



EUROPEAN UNION

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

Erasmus+

Enriching lives, opening minds

2021-2027



National  
Focal Points



# 1. EU Login

Creating your personal account



EUROPEAN UNION

# 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 'EU Login' logo with the tagline 'One account, many EU services', a language selector set to 'English (en)', and buttons for 'Create an account' and 'Login'. A central white box contains an 'Introduction to EU Login' section, explaining that it is the European Commission's user authentication service. Below this, a dark blue footer bar features links to 'About EU Login', 'Cookies', 'Privacy Statement', and 'Help', along with 'European Union' and 'EU institutions' links, a timestamp '9:10:19-dn3p | 1 ms', and the 'Powered by European Union' logo. The main content area is titled 'Create an account' and contains a form with the following fields: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (set to 'English (en)'). A checkbox for acknowledging the privacy statement is located below the language field. At the bottom of the form are 'Create an account' and 'Cancel' buttons.

**Personalised access  
to the user account**

Thabeng Rapitso  
n0092pwb



EN




  Home Funding ▼ Procurement ▼ Projects & results ▼ News & events ▼ Work as an expert Guidance & documents ▼

Search...



2

0

 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.



Edit the information visible on your person profile

Home > My 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

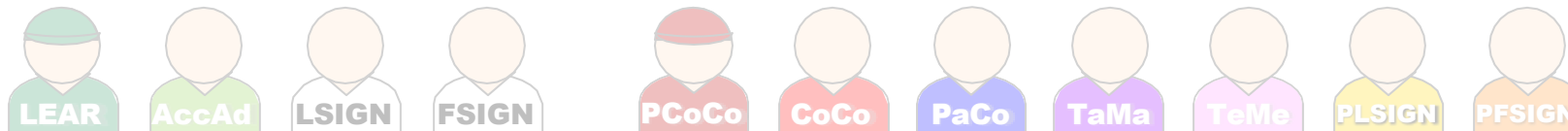
Country of birth Lesotho



# 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.



# 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**")





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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](#)








# Manage your EU Login account



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n0092pwb



EN

-  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**




# 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)



[Calls for proposals](#)

[Participant register](#)

[Partner search](#)

[EU programmes](#)

[Funding updates](#)

[Horizon4Ukraine](#)



the funding & tenders opportunities

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## 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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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.

