



EUROPEAN UNION

The Funding & Tenders Opportunities Portal (FTOP): what you need to know

Erasmus+

Enriching lives, opening minds

2021-2027



1. EU Login

Creating your personal account



Create a new EU Login account

- Click on the "Create Account" 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!

The screenshot displays the EU Login website interface. At the top, the header includes the text "EU Login" and "One account, many EU services". A language selector is set to "English (en)". Navigation links for "Create an account" and "Login" are visible. The main content area features a sidebar with links for "About EU Login", "Cookies", "Privacy Statement", and "Help". The main text reads "Introduction to EU Login." and explains that EU Login is the European Commission's user authentication service. Below this, a dark blue footer contains additional navigation links, the European Union logo, and the text "Powered by European Union".

The second part of the screenshot shows the "Create an account" form. It includes a link for "Help for external users" and input fields for "First name", "Last name", "E-mail", and "Confirm e-mail". There is also a dropdown menu for "E-mail language" set to "English (en)". A checkbox at the bottom states: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". The form concludes with "Create an account" and "Cancel" buttons.

Personalised access to the user account

Thabeng Rapitso
n0092pwb



EN

My Person Profile

My Formal Notification(s)

My Task(s)



Personalised access to the IT tools

Discover the funding & tenders opportunities

Find out how to participate by following [these key steps](#).

Find calls for proposals

Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

Find calls for tenders

Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

View projects and results

Browse through EU funded projects and learn about the results. Invest in opportunities and get inspired by the highlights and success stories.

Work as an expert

Proposals and projects need evaluations, monitoring and domain-specific knowledge advice from experts.

- My Person Profile**
- My Formal Notification(s)
- My Task(s)

Home > My Profile

Edit the information visible on your person profile

Thabeng RAPITSO

jay.t@live.co.uk

Import from OrCID

This tool is not for the management of expert CV. Expert CV can be managed from My Expert Area.

✔ Your profile is public Last updated on 27/09/2024 10:00:04

- About me**
- Education
- Work experience
- Publications

Decide if a whole section should be visible or not, or fine-tune the visibility down to every individual field

Personal details

Date of birth 23/06/1986

City of birth Machoaboleng

Country of birth Lesotho

Private

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Personal details

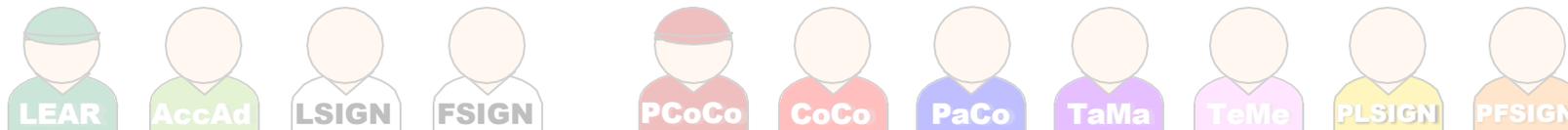
Date of birth 23/06/1986
City of birth Machoaboleng
Country of birth Lesotho

Private [Visibility Icon]

Personalised services

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

1. 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.



Manage your EU Login account

- My roles
- Security Settings
- IT Helpdesk
- My Account**
- Logout



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My Account



My account details



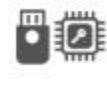
Configure my account



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**")



- My Person Profile
- My Formal Notification(s)
- My Task(s)

- My roles
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Security Settings

Need help?

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).

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](#)

2-step verification is **inactive** for your account

Activate

First register your mobile device...

