

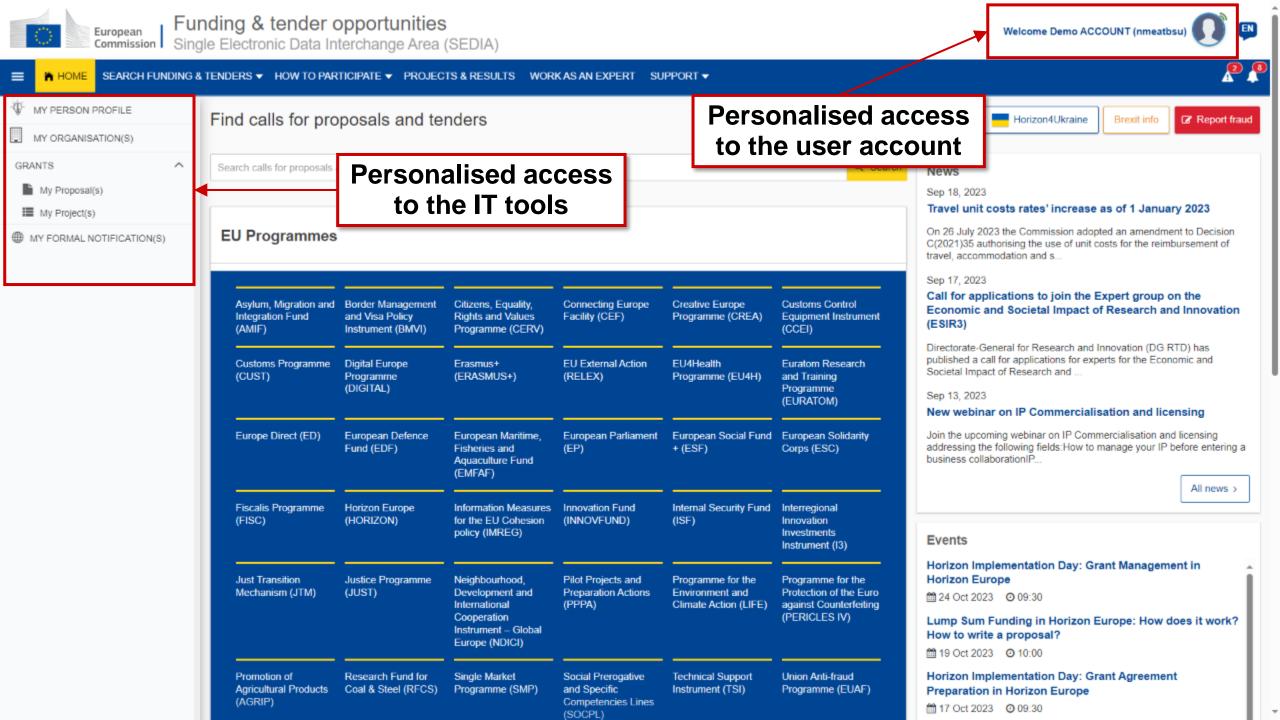
# Procedure to apply for funding, call for proposals and partner search



Erasmus+

2021-2027





### Personalised services

Personalised access to the Funding & Tenders Portal is based on 3 elements:

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

























## 1. EU Login

Creating your personal account



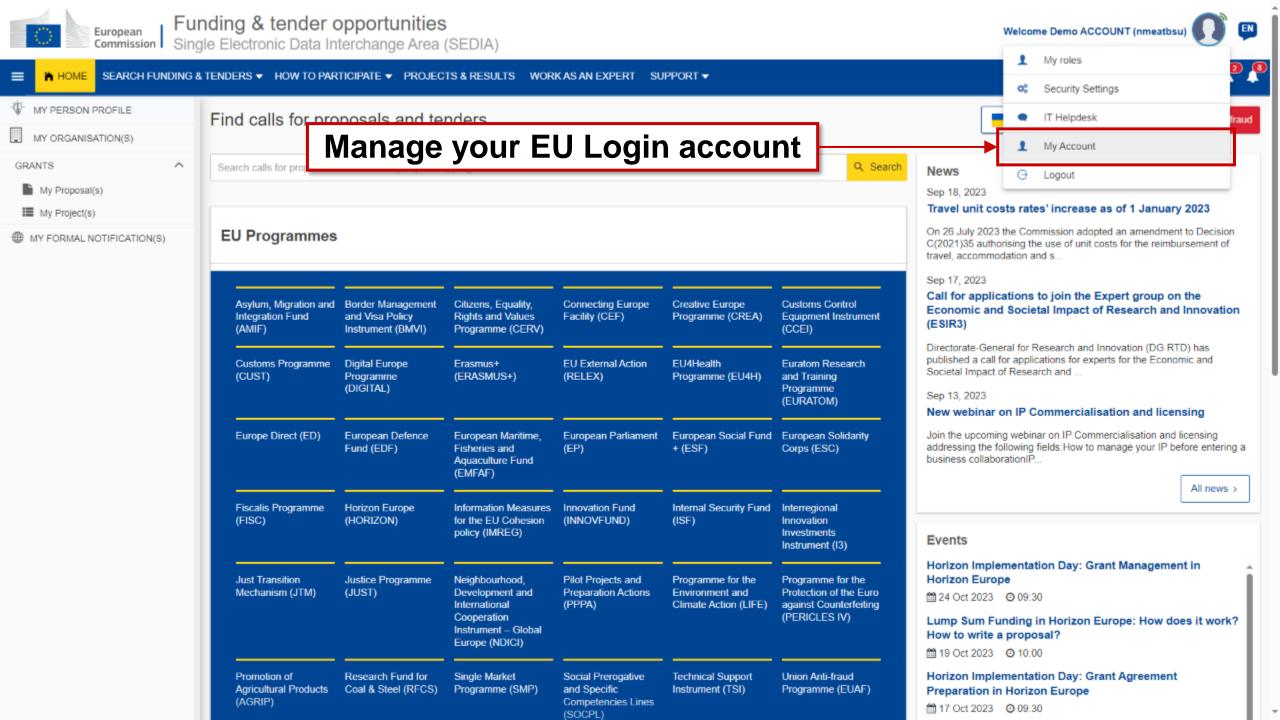
## Create a new EU Login account

- Click on the "Register" button
- Enter your name & (professional) e-mail address
- Click on the link you receive via e-mail
- Set up your password

Single sign-on: 1 EU Login account = 1 e-mail address = 1 person

DO NOT SHARE YOUR EU LOGIN CREDENTIALS!









#### **My Account**



My account details



Configure my account



Delete my account



Manage my mobile devices



Manage my Security Keys and Trusted Platforms



Manage my mobile phone numbers



Manage my eIDs



Display my sessions

You can view the sessions opened for visited applications. Click on the gear icon if you want to change your EU Login password

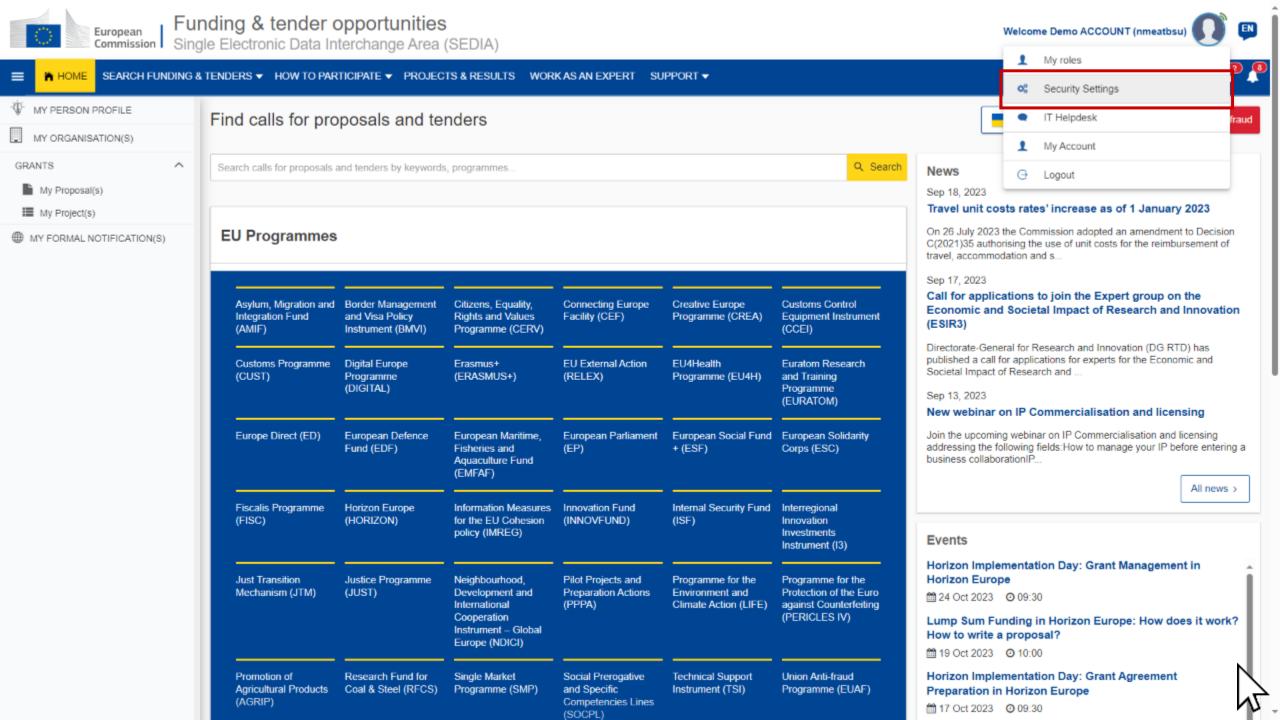
### **Enable 2-factor authentication**

- Make your EU Login account more secure with 2-step authentication
  - Install the EU Login mobile app (App Store / Google Play) and login with a QR code or a PIN code
  - Authenticate via an SMS confirmation
  - Use a Trusted Platform (e.g. Windows Hello)
- Add a new mobile device, manage your registered devices, change your EU Login password, etc. directly in EU Login ("My Account")

