



Research and Innovation Participant Portal

Introduction to the Participant Portal services

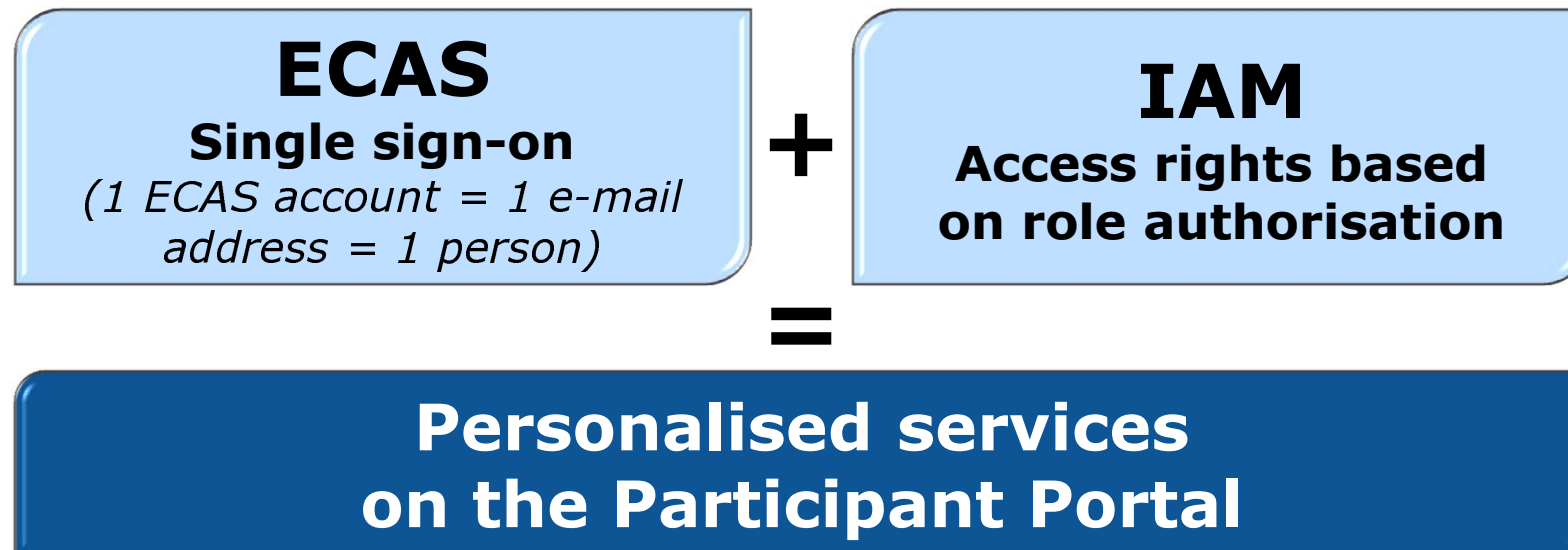
CSC Communication Office
RTD J3

What's new with Horizon 2020?

- The Participant Portal is the single gateway to funding-related interactions between applicants and the Commission/Agencies
- New ways of presenting calls
- New ways of presenting documentation and guidance
- New integrated Grant Management System
- Paperless exchanges – no more blue ink signatures

Research Participant Portal

- Offers external stakeholders a **unique entry point for the interactions with the European Commission or Agencies** in handling grant-related actions, based on:



- Brings homogeneity, transparency and better service integration for grant management.

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Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation 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

Non-registered users

- search for funding
- read the funding guide & 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



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



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Public access

**ECAS login /
registering**

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Horizon 2020 Funding

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**Personalised
access
to the IT tools**

**Personalised access
to the user account**

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My Expert Area

Participant Portal services available without login

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Participant Portal services: without login

Funding Opportunities

1. Funding opportunities

- Open/closed/forthcoming H2020 calls
- Links to FP7 & CIP calls and other calls
- Latest information on published calls
- Call search: full-text search
- Tagging of all topics – additional search options with synonyms, colloquial expressions, circumscriptions
- "Stay tuned" options: electronic agenda, RSS feeds, email notifications

2. Access to the electronic proposal submission system

- Create a proposal through the link on the call page

Participant Portal

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Call Updates

Call Updates

Other Funding Opportunities

H2020 ONLINE MANUAL

- Horizon 2020 - EU research funding from 2014
- Seventh Framework Programme (FP7)
- Competitiveness and Innovation Framework Programme (CIP)
- other research and innovation programmes

Horizon 2020

Other calls not directly managed through the Participant Portal

Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €70 billion budget. The first calls for proposals for Horizon 2020 are envisaged for **December 2013**. Its simplified rules and submission and grant management tools should facilitate participants' tasks. For practical guidance, see the [H2020 online manual](#).

H2020 supports **SMEs** with a new **instrument** that runs throughout various funded research and innovation fields, so it should be easy for SMEs to find opportunities in many calls.

H2020 also aims to enhance EU international research cooperation so there are more opportunities for Third Country participation.

Having built H2020 around the main societal challenges like an ageing population, food security, energy efficiency, the EU attaches high importance to embed **socio-economic sciences and humanities** into the work programme.

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.

Other Funding Opportunities

This page lists additional research activities, initiatives executed by several Member States or joint programmes, co-funded calls, thematic opportunities, and intergovernmental actions.

Call updates

The page displays the latest updates to the calls, like change of deadlines.

Search

The call search tool has several filtering options to help you select funding opportunities that are most relevant



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Funding Opportunities

H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls, grouped by the following programmes:

- Horizon 2020 - EU research funding from 2014
- Seventh Framework Programme (FP7)
- Competitiveness and Innovation Framework Programme (CIP)
- other research and innovation programmes

Horizon 2020



Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €70 billion budget. The first calls for proposals for Horizon 2020 are envisaged for **December 2013**. Its simplified rules and submission and grant management tools should facilitate participants' tasks. For practical guidance, see the [H2020 online manual](#).

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FP7 and CIP - previous programmes

FP7 and CIP are previous instruments to fund research and innovation activities in Europe for the period 2007 to 2013. You can view closed calls information of these programmes.

COSME

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"Stay tuned":

- RSS feed
- Dynamic agenda



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Browse the calls by exploring the H2020 structure

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Excellent Science

- ☐ European Research Council
- ☐ Future and Emerging Technologies
- ☐ Marie Skłodowska-Curie actions
- ☐ Research infrastructures

Industrial Leadership

- ☐ Leadership in enabling and industrial technologies(LEIT)
- ☐ Access to risk finance
- ☐ Innovation in SMEs

Filter a call

FILTER

Type

- ☒ Proposal
- ☐ Tender

Status

- ☒ Open
- ☐ Closed
- ☐ Forthcoming

Sort by

☐ Title

☐ Call Id

☒ Publication Date

☐ Deadline Date

Industrial Leadership
EU-Japan Research and Development Cooperation in Net Futures
H2020-EUJ-2014

Pub.Date: 07/01/2014 Deadline: 10/04/2014

Indirect actions
Prize - Innovation SOFT
H2020-Prize-Innovation-SOFT-2014

Pub.Date: 07/01/2014 Deadline: 16/04/2014

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_TwoStages

Pub.Date: 11/12/2013 Deadline: 31/03/2015

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015-SingleStage-B

Pub.Date: 11/12/2013 Deadline: 27/08/2015

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_SingleStage-A

Pub.Date: 11/12/2013 Deadline: 31/03/2015

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2014_TwoStages

Pub.Date: 11/12/2013 Deadline: 18/03/2014

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2014_SingleStage_B

Pub.Date: 11/12/2013 Deadline: 28/08/2014

Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2014_SingleStage_A

Pub.Date: 11/12/2013 Deadline: 27/03/2014

Societal Challenges
GREEN VEHICLES 2015
H2020-GV-2015

Pub.Date: 11/12/2013 Deadline: 27/08/2015

Societal Challenges
GREEN VEHICLES 2014

Industrial Leadership
BIOTECHNOLOGY

Industrial Leadership
BIOTECHNOLOGY

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0 Results

Keyword Search: Find a topic SEARCH

If you don't find your topic, you can also use the **free text search.**

Status

☒ Open
☐ Closed
☐ Forthcoming

Sort by

☒ Title
☐ Call Id
☐ Publication Date
☐ Deadline Date

In addition, **see all the open calls** of Marie Skłodowska-Curie actions (MSCA) and European Research Council (ERC) grants for individual researchers of any nationality and research teams. The MSCA grants include opportunities for companies and SMEs. **The MSCA and ERC grants are not restricted to specific topics.**

Quick finder for topics linked to H2020 cross-cutting priorities:

Cross-cutting Key-Enabling Technologies (KETs)
ERA-NET
Gender
Contractual Public-Private Partnerships (cPPPs)

International cooperation
SME Instrument
Socio-economic sciences and humanities


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**Find relevant topics
using the keyword search...**

...or the Europa free text search

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0 Results

Keyword Search: Find a topic SEARCH

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Status

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Quick finder for topics linked to H2020 cross-cutting priorities:

| | |
|---|--|
| Cross-cutting Key-Enabling Technologies (KETs) | International cooperation |
| ERA-NET | SME Instrument |
| Gender | Socio-economic sciences and humanities |
| Contractual Public-Private Partnerships (cPPPs) | |

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Some calls and topics are grouped according to predefined criteria



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entries

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| PROGRAMME | CALL IDENTIFIER | LATEST INFORMATION | DATE |
|-----------------------|--|---|------------------------|
| Excellent Science | H2020-MSCA-NCP-2014 | The submission session is now available for: MSCA-NCP-2014(CSA) | 2014-01-24 14:43:59 |
| Industrial Leadership | H2020-EUJ-2014 | The submission session is now available for: EUJ-1-2014(RIA), EUJ-2-2014(RIA), EUJ-3-2014(RIA), EUJ-4-2014(RIA) | 2014-01-23 14:11:55 |
| Industrial Leadership | H2020-NMP-PILOTS-2014 | The submission session is now available for: NMP-01-2014(RIA), NMP-04-2014(IA), NMP-05-2014(IA), NMP-08-2014(RIA) | 2014-01-22 16:58:48 |
| Industrial Leadership | H2020-NMP-CSA-2014 | The submission session is now available for: NMP-09-2014(CSA), NMP-27-2014(CSA), NMP-31-2014(CSA), NMP-33-2014(CSA), NMP-34-2014(CSA), NMP-36-2014(CSA), NMP-37-2014(CSA), NMP-38-2014(CSA), NMP-39-2014(CSA) | 2014-01-22 16:57:44 |
| | H2020-NMP-GV-2014 | The submission session is now available for: NMP-17-2014(RIA) | 2014-01-22 16:57:11 |
| Industrial Leadership | H2020-NMP-2014-two-stage | The submission session is now available for: NMP-10-2014(RIA), NMP-13-2014(RIA), NMP-18-2014(IA), NMP-20-2014(RIA), NMP-21-2014(IA), NMP-26-2014(RIA), NMP-28-2014(RIA), NMP-35-2014(IA) | 2014-01-22 16:50:39 |
| Industrial Leadership | H2020-BIR-2014 | The submission session is now available for: BIR-1-2014(CSA) | 2014-01-20 10:43:52 |
| Industrial Leadership | H2020-CBTT-2014 | The submission session is now available for: CBTT-1-2014(CSA) | 2014-01-20 10:42:00 |
| Industrial Leadership | H2020-LEIT-BIO-2015-1 | The Part 5ii. Nanotechnologies, Advanced materials, Advanced | 2014-01-10 17:07:47 |

