



# Research and Innovation Participant Portal

## Introduction to the Participant Portal

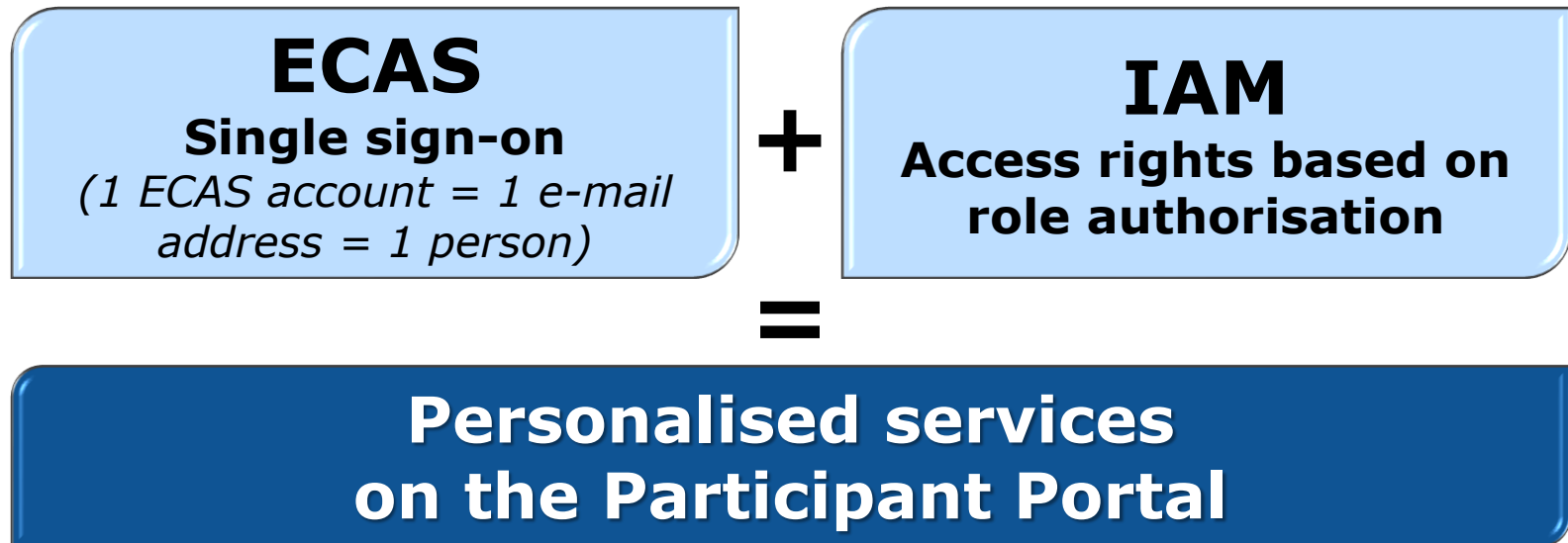
**Agnes Hegyvarine Nagy**

[agnes.nagy-hegyvarine@ec.europa.eu](mailto:agnes.nagy-hegyvarine@ec.europa.eu)

ERCEA B1.

## Research and Innovation Participant Portal

- Offers external stakeholders a **unique entry point for the interactions with the European Commission or Agencies** in handling grant-related actions, based on:



- Brings homogeneity, transparency and better service integration for grant management.

# New version of the Participant Portal

No revolution, but an evolution:

- Main focus is **Horizon 2020**, but FP7 projects will be supported as well.
- Public pages available to any user, access to the IT tools is possible only with an ECAS account, after login on the Portal.
- Reorganisation of the information with emphasis on **user-friendliness** and **more user guidance**.
- **Less IT tools for Horizon 2020** to better streamline the project throughout its lifecycle.



# RESEARCH & INNOVATION

## Participant Portal

**PORTAL V4.0  
PREVIEW**

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▾



LOGIN



REGISTER

## Research and Innovation Funding

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

### Non-registered users

- search for funding
- read the funding guide & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

### Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

**Public access**

**ECAS login**



WHAT'S NEW?



FUNDING  
OPPORTUNITIES



HOW TO  
PARTICIPATE



WORK AS AN  
EXPERT



MY PERSONAL  
AREA



INFORMATION  
AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF



# RESEARCH & INNOVATION

## Participant Portal

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DEMO ACCOUNT

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

## Research and Innovation Funding

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- submit your proposal
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- manage your project throughout its lifecycle

**Personalised  
access  
to the IT tools**

**Personalised access  
to the user account**



WHAT'S NEW?



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AREA



INFORMATION  
AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

# Participant Portal services: overview

**Funding Opportunities**

**How to Participate**

**Experts**

**Support**

**Personalised  
services**

**My Organisation(s)**

**My Proposal(s)**

**My Project(s)**

**My Notification(s)**

**My Expert Area**

# Services without login

# Participant Portal services: without login

## Funding Opportunities

### 1. Funding opportunities

- Open/closed/forthcoming H2020 calls
- Links to FP7 & CIP calls and other calls
- Latest information on published calls
- Call search:
  - 1. full-text search
    - Tagging of all topics – additional search options with synonyms, colloquial expressions
  - 2. Search in the structured
    - "Stay tuned" options:  
electronic agenda, RSS feeds, email notifications

**NEW**

### Access to the electronic proposal submission system

- Create a proposal: choose a topic and an action type

**NEW**





# RESEARCH & INNOVATION

## Participant Portal

**BETA VERSION 4**

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

[HOME](#)
[FUNDING OPPORTUNITIES](#)
[HOW TO PARTICIPATE](#)
[EXPERTS](#)
[SUPPORT ▾](#)
[LOGIN](#)
[REGISTER](#)

### Calls

[Horizon 2020](#)
[COSME](#)

### Search Topics

[Call Updates](#)
[Other Funding Opportunities](#)
[Previous Framework Programmes \(FP7 & CIP\)](#)

## SEARCH TOPICS

[H2020 Online Manual](#)

Search keywords:

[Search](#)

### Horizon 2020 predefined criteria:

[Cross-cutting Key-Enabling Technologies \(KETs\) ⓘ](#)
[International cooperation ⓘ](#)
[ERA-NET ⓘ](#)
[SME Instrument ⓘ](#)
[Gender ⓘ](#)
[Socio-economic science and Humanities ⓘ](#)

**3** results

#### Filter options:

- ☒ Open calls  
☐ Closed calls  
☐ Forthcoming calls

#### Sort by:

- ☐ Publication date  
☒ Deadline  
☐ Title  
☐ Call ID

#### Topic: **SFS 7 - 2014: Optimising external nutrient inputs in intensive crop production systems in Europe**

European crop production is facing more and more difficulties in remaining competitive in the global market for many reasons. One of these reasons is certainly the high cost of external nutrient inputs necessary [More...](#)

Call title: Sustainable Food Security

Status: **Open**

Call identifier: **H2020-SFS-2014/2015**

Deadline: **2014-03-18**

#### Topic: **WATER 2 – 2014/2015: Integrated approaches to water and climate change**

The rising demands of a growing world population for food, water, materials and energy will put increasing pressures on land use, water resources and ecosystems. Energy consumption is expected to increase, [More...](#)

Call title: Water Innovation: Boosting its value for Europe

Status: **Open**

Call identifier: **H2020-WATER-2014/2015**

Deadline: **2014-03-18**

#### Topic: **WATER 5 – 2014/2015: Strengthening international R&I cooperation in the field of water**

Developing countries, especially in Africa, are facing serious challenges for sustaining its development. Sustainable water supply and sanitation is fundamental to the food security, health, survival [More...](#)

Call title: Water Innovation: Boosting its value for Europe

Status: **Open**

Call identifier: **H2020-WATER-2014/2015**

Deadline: **2014-03-18**

### Stay informed

[RSS feed ⓘ](#)
[iCal ⓘ](#)
[Email notification ⓘ](#)



# RESEARCH & INNOVATION

## Participant Portal

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### Calls

Horizon 2020

COSME

Search Topics

Call Updates

Other Funding Opportunities

Previous Framework  
Programmes (FP7 & CIP)

## HORIZON 2020 CALLS

H2020 Online Manual

### WATER INNOVATION: BOOSTING ITS VALUE FOR EUROPE

H2020-WATER-2014/2015

**Publication date:** 2013-12-11

**Deadline Date:** 2014-03-18 +17:00:00 (Brussels local time)

**Budget:** €65.000.000

**Stage 2:** 2014-05-22 +17:00:00 (Brussels local time)

**Status:** **Open**

**Specific programme:** Societal challenges

**OJ reference:** [OJ C2020 11 of December 2013](#)

#### Call summary

Water is an invaluable resource for human health, food security, sustainable development and the environment, and is an economic sector of growing importance for Europe. However, water resources are constantly under pressure from climate change, urbanisation, pollution, overexploitation of freshwater resources and increasing competition between various user groups, and the improvement of the state of water resources will trigger substantial economic benefits.