 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



Facebook



LinkedIn

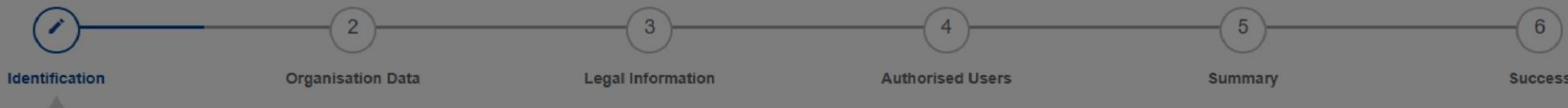


Telegram



## 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

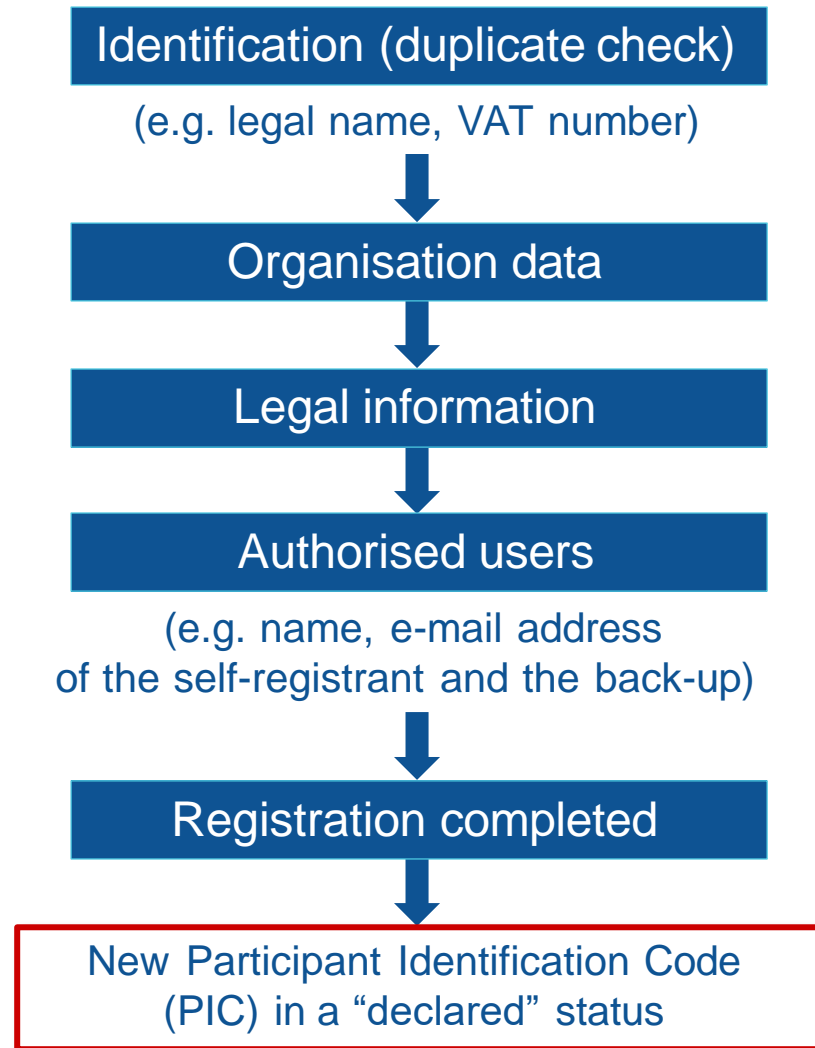
OK

Save

Review the Form

Next

# How to register in the Participant Register



The screenshot shows the 'Participant's Register' interface. At the top, a progress bar indicates 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): Text input field.
- Registration country \* (1 character): Dropdown menu.
- Registration number \* (50 characters): Text input field.
- VAT number \* (20 characters): Text input field, with a toggle switch labeled 'not applicable'.
- Website (500 characters): Text input field.

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

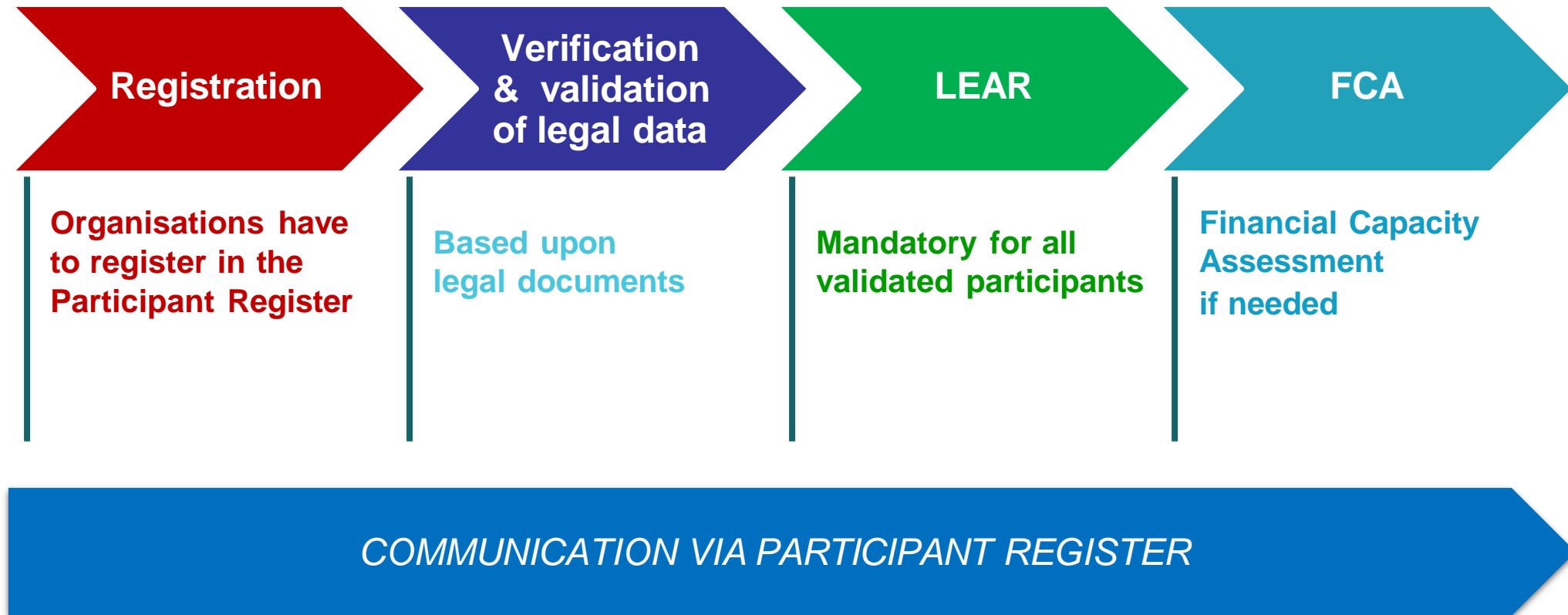
All contact with the Validation Services must take place inside the Participant Register



# 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



EUROPEAN UNION

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)

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

Topic description

Topic updates

Mission


Destination

Conditions and do...

Budget overview

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/calls-for-proposals>



 My Person Profile

 My Formal Notification(s)

 My Task(s)

## Filters

### Quick search



Programmin... 


Erasmus+ (E... 

Call 

Submission s... 

All filters

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**

 [Open For Submission](#)

### 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**

 [Open For Submission](#)


### 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

 [Open For Submission](#)


**Use the filters to narrow down your search results**



European Commission

EU Funding & Tenders Portal

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Home

Funding

Procurement


Projects & results


News & events


Work as an expert

Guidance & documents

Search...