Find all the latest updates to open & closed calls

CALL LEVEL

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SUSTAINABLE FOOD SECURITY

H2020-SFS-2014-2 Sub call of: [H2020-SFS-2014-2015](#)

| | | | |
|-------------------------|--------------|----------------------|--|
| Publication date | 2013-12-11 | Deadline Date | 2014-03-12 +17:00:00 (Brussels local time) |
| Budget | €128,000,000 | Stage 2 | 2014-06-26 +17:00:00 (Brussels local time) |
| Status | Open | Main Pillar | Societal Challenges |
| | | OJ reference | OJ C361 of 11 December 2013 |

Call description Call documents Get support **Subscribe to Notifications**

Call updates

- 2013-12-20 16:45:30

The submission session is now available for: SFS-01a-2014(RIA), SFS-01b-2014(RIA), SFS-02a-2014(RIA), SFS-03a-2014(RIA), SFS-03b-2014(RIA), SFS-04-2014(RIA), SFS-07a-2014(RIA), SFS-09-2014(RIA), SFS-10a-2014(RIA), SFS-11a-2014(RIA), SFS-12-2014(RIA), SFS-14a-2014(RIA), SFS-15-2014(RIA), SFS-17-2014(IA), SFS-19-2014(RIA)

Topics and submission service

- SFS-02a-2014: External nutrient inputs
- SFS-04-2014: Soil quality and function
- SFS-09-2014: Towards a gradual elimination of discards in European fisheries
- SFS-11a-2014: Optimizing space availability for European Aquaculture
- SFS-01a-2014: Genetics and nutrition and alternative feed sources for terrestrial livestock production
- SFS-03a-2014: Native and alien pests in agriculture and forestry
- SFS-07a-2014: Traditional resources for agricultural diversity and the food chain
- SFS-10a-2014: Scientific basis and tools for preventing and mitigating parasitic diseases of European farmed fish
- SFS-12-2014: Assessing the health risks of combined human exposure to multiple food-related toxic substances
- SFS-14a-2014: Authentication of olive oil
- SFS-17-2014: Innovative solutions for sustainable novel food processing

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Call description **Call documents** Get support Subscribe to Notifications


Download all documents
(EN only, incl. the additional docs.)

- Legal basis - Framework Programme H2020 en
- Legal basis - Rules for Participation en
- Legal basis - Specific Programme H2020 en
- WP H2020 - 1. Introduction en
- WP H2020 - 9. Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy en
- WP H2020 - 17. Communication and Dissemination en
- WP H2020 - 18. General Annexes en

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SUSTAINABLE FOOD SECURITY

H2020-SFS-2014-2

Sub call of: [H2020-SFS-2014-2015](#)

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[Call description](#) [Call documents](#) [Get support](#) [Subscribe to Notifications](#)

National Contact Points (NCP) – contact your NCP for further assistance.

Enterprise Europe Network – contact your EEN national contact point for advice to businesses with special focus on SMEs. The support includes guidance on the EU research funding.

Research Enquiry Service – ask questions about any aspect of European research in general and the EU Research Framework Programmes in particular.

IT Helpdesk – contact the Participant Portal IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

Ethics – to ensure compliance with ethical issues, further information is available on the [Participant Portal](#) and on the [Science and Society Portal](#).

European IPR Helpdesk assists you on intellectual property issues.

The European Charter for Researchers and the Code of Conduct for their recruitment

CEN and CENELEC, the European Standards Organisations, advise you how to tackle standardisation in your project proposal. Contact CEN-CENELEC Research Helpdesk at research@cencenelec.eu.

Partner Search Services helps you find a partner organisation for your proposal.

H2020 Online Manual your online guide on the procedures from proposal submission to managing your



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**Provides all the explanation
about the specific topic
(challenge, scope, expected impact,
type of action, etc.)**

| | | | |
|--------------------------|--------------|----------------------|--|
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| Status | Open | Main Pillar | Societal Challenges |
| | | OJ reference | OJ C361 of 11 December 2013 |

Topic: Soil quality and function

SFS-04-2014

Topic Description

Topic Conditions & Documents

Submission Service

Specific challenge: Agricultural soils provide the basis for crop and animal production and in turn are impacted by the different types of land use, water quality, management practices, choice of crops, cultivars and genotypes. Effects include not only changes to chemical and physical soil properties but also to the composition of the soil biological community and plant-soil-microbial interactions. Understanding this complex and fragile interplay is crucial for developing on-farm soil management and conservation practices to increase agricultural productivity whilst avoiding degradation of this virtually non-renewable resource in environmentally sustainable ways.

Scope: Proposals should provide a comprehensive analysis of the various types of agricultural land use in Europe along with the effects of agricultural land use and management on soil properties and soil functioning. They should further propose ways by which the 'soil environmental footprint' of different cropping systems and management interventions can be established. Proposals should test new approaches to on-farm management that enhance key soil attributes for crop productivity and yield stability taking into account below and above ground aspects. Work should take into account various types of crop and livestock farming systems and pedo-climatic zones across the EU. In line with the objectives of the EU strategy for international cooperation in research and innovation and in particular with the implementation of the EU-China dialogue, proposals are encouraged to include third country participants, especially those established in China^[1]. Proposals should fall under the concept of 'multi-actor approach'^[2] and allow for adequate involvement of the farming sector in proposed activities.

The Commission considers that proposals requesting a contribution from the EU in the range of EUR 3–5 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

Expected Impact:

- Improved capacity and methods to assess soil-management interactions and their impact on soil functions



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**Browse/download
all the specific topic-related documents**

Sustainable Food Security

H2020-SFS-2014-2

Sub call of: H2020-SFS-2014-2015

Publication date 2013-12-11

Deadline Date 2014-03-12 17:00:00 (Brussels local time)

Total Call Budget €128,000,000

Stage 2 2014-06-26 +17:00:00 (Brussels local time)

Status Open

Main Pillar Societal Challenges

OJ reference OJ C361 of 11 December 2013

Topic: Soil quality and function

SFS-04-2014

Topic Description

Topic Conditions & Documents

Submission Service


For reference documents applying to the entire call for proposals, please see [here](#)

Please read carefully all provisions below before the preparation of your application.

1. **List of countries and applicable rules for funding:** described in [part A of the General Annexes](#) of the General Work Programme.
2. **Eligibility and admissibility conditions:** described in [part B](#) and [C of the General Annexes](#) of the General Work Programme.
3. **Evaluation**
 - 3.1 **Evaluation criteria and procedure, scoring and threshold:** described in [part H of the General Annexes](#) of the General Work Programme.
 - 3.2 [Guide to the submission and evaluation process](#)
4. **Proposal page limits and layout:** Please refer to Part B of the standard proposal template.
5. **Indicative timetable for evaluation and grant agreement:**

Information on the outcome of **one-stage** evaluation: maximum 5 months from the final date for submission.

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| | | OJ reference | OJ C361 of 11 December 2013 |

Topic: Soil quality and function **SFS-04-2014**

[Topic Description](#) [Topic Conditions & Documents](#) [Submission Service](#)

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

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START SUBMISSION

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TOPIC LEVEL

Access the electronic submission tool

Participant Portal services: without login

How to Participate

1. H2020 Online Guide

- **New online guide divided into business processes**
- **Aims at providing all the information, list of documents & useful links (IT wiki, etc.) for each specific process**
- **2 ways of finding info:**
General overview with drill-down approach
Direct linking to specific sections from some Participant Portal pages (via the "H2020 Online Guide" button)

2. Reference Documents

- **List of all useful reference documents**

Participant Portal services: without login

How to Participate

3. Organisation Register

- Check whether your organisation is already registered via a PIC search
- Access the organisation registration tool









4. Financial Viability Self-Check

- Coordinators are strongly encouraged to do this non-binding check before submitting a proposal

5. SME Participation

- Starting page for information related to participation of SMEs

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 -  Register an organisation
 - Registration of organisation
 - LEAR appointment
 - Validation of organisation
 - Financial viability self-check
 - Data update
 - Submit a proposal
 -  From evaluation to grant signature
 - Evaluation of proposals
 - Grant preparation
 - Grant signature
 -  Grant management
 -  Reports
 -  Periodic report
 - Financial report
 - Scientific report
 - Deliverables
 - Patents & publications
 - Report on the final distribution of EU contribution
 - Project technical review
 - Final report
 - Dissemination of results
 - Amendments
 - Audits & certifications
-  Working as an expert
 - Expert registration
 - Contracting & payment
 - Expert roles & tasks

Your user account & roles

Grants

Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

Evaluation & Grant signature

Evaluation of proposals

Grant preparation

Grant signature

Grant management

Reports

Dissemination of results

Amendments

Audits & certifications

Working as an expert

Expert registration

Contracting & payment

Expert roles & tasks

Cross-cutting issues

International cooperation

Regional aspects

Ethics

Intellectual property

Gender

SMEs

FP7 Funding Guide

Find guidance, process by process (drill-down approach)



RESEARCH & INNOVATION

European
Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

HOME

FUNDING OPPORTUNITIES

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LOGIN



REGISTER

H2020 online manual

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

Reference Documents

This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues. The documents are grouped by categories. To access a document:

- Click on a folder
- Click on ARROW to have more information about the document and its available translations

You can search a specific H2020 or FP7 document on the [Europa Search](#) service.

H2020

FP7

Legal basis ⓘ

- Framework programmes (EC-Euratom)
- Rules for participation
- Specific programme
- European institute of Innovation and Technology (EIT)

Model grant agreement


- General Grant Agreement
- European Research Council (ERC)
- Marie-Sklodowska-Curie (MSC)
- SME Instrument
- ERANET Cofund
- Pre-Commercial Procurement (PCP)/Public Procurement of Innovative Solutions (PPI) Cofund
- European Joint Programme Cofund
- Framework Partnerships

H2020 Grants Manual

- Section on legal entity validation
- Section on legal status and financial capacity checks of applicants for indirect action grants
- Section on proposal submission and evaluation
- Annotated Model Grant Agreement
- Additional guidance documents
- Horizontal issues

H2020 Prizes Manual

List of all reference documents



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

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H2020 online manual

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

Beneficiary Register

H2020 ONLINE MANUAL

The Commission has an **online register of the beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Is your organisation already registered? Search PIC

organisation only once, please see first if it has already been registered.

SEARCH

on in the register, you can start its registration below.

Register your organisation

Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or [create your account](#), if you are a new user.

the legal data of your organisation at hand. You may check the information that will be necessary in the [user manual](#). To start registration, click on the button below.

REGISTER ORGANISATION

the registration process at any time; the data entered can be saved as a draft and you may **continue** at a later time. Save the already entered data by clicking on the **Save draft** button at the bottom of the registration tool before you quit it.

After providing all the necessary details, click on the **Confirm** button to submit your registration. You will receive a **PIC number** that should be used in any interactions with the Commission in the future.


If you did not finalise the registration, you can **continue** it later on [My Organisations](#) of the My Area section. Incomplete, draft registrations are automatically deleted after one year.

You can modify **your organisation data** also on the [My Organisations](#) page of the **My Area** section.

Search into the Commission's database to see whether your organisation already has a PIC...