[More...](#)

#### Topics

- ▶ [WATER 1 – 2014/2015: Bridging the gap from innovative water solutions to market replication](#)
- ▶ [WATER 2 – 2014/2015: Integrated approaches to water and climate change](#)
- ▶ [WATER 3 – 2014/2015: Stepping up EU research and innovation cooperation in the water area](#)
- ▶ [WATER 4 – 2014: Harnessing EU water research and innovation results for industry, policy makers and citizens](#)
- ▶ [WATER 5 – 2014/2015: Strengthening international R&I cooperation in the field of water](#)

Latest info

Call documents

Submission Service

Get support

Subscribe to Notification

### Stay informed

RSS feed

iCal

Email notification



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Horizon 2020

COSME

Search Topics

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Other Funding Opportunities

Previous Framework  
Programmes (FP7 & CIP)

### Stay informed

RSS feed

iCal

Email notification

## HORIZON 2020 CALLS

FUNDING GUIDE

Call: [Water innovation: boosting its value for Europe](#)

**Topic:** *Bridging the gap from innovative water solutions to market replication*

**WATER 1 – 2014/2015**

Topic Description

Topic Conditions

Call Documents

Submission Service

### Topic Conditions

**Eligibility conditions** – The [standard eligibility conditions](#) apply. Please read carefully these provisions before the preparation of your application.

**Evaluation criteria** – The [standard evaluation criteria](#) apply. Please read carefully the provisions before the preparation of your application.

**Evaluation procedure** – Please read carefully the [standard evaluation procedure](#) provisions before the preparation of your application.

Proposal page limits and layout: **10 pages**

Applicants must ensure that proposals confirm to the **page limits and layout** given in the Guide for Applicants (see Call Documents), and in the proposal part B template available through the electronic Submission Services of the Commission.

The Commission will instruct experts to disregard any pages exceeding these limits.

The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15mm (not including any footers or headers).

Topic	Evaluation results (single or first stage)	Evaluation results (second stage)	Indicative date for signing of grant agreements
Water 1		Maximum 6 months after the deadline	Maximum 9 months after the deadline

Should the call publication be postponed, the dates in this table should be adjusted accordingly.

**Consortia agreements:** In line with the Rules for Participation and the Model Grant Agreement, participants in

# Participant Portal services: without login

## How to Participate

### 1. H2020 Online Manual

**NEW**

- **New online guide divided into business processes**
- **Aims at providing all the information, list of documents & useful links (IT wiki, etc.) for each specific process**
- **2 ways of finding info:**
  - **General overview with drill-down approach**
  - **Direct linking to specific sections from some Participant Portal pages (via the "H2020 Online Manual" button)**

### 2. Reference Documents

- **List of all useful reference documents**  
**FP7 and Horizon 2020 Documents**

# Participant Portal services: without login

## How to Participate

### 3. Organisation Register

- Check whether your organisation is already registered via a PIC search
- Access the organisation registration tool **NEW**
- FP7 legal data becomes `Research and Innovation` legal data

### 4. Financial Viability Self-Check

- Coordinators are strongly encouraged to do this non-binding check before submitting a proposal

### 5. SME Participation

- Landing page for information related to participation of SMEs **NEW**

NEW



# RESEARCH & INNOVATION

## Participant Portal

PORTAL V4.0  
PREVIEW

### Horizon 2020 Funding Guide

#### Your user account & roles

- › Login with ECAS
- › Roles & access rights

#### Grants

##### Applying for funding

##### Find a call

- › Horizon 2020 structure and budget
- › What you need to know about Horizon 2020 calls

##### Find partners or apply as individual

##### Register an organisation

- › Registration of organisation
- › LEAR appointment
- › Validation of organisation
- › Financial viability self-check
- › Data update

##### Submit a proposal

##### From evaluation to grant signature

- › Evaluation of proposals
- › Grant preparation
- › Grant signature

##### Grant management

##### Reports

##### Periodic report

- › Financial report
- › Scientific report

##### Deliverables

##### Patents & publications

- › Report on the final distribution of EU contribution

##### Project technical review

##### Final report

##### Dissemination of results

##### Amendments

##### Audits & certifications

#### Working as an expert

Your user account & roles

## Grants

### Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

### Evaluation & Grant signature

Evaluation of proposals

Grant preparation

Grant signature

### Grant management

Reports

Dissemination of results

Amendments

Audits & certifications

## Working as an expert

Expert registration

Contracting & payment

Expert roles & tasks

## Cross-cutting issues

International cooperation

Regional aspects

Ethics

Intellectual property

Gender

SMEs

FP7 Funding Guide



# Participant Portal services: without login

## Experts

**The Experts section in the Participant Portal is a web-based application for communication between experts (evaluators of research proposals, reviewers of ongoing projects, etc.) and the European Commission.**

### 1. New experts can create their profile

**The expert registration tool itself is only available after an ECAS login.**



# Participant Portal services: without login

**Experts**

**NEW**

**New calls for expression of interest [for individual experts](#) and [for organisations to suggest experts](#) were just published in OJ C342 of 22 November 2013. European Commission will soon need experts to evaluate first Horizon 2020 proposals.**

**Tick the H2020 box in the registration platform and update your expertise.**



# Participant Portal services: without login

## Support

### 1. H2020 Helpdesk

- Service provided by the Europe Direct Contact Centre

### 2. Enterprise Europe Network

- Free support for organisations applying for projects under the SME Instrument

NEW

### 3. National Contact Points (NCP) database – updated for Horizon 2020

NEW

### 4. Glossary

# Participant Portal services: without login

## Support

### 5. FAQ

- **FAQ database**
- **Useful information along with additional guidance (user manuals, latest PowerPoint presentations, etc.)**

### 6. IT Helpdesk contact form

### 7. Other Help Services

- **Ethics helpdesk, European IPR helpdesk, European Committee for Standardisation, IGLO, National Services**

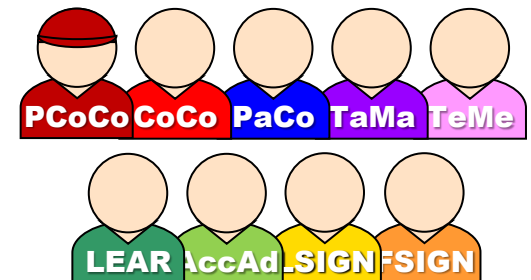
# **Services after login:**

## **The Identity and Access Management**

# Personalised services

The Participant Portal allows each user to have access to a personalised space, based on 3 main elements:

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

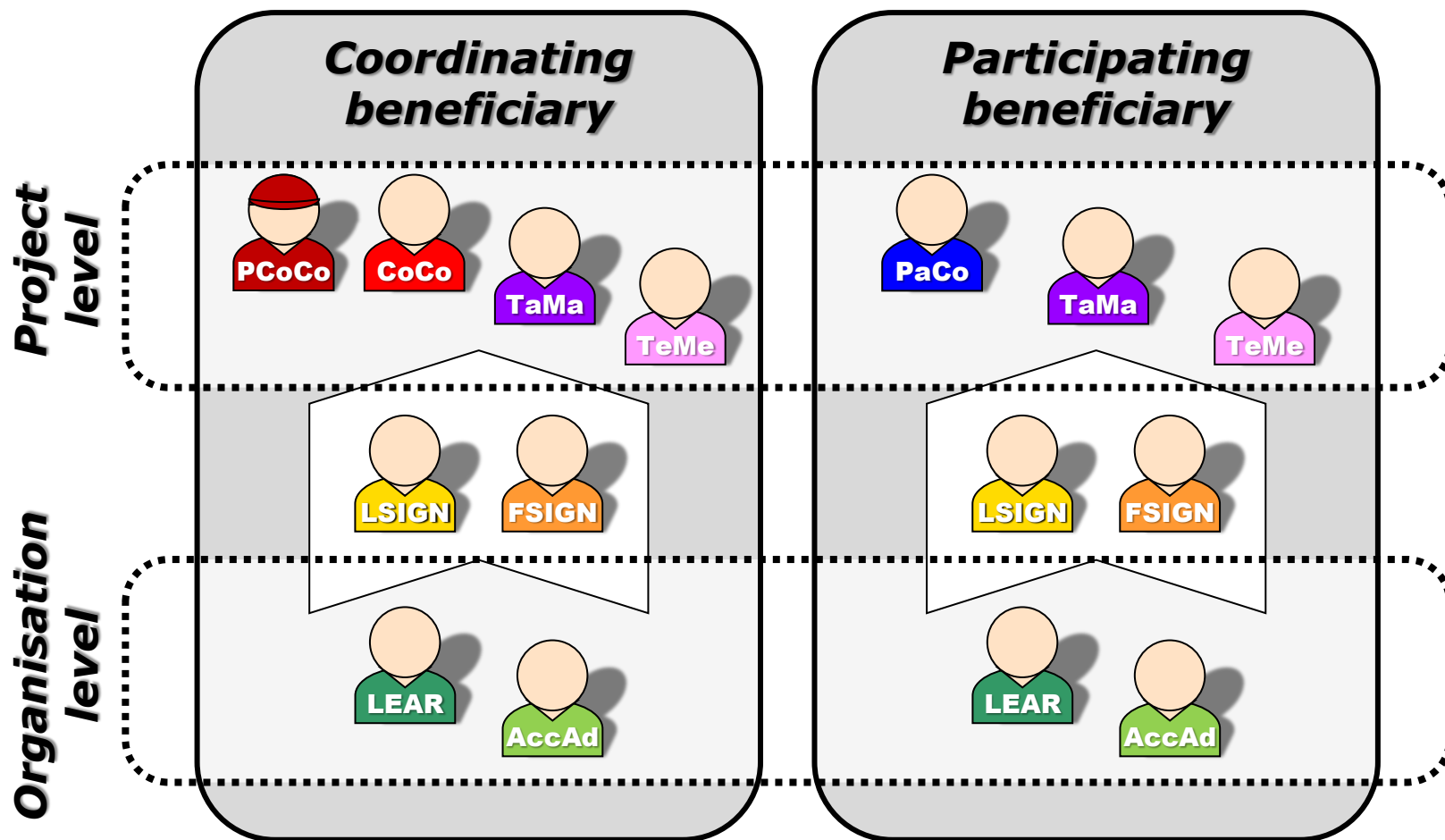


# The Identity and Access Management

- The **I**ntity and **A**ccess **M**anagement allows us to define and/or manage changes of **access rights of users of the Participant Portal**.
- It gives **a personalised and secure access to the different services** of the Participant Portal.
- Minimum involvement by the Commission/Agency staff allowing for **flexibility in the online management of the consortium**.
- **Any change in the roles of the users is saved** to allow a monitoring & tracking service.

