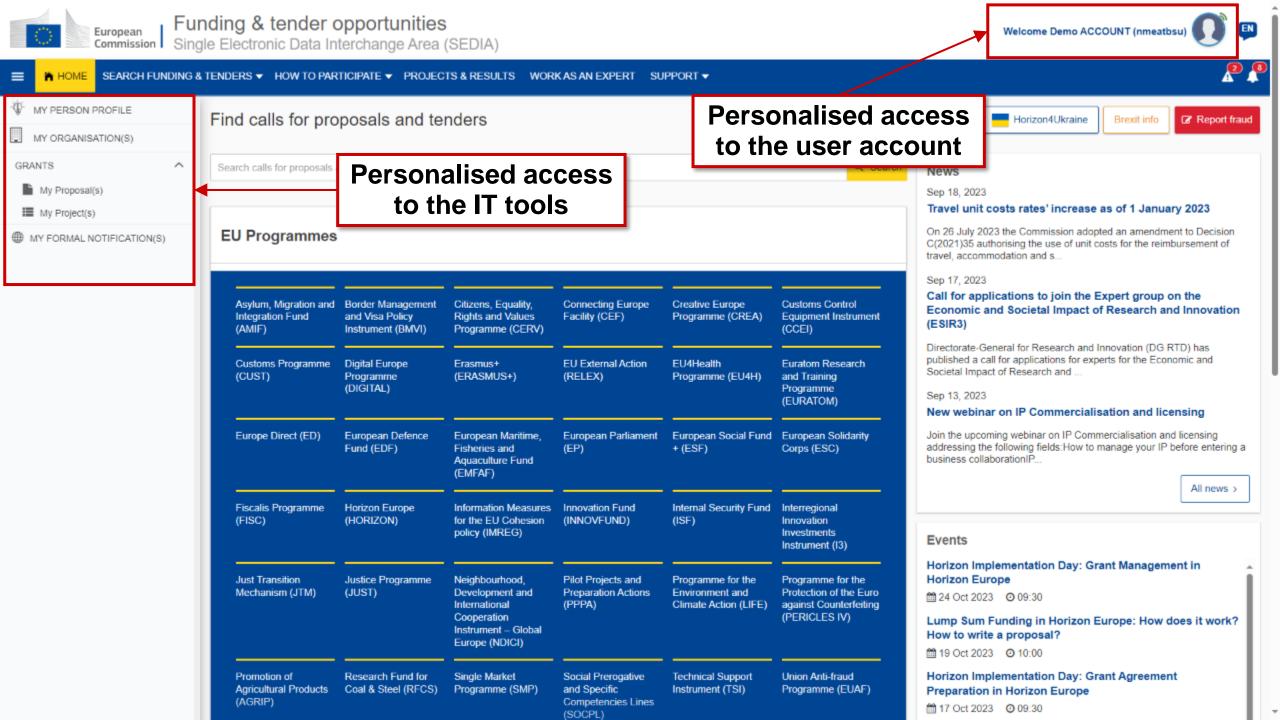


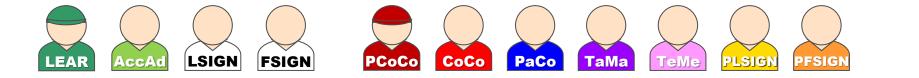
Procedure to Apply for funding, Call for Proposals and Partner Search



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 (Identity and Access Management)





1. EU Login

Creating your personal account



Create a new EU Login account

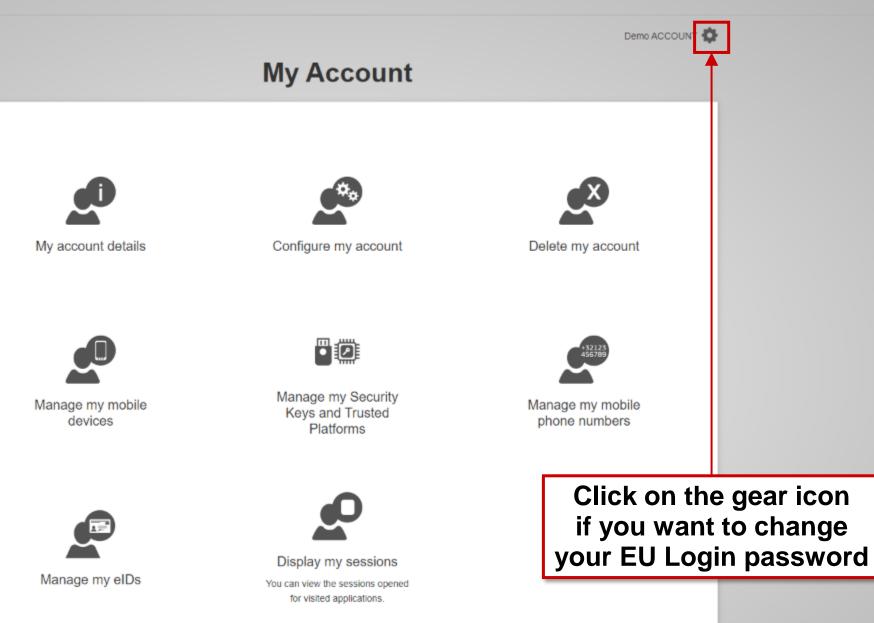
- Click on the "Register" button
- Enter your name & (professional) e-mail address
- Click on the link you receive via e-mail
- Set up your password

Single sign-on: 1 EU Login account = 1 e-mail address = 1 person DO NOT SHARE YOUR EU LOGIN CREDENTIALS!



	nding & tender of gle Electronic Data In							Welcome Demo ACCOUNT (nmeatbsu)) 💵
	& TENDERS 🔻 HOW TO PAR	TICIPATE 🔻 PROJEC	TS & RESULTS WOR	KASAN EXPERT SU	PPORT 🔻			My roles	2
 MY PERSON PROFILE MY ORGANISATION(S) GRANTS ^ My Proposal(s) My Project(s) 	Find calls for pro			U Logir	accou	nt Q Search	Sep 18, 2023	 IT Helpdesk My Account Logout osts rates' increase as of 1 January 2023	fraud
WY FORMAL NOTIFICATION(S)		(AMIF) Instrument (BMVI) Programme (CERV) Customs Programme Digital Europe Erasmus+ EU Externa (CUST) Programme (ERASMUS+) (RELEX) (DIGITAL)			Creative Europe Programme (CREA) EU4Health Programme (EU4H) European Social Fund		C(2021)35 auth travel, accomm Sep 17, 2023 Call for appli Economic an (ESIR3) Directorate-Ger published a call Societal Impact Sep 13, 2023 New webinar Join the upcom	cations to join the Expert group on the nd Societal Impact of Research and Innov heral for Research and Innovation (DG RTD) has for applications for experts for the Economic and of Research and	nt of ration
	Fiscalis Programme (FISC) Just Transition Mechanism (JTM)	Fund (EDF) Horizon Europe (HORIZON) Justice Programme (JUST)	Fisheries and Aquaculture Fund (EMFAF) Information Measures for the EU Cohesion policy (IMREG) Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)	(EP) Innovation Fund (INNOVFUND) Pilot Projects and Preparation Actions (PPPA)	+ (ESF) Internal Security Fund (ISF) Programme for the Environment and Climate Action (LIFE)	Corps (ESC) Interregional Innovation Investments Instrument (I3) Programme for the Protection of the Euro against Counterfeiting (PERICLES IV)	Events Horizon Impl Horizon Euro 24 Oct 2023 Lump Sum F How to write	ementation Day: Grant Management in ope © 09:30 funding in Horizon Europe: How does it w a proposal?	ews >
	Promotion of Agricultural Products (AGRIP)	Research Fund for Coal & Steel (RFCS)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	Technical Support Instrument (TSI)	Union Anti-fraud Programme (EUAF)		ementation Day: Grant Agreement in Horizon Europe	