...and register your organisation if you don't find any existing PIC

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RESEARCH & INNOVATION

Participant Portal

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[LOGIN](#)
[REGISTER](#)

[European Commission > Research & Innovation > Participant Portal > Financial Viability Self-Check](#)

[H2020 online manual](#)
[Reference Documents](#)
[Beneficiary Register](#)
[Financial Viability Self-Check](#)
[SME Participation](#)

Financial Viability Self-Check

The Commission provides this user-friendly electronic tool for applicants so that they could simulate the financial viability check of their organisation for their own information. The tool uses the ratios described in the "Rules on verification of existence, legal status, operational and financial capacity".

Read First!

Disclaimer: The results of this simulation provide only **non-binding indication**. If a formal financial viability check by the Commission is required for a participation in a project, either the LEAR of your organisation will be invited to submit data via the Portal or the Commission will inform you about the exact steps to follow.

Financial viability self-check

LFV Simulation - Mozilla Firefox

<https://ec.europa.eu/research/participants/ur/lfvSimulation.do>

Currency * -- Please Select --

Expressed in Units

ABAC Exchange Rate:

Profit and loss account

Assets

1. Subscribed capital unpaid

2. Fixed assets

2.1 Intangible fixed assets

2.2 Tangible fixed assets

2.3 Financial assets

3. Current assets

3.1 Stocks

3.2.1 Debtors due within the year

3.2.2 Debtors due after the

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Participant Portal

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SME Participation

SME Participation

SME Instrument

The SME instrument has been designed specifically for **single or groups of highly innovative SMEs** with international ambitions, determined to turn strong, innovative business ideas into winners on the market. The instrument provides **full-cycle business innovation support** from the stage of business idea conception and planning (phase I) over business plan execution and demonstration (phase II) to commercialisation (phase III). Participants will be able to call on business innovation coaching for the duration of their project.

- **Phase I (proof-of-concept):** Explore the scientific or technical feasibility and commercial potential of your new idea in order to develop an innovation project, with the help of a € 50,000 grant, and receive more support in case of a positive outcome!
- **Phase II (development & demonstration):** Develop your sound, ground-breaking business idea further with the help of a grant in the order of € 500,000 to 2,5 million into a market-ready product, service or process!
- **Phase III (go-to-market):** Take advantage of additional EU support to enter the market successfully (no grants).

APPLY

Collaborative Projects (SME + partners)

Work with at least 2 international **partners** (separate legal entities) from different EU countries (at least 3 in total) and request EU project support! To find partners, you can use the assistance of various [partner search services](#).

APPLY

Access to Debt and Equity Financing

Discover where and how the EU can help your company to **access finance** for further business development.

For more information, please see the Work Programme part [Access to Risk Finance](#).

APPLY

Support to SME

Get personalized advice and guidance on how to apply from two support networks who understand your local and global challenges. Discover your personal help lines:

[Enterprise Europe Network](#)

**Information
dedicated to SMEs**



Participant Portal services: without login

Experts

The Experts section in the Participant Portal is a [web-based application for communication between experts](#) (evaluators of research proposals, reviewers of ongoing projects, etc.) [and the European Commission](#).

[1. New experts can create their profile](#)

The expert registration tool itself is only available after an ECAS login.



Participant Portal services: without login

Experts

New calls for expression of interest [for individual experts](#) and [for organisations to suggest experts](#) were just published in OJ C342 of 22 November 2013. European Commission will soon need experts to evaluate first Horizon 2020 proposals. Don't forget to tick the H2020 box in the registration platform and update your expertise.

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/experts/H2020%20Call-individual%20experts_OJ%20C342_03.pdf

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/experts/H2020%20Call-relevant%20organisations_OJ%20C342_03.pdf

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Experts

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News

H2020 call for expression for interest for experts (11/2013)
New calls for expression of interest [for individual experts](#) and [for organisations to suggest experts](#) were just published in [OJ C342 of 22 November 2013](#). European Commission will soon need experts to evaluate first Horizon 2020 proposals. Don't forget to tick the H2020 box in the registration platform and update your expertise.

Quick Links

- [FAQ for Experts](#)
- [Expert recommendations](#)

Logistics for Brussels

- [Map of evaluation area](#)
- [Info on hotels](#)
- [Metro map](#)
- [From airport to Brussels](#)



Experts

[H2020 ONLINE MANUAL](#)

Join the database of independent experts for European research and innovation.

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, monitoring of projects, and evaluation of programmes, and design of policy.

New experts

Who can be an expert?

You have a chance of being selected as an expert if you:

- have high-level of expertise in the relevant fields of research and innovation ([see call](#) for details on types of expertise).
- can be available for occasional, short-term assignments

[REGISTER AS EXPERT](#)

In order to access the expert registration form, you are first asked to login with a valid Participant Portal (ECAS) account. If you do not have it yet, it is easy to [create your Portal \(ECAS\) account](#).

Registered experts

- Registered experts can complete or **update their profile** at any time by [logging-in](#) to their Portal account (ECAS) and accessing **My Expert Area**.
- Your profile is only available to the Commission for consideration once it is complete and valid.

Registration for new experts

What do expert assignments involve?

Experts, as peer reviewers, assist in the:

- **evaluation** of proposals
- **monitoring** of actions

In addition, experts assist in the :

- **preparation, implementation or evaluation of programmes** and **design of policies**. This includes the Horizon 2020 Advisory Groups.

Assignments mainly concern research and innovation, falling within the Horizon 2020 programme designed to address the challenges Europe is facing through funding excellent science, technology and innovation.

Take a look at the most recently [funded projects](#).



Participant Portal services: without login

Support

1. H2020 Helpdesk

- Service provided by the Europe Direct Contact Centre

2. Enterprise Europe Network (& other help services for enterprises and industry)

- Free support for organisations applying for projects under the SME Instrument

3. National Contact Points (NCP) database

4. Glossary

Participant Portal services: without login

Support

5. FAQ

- **FAQ database**
- **Useful information along with additional guidance (user manuals, latest PowerPoint presentations, etc.)**

6. IT Helpdesk contact form

7. Other Help Services

- **Ethics helpdesk, European IPR helpdesk, European Committee for Standardisation, IGLO, National Services**

National Contact Points

Network of National Contact Points (NCPs)

The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020.

What is the NCP network?

NCPs are national structures established and financed by governments of the 28 EU member states and the states associated to the framework programme. NCPs give personalised support on the spot and in applicants' own languages. The NCP systems can vary from one country to another from highly centralised to decentralised networks, and a number of very different actors, from ministries to universities, research centres and special agencies to private consulting companies.

NCPs are also established in many non-EU and non-associated countries ("third countries").

NCP Services

As the NCPs are national structures, the type and level of services offered may differ from country to country. In general, the following basic services are available in accordance with the [NCP Guiding Principles](#) agreed by all countries:

- Guidance on choosing relevant H2020 topics and types of action
- Advice on administrative procedures and contractual issues
- Training and assistance on proposal writing
- Distribution of documentation (forms, guidelines, manuals etc.)
- Assistance in partner search

Search for your NCP

Find the contact details of your national H2020 National Contact Point or those of your potential partner's country. You can search for NCPs in Member States, Associated Countries and third countries. You can also search for NCPs by thematic areas or functions; for instance, you can look for an NCP who is specialised in Marie Curie actions. Hover over the NCP functions to view the explanation of their specific responsibilities.

The third country NCPs listed below were nominated in the context of the Seventh Framework Programme. This list will be progressively updated for Horizon 2020, as necessary.

Search for:

Select the country

Albania
Austria
Belgium

All functions

Coordinator
Legal and Financial
SMEs

SEARCH

Sort by

☐ Country

☒ Contact name

☐ Most recent

☐ Organisation

**Find your
National Contact
Point**

Frequently Asked Questions (FAQ)

This page is updated with the answers to the most frequent questions that were submitted to the [IT Helpdesk](#). You can also find additional help in the following documents:

- The [H2020 Funding Guide](#) and [FP7 Funding Guide](#) give you overview of all steps you need to know for the electronic management of proposals or grants.
- The "[Role management changes in brief](#)" gives an overview of the Portal roles, like LEARs, Coordinators, etc. and their related rights to carry out actions and access information in the secured My Area. It also explains shortly the authentication mechanism of the Portal.
- User manuals for the PP services:
 - [Organisation registration - User Manual](#)
 - [Submission Service - User Manual](#)
 - [FP7 Negotiation, Amendments and Periodic reporting: online Manual](#)
 - [FP7 Financial reporting - User Manual](#)
 - [FP7 Reporting and deliverables - User Manual](#)

1. Participant Portal

- **What is the Participant Portal?**

The Participant Portal is the single-entry point for interactions about the EU research and innovation programmes with the European Commission. It offers you the services and tools that facilitate the monitoring and the management of your proposals and projects.

- **What services and tools are available on the Participant Portal?**

The following services are available on the Portal:

- **H2020 and FP7 & CIP Calls:** since July 2011 the Participant Portal is the single authoritative web site that publishes the calls of the EU research and innovation programmes.
- **Proposals submission system:** accessible from the calls and topics (thematic sub-division of calls in H2020) pages, this service allows you submitting electronically your project proposal to the Commission.
- **Organisation registration:** the service allows a participant to register his/her organisation and to get a Participant Identification Code (PIC).
- **Services for managing your project and organisation data:** Depending on his or her role on PP (after login), a user can access his/her organisation's data, the list of ongoing projects, information about grant preparation, submit amendments and periodic reports. You will need an ECAS account to access these PP services.
- **Expert area** where experts can register and manage their expert profiles, contracts and payments.
- **H2020 and FP7 Reference Documents:** all the legal and guidance documents of the research and innovation programmes.

- **Are there presentations on the Participant Portal?**

You can download the following presentations on the Participant Portal:

- [Introduction to the Services of the Participant Portal](#)
- [Changes of the Identity and Access Management of the Participant Portal](#)
- [User registration: How to create an ECAS account \(PDF version\)](#)
- [Electronic-only submission of Forms C](#)
- [Introduction to the submission of proposals](#)
- [How to prepare the explanation of the use of resources in the reporting tools? \(PDF version\)](#)
- [General presentation of the Experts services](#)



The principle of personalised webspace:

European Commission Authentication Service (ECAS)

CSC Communication Office
RTD J3

What is “ECAS” ?

ECAS means **E**uropean **C**ommission **A**uthentication **S**ystem.
It is the system for logging on to a whole range of web sites and online services run by the Commission.

This ensures a **secure, “single sign-on” approach**:
1 person = **1** e-mail address = **1** ECAS account.

The creation of an ECAS account is free and easy.

How to register for an ECAS account?

European Commission

SEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation 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)

Non-registered users


- search for funding
- read the funding guide & 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




WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

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EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

Sign Up

The ECAS User Registration Form opens

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

English (en) ▼



Enter the code *

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

[Sign up](#)

* Required fields



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Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

**Fill in the "E-mail" field
using your individual professional
email address.**

**Note: the e-mail is the main identifier
(1 person = 1 e-mail address
= 1 ECAS account)**

No functional e-mail address!



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

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EUROPA > Authentication Service > Sign Up

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

Fill in the "Security check" field

[Sign up](#)

* Required fields



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[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

English (en) ▼



Enter the code *

**Tick the check box
and click on "Sign up"**

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

[Sign up](#)

Required fields

Contact | Privacy Statement | English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

Last update: 26/09/2012 (3.1.5-m) | 4855 ms | [Top](#)

Check your mailbox, a confirmation e-mail will arrive within a few minutes.

