



Proposal Submission Service User Manual

EU Funding Programmes 2021-2027

11/10/2023





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Chapter 1: Introduction

The European Commission's Online Submission Service (hereinafter referred to as *Submission Service*) is designed to automate the documentation submission process for organisations and individuals interested in submitting proposals for funding under various EC programme initiatives.

Document scope

The purpose of the Proposal Submission User Manual is to describe how [Participants](#) can prepare and submit a [Proposal](#) using the [Submission system](#).

Document structure

The following sections of information are available:

- *Chapter 1: Introduction* provides information and links to the relevant resources, a high level description of what you will need to prepare prior to your submission, a list of user actions, and contact and support information.
- *Chapter 2: Submitting your proposal through the online submission system* provides step-by-step guidance on how to submit your information using the Commission's online system.
- *Chapter 3: Reference guide to screens, roles & access to user actions* describes the screens and the basic tasks you can perform using the system, as well as a description of the user roles in the system.
- *Appendix A: Compatibility & system configuration* provides general information on recommended system configuration to be used for the submission of your proposal.
- *Appendix B: Registration* provides instructions on how to register a new account with the European Commission Authentication Service ([EU Login](#)).

The *Glossary* section contains descriptions of the most common specialised terms that you might come upon in this document.

The proposal submission process

Learning about the EC Grants proposal process

It is very important that you familiarize yourself with the overall research and innovation grant process by first consulting the [How to participate](#) page on the [Funding & Tenders Portal](#). There you will find a wealth of information including the [Online Manual](#) and numerous [Reference Documents](#), the [Participant register](#), and a comprehensive set of support documentation. Please read through all these resources prior to starting your Submission process.

Proposal submission preparatory checklist

In preparation for your online application submission process, you must go through the following steps:

1. Decide on the funding opportunity that you want to apply for [Funding Opportunities](#) are categorised as [Calls](#), [Topics](#) and [Types of Actions](#).
2. Select your [Participants](#). Most calls require a [consortium](#). Relevant information can be found on the [Funding & Tenders Portal](#).
3. Register as a user in the European Commission Authentication Service (EU Login). For instructions also see Appendix B at the end of this document.
4. All organisations participating in a proposal must register in the [Participant register](#) through the Funding & Tenders Portal and receive a Participant Identification Code ([PIC](#)). Additional information is available in the [IT How To](#).

Quick steps to the online submission process

The following basic tasks summarize in the online submission process. Refer to Chapter 2 for the detailed step-by-step procedures:

1. Log into the Funding & Tenders Portal and select your topic.
2. Create a draft for your proposal.
3. Manage Participants (i.e. proposal consortium). The participants will be invited to the process by the system.
4. Edit the proposal draft form, download templates and complete all required information. Engage the other participants to maintain their organisation contacts and the details in the corresponding sections of the proposal form Part A.
5. Upload Part B and the rest of annex files and submit your proposal.
6. Following submission, you can update, download or withdraw your proposal until closure date is reached.

Accessing your draft and submitted proposals

You can access your saved proposal drafts as well as your submitted proposals at any time, from the [My Proposal\(s\)](#) page in the Funding & Tenders Portal (you must be logged in).

Contact and support

For any IT-related problems that you might experience with the submission system, please contact the IT Helpdesk using the form below, and selecting the domain **Submission of proposals**:

[IT Helpdesk contact form in the Funding & Tenders Portal](#)

Once you have started the submission process, additional contact information is available at the different screens of the wizard.

Chapter 2: Submitting your proposal through the online submission service wizard

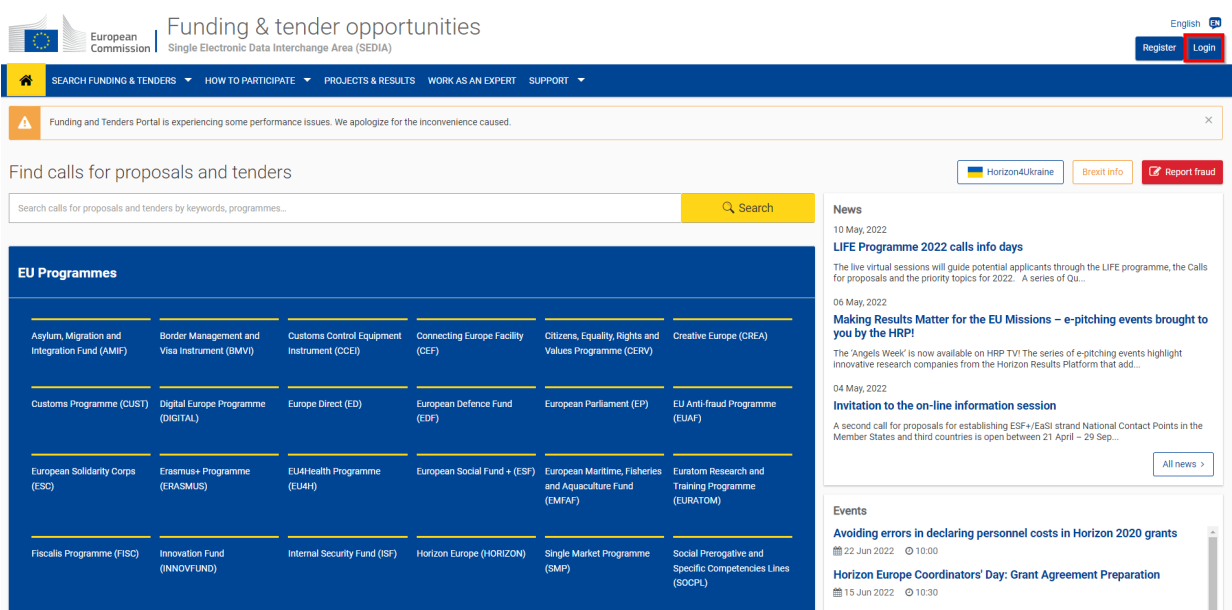
Once you have your EU Login username and password, your PIC and the other participants PICs, you can start the submission process by logging into the Funding & Tenders Portal and using the European Commission online submission service wizard.

The submission process consists of 5 differentiated steps. Please, see below the different actions to be taken for each one of these steps.

Log in

To log in, perform the following steps:

1. Go to the Funding & Tenders Portal (F&T Portal):
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

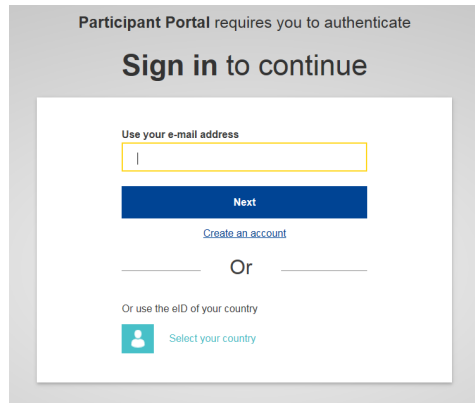


The screenshot shows the 'Funding & tender opportunities' portal. The top navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A message indicates that the portal is experiencing some performance issues. Below this, there is a search bar for 'Find calls for proposals and tenders'. The main content area is titled 'EU Programmes' and displays a grid of various EU funding programs, including:

- Asylum, Migration and Integration Fund (AMIF)
- Border Management and Visa Instrument (BMVI)
- Customs Control Equipment Instrument (CCEI)
- Connecting Europe Facility (CEF)
- Citizens, Equality, Rights and Values Programme (CERV)
- Creative Europe (CREA)
- Customs Programme (CUST)
- Digital Europe Programme (DIGITAL)
- Europe Direct (ED)
- European Defence Fund (EDF)
- European Parliament (EP)
- EU Anti-fraud Programme (EUFAP)
- European Solidarity Corps (ESC)
- Erasmus+ Programme (ERASMUS)
- EU4Health Programme (EU4H)
- European Social Fund + (ESF)
- European Maritime, Fisheries and Aquaculture Fund (EMFAF)
- Euratom Research and Training Programme (EURATOM)
- Fiscalis Programme (FISC)
- Innovation Fund (INNOVFUND)
- Internal Security Fund (ISF)
- Horizon Europe (HORIZON)
- Single Market Programme (SMP)
- Social Prerogative and Specific Competencies Lines (SOCPL)

On the right side of the portal, there is a 'News' section with updates from May 2022, including 'LIFE Programme 2022 calls info days' and 'Making Results Matter for the EU Missions - e-pitching events brought to you by the HRP!'. There is also an 'Events' section with upcoming events like 'Avoiding errors in declaring personnel costs in Horizon 2020 grants' and 'Horizon Europe Coordinators' Day: Grant Agreement Preparation'.

2. Click the **Login** button. You will be prompted to authenticate through the **Sign in** screen:



The image shows a 'Sign in to continue' screen. At the top, it says 'Participant Portal requires you to authenticate'. Below this is the heading 'Sign in to continue'. There are two main authentication paths. The first path is 'Use your e-mail address', which includes a text input field with a cursor, a blue 'Next' button, and a link 'Create an account'. The second path is 'Or use the eID of your country', which includes a 'Select your country' button with a person icon.

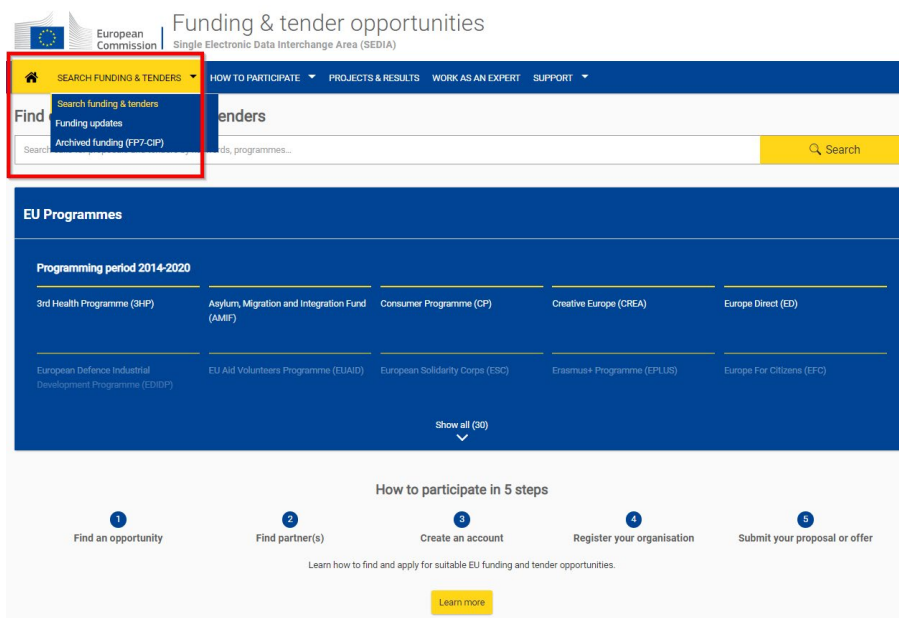
Select your topic

1. Once logged into the Portal, you will need to select the call topic for which you will submit your proposal.

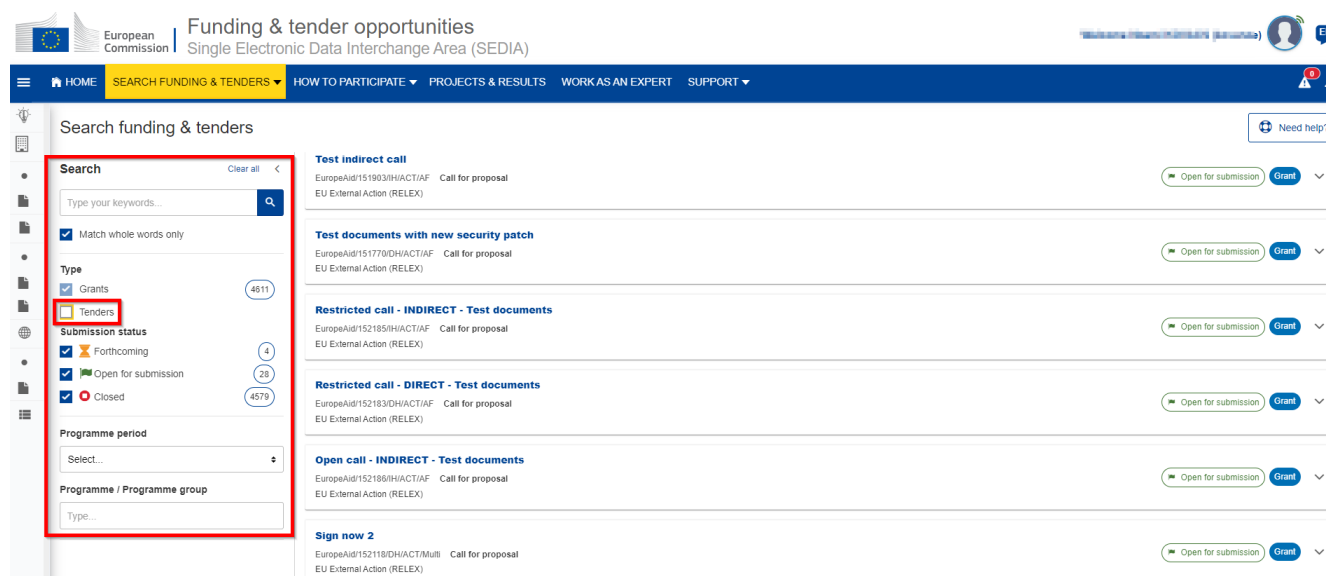


Note: A Programme comprises many Calls and each Call can have one or more Topics. A submitted proposal is always for one Topic and one Type of Action.

2. Click on **Search funding & tenders**:



- Filters are displayed on the left side, between the elements of **Manage my area** and the search results, which are displayed on the right side. First, untick the **Tenders** box:



- Then use the different filters. You can use one filter or combine several ones. This is a description of the different available filters:

Programme filter: select a specific programme from the list (only one programme can be selected for each search).

Search funding & tenders

Search Clear all

Search by keyword...

☒ Match whole words only

Type

☒ Grants 4608

☐ Tenders

Submission status

☐  Forthcoming

☒  Open for submission 27

☒  Closed 4581

Programming period

2021 - 2027 (475)

Programme / Programme group

Type...

Call

4608 item(s) found

Test call with multi geographical zones

EuropeAid/151900/DH/ACT/Int Call for proposal
EU External Action (RELEX)

[Open for submission](#) [Grant](#)

Test indirect call

EuropeAid/151903/DH/ACT/AF Call for proposal
EU External Action (RELEX)

[Open for submission](#) [Grant](#)

Test documents with new security patch

EuropeAid/151770/DH/ACT/AF Call for proposal
EU External Action (RELEX)

[Open for submission](#) [Grant](#)

Restricted call - INDIRECT - Test documents

EuropeAid/152185/DH/ACT/AF Call for proposal
EU External Action (RELEX)

[Open for submission](#) [Grant](#)

Restricted call - DIRECT - Test documents

EuropeAid/152183/DH/ACT/AF Call for proposal
EU External Action (RELEX)

[Open for submission](#) [Grant](#)

Some programmes may contain further filtering options, whereas other programmes do not contain any further filtering options.

Status: to filter the results by status, tick the corresponding status under **Submission status**. By default, **Forthcoming** and **Open for submission** are already selected. A tick means that the status is included in the search. Click on it to select or unselect it:

Submission status

☒  Forthcoming

☒  Open for submission 26

☒  Closed 416

Programming period

2021 - 2027 (442)

Programme / Programme group

EU External Action (RELEX)

Programme part

Type...

Geographical zone

Type...

Text search: to search by a keyword, type a relevant word in the box on the top of the **Filter menu** and click on the magnifier icon, or hit **Enter** in your keyboard, to perform the search. The results are shown as topic cards on the right of the screen, which are overviews of each topic. Check this example where the different elements of topic cards are outlined:

European Blue Parks – Protection and restoration of marine habitats		Clickable link to the Topic Page		Call for proposal		Grant
HORIZON-MISS-2023-OCEAN-01-01		Topic ID		Domain		Status, Deadline model and Deadline date
Programme	Horizon Europe (HORIZON)	Status	Open for submission			
Type of action	HORIZON Innovation Actions	Deadline model	single-stage			
Opening date	17 January 2023	Opening date	Deadline date	20 September 2023 17:00:00 Brussels time		

The input provided in the search box looks for 2 different types of matches:

- Matches for any text appearing in the topic card.
- Matches for keywords.

 CPV code refers to keywords in the context of tenders. In the domain of funding opportunities, we use keywords.

Search by keyword... 

☒ Match whole words only

Type

☒ Grants (479)

☐ Tenders

Submission status

☒  Forthcoming (4)

☒  Open for submission (26)

☒  Closed (449)

Programming period

2021 - 2027 (479)

Programme / Programme group

Type...

 After typing the keyword, press on the Search icon to see the list of matching calls.

Search Clear all <

☒ Match whole words only

Type

☒ Grants 177

☐ Tenders

Submission status

☒ Forthcoming

☒ Open for submission

☒ Closed 177

Programming period

Programme / Programme group

Please mind the **Match whole words only** checkbox. If ticked, it means that the results will exclude all potential matches which do not contain the exact word you typed.

When you do not tick this checkbox, however, all topics containing keywords and text in the topic card which partially match what you typed will be given as results (i.e., in the case of "fronti" above the results would include "frontier" and "frontier research" keywords if you do not tick **Match whole words only**).

Search Clear all <

☒ Match whole words only

Type

☒ Grants 3

☐ Tenders

Submission status

☒ Forthcoming

☒ Open for submission

☒ Closed 3

3 item(s) found

Business Aviation / Short Regional TP demonstrator Front Power Plant Module
 JTI-CS2-CPW-ENG-01-03 Call for proposal
 Horizon 2020 Framework Programme (H2020 - 2014-2020)

Focus topic 6G Integrated Radio Front-End for TeraHertz Communications (IA)
 HORIZON-KDT-JU-2023-1-IA-Focus-Topic-2 Call for proposal
 Horizon Europe (HORIZON)

LifeRCraft Airframe - Central and Front Fuselage Sections - Design, Optimization, Manufacturing, V&V including Airworthiness Substantiation
 JTI-CS2-CPW-FRC-02-01 Call for proposal
 Horizon 2020 Framework Programme (H2020 - 2014-2020)

Search

Clear all <

55 item(s) found

☐ Match whole words only

Type

☒ Grants 55

☐ Tenders

Submission status

☒ Forthcoming 1

☒ Open for submission 2

☒ Closed 52

Programming period

Select...

Programme / Programme group

Select...

Call

ERC STARTING GRANTS

ERC-2024-STG Call for proposal

Horizon Europe (HORIZON)

ERC SYNERGY GRANTS

ERC-2024-SyG Call for proposal

Horizon Europe (HORIZON)

Interoperability for border and maritime surveillance and situational awareness

HORIZON-CL3-2024-BM-01-02 Call for proposal

Horizon Europe (HORIZON)

Research infrastructure services advancing frontier knowledge: co-fund pilots with pan-European RIs and/or national RIs

HORIZON-INFRA-2023-SERV-01-03 Call for proposal

Horizon Europe (HORIZON)

Research infrastructure services advancing frontier knowledge

HORIZON-INFRA-2023-SERV-01-02 Call for proposal

Horizon Europe (HORIZON)

ERC ADVANCED GRANTS

ERC-2023-ADG Call for proposal

Also, please note that this field can be used to search not only on keywords, but on the text of the call page. Therefore, if you know the topic ID or the topic name, you can type it directly in the box without the need to select a programme first.