C

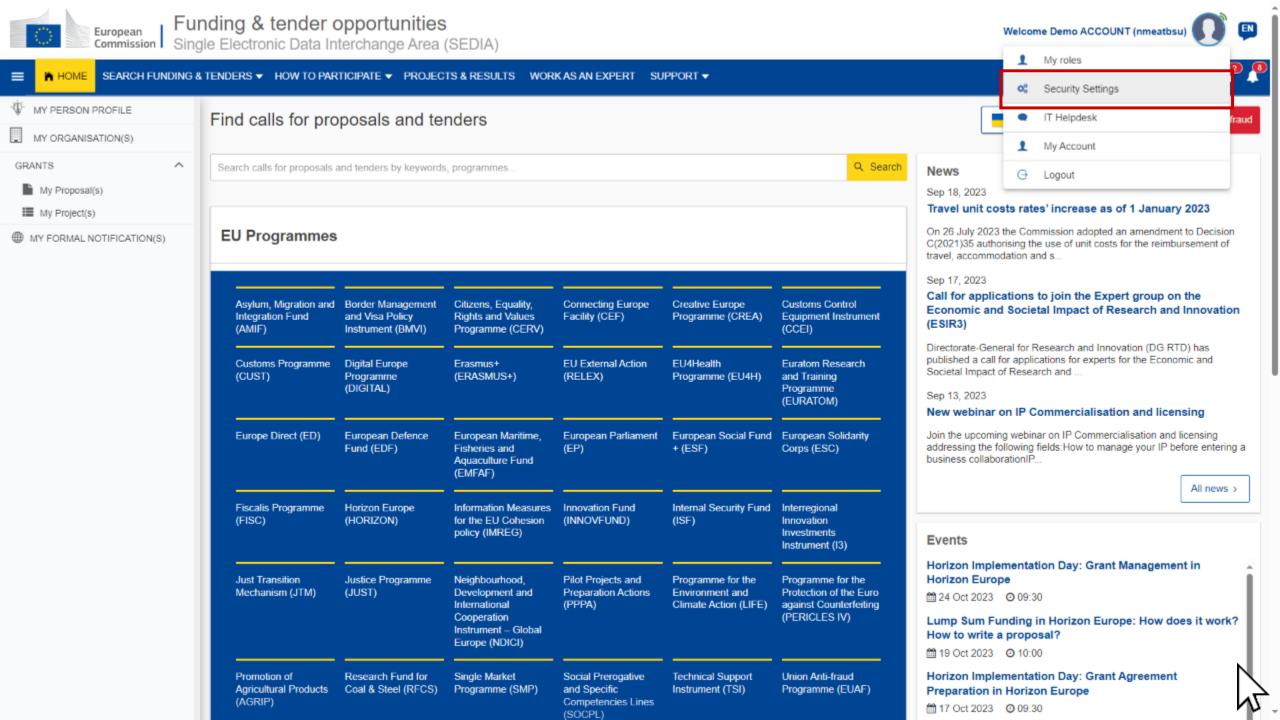


Enable 2-factor authentication

- 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
 - o 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")









2

😑 👘 HOME SEARCH FUNDING & TENDERS 🔻 HOW TO PARTICIPATE 🔻 PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT 🔻

W PERSON PROFILE	Security Settings
MY ORGANISATION(S)	
GRANTS ^	By default access to My Area is secured with a password You can increase the security by opting for 2-step verification. To access your projects, proposals and organisation data, you will then have to login with something you know (your password) and something you own (e.g. mobile phone or device).
MY FORMAL NOTIFICATION(S)	You will have to register your mobile phone or device as a second authentication factor before you can activate the 2-step verification for your account. More about 2-step verification is inactive for your account Activate
First	register your mobile device

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

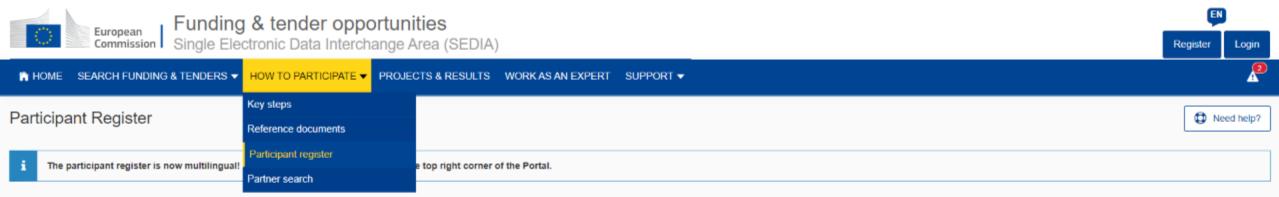
EU Login One account, many EU services	Where is ECAS? English (en)	~
	research requires you to authenticate	
	Sign in to continue	
	Welcome back	
	(European Commission)	
	Sign in with a different e-mail address?	
	Password	
	Lost your password?	
	Choose your verification method	
	EU Login Mobile App PIN Code 🗸	
	Password	
	EU Login Mobile App PIN Code	
	EU Login Mobile App QR Code Mobile Phone + SMS	
	Token	
	Token CRAM	
	Sign in	
Easy,	fast and secure: download the EU Login app	
	Brownlawd on the App Store Google Play	



2. Participant register

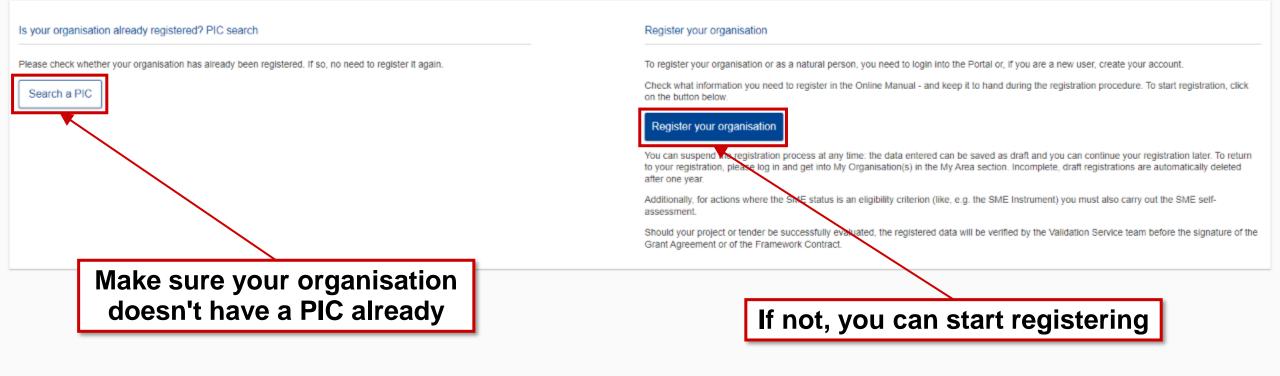
Participant Identification Code (PIC)





If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.