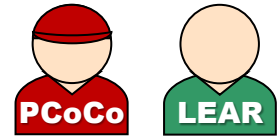
# The new version of IAM *(January 2014)*

European  
Commission



# Important remarks

- Only the key roles of the **LEAR** and **Primary Coordinator Contact** are defined/modified by the Commission.

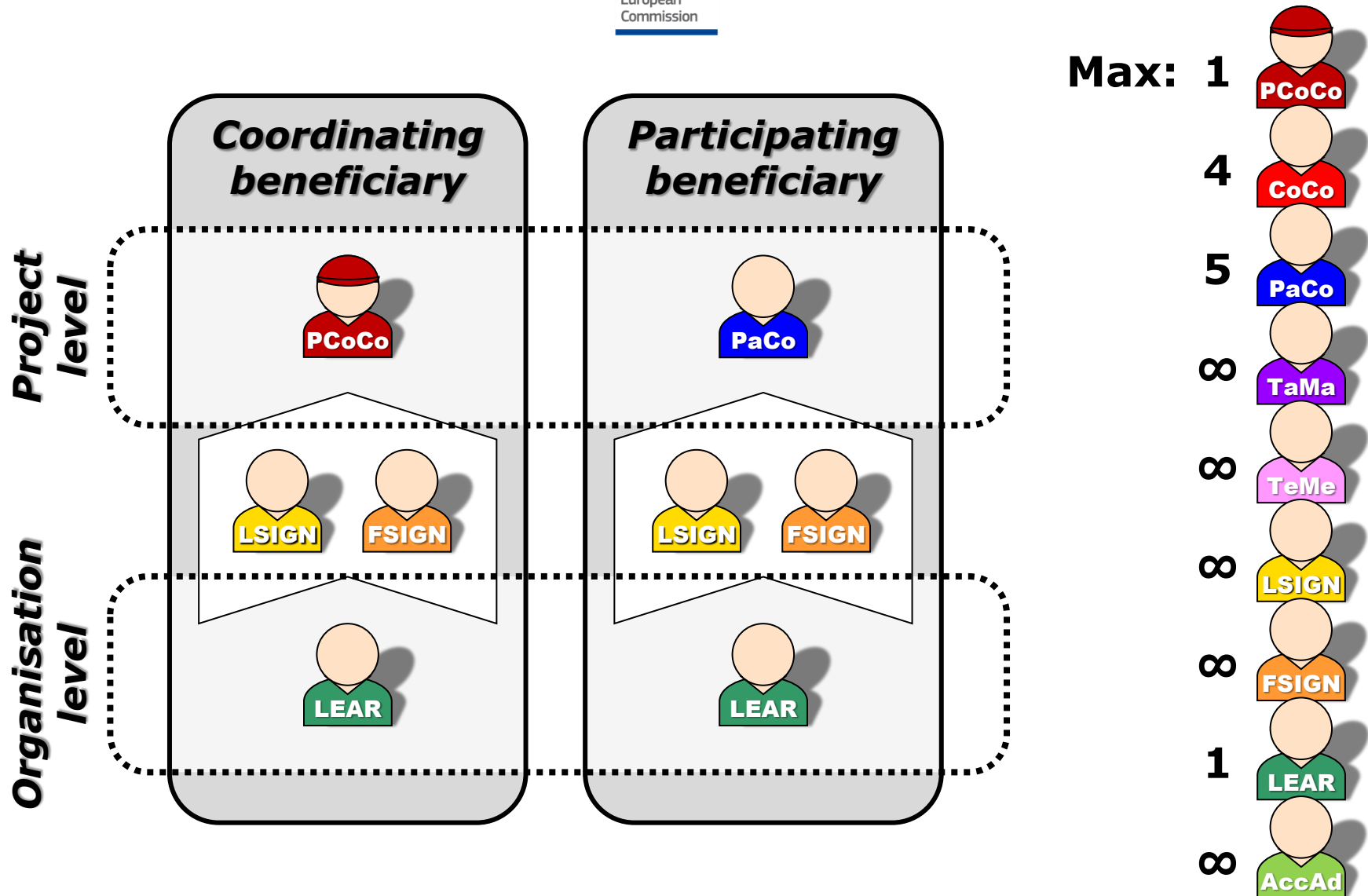


The rest is left at the discretion of the consortium.

- One person can have **several roles at the same time**.
- The complexity of the consortium depends on the participants. The **minimum configuration** is:
  - ✓ 1 Primary Coordinator Contact
  - ✓ 1 Participant Contact per beneficiary - based on the proposal data
  - ✓ LEAR per organisation: max. one person, to be nominated
  - ✓ Legal Signatory per organisation: to be nominated; at least one is needed for the signature of H2020 contracts.
  - ✓ Financial Signatory per organisation: to be nominated; at least one













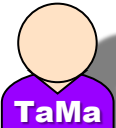















# Minimum configuration

European  
Commission





# Access rights

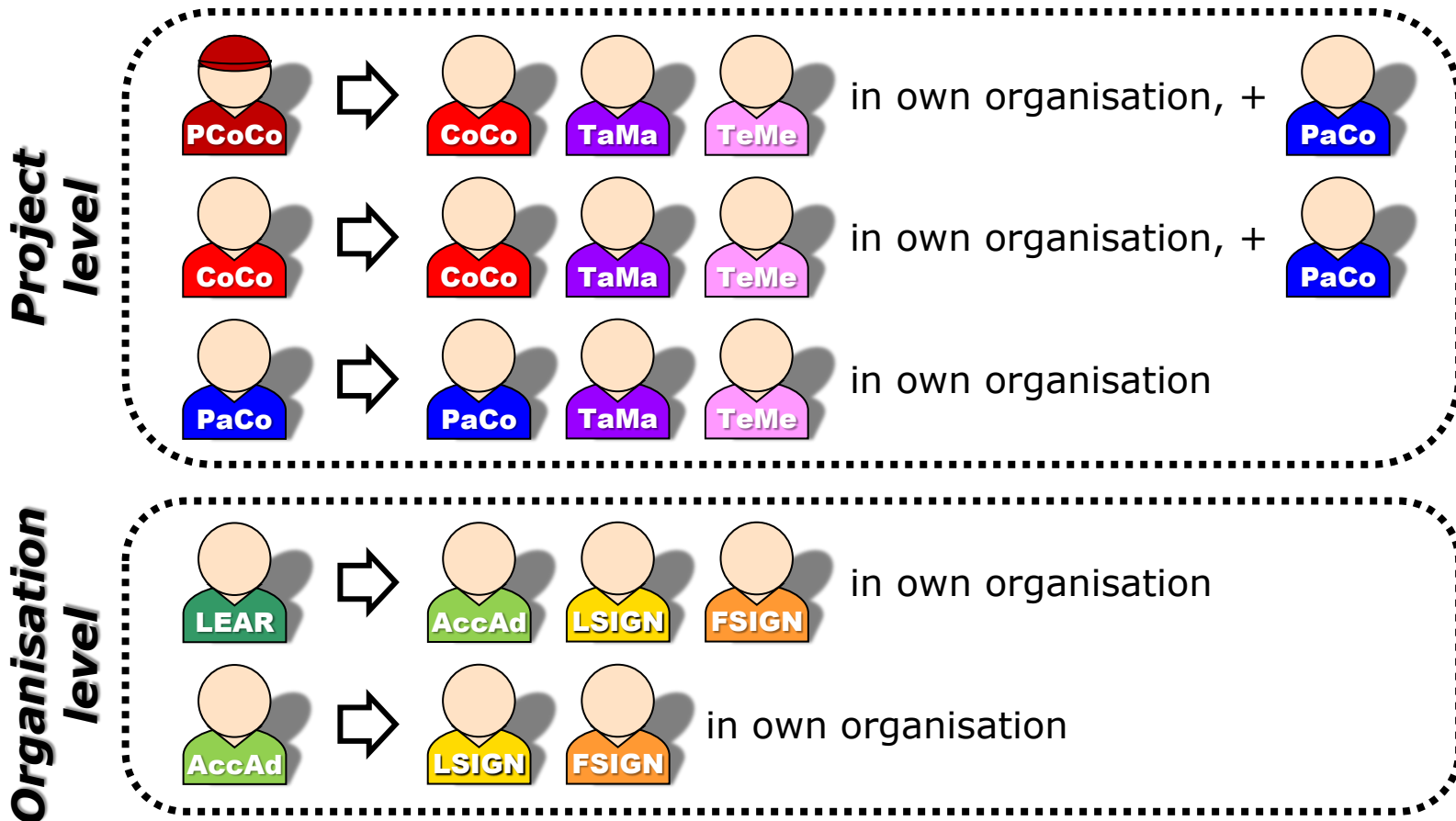
 Read all forms  
 Write all forms  
 Submit all forms to EC Read own forms  
 Write own forms  
 Submit own forms  
 Sign own financial forms Read own forms  
 Write own forms  
 Submit own forms to coordinator Read own forms  
 Write own forms Read own forms Read own forms  
 Write own forms  
 Submit own forms  
 Sign own legal forms  
 View organisation data  
 View lists of organisation's projects, proposals and roles View organisation data  
 Modify organisation data  
 View lists of organisation's projects, proposals and roles  


# The nomination process: “Original roles”

Some roles are automatically provisioned in the early stages of the Project (“original roles”) as follows:

- The **proposal initiator** – identified in the proposal as **Main contact person - in the proposal submission phase** will automatically be recognised by the Commission as the **Primary Coordinator Contact**. NEW
- The **contact persons of the participating organisations** identified during **proposal submission** will become **Participant Contacts** or **Team members** at the beginning of negotiations. NEW
- The **LEAR** is validated by the Commission during the validation process of his/her organisation.