This process must be completed within 1 hour and a half after the original request.



**Click on the link in the confirmation e-mail
to be redirected to the Password initialisation page of ECAS**

Dear ~~XXXXXXXXXX~~,

You have been registered in ECAS, the European Commission AuthenticationService.

Your user name is ~~XXXXXXXXXX~~

To create your password, click:

[this link](#)

You have a maximum of 1h30, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address

bar: [https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?](https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=naccouec&resetCode=zMNyYdvwQQHtk1IzWYPjiD04pdtu9yqBZzcksdAfy)

[wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=naccouec&resetCode=zMNyYdvwQQHtk1IzWYPjiD04pdtu9yqBZzcksdAfy](https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=naccouec&resetCode=zMNyYdvwQQHtk1IzWYPjiD04pdtu9yqBZzcksdAfy)

Whenever you login, please choose the domain "External", not "European Commission".

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Sent to you by ECAS - European Commission Authentication Service



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

New password

Please choose your new password.

Username

XXXXXXXX

New password *

|

Confirm new password *

|

Submit

* Required fields

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples:

[\[Generate other sample passwords\]](#)

Last update: 26/09/2012 (3.1.5-m) | 23 ms | [▲ Top](#)

**Create
a new password
and click on "Submit"**

Contact | Privacy Statement | English (en) ▼



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

New password

Your ECAS password was successfully changed.


[Proceed](#)

Last update: 26/09/2012 (3.1.5-m) | 73 ms | [▲ Top](#)

**Your new ECAS password is successfully created.
You can now log in to the Portal.**

Important: ECAS credentials are strictly confidential!

[\(A-Z\)](#) [Sitemap](#) [About this site](#) [Contact](#) [Legal Notice](#) [English](#)




RESEARCH & INNOVATION

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WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



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MY PERSONAL AREA




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Login with your ECAS account

Contact | Privacy Statement | English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

Login New password Sign Up Help

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *




Password *

[More options...](#)

Login! [Lost your password?](#)

* Required fields

Or log in with your

 [Mobile phone](#)  [Token](#)  [eId](#)

Last update: 26/09/2012 (3.1.5-m) | 7 ms | [Top](#)


Make sure the selected domain is "External"

Enter your username or e-mail address and your password

Click on the "Login!" button

The Login page (ECAS authentication) appears

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



RESEARCH & INNOVATION

Participant Portal

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MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

DEMO ACCOUNT

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

Horizon 2020 Funding

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WHAT'S NEW?




FUNDING




HOW TO



WORK AS AN



MY PERSONAL



INFORMATION
SUPPORT

DIS OLAF

You are now logged in to the Participant Portal.

Depending on their roles (IAM), users will have access to different services.

Participant Portal services: overview

Funding Opportunities

How to Participate

Experts

Support

**Personalised
services**

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

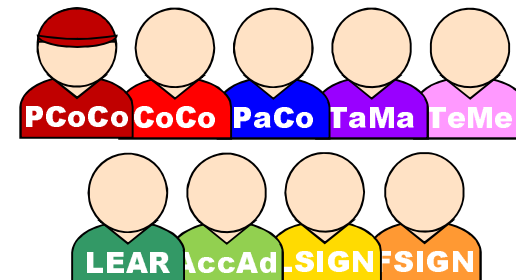
The principle of personalised webspace: Identity and Access Management (IAM), roles

CSC Communication Office
RTD J3

Personalised services

The Participant Portal allows each user to have access to a personalised space, based on 3 main elements:

- Each user is supposed to have a **unique ECAS account**, which is the **unique identifier for persons** (linked to their professional email address).
- Each ECAS account is linked to one (or more) **PIC number(s)**, which are the **unique identifier for organisations**.
- Each ECAS account is linked to all the roles that the user has in projects and/or organisations through IAM.
One user can have as many roles as necessary.

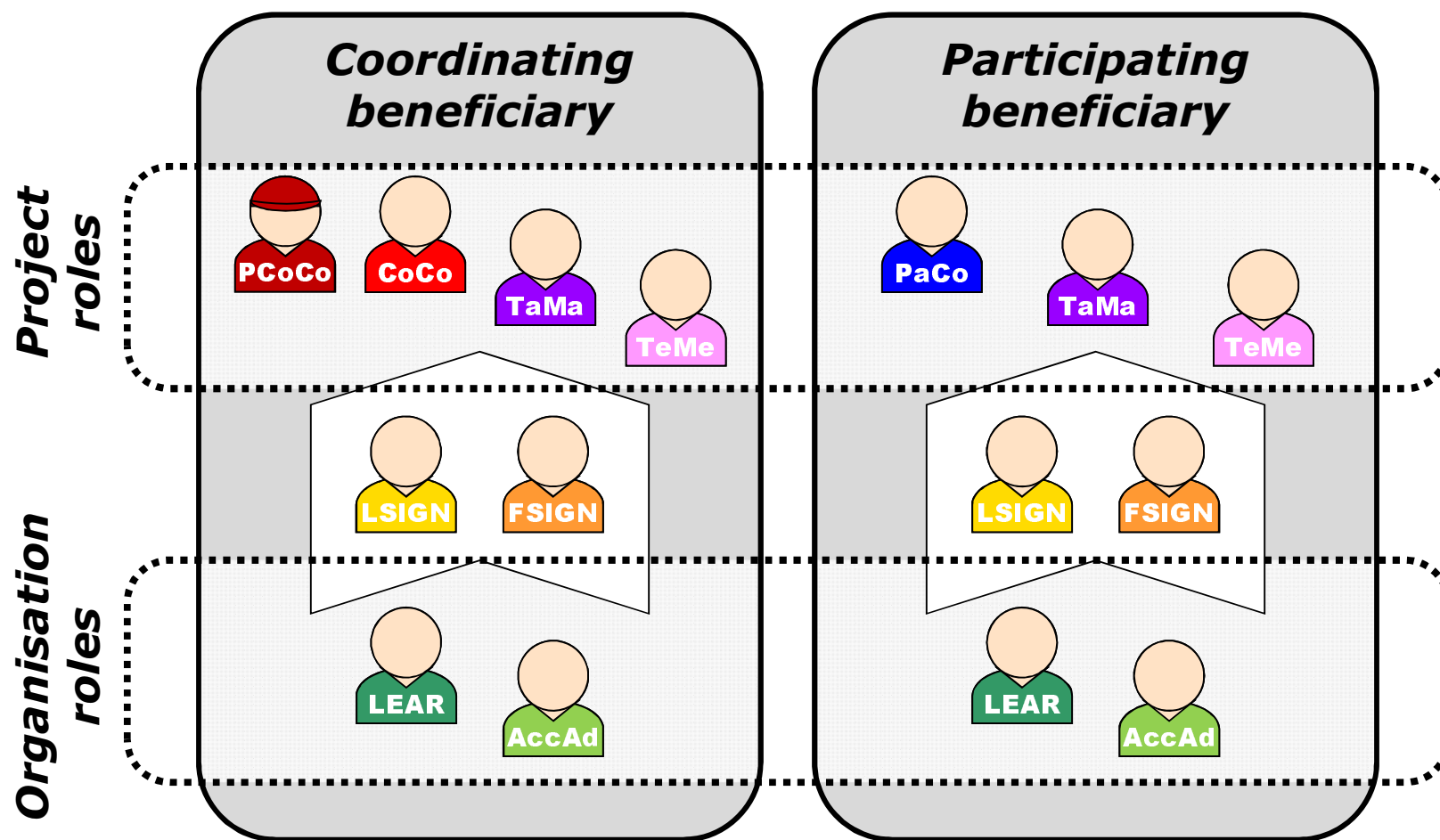


The Identity and Access Management

- The **I**ntity and **A**ccess **M**anagement allows us to define and/or manage changes of **access rights of users of the Participant Portal**.
- It gives **a personalised and secure access to the different services** of the Participant Portal.
- Minimum involvement by the Commission/Agency staff allowing for **flexibility in the online management of the consortium**.
- **Any change in the roles of the users is saved** to allow a monitoring & tracking service.

The new version of IAM (January 2014)

European
Commission



Nomenclature

Organisation roles



Legal Entity
Appointed
Representative



Account
Administrator



Legal
Signatory



Financial
Signatory



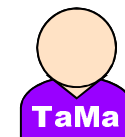
Primary
Coordinator
Contact



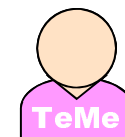
Coordinator
Contact



Participant
Contact



Task
Manager

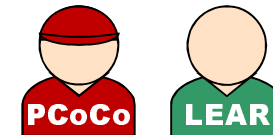


Team
Member

Project roles

Important remarks

- Only the key roles of the **LEAR** and **Primary Coordinator Contact** are defined/modified by the Commission.

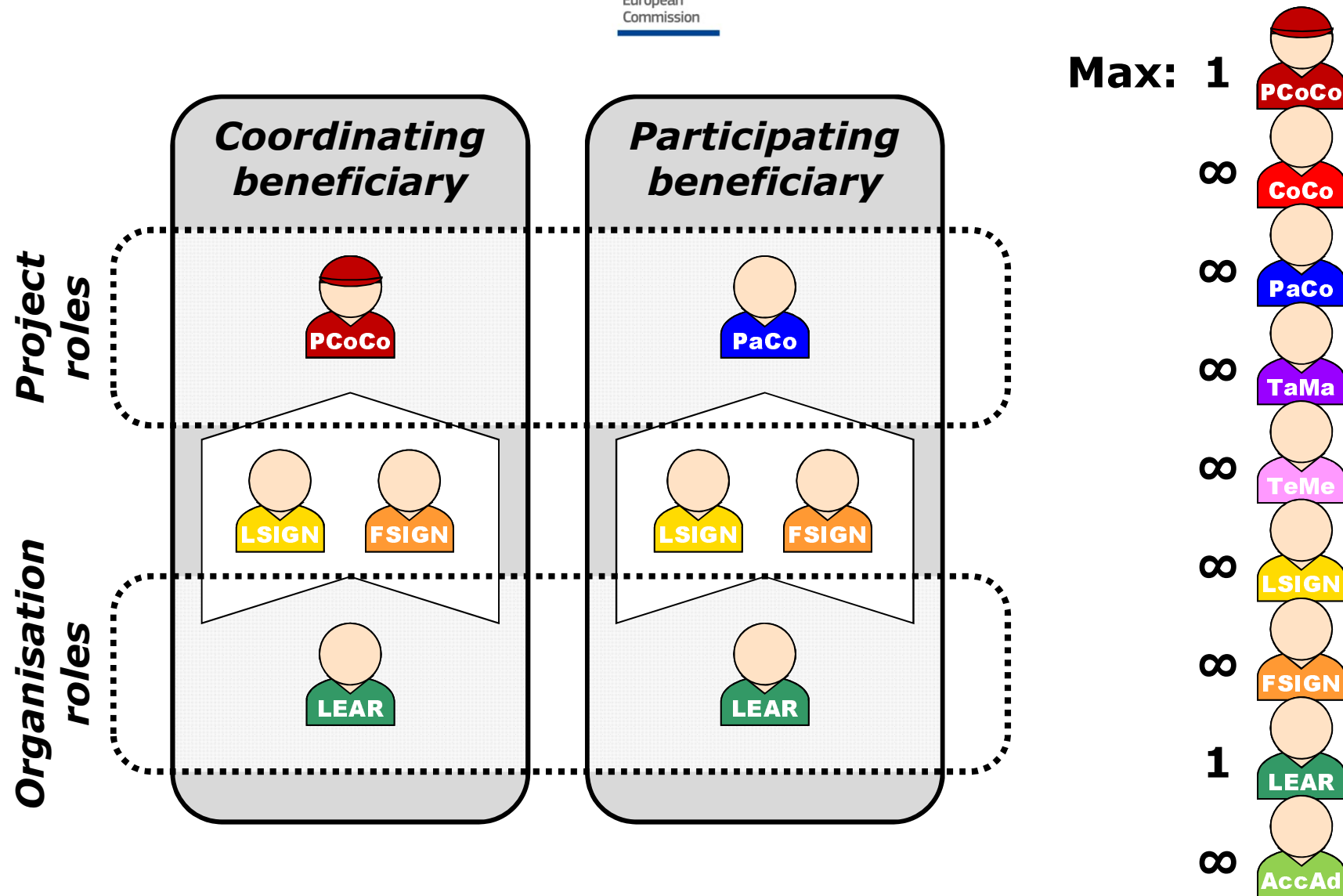


The rest is left at the discretion of the consortium.