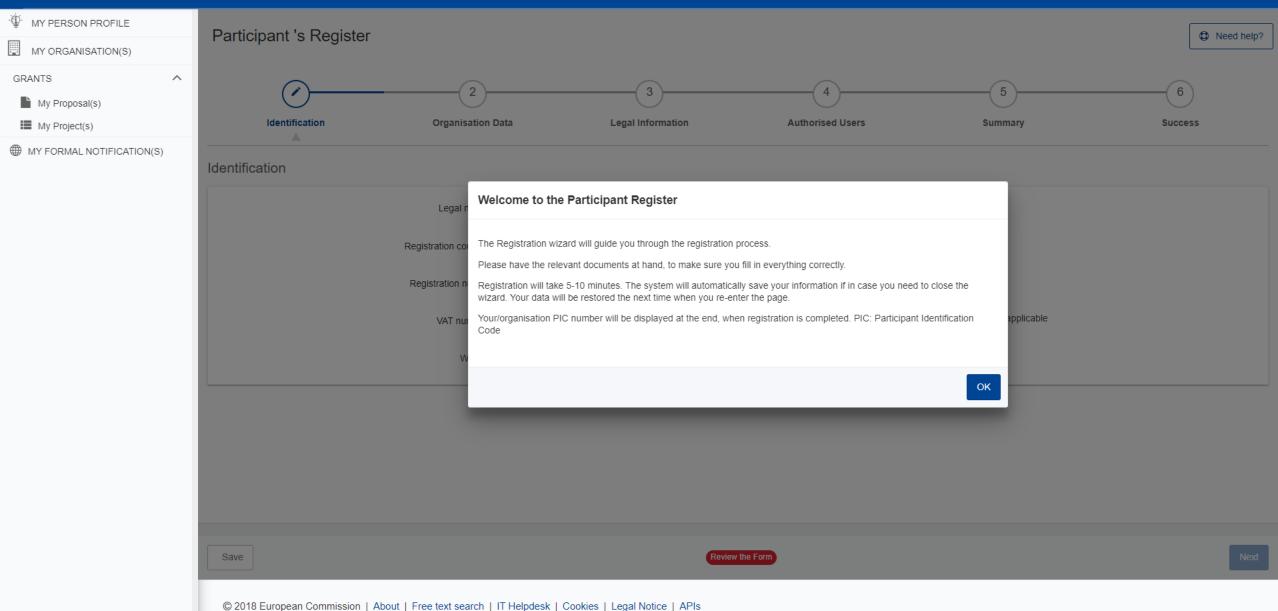


Commission Single Electronic Data Interchange Area (SEDIA)

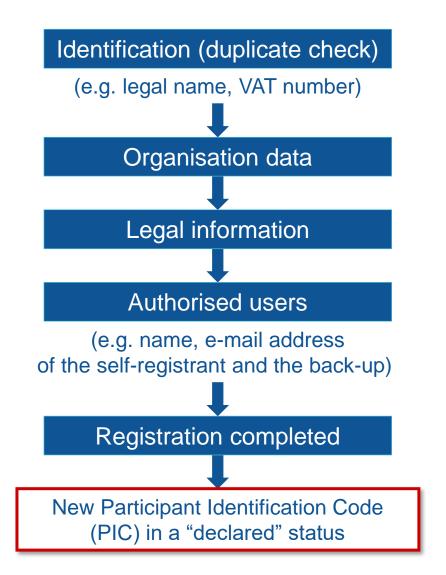
■ In HOME SEARCH FUNDING & TENDERS ▼ HOW TO PARTICIPATE ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

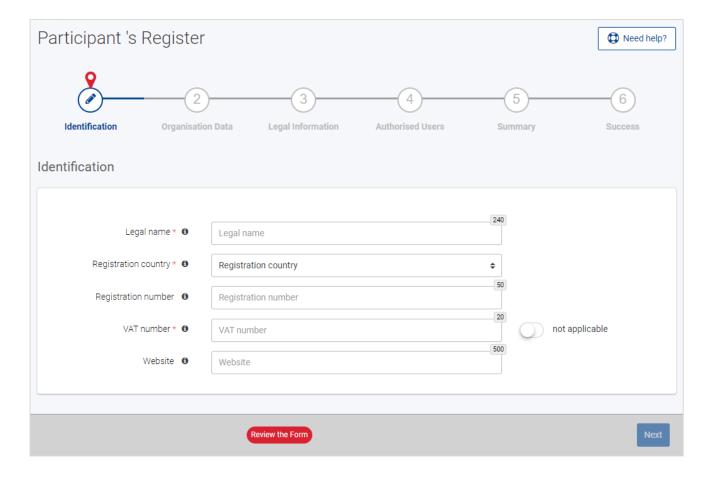


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How to register in the Participant Register