# The nomination rights



# The nomination process: how to nominate/revoke someone?

To grant a role, the e-mail address of the "new user" will have to be filled in; **this e-mail address should be the same as the one used for the ECAS account** of the "new user".

**If this "new user" has no ECAS account,** he/she will automatically receive an invitation to create his/her ECAS account.



# RESEARCH & INNOVATION

## Participant Portal

**PORTAL V4.0  
PREVIEW**

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT ▾

DEMO ACCOUNT ▾

My Organisation(s)

My Proposal(s)

**My Project(s)**

My Notification(s)

My Expert Area

### My projects

FUNDING GUIDE

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Negotiate your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [Funding Guide](#).

#### LEGEND



Access Amendment



Access Negotiation



Financial Reporting



Periodic Reporting



Reporting & Deliverables



Project Consortium

Show 10 ▾ entries

Search

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
TEST STIFF 22		FP7	999999		Negotiation	

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

**Project roles can be granted/revoked in the "My Projects" section, through the orange "PC (Project Consortium)" icon**



# RESEARCH & INNOVATION

## Participant Portal

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My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

### My Organisations

FUNDING GUIDE

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

### My Registered Organisations

LEGEND

VO

View Organisations

MO

Modify Organisations

OP

View Proposals

OR

View Roles

VP

View Projects

Show 10 entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
Org.	99999	BE888	VALIDATED	OR

Showing 1 to 1 of 1 entries.

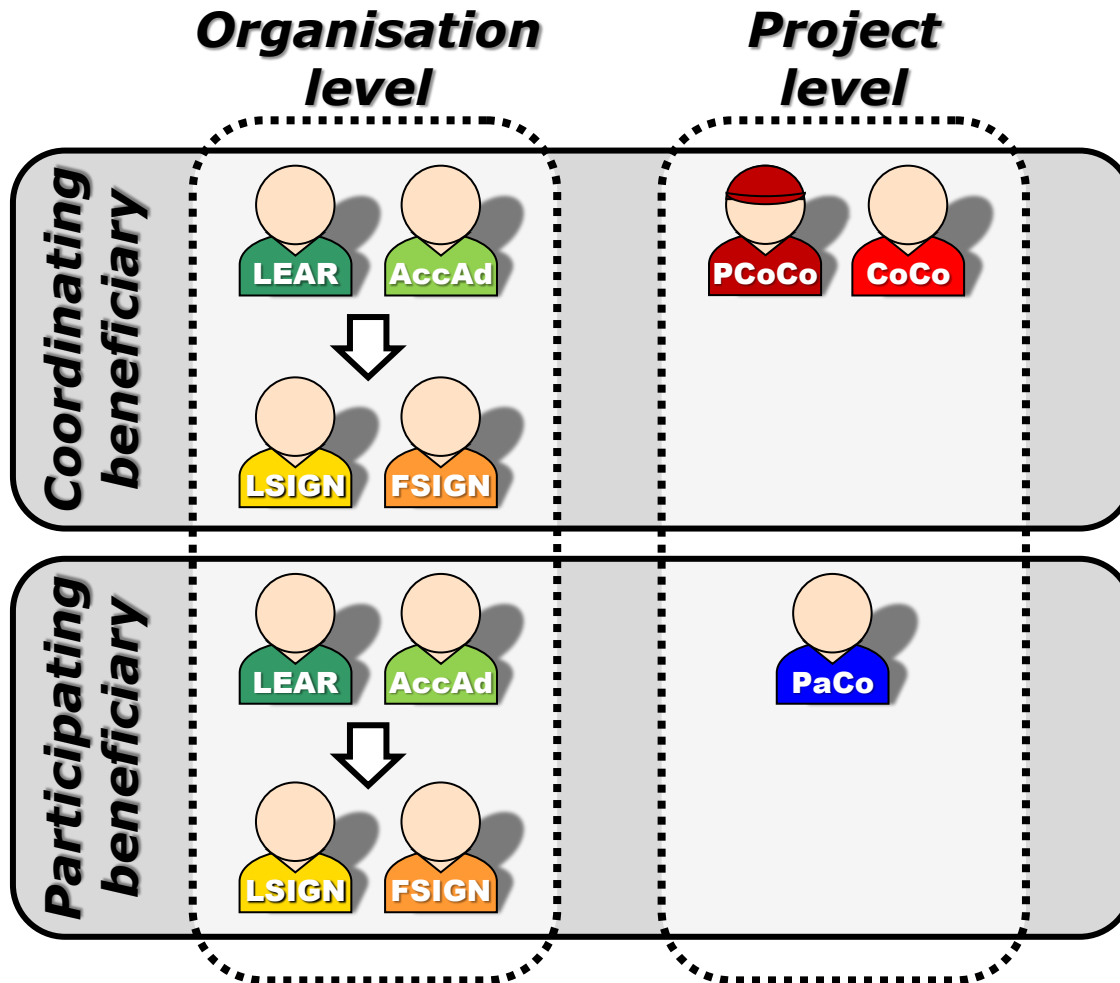
PREVIOUS 1 NEXT

### Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

**Organisation roles can be granted/revoked  
in the "My Organisations" section,  
through the blue "OR (Organisation Roles)" icon**

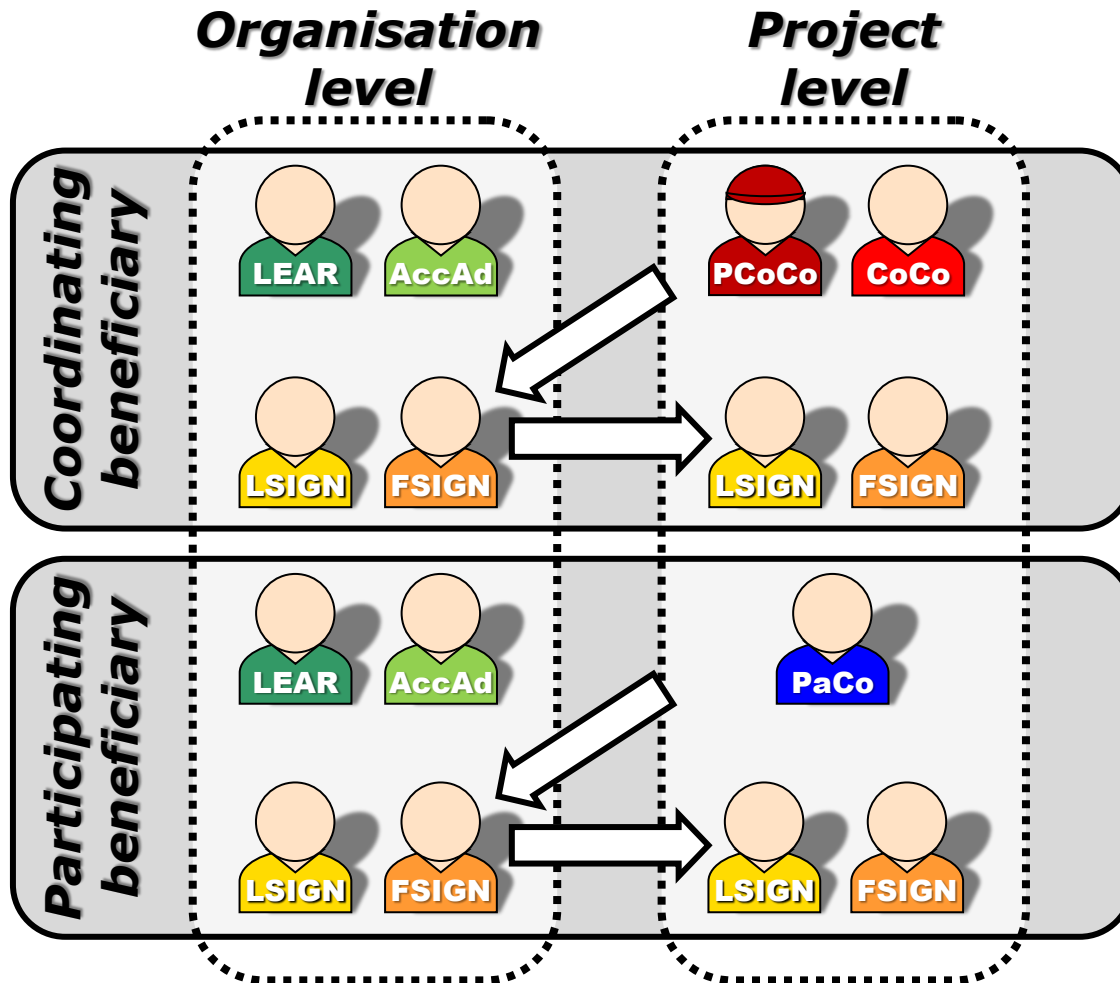
# The nomination process: LSIGN/FSIGN



1. The **LEAR (or Account Administrators)** nominate as many LSIGNs/FSIGNs as they want.

At this stage, the FSIGN cannot do anything, while the LSIGN has read-only access to the organisation's data and lists of projects, proposals & roles.