...then activate the 2-step authentication

Confirmation of activation

Europa / Funding & Tenders Portal notification

Dear Funding & Tenders Portal User,

You activated [2-step verification](#) 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 [IT helpdesk](#) 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

This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message X

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

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**

Download on the App Store | GET IT ON Google Play | Get it from Microsoft

2. Participant register

Participant Identification Code (PIC)



- My Person Profile
- My Formal Notific
- My Task(s)

- Calls for proposals
- Participant register
- Partner search
- EU programmes
- Funding updates
- Horizon4Ukraine



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-  My Formal Notification(s)
-  My Task(s)

[Home](#) > [Funding](#) > [Participant Register](#)

Participant Register



The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

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.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

 [Find a registered organisation](#)

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below:

-  My Person Profile
-  My Formal Notification(s)
-  My Task(s)

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 [Register your organisation](#)

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Share this page

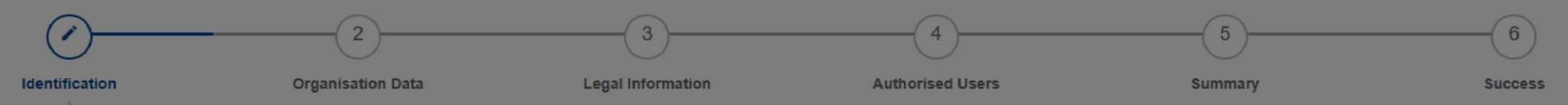
-  X
-  Facebook
-  LinkedIn
-  Telegram



- MY PERSON PROFILE
- MY ORGANISATION(S)
- GRANTS
 - My Proposal(s)
 - My Project(s)
- MY FORMAL NOTIFICATION(S)

Participant 's Register

Need help?



Identification

Welcome to the Participant Register

The Registration wizard will guide you through the registration process.

Please have the relevant documents at hand, to make sure you fill in everything correctly.

Registration will take 5-10 minutes. The system will automatically save your information if in case you need to close the wizard. Your data will be restored the next time when you re-enter the page.

Your/organisation PIC number will be displayed at the end, when registration is completed. PIC: Participant Identification Code

OK

Legal n

Registration co

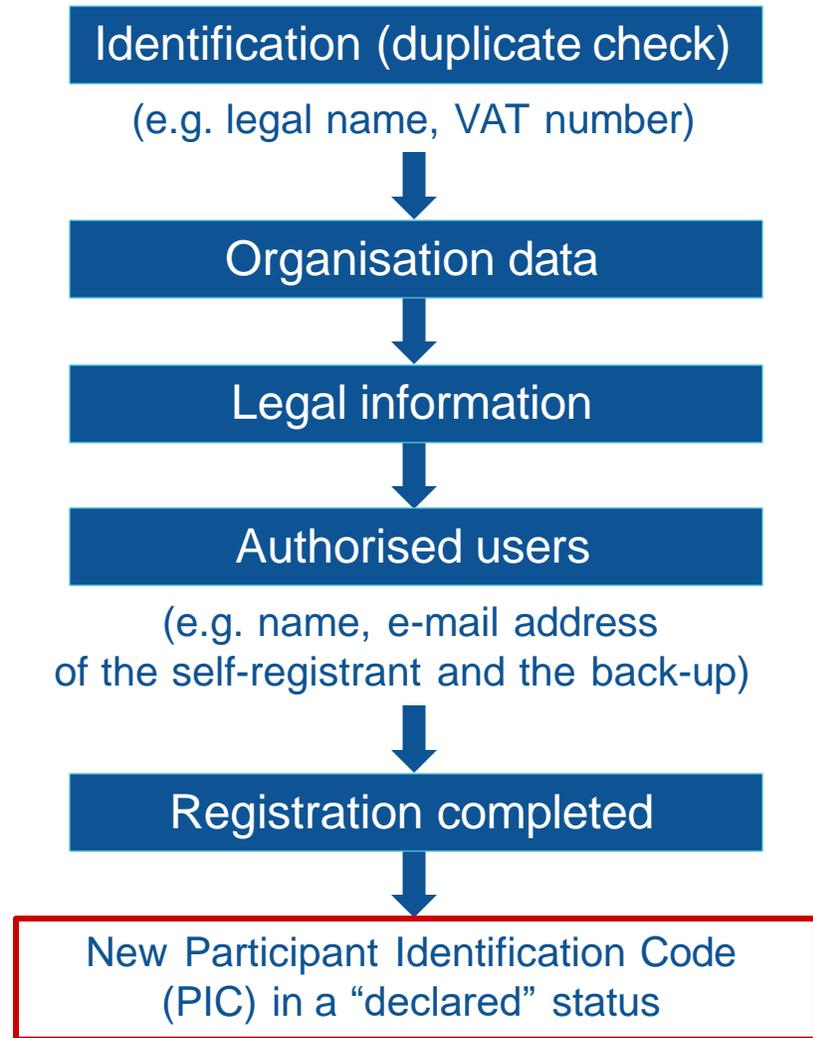
Registration n

VAT nu

W

applicable

How to register in the Participant Register



The screenshot shows the 'Participant's Register' interface. At the top, there is a progress bar with six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. A 'Need help?' link is in the top right corner.