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

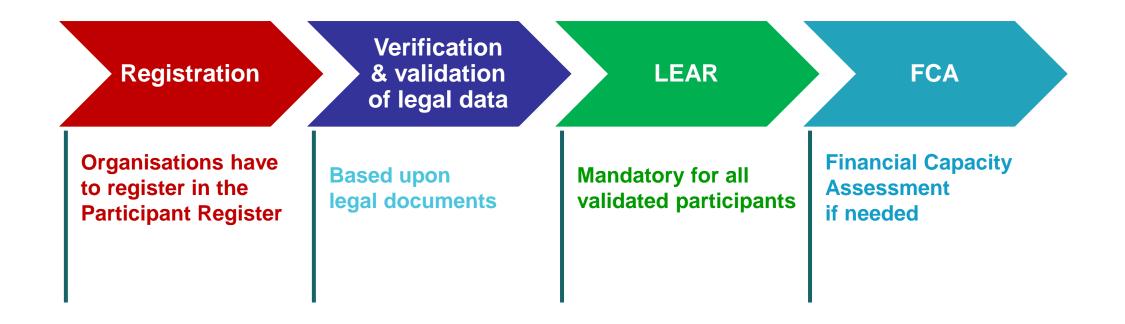


Legal validation

- 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



COMMUNICATION VIA PARTICIPANT REGISTER

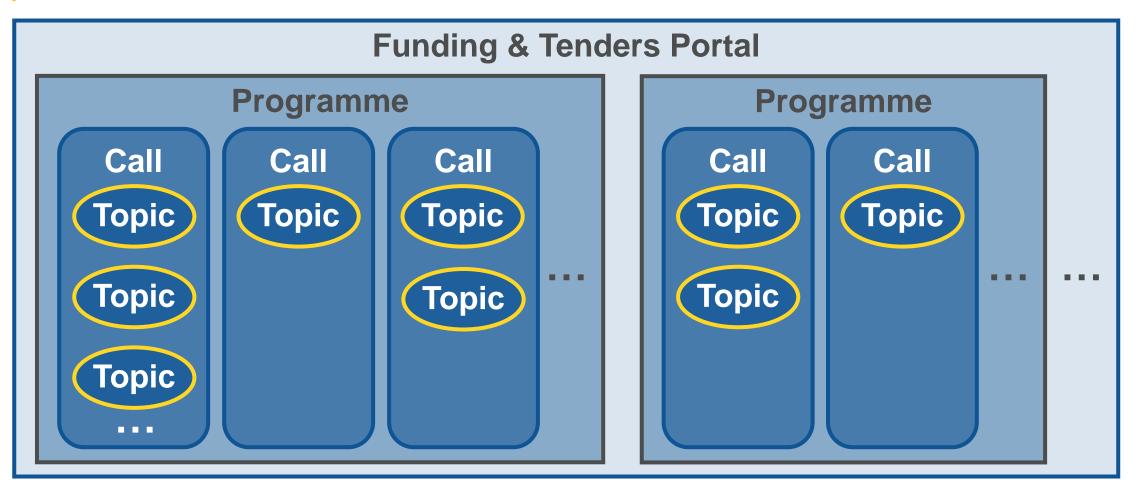


3. Search funding & tenders

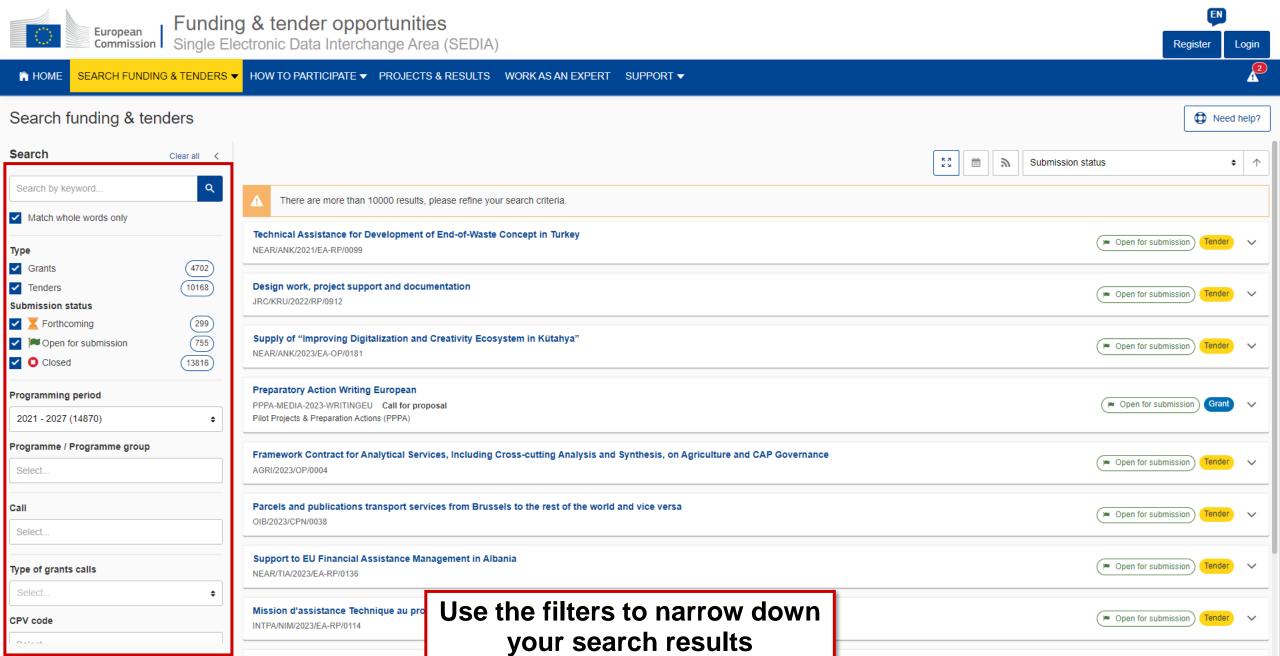
Browse the funding opportunities & find partners