# The nomination process: LSIGN/FSIGN



## 2. The **(Primary) Coordinator Contacts / Participant Contacts**

need to assign to their project as many LSIGNs/FSIGNs for their own organisation as needed.

The LSIGN and FSIGN now have their own access to the tools.



# Services after login

# **Participant Portal services: after login**

## **My Organisation(s)**

### **1. Registration of organisations**

- The person registering the data receives online the PIC number for his/her organisation.
- Participants are encouraged to register their organisations as soon as possible before drafting a proposal.
- Possibility to register an organisation on behalf of someone else.
- Management of multiple PICs is possible.

### **2. Access to organisation-related data**

### **3. Update of organisation's data**



# RESEARCH & INNOVATION

## Participant Portal

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### My Registered Organisations

**LEGEND****VO** View Organisations**MO** Modify Organisations**OP** View Proposals**OR** View Roles**VP** View ProjectsShow  entriesSearch 

NAME	PIC	VAT	STATUS	ACTIONS
Org.	8889	BE55	VALIDATED	

Showing 1 to 1 of 1 entries.

[← PREVIOUS](#) [1](#) [NEXT →](#)

### Do you want to continue the registration of your organisation to receive a PIC?

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[CONTINUE REGISTRATION](#)[RESEARCH ON EUROPA](#) [CORDIS](#) [OLAF](#)

## Step 1: Automatic search for similar previous registrations

Home - Windows Internet Explorer

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE


### The steps:


This wizard will guide you through the process of registration. At the end of this registration, you will obtain the Participant Identification Code (PIC) of your organisation.


In order to complete the forms quickly and correctly, please keep the basic legal information (Registration extract, VAT data) of your organisation at hand. The registration should then take you 5-10 minutes.


The first step of this wizard will ask you a few questions to determine whether your organisation is already registered and to identify any existing PIC numbers that may match your request.


### Welcome Account DEMO

Enter the legal name of the organisation. 

Select the country of registration. 

Is your organisation registered for Value Added Tax (VAT)?  ☒ yes ☐ no

Has your organisation got a business registration number?  ☐ yes ☒ no

Is there a website for your organisation?  ☐ yes ☒ no

next >>

User Manual

## When the automatic search finds similar previous registrations

Home - Windows Internet Explorer

WELCOME

The s

This wizard  
the process  
end of this  
obtain the  
Code (PIC

In order to  
quickly an  
the basic  
(Registration  
your orga  
registration  
10 minute

The first s  
you a few  
whether y  
registered  
existing F  
match yo

Please choose your organisation from the following list

### What's next?

Based on your search criteria, the following organisations were found:

1. If the data corresponds to your organisation's data, click on the 'use' button.
2. If the data does not correspond to your organisation's data, you can continue the registration process by clicking on the 'next' button.

<b>CEREGE</b> avenue Philibert , Aix-en-Provence, France PIC: 998162884 VAT: FR40180089013, National registration number: UMR6635 Status: <b>NOT VALIDATED</b>	<input type="button" value="use"/>
<b>Pier Stefano Corasaniti</b> rue Michel-Ange 3, Paris, France PIC: 961478454 VAT: FR40180089013, National registration number: notapplicable Status: <b>NOT VALIDATED</b>	<input type="button" value="use"/>
<b>Veysseyre</b> avenue d'Iéna 40, Paris, France PIC: 989016075 VAT: FR40180089013, National registration number: Status: <b>NOT VALIDATED</b>	<input type="button" value="use"/>
<b>CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE</b> Rue Michel -Ange 3, PARIS, France PIC: 999997930 VAT: FR40180089013, National registration number: 180089013 Status: <b>VALIDATED</b>	<input type="button" value="use"/>

If your organisation is not in the list, continue the wizard by clicking

next >>

## If no previous similar registration is found: Start the registration of the organisation

Enter Organisation

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Step 2:

Please enter the data based on your organisation's legal documents.

In the case of natural persons, references to establishment are deemed to refer to a habitual residence.

### Enter your organisation information

Establishment/Registration country *	<input type="text" value="Belgium"/>		
Legal name *	<input type="text"/>		
Official language *	<input type="text" value="--Please Select"/>		
Name in second language	<input type="text"/>		
2nd language	<input type="text" value="--Please Select"/>		
Business name	<input type="text"/>	VAT Number*	<input type="text"/>
Business registration No.*	<input type="text"/>	Nace code*	<input type="text" value="--Please Select"/>
Registration date*	<input type="text" value="N/A"/>	Legal form*	<input type="text" value="OTHER"/>
Registration authority *	<input type="text"/>	Legal form*	<input type="text" value="OTHER"/>

<< back save draft next >>

User Manual



European  
Commission



## The self-registrant receives a PIC number at the end of the registration

PDM/URF new GUI

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### What's next?


You can now use your PIC number to identify your organization. Please use the following PIC number to identify your organisation in any communications or interactions with the European Commission or Agencies. You will shortly receive an e-mail confirmation of your registration.

### You have registered the following data for your organisation

**PIC number 953848434**

My Organisation, Ltd., Sesame Street, Brussels, Belgium  
VAT BE0123456789, Registration #, 0123456789.  
Is a legal person  
Is a non profit organisation  
Indirect Cost Method - Real Indirect Costs

Thank you for your registration.

  
European Commission, Validation Services Team

Print Close

User Manual

# Participant Portal services: **after login**

## **My Proposal(s)**

### **1. Access to the list of draft and submitted proposals**

- **The proposal submission service is available on the call's page** (after an ECAS login): select the **TOPIC** and the **Type of Action**.
- The wizard helps users **creating and submitting a proposal step by step**, while ensuring **data confidentiality**.
- **Draft proposals can be saved** and submitted later. Draft and submitted proposals to be accessed from the **"My Proposals"** page.





# RESEARCH & INNOVATION

## Participant Portal

BETA VERSION 4

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT



LOGIN



REGISTER

### Calls

Horizon 2020

COSME

Search Topics

Call Updates

Other Funding Opportunities

Previous Framework  
Programmes (FP7 & CIP)

## HORIZON 2020 CALLS

FUNDING GUIDE

**Call:** [Water innovation: boosting its value for Europe](#)

**Topic:** *Bridging the gap from innovative water solutions to market replication*

**WATER 1 – 2014/2015**

Topic Description

Topic Conditions

Call Documents

Submission Service

### Submission Service

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access **existing draft proposals** for this call, please login to the Participant Portal and select the **My Proposals** page of the My Area section.

Research and Innovation action

START SUBMISSION

Download the [user guide](#) of the Participant Portal Submission Service.

### Stay informed

RSS feed

iCal

Email notification

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

Welcome to the new version of the PP. Soon in production...

## Welcome to the Research and Innovation Participant Portal

### About the Participant Portal:

The Participant Portal is your entry point for the electronic administration of EU-funded research and innovation projects. It hosts services for managing proposals and projects throughout their lifecycle.

The Participant Portal supports activities funded mainly by the following EU programmes:

- **7th Framework Programme for Research and Technological Development (FP7)**
- **Competiveness and Innovation Framework Programme (CIP)**

### Using the Participant Portal:

**As a guest user,** browse the public pages to:

- search for funding opportunities
- download guidance and legal documents
- search for the participant identification code (PIC) of an organisation
- contact the FP7 support services and browse the FAQ for guidance on the Participant Portal tools

**As a registered user,** benefit from personalised services for proposal submission, negotiation, and project management.



# RESEARCH & INNOVATION

## Participant Portal

**PORTAL V4.0  
PREVIEW**

[European Commission](#) > [Research & Innovation](#) > [Participant Portal](#) > [My Proposals](#)

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▾

[PROFILER](#)

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

### My Proposals

[FUNDING GUIDE](#)

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To initiate a new proposal, access the Funding Opportunities menu, go to the page of the call that you want to apply for, and enter the Electronic Proposal Submission section.

#### LEGEND

Edit Draft View Drafted View Submitted Delete Proposal

Show  entries

Search

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
FP7	FP7-HEALTH-2013-INNOVATION-2	CP-FP	SEP-200017815	Testelek_CAP_HNO	Submitted	0	
FP7	PP-FS-TEST	CSA-CA	SEP-200017827	SEP test Agnes	Draft	57	
FP7	FP7-2012-ICT-FI	CP-IP	SEP-200017922	yuhgbvf	Submitted	0	



**pre-registration**

### **consortia set-up**

LOGIN	FUNDING SCHEME	CRAFT DRAFT PARTIES	EDIT PROPOSAL	LOGOUT
<h1>Step 3</h1>				
<h2>Create a Draft Proposal</h2>				
Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory				
<b>Your Organisation</b>				
PIC*	PIC# 056444445      Short name*     Bard Consulting SCS			
956444445 Visitele nou de Moștenire Prop. DE VAT				
Organisations you have been previously associated with. Click to select.				
PIC# 003204044 SPINWORK LIMITED PO BOX LANE FARMER HOUSE MARLOW ON VAT 0884717008		PIC# 000444445 Bard Consulting SCS 28 Visitele nou de Moștenire Prop. Visitele DE		
PIC# 000891882 KINGS COLLEGE LONDON VINCE STREET VAT 08607430001		PIC# 000970016 MARELUX 28 Rue de la Loi 28 Brussels BE VAT 084570379		
PIC# 007820244 AUNACADE E.O. Avenida da Nação 8 LISBOA BE VAT ES20207008		PIC# 074000424 NUBET van DELFT opt B Avenue de la Technologie VAT 022085447		
Search for your organisation PIC <a href="#">search</a>				
<b>Your Proposal</b>				
Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.				
Acronym*	Draft Text	Please restrict acronym to latin characters only		
Short Summary (max. 2000 characters)* Character count: 70	This short summary is proposed in the form as the initial abstract character count: 70			
<b>Activity Topic (primary*)</b>	<b>Activity Topic (secondary)</b>			
Please select	Please select			
Future Networks [CT-2013.1] Photonics [CT-2013.2] Scalable data analysis [CT-2013.2.1] Technology enhanced learning [CT-2013.8.2]				
<a href="#">&lt;&lt; back</a> <a href="#">next &gt;&gt;</a>				

LOGIN FUNDING STAGE CREATE DRAFT PARTIES EDIT PROPOSAL

## Step 4

### Manage Your Related Parties

**FP7-ICT-2011-11**

CP-FP  
December 2013 17:00:00  
Brussels Local Time  
77 days left until closure

Acronym ID PIC Contact  
**Acronym**  
Date Test

**Configuration OK**

You're using Firefox 17 on Windows. Adobe Reader (version 10.1.7.27) is installed.