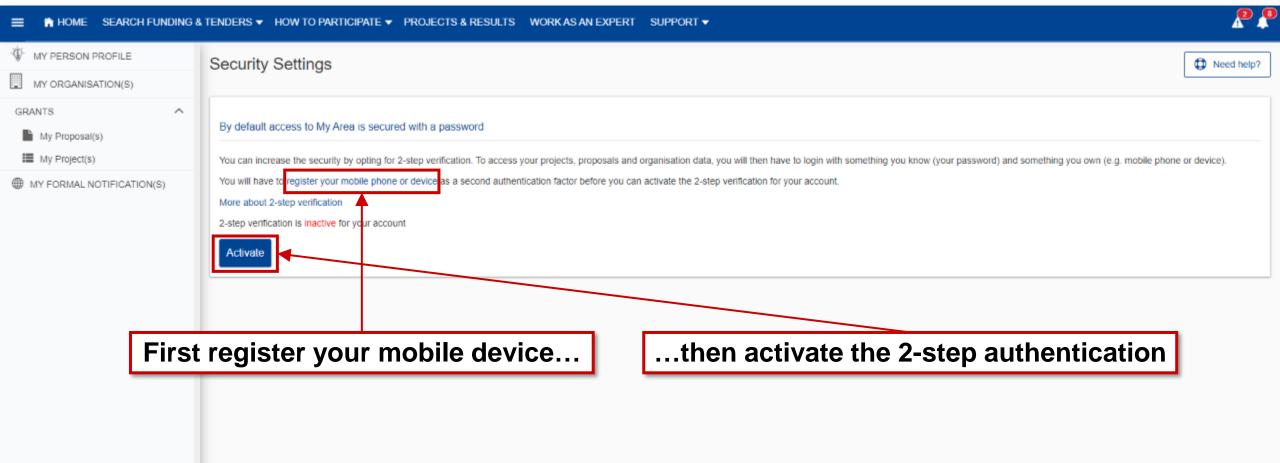












#### **Confirmation of activation**

#### Europa / Funding & Tenders Portal notification

Dear Funding & Tenders Portal User,

You activated <u>2-step verification</u> for accessing the My Area section of the Funding & Tenders Portal with your account. If you did not perform this operation yourself, please contact the <u>IT helpdesk</u> without delay.

With kind regards,

European Commission - Funding & Tenders Portal team

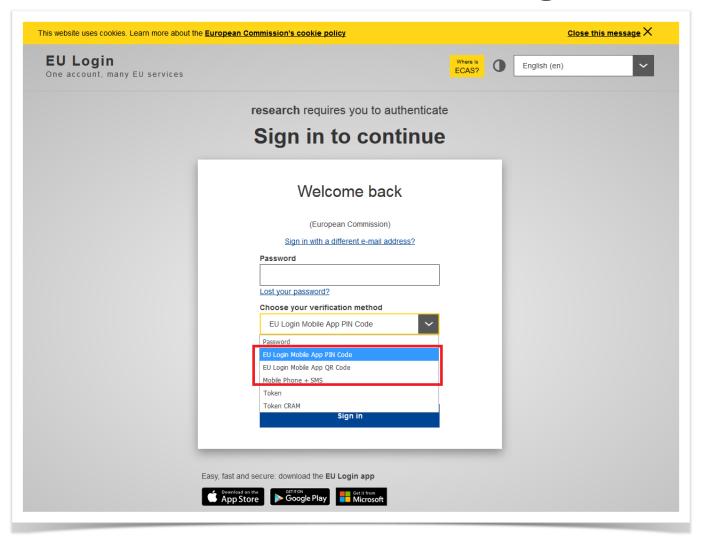
#### Please do not reply to this message

This notification was generated by the Funding & Tenders Portal of the European Commission.

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the Funding & Tenders Portal > My
Notifications > Preferences



#### 2-factor authentication at login

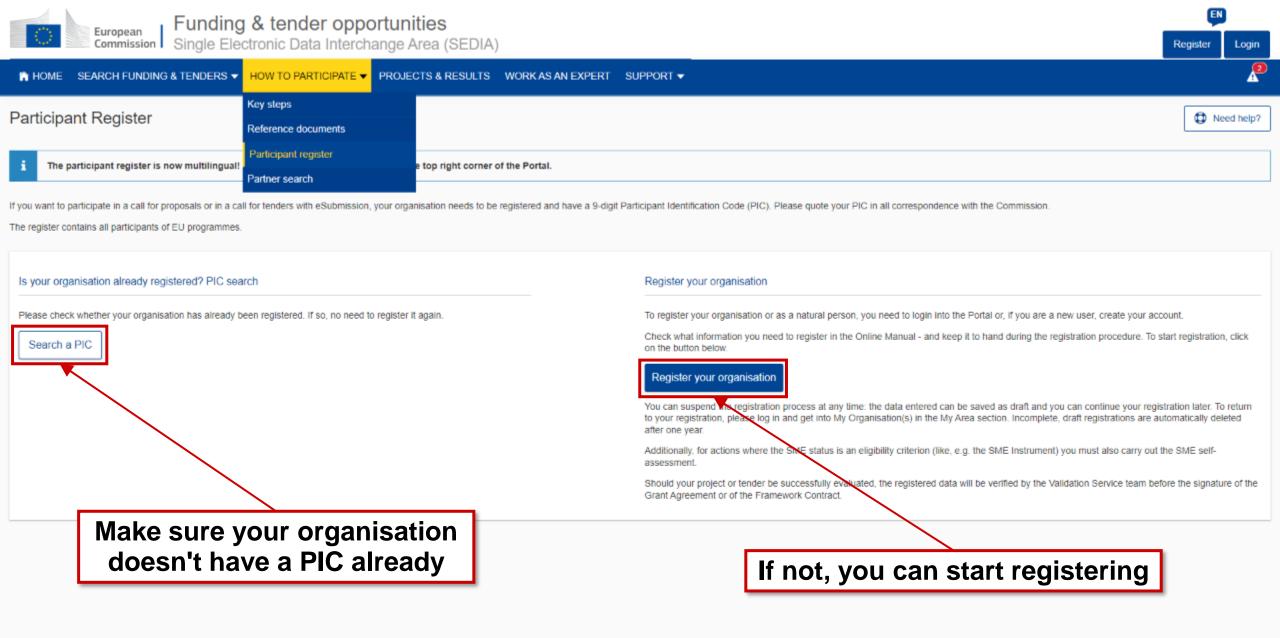




## 2. Participant register

Participant Identification Code (PIC)



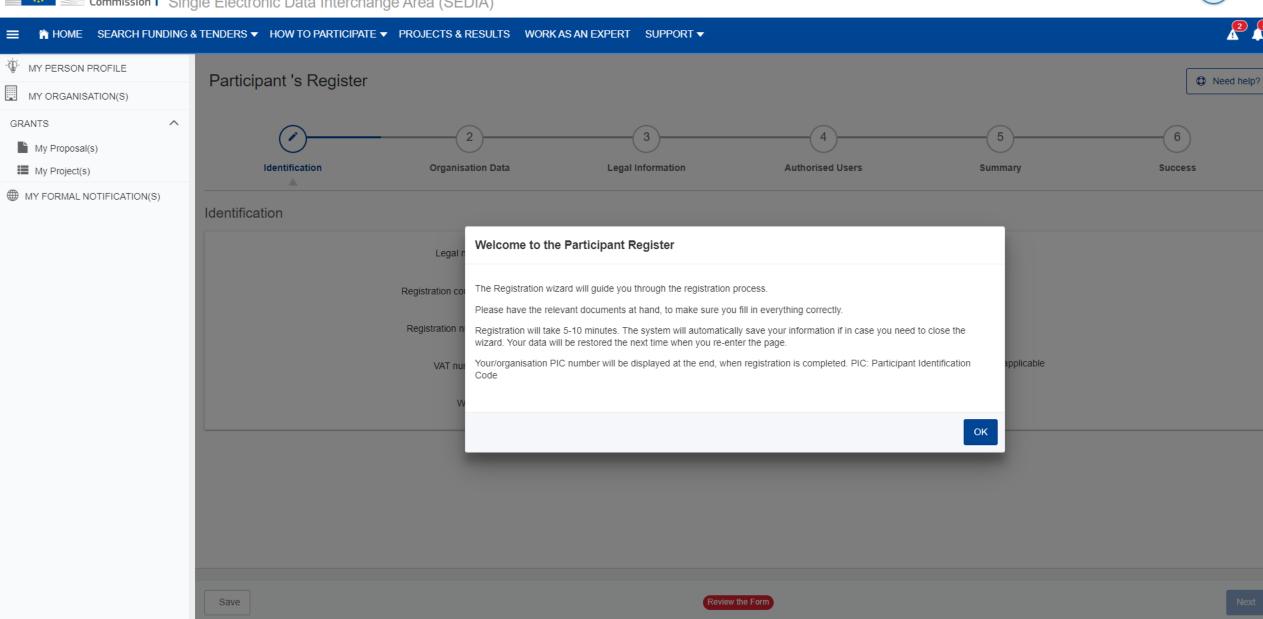




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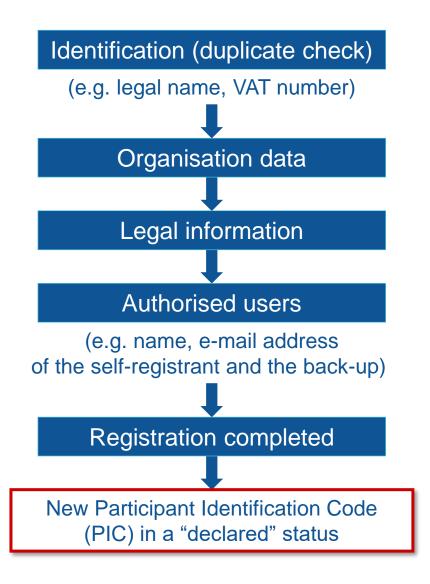