- When you have obtained a list of results, you can use the **Sort by** options on the top to display them by opening date, title, ID or deadline. By default, results are displayed by Submission status:

55 item(s) found

Submission status

Sort by...

Opening date / Publication date

Deadline

Title

Submission status

ERC STARTING GRANTS

ERC-2024-STG Call for proposal

Horizon Europe (HORIZON)

ERC SYNERGY GRANTS

ERC-2024-SyG Call for proposal

Horizon Europe (HORIZON)

Open for submission Grant

Interoperability for border and maritime surveillance and situational awareness

HORIZON-CL3-2024-BM-01-02 Call for proposal

Horizon Europe (HORIZON)

Forthcoming Grant

Research infrastructure services advancing frontier knowledge: co-fund pilots with pan-European RIs and/or national RIs

HORIZON-INFRA-2023-SERV-01-03 Call for proposal

Horizon Europe (HORIZON)

Closed Grant

Research infrastructure services advancing frontier knowledge

HORIZON-INFRA-2023-SERV-01-02 Call for proposal

Horizon Europe (HORIZON)

Closed Grant

ERC ADVANCED GRANTS

ERC-2023-ADG Call for proposal

Closed Grant

6. Access the topic page

Click on the topic title to access the call page:



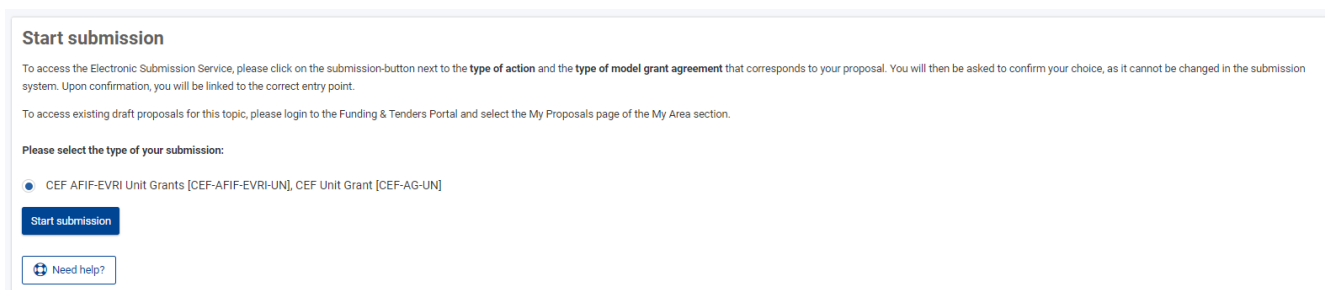
55 item(s) found

ERC STARTING GRANTS
ERC-2024-STG Call for proposal
Horizon Europe (HORIZON)

ERC SYNERGY GRANTS
ERC-2024-SyG Call for proposal
Horizon Europe (HORIZON)

Interoperability for border and maritime surveillance and situational awareness
HORIZON-CL3-2024-BM-01-02 Call for proposal
Horizon Europe (HORIZON)

7. Either scroll down in the call page to the **Start submission** section, or select **Submission Service** in the table of contents on the left. Then click on **Start Submission** button, see [Submit a proposal](#) for more information:



Start submission

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

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

Please select the type of your submission:

☒ CEF AFIF-EVRI Unit Grants [CEF-AFIF-EVRI-UN], CEF Unit Grant [CEF-AG-UN]

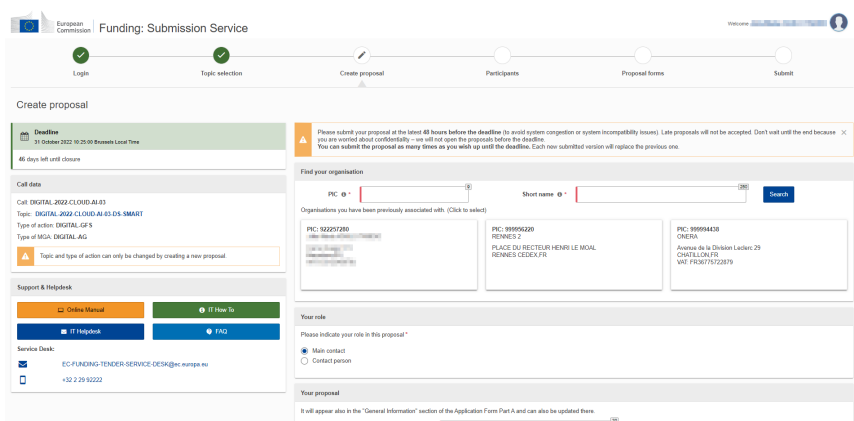
Start submission

[Need help?](#)

Create proposal

You are now in the [Submission system](#). Carry out the following steps to create your call proposal. Please note, proposals coordinators are advised to submit their proposals at least 48 hours before call closure.

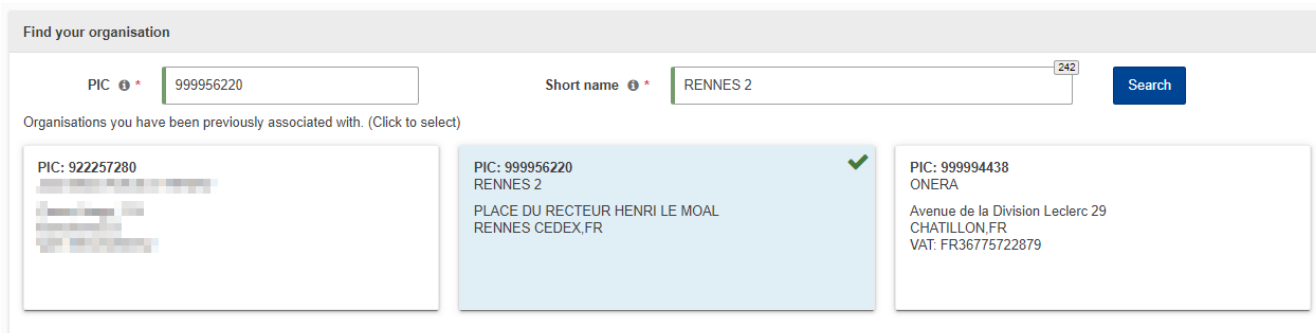
You can resubmit your proposal if needed until the closure of the call. Once the call is closed, the last submitted version will be the one being evaluated.



- These are the steps you need to undertake to complete the draft proposal: Enter your organisation PIC. If you do not have the full PIC number, you can search by name or select from a previously associated organisation:



Entering the **PIC** will automatically populate the **Short name** field and highlight the address, as shown in the picture below:



Note: If the entered PIC is incorrect and you click on **Search**, the following message appears:

Find your organisation ×

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC *

241

No result

No organisation is matching your request. Please try with another search query.

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

2. Select your role (**Main Contact** or **Contact person**):

Your role

Please indicate your role in this proposal *

☒ Main contact

☐ Contact person

You would typically select the top-level role (**Main Contact** for most calls) for the [Proposal Coordinator organisation](#) during the initial proposal draft creation. If you select the **Contact person** role (or another role if the call uses specific roles) for yourself, you will need to specify a top-level role (**Main Contact**) for your organisation in the next step . The person holding the Main Contact role will become the Coordinator of the proposal.

Note: For more information about roles in the system, see section [Roles, Proposal Coordinator, Partner and Contact Person](#) at the beginning of Chapter 3.

IMPORTANT: Most calls use the standard **Main Contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls may require more specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, [Applicant](#), etc. Calls of this type are pre-configured accordingly and their proposal submission forms contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call.

- Fill in the **Acronym** field. Acronyms can be changed later on by the proposal coordinator, by editing the Administrative form in [Part A](#) (see [Proposal forms](#) below), in the section **A1 Content** within the form.
- Fill in the **Summary** field.

5. Click on **Save and go to next step**:

Find your organisation

PIC ⓘ *

999956220

Short name ⓘ *

RENNES 2

242

Search

Organisations you have been previously associated with. (Click to select)

PIC: 922257280

PIC: 999956220

RENNES 2

PLACE DU RECTEUR HENRI LE MOAL

RENNES CEDEX,FR

✓

PIC: 999994438

ONERA

Avenue de la Division Leclerc 29

CHATILLON,FR

VAT: FR36775722879

Your role

Please indicate your role in this proposal *

☒ Main contact

☐ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym *

Test

16

Short Summary *

Test

1996

SAVE AND GO TO NEXT STEP

For some calls, there can be additional fields. For example, for the configuration shown here below, you need to pick up a priority from a drop-down in addition to provide the acronym and the summary:

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

test

16

Short Summary

test

1996

Priorities

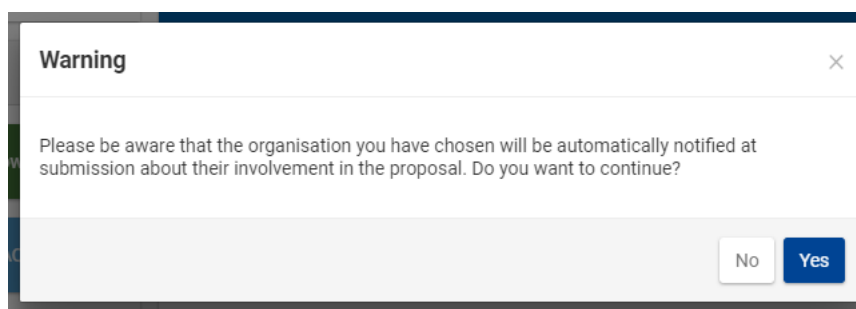
⌵

SAVE AND GO TO NEXT STEP

Please note that for some calls we will add a structured proposal reference consisting of a prefix specific to the call, and your acronym. This reference cannot be changed, but you can always change your acronym when editing the application form. When a structured proposal reference identification is in use for the call you are submitting your proposal, it will be shown under the **My Proposal(s)** section on the Portal instead of just your acronym:

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE D
2027	CEF-DIG-2021-5G-CORRIDORS	CEF-INFRA	101079832	21-BE-DIG-test_5gcorr_w...	Submitted	57	22/03/2022
2027	CEF-DIG-2021-CLOUD	CEF-INFRA	SEP-210827766	21-BE-DIG-test_dns_works	Draft	57	22/03/2022
2027	CEF-DIG-2021-CLOUD	CEF-INFRA	101079856	21-BE-DIG-test_fed_works	Submitted	57	22/03/2022
2027	CEF-DIG-2021-5G-CORRIDORS	CEF-PJG	SEP-210828945	test_5gcorr_st...	Draft	57	22/03/2022
2027	CEF-DIG-2021-GATEWAYS	CEF-PJG	SEP-210828949	test_gateway_...	Draft	57	22/03/2022
2027	CEF-DIG-2021-CLOUD	CEF-PJG	SEP-210828950	test_cloud_st...	Draft	57	22/03/2022
2027	CEF-DIG-2021-TA	CEF-PJG	SEP-210828953	test_ta_agenda	Draft	57	22/03/2022
2027	CEF-DIG-2021-5G-SMARTCOM	CEF-INFRA	SEP-210829033	21-BE-DIG-test_smartcom	Draft	57	22/03/2022
2027	CEF-DIG-2021-GATEWAYS	CEF-INFRA	SEP-210829035	test_gateways...	Draft	57	22/03/2022
2027	CEF-DIG-2021-TA	CEF-PJG	SEP-210829038	test_ta_platfor...	Draft	57	22/03/2022

Note: Organisations in the consortium would usually get a notification of their involvement when the proposal is submitted, as well as being notified if the proposal where they were participating is withdrawn, as suggested by the warning below:



- After clicking on **Yes**, you will be presented with the following disclaimer. To accept it, click on **OK** and proceed.

Click on **Cancel** to decline and to cancel the proposal submission:

Terms and Conditions for the Submission of Applications

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal data

1. Confidentiality: Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

2. Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

☒ I agree that the pre-registration data becomes available to the European Commission services prior to call closure.

☐ I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

Technical requirements

3. Part B file format: Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

4. Part B page limits: Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

5. Time constraints: Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

Submission

6. Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided this is done before the call deadline. Submission of a new application overwrites the previous version.

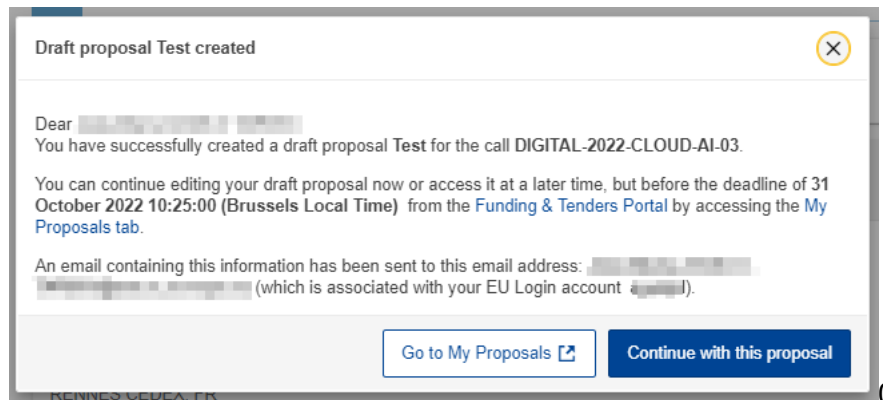
Personal Data

7. Personal data linked to the application, evaluation or award of grants, prizes and contracts will be processed in accordance with the [Funding & Tenders Portal Terms](#) and [Conditions and Privacy Statement](#)

Cancel

OK

7. The following message confirms that your draft proposal has been created, and your draft will be given a temporary [Proposal ID](#). You will also receive a confirmation email.



- Click on **Continue with this proposal** to proceed to the next step.

To postpone this action for a later time and return to your list of proposals in the Funding & Tenders Portal, click on **Go to My Proposals**.

Participants

In this step you can add, remove, and manage additional partner organisations and their contact persons (roles). You can also edit the contact person's details of the main organisation. In the following steps, we cover the creation of the consortium.

- In order to manage the Participants, click on **Continue with the proposal** after the **Create proposal** screen. You will see the **Participants** screen, similar to the following one. Click on the **Add Partner +** button to add or change the partners for the proposal:

Alternatively, you can also access this step from the list of your proposals from the Funding & Tenders Portal, click on the **Actions** button next to the proposal and select **Edit Draft**:

My Proposal(s)

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
CEF2027	CEF-T-2021-AFIFGEN	CEF-AFIF-EVRI-UN	SEP-210893855	21-BE-TG-xxxx	Draft	56	10/11/2022 17:00:00	Actions
CEF2027	CEF-T-2021-AFIFGEN	CEF-AFIF-EVRI-UN	SEP-210874205	blabla	Draft	56	10/11/2022 17:00:00	Actions Edit Draft Delete Proposal

Once you are in the proposal, you will see the **Back to Participants list** button; click it in order to display the **Participants** screen and the **Add Partner +** button:

Part B and Annexes

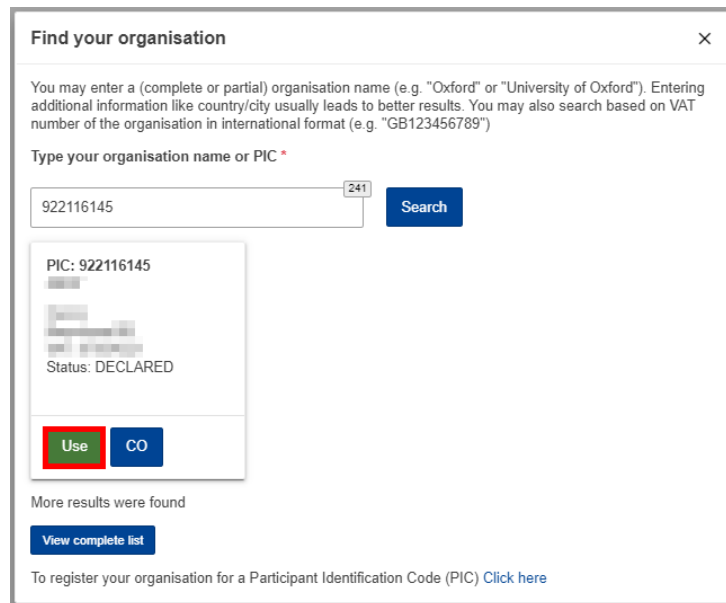
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B *	Upload
Detailed budget table per WP	Upload
Annual activity reports	Upload
List of previous projects	Upload
Timetable/Gantt chart *	Upload
Letters of support (MS Agreement)	Upload
Simplified CBA calculator	Upload
AFIF non-IP financial approval letter	Upload
AFIF IP financial approval letter	Upload
Other annexes	Upload
Environmental compliance file	Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Note: Before you can invite a Partner, your partner must have a PIC (see the [Submission Preparatory Checklist](#) section above).

The requirements for a minimum number of participants are specific for each call. A message specifying the Consortium Eligibility requirements will be displayed under the **Add Partner** button, if applicable.



Find your organisation [X]

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC *

922116145 [241] [Search]

PIC: 922116145
[Redacted]
[Redacted]
Status: DECLARED

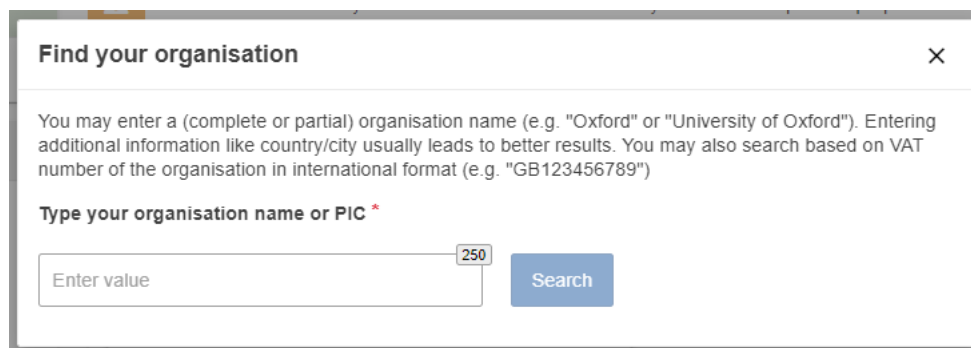
[Use] [CO]

More results were found
[View complete list]

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

 **Note about eligibility:** Eligibility problems indicated by the submission application are merely illustrative, and it is likely that not all applicable ones are indicated by the Portal submission system. Please check the topic page to get to know the exact eligibility conditions applicable to your proposal. See the specific requirements for your proposal by checking the **Topic conditions and documents** section in the topic page of the Portal.

2. Click on **Add Partner**. The **Add Partner** screen will be displayed:



Find your organisation [X]

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC *

Enter value [250] [Search]

3. Enter your Partner organisation's name or PIC and click on **Search**. This will give you a list of organisations matching the term in the search field:
4. Find your Partner organisation. Click on the **CO** button if you wish to contact it, this will redirect you to a dedicated page in the Funding & Tenders Portal:

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

Welcome 

[SEARCH FUNDING & TENDERS](#) ▾
 [HOW TO PARTICIPATE](#) ▾
 [PROJECTS & RESULTS](#)
[WORK AS AN EXPERT](#)
[SUPPORT](#) ▾

Contact the Legal Entity Appointed Representative (LEAR) of the Organisation

Dear Legal Entity Appointed Representative (LEAR) / Account Administrator / Self Registrant (*) of Citizens' Association "Leader + Banatski Karlovac",

I am contacting you for the following reason:

I would be grateful for a reply to my e-mail address below:

My Name:

My Email:

☐ 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.