The 'Identification' section contains the following fields:

- Legal name * (240 characters)
- Registration country * (dropdown menu)
- Registration number * (50 characters)
- VAT number * (20 characters) with a toggle switch labeled 'not applicable'
- Website * (500 characters)

At the bottom, there are two buttons: 'Review the Form' (red) and 'Next' (blue).

Participant Register

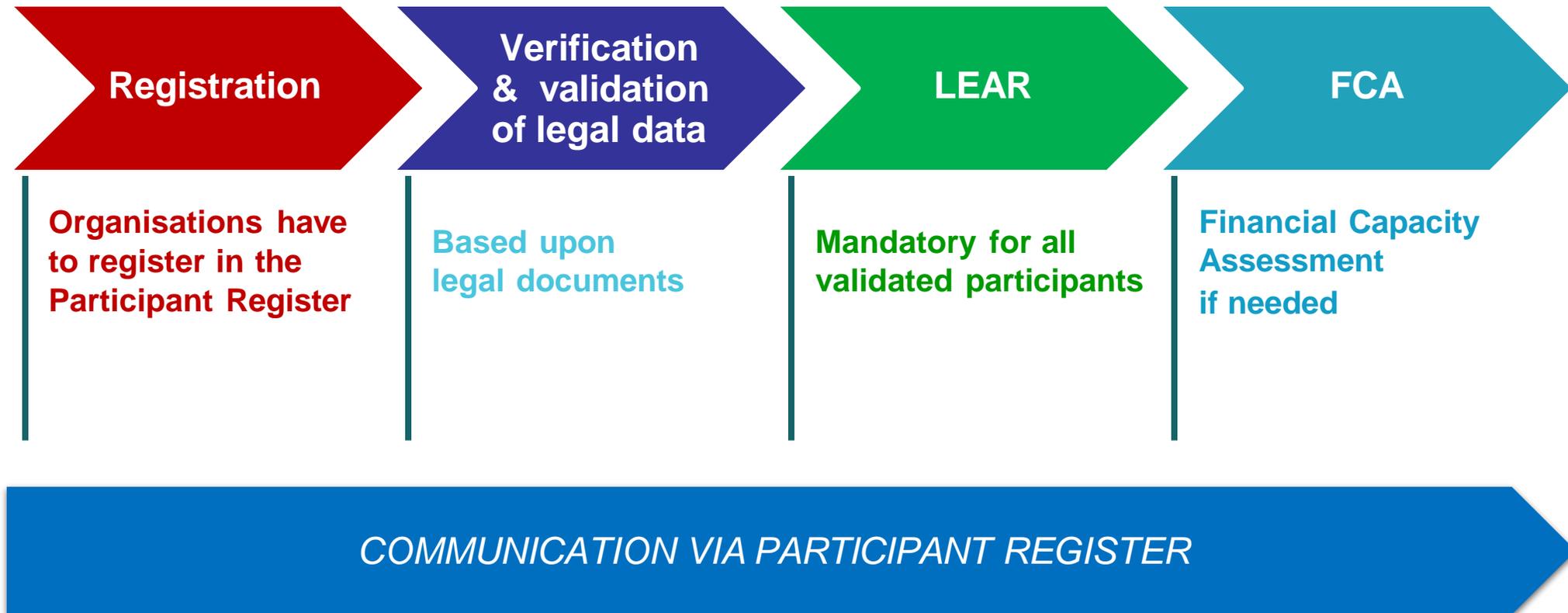
- The person who registers an organisation receives the **Self-Registrant role**: this person is the **contact person with the Commission services** for this organisation **until a LEAR is appointed**
- When the registration is completed, the PIC number is **provisional**, meaning that the submitted 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 the 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 participation in EU grant and procurement actions
- Validation is required for **all beneficiaries and affiliated entities** (linked third parties under Erasmus+ projects)