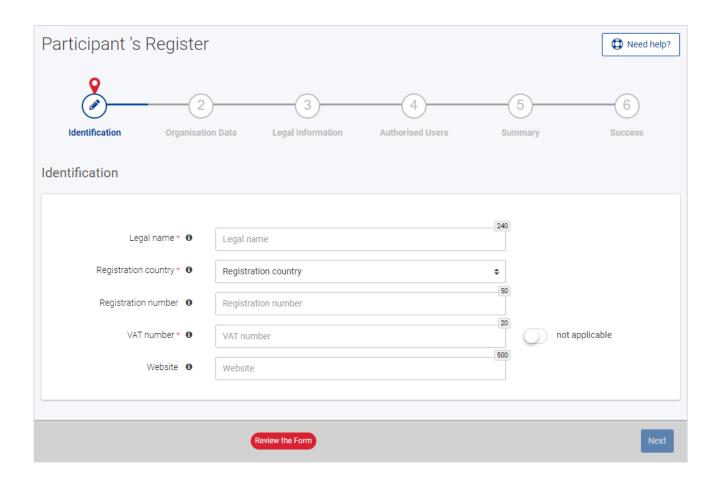




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## How to register in the Participant Register







## How to register in the Participant Register

- The person who registers an organisation receives the Self-Registrant role: this person is the contact person with the Commission services for this organisation until a LEAR is appointed
- When the registration is completed, the PIC number is **provisional**, meaning that the submitted data then needs to be validated by the Validation Services
- All contact with the Validation Services must take place inside the Participant Register



## Legal validation

- Registration data is verified by REA Central Validation Service (CVS)
   after a successful evaluation
- The legal validation of a participant is done once,
   when the entity has to sign its first Grant Agreement or Contract
- It is **reused** for future participations in EU grant and procurement actions
- Validation is required for all beneficiaries and affiliated entities (linked third parties under Horizon 2020)



#### Validation Process Overview

Verification **LEAR FCA** Registration & validation of legal data **Financial Capacity Organisations have Based upon Mandatory for all** to register in the **Assessment** legal documents validated participants **Participant Register** if needed

COMMUNICATION VIA PARTICIPANT REGISTER

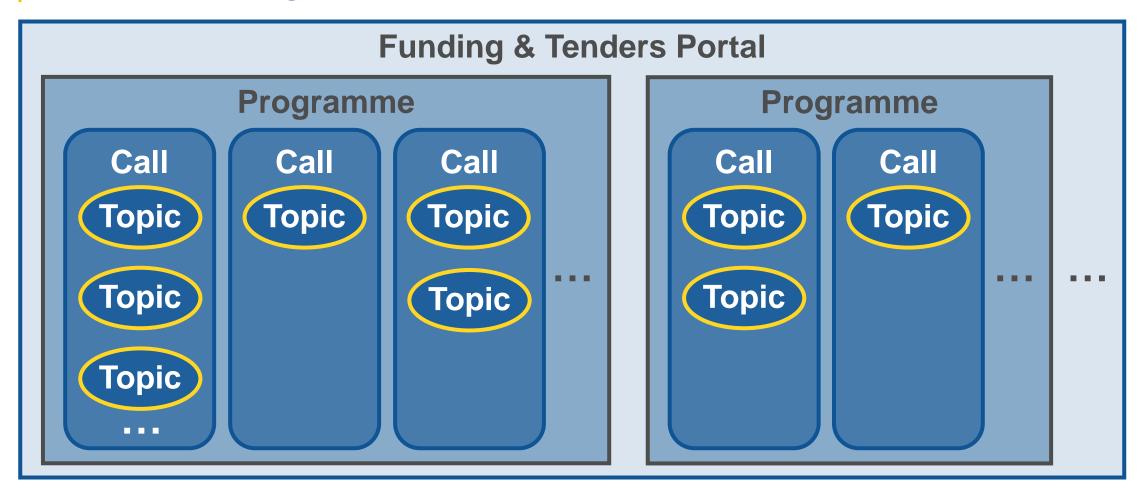


## 3. Search funding & tenders

Browse the funding opportunities & find partners



## EU funding: basic structure







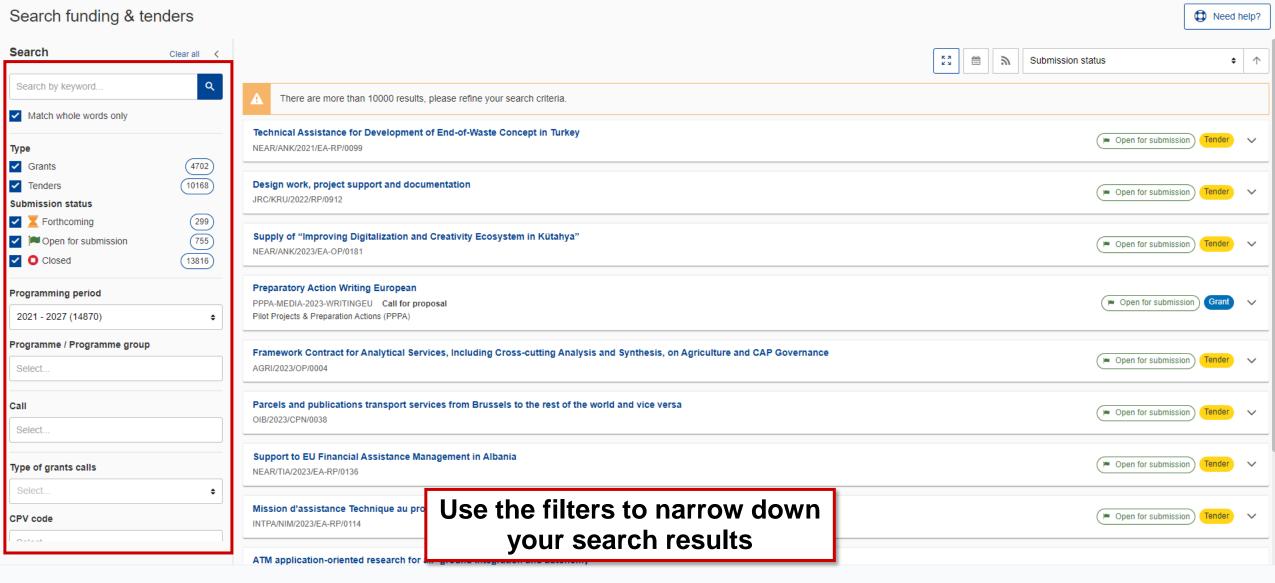
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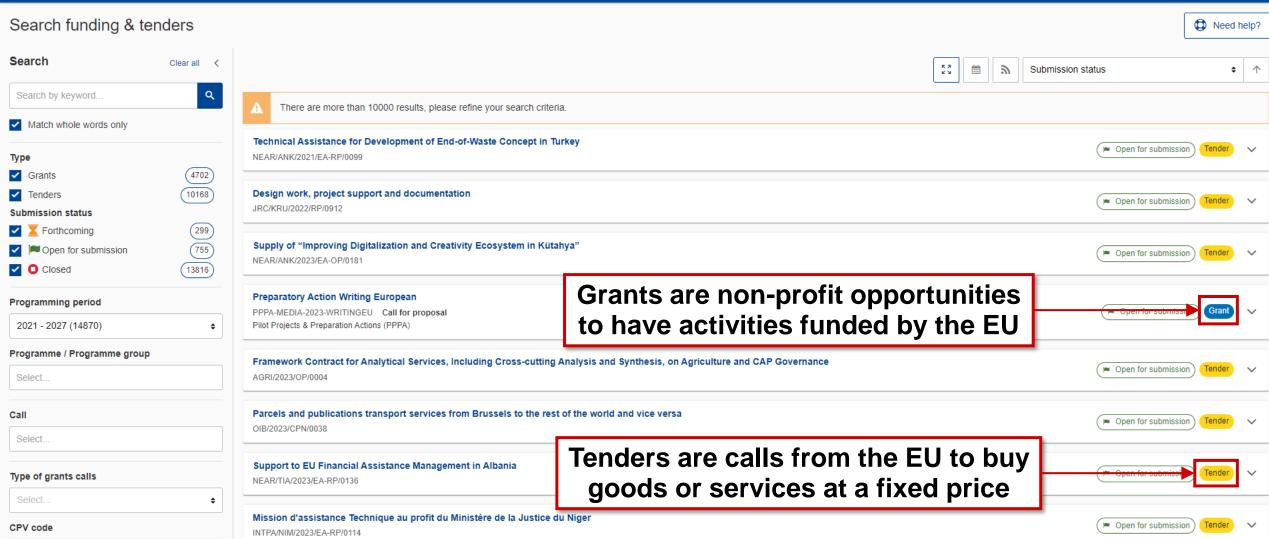
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ATM application-oriented research for air-ground integration and autonomy





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Select.