(*) Your email will be sent to all the individuals who have the Legal Entity Appointed Representative (LEAR), Account Administrator or Self Registrant roles in the above organisation. [More information on roles management](#)

Otherwise, click the **Use** button to select your Partner organisation. The **Add contact** window will be displayed now. Click on the information tooltip to read the applicable rules for adding a contact:

City Bike OU

Information

- For the primary coordinator contact and the first participant contact, the information supplied here is pushed into the administrative forms
- In the forms it is read only, you must return here if you wish to edit it (press 'back' on Step 5)
- The email address is mandatory; it is used to both grant access via the EU Login system and to send an email invitation
- You cannot change the email address – please delete the contact and re-add if necessary
- Please ask the contact if they have an existing EU Login and use the corresponding email where possible
- If they don't have an EU Login then use the email they supply to you, an EU Login will be created and an email sent to the contact with details on how to validate

5. Select the appropriate project role of the Partner Contact:

Please enter the contact name and details: ⓘ

Project Role *

Access Rights *

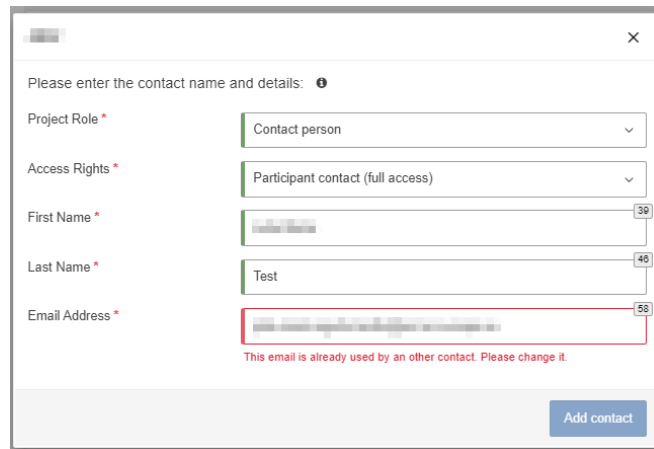
First Name *

Last Name *

Email Address *

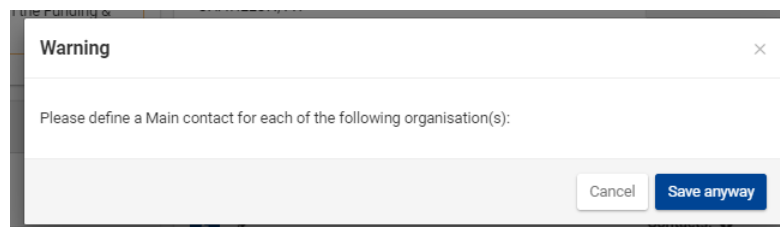
Note that a same email address cannot be used twice or more; a warning message

will inform you of so:



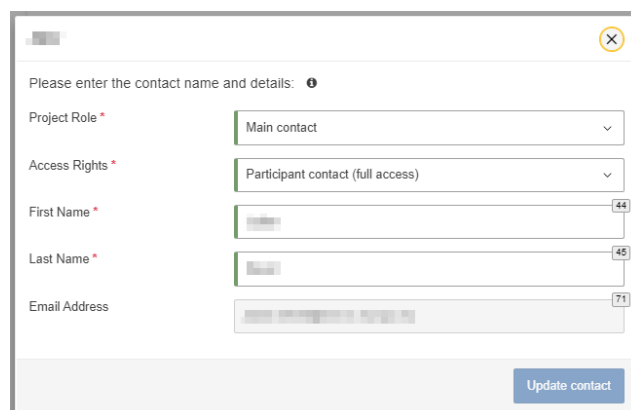
A screenshot of a web form titled "Please enter the contact name and details:". The form contains five fields: "Project Role" (dropdown menu), "Access Rights" (dropdown menu), "First Name" (text input), "Last Name" (text input), and "Email Address" (text input). The "Project Role" dropdown is set to "Contact person". The "Access Rights" dropdown is set to "Participant contact (full access)". The "First Name" field contains "Test". The "Last Name" field contains "Test". The "Email Address" field contains a redacted email address. A red border highlights the "Email Address" field, and a red error message below it states: "This email is already used by another contact. Please change it." At the bottom right of the form is a blue button labeled "Add contact".

- Please note that at least one **Main Contact** must be provided for each partner or following message will be displayed when trying to move to the following step. Not specifying a main contact for each Partner (i.e. clicking on **Save anyway** in the pop-up message) will block the submission at the final step and require that you go back to the consortium structure in the wizard later on and validate the Part A again.



A screenshot of a "Warning" dialog box. The text inside reads: "Please define a Main contact for each of the following organisation(s):". At the bottom right of the dialog box are two buttons: "Cancel" and "Save anyway".

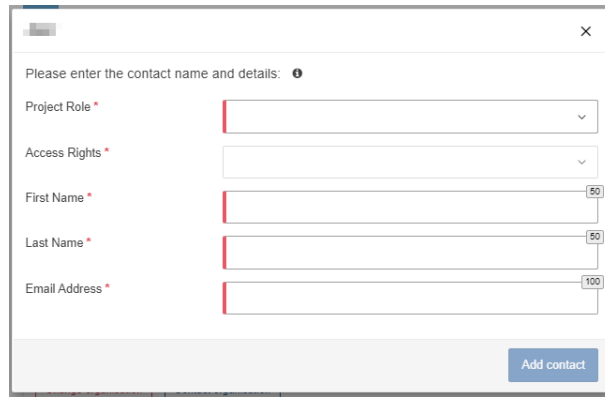
- Select the access rights that you want to grant to your Partner contact. Only the person assigned the Main Contact role and having full access rights can submit an application:



A screenshot of a web form titled "Please enter the contact name and details:". The form contains five fields: "Project Role" (dropdown menu), "Access Rights" (dropdown menu), "First Name" (text input), "Last Name" (text input), and "Email Address" (text input). The "Project Role" dropdown is set to "Main contact". The "Access Rights" dropdown is set to "Participant contact (full access)". The "First Name" field contains "Test". The "Last Name" field contains "Test". The "Email Address" field contains a redacted email address. At the bottom right of the form is a blue button labeled "Update contact".

Note: Once you grant full access rights to a Contact person, they will not be allowed to alter their own access level to 'read-only'. This can only be done by you in your role of the Proposal Coordinator (or by another user with full access rights).

- Fill in the fields and click **Add contact**:



Please enter the contact name and details: ⓘ

Project Role *

Access Rights *

First Name *

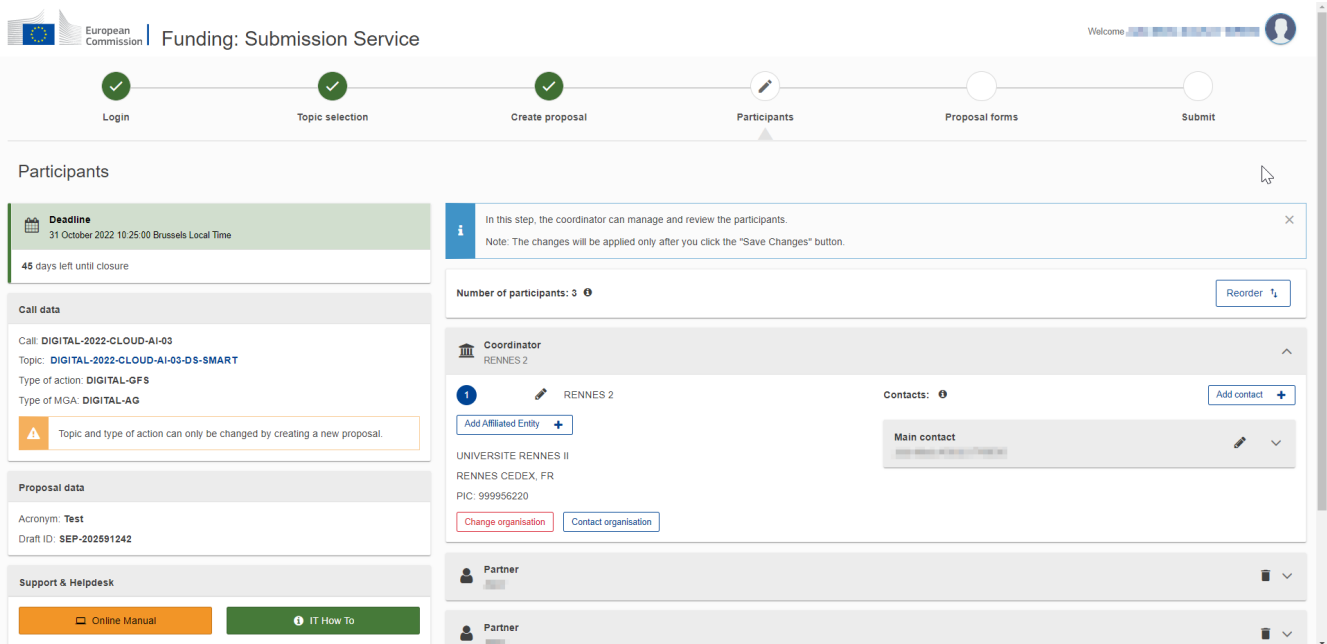
Last Name *

Email Address *

[Add contact](#)

Note: If the Contact persons do not have an EU Login account yet, the system will use the provided email address to send them an invitation and grant access to the application.

- Repeat the same steps for the remaining Partner organisations. You will see the additional contacts appear in the Partner information section:



European Commission | Funding: Submission Service

Welcome [User Name]

[Login](#)
[Topic selection](#)
[Create proposal](#)
[Participants](#)
[Proposal forms](#)
[Submit](#)

Participants

Deadline
31 October 2022 10:25:00 Brussels Local Time
45 days left until closure

Call data
Call: DIGITAL-2022-CLOUD-AI-03
Topic: DIGITAL-2022-CLOUD-AI-03-05-SMART
Type of action: DIGITAL-GFS
Type of MGA: DIGITAL-AG
⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: Test
Draft ID: SEP-202591242

Support & Helpdesk
[Online Manual](#)
[IT How To](#)

Participants
 In this step, the coordinator can manage and review the participants.
 Note: The changes will be applied only after you click the "Save Changes" button.

Number of participants: 3 ⓘ [Reorder](#)

Coordinator
 RENNES 2
 Add Affiliated Entity +
 UNIVERSITE RENNES II
 RENNES CEDEX, FR
 PIC: 999956220
[Change organisation](#) [Contact organisation](#)

Contacts: 0 [Add contact +](#)

Main contact
 [Contact Name] [Edit](#) [Delete](#)

Partner
 [Partner Name] [Delete](#)

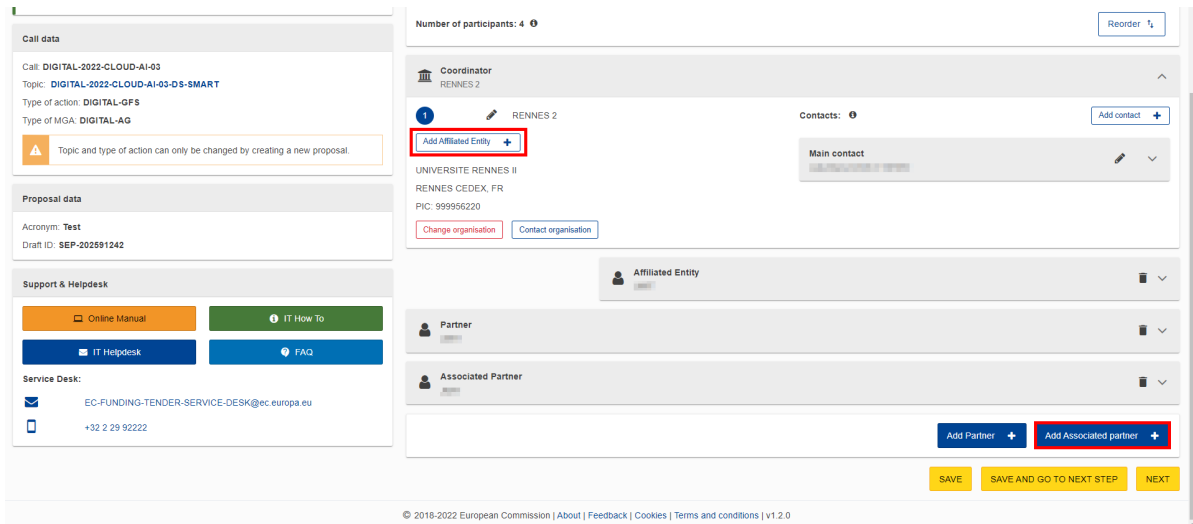
Partner
 [Partner Name] [Delete](#)

10. For certain calls, you will also have the possibility to add Associated Partners and Affiliated Entities linked to the Coordinator or to the Partners, by clicking on the **Add Affiliated Entity** and the **Add Associated Partner** buttons.

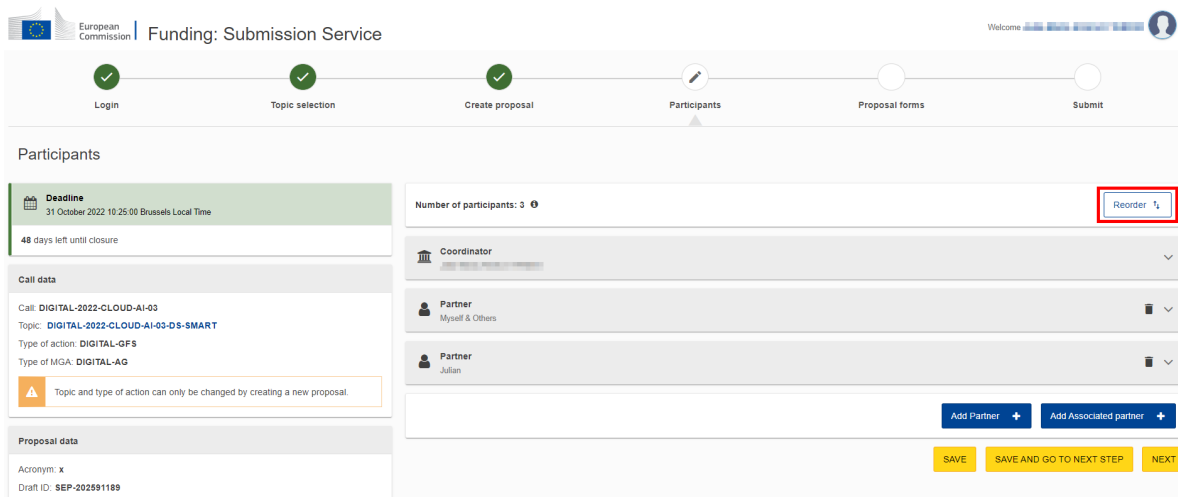
The coordinator contacts with full access rights can add/remove affiliated entities to any of the organisations in the consortium and associated partners to the proposal.

The contacts with full access rights of the rest of partners can add/remove affiliated entities only to their own organisation.

Please note that for the Affiliated Entities and the Associated Partners it is not possible to define Contacts:



If the number of participants is at least 3, you have the possibility to reorder them. To do so, click on **Reorder**:



Then, a pop-up window appears, where you can change the order of the participants by simply dragging and dropping them using the dots icon:

Reorder participants

You can reorder participants by dragging and dropping items from the list below. When you are satisfied, apply your changes.

1 Baird Consulting SCS

Coordinator

2 Administration of Plunge district municipality

Partner

3 Anteprema

Partner

Cancel

Apply changes

Finish by clicking on **Apply changes**.

Once you have completed this task, click on **Save and go to next step**. At this point, the system will automatically send emails to all the provided participant contacts. The emails include the details of the proposal and links to access it, and if they need to create an EU Login, the link will take them to the EU Login creation screen (see [Appendix B: EU Login registration](#)).

Note: There is a limitation of the amount of new invitations sent per minute (i.e., contacts which will be invited to register an EU Login). To avoid any errors, if you are entering many contacts at the same time, you are advised to save from time to time, instead of saving all changes at once. For instance, click on the **Save** button after entering about 10 contacts, then proceed entering another 10 contacts and save again, and so on.

Please note that all the provided contacts are processed by the system when you click the **Save and go to next step** button at the bottom of the screen.

Once you performed the actions described above, you can always click on the **Back to Participants list** button and change the consortium structure or the partner data. Please note that every change in the consortium requires that you go to the new/modified partner organisation section in the form Part A (see [Editing and Completing the Form](#)) if the form has been already filled in before the change. You will see a warning message after having changed the consortium structure and clicking **Save and go to next step** button.

organisation, and save the form after each change to the consortium structure. Please follow these steps:

1. Add the new partner and the partner contacts.
Click on **Save and go to next step** at the bottom of the page.
2. In the **Proposal forms** screen, click on **Edit forms**:



European Commission

Funding: Submission Service

Welcome



✓

Login

✓

Topic selection

✓

Create proposal

✓

Participants

✎

Proposal forms

○

Submit

📅

Deadline

10 November 2022 17:00:00 Brussels Local Time

55 days left until closure

📄

Call data

Call: CEF-T-2021-AFIFGEN

Topic: CEF-T-2021-AFIFGEN-UNITS

Type of action: CEF-AFIF-EVRI-UN

Type of MGA: CEF-AG-UN

⚠️

Topic and type of action can only be changed by creating a new proposal.

📄

Proposal data

Acronym: biabia

Draft ID: SEP-210874205

📄

Download Part B templates

Download part B templates

ℹ️

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

🔴

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms

Edit GIS data

View history

Print preview

Part B and Annexes

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

Part B *

Detailed budget table - per WP

Annual activity reports

Upload

Upload

Upload

3. In the form, navigate to the **Participants** section (when opening the form, scroll down to the table of contents and click on **Show**):

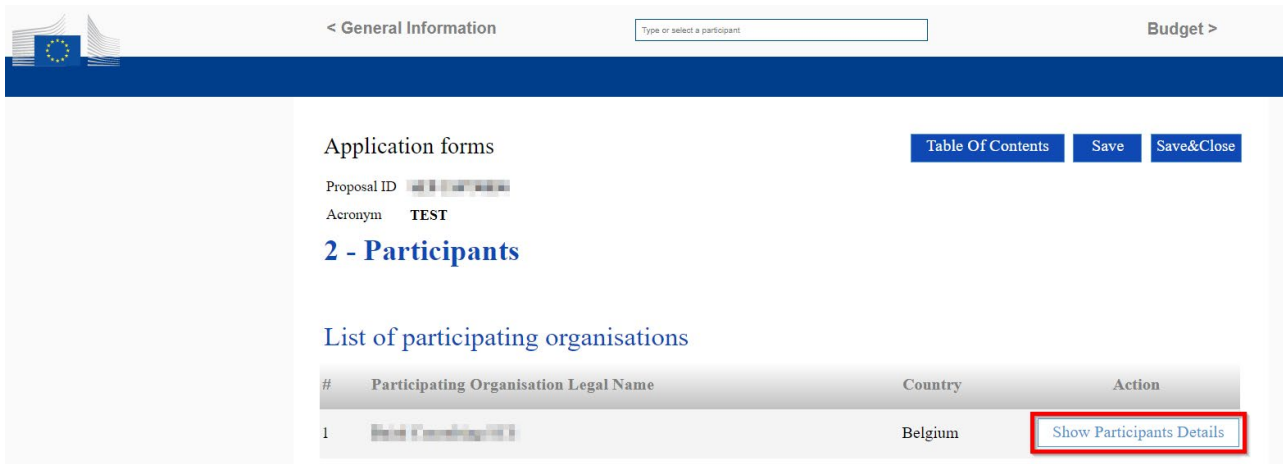
Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

European Commission - Proposal Submission Service – User manual

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- Then, click on **Show Participants details** for the added/modified partner and fill in the details as usual. You need to do this for each partner added/modified in the proposal consortium. Afterwards, save the form, this will prevent errors in the validation of the proposal before submitting:



< General Information Budget >

Application forms [Table Of Contents](#) [Save](#) [Save&Close](#)

Proposal ID
Acronym **TEST**

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1		Belgium	Show Participants Details

- Also, navigate to the **Budget** section and fill in the data for the corresponding partner. Save the form afterwards.

