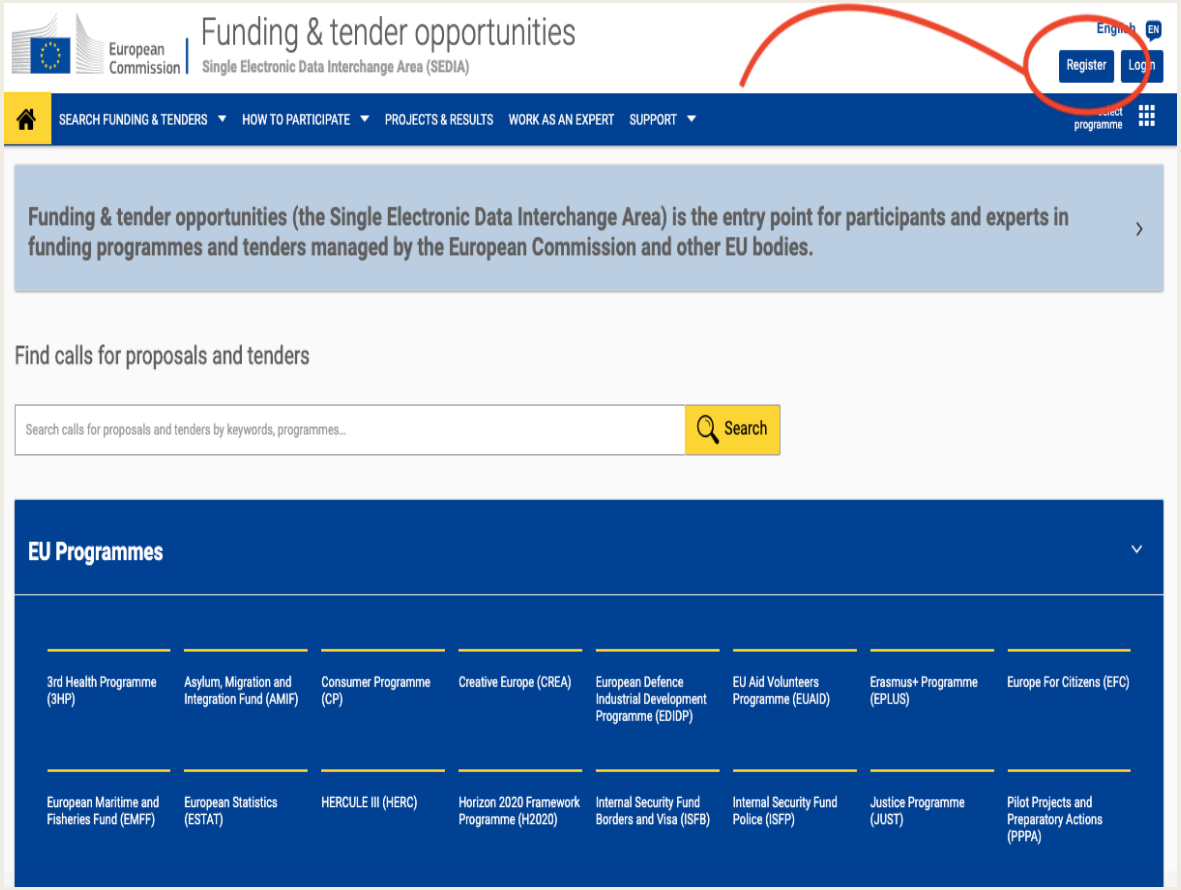
FUNDING & TENDER OPPORTUNITIES

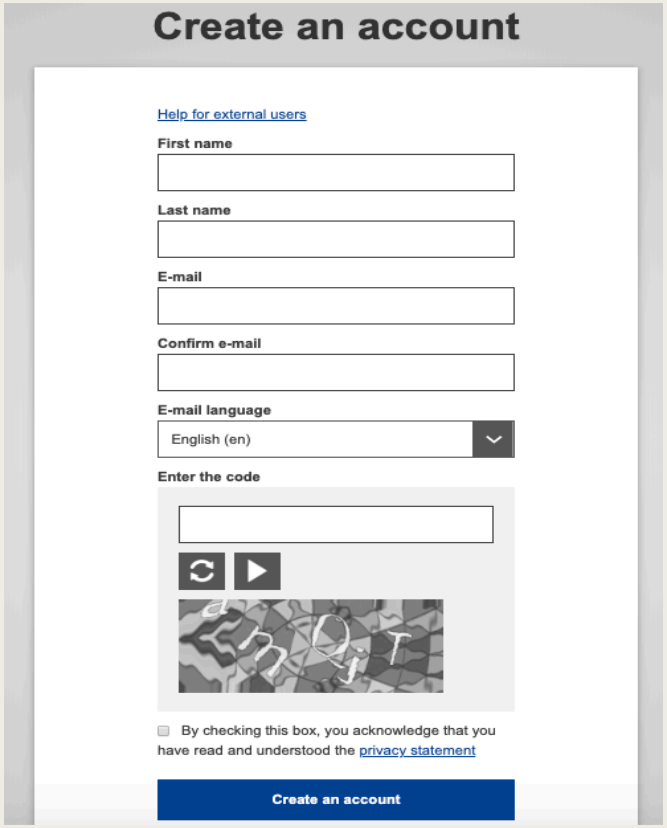
EUROPEAN COMMISSION
Project application and follow-up portal

Website: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home



Click !

Step 1: Create a new user



Step 2: You will receive a confirmation e-mail. Confirm your email and create your password.

Dear [redacted]

You have been registered in EU Login.

Your email address is [redacted]

To create your password, follow the link below:

this link

You have a maximum of 24 hr, 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.