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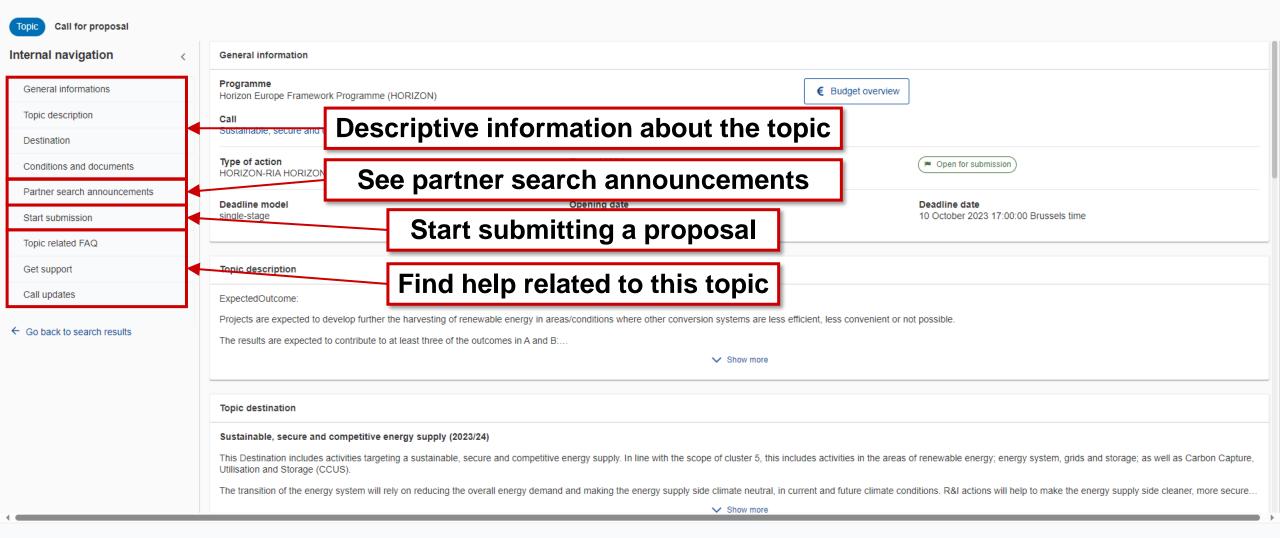
#### Search funding & tenders Need help? Search Clear all 108 item(s) found 2 Submission status energy Programme (Horizon Europe (HORIZON) Match whole words only EIC Pathfinder Challenge: In-space solar energy harvesting for innovative space applications Open for submission HORIZON-EIC-2023-PATHFINDERCHALLENGES-01-05 Call for proposal Horizon Europe (HORIZON) 108 Grants Tenders Increasing the efficiency of innovative static energy conversion devices for electricity and heat/cold generation **Submission status** Open for submission HORIZON-CL5-2023-D3-03-01 Call for proposal Horizon Europe (HORIZON) Forthcoming 14 Open for submission Digital tools for enhancing the uptake of digital services in the energy market Closed Open for submission Grant HORIZON-CL5-2023-D3-03-04 Call for proposal Horizon Europe (HORIZON) Programming period 2021 - 2027 (108) **\$** Creation of a standardised and open-source peer-to-peer energy sharing platform architecture for the energy sector Open for submission HORIZON-CL5-2023-D3-03-05 Call for proposal Programme / Programme group Horizon Europe (HORIZON) Horizon Europe (HORIZON) Digital solutions for defining synergies in international renewable energy value chains Open for submission HORIZON-CL5-2023-D3-03-07 Call for proposal Programme part Horizon Europe (HORIZON) Select. Demonstration of improved intermediate renewable energy carrier technologies for transport fuels Mission HORIZON-CL5-2024-D3-01-03 Call for proposal Open for submission Horizon Europe (HORIZON) Select.. Destination Next generation of renewable energy technologies Open for submission HORIZON-CL5-2024-D3-01-10 Call for proposal

Horizon Europe (HORIZON)

🦍 HOME SEARCH FUNDING & TENDERS ▼ HOW TO PARTICIPATE ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

Increasing the efficiency of innovative static energy conversion devices for electricity and heat/cold generation

HORIZON-CL5-2023-D3-03-01



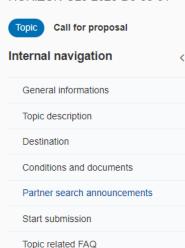
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Increasing the efficiency of innovative static energy conversion devices for electricity and heat/cold generation

HORIZON-CL5-2023-D3-03-01



Get support

Call updates

← Go back to search results

Topic conditions and documents

#### General conditions

1. Admissibility conditions: described in Annex A and Annex E of the Horizon Europe Work Programme General Annexes

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System...

Show more

Partner search announcements

Searches of partners to collaborate on this topic

View / Edit

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

#### Start submission



To access the Electronic Submission Service, please click on the submission-button next to the type of action and the type of model grant agreement that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

#### Please select the type of your submission:

HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission

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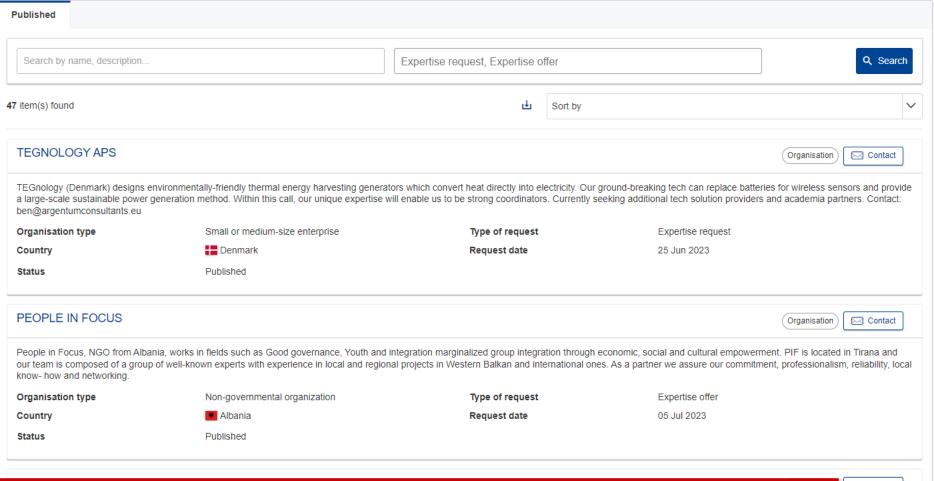


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#### Partner search announcements for the topic







Creating partner search announcements linked to a topic can only be done by the LEAR or the Account Administrators for organisations!

Contact

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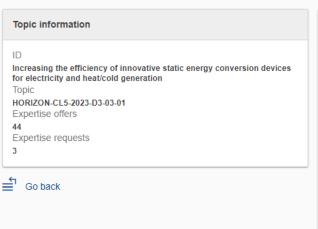