Notification system for deleted contacts

When a contact is deleted from the list of contacts for an organisation, their access rights to a proposal will be revoked. As a result, this person will no longer be able to view or edit the proposal. If you can no longer view or edit proposals that you were previously able to work on then it is very likely that your profile was deleted from the list of contacts resulting in a revocation of access rights. If this happens, you will be informed by email that your access rights to a particular proposal have been revoked.

Europa / Funding & Tenders Portal notification

Dear Sir/Madam,

Your access rights to proposal test (SEP-210586417) were revoked by the coordinator of the proposal. You can no longer view or edit the proposal.

With kind regards,
European Commission - Funding & Tenders Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the SEP helpdesk (+32 2 29 92222 or DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)

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](#)

¿Obtiene demasiados correos electrónicos de European Commission<EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>? [Puede cancelar la suscripción](#)

Other eligibility issues when selecting a PIC (SME status, *for profit* status, etc.)

In addition to the consortium eligibility requirements, if applicable; there may be also a set of criteria which must be met by the participating organisations depending on each call. For instance, sometimes the participants need to have specific values for their legal status, such as being *for profit* or being registered as an SME or specific policy values need to be set for their organisation in the Participant Register, such as a gender equality plan, etc.

In order to participate with the selected PIC in these cases, the LEAR or the Self-registrant of the participant will need to update the participant's information and, if applicable, submit the supporting documentation to justify the change. For instance, for calls that have as eligibility requirement that applicants are categorised as SME, the LEAR/Account Administrator will have to complete the [SME Self-Assessment](#) in the Participant. Otherwise, the applicant will need to select a correct organisation in order to participate in those specific calls.

Please refer to the [Participant register online documentation](#) in order to learn how to maintain your organization data. Applicants are requested to carefully study the eligibility criteria of each call before actually trying to apply for a topic for which they are not eligible.

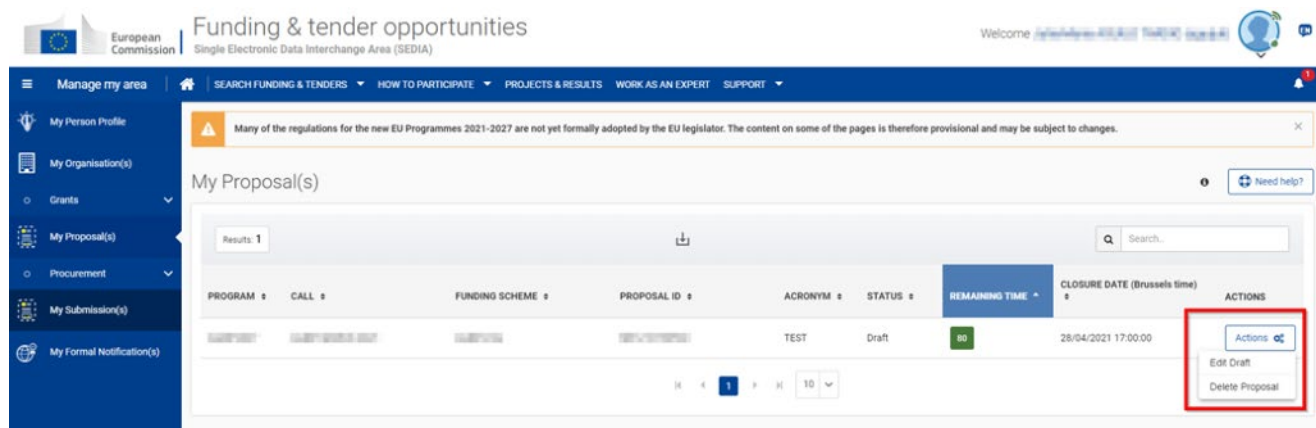


Note about eligibility: Eligibility problems indicated by the submission application are merely illustrative, and it is likely that not all applicable ones are indicated by the tool. Please check the topic page to get to know the exact eligibility conditions applicable to your proposal.

Proposal forms

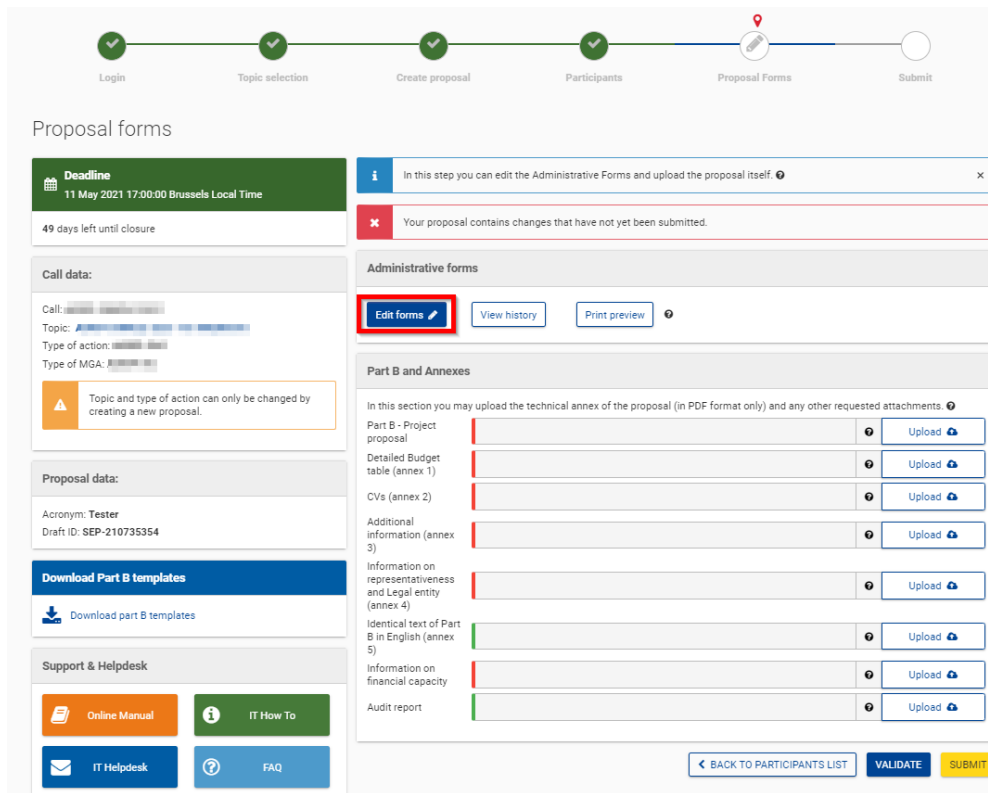
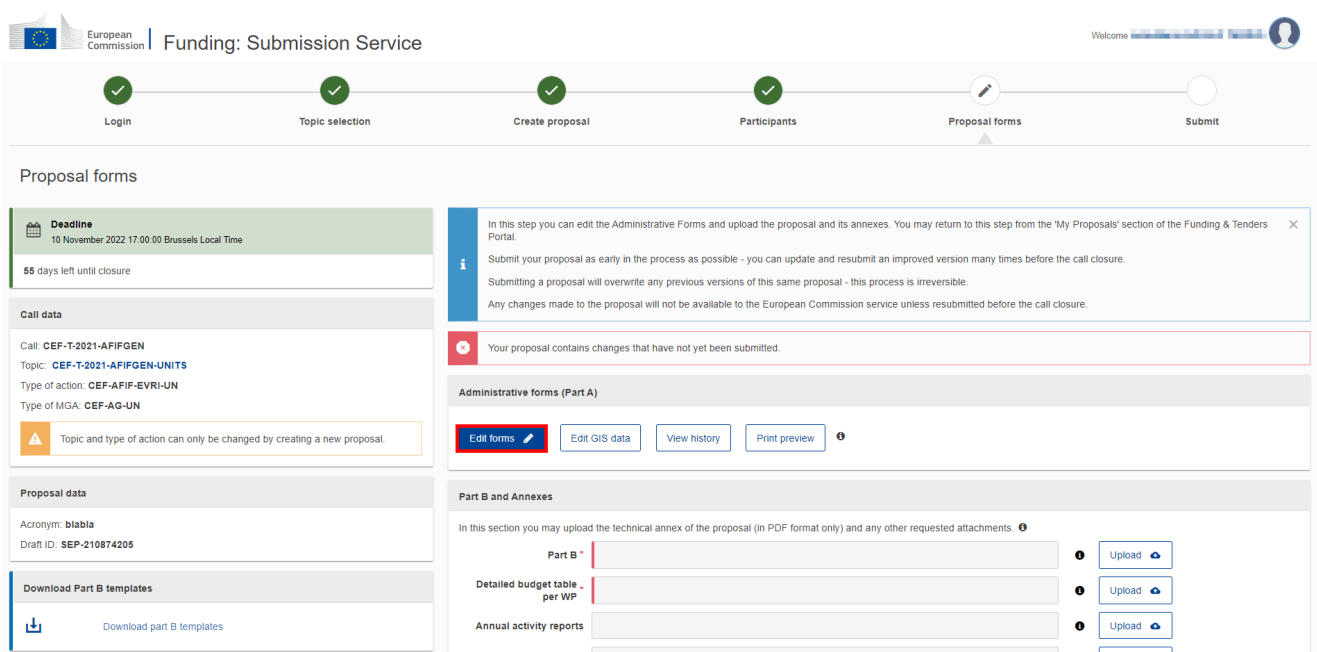
This step is the core of the submission process. Click on the submission wizard if you just created the draft proposal, or, to access a previously saved draft proposal form, take following steps:

In the Funding & Tenders Portal, click on the **Actions** button next to the proposal and select **Edit Draft**:



The screenshot shows the 'My Proposal(s)' section of the portal. A table lists proposals with columns: PROGRAM, CALL, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, CLOSURE DATE (Brussels time), and ACTIONS. One proposal is shown with status 'Draft' and remaining time '60'. The 'ACTIONS' column for this proposal is highlighted with a red box, showing a dropdown menu with 'Edit Draft' and 'Delete Proposal' options.

Your proposal will open showing the **Proposal forms** screen. When clicking the **Edit forms** button, the administrative form (Part A) opens.

Note: The number of annexes shown in the image above is specific to the example used to capture images, the actual list of necessary annexes requested in the submission system is different from topic to topic.

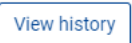
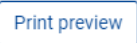


Only one contact per organisation should make changes to the proposal at a time.

Editing the form in 2 or more tabs/browsers in parallel will lead to data loss.

The action buttons of the wizard

The action buttons shown in the **Proposal forms** screen of the submission wizard are:

Button	Description
	Click to open the form Part A that you need to complete.
	Click to view in detail the list of all system and user actions on the form. This function enables: - the Proposal Coordinator to verify that partners have updated their forms - Partners to verify that the coordinator has submitted the proposal in a timely fashion.
	Click to download and save the Part A locally on your computer in PDF format. This PDF cannot be edited nor submitted, but it gives you an idea of what has been filled in so far and what the EC would see if you submit your proposal right now.
 Download part B templates	Click this button to download all Part B templates at once before the draft proposal is created. The latest proposal requirements package will get downloaded, in a readily editable (RTF) template. Once completed, you must convert the proposal templates into PDF files.
	Click to upload the respective file. The upload process for the complete set of files can take between a few seconds and a few minutes, depending on the speed of your Internet connection. When the upload is complete, the system displays a confirmation message and creates the respective entry in the history log. Please check the requirements for uploading your files Part B.

Familiarising yourself with the wizard and the form

Click the first  button at the top of the screen to read the general help instructions for editing proposal forms, as shown in the picture below.

Click  to start editing the forms. You can check [Appendix A](#) at the end of this manual for further information about the compatibility recommendations to work with the form.

What you need to know about completing the form

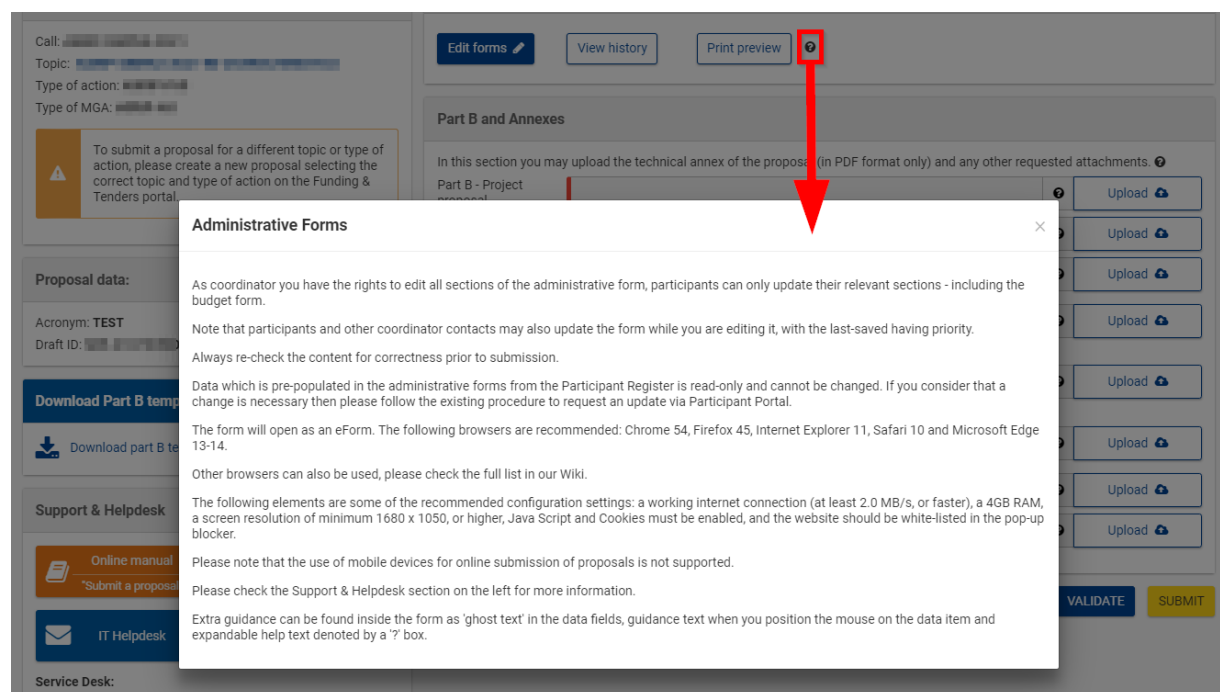
Who can fill in the form?

Any contact with full access from the coordinator organisation can submit the proposal, and can also modify the whole form Part A on behalf of the rest of participants. The rest of participants can preview the form and the main contact/contacts with full access can edit the contact details information of their organisation and the line in the budget table corresponding to their own organisation.

Click the  button to access the forms.

Read-only fields

The list of participants and contact persons, the Participant Identification Code (PIC) and the respective summary data of the participants (shown in blue in the form) are read-only fields. To modify the list of participants or contact persons, please go back to the **Participants** step. To modify the legal data of the organisation, please read more about it in this [Data Updates](#) section.



Guidance in the form

If you click on the question mark tooltips in blue, you can read more information about the sections.

Each box of the form contains a short text with guidance on the format, the length and required information. Guidance for the fields displays when you bring your cursor over the boxes. Once you click on the text or start editing the information, it disappears automatically.

Navigation in the form

To view the different sections, you may either use the navigation in the header of the form or click on the **Show** buttons in the table of contents (cover page).

Validation

The form has built in checks and gives error or warning messages in case fields are not completed.

Please click the  button to check your data. Errors and warnings will be listed at the end of the form. Error fields will be highlighted in red, whereas warnings will be highlighted in yellow.

Errors mean that mandatory information is missing (such as the **Proposal Title**). The proposal cannot be submitted until these errors are corrected.

Warning messages do not block submission, but they indicate missing information that may be important for the proposal. Ideally, these warning messages should be addressed by correcting the information provided.

By clicking on the **Show** button, you can easily get back to the respective fields to correct them. See [Validating, saving and closing the form](#) for more details.

Saving the data

Clicking the  button saves your input at any moment. Please note that no data is actually saved until you perform the saving action. You can continue editing after clicking on **Save**.

Before closing the form, click the  button. It just saves the data and closes the form for further editing later on, but it does not mean that the proposal is submitted yet. This will take you back to **Proposal forms**, where you can upload the technical annex and any additional documents. You may return to edit the form as many times as you wish before the closing date of the call. However, remember that any changes saved in the form need to be resubmitted, if you already submitted the form once.

Please note, the eForm allows you to go back to **Proposal forms** in the submission wizard by either clicking the Proposal forms button in the cover page of the proposal (backwards button) or the Proposal forms button of the validation results page (forward button). In any of the two cases, leaving the form using these buttons does not save your changes, so please make sure to save the form first:

< Budget

Validation result

Proposal forms >

Action buttons within the form

The action buttons in the form help you find and verify the information easily. Two of them correspond to saving actions, as explained above, the other one checks for errors in the form:

Button	Description
	When you click this button, all data fields in the form will be validated against a set of rules. The system assesses if the available data is valid, checks the data formats, performs computations, and checks interlinked data for consistency. Any issues found in the form are reported at the end of the form.
	Click to save your input in the administrative form and close it for later editing. You can save your form data even if the form is not completely filled in - you can edit it at any moment prior to the deadline. Save&Close does not validate the data nor submit your proposal.
	Click to save your input until that moment, and continue entering new input afterwards. No data gets saved until the Save or the Save&Close buttons are clicked.

Editing and completing the form

When clicking the  button in the submission wizard, **Proposal forms** screen; the form opens in the first page within your browser. This first page includes the **table of contents** and the **Call information**. You can return to this screen by clicking the  button at any moment, to be able to navigate to any of the sections in the form by clicking the **Show** button in the **Table of contents**:



< Step 5

Table of contents

General Information >

Application forms

Table Of Contents

Save

Save&Close

Promotion of Agricultural Products

ACRP

Call: AGRP-SIMPLE-2021

(Call for proposals for simple programmes 2021 - Promotion of agricultural products)

Topic: AGRP-SIMPLE-2021-AG-CHARACTERISTICS

Type of Action: AGRP-PJG

(AGRP Project Grants)

Proposal number: SEP-210730000

Proposal acronym: TEST

Type of Model Grant Agreement: AGRP Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

To start completing the form, use the navigation buttons on the banner in order to advance through the different sections:

< Step 5

Table of contents

General Information >

Application forms

Table Of Contents

Save

Save&Close

Promotion of Agricultural Products

ACRP

Call: AGRP-SIMPLE-2021

(Call for proposals for simple programmes 2021 - Promotion of agricultural products)

Topic: AGRP-SIMPLE-2021-AG-CHARACTERISTICS

Type of Action: AGRP-PJG

(AGRP Project Grants)

Proposal number: SEP-210730000

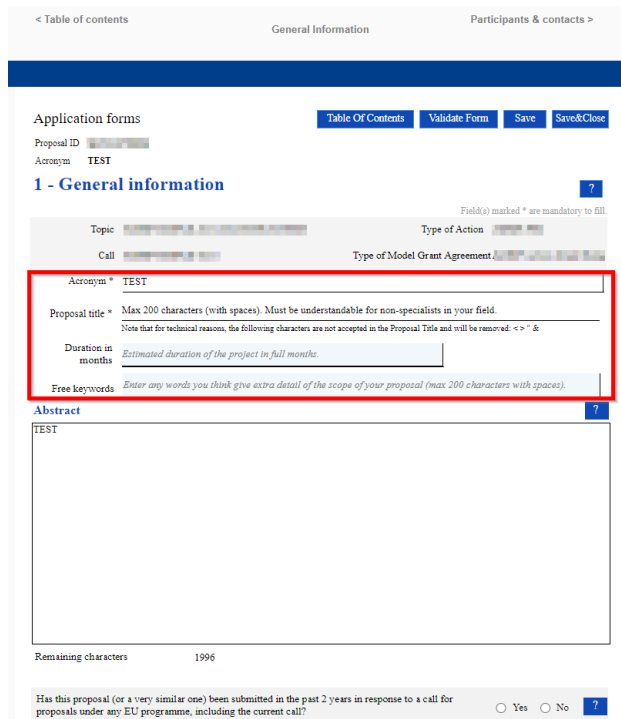
Proposal acronym: TEST

Type of Model Grant Agreement: AGRP Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

Then, fill in the corresponding fields for each section:



< Table of contents General Information Participants & contacts >

Application forms Table Of Contents Validate Form Save Save&Close

Proposal ID [REDACTED]
Acronym TEST

1 - General information ?