Validation Process Overview



3. Search funding & tenders

Browse the funding opportunities & find partners





- Calls for proposals
- Participant register
- Partner search
- EU programmes
- Funding updates
- Horizon4Ukraine

ing > Calls for proposals > National Academic Recognition Information Centres (NARIC)

Academic Recognition Information Centres (NARIC)

ERASMUS-EDU-2024-NARIC

or proposal

General information

Programme

Erasmus+ (ERASMUS+)

Call

European Higher Education Area (EHEA) and National Academic Recognition Information Centres (NARIC) (ERASMUS-EDU-2024-EHEA-NARIC)

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

[Open For Submission](#)

Deadline model

single-stage

Opening date

19 September 2024

Deadline date

18 December 2024 17:00:00 Brussels time

-  My Person Profile
-  My Formal Notification(s)
-  My Task(s)

Filters

Quick search









- 3 item(s) found
- Programme: **Erasmus+ (ERASMUS+)**

National Academic Recognition Information Centres (NARIC) 

ERASMUS-EDU-2024-NARIC | Call for proposal
Opening date: **19 September 2024** | Next deadline: **18 December 2024** | Single-stage

Programme: **Erasmus+ (ERASMUS+)** | Type of action: **ERASMUS Lump Sum Grants**
- European Higher Education Area (EHEA)** 

ERASMUS-EDU-2024-EHEA | Call for proposal
Opening date: **19 September 2024** | Next deadline: **18 December 2024** | Single-stage

Programme: **Erasmus+ (ERASMUS+)** | Type of action: **ERASMUS Lump Sum Grants**
- Erasmus Charter for Higher Education** 

ERASMUS-EDU-2022-ECHE-CERT-FP | Call for proposal
Opening date: **23 February 2022** | Next deadline: **28 January 2025** | Multiple Cut-off

Use the filters to narrow down your search results

National Academic Recognition Information Centres (NARIC)

ERASMUS-EDU-2024-NARIC

Topic Call for proposal

Navigation area

Internal navigation

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and do...
- Budget overview

General information

Programme
Erasmus+ (ERASMUS+)

Call
[European Higher Education Area \(EHEA\) and National Academic Recognition Information Centres \(NARIC\) \(ERASMUS-EDU-2024-EHEA-NARIC\)](#)

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- My Person Profile
My Formal Notification(s)
My Task(s)

Partner search announcements for the topic

+ Add

Topic information
National Academic Recognition Information Centres (NARIC) ID
ERASMUS-EDU-2024-NARIC
Expertise offers: 10
Expertise requests: 0

Published Withdrawn

Search by name, description... Expertise request, Expertise offer Search

10 item(s) found Sort by

ALTERCONTACTS Organisation Contact
AlterContacts is a Think Tank for Sustainable Development comprised of 300 experts in 42 countries. Awarded two Erasmus+ grants. It has a Special Consultative Status with the United Nations. The UN recommends our methods as SDG Good Practices. Together with Higher Education Institutions and vocational schools, we have done several bottom-up projects dedicated to improving student and staff mobility, and international cooperation with a wide range of relevant stakeholders.
Organisation type: Private for profit organisation
Country: Netherlands
Type of request: Expertise offer
Request date: 09 Oct 2024
Status: Published

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

-  My Person Profile
-  My Formal Notification(s)
-  My Task(s)

Home > Funding > Partner search

Partner search

Filters

Quick search

  Match whole words only

Type 

Erasmus+ (E... 