For more information, please consult the [User Guide](#).

## Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you or coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 3 [Add Participant](#)

### Consortium eligibility

*Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 2.*

Coordinator	Contact		
Baird Consulting SCS Baird Consulting SCS 20 Vieille rue du Moulin-Rouge 20, 1180 Uccle, BE TEL: 90544445	Dave Baird		
JANITOM Tomasz Janisz JANITOM Tomasz Janisz 1111216 ul. Ogarna 1111216, 80-626 Gdańsk, PL TEL: 902033853	Tomasz Janisz		
Hubert van DELFT sprl Hubert van DELFT sprl O J avenue de la savonnerie, 1170 bruxelles, BE TEL: 974805454			

[next >](#)

# Wizard Flow

## Proposal – Upload Part B/Annexes

## Submission Summary

LOG IN

FUNDING SCHEME

CREATE DRAFT

SUBMIT

EDIT PROPOSAL

LOG OUT

# Step 6

## Submit

FP7-JCT-2013-11

31

December 2013 17:00:00  
Brussels Local Time

77

days left until closure

Acronym

IC

PIC

Contact

Acronym

Give Text

Configuration OK

You're using Firefox 17 on Windows. Adobe Reader (version 10.1.7.27) is installed.

For more information, please consult the [User Guide](#).

Your proposal has been successfully submitted

Your proposal was submitted on: **19 October 2013 at 17:24:32 (Brussels Local Time)** as part of the **FP7-JCT-2013-11** call, before the deadline of **31 December 2013 at 17:00:00 (Brussels Local Time)**.

Your project ID is **605314**. This number is important and will be used as future reference during the evaluation process.

Revisit your Proposal

You may edit your proposal and re-submit it any time before the deadline of **31 December 2013 at 17:00:00 (Brussels Local Time)** by clicking the "re-edit proposal" button.

You may download a timestamped and digitally signed PDF version of your submitted proposal

download

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

withdraw proposal

Home

Version: 2013/08/15/14 - Service Desk: [CIGIT-EP77-SEP-5U-PPOIC@ec.europa.eu](#) (+32 21 922222)

## Administrative Forms

European Commission - Research - Participants  
**Proposal Submission Forms**  
 Research Enterprise & Industry Directorate General

[Table Of Contents](#) [Validate Form](#) [Save And Close](#)

Proposal ID  Acronym

## 1 - General Information

**Topic** Type of action

**Call identifier**  Acronym

**Proposal title**  The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.

**Duration in months**  Insert the estimated duration of the project in full months.

**Fixed keyword**  Please select the keyword(s) that best characterise the subject of y...

**Free keywords**  You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.

**abstract**

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and how the results will be disseminated. This information will be used as the short description of the project for the evaluation.

LOGIN

FINDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

Submit

# Step 5

## Edit Proposal

FP7-ICT-2013-11

David Brand

CP-IP

December 31 17:00:00

Buenos Aires Local Time

77 days left until closure

Acronym

PKC

Contact

Acronym

Divide Test

Configuration OK

You're using Firefox 17 on Windows. Adobe Reader (version 10.1.2.20) is installed.

For more information, please consult the [User Guide](#).

### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted.

#### Administrative Forms

Edit will open the forms in Adobe Reader

edit forms

Lock the Part A form

view history

print preview

#### Part B and Annexes

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

downloaded templates

upload

Proposal\_that\_will\_change\_the\_world.pdf

delete

#### Part B

upload

Proposal\_that\_will\_change\_the\_world.pdf

delete

← Step 4 - Parties

validate

Submit

Home

Version 20131008-1554 - Service Desk: DIGIT-EFP7-SEEP-SUPPORT@ec.europa.eu (+32 (0) 20 82222)

# Participant Portal services: **after login**

## My Proposal(s)

**PIC numbers are required in the proposal submission system**, therefore participants are encouraged to register their organisations as soon as possible before drafting a proposal.

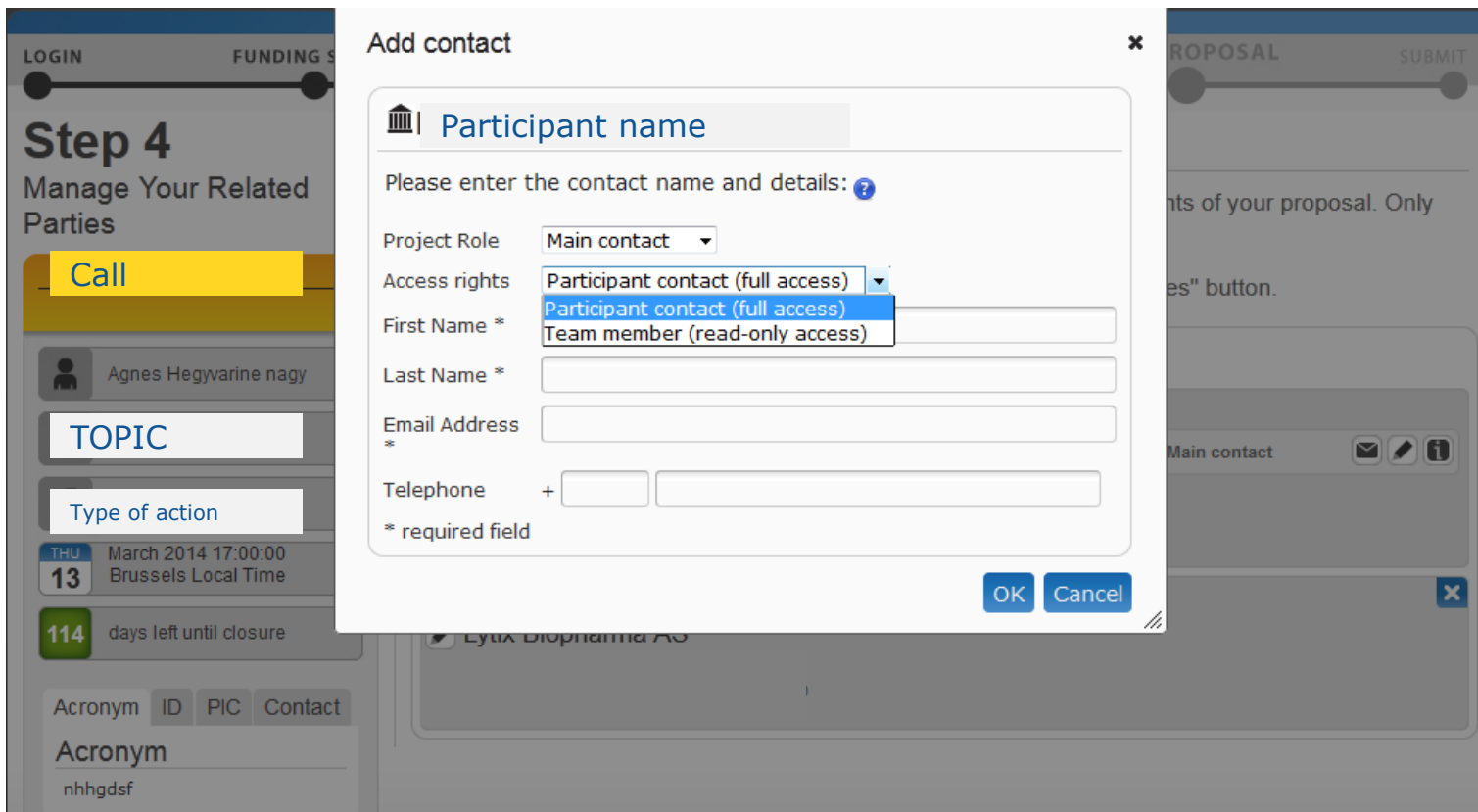
Proposals are composed of:

- **Administrative forms**: the **administrative** information (list of participants, legal and financial structured forms, etc.);
- **Technical annex**: a PDF document (one or more) with the **scientific and technical** contents;
- There may be additional documents (*optional*), eg. *ethics*.