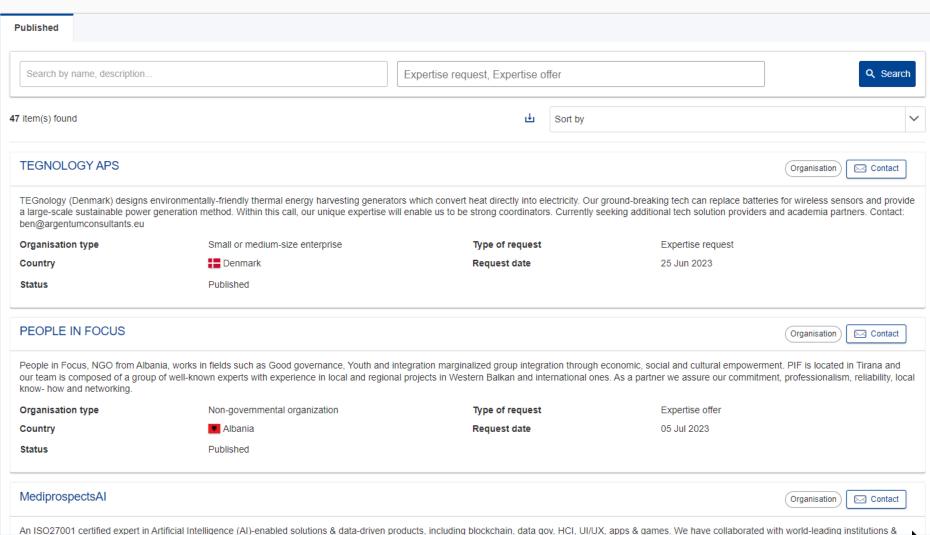


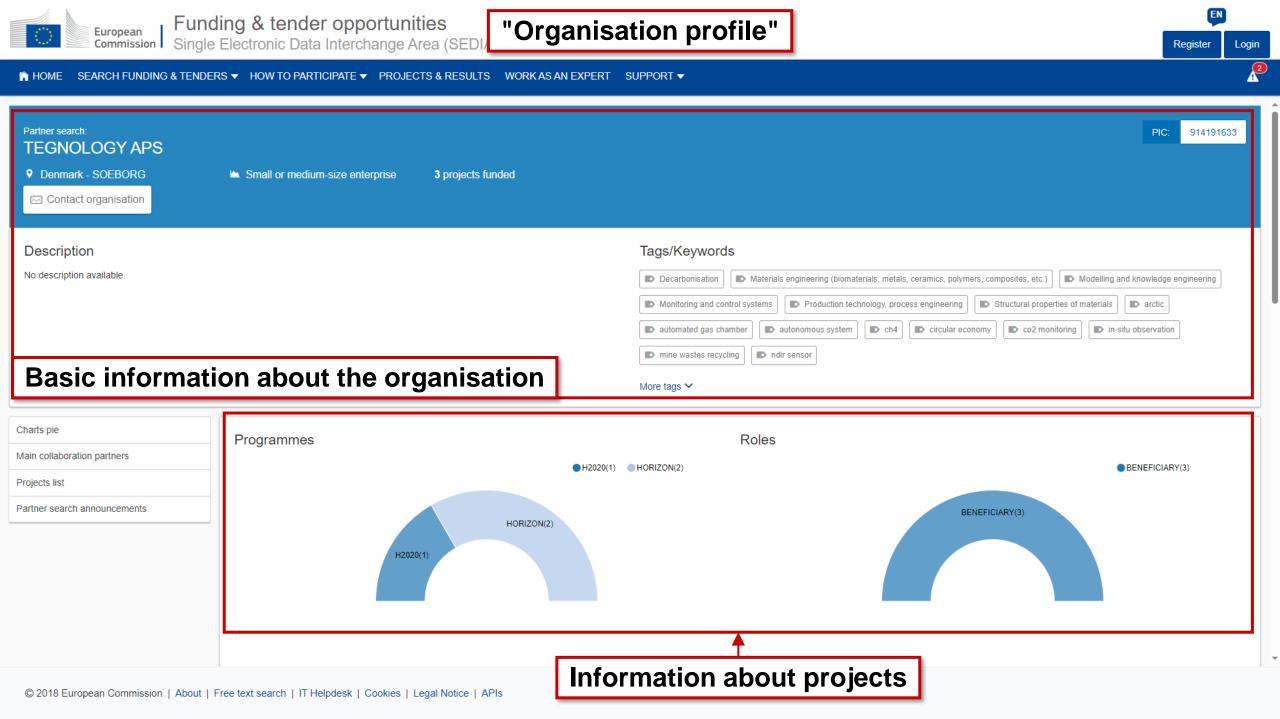
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#### Partner search announcements for the topic







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#### "Organisation profile"





#### Information about partners in those projects

Charts pie

Main collaboration partners

Projects list

Partner search announcements

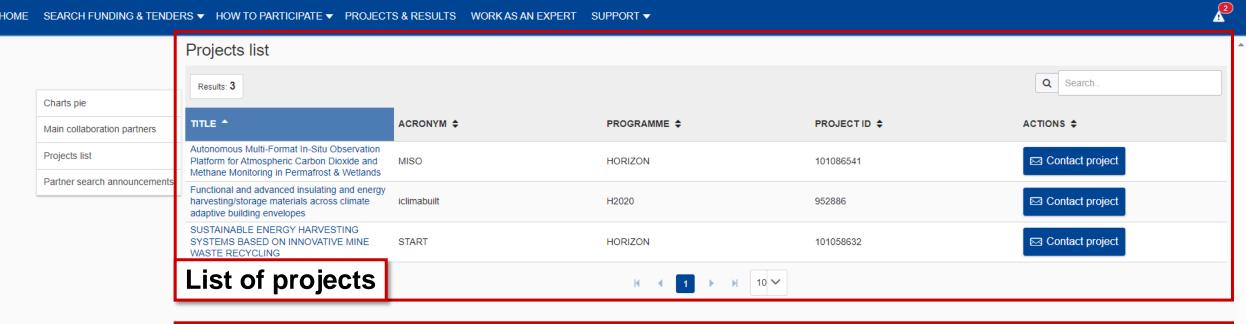


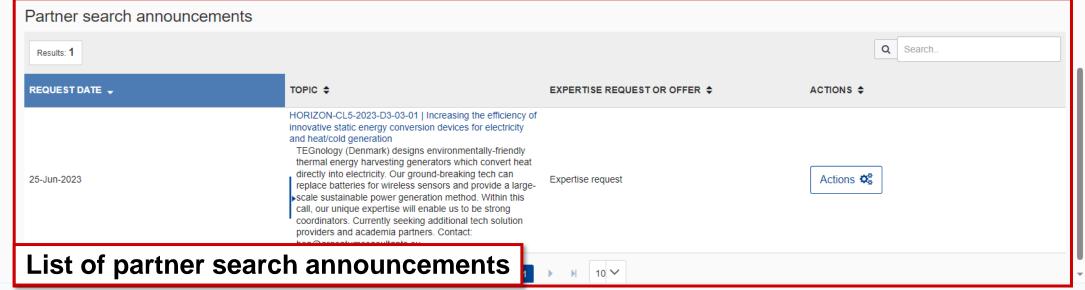
#### Projects list

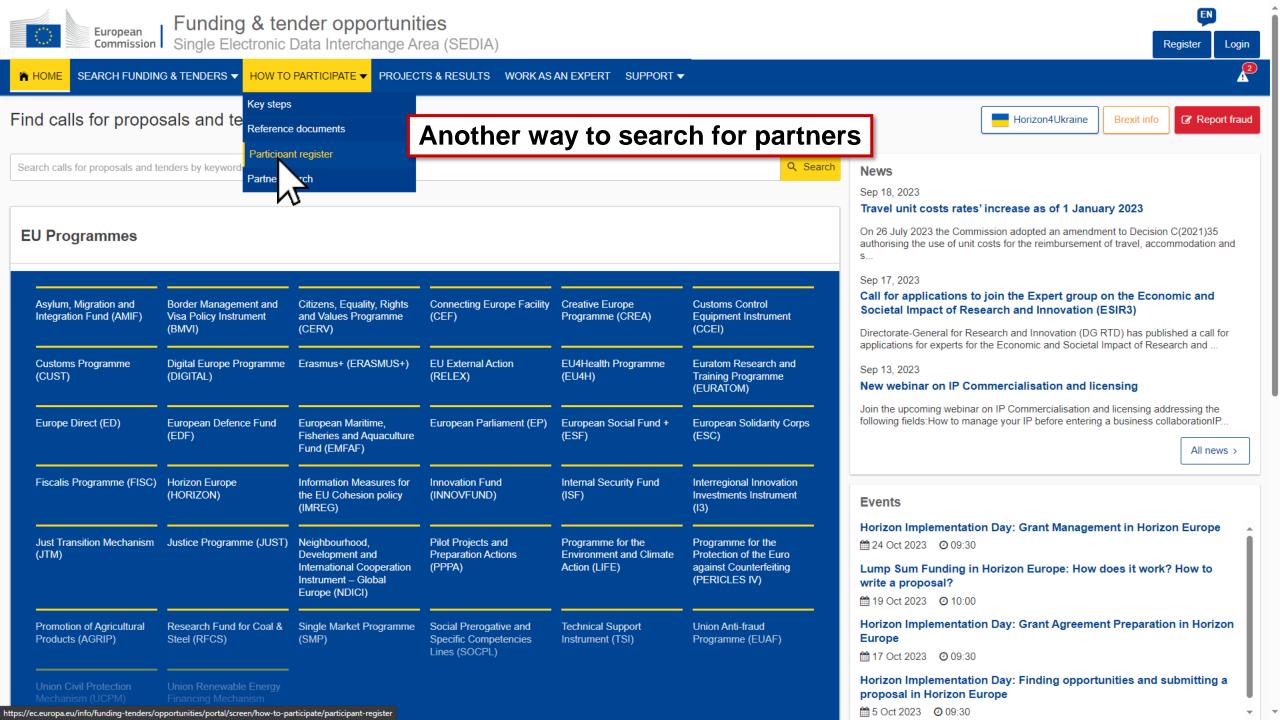


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#### "Organisation profile"