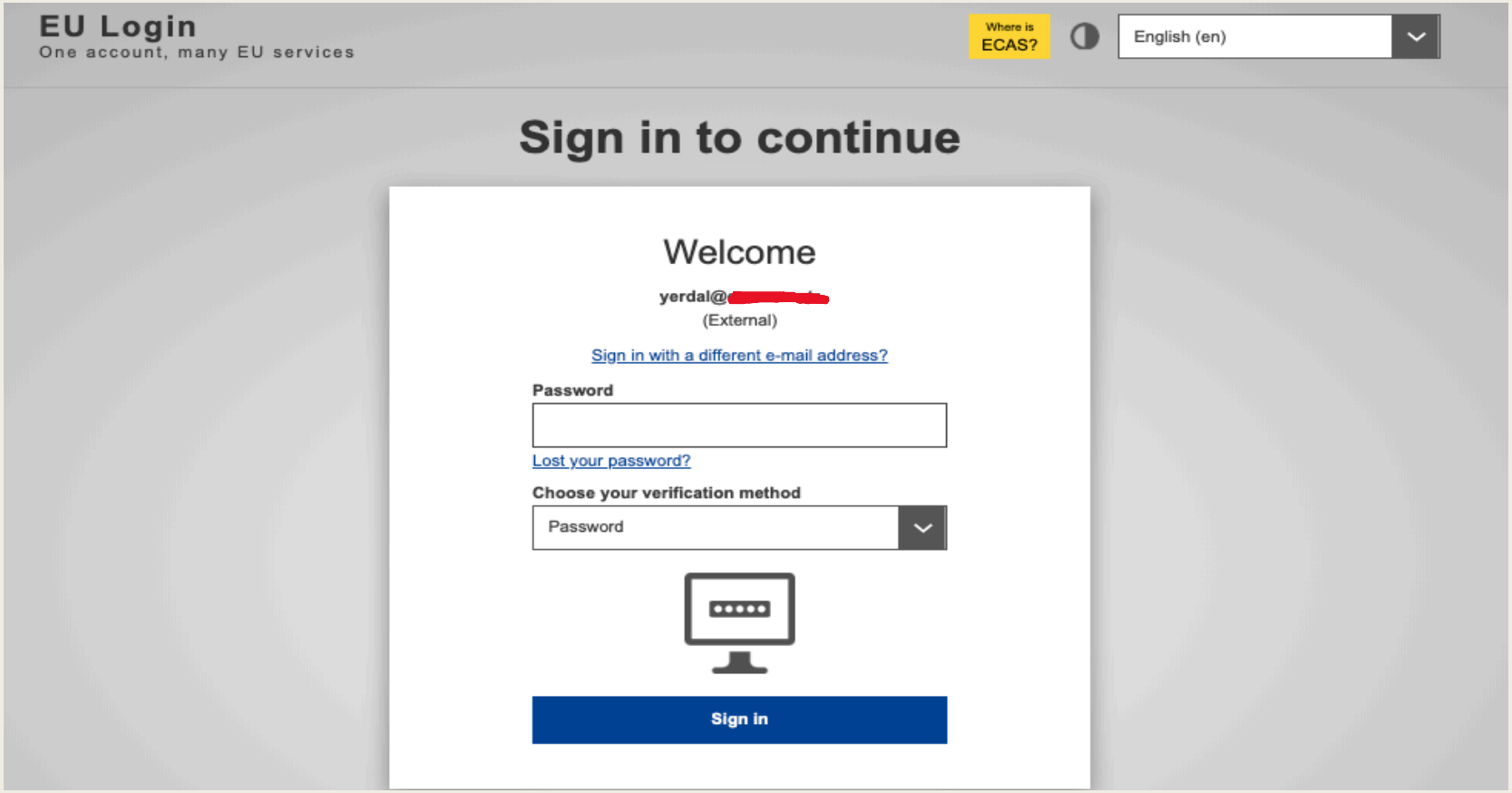
If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n002oz0j&resetCode=y0FEIb1yacy0MoCwqTaAzzoGzZ64R9N4OpCJr0TkN3Bq&service=https%3A%2F%2Fec.europa.eu%2Finfo%2Ffunding-tenders%2Fopportunities%2Fapi%2Fauthentication%2Flogin.html%3Ffrom%3Dhttps%3A%2F%2Fec.europa.eu%2Finfo%2Ffunding-tenders%2Fopportunities%2Fportal%2Fscreen%2Fmyarea%2Fproposals

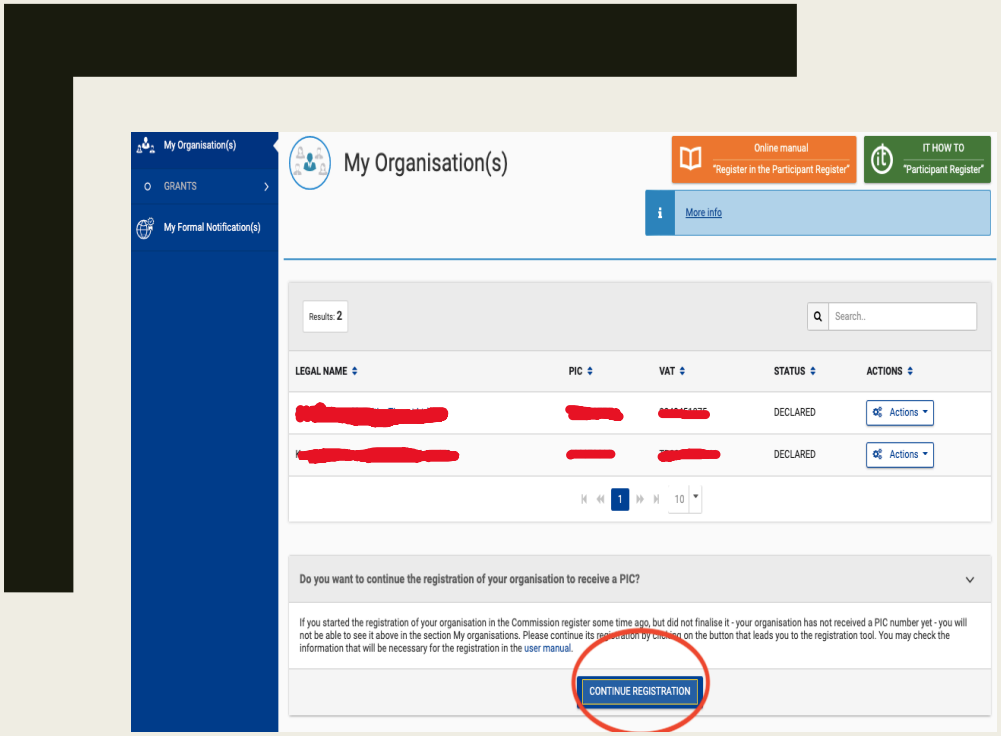
Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