- One person can have **several roles at the same time**.
- The complexity of the consortium depends on the participants. The **minimum configuration** is:
 - ✓ The Primary Coordinator Contact
 - ✓ 1 Participant Contact per beneficiary
 - ✓ 1 LEAR per organisation
 - ✓ 1 Legal Signatory per organisation
 - ✓ 1 Financial Signatory per organisation

Minimum configuration






European
Commission












Access rights

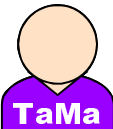




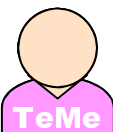

Project roles






   Read all forms
 Write all forms
 Submit all forms to EC

  Read own forms
 Write own forms
 Submit own forms
 Sign and submit own financial forms





  Read own forms
 Write own forms
 Submit own forms to coordinator (except financial forms)




  Read own forms
 Write own forms

  Read own forms

  Read own forms
 Write own forms
 Submit own forms (except financial forms)
 Sign own legal forms

Organisation roles

  View organisation data
 Modify organisation data
 View lists of organisation's projects, proposals and organisation roles

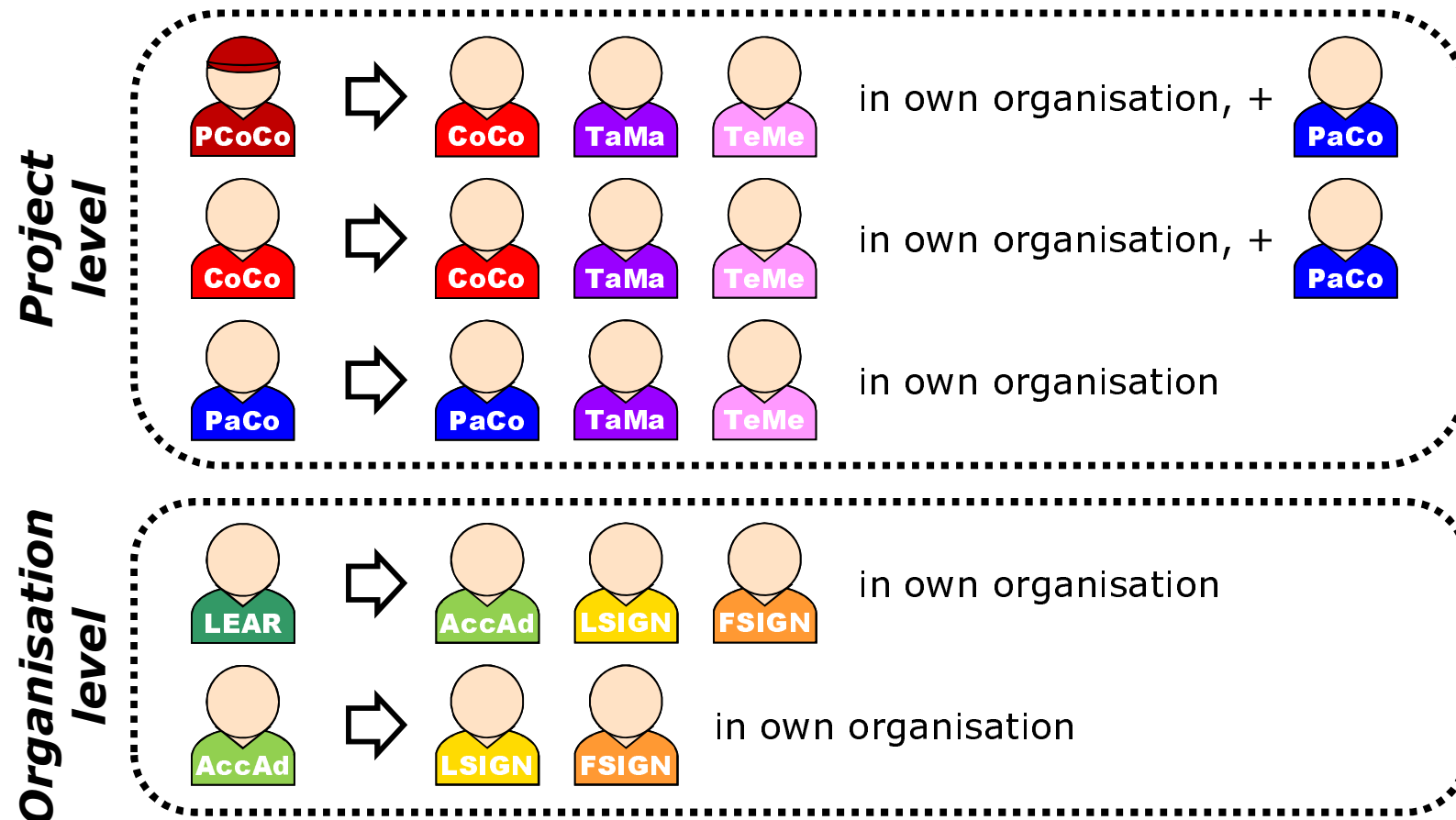
  View organisation data
 View lists of organisation's projects, proposals and organisation roles

The nomination process: “Original roles”

Some roles are automatically provisioned in the early stages of the Project (“original roles”) as follows:

- The **proposal initiator in the proposal submission phase** will automatically be recognised by the Commission as the **Primary Coordinator Contact**.
- The **contact persons of the participating organisations** identified during **proposal submission** will become **Participant Contacts** at the beginning of negotiations.
- The **LEAR is validated by the Commission** during the validation process of his/her organisation.

The nomination process




The nomination process: how to nominate/revoke someone?

To grant a role, the e-mail address of the "new user" will have to be filled in; **this e-mail address should be the same as the one used for the ECAS account** of the "new user".

If this "new user" has no ECAS account, he/she will automatically receive an invitation to create his/her ECAS account.

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RESEARCH & INNOVATION

Participant Portal

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

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DEMO ACCOUNT

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

My projects

H2020 ONLINE MANUAL

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Negotiate your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA Access Amendment

AN Access Negotiation

MP Manage Project

FR Financial Reporting

PR Periodic Reporting

RD Reporting & Deliverables

PC Project Consortium

Show 10 entries


Search

| ACRONYM | CALL | PROG | PROJECTID | ROLES | PHASE | ACTIONS |
|---------|-----------------|------|-----------|-------|------------------|---------|
| DEMO1 | FP7-TEST-CALL-1 | FP7 | 200000 | PC | GRANT_MANAGEMENT | FR RD |
| DEMO2 | FP7-TEST-CALL-1 | FP7 | 200001 | PC | GRANT_MANAGEMENT | PR |

Project roles can be granted/revoked in the "My Projects" section, through the orange "PC (Project Consortium)" icon

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 **RESEARCH & INNOVATION**
Participant Portal

European Commission > Research & Innovation > Participant Portal > Project Consortium

MY AREA HOME FUNDING OPPORTUNITIES HOW TO

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s)
- My Expert Area

Project File

Details Consortium

Acronym DEMO1

ID 200000 Program FP7 RDG RTD

> **COORDINATOR** Organisation - Test Organisation 1 **EDIT ROLES**

Address: Sesame Street, 1000, Brussels, BE **PIC:** 999999999

| | | |
|----------------------------|-------------|----------------------|
| Primary Coordinator | John DOE | john.doe@test.com |
| Coordinator Contact | Jack DOE | jack.doe@test.com |
| Coordinator Contact | William DOE | william.doe@test.com |
| Team Member | Averell DOE | averell.doe@test.com |

> **BENEFICIARY** Organisation - Test Organisation 2 **EDIT ROLES**

> **BENEFICIARY** Organisation - Test Organisation 3 **EDIT ROLES**


> **BENEFICIARY** Organisation - Test Organisation 4 **EDIT ROLES**

> **BENEFICIARY** Organisation - Test Organisation 5 **EDIT ROLES**

RESEARCH ON EUROPA CORDIS OLAF

Edit roles
(only if you are Primary Coordinator Contact, Coordinator Contact or Participant Contact)

View the organisation's basic details and full list of project roles



RESEARCH & INNOVATION

Participant Portal

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

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My Expert Area

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H2020 ONLINE MANUAL

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 Organisations

MO Modify Organisations

OP View Proposals

OR View Roles

VP View Projects

Show 10 entries

Search

| NAME | PIC | VAT | STATUS | ACTIONS |
|-------------------|-----------|-------------|-----------|---------------------------|
| TEST ORGANISATION | 999999999 | BE123456789 | VALIDATED | <div>VO MO OP OR VP</div> |

Showing 1 to 1 of 1 entries.


PREVIOUS1NEXT

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](#).