EU funding: basic structure

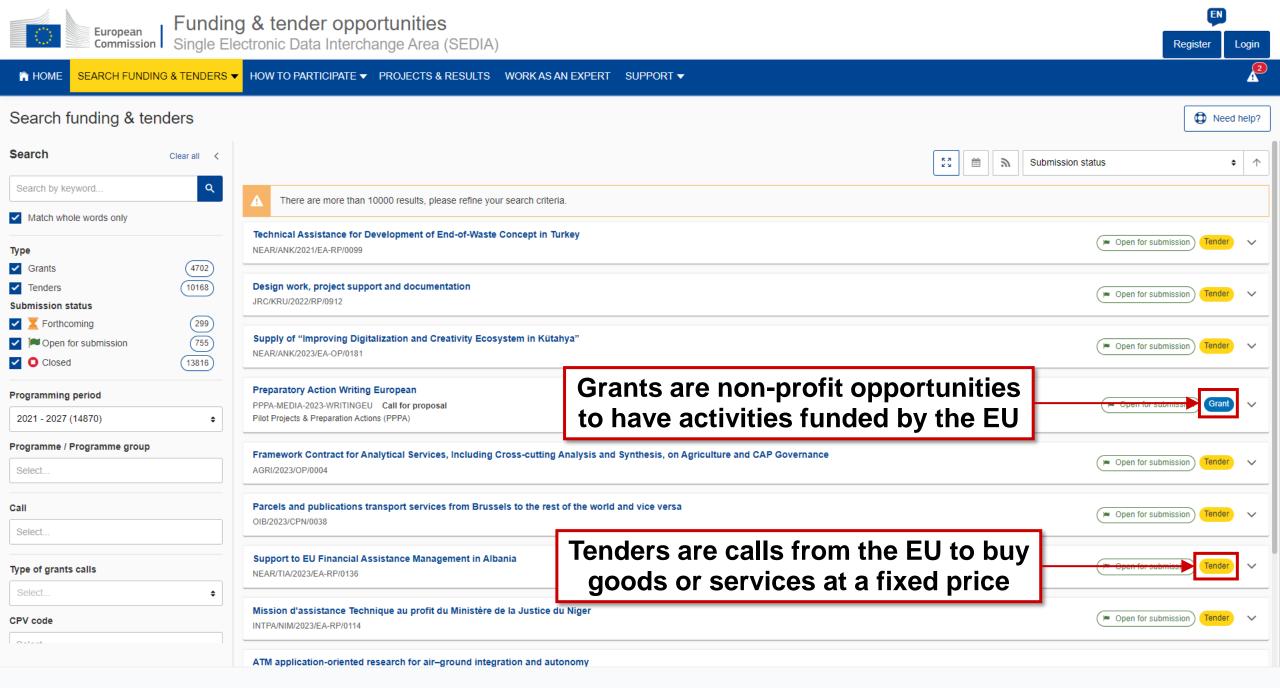


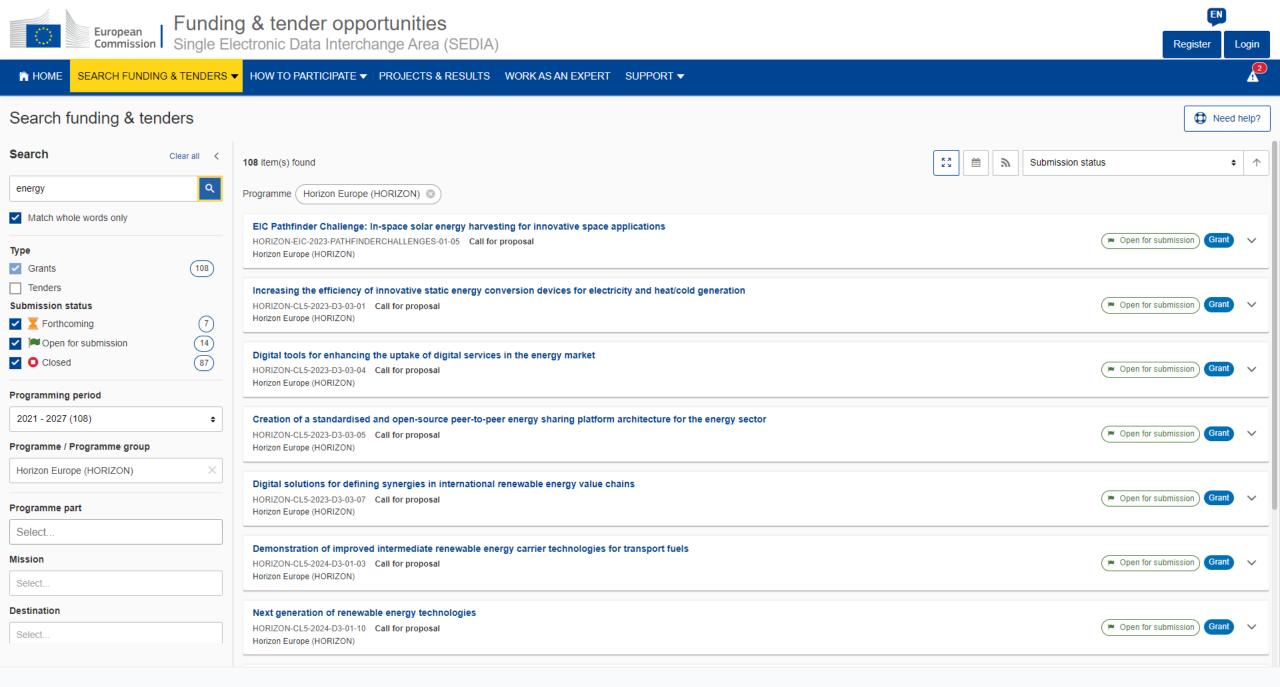




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ATM application-oriented research for







THOME SEARCH FUNDING & TENDERS V HOW TO PARTICIPATE V PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT V



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

HORIZON-CL5-2023-D3-03-01

Topic Call for proposal							
Internal navigation	<	General information					
General informations	1	Programme Horizon Europe Framework Programme (HORIZON)					
Topic description		Sustainable, secure and Descriptive information about the topic					
Destination Conditions and documents		Type of action HORIZON-RIA HORIZON Bee partner search announcements					
Partner search announcements Start submission		Deadline model Deadline date Deadline date 10 October 2023 17:00:00 Brussels time					
Topic related FAQ		Start submitting a proposal					
Get support	-	Find help related to this topic					
Call updates							
← Go back to search results		Projects are expected to develop further the harvesting of renewable energy in areas/conditions where other conversion systems are less efficient, less convenient or not possible. The results are expected to contribute to at least three of the outcomes in A and B					
		✓ Show more					
Topic destination							
		Sustainable, secure and competitive energy supply (2023/24)					
		This Destination includes activities targeting a sustainable, secure and competitive energy supply. In line with the scope of cluster 5, this includes activities in the areas of renewable energy; energy system, grids and storage; as well as Carbon Capture, Utilisation and Storage (CCUS).					
		The transition of the energy system will rely on reducing the overall energy demand and making the energy supply side climate neutral, in current and future climate conditions. R&I actions will help to make the energy supply side cleaner, more secure					
		V Show more					



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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

Topic Call for proposal

nternal navigation <	Topic conditions and documents
General informations	General conditions
Topic description	1. Admissibility conditions: described in Annex A and Annex E of the Horizon Europe Work Programme General Annexes
Destination	Proposal page limits and layout: described in Part B of the Application Form available in the Submission System
Conditions and documents	✓ Show more
Partner search announcements	
Start submission	Partner search announcements
Topic related FAQ	47 Searches of partners to collaborate on this topic
Get support	View / Edit
Call updates	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.
← Go back to search results	Start submission Deed help?
	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 MORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG] Start submission



THE REARCH FUNDING & TENDERS V HOW TO PARTICIPATE V PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT V



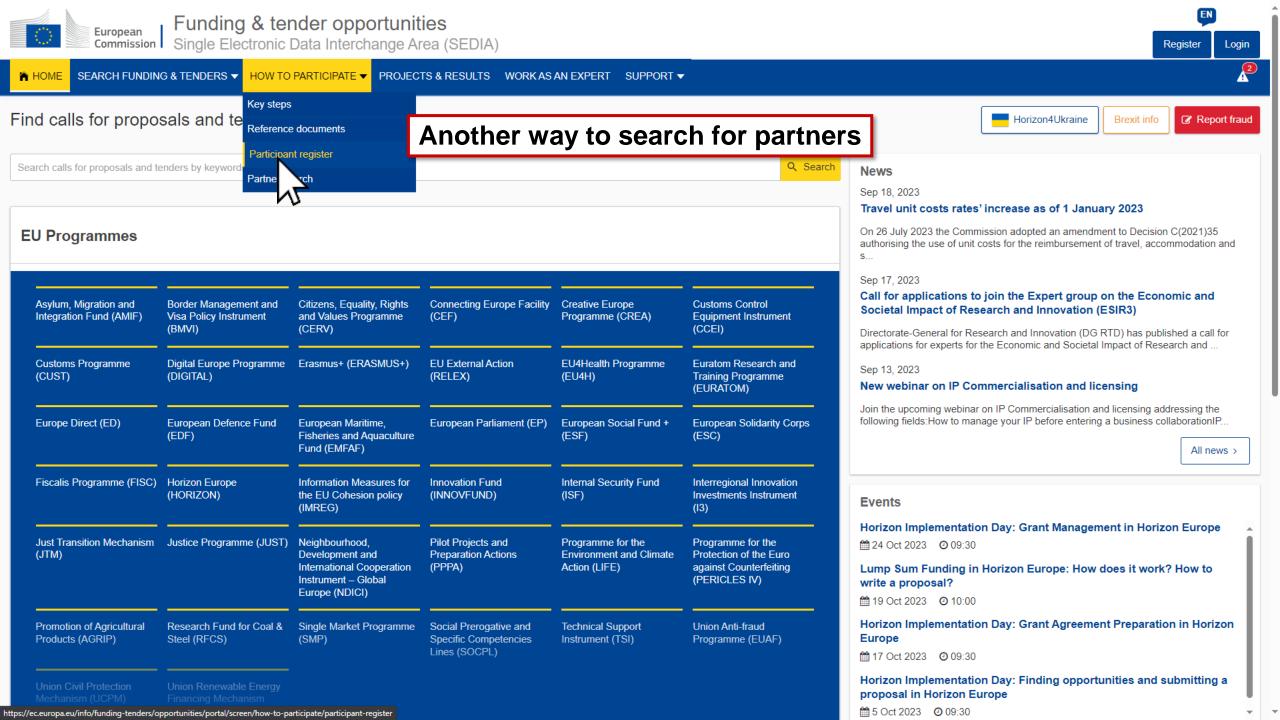
Partner search announcements for the topic