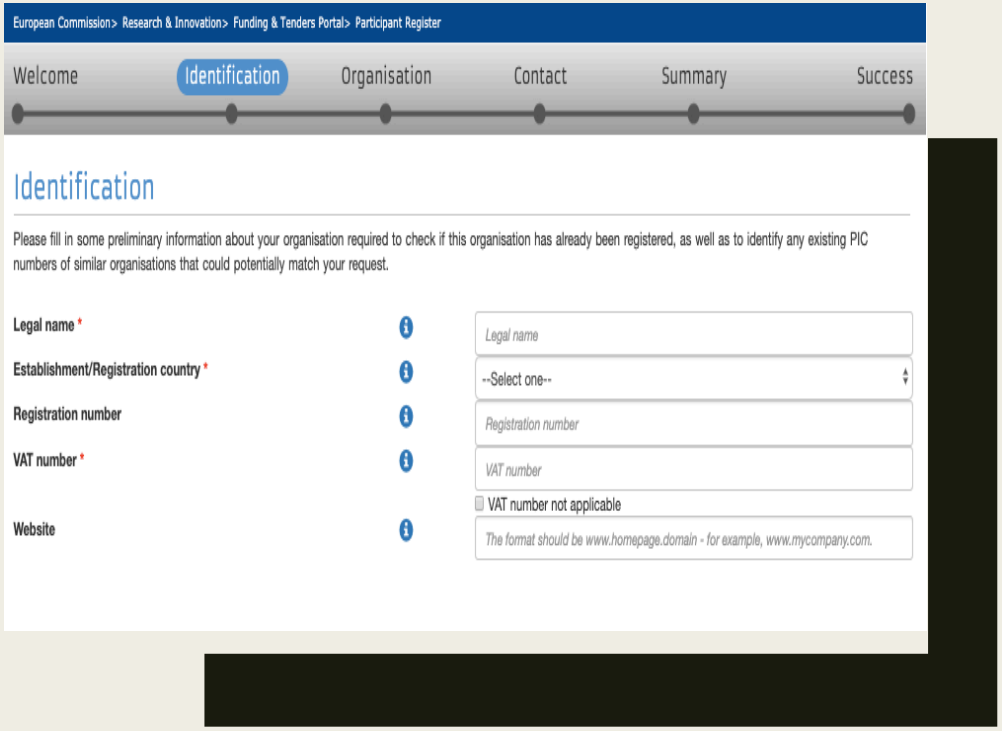
Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

Step 3: Login with your email and password





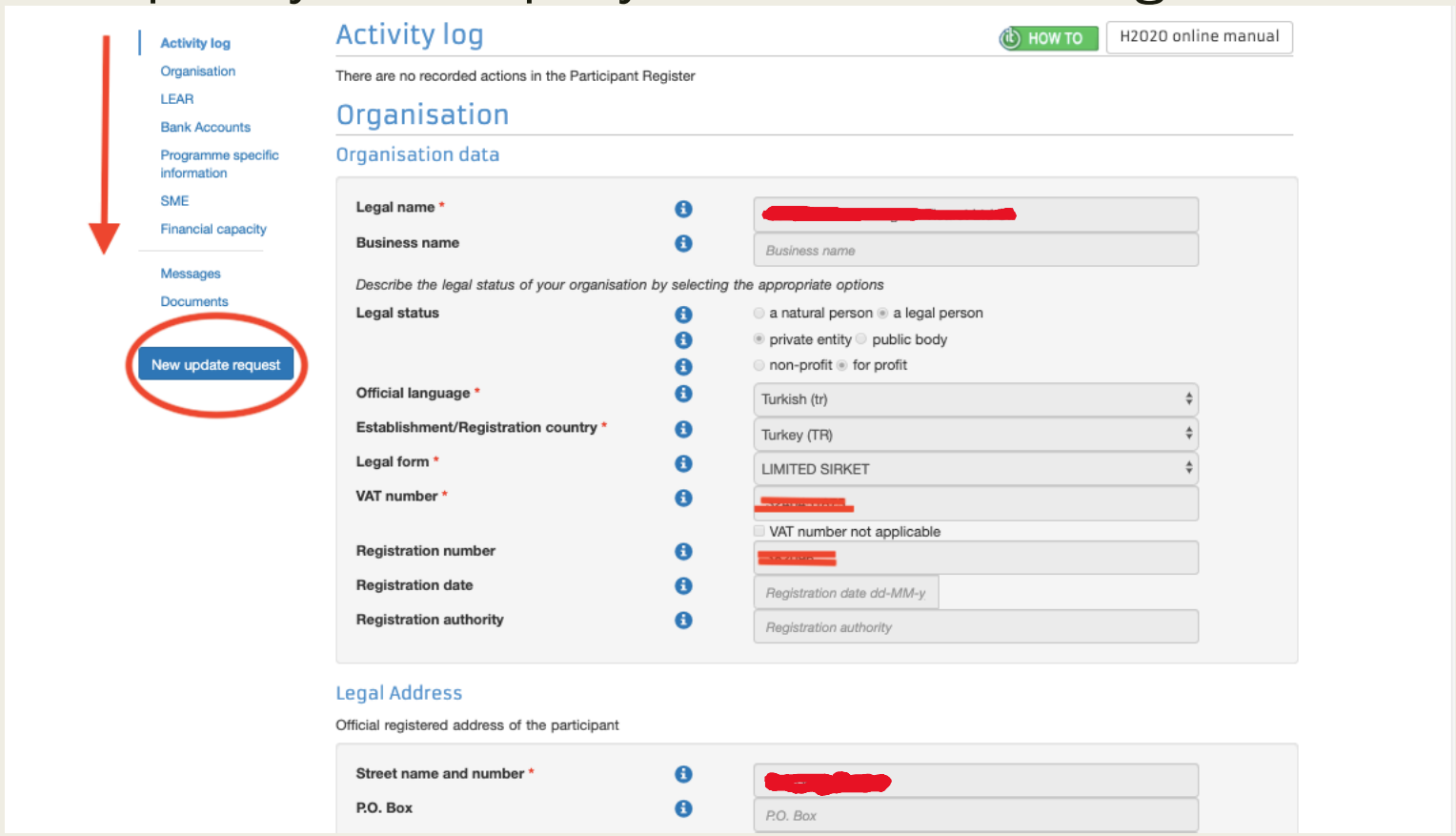


STEP 4: Register your company

Click !

❑ Modify Organisation

Complete your company information and register the form.



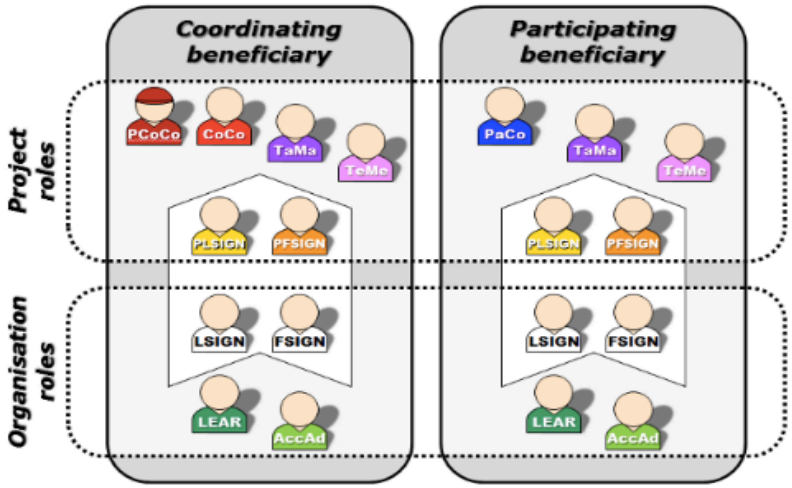
Click !

❑ LEAR IS IMPORTANT !

Define your roles in the project and organization. Click !

Roles - Overview

The picture below shows all the roles involved in managing projects and organisational data on the Funding & Tenders Portal.