# Access rights – proposal submission

- **Enhanced access rights, enabling the read-only rights to proposals.**
- **Full access (= coordinator contact or participant contact) or read-only rights (= team member) for any contact person of the proposal.**
- **Rights to be managed in the Submission tool until call closure.**
- **All contact persons receive access rights and are listed in Part A: Main contact persons with full details; other contacts with minimum data; Fellows/Principal Investigators with a researcher 'profile'.**
- **Authorized representative data is not required in the proposals.**

# Access rights for the proposals



The screenshot shows a web interface for managing proposal-related parties. A modal dialog titled "Add contact" is open, allowing the user to add a new contact. The dialog includes a title bar with a close button (X). The main content area has a header "Participant name" with a building icon. Below this, a prompt says "Please enter the contact name and details: ?". The form contains several fields: "Project Role" (a dropdown menu currently showing "Main contact"), "Access rights" (a dropdown menu with a blue highlight on "Participant contact (full access)", and other options "Participant contact (full access)" and "Team member (read-only access)"), "First Name \*" (required), "Last Name \*" (required), "Email Address \*" (required), and "Telephone" (with a plus sign for country code and a required field asterisk). At the bottom right of the dialog are "OK" and "Cancel" buttons. The background interface shows a sidebar with "Step 4 Manage Your Related Parties", a "Call" button, a "TOPIC" input field, a "Type of action" dropdown, a date/time display for "THU 13 March 2014 17:00:00 Brussels Local Time", a "114 days left until closure" indicator, and a table with columns "Acronym", "ID", "PIC", and "Contact". The main content area shows a "PROPOSAL" header, a "SUBMIT" button, and a list of proposal details.

LOGIN FUNDING S

**Step 4**  
Manage Your Related Parties

Call

Agnes Hegyvarine nagy

TOPIC

Type of action


THU 13 March 2014 17:00:00  
Brussels Local Time

114 days left until closure

Acronym ID PIC Contact

Acronym  
nhhgdsf

**Add contact** X

 Participant name

Please enter the contact name and details: ?

Project Role Main contact

Access rights Participant contact (full access) Participant contact (full access) Team member (read-only access)

First Name \*

Last Name \*

Email Address \*

Telephone +

\* required field

OK Cancel

PROPOSAL SUBMIT

nts of your proposal. Only

es" button.

Main contact

X

# Structure – Part A

**NEW**

- **General information**

**Abstract, panel and fixed keyword (if relevant),**

**New:** declarations, checklist questions

- **Participants and contact persons: data is read-only from the Organisation Registry (URF) and from Step4 (contact persons).**
- **Budget table – specific per action types**
- **New:** Ethics Issues Table: structured, reference to Part B
- **Call specific questions: limited set of specific questions related to the call.**
- **The system offers validation checks, any problems are listed at the end of the administrative part.**



## Part B and Annexes

- **Templates per calls/topics – downloadable from the system; drafts will be available on the Documents page of the Portal.**
- **Page limit** may apply per attachments. The check is based on pages of the pdf document. **NEW**
- **Watermark** to be applied to mark the pages above the limit.
- **General constraints: 10 MB, PDF**
- **The complete proposal package receives an e-receipt upon submission.**

# Guidance

- **Call and Topic-related official documents will be available from the call/topic page of the Participant Portal, eg. H2020 guide for proposal submission and evaluation.**
- **Online help: Funding Guide on the Participant Portal and a wiki, online help as [IT guidance](#)**
- **Embedded guidance text in the forms: ghost text or fixed guidance behind the question marks; hyperlinks**

# **Participant Portal services: after login**

## **My Project(s)**

- 1. Access to the list of projects the user is involved in**
- 2. Access to the project-related services:**
  - **Grant preparation**
  - **Amendments**
  - **Reporting tools**
- 3. View of the consortium's roles for a given project**
- 4. Grant/revoke roles for a given project**  
(provided the user has the authorisation to do so)



# RESEARCH & INNOVATION

## Participant Portal

**PORTAL V4.0  
PREVIEW**

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT ▾

DEMO ACCOUNT ▾

My Organisation(s)

My Proposal(s)

**My Project(s)**

My Notification(s)

My Expert Area

### My projects

FUNDING GUIDE

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Negotiate your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [Funding Guide](#).

#### LEGEND



Access Amendment



Access Negotiation



Financial Reporting



Periodic Reporting



Reporting & Deliverables



Project Consortium

Show 10 ▾ entries

Search

ACRONYM ▲ CALL ◇ PROG ◇ PROJECTID ◇ ROLES ◇ PHASE ◇ ACTIONS ◇

TEST STIFF 22

FP7

999999

PC

Negotiation

AN

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

**Project details with basic data,  
abstract and list of participants**



# RESEARCH & INNOVATION

## Participant Portal

**PORTAL V4.0  
PREVIEW**

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

DEMO ACCOUNT

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

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- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

**Access to the available tools  
for the project**

**LEGEND** AA Access Amendment AN Access Negotiation FR Financial Reporting PR Periodic Reporting RD Reporting & Deliverables PC Project Consortium

Show 10 entries Search

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
TEST STIFF 22		FP7	999999	PC	Negotiation	AN

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

**AN = Access Negotiation**  
**AA = Access Amendment**  
**FR = Financial Reporting**  
**PR = Periodic Reporting**  
**RD = Reporting & Deliverables**



## RESEARCH &amp; INNOVATION

## Participant Portal

PORTAL V4.0  
PREVIEW

European Commission &gt; Research &amp; Innovation &gt; Participant Portal &gt; My Projects

MY AREA

HOME

FUNDING OPPORTUNITIES

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DEMO ACCOUNT ▾

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

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- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

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## LEGEND

Access  
AmendmentAccess  
NegotiationFinancial  
ReportingPeriodic  
ReportingReporting &  
DeliverablesProject  
Consortium

Show 10 ▾ entries

Search

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
TEST STIFF 22		FP7	999999	PC	Negotiation	AN

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

**View of all roles in the Project.**

**If the user has sufficient rights, he/she may also  
nominate and revoke roles for other persons.**

OLAF

# Participant Portal services: **after login**

## **My Notification(s)**

### **1. View all personal notifications for the services of the Participant Portal**

- **Examples: change of roles, forms ready to be signed, availability of e-receipts, etc.**



# RESEARCH & INNOVATION

## Participant Portal

**PORTAL V4.0  
PREVIEW**

[European Commission](#) > [Research & Innovation](#) > [Participant Portal](#) > [My Notifications](#)

Notifications - Research Participant Portal - Mozilla Firefox

<https://ec.europa.eu/research/participants/api/notificationapp/notifications.html>



## RESEARCH & INNOVATION - PARTICIPANT PORTAL

### Participant Portal Notifications

On this page you can subscribe for email notifications on selected Portal services and for information on new or updated calls. You can also set your inbox management preferences.

[inbox](#)

[Preferences](#)

Show 5 entries

Search

<input type="checkbox"/>	DATE	SOURCE	SUBJECT	!
<input type="checkbox"/>	2012-07-18 14:59	Expert Management System	<b>Your expert profile has been created</b>	HIGH
<input type="checkbox"/>	2012-07-18 14:13	Expert Management System	<b>Your expert candidature number</b>	HIGH
<input type="checkbox"/>	2011-10-17 11:57	Participant Portal	<b>System message concerning the change of roles. (Please do not reply to this mail)</b>	HIGH
<input type="checkbox"/>	2011-08-08 09:57	Participant Portal	<b>System message concerning the change of roles. (Please do not reply to this mail)</b>	HIGH

Showing 1 to 4 of 4 entries.

[← PREVIOUS](#) [1](#) [NEXT →](#)

DELETE SELECTED

MARK READ

MARK UNREAD



# Participant Portal services: **after login**

## My Expert Area

- 1. New experts can create their profile**
- 2. Experts can update their profile**
- 3. Experts can manage their contracts**

**NEW**

### News

H2020 call for expression of interest for experts (11/2013)  
New calls for expression of interest [for individual experts](#) and [for organisations to suggest experts](#) were just published in [OJ C342 of 22 November 2013](#). European Commission will soon need experts to evaluate first Horizon 2020 proposals. Don't forget to tick the H2020 box in the registration platform and update your expertise.

### Quick Links

- [FAQ for Experts](#)
- [Expert recommendations](#)

### Logistics for Brussels

- [Map of evaluation area](#)
- [Info on hotels](#)
- [Metro map](#)
- [From airport to Brussels](#)



## Experts

[H2020 ONLINE MANUAL](#)

Join the database of independent experts for European research and innovation.

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, monitoring of projects, and evaluation of programmes, and design of policy.

### New experts

#### Who can be an expert?

You have a chance of being selected as an expert if you:

- have high-level of expertise in the relevant fields of research and innovation ([see call](#) for details on types of expertise).
- can be available for occasional, short-term assignments

[REGISTER AS EXPERT](#)

#### What do expert assignments involve?

Experts, as peer reviewers, assist in the:

- **evaluation** of proposals
- **monitoring** of actions

In addition, experts assist in the :

- **preparation, implementation or evaluation of programmes** and **design of policies**.

Assignments mainly concern research and innovation, falling within the Horizon 2020 programme designed to address the challenges Europe is facing through funding excellent science, technology and innovation.

Take a look at the most recently [funded projects](#).

In order to access the expert registration form, you are first asked to login with a valid Participant Portal (ECAS) account. If you do not have it yet, it easy to [create your Portal \(ECAS\) account](#).

### Registered experts

- Registered experts can complete or **update their profile** at any time by [logging-in](#) to their Portal account (ECAS) and accessing **My Expert Area**.
- Your profile is only available to the Commission for consideration once it is complete and valid.