Organisation roles can be granted/revoked in the "My Organisations" section, through the blue "OR (Organisation Roles)" icon

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RESEARCH & INNOVATION

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

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

My Organisations

H2020 ONLINE MANUAL

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 Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Projects

Show 10 entries Search

| NAME | PIC | VAT | STATUS | ACTIONS |
|-------------------|-----------|-------------|-----------|----------------|
| TEST ORGANISATION | 999999999 | BE123456789 | VALIDATED | VO MO OP OR VP |

Showing 1 to 1 of 1 entries. < PREVIOUS 1 NEXT >

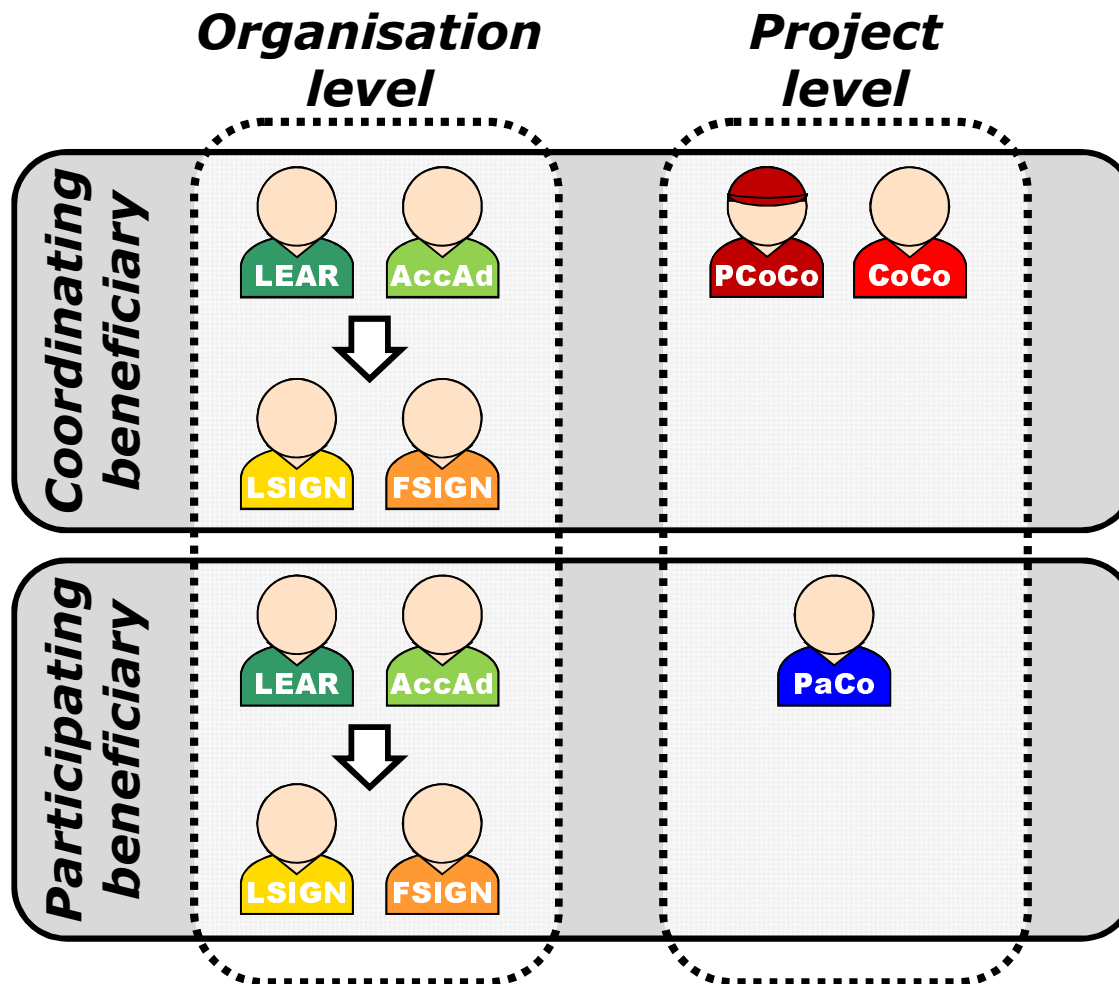
Do you want to continue the registration of your organisation to receive a PIC?

**Access to the "organisation" tools
by clicking on its name, or by using the shortcut icons:**

- OD = Organisation's Data
- VP = View Projects
- RO = Roles
- OP = Organisation's Proposals

(only if you are LEAR or Account Administrator)

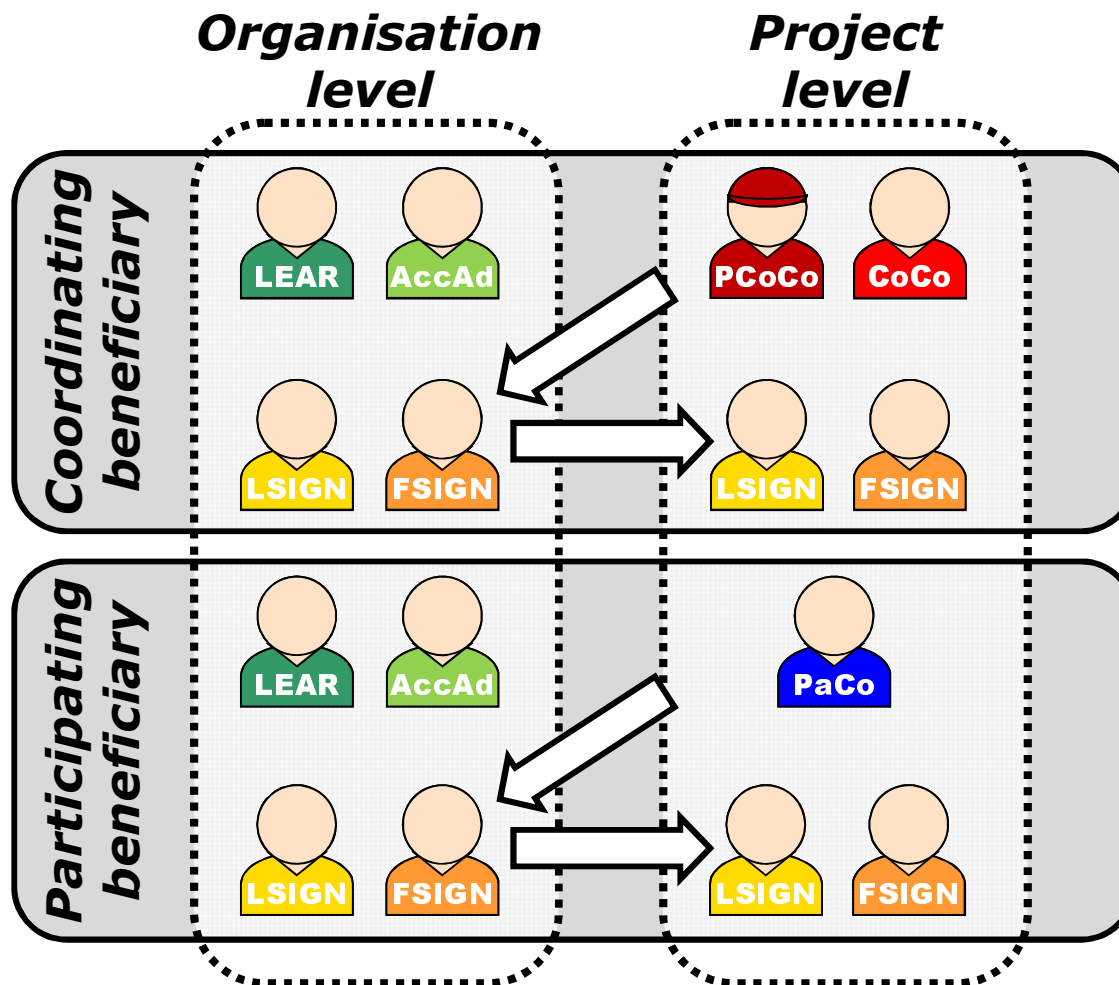
The nomination process: LSIGN/FSIGN



1. The **LEAR (or Account Administrators)** nominate as many LSIGNs/FSIGNs as they want.

At this stage, the FSIGN cannot do anything, while the LSIGN has read-only access to the organisation's data and lists of projects, proposals & roles.

The nomination process: LSIGN/FSIGN



2. The **(Primary) Coordinator Contacts / Participant Contacts**

need to assign to their project as many LSIGNs/FSIGNs for their own organisation as needed.

The LSIGN and FSIGN now have their own access to the tools.

Participant Portal services available after login

CSC Communication Office
RTD J3

Participant Portal services: **after login**

My Organisation(s)

1. Registration of organisations

- The person registering the data (Self-Registrant) receives online the PIC number for his/her organisation.
- Participants are encouraged to register their organisations as soon as possible before drafting a proposal.
- Possibility to register an organisation on behalf of someone else.
- Management of multiple PICs is possible.

2. Access to organisation-related data

3. Update of organisation's data



RESEARCH & INNOVATION

European
Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

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My Expert Area

H2020 online manual

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

Beneficiary Register

H2020 ONLINE MANUAL

The Commission has an **online register of the beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Is your organisation already registered? Search PIC

As you have to register your organisation only once, please see first if it has already been registered.

SEARCH

If you did not find your organisation in the register, you can start its registration below.

Register your organisation

Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or [create your account](#), if you are a new user.

Please keep the legal data of your organisation at hand. You may check the information that will be necessary for the registration in the [user manual](#). To start registration, click on the button below.

REGISTER ORGANISATION

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue your registration** at a later time. Save the already entered data by clicking on the **Save draft** button at the bottom of the registration tool before you quit it.

After providing all the necessary details, click on the **Confirm** button to submit your registration. You will receive a **PIC number** that should be used in any interactions with the Commission in the future.

If you did not finalise the registration, you can **continue** it later on [My Organisations](#) of the My Area section. Incomplete, draft registrations are automatically deleted after one year.

You can modify **your organisation data** also on the [My Organisations](#) page of the **My Area** section.

Step 1: Automatic search for similar previous registrations

Registration of organisations - Mozilla
https://ec.europa.eu/research/part

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?

Does it have a Business Registration Number?

Does it have a website?

Demo Organisation

Belgium

BE123456789

Close Next >

When the automatic search finds similar previous registrations

Registration of organisations - M

https://ec.europa.eu/research/

WELCOME

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display your Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT document, etc.) at hand so you can fill in the forms quickly and correctly. The process normally takes about 10 working days to complete.

The current Welcome page provides you with some preliminary information about the registration process and the organisation required to check if your organisation has already been registered. It also allows you to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Close Next >

The following organisations were found based on your search criteria:

Next steps

1. Click 'More details' if the data found corresponds to the data of your organisation.
2. Click 'Next' to continue the registration process for the new entity in case the data found does not correspond to the data of your organisation.

TER MORS
Wetstraat 200 , 1049, Brussels
PIC: 962854496, VAT: BE123456789, National registration number: 1111111
Status: **SLEEPING**
More details

Demo Organisation Ltd.
Rue Demo , 1000, Bruxelles
PIC: 949701296, VAT: BE123456789, National registration number: 123456789
Status: **DECLARED**
More details

Close Next >



European
Commission



**If no previous similar registration is found:
Start the registration of the organisation**

Registration of orga
https://ec.europa.e

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data
Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Enter information about your organisation

Are you registering on behalf of another organisation? ☒ No ☐ Yes

Is the organisation a Legal Person? ☒ Yes ☐ No, I'm a natural person.

Is it a non-profit organisation? ☐ Yes ☒ No

Is it a public body? ☐ Yes ☒ No

Is it a NGO? ☐ Yes ☒ No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

Close Save Draft Delete Draft Next >

The self-registrant receives a PIC number at the end of the registration

Registration finished
https://ec.europa.eu

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

| | |
|------------------------------|---|
| Legal Name | Demo Organisation |
| Legal Address | , Square Frère Orban 4, Brussels, Belgium |
| VAT | BE123456789 |
| Business Registration Number | 321456789 |

PIC number: 948745652

Thank you for using the Participant Portal

Print Close



RESEARCH & INNOVATION

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Commission

Participant Portal

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

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H2020 ONLINE MANUAL

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



View
Organisations



Modify
Organisations



View
Proposals



View
Roles



View
Projects

Show 10 entries

Search

| NAME | PIC | VAT | STATUS | ACTIONS |
|-------------------|-----------|-------------|-----------|---------|
| TEST ORGANISATION | 999999999 | BE123456789 | VALIDATED | |

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](#).

CONTINUE REGISTRATION

RESEARCH ON EUROPA CORDIS OLAF

Participant Portal services: **after login**

My Proposal(s)

1. Access to the list of draft and submitted proposals

The proposal submission service is **available on the call's page** (after an ECAS login).