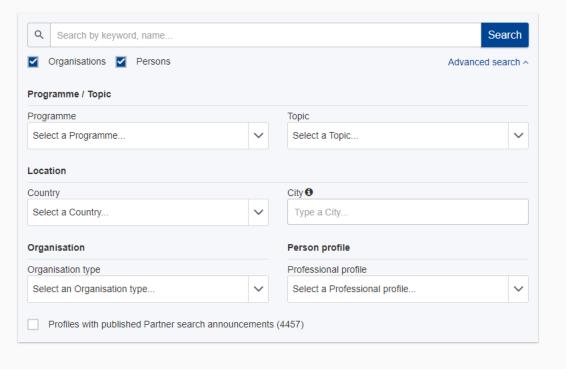


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#### Partner search





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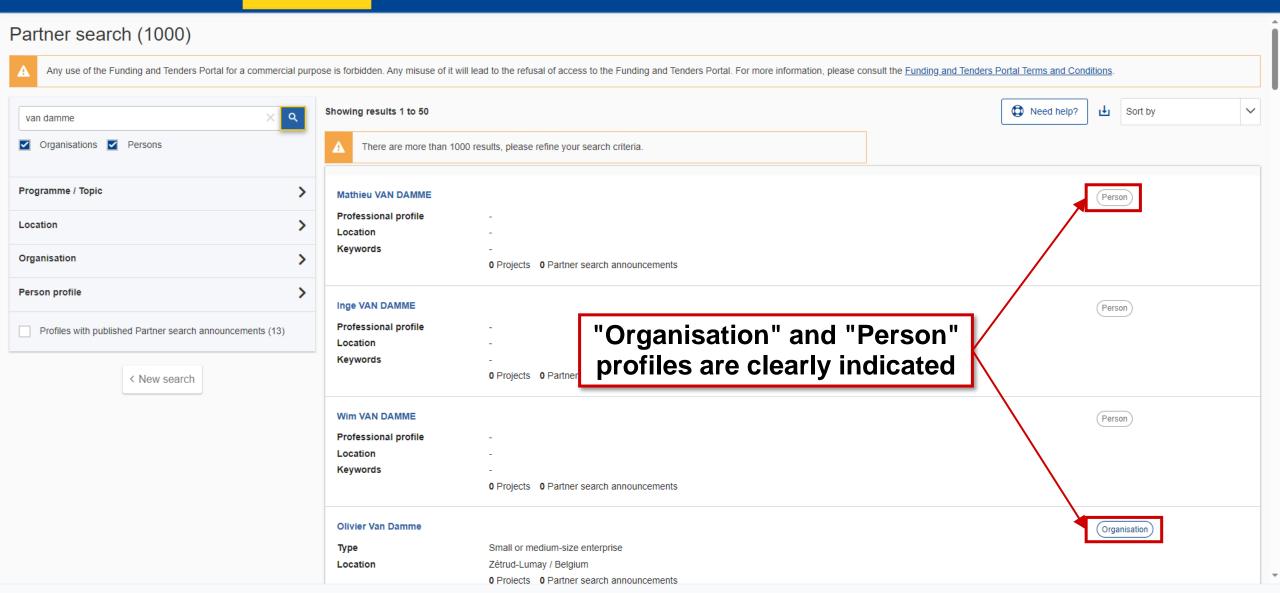




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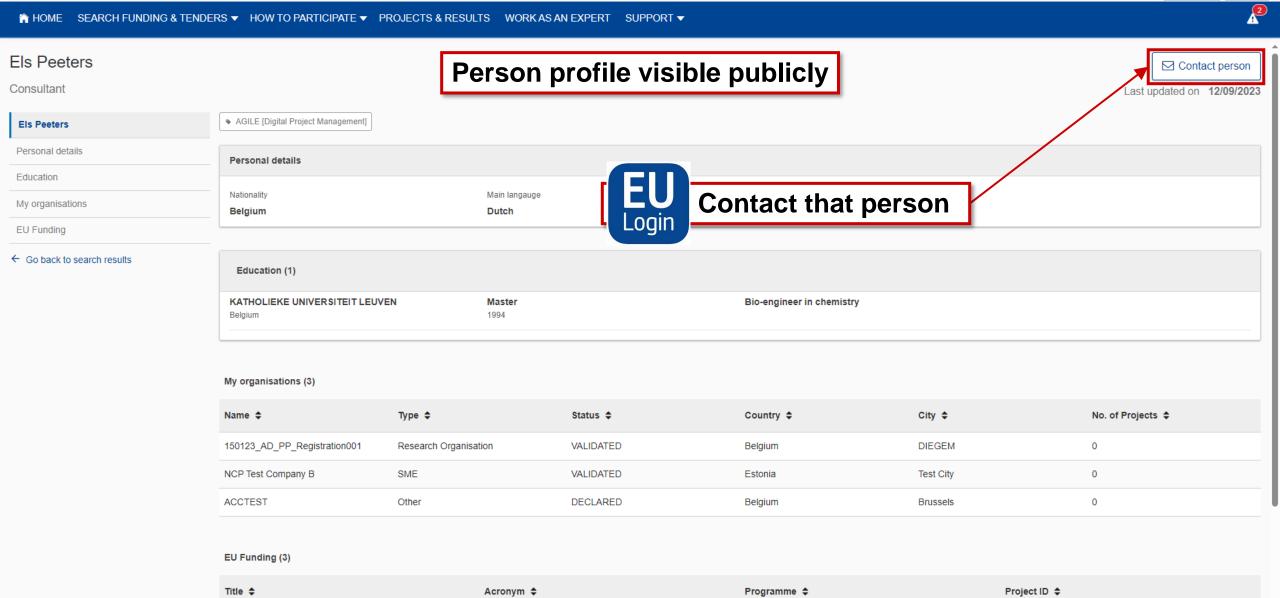
HOW TO PARTICIPATE ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼



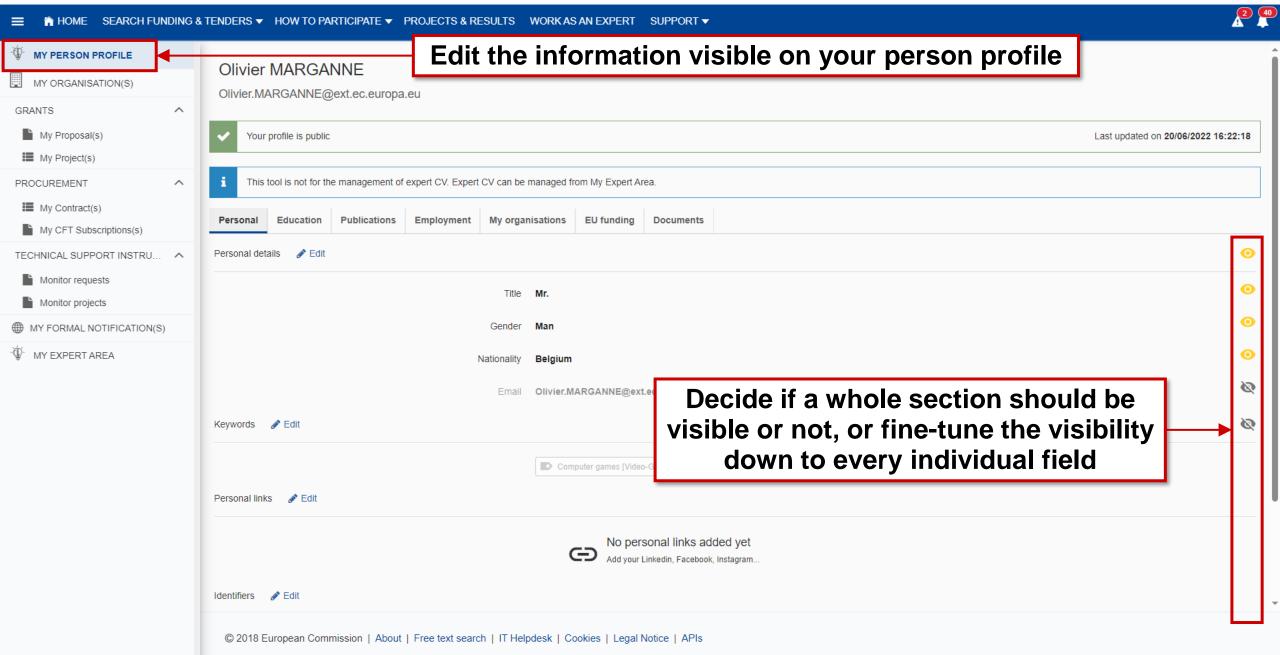


Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)











## Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)



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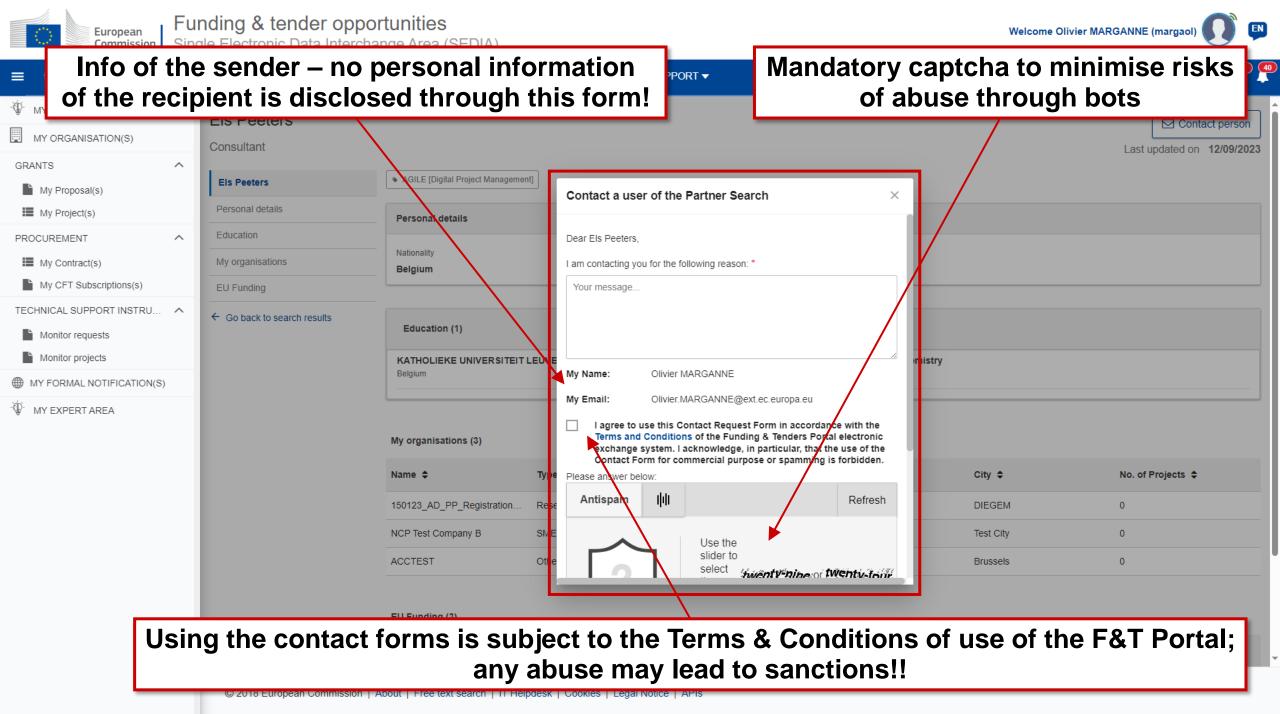