Topic 

Country 

All filters

6629 item(s) found

Programme Erasmus+ (ERASMUS+) 

 Newest  

Carmen GARCÍA MÉNDEZ	Person
Projects: 1 Partner search announcements: 0	"Organisation" and "Person" profiles are clearly indicated
GEA - SOCIETA COOPERATIVA SOCIALE Small or medium-size enterprise PADOVA  Italy	Organisation
Projects: 0 Partner search announcements: 6	
Marvin KASTNER	Person

- My Person Profile
- My Formal Notification(s)
- My Task(s)

Home > Funding > Partner search > Carmen GARCÍA MÉNDEZ

Carmen GARCÍA MÉNDEZ

Last updated on 25/10/2024

Internal navigation

- My organisations
- EU Funding

My organisations

2 item(s) found

Filter...

COMUNIDAD DE MADRID

34 Project(s)
Type Public Organisation

Validated

IES MANUEL DE FALLA

0 Project(s)
Type Private for profit organisation

Declared

My projects

1 item(s) found

Filter...

EUducation Matters

EUM

Contact person [Hand icon]

Contact a user of the Partner Search



Dear Carmen GARCÍA MÉNDEZ,

I am contacting you for the following reason: *

Your message...

My Name:

Thabeng Rapitso

My Email:

jay.t@live.co.uk

I agree to use this Contact Request Form in accordance with the [Terms and Conditions](#) of the Funding & Tenders Portal electronic exchange system. I acknowledge, in particular, that the use of the Contact Form for commercial purpose or spamming is forbidden.

Please answer below:

Antispam **Audio version** Refresh



Select the number **29** or **twenty-four** by moving the slider.

Contact person

Filter... [Search icon]

Validated

Declared

Filter... [Search icon]

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!**

View your notifications

- My Person Profile
- My Formal Notification(s)
- My Task(s)



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Find calls for te
Find business op
institutions, bodie

Work as an exp
Proposals and pro
knowledge advice

Notifications 12

- 30/09/2024**
PDM-URF Calls
RE: PIC No 878987035 - PIC validation - Completed
[Mark as read](#)
- 17/09/2024**
PDM-URF Calls
RE: PIC No 878987035 - Documents submitted
[Mark as read](#)
- 16/09/2024**
PDM-URF Calls
RE: PIC No 878987035 - Documents submitted
[Mark as read](#)
- 11/09/2024**
PDM-URF Calls
PIC validation - Request for documents PIC : 878987035
[Mark as read](#)
- 31/07/2024**
PDM-URF Calls
LEAR appointment - Missing documents - Reminder
[Mark as read](#)
- 15/07/2024**
PDM-URF Calls
RE: PIC No 878987035 - Documents submitted
[Mark as read](#)

Manage notifications



Home

Funding ▾

Procurement ▾

Projects & results ▾

News & events ▾

Work as an expert

Guidance & documents ▾

Search...



My area

 My profile ^

 F&T user profile

 Content centre ^

 **Notifications**

 Subscriptions

 Bookmarks

 Saved searches

 Formal notifications

 Tasks

[Home](#) > [Content centre](#) > [Notifications](#) > [Generic](#)

Notifications

 Preferences

Generic 12

Subscriptions 0

12 results found



Filter



Date



[RE: PIC No 878987035 - PIC validation - Completed](#)

Mon, 30/09/2024 - 14:46:33 [GMT+2]

Source **PDM-URF Calls** | Priority  **High**

New

[RE: PIC No 878987035 - Documents submitted](#)

Tue, 17/09/2024 - 09:55:06 [GMT+2]

Source **PDM-URF Calls** | Priority  **High**

New

[RE: PIC No 878987035 - Documents submitted](#)

Mon, 16/09/2024 - 16:26:16 [GMT+2]

Source **PDM-URF Calls** | Priority  **High**

New



Help!

Am I really supposed to remember all this on FTOP?



Need help?

- [Guidance & Manuals](#)

[Guidance & Manuals | EU Funding & Tenders Portal](#)

- [Online Manual - Online Manual - Funding Tenders Opportunities](#)
- [IT How to - IT How To - Funding Tenders Opportunities](#)
- [ithowtowiki introduction_lowRes.mp4](#)

Thank you!



Please contact us at: EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu
rapitso.thabeng@hotmail.com