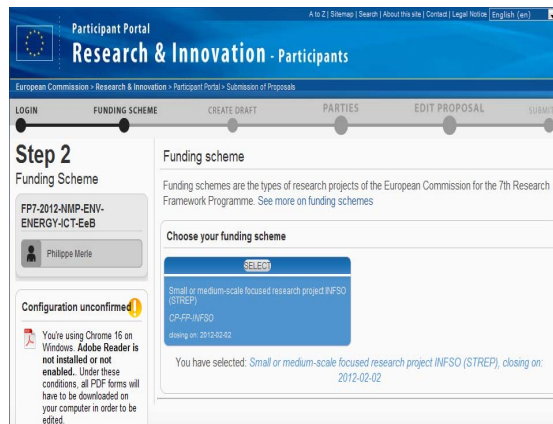
It is a wizard that helps users **creating and submitting a proposal step by step**, while ensuring **data confidentiality**.

This tool is available from **call launch** to a **strict deadline**.

Draft proposals can be saved and submitted later.

Preview of the step-by-step approach

Instrument selection



Step 2
Funding Scheme

2011-SEP-PILOT-TEST

01 December 2012 11:00:00 CET

023 days left until closure

Configuration OK

You're using Explorer 8 on Windows. Adobe Reader (version 9 or above) is installed.

For more information, go to the help page, or read the Starter Manual.

Choose your funding scheme

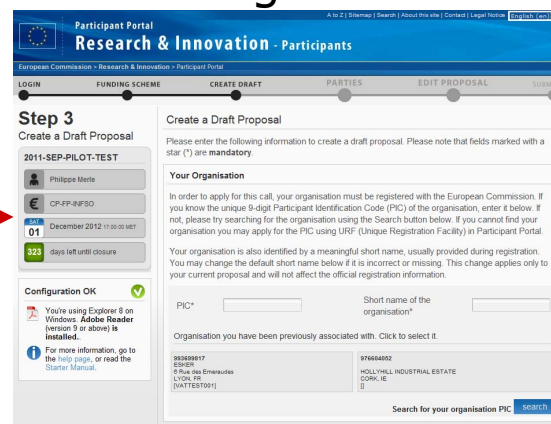
Small or medium-scale focused research project INFOS (STREP)

CR-FP-INFOS

doing on: 2012-02-02

You have selected: Small or medium-scale focused research project INFOS (STREP), closing on: 2012-02-02

Pre-registration



Step 3
Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory.

Your Organisation

In order to apply for this call, your organisation must be registered with the European Commission. If you know the unique 9-digit Participant Identification Code (PIC) of the organisation, enter it below. If not, please try searching for the organisation using the Search button below. If you cannot find your organisation you may apply for the PIC using URF (Unique Registration Facility) in Participant Portal.

Your organisation is also identified by a meaningful short name, usually provided during registration. You may change the default short name below if it is incorrect or missing. This change applies only to your current proposal and will not affect the official registration information.

PIC*

Short name of the organisation*

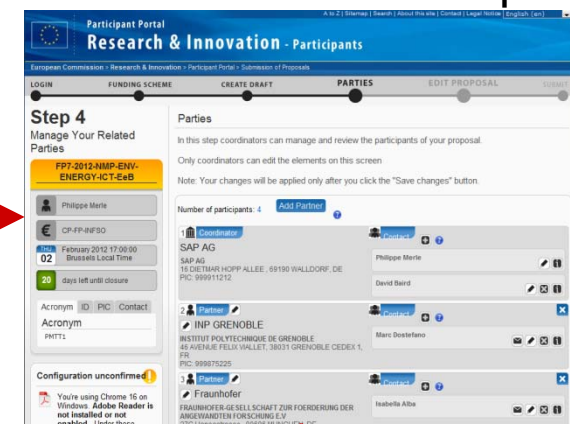
Organisation you have been previously associated with: Click to select it.

93698917
SAP AG
HOLLYHILL INDUSTRIAL ESTATE
CORK, IE
[VAT857081]

93698902
HOLLYHILL INDUSTRIAL ESTATE
CORK, IE
[VAT857081]

Search for your organisation PIC:

Consortium set-up



Step 4
Manage Your Related Parties

In this step coordinators can manage and review the participants of your proposal. Only coordinators can edit the elements on this screen. Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 4 [Add Partner](#)

Download

SAP AG
SAP AG
16 DIETMAR HOFF-ALLEE, 69190 WALLDORF, DE
PIC: 93698917

Philippe Merle

David Baird

Partner

INP GRENOBLE
INSTITUT POLYTECHNIQUE DE GRENOBLE
40 AVENUE FELIX VALLET, 38031 GRENOBLE CEDEX 1, FR
PIC: 936987520

Mario Dostorano

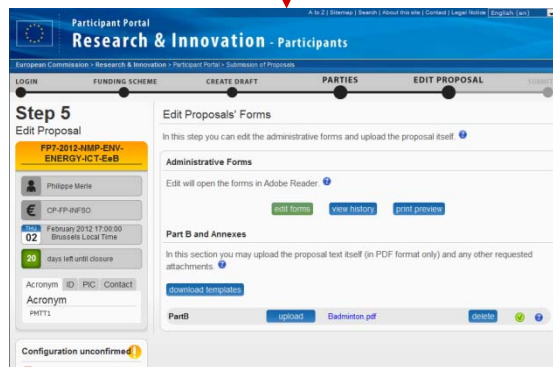
Partner

Fraunhofer
FRAUNHOFER-GESSELLSCHAFT ZUR FÖRDERUNG DER ANGEWANDTEN FORSCHUNG E.V.
[VAT857081]

Isabella Albe

Configuration unconfirmed

You're using Chrome 16 on Windows. Adobe Reader is not installed or not enabled. Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.



Step 5
Edit Proposal

2011-SEP-PILOT-TEST

01 December 2012 11:00:00 CET

023 days left until closure

Configuration OK

You're using Explorer 8 on Windows. Adobe Reader (version 9 or above) is installed.

For more information, go to the help page, or read the Starter Manual.

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

Administrative Forms

Edit will open the forms in Adobe Reader.

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

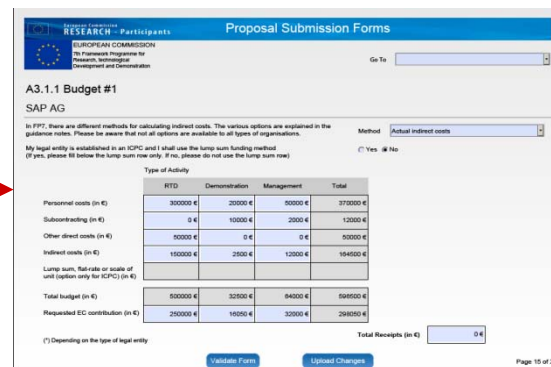
In this section you may upload the proposal text itself (in PDF format only) and any other requested attachments.

[download templates](#)

PartB [upload](#) [baseline.pdf](#) [delete](#)

Configuration unconfirmed

You're using Explorer 8 on Windows. Adobe Reader (version 9 or above) is installed.



Proposal Submission Forms

Go To

A3.1.1 Budget #1
SAP AG

In PPT, there are different methods for calculating indirect costs. The various options are explained in the guidance notes. Please be aware that not all options are available to all types of organisations.

My legal entity is established in an ICP and I shall use the lump sum funding method. (If yes, please fill below the lump sum row only. If no, please do not use the lump sum row.)

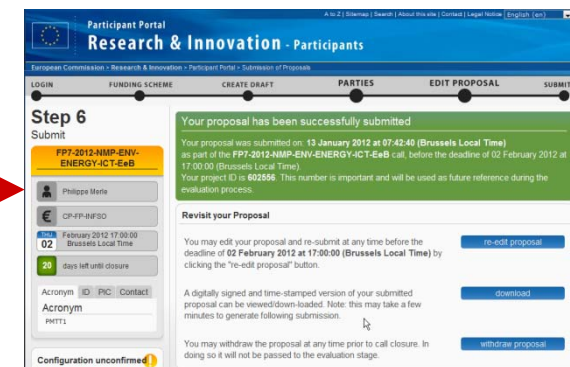
Method: Actual indirect costs ☐ Yes ☒ No

| Type of Activity | RTD | Demonstration | Management | Total |
|--|--------|---------------|------------|--------|
| Personnel costs (in €) | 300000 | 20000 | 50000 | 370000 |
| Subcontracting (in €) | 0 | 10000 | 2000 | 12000 |
| Other direct costs (in €) | 50000 | 0 | 0 | 50000 |
| Indirect costs (in €) | 100000 | 2000 | 12000 | 104000 |
| Lump sum, flat rate or scale of unit (lump sum only for ICPs) (in €) | | | | |
| Total budget (in €) | 500000 | 32000 | 64000 | 596000 |
| Requested EC contribution (in €) | 200000 | 16000 | 32000 | 248000 |
| Total Receipts (in €) | | | | 0 |

(*) Depending on the type of legal entity

[Validate Form](#) [Upload Changes](#)

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Step 6
Submit

2011-SEP-PILOT-TEST

01 December 2012 11:00:00 CET

023 days left until closure

Configuration OK

You're using Explorer 8 on Windows. Adobe Reader (version 9 or above) is installed.

For more information, go to the help page, or read the Starter Manual.

Your proposal has been successfully submitted

Your proposal was submitted on: 13 January 2012 at 07:42:40 (Brussels Local Time) as part of the FP7-2012-NMP-ENV-ENERGY-ICT-EaB call, before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time). Your project ID is 602556. This number is important and will be used as future reference during the evaluation process.

Revisit your Proposal

You may edit your proposal and re-submit at any time before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.

[re-edit proposal](#)

A digitally signed and time-stamped version of your submitted proposal can be viewed/downloaded. Note: this may take a few minutes to generate following submission.

[download](#)

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

[withdraw proposal](#)

Configuration unconfirmed

You're using Explorer 8 on Windows. Adobe Reader (version 9 or above) is installed.

Forms & documents

Form filling

Submission

Participant Portal services: **after login**

My Proposal(s)

PIC numbers are required in the new proposal submission system, therefore participants are encouraged to register their organisations as soon as possible before drafting a proposal.


Proposals are composed of:

- **Part A**: the **administrative** information (list of participants, legal and financial structured forms, etc.);
- **Part B**: a PDF document with the **scientific and technical** contents;
- There may be additional documents (*optional*).

Participant Portal services: **after login**

My Proposal(s)

- Access rights now enabling different access to proposals:
Full access (= Coordinator Contact or Participant Contact)
or read-only rights (= Team Member) **for any contact person of the proposal.**
- **The access rights need to be managed in the Submission tool until the call closure (after that in the "My Projects" page of the Participant Portal).**
- **All contact persons receive access rights and are listed in Part A:** main contact persons with full details;
other contacts with minimum data;
Fellows/Principal Investigators with a researcher 'profile'
- Authorised representative data is not required in the proposals.




RESEARCH & INNOVATION
Participant Portal

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English ▾

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

MY AREA
HOME
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HOW TO PARTICIPATE
EXPERTS
SUPPORT ▾

 OLIVIER MARGANNE ▾

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

My Proposals

H2020 ONLINE MANUAL

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND

ED

 Edit Draft

VD

 View Draft

VS

 View Submitted

DE

 Delete Proposal

Show 10 ▾ entries

Search

| PROGRAM | CALL | FUNDING SCHEME | PROPOSAL ID | ACRONYM | STATUS | REMAINING TIME | ACTIONS |
|---------|--------------------|----------------|----------------|---------|-----------|----------------|------------------|
| H2020 | H2020-DEMO1 2014-1 | RIA | SEP-2000000 00 | DEMO1 | Draft | 78 | <div>ED DE</div> |
| H2020 | H2020-DEMO1 2014-1 | RIA | SEP-2000000 01 | DEMO2 | Submitted | 78 | <div>ED VS</div> |

Showing 1 to 2 of 2 entries.

