdDdPGI2SCQKzT7znj5IU8tWaaQroAx](https://webgate.ec.europa.eu/cas/login?domain=external&loginRequestId=ECAS_LR-43557912-GCKUVsixW7GPGpdzmnS17OO4pXMbHdkYXlcEDHWhcM4kpdDdPGI2SCQKzT7znj5IU8tWaaQroAx)

Page content:

- European Commission logo and "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)" header.
- Breadcrumb: EUROPA > Authentication Service > Login
- Main heading: ECAS authenticates your identity on European Commission websites
- Visual element: A globe with the text "External" and "Is the selected domain correct?" below it, and a "CHANGE IT" button.
- Form fields:
  - Username or e-mail address: Hi-TechConsultants
  - Password: [Redacted]
- Checkboxes:
  - ☒ Remember my username
  - ☐ Warn me each time an application asks for my identity
  - ☐ View my ECAS account details after logging me in
- Buttons: LOGIN! (highlighted), [Lost your password?](#), [Create an account](#), [Help](#)
- Footer: Log in with your

Windows taskbar at the bottom shows various application icons and system status indicators (time, date, language).

# Participant Portal – After login

Home - Research Particip... X +

https://ec.europa.eu/research/participants/portal/desktop/en/home.html

Często odwiedzane Pierwsze kroki Galeria obiektów Web ... Sugerowane witryny

(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION  
Participant Portal

European Commission

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ALEKSANDER BAKOWSKI

My Organisation(s)  
My Proposal(s)  
My Project(s)  
My Notification(s)  
My Formal Notification(s)  
My Expert Area

Horizon 2020 Funding  
Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme
- New since January 2016: Promotion of Agricultural Products Programme

**Non-registered users**

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

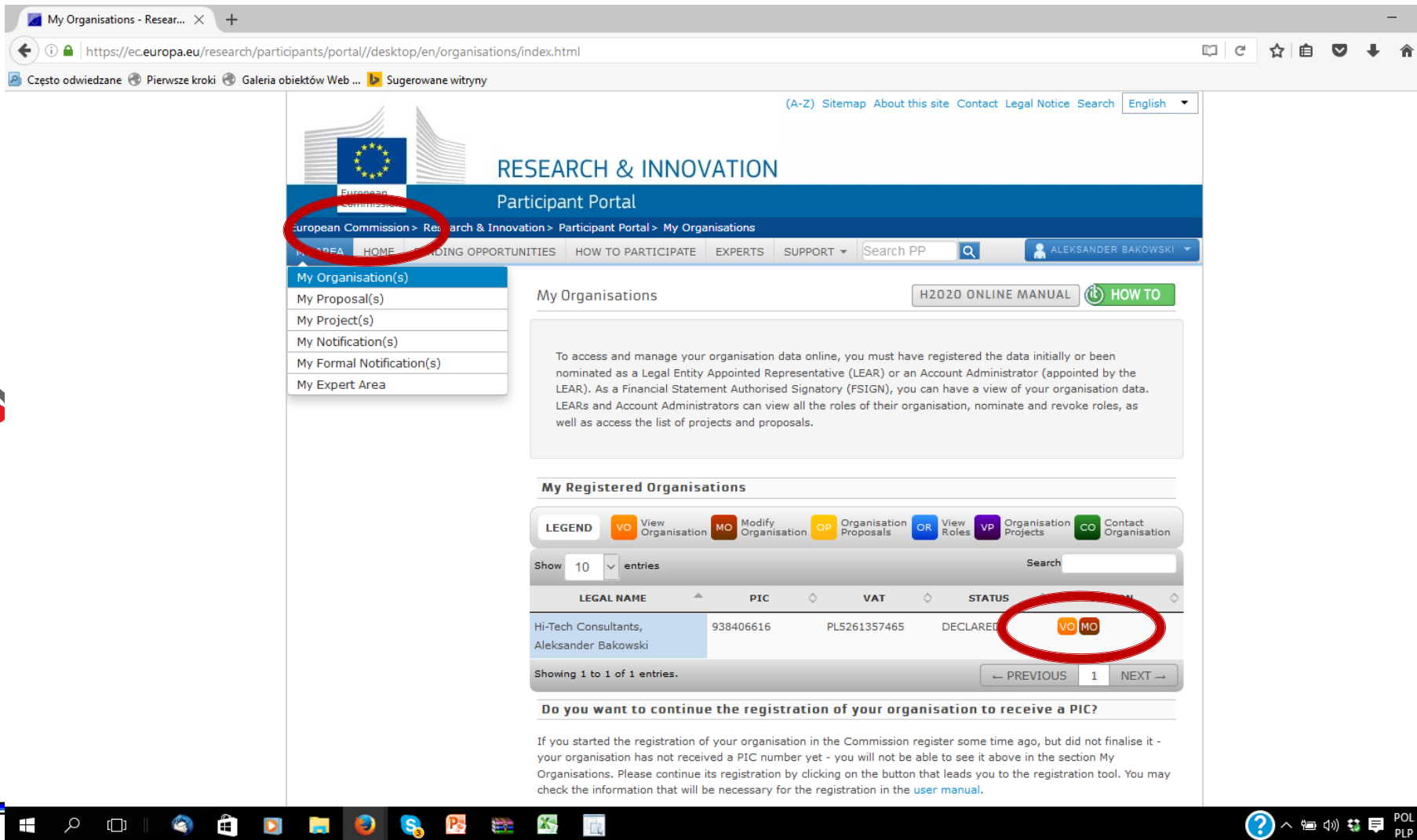
**Registered users**

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

Polski  
Klawiatura: Polski (prog  
Aby przełączyć metody  
klawisz systemu Windo

# Participant Portal – Modifying institutional data



My Organisations - Resear... X

https://ec.europa.eu/research/participants/portal/desktop/en/organisations/index.html

Często odwiedzane Pięwsze kroki Galeria obiektów Web ... Sugerowane witryny

(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

HOME FINDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ALEKSANDER BAKOWSKI

My Organisation(s)  
My Proposal(s)  
My Project(s)  
My Notification(s)  
My Formal Notification(s)  
My Expert Area

My Organisations

H2020 ONLINE MANUAL HOW TO

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND VO View Organisation MO Modify Organisation OP Organisation Proposals OR View Roles VP Organisation Projects CO Contact Organisation

Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
Hi-Tech Consultants, Aleksander Bakowski	938406616	PL5261357465	DECLARED	VO MO

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the user manual.