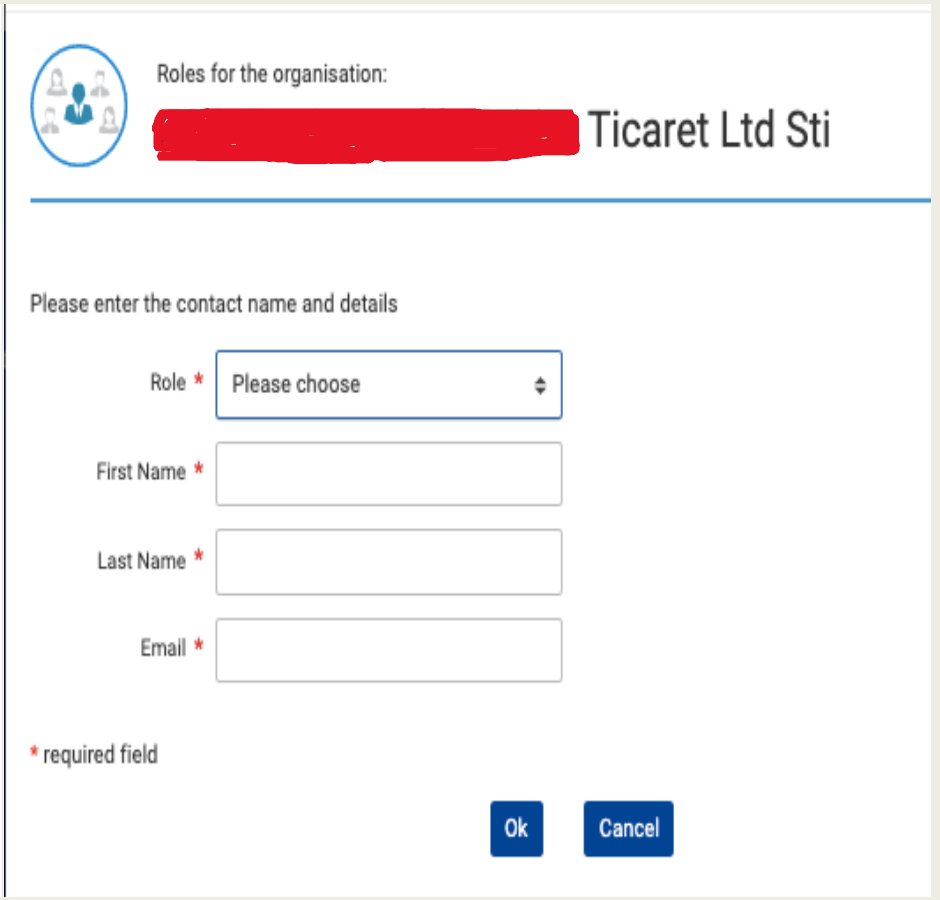
ORGANISATION ROLES

1. Legal Entity Appointed Representative (LEAR)

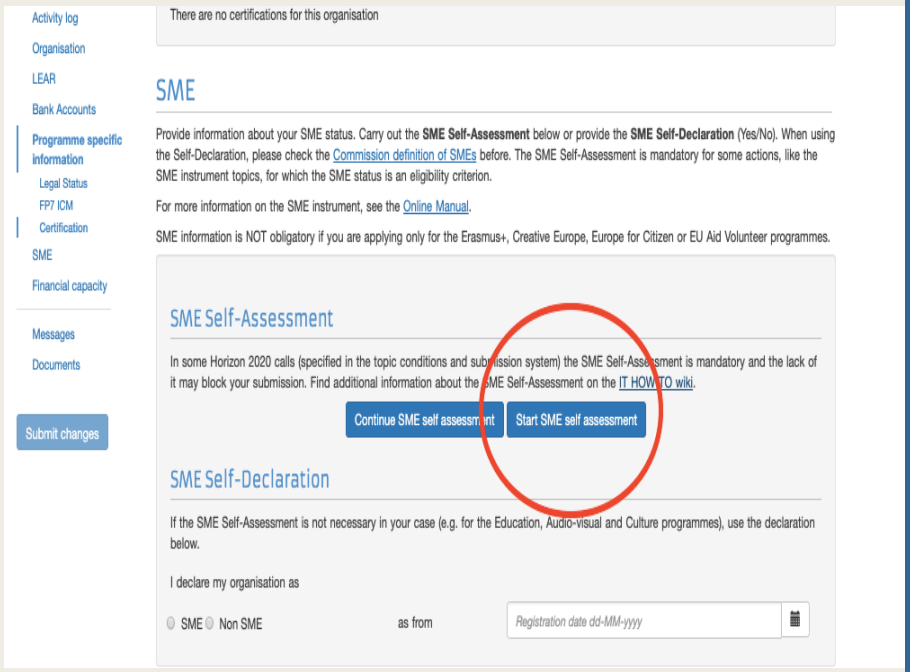
LEAR is the main administrative contact between an organisation and the Commission appointed by an organisation.

LEARs have system rights to:

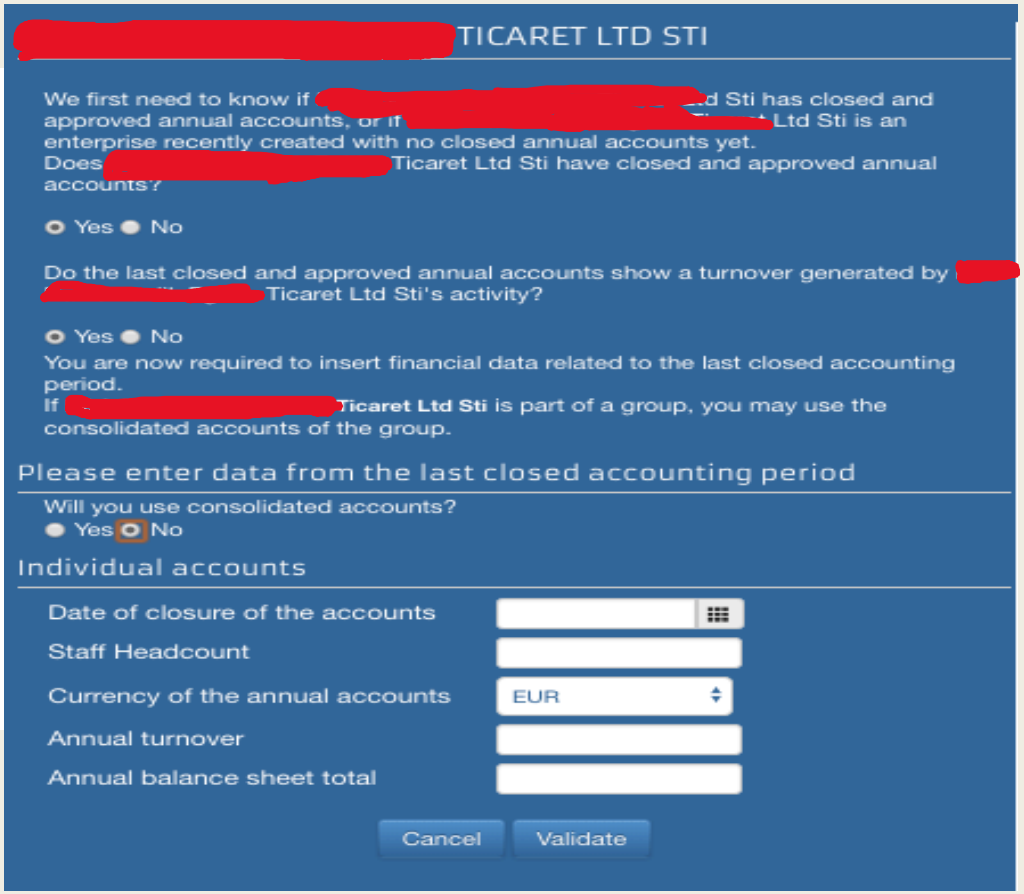
- update their organisation's data on the Funding & Tenders Portal
- appoint (/revoke) representatives of their organisation to electronically sign a grant agreement
- appoint (/revoke) representatives of their organisation to electronically sign financial statements for project costs
- appoint (/revoke) Account Administrators within their organisation to help LEARs in their work