2

0

My Person Profile

My Formal Notification(s)

My Task(s)

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

National Academic Recognition Information Centres (NARIC)

ERASMUS-EDU-2024-NARIC

Topic

Call for proposal

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)

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

EUROPEAN UNION

## Partner search announcements for the topic

+ Add

### Topic information

Topic  
**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	Type of request	Expertise offer
Country	 Netherlands	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!**



European  
Commission

# EU Funding & Tenders Portal

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Home

Funding ▼

Procurement ▼

Projects & results ▼

News & events ▼

Work as an expert

Guidance & documents ▼

Search...



My Person Profile

My Formal Notification(s)

My Task(s)

Home > Funding > Partner search

## Partner search

### Filters

6629 item(s) found

#### Quick search

Select...



☒ Match whole words only

Type ▼

Erasmus+ (E... ▼

Topic ▼

Country ▼

All filters

Programme Erasmus+ (ERASMUS+) (x)

Carmen GARCÍA MÉNDEZ

Projects: 1 | Partner search announcements: 0

GEA - SOCIETA COOPERATIVA SOCIALE

Small or medium-size enterprise

PADOVA | Italy

Projects: 0 | Partner search announcements: 6

Marvin KASTNER



Newest




Person

"Organisation" and "Person" profiles are clearly indicated

Organisation

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

#### 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

#### EUducation Matters

EUM



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.

Thabeng Rapitso  
n0092pwb

EN

Search... 🔍

🔔 2 🔔 0

Contact person

🔍 Filter...

Validated

Declared

🔍 Filter...

# 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**



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### Find calls for tenders


Find business opportunities, tenders, and procurement opportunities from institutions, bodies, and organizations.


### Work as an expert


Proposals and projects, knowledge advice, and more.


## 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](#) ▾

## 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

### [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](#)

EUROPEAN UNION



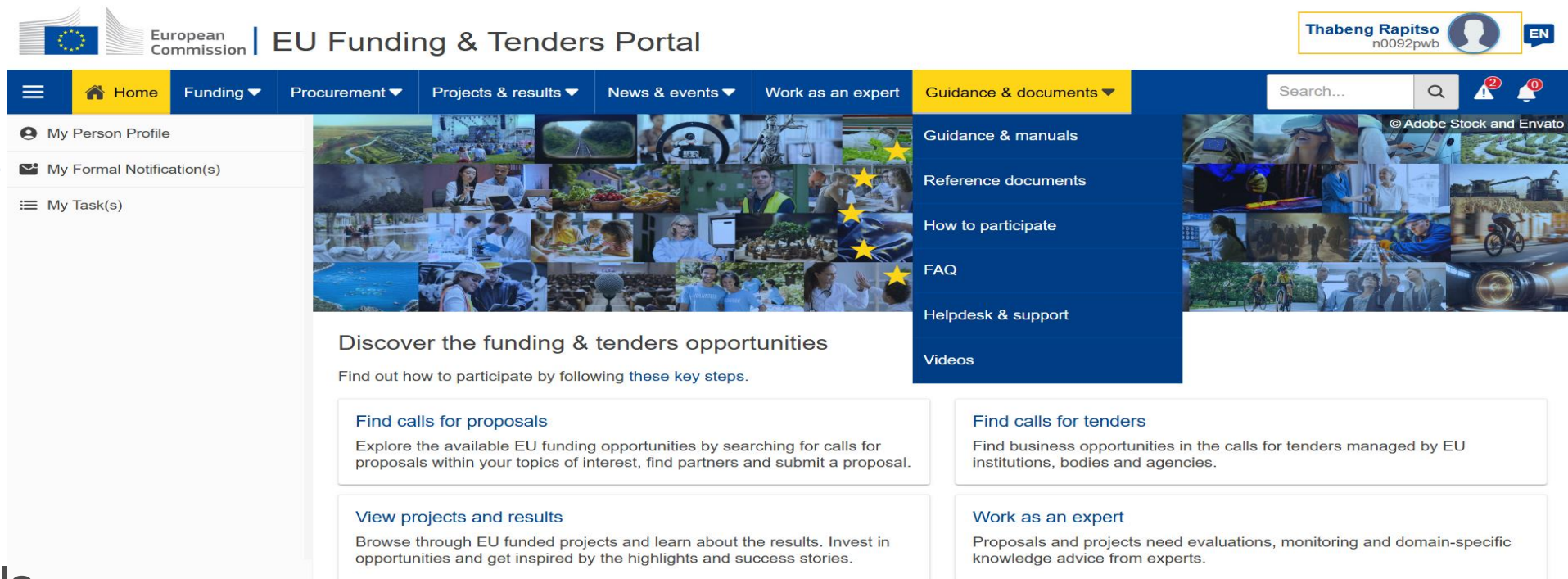
# Help!

Am I really supposed to remember all this on FTOP?



EUROPEAN UNION

# 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](mailto:EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu)  
[rapitso.thabeng@hotmail.com](mailto:rapitso.thabeng@hotmail.com)



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