Field(s) marked * are mandatory to fill.

Topic [REDACTED] Type of Action [REDACTED]
Call [REDACTED] Type of Model Grant Agreement [REDACTED]

Acronym * TEST

Proposal title * Max 200 characters (with spaces). Must be understandable for non-specialists in your field.
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > * &

Duration in months Estimated duration of the project in full months.

Free keywords Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

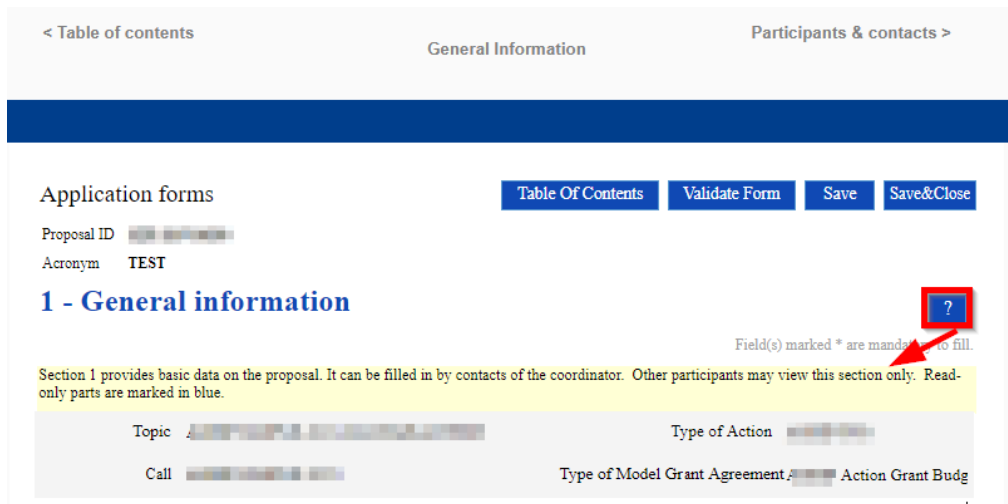
Abstract ?

TEST

Remaining characters 1996

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? ☐ Yes ☐ No ?

When filling the form, if you need a clarification about a section you can click on the question mark buttons to get a text explaining about what to provide for that field/section:



< Table of contents General Information Participants & contacts >

Application forms Table Of Contents Validate Form Save Save&Close

Proposal ID [REDACTED]
Acronym TEST

1 - General information ?

Field(s) marked * are mandatory to fill.

Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

Topic [REDACTED] Type of Action [REDACTED]
Call [REDACTED] Type of Model Grant Agreement [REDACTED] Action Grant Budg [REDACTED]

In order to provide the basic information of the Department carrying out the proposed work, click on **Show** the Participants section, then on **Participant's details** and scroll down to page 2:



< Exit form

Table of contents

General Information >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Call: CEF-T-2021-AFIPGEN

[CEF 2 Transport - Alternative Fuels Infrastructure Facility - General envelope]

Topic: CEF-T-2021-AFIPGEN-UNITS

**Type of Action: CEF-AFIF-EVRI-UN
(CEF AFIF-EVRI Unit Grants)**

Proposal number: SEP-210674205

Proposal acronym: blabla

Type of Model Grant Agreement: CEF Unit Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

< General Information

Type or select a participant

Budget >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Proposal ID **SEP-210674205**

Acronym **blabla**

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	Blabla Consulting (SRL)	Belgium	Coordinator	Show Participant's Details

Departments carrying out the proposed work Add a Department ?

Department 1

Department name

Name of the department/institute carrying out the work.

☐ not applicable

☐ Same as proposing organisation's address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Postcode

Area code.

Country

Please select a country

▼

There, you can also select the **Same as proposing organisation's address** or the **Not applicable** checkboxes, as well as adding a Department by clicking on **Add a Department**.

Important note: If changes are applied to the consortium data (**Participants** screen) while the form is open or after having been edited, you need to reopen the form and validate it before being able to submit your proposal. Check [Validating, saving and closing the form](#) to know how to do so.

Validating, saving and closing the form

You can click the Validate Form button to make sure that your proposal form is correct and complete. Validating the form must be done before being able to submit. If you do not run it via the **Validate Form** button, when you finish filling the form you will automatically arrive to the validation step, as the last step in completing the form.

Note: For the calls with multiple participants, every participant's page needs to be visited at least once to be able to validate the section. Otherwise, you will receive a blocking error: "This section has not been validated yet".

You will be presented with any errors/warnings. Validate your results by reviewing the indicated errors/warnings. Click on the **Show Error** / **Show Warning** buttons to go to the affected parts:

Application forms

[Table Of Contents](#)[Save](#)[Save&Close](#)

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	Title - missing entry	Show Error
Declaration	Declaration acceptance is mandatory	Show Error
Declaration	Declaration acceptance missing	Show Error
Declaration	Declaration acceptance missing	Show Error
Declaration	Declaration acceptance missing	Show Error
Declaration	Declaration acceptance missing	Show Error
Baird Consulting SCS	This section has not been validated yet	Show Error
General Information	Duration - missing entry	Show Warning
General Information	Similar Proposal submitted - missing entry	Show Warning

The error/warning will be highlighted for you in the form. Amend contents accordingly. Any errors must be corrected in order to be able to submit your proposal. Warnings will not prevent you from submitting.

[< Table of contents](#)[General Information](#)[Participants & contacts >](#)

Application forms

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

Proposal ID

Acronym TEST

1 - General information

Field(s) marked * are mandatory to fill

Topic

Type of Action

Call

Type of Model Grant Agreement Action Grant Budg

Acronym * TEST

Proposal title *

Max 200 characters (with spaces). Must be understandable for non-specialists in your field.
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > ' &

Duration in months

Estimated duration of the project in full months.

Free keywords

Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Abstract

TEST

Remaining characters 1996

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

☐ Yes ☐ No

If the errors/warnings are related to missing data for the participating organisations or main contacts in the consortium, the **Show Error / Show Warning** buttons will take to the part in the form where you find those problems, but to fix this specific issues you need to **Save and close** the form and go back to [the Participants screen](#) in the wizard. After any change in **Participants**, you need to re-validate the form.

When all issues are fixed, click the  button. Your form has now been saved on the Commission servers, but it is not yet submitted. Your proposal submission takes [place next](#).

Part B - Downloading and completing the annex forms

Click on  [Download part B templates](#) to download all the latest [proposal requirements templates](#) as editable files.

The template describes the information that must be included in your application and how to structure that information. You will need to complete this package as thoroughly as possible. You can receive assistance from the contacts listed in the *Get Support* section on the topic page from the Funding & Tenders Portal. It is important that you remain within the file size and page limits that a proposal may have. Once you have completed your proposal based on the downloaded template, you must convert it into a PDF file, which you will then upload as an Annex form of the proposal. This is referred to as **Part B** of your proposal.

In the **Part B and Annexes** section, you will see a small coloured vertical line at the left side of the different fields to upload documents: if this line is green, it means that the field is completed successfully and, if the line is red, it means the field is incomplete.

Part B - Uploading the annex forms

When you complete the annex forms, you must prepare them for uploading. Only the coordinator of the proposal can upload files in Part B. All annexes must be in PDF format, except if a different format is specifically mentioned in the attachment info (under File type). The file name cannot contain other than Latin characters (a-z, A-Z), numbers (0-9), dot (.), dash (-), underscore (_) and spaces.

A number of limitations and requirements are in place for each of the forms, depending on the call – such as, page size and page limit, document size limit, etc.



Important: Please avoid encrypting and/or using digital signatures in your PDF forms, as technical issues may occur in the process of uploading them. Also, make sure that you upload flat PDF files (PDF Portfolio and other formats are not supported). Finally, double-check that the files that you upload can be opened without problems, and that they are fully readable (no words are missing or cut) and don't contain links to webpages.

Note: Make sure that you first familiarize yourself with all the specific annex form limitations and requirements in the documentation available in the respective call information package on the Funding & Tenders Portal. Depending on the file, your proposal could be considered ineligible if any of these

formal requirements are not met. Click the question mark for each attachment in order to display the specific limitations applying to that specific attachment:

Part B and Annexes

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

Part B *	declarationOfConsent.pdf	⬇️	Delete ⓘ
Detailed budget table per WP	ELIGIBILITY-EIT-1-2014.xlsx	⬇️	Delete ⓘ
Annual activity reports		⬇️	Upload ⓘ
List of previous projects		⬇️	Upload ⓘ
Timetable/Gantt chart *	Doc_2022_FP_138549_7623_04-09-2022.pdf	⬇️	Delete ⓘ
Letters of support (MS Agreement)	Proposal_lifecycle-2022-04-22-LARGE-2090x690.pdf	⬇️	Delete ⓘ
Simplified CBA calculator		⬇️	Upload ⓘ
AFIF non-IP financial approval letter		⬇️	Upload ⓘ
AFIF IP financial approval letter		⬇️	Upload ⓘ
Other annexes		⬇️	Upload ⓘ
Environmental compliance file	Self-management_of_PC_delegates_in_FT_Portal.pdf	⬇️	Delete ⓘ

Attachment info

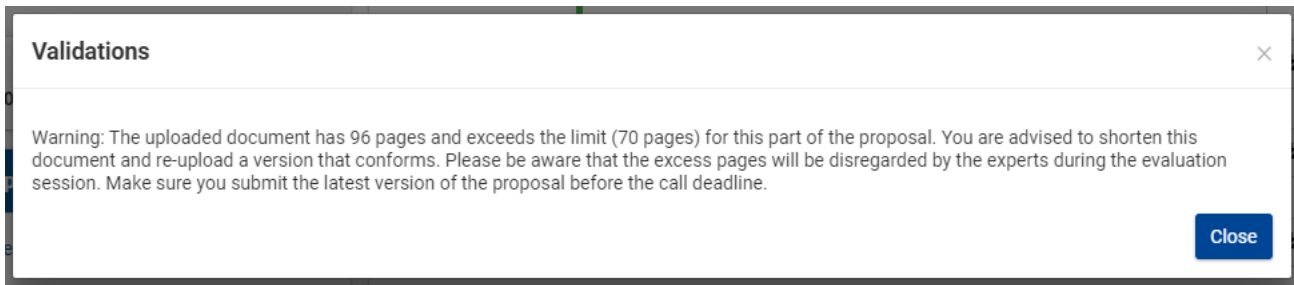
Annual activity reports

- filetype: pdf
- filename: A-Z, a-z, 0-9, _ (underscore), -(dash), . (dot) or space
- maximum file size: 50 MB

The breach of certain limitations, such as document size limits, could result in failure to upload. As a result, you may need to amend the documents and upload them again. If you exceed the page number limit, when applicable, you will be still able to upload the document but all of the excess pages will contain just a watermark as content.



You will also see the following warning, informing that the content of those water marked pages will be dismissed during the evaluation session:



In the process of completing your annex forms, and prior to uploading them, make sure that your documents comply with the mentioned requirements and recommendations, as generally outlined below:

1. PDF conversion issues and checks:

- Before you start the conversion to PDF, **clean up** your document - accept all tracked changes, delete internal review notes or comments, check for any formatting issues, and so on. The document to be converted into PDF must **only** contain the final, "clean" content.
- Check that your PDF conversion software has successfully converted **all the pages** of your original document (e.g. check for any problems with page limits, tables, graphics or footnotes).
- Check that your PDF conversion software has not cut down pages with **landscape** orientation to fit them into **portrait** orientation format.
- Check that **captions** and **labels** have not been lost from your diagrams.
- **Embed all fonts** in the PDF file (math symbols, non-Latin alphabet text, etc.).

2. Limitations in document page number, font size, and page margins: each form template, depending on the specific call, may impose certain limitations in the document formatting with regard to the maximum number of pages in the document, the minimum/maximum font size allowed, and/or the minimum margins you must allow for the page layout.

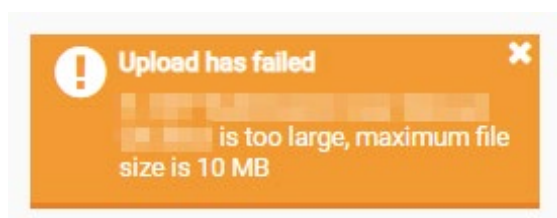
Always make sure to check and apply the guidance for the specific call, available on the Funding & Tenders Portal, as well as the instructions at the beginning of the annex form templates for each specific call.

If you attempt to upload an annex form that contains more pages than the specified limit, you will **not** be blocked by the system. However, after the upload, the system will display a warning message, advising you to shorten and re-upload the proposal.

If the number of pages in one of the uploaded documents still exceeds the allowed limit and the deadline has not yet expired, you will see an Eligibility Warning advising you to shorten and re-upload the file.

3. **Document files size:** the allowed file size of annex forms may be limited, too. Check the guidance documentation available in the Topic page information package on the Funding & Tenders Portal.

When the document file size exceeds the allowed limit, the file will not be uploaded and the system will display an error message immediately during the upload process, as shown in the picture below:



4. **Graphical resolution:** use a **maximum resolution of 300 dpi** for all graphics and text (photocopy quality). This can considerably reduce the PDF file size.
5. **Documents file name and security:**
- Ensure that the annex forms file names contain alphanumerical characters only (A-Z, 0-9).
 - Do not protect the uploaded files with a password.
 - Make sure that the uploaded files are not electronically signed nor encrypted.
6. **Post-upload verification:** once you upload your files, check their quality - download them to check whether the file transfer was successful and if the file is complete. If not, make the necessary corrections and upload again.

Note: Make sure that the files you upload can be opened without any problems. If the Commission encounters a problem when opening a file you have uploaded as part of a proposal, the complete proposal may be considered ineligible if it is one of the required annexes.

Also note that only one file per category can be uploaded. That means that if you have several documents (e.g. CVs) they need to get merged in a single PDF file with a maximum size of up to 10MB.

Once the downloaded templates have been completed and are ready to upload, follow these steps to upload them:

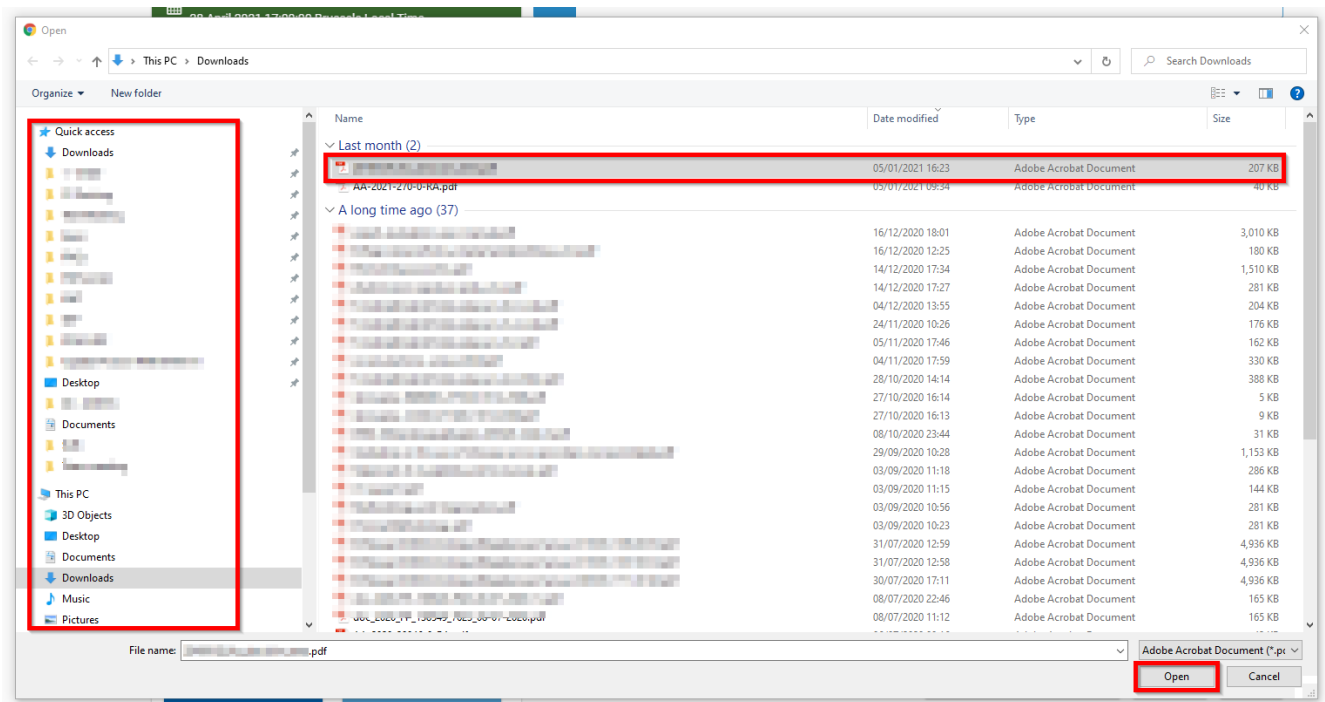
1. Click the  button for the respective document in Proposal forms of the submission wizard:

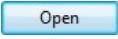
Part B and Annexes

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

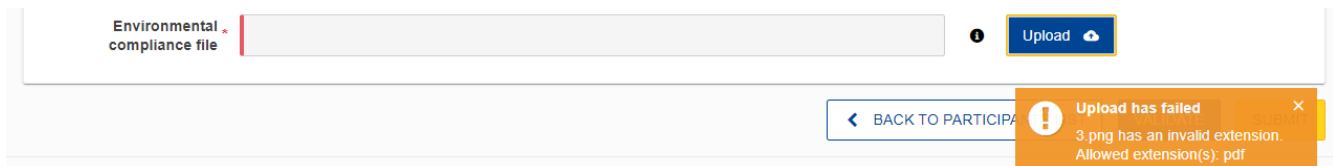
Part B *	declarationOfConsent.pdf	📄	Delete 🗑️
Detailed budget table per WP	ELIGIBILITY-EIT-1-2014.xlsx	📄	Delete 🗑️
Annual activity reports		📄 ⓘ	Upload 📁
List of previous projects		📄 ⓘ	Upload 📁
Timetable/Gantt chart *	Doc_2022_FP_138549_7623_04-09-2022.pdf	📄	Delete 🗑️
Letters of support (MS Agreement)	Proposal_lifecycle-2022-04-22-LARGE-2090x690.pdf	📄	Delete 🗑️
Simplified CBA calculator		📄 ⓘ	Upload 📁
AFIF non-IP financial approval letter		📄 ⓘ	Upload 📁
AFIF IP financial approval letter		📄 ⓘ	Upload 📁
Other annexes		📄 ⓘ	Upload 📁
Environmental compliance file	Self-management_of_PC_delegates_in_FT_Portal.pdf	📄	Delete 🗑️

2. Select the file to upload from the **Open** window. If your file has blank spaces in its name, the system will upload it filing the blank spaces with "_".