### Mr. Olivier MARGANNE

Contact person

Last updated on 04/10/2023

Olivier MARGANNE	Personal details	
Personal details	Gender	Nationality
← Go back to search results	Male	Belgium



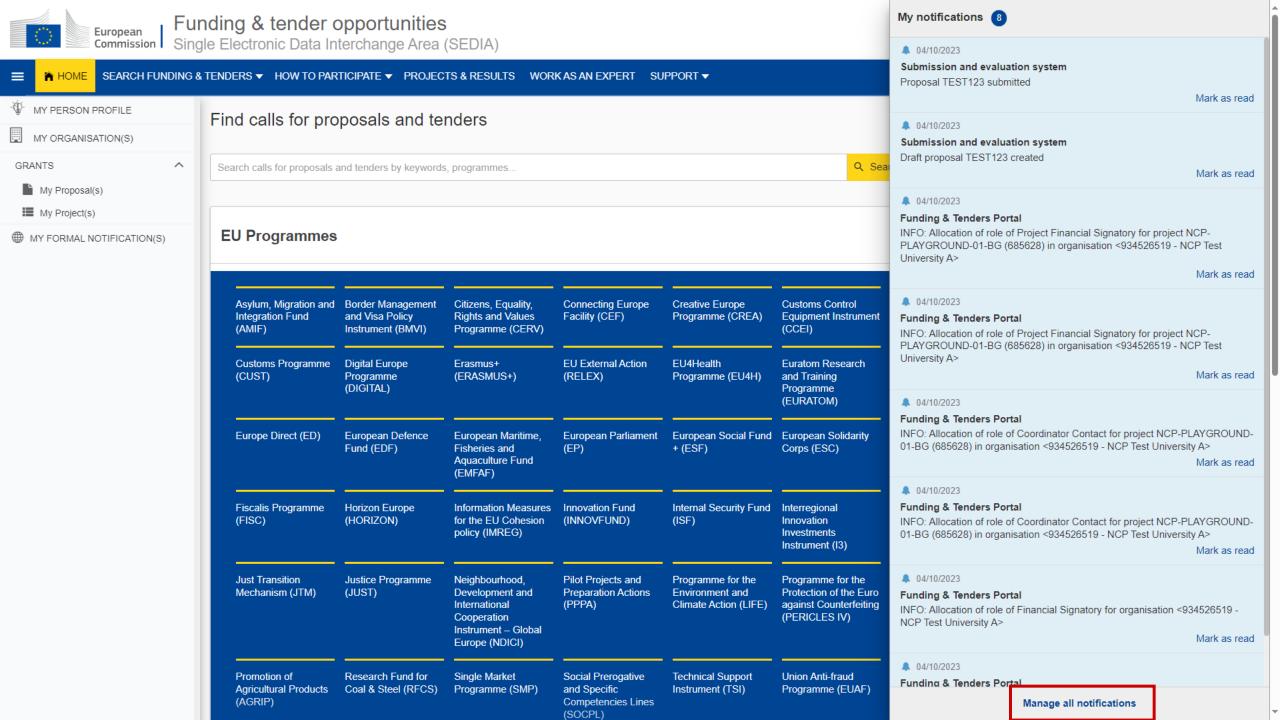
## Spam/phishing: what to do?

- As a user, there is no obligation for you to reply to contact attempts!
- If you have any doubt, please remember that:
  - Your personal information is never disclosed to the sender
  - The EC services never ask for any sensitive information via email
  - □ A copy of every F&T Portal notification received via email is available through your notifications on the F&T Portal itself
- Do not forget to activate 2-factor authentication for increased security!





(SOCPL)



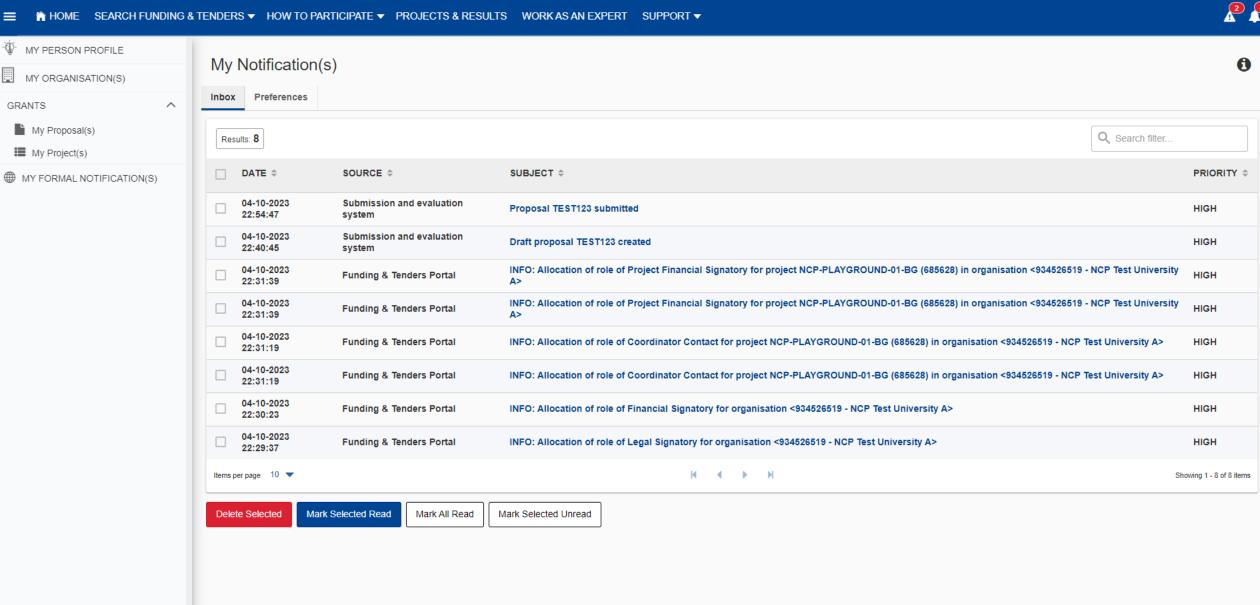


### Funding & tender opportunities

Welcome Demo ACCOUNT (nmeatbsu)



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# 4. Submit your proposal

Basic rules of drafting a proposal



## Preparing & managing your proposal

- To start preparing your proposal, you need to go on the topic page itself
- Managing your proposal: Draft / Submitted / Refused proposals are available under My Area → My Proposals
- Part A (to be filled in directly online) contains administrative information about the applicant and budget for the project. (Mandatory)
- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action; (Mandatory)