[MY AREA](#)[HOME](#)[FUNDING OPPORTUNITIES](#)[HOW TO PARTICIPATE](#)[EXPERTS](#)[SUPPORT ▾](#)

AGNES HEGYVARINE NAGY ▾

[My Organisation\(s\)](#)[My Proposal\(s\)](#)[My Project\(s\)](#)[My Notification\(s\)](#)[My Expert Area](#)

## Welcome to the Expert area in the Participant Portal.

New employer or qualification to add? Change in contact details?

It is important to keep your profile up-to-date!

### News

H2020 call for expression for interest for experts (11/2013)  
New calls for expression of interest [for individual experts](#) and [for organisations to suggest experts](#) were just published in [OJ C342 of 22 November 2013](#). European Commission will soon need experts to evaluate first Horizon 2020 proposals. Don't forget to tick the H2020 box in the registration platform and update your expertise.

### Quick Links

- [FAQ for Experts](#)
- [Expert recommendations](#)

### Logistics for Brussels

- [Map of evaluation area](#)
- [Info on hotels](#)
- [Metro map](#)
- [From airport to Brussels](#)

[Profile](#)[Contracts](#)

### Profile Data

#### • Your programmes preferences are:

- ✓ Horizon 2020 – the Framework Programme for Research and Innovation  
Education, Audio-Visual and Culture Executive Agency programmes  
Other European Commission funding programmes

#### • Your profile accessibility preferences are:

- ✓ European Commission and its Executive Agencies/bodies  
Public research funding bodies in Member States and Associated Countries  
Joint Technology Initiatives and joint research programmes

Your profile is incomplete and is not available for selection. Please add the missing data.

Last Modified on:

04-Dec-2013

Your expert Id::





EX2006C189358

[EDIT PROFILE](#)

PROGRAMME  
selectionPERSONAL  
details

LANGUAGES

EDUCATION

AREA  
of expertisePROFESSIONAL  
experience Welcome A HEGYVARINE Candidature number  
EX2006C1893584/6 Status Invalid  
[See details](#) Programme Selection Personal Details Languages Education Area of Expertise Professional Experience

## Questions?


FAQ



contact



## Programme Selection



 We respect your privacy. You can consult our privacy statement [here](#)

The Commission wishes to invite experts to register their profile further to a call published in the [Official Journal of the European Union](#), in order to assist in tasks concerning the **Horizon 2020** programme for research and innovation.

The **Education, Audiovisual and Culture Executive Agency (EACEA)** wishes to invite experts to register their profile further to a call published in the [Official Journal of the European Union](#) to assist in tasks regarding the Erasmus+, Europe for Citizens, Creative Europe and EU Aid Volunteers programmes.

Tasks consist of assisting in the:

- Evaluation of proposals;
- Monitoring of actions;
- Preparation, implementation or evaluation of programmes and design of policies.

 By submitting your application, you agree to accept using the electronic exchange systems for interactions with the Commission or relevant funding body. 

Please indicate the programmes for which you wish to be considered for selection as an expert

- ☒ Horizon 2020
- ☐ Education, Audiovisual and Culture Executive Agency (EACEA) programmes
- ☐ Other funding programmes

In line with the objectives of the **European Research Area**, the Commission **may authorise access to the database of potential experts to other entities**. With this in mind:

Do you agree to allow your data to be made available to research funding bodies with a public service mission, in the **Member States and countries**

Do you agree to allow your data to be made available to other structures implementing EU research activities, created in line with the provisions of the Treaty, such as

**NEW**

# Electronic Grant management in H2020

- **Electronic grant management:** no more blue ink signatures, paperless exchange
- Exchanges in a secured electronic system
- Identity and access management using ECAS
- Digital seal for all transactions (content and metadata) via eReceipt
- Chain of trust to secure identity of persons: Extended mandate of Legal Entity Appointed Representative (LEAR)

# "Chain of trust"

- One person in the central administration of each organisation to be appointed by the Legal Representative in a formal process using blue ink signature  
= **Legal Entity Appointed Representative (LEAR)**
- Appointment letter to comprise also supporting documents on identity of the legal representative
- LEAR mandate (among other issues):
  - assign persons authorised to sign the different types of documents
  - supervise assignment of other roles in the portal IAM for their organisation

# Value of the eReceipt

- Electronic receipt = **digitally signed PDF version of the submitted document.**
- Both the content of the document and a set of metadata (time stamp, ECAS credentials of submitter) are digitally sealed.
- The digital signature mechanism, using a public-private key pair mechanism, uniquely binds the eReceipt to the transaction and **ensures its full integrity**. Therefore a **complete digitally-signed trail of the transaction is available** both for the beneficiaries and the Commission.
- **Any attempt to modify the content will lead to a break of the integrity of the electronic signature**, which can be verified at any time by clicking on the signature in the PDF document.
- The eReceipt is stored in the project archive where it **can be downloaded at any time by any actor in the project** and stored on other electronic media.


## **Example (implemented today): paperless submission of financial statements**

- LEAR nominates a list of persons authorised to sign financial statements.
- Only these persons get access to the "Sign and submit" function in the financial reporting module.
- "Sign and submit" triggers the creation of an eReceipt that is stored in the electronic project archive.
- All persons who need to know (including the LEAR) are notified on the transaction and have access to the eReceipt.



# **Preview of the new Grant Management module**

***(work in progress!)***



## RESEARCH & INNOVATION

### Participant Portal

EUROPEAN COMMISSION > RESEARCH & INNOVATION > PARTICIPANT PORTAL > MY PROJECTS

[MY PROJECTS](#) [SUPPORT](#) [Hello ECAS COCO](#)

**MY AREA**

**MY ORGANISATION**

**MY PROJECTS**

**MY NOTIFICATIONS**

Acronym	Call	Programme	Project ID	Action
Mindflex	H20202-SPACE-14	H2020	29102	<a href="#">MP</a>
Mindflex	H20202-SPACE-14	H2020	29100	<a href="#">MP</a>
Mindflex	H20202-SPACE-14	H2020	29101	<a href="#">MP</a> <a href="#">i</a>

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## RESEARCH & INNOVATION

### Participant Portal

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[MY PROJECTS](#) [? SUPPORT](#)

Hello ECAS COCO

#### MY PROJECT

HORIZON 2020

Call: H20202-SPACE-14  
Scheme: CP-CP  
Acronym: Mindflex  
Number: 29100  
Duration: 48 months  
Start date: 2013-04-23



BUDGET DATA

ACTIONS

CONTACTS



Project Officer >> Grant  
preparation  
Process name

12/04/2013

Evaluation Preparation Signature Prefinancing



#### Documents

##### Preparation(25%)



Evaluation Summary



Invitation to pre...



Grant Agreement Data

##### Evaluation(100%)



Proposal



#### Messages

Add message



Coordinator Contact (ECAS COCO) submitted grant preparation on 16.10.2013 16:44



EC Project Officer (Bart De Cock) completed evaluation on 16.10.2013 16:38




EC Project Officer (Bart De Cock) submitted proposal on 16.10.2013 16:36

Doc library

Chat area

Project dashboard



European  
Commission

EUROPEAN COMMISSION

MY PROJECTS ?

MY PROJECT

HORIZON 2020

Call: H20202-SPACE-14  
Scheme: CP-CP  
Acronym: Mindflex  
Number: 29102  
Duration: 48 months  
Start date: 2013-04-23

BUDGET DATA

ACTIONS




CONTACTS

### Project Documents


Coordinator >> Grant preparation

Process name

**Preparation(0%)**

 Evaluation Summary  Invitation to pre...  Grant Agreement Data

**Evaluation(100%)**

 Proposal



## RESEARCH & INNOVATION

### Participant Portal

EUROPEAN COMMISSION > RESEARCH & INNOVATION > PARTICIPANT PORTAL > MY PROJECTS > Mindflex



MY PROJECTS



SUPPORT



Hello ECAS COCO ▾

#### MY PROJECT

HORIZON 2020

Call: H20202-SPACE-14

Scheme: CP-CP

Acronym: Mindflex

Number: 29102

Duration: 48 months

Start date: 2013-04-23



BUDGET DATA

ACTIONS

CONTACTS



#### Coordinator >> Grant preparation

Process name

12/04/2013

Evaluation

Preparation

Signature

Prefinancing



Grant Agreement Data

Submit



#### Documents

##### Preparation(0%)



Evaluation Summary



Invitation to pre...



Grant Agreement Data

##### Evaluation(100%)



Proposal



#### Messages



European

<< portal

ncocppgm (EXTERNAL) ?



Grant  
Management

Project 606738

**HORIZON 2020**

Call: FP7-SPACE-2013-1 Action : 31045127 (Error  
Resp. Unit: REA/S/02 Duration: 36

Work  
packages



Deliverables



Milestones



Partners



General  
information



Financial  
periods



GrantAgreem  
Option



Financial  
information



## Work Packages



[+ Add Work Package](#)

Number		Title	Lead beneficiary	Total effort	Start month	End month	Deliverables #	Actions
1		WP1	BRGM	0	0	12		
2		WP2	GAMMA	0	2	8		
Total:				0				

Complete

Validate

Cancel

# More information

- **FAQ:**  
<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>
- **Contact us:** <http://ec.europa.eu/research/participants/api//contact/index.html>
- **ECAS help:**  
<https://webgate.ec.europa.eu/cas/help.html>
- **FP7 IT helpdesk:**  
[ec-research-it-helpdesk@ec.europa.eu](mailto:ec-research-it-helpdesk@ec.europa.eu) / +352 43 01 31 570



**Thank you  
for  
your attention!**