3. Click on .

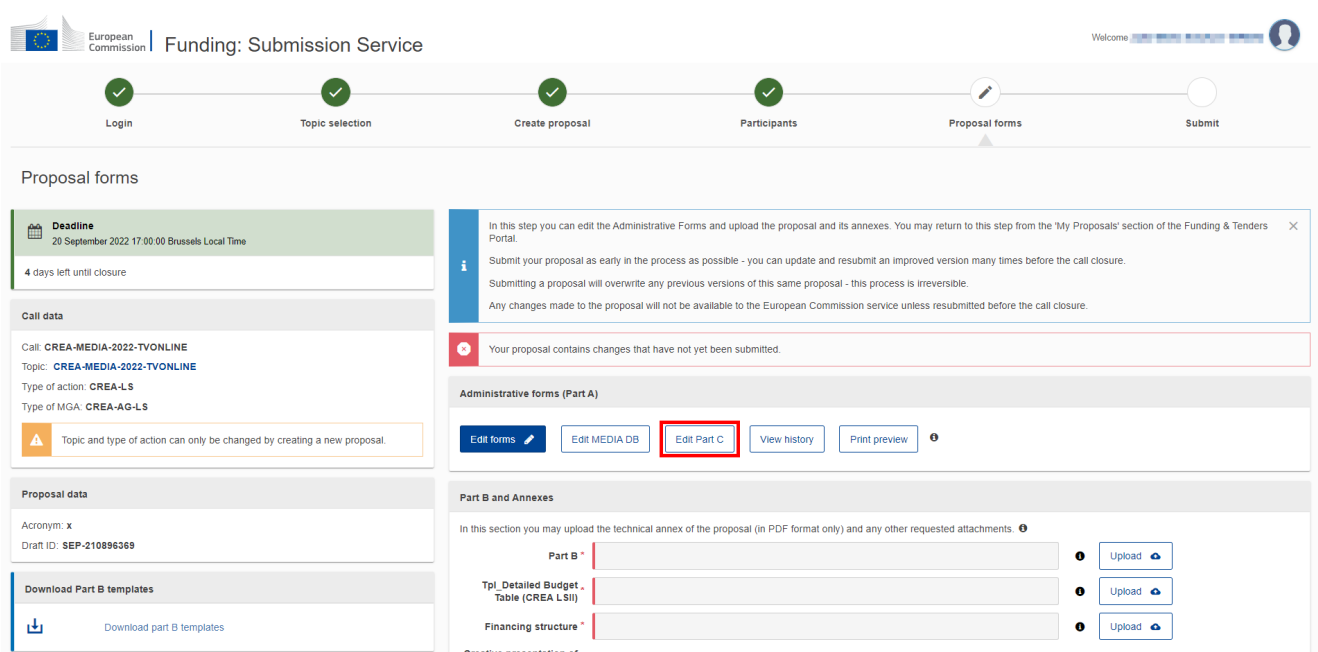
Note: If the file uploaded is not in a PDF format, an error message will appear, you need to convert the file into PDF before uploading:



4. Optionally, you can click on  an uploaded file to remove it and replace it with a new file.

Part C

Depending on the type of call, filling in an additional form will be required: [Part C](#). This web form can be found in the wizard as shown below:



Proposal forms

Deadline
20 September 2022 17:00 Brussels Local Time
4 days left until closure

Call data
Call: CREA-MEDIA-2022-TVONLINE
Topic: CREA-MEDIA-2022-TVONLINE
Type of action: CREA-LS
Type of MGA: CREA-AG-LS
Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: x
Draft ID: SEP-210896369

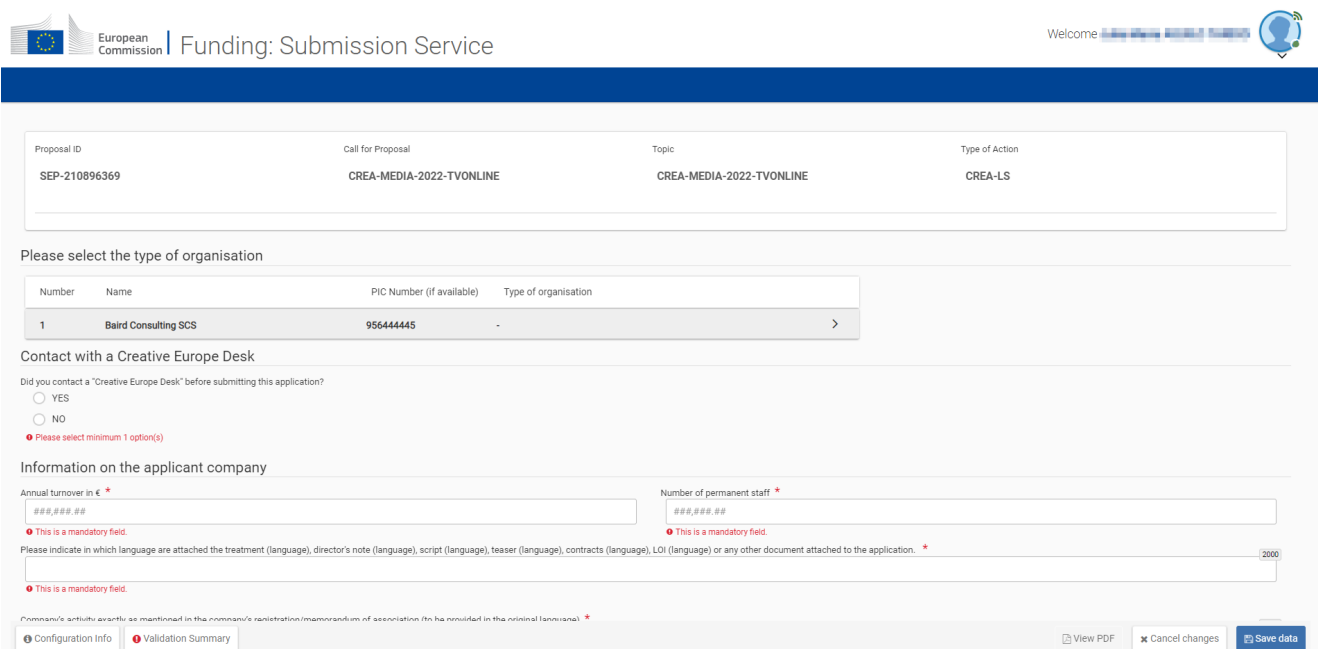
Download Part B templates
Download part B templates

Administrative forms (Part A)
Edit forms | Edit MEDIA DB | **Edit Part C** | View history | Print preview

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

Part B * [Upload]
Tpl. Detailed Budget Table (CREA L SI) [Upload]
Financing structure * [Upload]

After clicking on the **Edit Part C** button, the web form will open:



Proposal ID: SEP-210896369
Call for Proposal: CREA-MEDIA-2022-TVONLINE
Topic: CREA-MEDIA-2022-TVONLINE
Type of Action: CREA-LS

Please select the type of organisation

Number	Name	PIC Number (if available)	Type of organisation
1	Baird Consulting SCS	956444445	-

Contact with a Creative Europe Desk
Did you contact a "Creative Europe Desk" before submitting this application?
☐ YES
☐ NO
Please select minimum 1 option(s)

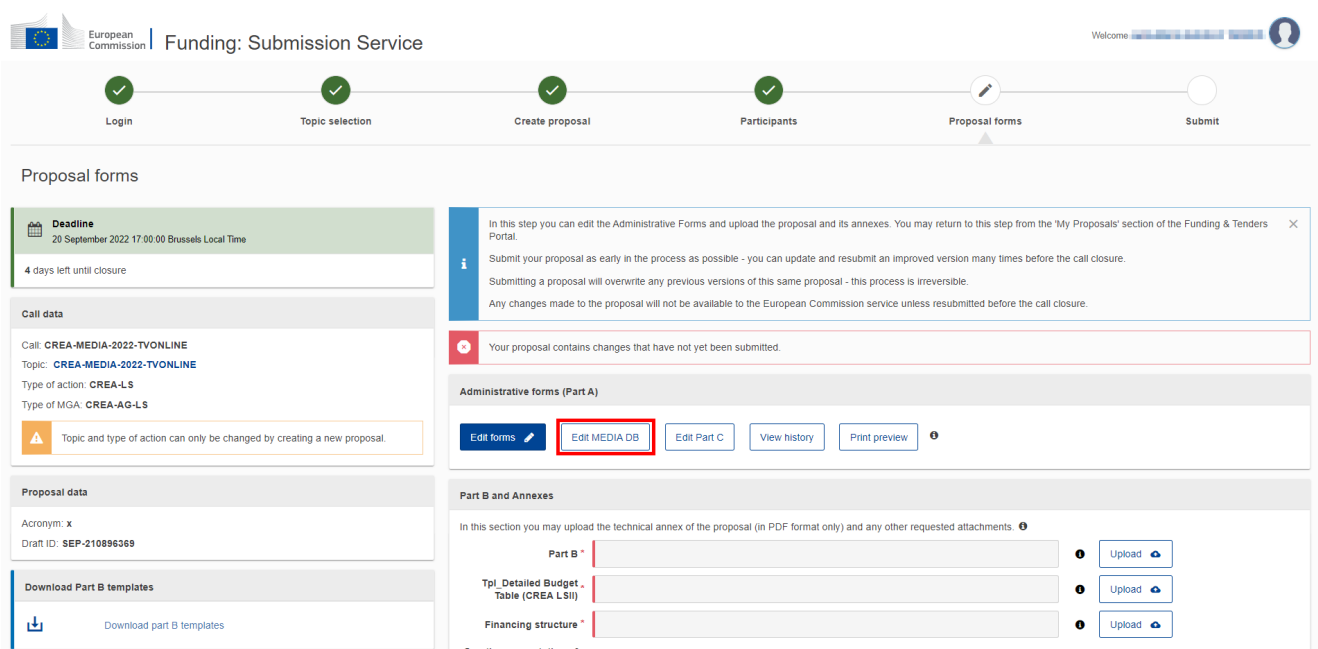
Information on the applicant company
Annual turnover in € * [Mandatory field]
Number of permanent staff * [Mandatory field]
Please indicate in which language are attached the treatment (language), director's note (language), script (language), teaser (language), contracts (language), LOI (language) or any other document attached to the application. * [Mandatory field]

Configuration Info | **Validation Summary** | **View PDF** | **Cancel changes** | **Save data**

When you have completed it, click on the **Save data** button.

MEDIA DB

For some calls (i.e. CREA), you may be required to provide additional information about media works, which are part of the application. In these cases, you will see an additional **Edit MEDIA DB** button. This button will lead you to an online form, where you can enter all the required information about the media works considered in the application:



European Commission | Funding: Submission Service

Welcome [User Name]

Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit

Proposal forms

Deadline
20 September 2022 17:00:00 Brussels Local Time

4 days left until closure

Call data

Call: CREA-MEDIA-2022-TVONLINE
Topic: CREA-MEDIA-2022-TVONLINE
Type of action: CREA-L5
Type of MGA: CREA-AG-L5

Proposal data

Acronym: x
Draft ID: SEP-210896369

Download Part B templates

Download part B templates

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

[Edit forms](#)
[Edit MEDIA DB](#)
[Edit Part C](#)
[View history](#)
[Print preview](#)

Part B and Annexes

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

Part B * [Upload](#)
 Tpt. Detailed Budget Table (CREA L5II) [Upload](#)
 Financing structure * [Upload](#)

When you have clicked on the button, the Creative Europe MEDIA database page opens. Follow the specific application instructions provided in the form itself (the sections and the instructions in the form will be different from call to call):

Application Information

Call / Topic reference

CREA-MEDIA-2021-DEVSLATE

SEP Project ID

SEP-210763413

Company Name

Test company

Contact Person

Test person

Audiovisual Work - Development - Recent work / previous experience

TITLE	GENRE	PRODUCTION YEAR	FILM ID	STATUS
No movies yet				

Add

Audiovisual Work - Development - For grant request

TITLE	GENRE	FILM TYPE	BUDGET	STATUS
No movies yet				

Add

Audiovisual work - Short film - for grant request (optional)

TITLE	GENRE	FILM TYPE	BUDGET	STATUS
No movies yet				

Add

When you have completed the form, click on the **Download PDF** button to download the file that you need to upload as an annex to your proposal:

Instructions

In order to complete your application for funding under the Creative Europe MEDIA strand, the information on the audiovisual works being part of the application needs to be created and added.

Create and add the audiovisual work for which **a grant is requested within the application**.

Save and download the PDF.

Go back to the existing application form in the Submission service and attach this PDF in the annexes of the application form.

Application Information

Call / Topic reference

CREA-MEDIA-2021-TVONLINE

SEP Project ID

SEP-210763413

Company Name

Contact Person

Audiovisual Work - Production - For grant request

TITLE	GENRE	FILM TYPE	BUDGET	STATUS	
test	Fiction	One-off	5 €	Submitted	Edit Remove

Add



View history

Download PDF

Save

Then, go back to the Submission system (**Proposal Forms** step). Scroll down to the Part B and annexes section, locate the entry for the MEDIA DB information and upload the PDF file.

GIS data

For some calls (i.e. CEF), you may be required to provide information about the location of your proposal. In these cases, you will see an additional **Edit GIS data** button. GIS stands for Geographical Information System and you can find more about it [here](#).

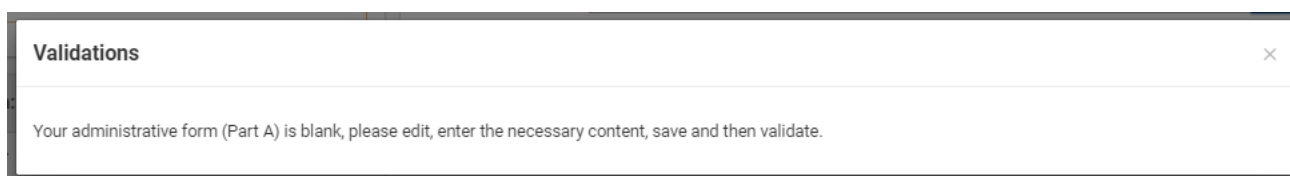
Clicking the **Edit GIS data** button will lead you to the tool.

Access to the part C, MEDIA DB and GIS data forms

	Part C button	MEDIA DB button	GIS button
View/Edit mode	All full-access rights contacts of the Coordinator.	All full-access rights contacts of the Coordinator.	All full-access rights contacts.
View mode	All contacts that are not full-access rights contacts of the Coordinator. All contacts of the Partners.	All contacts that are not full-access rights contacts of the Coordinator. All contacts of the Partners.	Team member contacts.
The button is disabled	After call closure date.	After call closure date.	Never, only View mode after call closure.

Validate and submit your proposal

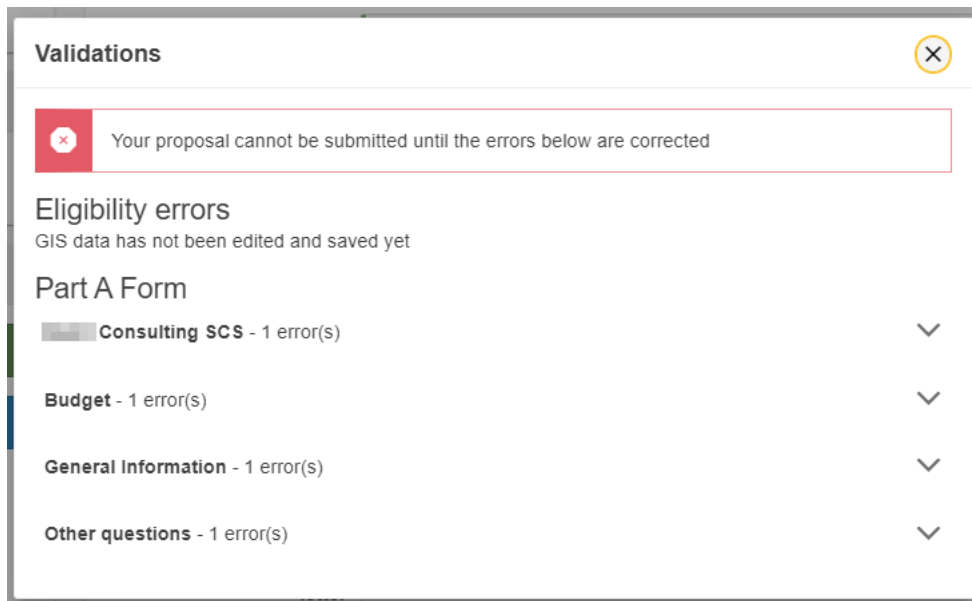
To make sure that your application meets the requirements run a validation of your draft proposal. To do so, you click on the **VALIDATE** button at the bottom of the submission application. In order to make your application meet the requirements of partners, file sizes, number of pages, etc., you will be prompted to correct any errors that have been detected in the forms. Any errors will be displayed as indicated below:



Please note that this action is not exactly the same as clicking on **Validate form** within the form. When you run a validation from within the form, the validation checks only the content of the form, i.e. the administrative form in **Part A**.

When you run a validation from the submission application via **Validate**, you run a validation of your whole draft proposal. This includes all fields in **Part A**, the uploaded files under **Part B and Annexes** and the presence of a saved **Part C** (if available for the call).

The following screen shows the results of validating the whole draft proposal:



Validations [Close]

 Your proposal cannot be submitted until the errors below are corrected

Eligibility errors
GIS data has not been edited and saved yet

Part A Form

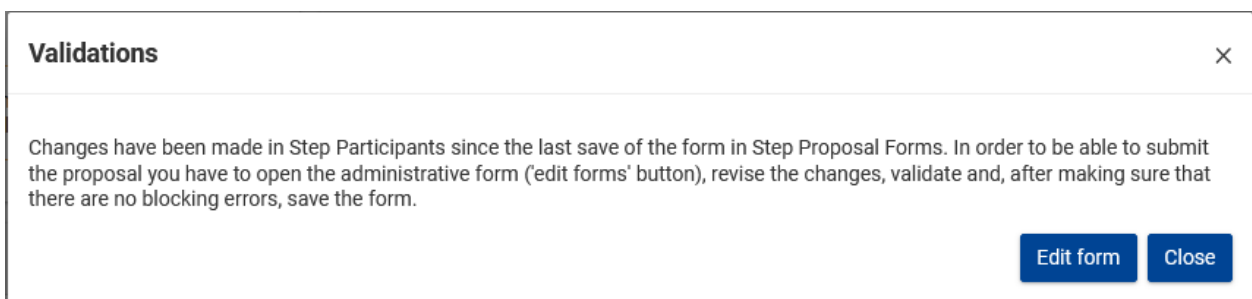
-  **Consulting SCS** - 1 error(s) [Expand]
- Budget** - 1 error(s) [Expand]
- General Information** - 1 error(s) [Expand]
- Other questions** - 1 error(s) [Expand]

You have links for the errors and warnings. Clicking on them will expand the details for the error with new links. By clicking on these new links, you will access the affected parts in the form.