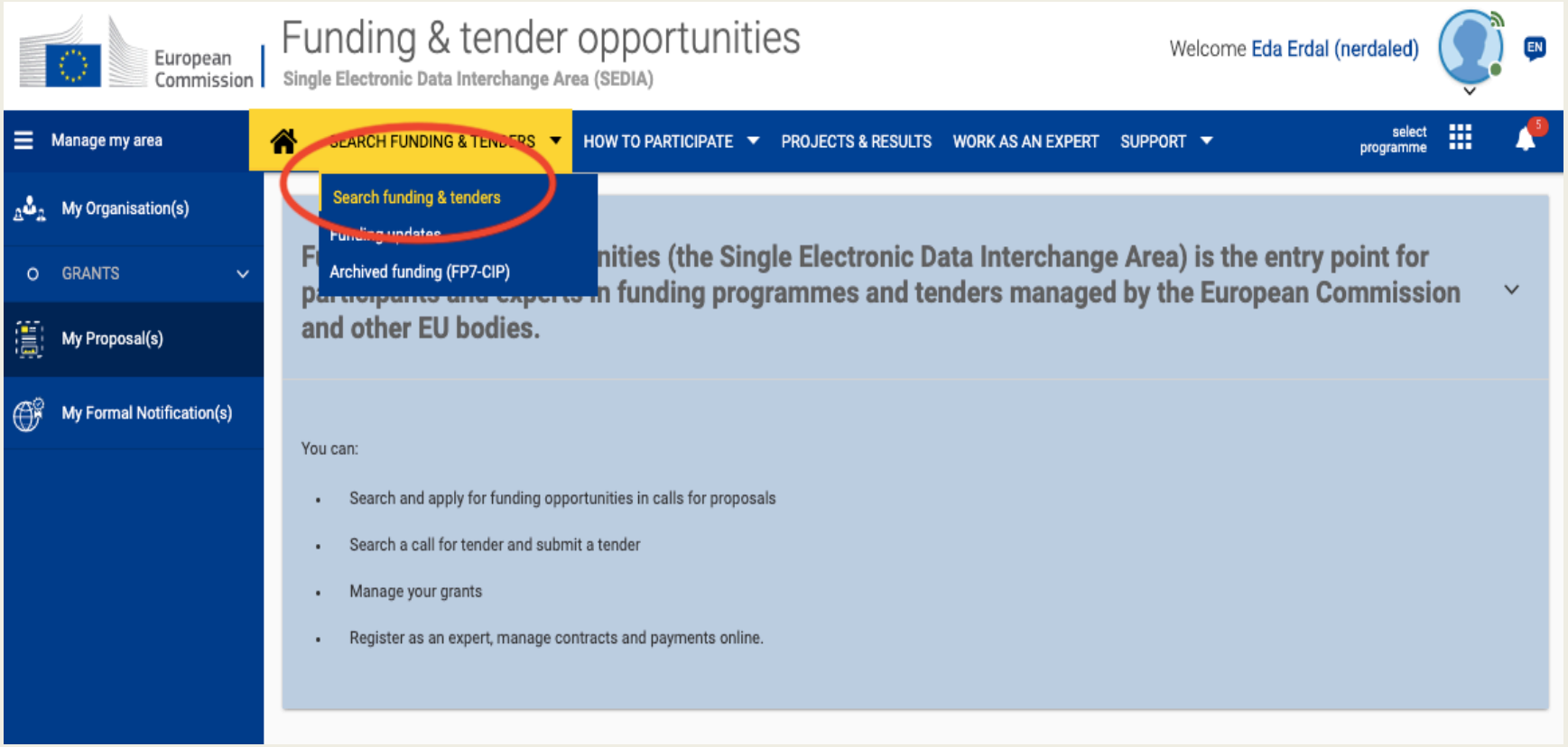
- SME VALIDATION IS IMPORTANT !
  To apply for the SME Instrument Program, you must verify that you are an SME.