	Published				
g the efficiency of innovative static energy conversion devices city and heat/cold generation	Search by name, description		Expertise request, Expertise offer		Q Se
-CL5-2023-D3-03-01 offers requests	47 item(s) found		L Sort by		
·	TEGNOLOGY APS				Organisation 🖂 Conta
ck		vironmentally-friendly thermal energy harvesting generators eneration method. Within this call, our unique expertise will e			
	Organisation type	Small or medium-size enterprise	Type of request	Expertise request	
	Country		Request date	25 Jun 2023	
	Status	Published			
	PEOPLE IN FOCUS				Organisation 🖂 Cont
	People in Focus, NGO from Albani	ia, works in fields such as Good governance, Youth and inte of well-known experts with experience in local and regional p			
	People in Focus, NGO from Albani our team is composed of a group of				
	People in Focus, NGO from Albani our team is composed of a group of know- how and networking.	of well-known experts with experience in local and regional p	projects in Western Balkan and international one	es. As a partner we assure our commitment	



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







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Partner search

Organisations Persons		Adv	anced search
Programme / Topic			
Programme		Торіс	
Select a Programme	~	Select a Topic	~
Location			
Country		City 0	
Select a Country	~	Type a City	
Organisation		Person profile	
Organisation type		Professional profile	
Select an Organisation type	\sim	Select a Professional profile	~

EN Register Login 2



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LU	1 0	IIIU		ч

My organisations

Go back to search results

Belgium	Dutch	Login Contact that person
Education (1)		
KATHOLIEKE UNIVERSITEIT LEUVEN Belgium	Master 1994	Bio-engineer in chemistry

EN

Login

2

My organisations (3)

Name 🗢	Туре 🗢	Status 🗢	Country 🗢	City 🗢	No. of Projects 🗢
150123_AD_PP_Registration001	Research Organisation	VALIDATED	Belgium	DIEGEM	0
NCP Test Company B	SME	VALIDATED	Estonia	Test City	0
ACCTEST	Other	DECLARED	Belgium	Brussels	0

EU Funding (3)

	Title 🗢	Acronym 🗢	Programme 🗢	Project ID 🗢
--	---------	-----------	-------------	--------------

EN

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	Olivier MARGANNE Edit the information visible on your person profile	
MY ORGANISATION(S)	Olivier.MARGANNE@ext.ec.europa.eu	
GRANTS ^		
My Proposal(s)	Vour profile is public Last updated on 20/06/2022 16:22:	8
My Project(s)		
PROCUREMENT ^	This tool is not for the management of expert CV. Expert CV can be managed from My Expert Area.	
My Contract(s)My CFT Subscriptions(s)	Personal Education Publications Employment My organisations EU funding Documents	
TECHNICAL SUPPORT INSTRU	Personal details 🥜 Edit	•
Monitor requests	Title Ma	0
Monitor projects		
MY FORMAL NOTIFICATION(S)	Gender Man	0
₩ EXPERTAREA	Nationality Belgium	•
	Email Olivier.MARGANNE@ext.et Decide if a whole section should be	2
	Keywords and Edit visible or not, or fine-tune the visibility	2
	Computer games [Video-G down to every individual field	
	Personal links 🕜 Edit	
	No personal links added yet Add your Linkedin, Facebook, Instagram	
	© 2018 European Commission About Free text search IT Helpdesk Cookies Legal Notice APIs	



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Mr. Olivier MARGANNE

2

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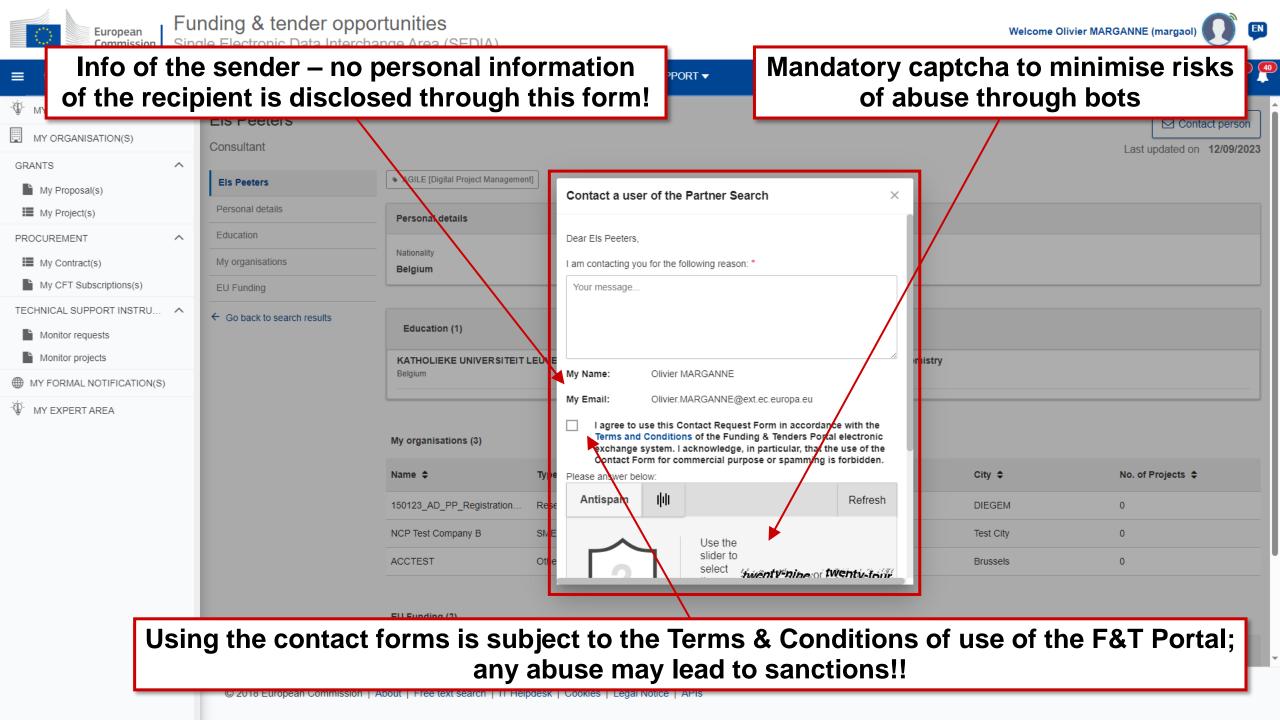
Login

Register



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!