← PREVIOUS
1
NEXT →

RESEARCH ON EUROPA

CORDIS

OLAF


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Participant Portal services: after login

My Project(s)

- 1. Access to the list of projects the user is involved in**
- 2. Access to the project-related services:**
 - **Grant preparation**
 - **Amendments**
 - **Reporting tools**
- 3. View of the consortium's roles for a given project**
- 4. Grant/revoke roles for a given project**
(provided the user has the authorisation to do so)

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 **RESEARCH & INNOVATION**
Participant Portal

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

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT DEMO ACCOUNT

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

My projects

This page enables you to access all your projects that have been selected.

Depending on your roles, you can view or manage the following project-related tasks:

- Negotiate your grant agreement
- Submit amendments
- Manage your project
- View or manage roles and access rights in your projects consortia

Access the Consortium screen

View Project details with basic data, abstract and list of participants

Access the available tools for each project

LEARN more about the LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is a participant. If you want to see project details, your organisation main contact for this project or the project coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- AN Access Negotiation
- MP Manage Project
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium

Show 10 entries Search


| ACRONYM | CALL | PROG | PROJECTID | ROLES | PHASE | ACTIONS |
|---------|-------------------|-------|-----------|-------|------------------|---------|
| DEMO1 | FP7-TEST-CALL-1 | FP7 | 200000 | PC | GRANT_MANAGEMENT | FR RD |
| DEMO2 | H2020-TEST-CALL-1 | H2020 | 200001 | PC | GRANT_MANAGEMENT | MP |

Showing 1 to 2 of 2 entries. PREVIOUS 1 NEXT

RESEARCH ON EUROPA CORDIS OLAF

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 **RESEARCH & INNOVATION**
Participant Portal

European Commission > Research & Innovation > Participant Portal > Project Consortium

MY AREA HOME FUNDING OPPORTUNITIES HOW TO

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s)
- My Expert Area

Project File

Details Consortium

Acronym DEMO1

ID 200000 Program FP7 RDG RTD

> **COORDINATOR** Organisation - Test Organisation 1 **EDIT ROLES**

Address: Sesame Street, 1000, Brussels, BE **PIC:** 999999999

| | | |
|----------------------------|-------------|----------------------|
| Primary Coordinator | John DOE | john.doe@test.com |
| Coordinator Contact | Jack DOE | jack.doe@test.com |
| Coordinator Contact | William DOE | william.doe@test.com |
| Team Member | Averell DOE | averell.doe@test.com |

> **BENEFICIARY** Organisation - Test Organisation 2 **EDIT ROLES**

> **BENEFICIARY** Organisation - Test Organisation 3 **EDIT ROLES**

> **BENEFICIARY** Organisation - Test Organisation 4 **EDIT ROLES**

> **BENEFICIARY** Organisation - Test Organisation 5 **EDIT ROLES**

Edit roles
(only if you are Primary Coordinator Contact, Coordinator Contact or Participant Contact)

View the organisation's basic details and full list of project roles

Participant Portal services: **after login**

My Notification(s)

1. View all personal notifications for the services of the Participant Portal

- **Examples: change of roles, forms ready to be signed, availability of e-receipts, etc.**

Participant Portal services: after login

My Expert Area

- 1. New experts can create their profile**
- 2. Experts can update their profile**
- 3. Experts can manage their contracts**



European

RESEARCH & INNOVATION
Participant Portal - Expert Area

European Commission - Research - Participant Portal

Progress indicator

Status area

Navigation area

Help section

PERSONAL details LANGUAGES EDUCATION AREA of expertise PROFESSIONAL experience DATA privacy

Welcome N DELANEY

Candidature number: EX2013D132297

Status: Invalid

Personal Details

Languages

Education

Area of Expertise

Professional Experience

Data Privacy

Questions?

FAQ

contact

Personal Details

Let us know who you are.

We respect your privacy. You can consult our privacy statement [here](#).

Title: Ms

First name: Niamh

Family name: DELANEY

Gender: ☐ Male ☒ Female

Date of birth (dd/mm/yyyy): 12/06/1976

Nationality: Ireland

Second nationality (if applicable): Select

Contact Details

Let us know how to contact you and where to send any documentation.

e-mail is the main form of communication, although we may need to get in touch by other means.

If you want to change this email, please update your ECAS account.

e-mail address: Niamh.DELANEY@ec.europa.eu

Street name and number: rue Louis Lepoutre 55


Town/City: Bruxelles

Country: Belgium

Post code: 1050

Phone number 1: +3245896524


Welcome to Empv v2 - Windows Internet Explorer



RESEARCH & INNOVATION

Participant Portal - Expert area - Bank Account

Welcome B PETROLL

 Candidature Number
EX2013D139197

Account Details

☒ I want to use my personal Bank account
☐ I want to use a third party Bank account

Account holder's name

The account holder name and address must correspond exactly to what appears on your bank statement or form signed by your bank.

Street name and Number

Town/City Post code

Country

Bank Details

Bank name

Branch address

Street name and number

Town/City Post code

Country


IBAN

Other (non-IBAN format)

Remarks

Supporting Document

Click on an image to see full size.
The image(s) below are only for previewing purpose



Update the original document

☒ Confirm the scan is readable

Bank account

Welcome to the Expert area in the Participant Portal.
Here, you can create your Bank accounts.

Help

[User Manual](#) [FAQ](#) [Contact](#)



The new Grant Management System

CSC Communication Office
RTD J3

Paperless submission: principles

- LEAR nominates a list of persons authorised to sign legal documents and financial statements
- Only these persons get access to the "Sign and submit" function in the appropriate tool
- "Sign and submit" triggers the creation of an eReceipt that is stored in the electronic project archive
- All persons needing to know (including the LEAR) are notified on the transaction and have access to the eReceipt

Value of the eReceipt

- Electronic receipt = **digitally signed PDF version of the submitted document.**
- Both the content of the document and a set of metadata (time stamp, ECAS credentials of submitter) are digitally sealed.
- The digital signature mechanism, using a public-private key pair mechanism, uniquely binds the eReceipt to the transaction and **ensures its full integrity**. Therefore a **complete digitally-signed trail of the transaction is available** both for the beneficiaries and the Commission.
- **Any attempt to modify the content will lead to a break of the integrity of the electronic signature**, which can be verified at any time by clicking on the signature in the PDF document.
- The eReceipt is stored in the project archive where it **can be downloaded at any time by any actor in the project** and stored on other electronic media.



Getting support in the new Participant Portal

CSC Communication Office
RTD J3

Multiple ways to documentation and guidance

- Traditional: download PDF documents (work programmes, model grant agreements, manual...)
- Topic-specific in the call service: get the package that is pertinent to the proposal you are about to prepare
- Context-related online guidance in the web tools (ghost text in forms, tooltips...)
- H2020 Online Manual – drill down from high-level overview to the level of detail needed



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

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REGISTER

H2020 online manual

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

Reference Documents

This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues. The documents are grouped by categories. To access a document:

- Click on a folder
- Click on ARROW to have more information about the document and its available translations

You can search a specific H2020 or FP7 document on the [Europa Search](#) service.

H2020

FP7

Legal basis ⓘ

- Framework programmes (EC-Euratom)
- Rules for participation
- Specific programme
- European institute of Innovation and Technology (EIT)

Model grant agreement

- General Grant Agreement
- European Research Council (ERC)
- Marie-Sklodowska-Curie (MSC)
- SME Instrument
- ERANET Cofund
- Pre-Commercial Procurement (PCP)/Public Procurement of Innovative Solutions (PPI) Cofund
- European Joint Programme Cofund
- Framework Partnerships

H2020 Grants Manual

- Section on legal entity validation
- Section on legal status and financial capacity checks of applicants for indirect action grants
- Section on proposal submission and evaluation
- Annotated Model Grant Agreement
- Additional guidance documents
- Horizontal issues

H2020 Prizes Manual

**Download
reference
documents**

Context-related online guidance



1 - General Information



Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

| | |
|--------------------|---|
| Topic | Type of action |
| Call identifier | Acronym |
| Proposal title | <i>The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.</i> |
| Duration in months | <i>Insert the estimated duration of the project in full months.</i> |
| Fixed keyword | <i>Please select the keyword(s) that best characterise the subject of y</i> <input type="button" value="Add"/> <input type="button" value="Remove"/> |
| Free keywords | <i>You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.</i> |







abstract



The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information.

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include an English version of the proposal abstract in the Description of work. There is a limit of 2000 characters (with spaces).

H2020 Online Manual

-  Your user account & roles
 - Login with ECAS
 - Roles & access rights
 -  Grants
 -  Applying for funding
 -  Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 -  Register an organisation
 - Registration of organisation
 - LEAR appointment
 - Validation of organisation
 - Financial viability self-check
 - Data update
 - Submit a proposal
 -  From evaluation to grant signature
 - Evaluation of proposals
 - Grant preparation
 - Grant signature
 -  Grant management
 -  Reports
 -  Periodic report
 - Financial report
 - Scientific report
 - Deliverables
 - Patents & publications
 - Report on the final distribution of EU contribution
 - Project technical review
 - Final report
 - Dissemination of results
 - Amendments
 - Audits & certifications
-  Working as an expert
 -

Your user account & roles

Grants

Applying for funding

Find a call Find partners Register an organisation Submit a proposal

Evaluation & Grant signature

Evaluation of proposals Grant preparation Grant signature

Grant management

Reports Dissemination of results Amendments Audits & certifications

Working as an expert

Expert registration Contracting & payment Expert roles & tasks

Cross-cutting issues

International cooperation Regional aspects Ethics
Intellectual property Gender SMEs

FP7 Funding Guide

H2020 Online Manual

Annotated model grant agreement

ARTICLE xx — COMMUNICATIONS BETWEEN THE PARTIES

xx.1 Form and means of communications

Communication under the Agreement (information, requests, submissions, formal notifications, etc), must:

- be made in writing and
- bear the number of the Agreement.

Until the payment of the balance, all communication must be made through the electronic exchange system and using the forms and templates provided there.

After the payment of the balance, formal notifications must be made in the form of registered letter with acknowledgement of receipt (in paper and by post).

.....

Annotation:

By default, the communication between the consortium and the Commission/Agency is in electronic form via the Commission's electronic exchange system. As a rule, communication from and to the Commission/Agency passes via the Coordinator. In specified exceptional cases, direct communication between beneficiaries (non-coordinators) and the Commission is possible.

Derogating from the “electronic-only principle”, formal notifications (as defined in this model grant agreement) after the final payment (payment of the balance) must be sent by registered letter with acknowledgement of receipt.

...

Some useful links

The Participant Portal:

<http://ec.europa.eu/research/participants/portal/page/home>

ECAS FAQ:

<https://webgate.ec.europa.eu/cas/help.html>

IAM quick info guide:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/webcasting/iam-changes_quick-info.doc

The Participant Portal FAQ:

<http://ec.europa.eu/research/participants/portal/page/faq>

The Participant Portal user manual:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/participant_portal_usermanual.pdf