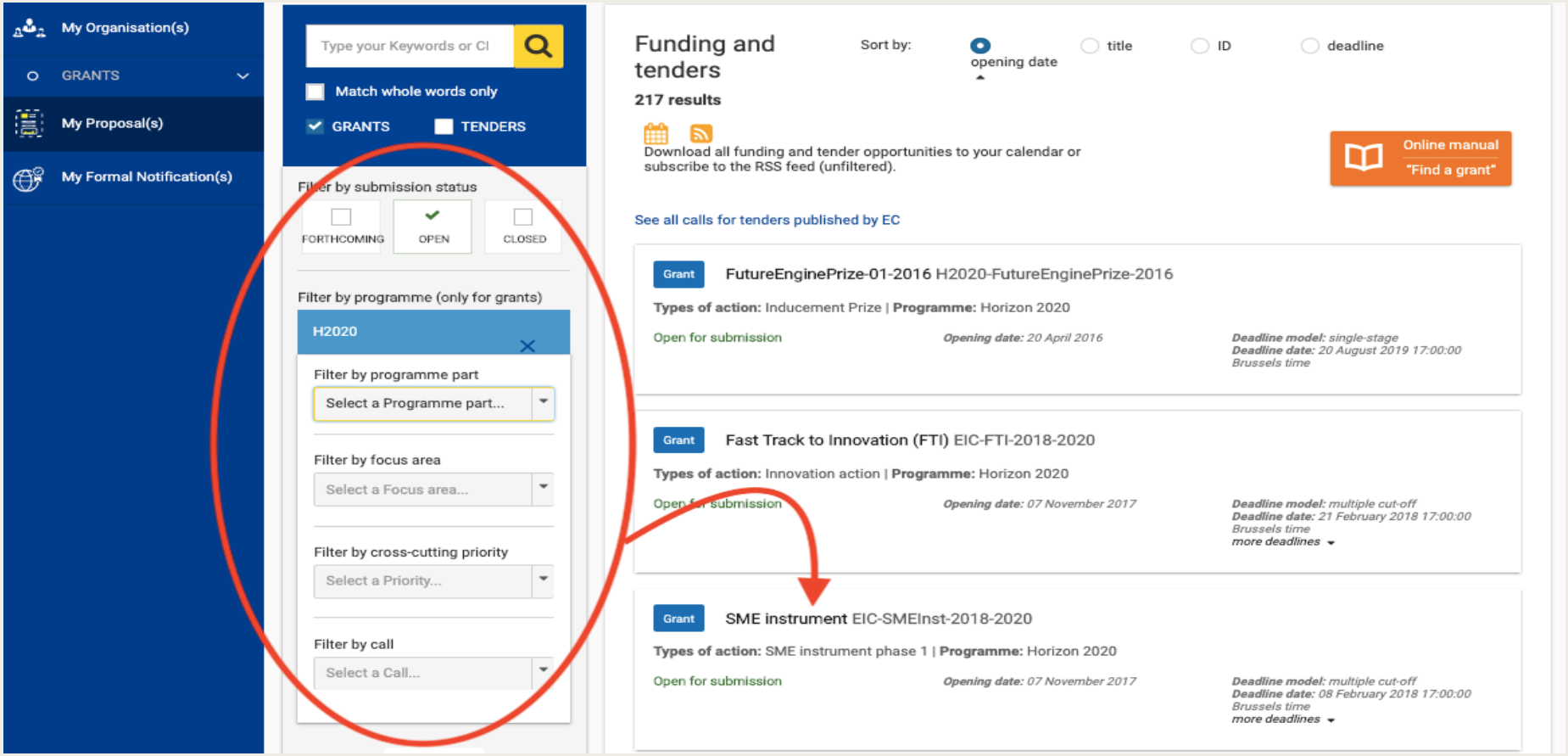
Click !



STEP 5: LET'S APPLY FOR SME INST PHASE-1 PROJECT NOW!

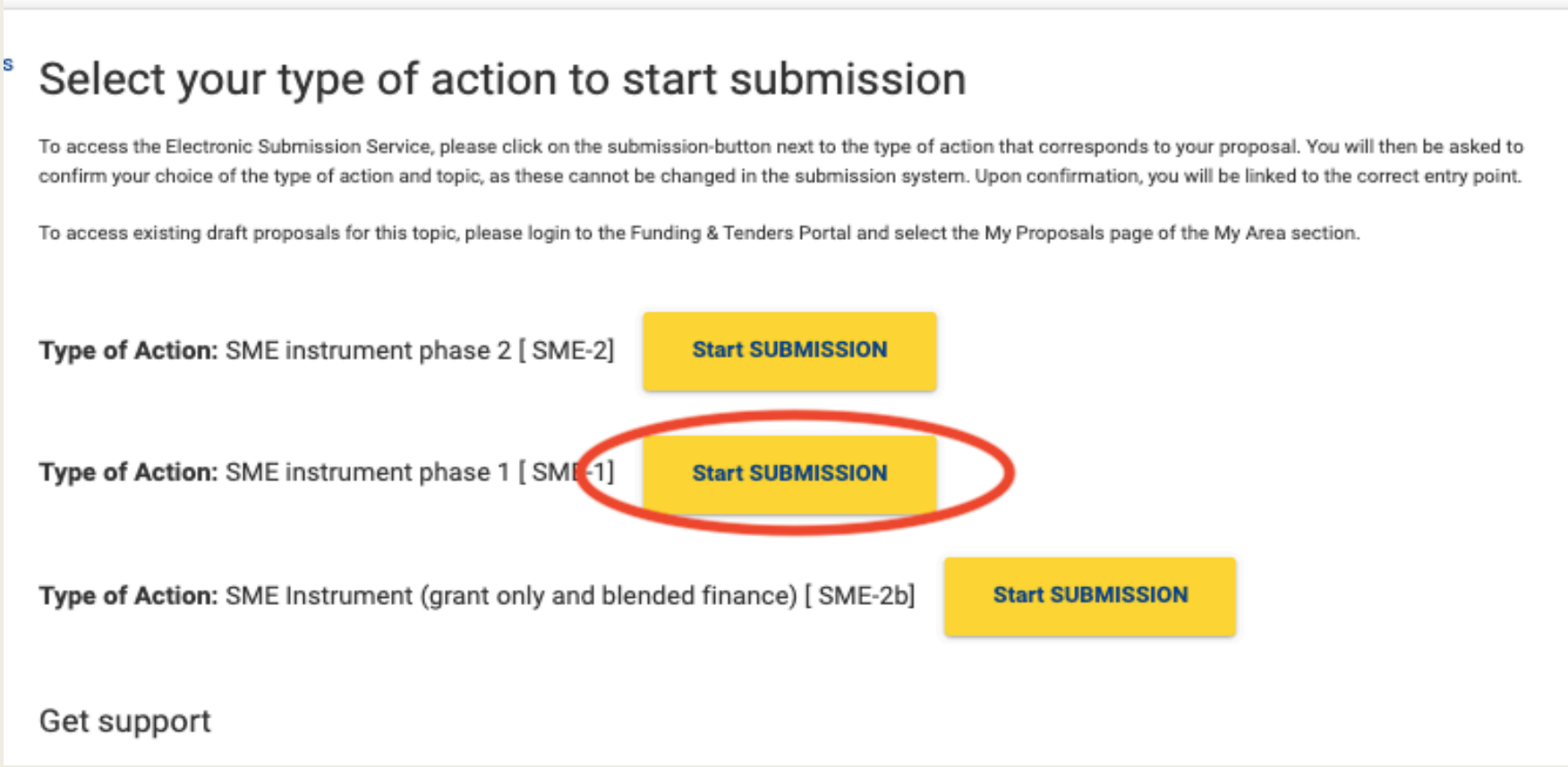


You can filter open calls in this section.