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)





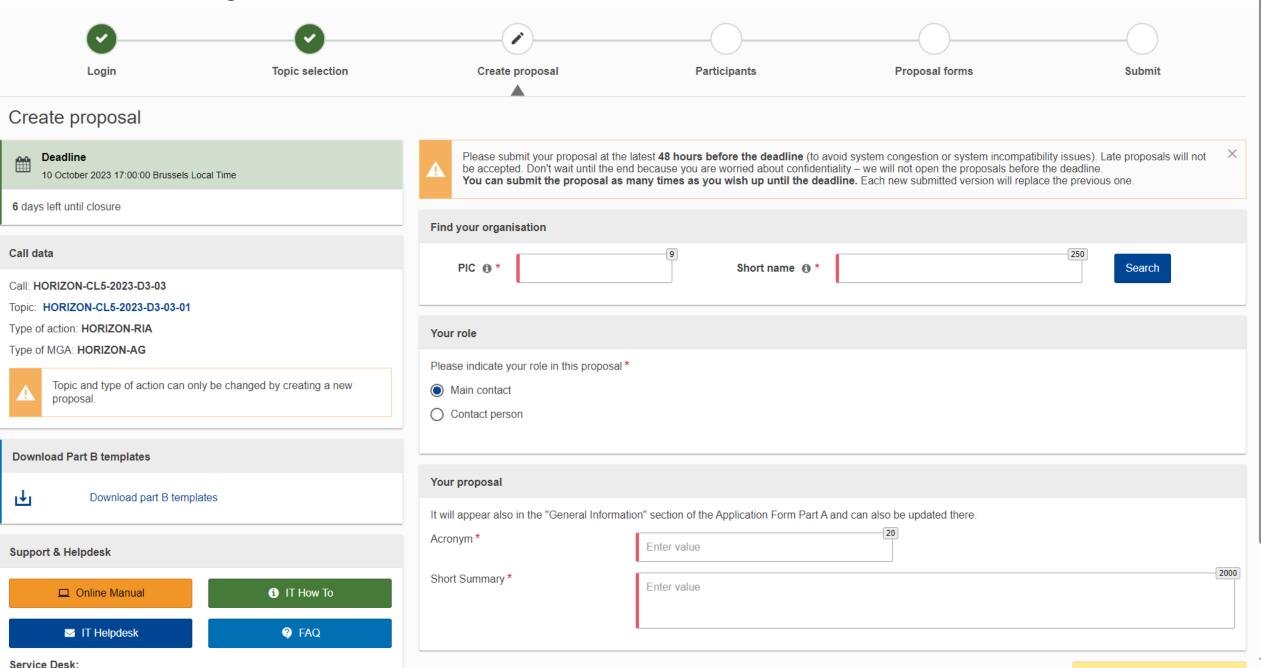
26

The Home Search Funding & Tenders ▼ How to participate ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

W PERSON PROFILE	Increasing the efficiency of	of innovative static energy conversion devices for electricity and heat/cold generation		
MY ORGANISATION(S)	HORIZON-CL5-2023-D3-03-01			
GRANTS ^	Topic Call for proposal			
My Project(s)	Internal navigation <			
MY FORMAL NOTIFICATION(S)	General informations	Partner search announcements		
	Topic description	47 Searches of partners to collaborate on this topic		
	Destination	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		
	Conditions and documents			
	Partner search announcements	Start submission	D Need help?	
	Start submission		••••••••	
	Topic related FAQ	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.		
	Get support			
	Call updates	Please select the type of your submission:		
	← Go back to search results	HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG] Start submission		
		Topic related FAQ 2 item(s) found	Search	
		 Under topic HORIZON-CL5-2023-D3-03-01, are the results expected to contribute and cover at least three technologies from A or B only, or B only, or three	gies from A and B toget	
		The text specifies: "The results are expected to contribute to at least three of the outcomes in A and B", thus outcomes should address at least 1A & amp; 2B or 2A & amp; 1 B.		