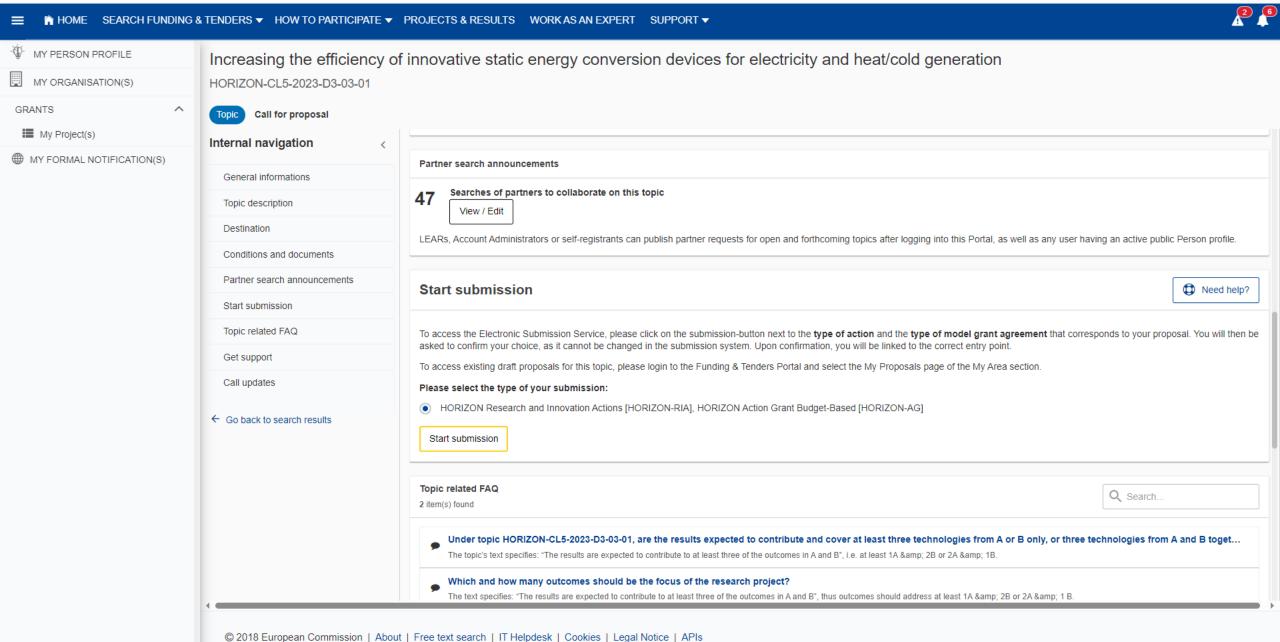
### Funding & tender opportunities

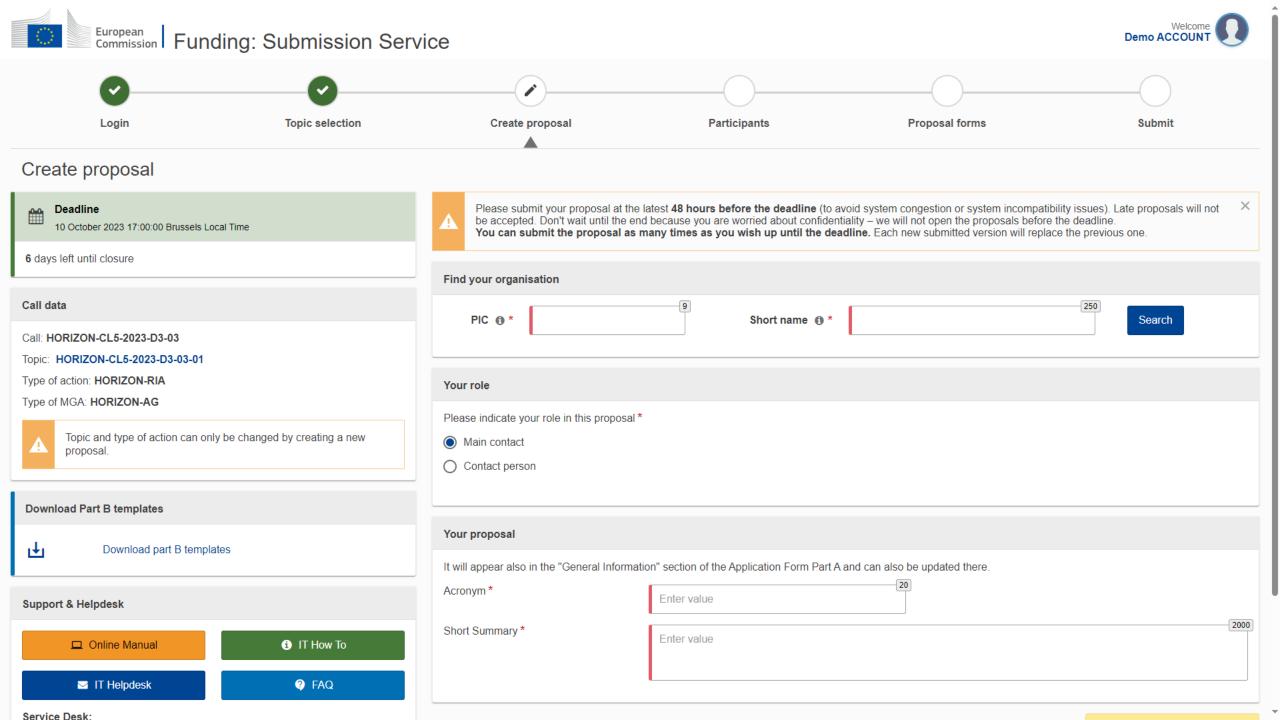
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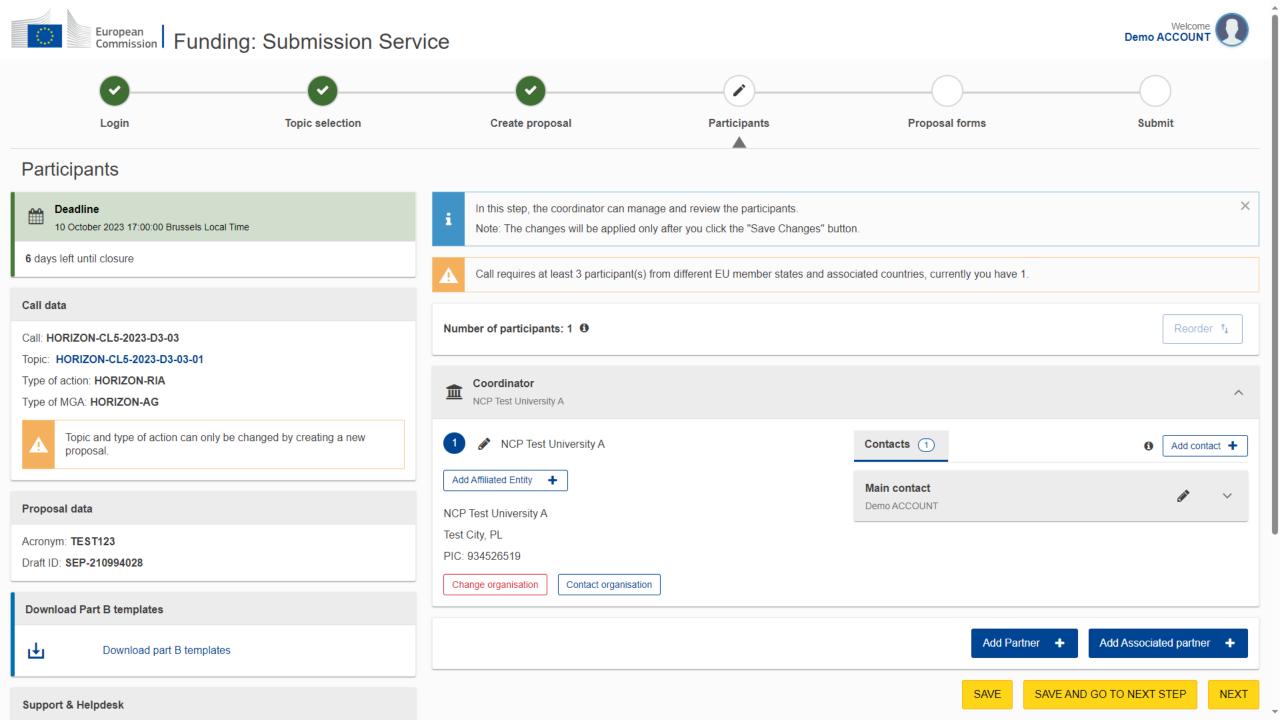






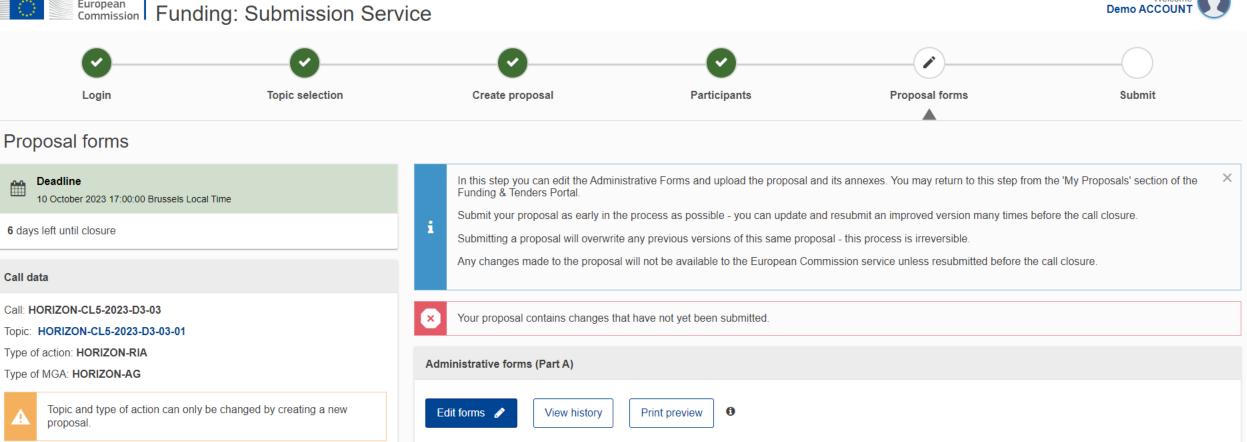














Call data

Acronym: TEST123

Draft ID: **SEP-210994028** 

#### **Download Part B templates**

业

Download part B templates

#### Part B and Annexes

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

Part B



**♦** BACK TO PARTICIPANTS LIST



**SUBMIT** 

Upload 🐽

# Help!

Am I really supposed to remember all this?



## Need help?

- Funding & tender opportunities
  Single Electronic Data Interchange Area (SEDIA)

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  Support overview
  Guidance & Manuals

  FAQ
  Helpdesk & Support Services
  Support videos
- Guidance & Manuals
  - Access the **Online Manual** (guide for **business** processes)
  - Access the <u>IT How To</u> wiki (guide for IT processes)
- FAQ
- Helpdesk & Support Services

The support section is Programme-based; some specific helpdesks & guidance documents will only be available for a dedicated Programme.



# Thank you! Any questions?