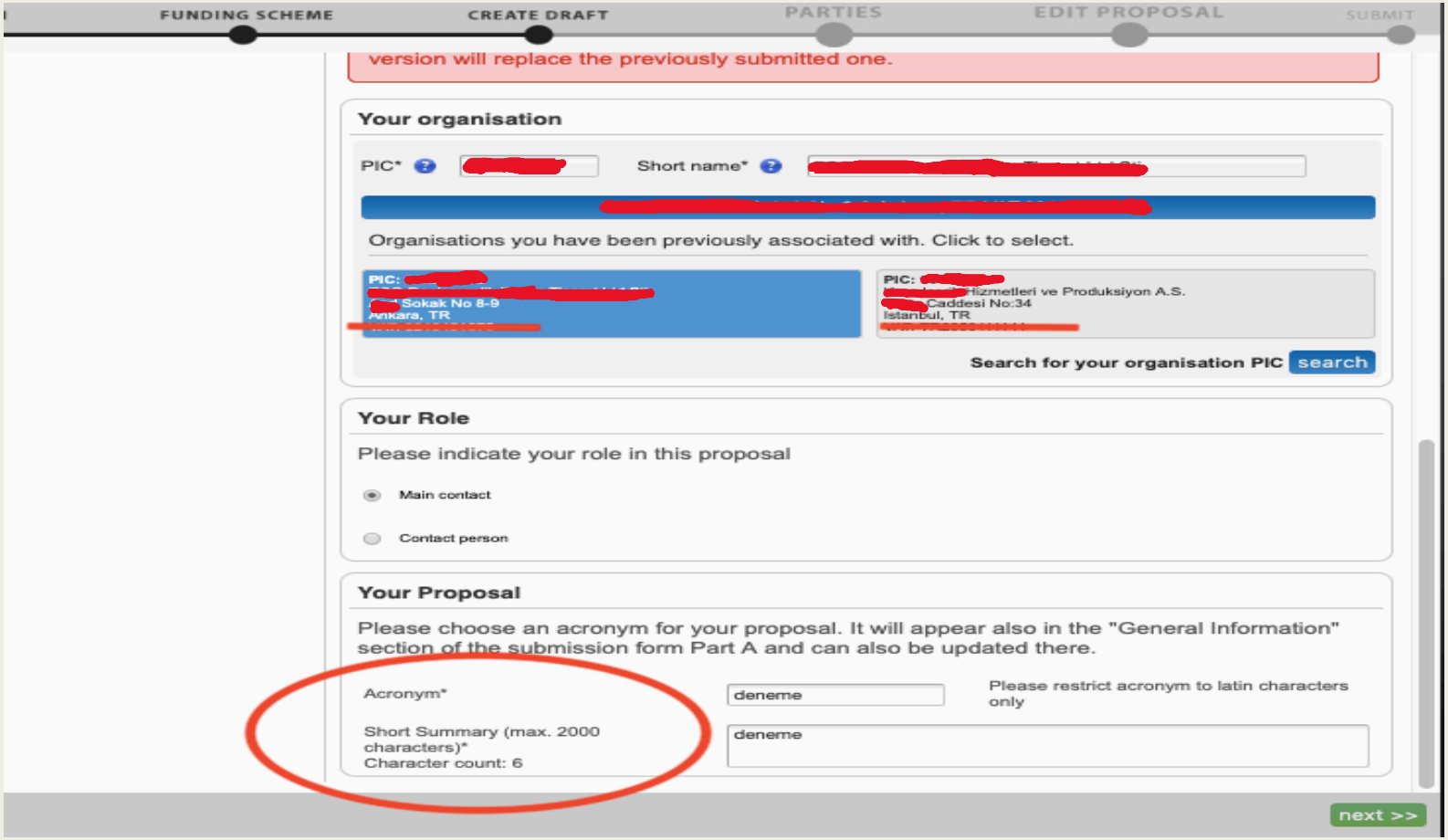
Click !

Select the phase you want to apply.



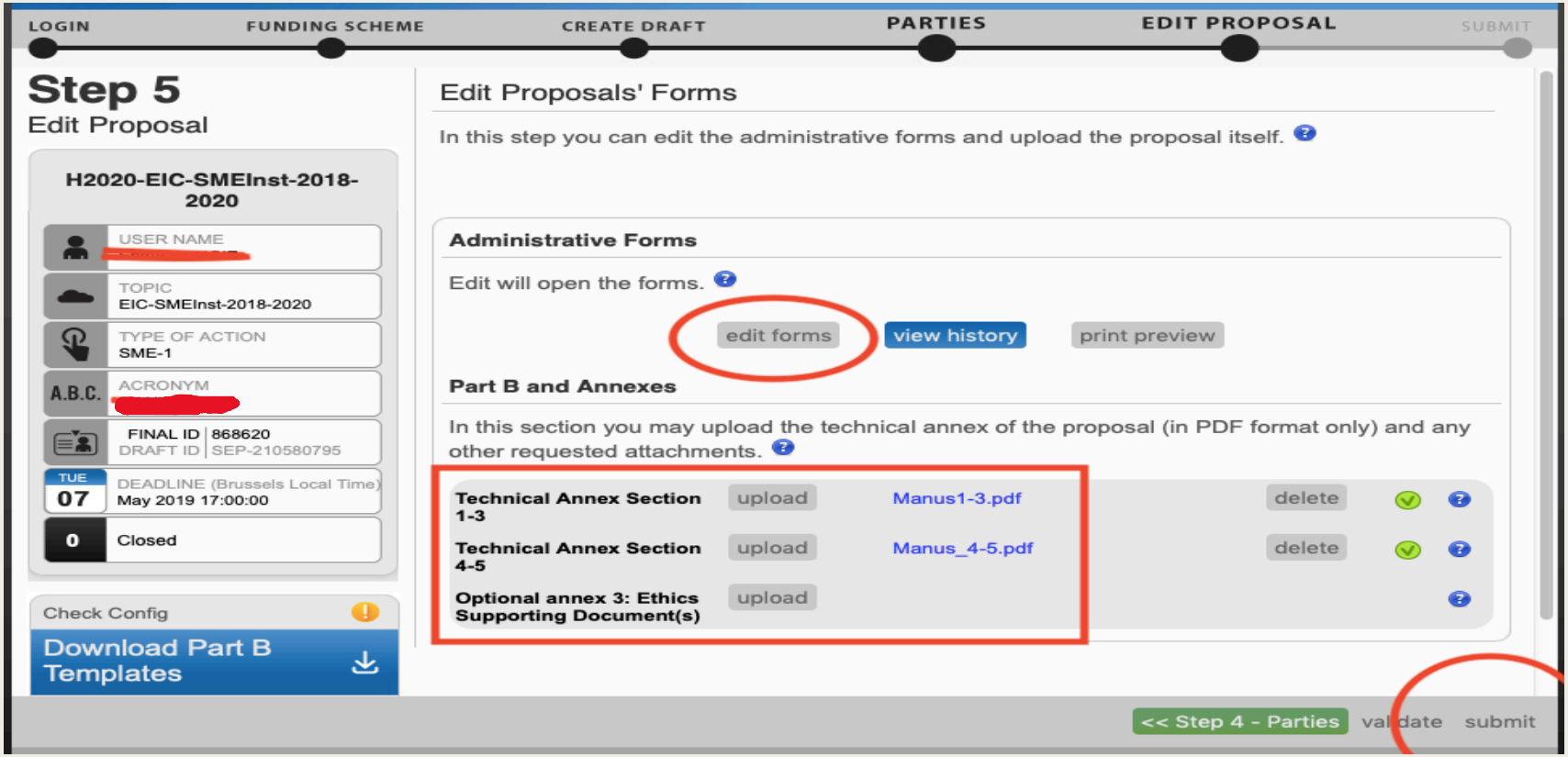
Click !