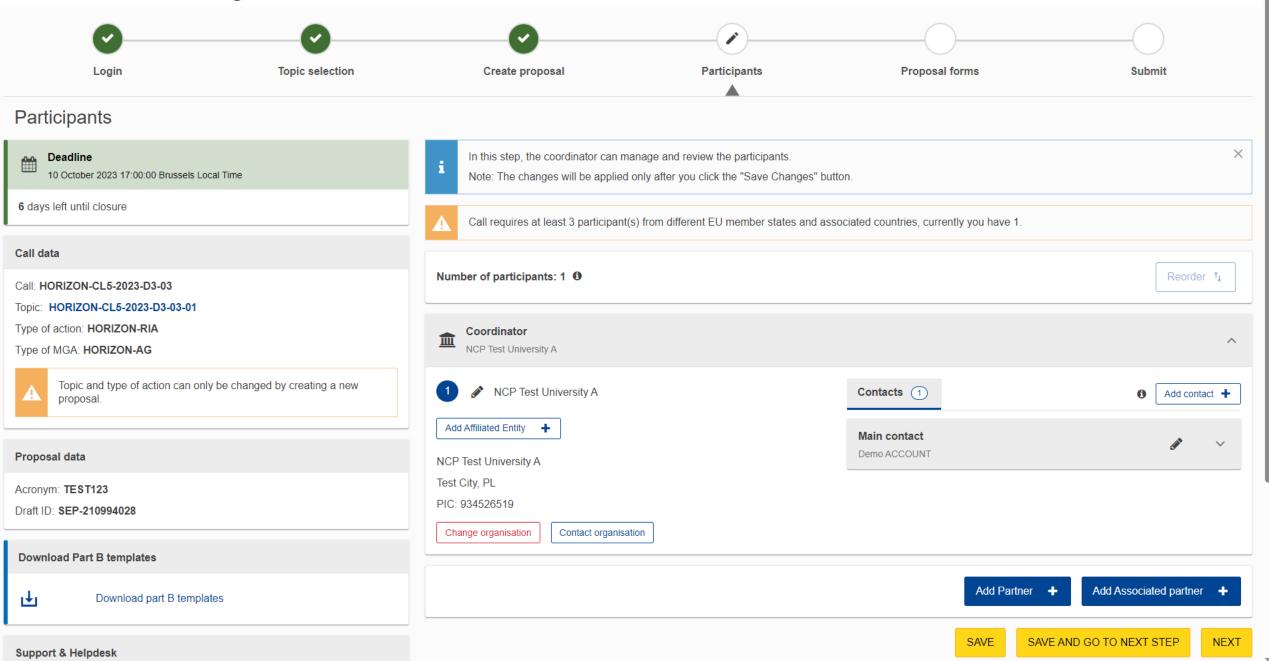
Commission Funding: Submission Service





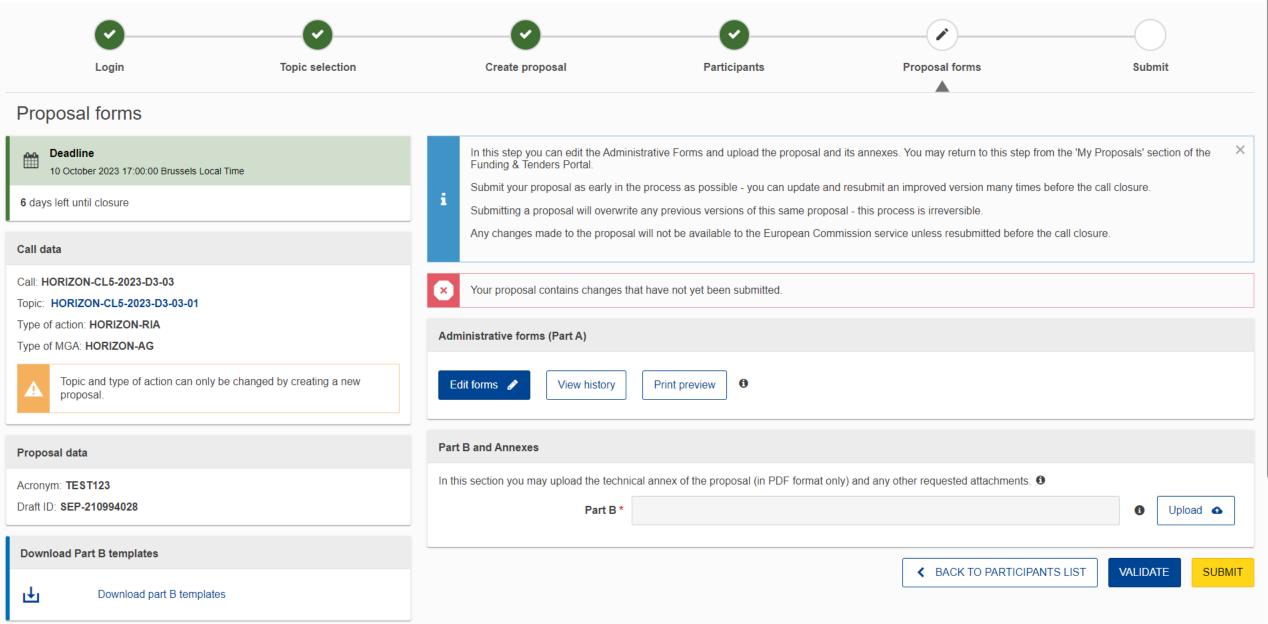
Commission Funding: Submission Service











How about for Decentralised Actions? Get an OID

Such as for the International Credit Mobility Action

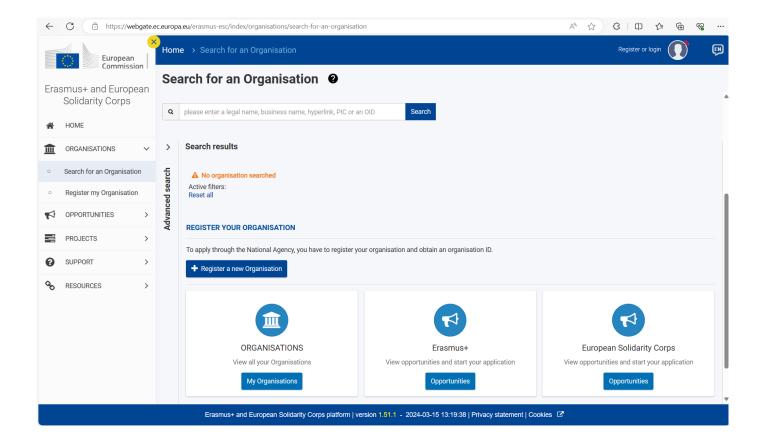


OID \rightarrow Centralised Actions \rightarrow Erasmus+ and European Solidarity Corps page

\leftarrow	С	https://webg	gate.e	c.europa.eu/erasmus-esc/index/ A ^N 🏠 🗘 🗇 😭 😪 …				
	\sim	European Commission	×	Home Register or login				
Era		+ and Europea arity Corps		Welcome to Erasmus+ and European Solidarity Corps page!				
*	HOME			Here you can apply for Erasmus+ and European Solidarity Corps actions managed by the Erasmus+ National Agencies. Before starting, please familiarise yourself with the Erasmus+ programme guide[7] or European Solidarity Corps programme guide[7].				
Î	ORGAN	VISATIONS	~	In section "Opportunities" below you can browse open calls and apply. Please note that to start your application you will need to register or login with your EU Login credentials. Check our applicant and beneficiary guides 🖪 for complete step-by-step guidelines.				
0	Search	n for an Organisatior	n	More information				
0	Regist	er my Organisation		If you need more information about the Erasmus+ programme, please visit the programme home page 🖪. If you are looking for information about the European Solidarity Corps, please visit				
1	OPPOI	RTUNITIES	>	European Youth Portal 🖸				
	PROJE	ECTS	>	Looking for support or have further questions?				
0	SUPPO	DRT	>	Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the list of contacts 🗗 in the Support menu.				
ø	RESOL	JRCES	> Do you need support in applying for European Solidarity Corps? Please visit "Contact us" page [7] on European Youth Portal.					
				OPPORTUNITIES See a list of opportunities for Erasmus+ and European Solidarity Corps under the links below.				



Register your Organisation







Am I really supposed to remember all this?



OID Support

\leftarrow	C 🖒 https://webgate.e	c.europa.eu/erasmus-esc/index/organisations/register-my-organisation A 🗘 🗘 🗅 🗲 🔂 😵	
	European Commission	Home > Prerequisites for organisation registration Register or login	P
Era	asmus+ and European Solidarity Corps	Prerequisites for organisation registration	4
Â	HOME	WHY DO I NEED TO REGISTER MY ORGANISATION?	
	ORGANISATIONS V	To submit an application or become a partner in a project, you will need an Organisation ID. You can get your Organisation ID if you fill in a simple form proving some basic information about your organisation.Please note that organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have automatically assigned an Organisation ID.	
0	Search for an Organisation Register my Organisation	WHAT ARE THE PREREQUISITES FOR ORGANISATIONS REGISTRATION?	
R		The organisation registration goal is to create a unique identifier for every organisation - applicant, beneficiary or partner - participating in the programme. That's why before you register your organisation, it's essential to check whether your organisation already exists in the system. Please use the search field below and type in either the legal name, business name, an organisation website hyperlink, PIC or an OID number to check whether your organisation exists.	
	PROJECTS >	Upload of forms required by the programme As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be	
0	SUPPORT V	downloaded from the Forms for EU contracts [▲] page.	
0	Guides	CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM	
ď	Erasmus+: List of National Agencies	Q please enter a legal name, business name, hyperlink, PIC or an OID Search	
ď	European Solidarity Corps: List of National Agencies		
GO GO	RESOURCES V		
0	Additional resources		

European Commission

Find support inside the platform

Need help?

European Commission Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)			
HOME SEARCH FUNDING & TENDERS - HOW TO PARTICIPATE - PROJECTS & RESULTS WORK AS AN EXPERT	SUPPORT -		
	Support overview		
Find calls for proposals and tenders	Guidance & Manuals		
	FAQ		
Search calls for proposals and tenders by keywords, programmes	Helpdesk & Support Services	A Search	
	Support videos		

- Guidance & Manuals
 - Access the Online Manual (guide for business processes)
 - Access the IT How To 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.