You are advised to run both validations in different moments. When filling in the form, use the **Validate form** functionality within the form. Before submitting your proposal, run a validation from the submission application to check if your application is ready to be sent by clicking on the action button **Validate**.

Part of the validation can include reviewing previous steps, such as the **Participants** screen, or they can be related to the Part B annexes, and not only the form Part A.

When the issue is that the consortium has been modified after having edited the form Part A, you will get the following message. Click **Edit Form**, review the participants section and click on **Save and Close**. Then click on **Validate** again, back in the **Proposal Forms** screen.

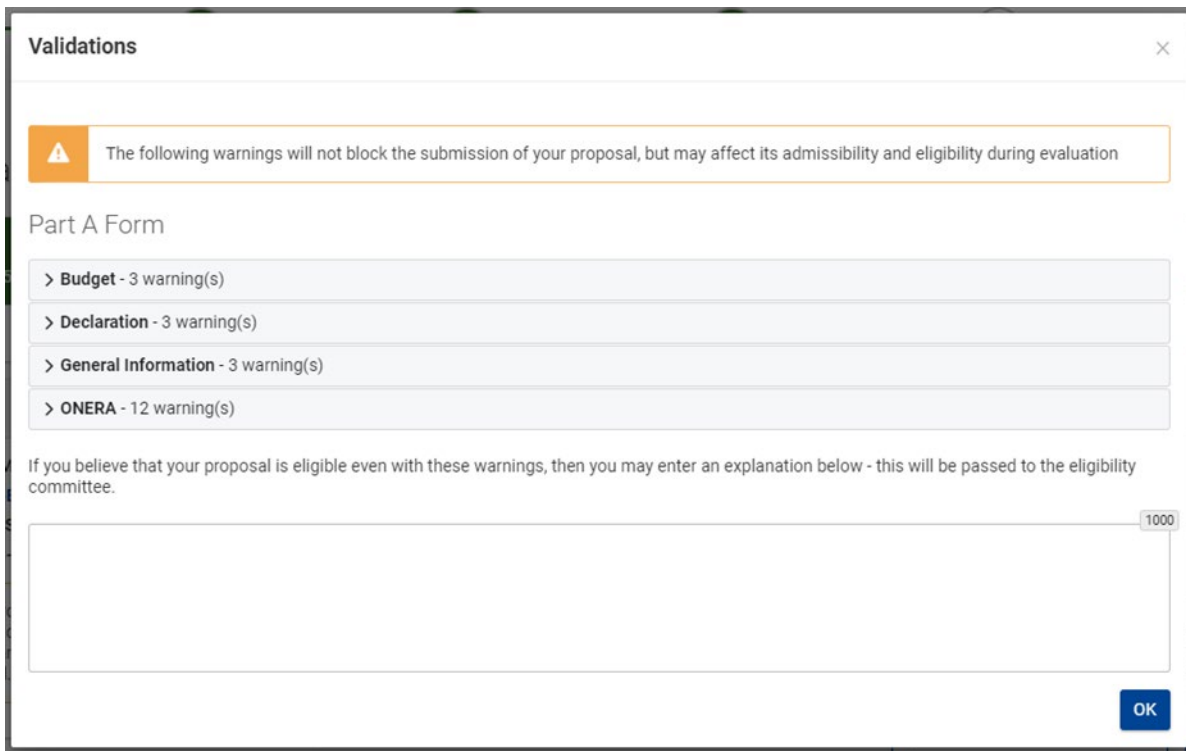


Validations [Close]

Changes have been made in Step Participants since the last save of the form in Step Proposal Forms. In order to be able to submit the proposal you have to open the administrative form ('edit forms' button), revise the changes, validate and, after making sure that there are no blocking errors, save the form.

[Edit form](#) [Close](#)

If only warnings are found, and not blocking errors, you may submit any way. After submitting, you will have the opportunity to enter a justification for the remaining warnings:



The Submitted status will also be shown on the **My Proposal(s)** page of the Funding & Tenders Portal. The Proposal Coordinator will also receive a submission confirmation e-mail, including details about the submitted proposal. Note that the e-mail could end up in the spam folder or get blocked by the anti-spam software of your organisation, so make sure that you check your inbox regularly.

The submission is completed when the Proposal Coordinator clicks on , and the confirmation email has been received. Uploading the Annex documents only, does not finalise the submission process.

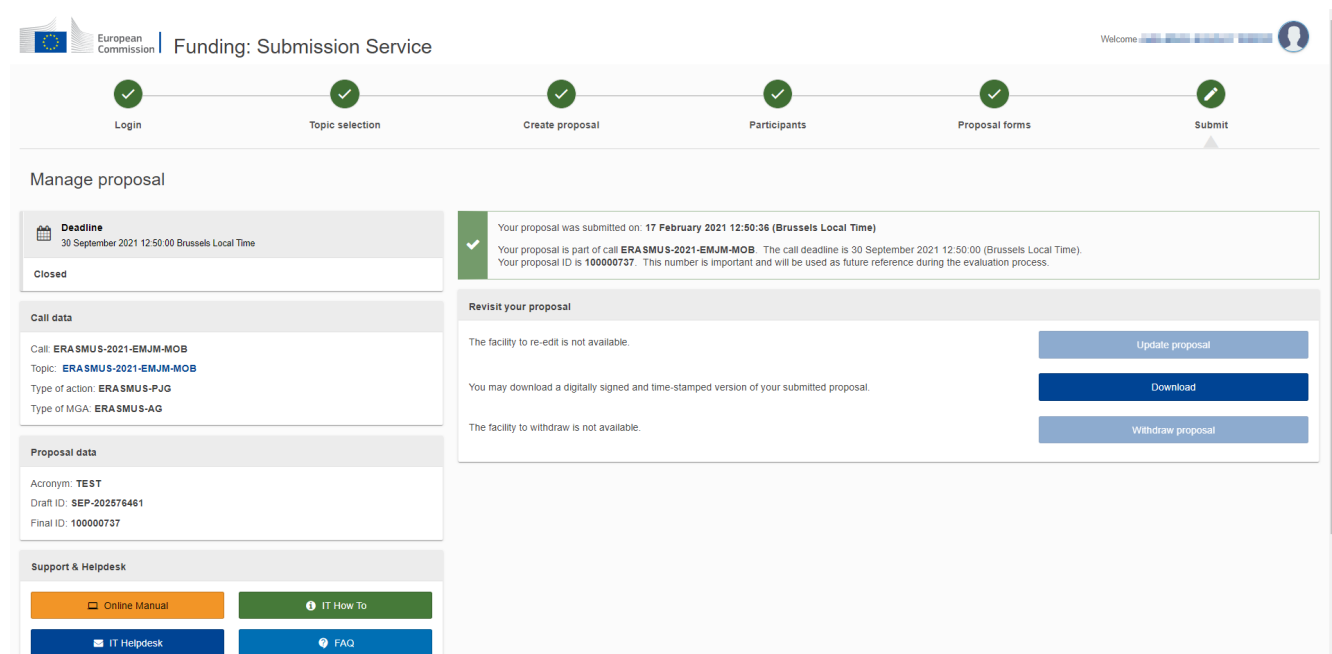
It is highly recommended to submit your proposal as early as possible and **at least 48 hours prior to the call deadline**. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it. There is no reason in delaying the submission for confidentiality concerns as the system does not allow any access to the proposals before call deadline or cut-off (other than to selected data that is part of the Terms and Conditions for the Submission of Applications). You can submit the proposal as many times as you wish up to the deadline. Every submitted version will replace the previously submitted one.

Each time you upload a new Annex document, you **must** click  to formally submit your changes.

Submit

Reaching **Submit** screen means that your proposal has been successfully submitted and therefore sent to the European Commission services for evaluation.

In this screen, you can carry out the following actions, as indicated in the picture below:



Update the proposal

If you need to revise your proposal, click the [Update proposal](#) button to go back to **Proposal forms**. The Proposal Coordinator may continue to modify the proposal and submit revised versions overwriting each preceding one right up until the deadline.

Note: It will not be possible to edit proposals for calls which are already closed.

eReceipt: download the submitted proposal package

After submission of the proposal, it is advised to download your proposal in order to check that it has been correctly submitted.

A digitally signed and time-stamped version of the latest submitted version of your proposal can be viewed / downloaded.

Click the  button to download your proposal.

Note: Depending on the volume of proposals submitted, this signed and time stamped version can take from a few seconds up to several hours to be visible in the submission application. If you cannot wait, alternatively you can go back to the Proposal forms and use the print-preview button to download the form A, except if the call has reached already the deadline and the status is closed.

Withdraw a submitted proposal

If your proposal is withdrawn, it will not be considered for evaluation. However, the system will keep the proposal draft and the withdraw action may be reversed by re-submitting the proposal before the call deadline. You will have to enter a reason for the withdrawal.

When a proposal is withdrawn, a message is displayed on the screen informing that the proposal currently holds that status. An e-mail is also sent to the Proposal Coordinator, including the details of the withdrawn proposal. Note that the e-mail might get lost in your spam folder or get blocked by the anti-spam system of your organisations, so make sure that you check for it as needed.

To complete this action, click on the  button.

If you wish to withdraw a proposal after the deadline, you need to request it via the [IT Helpdesk](#).

For more information see the [Online Manual](#).

Partners

To be added, a partner must have both an EU login and a PIC for his/her organisation. When the Proposal Coordinator clicks  in the **Participants** screen, an automatic email will be sent to all the Partner contacts with the proposal related links.

A partner contact without an EU Login will be prompted in the proposal notification email to register in the application.

Dear Manolo SCHMIDT,

has invited you to register to EU Login in order to access "PPW".

To accept the invitation, follow the link below:

<[accept invitation](#)>

If this email reached you in error, you can disregard it or decline the invitation:

<[decline invitation](#)>

Sent to you by EU Login

Once the Partners enter the electronic submission system, they will launch into the **Proposal forms** screen of the submission process where the  button enables them to access the electronic

administrative forms and the rest of the proposal package and maintain the parts related to their organisation, only.

To access the consortium contact details, they will need to click the  button – thus going back to the **Participants** screen of the submission process.

Completing the forms

When the form is opened, the partner will have to verify or fill in their administrative form and make sure to correct any validation errors. To check for validation errors, partners must use the **Validate form** button located at the top of the form. The process is the same as explained under the section [Validating, Saving and Closing the Form](#) above

Please note that only the proposal coordinator will be able to upload files for the Part B.

Chapter 3: Reference guide to roles, screens and tasks

Roles: Proposal Coordinator, Partner and Contact Person

The roles that are available in the system are the Proposal Coordinator, Partners, and Contact Persons (optionally). The Proposal Coordinator and each of the Partners have a Main Contact and can optionally have one or more additional Contact Persons. Depending on the proposal you participate in, you might act on behalf of one or more of these roles and your current role will determine the actions you will be able to carry out, as well as determine the information that you will be required to provide.

- **Proposal Coordinator:** the Proposal Coordinator acts as the single point of contact between the participants and the Commission for any given proposal. The Proposal Coordinator is generally responsible for the overall planning of the proposal; for building up the consortium that will do the work, and (s)he is always the first participant. Note that for some calls, only one participant is needed and the participant will be the Proposal Coordinator of the given proposal by default.
- **Partner:** if you are a Partner to a proposal, you will be invited by the Proposal Coordinator to fill the administrative forms that contain the contact and address details. Most of the fields will be pre-filled with information already provided to the Commission services in order to save time and to ensure better data quality.
- Partners may also have **Affiliated Entities** linked to them (through a permanent legal or capital link or as members of an association; former Linked Third Parties). Affiliated Entities are allowed to fully participate in the grant and claim costs. They must comply with all eligibility conditions (same as a Partner).
- **Associated Partners:** this kind of participating organisation contributes to the project but cannot claim costs. They are normally not linked to any Partner and do not need to comply with the eligibility conditions.
- **Contact Person:** optionally, a Proposal Coordinator or a Partner may decide to delegate some of the work involved in filling in or reviewing parts of the proposal submission forms to one or more additional Contact Persons. You can grant each Contact Person full access rights or read-only access to the forms data. A Contact Person will only be entitled to edit/view the parts of the proposal that his/her organisation is responsible for.

Note: A Contact Person with full access rights cannot change their own access rights level to 'read-only' – this can only be done by the Proposal Coordinator or another user with full access rights.

However, a **contact person with access rights to a proposal** will be **notified** whenever they are **deleted from the list of contacts** pertaining to an organisation. When an entire organisation (including all of their contacts) is deleted, all contact persons will receive an email informing them that their access rights to this particular proposal have been revoked.

- **Calls with Specific Contact Roles:** most calls use the standard **Main Contact** and **Contact person** roles for the Proposal Coordinator organisation. However, some calls may require more

specific roles, such as **Principal Investigator**, **Main Host Institution Contact**, **Researcher**, **Supervisor**, **Applicant**, and so on. Calls of this type are pre-configured accordingly so that the proposal submission forms for them contain special sections to address the specific roles and the respective data as needed. Likewise, the Proposal Submission Wizard for these calls will display the respective role options, as configured for each call.

Changing Main Contact information

Only one **Main Contact** is allowed for each organisation. However, for business reasons, you may need to change the **Main Contact** person details after the initial **Main Contact** assignment. For example, you can edit the **Main Contact** details of the existing person, or you can assign an existing **Contact Person** as the **Main Contact** replacing the original one, or you can first delete the **Main Contact** and then add a new one, etc.

When the information about the existing **Main Contact** changes (or when you delete it), the system will display a confirmation prompt warning you that you would lose the previous **Main Contact** data. If you change an existing **Contact Person** as a **Main Contact**, or if you add a new contact person in the Main Contact role, the previous **Main Contact** will automatically become a **Contact Person** – the two roles will be reversed.

Role rights

Differences between a Proposal Coordinator's and a Partner's actions:

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, Invite Participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	Yes, with rights to fill in only the row for their organisation.
Create Contacts for a Partner	Yes	Yes, with rights to fill in only the information for their organisation.

The timeline around the deadline

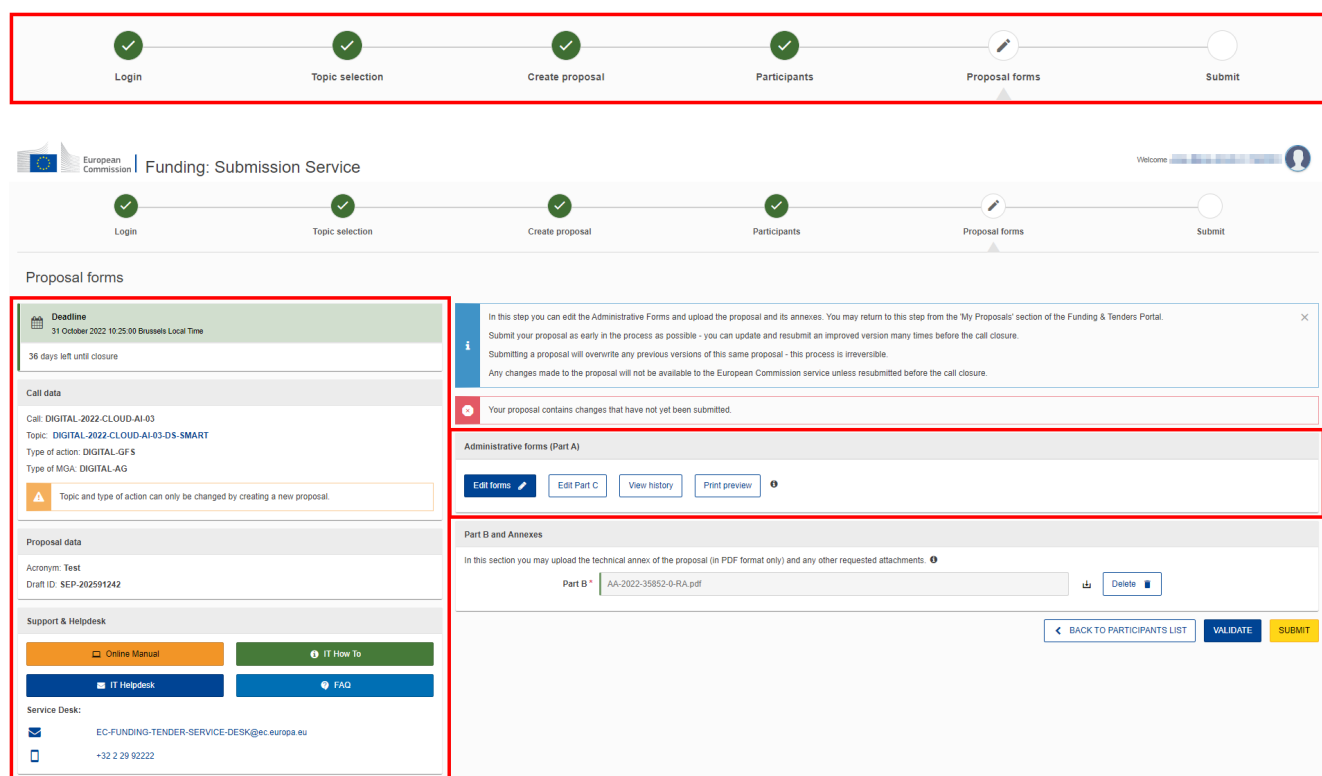
Proposals can be submitted multiple times before the call deadline specified in the information package of the call, available from the Funding & Tenders Portal. Calls deadlines are fixed and will normally not be extended. Only the most recently submitted version will be evaluated, and each newly submitted version overwrites the previous one. After the call deadline, the proposal can no

longer be modified and no further participants can be invited. Practise the proposal submission procedure well before the deadline to ensure a risk-free submission of your proposal and proper correction of errors and warnings.

After the deadline, the proposal remains available in read-only mode and can be accessed by the coordinator and the proposal participants.

The online submission system: available actions per screen

The electronic submission system screen is composed of different elements. See below to get familiar with them:



The screenshot displays the 'Funding: Submission Service' interface. At the top, a progress bar shows six steps: Login, Topic selection, Create proposal, Participants, Proposal forms (current step, marked with a red indicator), and Submit. Below the progress bar, the 'Proposal forms' section is visible. On the left, a sidebar contains information such as the deadline (31 October 2022 10:25:00 Brussels Local Time), call data (DIGITAL-2022-CLOUD-AI-03), and support & helpdesk links. The main content area shows the 'Administrative forms (Part A)' section with buttons for 'Edit form', 'Edit Part C', 'View history', and 'Print preview'. Below this, the 'Part B and Annexes' section allows for uploading technical annexes. At the bottom right, there are buttons for 'BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'.

- **Progress bar**

A progress bar banner, which shows the proposal completion progress. It shows in which step of the process you are right now, marked with a red indicator. The previous steps are colored in green once you have completed them, taking into account that the first two steps are performed in the Funding and Tenders Portal prior to accessing the submission wizard. **Proposal information panel**

Displayed on the left hand side of the screen, it is the ID card of your proposal. The information displayed there is completed as the user progresses. It also shows useful information such as the submission deadline for the corresponding call.

- **Configuration status check tool**

It is displayed at the bottom left part of the screen. In the visual example above, the configuration complies with the minimum requirements.

This part also allows downloading the Part B templates in RTF format, and it includes links to the help wiki site and the Online Manual.

- **Action buttons**

Buttons for the available actions. They will be different depending on the step in which you are. The ones above, corresponding to the **Proposal forms** screen, are connected to editing the administrative form Part A and uploading the Part B documentation. In the **Participants** screen, they will consist of actions to add/remove partners, etc.