Select your company and start entering your project data.

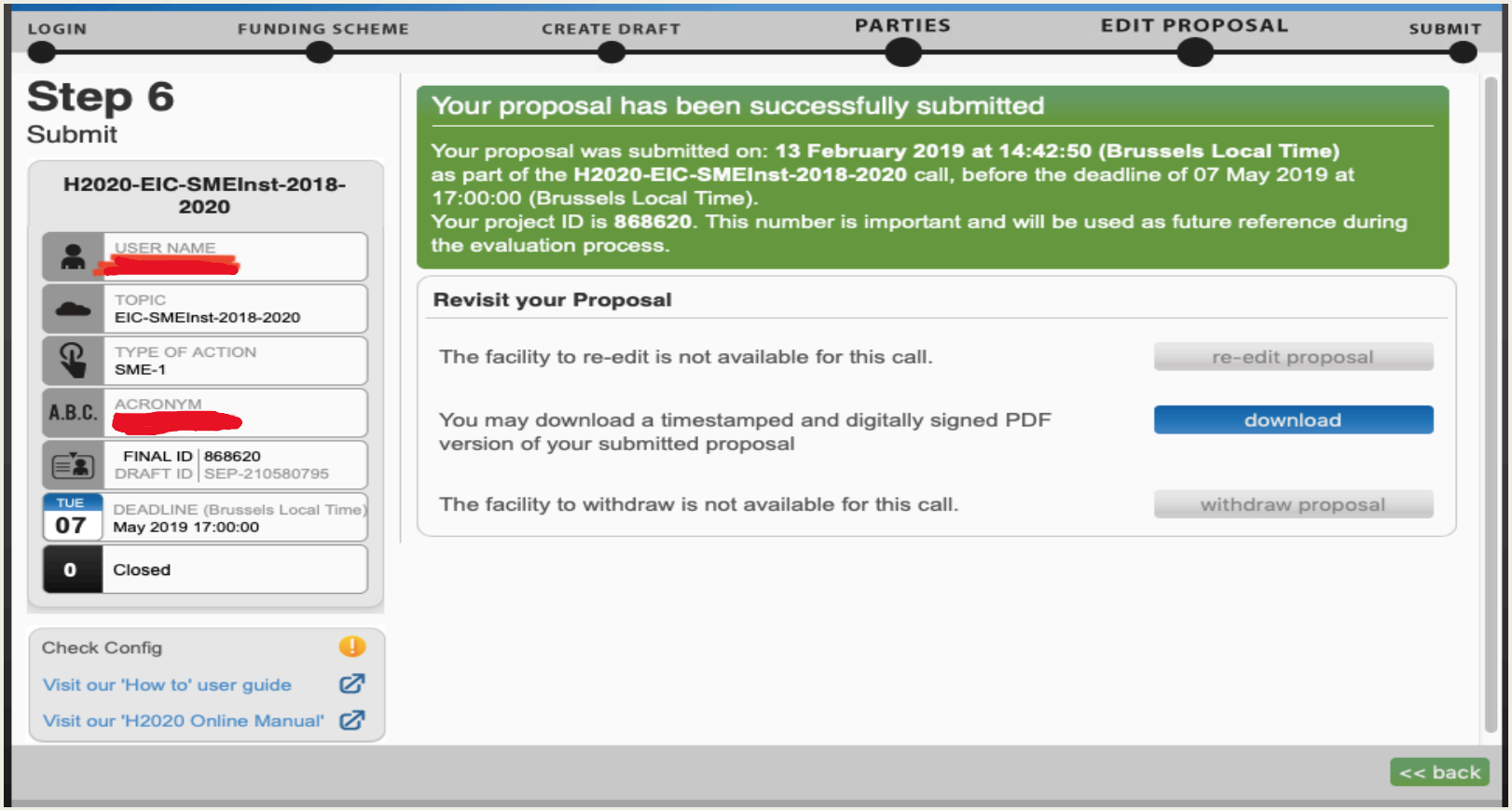


Click !

First of all, Fill out the form.
Then convert the project documents to PDF format and upload them to the relevant location.
And finally press the "Submit" button.



If you saw this green screen, you have successfully completed the project upload.



Checklist for the Submission

- Register your company to the EC participant portal and get your PIC number
- SME Validation Test (Obligatory)
- Financial Capacity Check (Optional before the submission, Obligatory before the contract signature if you are granted the project)
- Prepare Section 1-3 and Section 4-5 documents in Pdf format
- Prepare any additional document as Annex such as company brochure, Letter of Intents from potential customers/stakeholders in pdf format (Only 1 document can be added as Annex so you should combine different documents under 1 pdf)
- Prepare your Abstract (Short project summary- max 2000 characters)
- Prepare your budget in advance for Phase 2
- Full Administrative form online https://ec.europa.eu/research/participhttps://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/h2020-call-pt-sme-2_en.pdfants/data/ref/h2020/call_ptef/pt/h2020-call-pt-sme-2_en.pdf
- Submit

Security and Confidentiality Issues

Guiding Principles for Evaluators

- *Independence*
  - *You are evaluating in a personal capacity*
  - *You represent neither your employer, nor your country!*
- *Impartiality*
  - *You must treat all proposals equally and evaluate them impartially on their merits, irrespective of their origin or the identity of the applicants*
- *Objectivity*
  - *You evaluate each proposal as submitted; meaning on its own merit, not its potential if certain changes were to be made*
- *Accuracy*
  - *You make your judgment against the official evaluation criteria and the call or topic the proposal addresses, and nothing else*
- *Consistency*
  - *You apply the same standard of judgment to all proposals*

Security and Confidentiality Issues

Evaluators sign a contract with the EC, which define the confidentiality issues very clear. According to this grant they must:

- Not discuss evaluation matters, such as the content of proposals, the evaluation results or the opinions of fellow experts, with anyone, including:
  - *Other experts or Commission/Agencies staff or any other person (e.g. colleagues, students…) not directly involved in the evaluation of the proposal*
  - *The sole exception: your fellow experts who are evaluating the same proposal in a consensus group or Panel review*
- Not contact partners in the consortium, sub-contractors or any third parties
- Not disclose the names of your fellow experts
  - *The Commission publishes the names of the experts annually - as a group, no link can be made between an expert and a proposal*
- Maintain the confidentiality of documents, paper or electronic, at all times and wherever you do your evaluation work (on-site or remotely)
  - *Return, destroy or delete all confidential documents, paper or electronic, upon completing your work, as instructed*