- **Proposal navigation buttons**

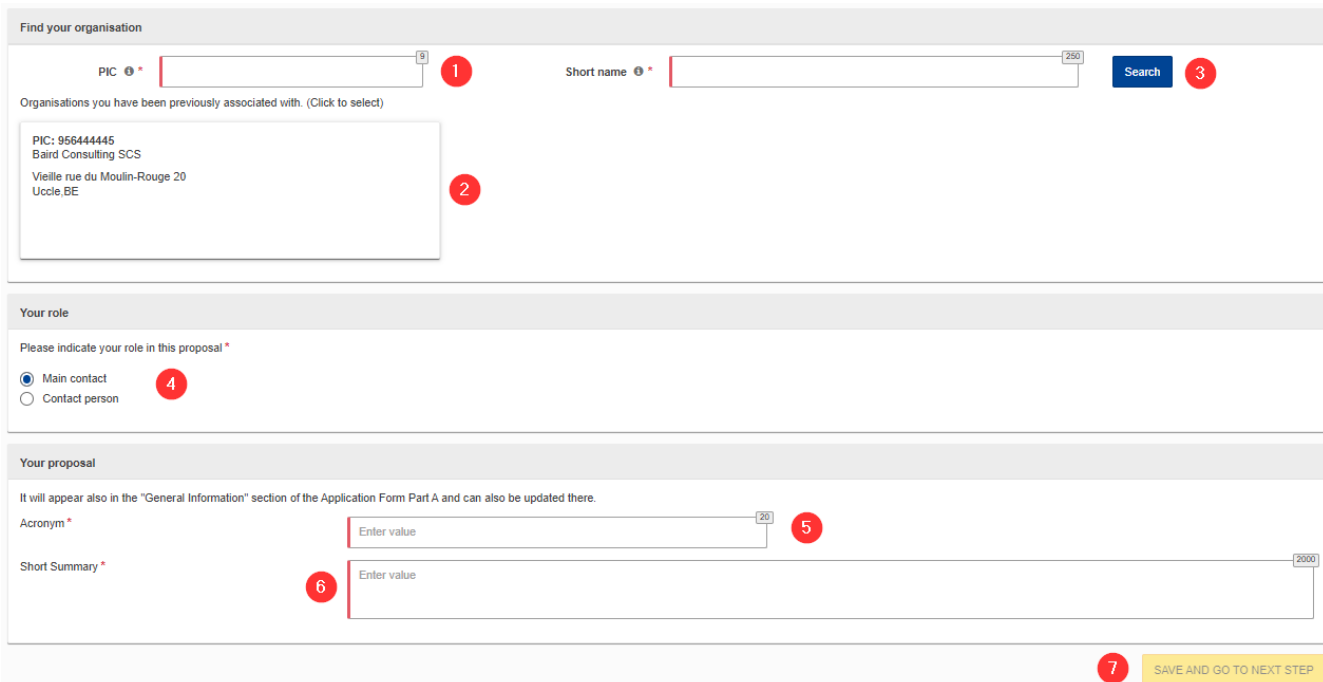
Available at the bottom right corner, they allow you to go from one step to another, validate the content of the proposal and to submit your proposal.

There are no more navigation buttons in the **Submit** screen, where only action buttons will be available as explained in the [Submit section](#).

Create proposal

The picture below shows the **Create proposal** screen of the wizard. 7 actions are available there, each one indicated below with a number shown in the image that follows:

1. Enter your organisation search criteria.
2. Alternatively, select a previously associated organisation.
3. Click on the **Search** button to start the organisation search procedure.
4. Select your role, either **Main Contact** or **Contact person**.
5. Enter a proposal acronym.
6. Enter a proposal short summary.
7. Click the **Save and go to next step** button.



Find your organisation

PIC * 1

Short name * 2

Search 3

Organisations you have been previously associated with. (Click to select)

PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-Rouge 20
Uccle, BE 2

Your role

Please indicate your role in this proposal *

☒ Main contact 4

☐ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym * 5

Short Summary * 6

7 SAVE AND GO TO NEXT STEP

Participants

The picture below shows the **Participants** screen within the wizard. You will be able to perform these 8 actions, indicated on the picture via a number:

1. Click on the **Add Partner** button to add a new Partner.
2. Click to display guidance on the Participants section of proposals.
Warning on the required number of participants. It will be different from call to call.
3. Add contact: it will allow you to specify a contact for that organisation.
4. Displays information about Main contacts, access rights and invitation sent by the system.
5. Edit contact, allowing you to modify the contact details (i.e. name, access right and project role) or remove it.
6. Displays the email address and access rights in the project for a given contact.
7. **Save and go to next step** button, allowing you to move into the **Proposal Forms** screen.
8. Edit participant name within the project.



In this step, the coordinator can manage and review the participants.



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

Number of participants: 1  



Coordinator

Baird Consulting SCS



1



Baird Consulting SCS



Add Affiliated Entity +

Baird Consulting SCS

Uccle, BE

PIC: 956444445

Change organisation

Contact organisation

Contacts:  



Add contact +

Main contact









Add Partner +

Add Associated partner +

SAVE

SAVE AND GO TO NEXT STEP 

NEXT

Buttons in the Participants screen

You can perform the following actions for an existing partner organisation using the buttons described below:



Partner

Myself & Others





3



Myself & Others

Add Affiliated Entity +

Over the Rainbow

Brussels, BE

PIC: 921999454

 Change organisation

Contact organisation 

Contacts:  



Add contact +

Main contact









1. Delete participant

Click this button to delete any participant except the coordinator. Clicking this button for a given participant will remove the organisation from the partner list. This includes any contacts which were provided. Therefore, those contacts will lose their access to the proposal.

2. Info

Click this button to display a help window explaining how you can manage the contact person(s) and what the **Main Contact person** role means, as well as what kind of access rights the contacts you provide will receive.

Add contact (where applicable)



You can manage the list of organisations and access right of persons at Step Participants. You may identify and give access to as many contact persons of the selected organisations as you wish. The identification is based upon the e-mail address of the person. When you add a contact person, you will be prompted to supply the contact details: name, e-mail, phone.

Main contact person: Each organisation needs to have one main contact person identified; the main contact person will have to fill in full contact details in the administrative form. The 'Main Contact Person' for the coordinating organisation (Participant no. 1) will become the primary contact person for the Services. Other contact persons may also be identified and may receive read-only or full access rights. Contact persons with full access rights of the coordinator (Participant no. 1) will be called 'Coordinator contacts' in the Funding & Tenders Portal, while for the other participants 'Participant Contacts'; contact persons with read-only rights will be called 'Team Members'. Other contact persons are listed with basic details in the administrative form.

Access rights: The main contact person and contact persons of the coordinator with full access rights have the same level of rights: they can manage the list of participants and contacts, edit any part of the administrative part of the proposal and upload any attachments (eg. technical annex), and submit the proposal. Contact persons with read-only rights can only view/download the information. Participant contacts with full access rights can only edit their section of the administrative form and view all proposal data.

Access rights can be revoked by the Coordinating Organisation contacts. The person who created the proposal cannot be deleted.

Invitation: All contacts will receive an e-mail and a notification to the Portal about the invitation to the proposal upon saving the data at Step Participants.

3. Add contact

Click this button to add a new contact to an existing partner company.

4. Edit existing contact: Click this button to edit an existing contact.

5. Delete existing contact

Click this button to delete an existing contact.

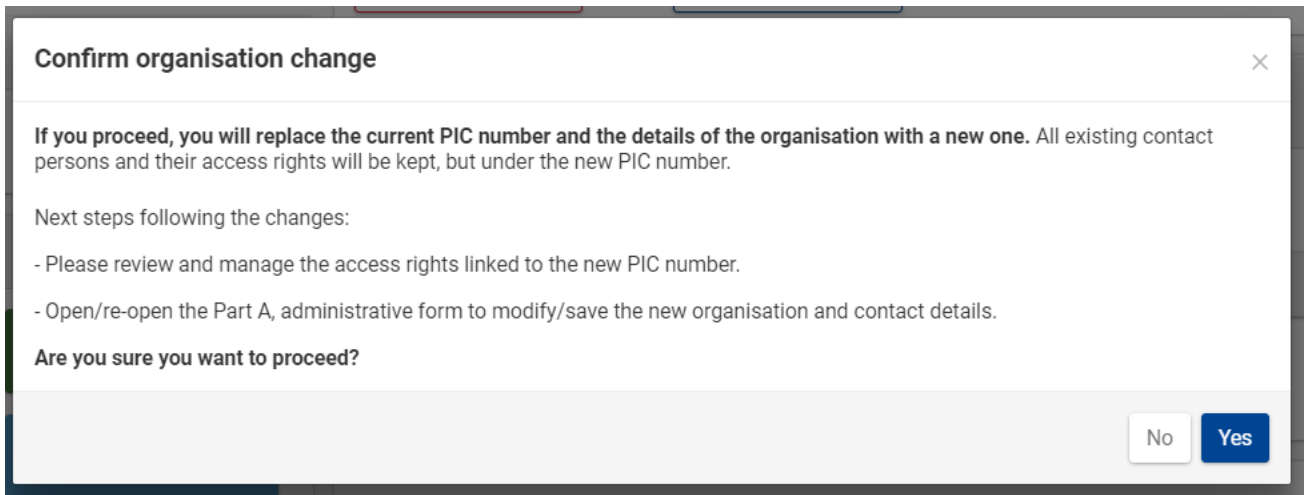
Note: You cannot delete a contact when this user is currently logged in.

6. Contact information

Click this button to see more information about that specific contact. The name field will expand showing the email address and access level of the contact within the proposal.

7. **Change organisation**

Click this button to replace the existing organisation (PIC). Upon clicking on this button, following message will be displayed:



Confirm organisation change ×

If you proceed, you will replace the current PIC number and the details of the organisation with a new one. All existing contact persons and their access rights will be kept, but under the new PIC number.

Next steps following the changes:

- Please review and manage the access rights linked to the new PIC number.
- Open/re-open the Part A, administrative form to modify/save the new organisation and contact details.

Are you sure you want to proceed?

After clicking **Yes**, you will get the **PIC search** window.

Coordinator contacts with full access rights can change the contacts for the new selected partner if needed.

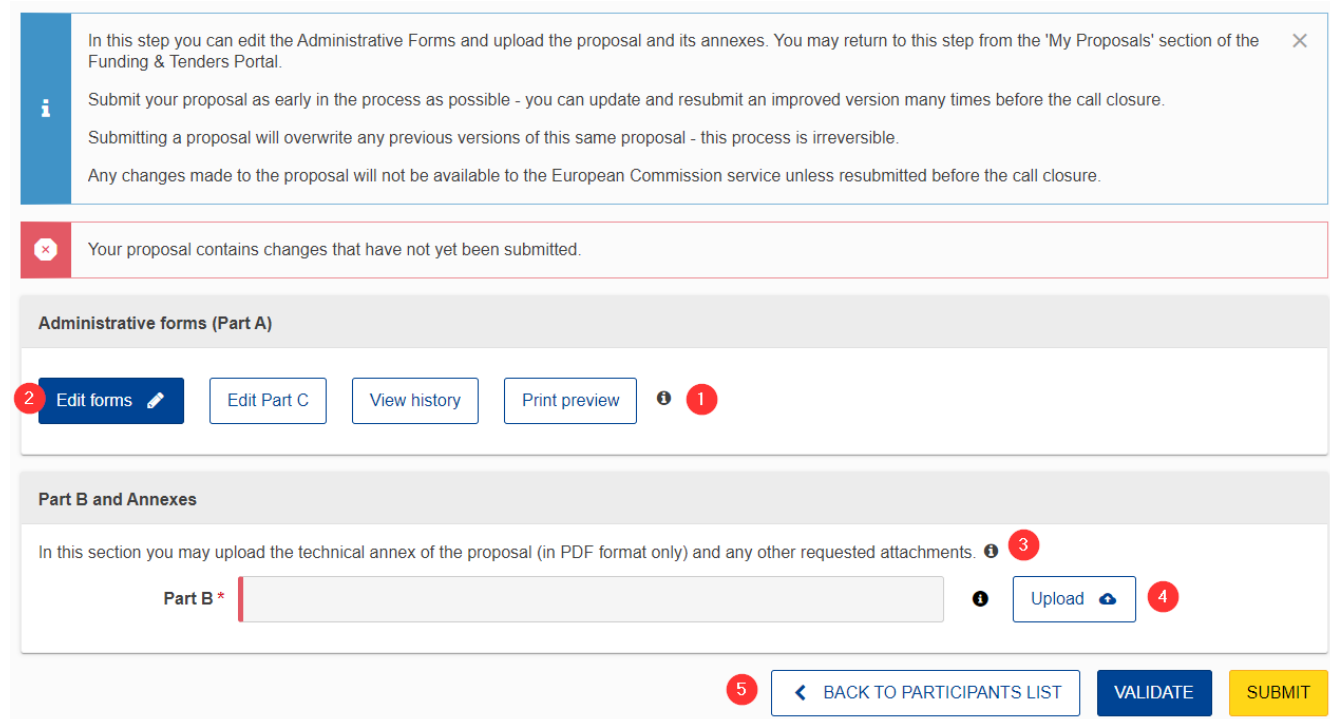
8. **Contact organisation**

Click this button to contact the LEAR or/and the Account administrator of an organisation.

Proposal forms

The picture below shows the **Proposal forms** screen of the wizard:

1. Click to open guidance on editing the Administrative forms (Part A).
2. Action buttons for the Administrative forms in Part A.
3. Click to open guidance on annexes and Part B forms.
4. Click to upload required Part B document.
5. Navigation buttons.



In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

2 Edit forms  Edit Part C View history Print preview  **1**

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.  **3**

Part B *  Upload  **4**

5 < BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Submit

The picture below shows the **Submit** screen of the wizard. There are basically 3 actions that you can take in this screen:

✓

Login

✓

Topic selection

✓

Create proposal

✓

Participants

✓

Proposal Forms

📍

Submit

Manage proposal

📅

Deadline

30 April 2021

Brussels Local Time

38 days left until closure

✓

Your proposal was submitted on: 22 March 2021 15:58:04 (Brussels Local Time)

Your proposal is part of call **ERASMUS-2021-EMJM-MOB**. The call deadline is 30 April 2021 12:15:00 (Brussels Local Time).

Your proposal ID is **100000699**. This number is important and will be used as future reference during the evaluation process.

Call data:

Call: **ERASMUS-2021-EMJM-MOB**
Topic: **ERASMUS-2021-EMJM-MOB**
Type of action: **ERASMUS-PJG**
Type of MGA: **ERASMUS-AG**

Proposal data:

Acronym: **TEST**
Draft ID: **SEP-202576430**
Final ID: **100000699**

Support & Helpdesk

📖 Online Manual

📄 IT How To

✉ IT Helpdesk

❓ FAQ

Service Desk:
✉ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
☎ +32 2 29 92222

Revisit your proposal

You can edit your proposal and re-submit at any time before the deadline 30 April 2021

(Brussels Local Time)

.

The time-stamped and digitally signed PDF version of your proposal is not yet available (and may still take some time). Please contact the Helpdesk if it is not available within 24 hours after the deadline.

You may withdraw your proposal at any time before call closure. When withdrawing, your proposal will not be considered in the evaluation stage.

Update proposal

Download

Withdraw proposal

1. **Update proposal:** allowing you to change the content of your proposal. Please note that you will need to submit again for the changes to be reflected. Also, this action is available only until the call closure date/time is reached.
2. **Download:** allowing you to download a digitally signed copy of your proposal. This will not be available immediately after submission. If the copy is not available yet, you will get a message asking you to wait a bit longer.
3. **Withdraw proposal:** this allows you to withdraw your proposal so that it does not go to the validation phase.

If the call is still open when withdrawing, the entered data will be available and you will be able to edit and submit again. The button **Update proposal** will be again active for such an aim.

If withdrawn, a message in red will appear on the screen, informing that the proposal will not be considered for evaluation.

European Commission - Proposal Submission Service – User manual

Page 68 of 83

This proposal was withdrawn on: **09 February 2021 23:46:04 (Brussels Local Time)** and will not be considered for evaluation. You may still submit your proposal before the deadline by clicking on the "Update proposal" button below.

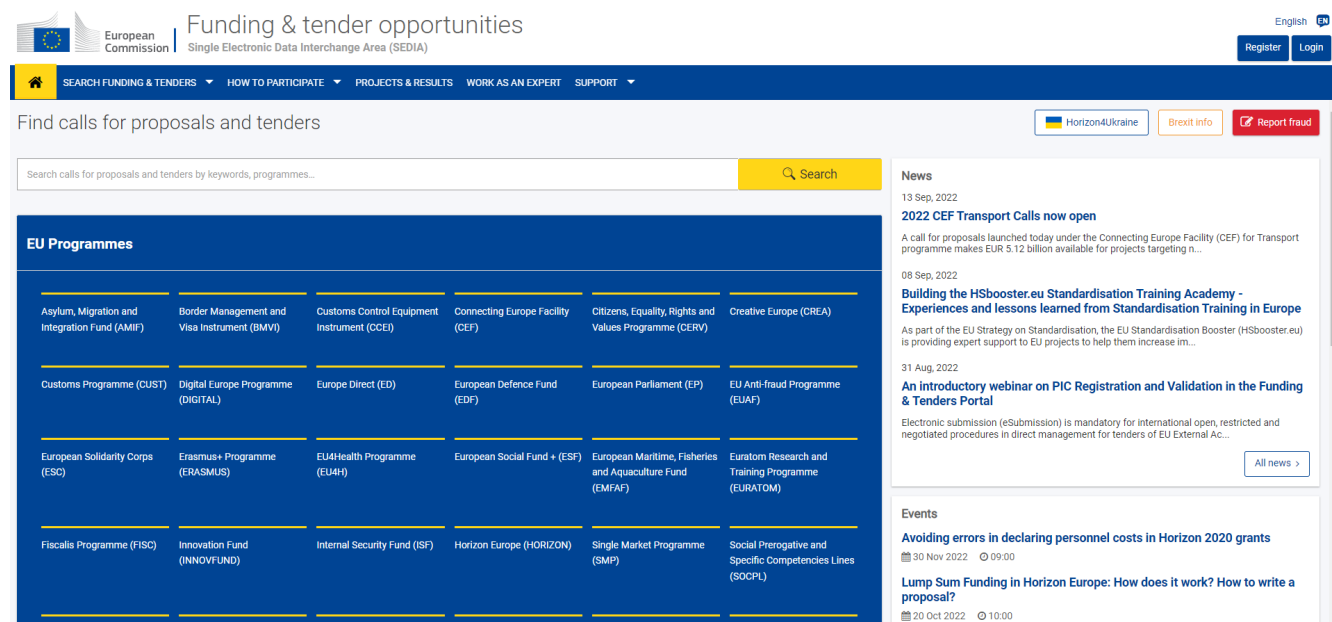
The Funding & Tenders Portal: screens and access to submission tasks

The Funding & Tenders Portal is your entry point to the Online Submission Service. It allows you to carry out the following actions:

- Familiarize yourself with the overall research and innovation grant process by first consulting the **How to participate** tab on the Portal.
- Decide on the funding opportunity that you want to apply for.
- Select your Partners – check Partner information in the **Participant register** section.
- Register as a user for the EU Services by creating an EU Login.
- Register your organisation and your Partner organisations in the Participant register section.
- Log into the Funding & Tenders Portal and select your topic to access the Online Submission Service.
- Use the Manage my area, My Proposal(s) and My Organisation(s) pages to access your draft and submitted proposals.

Funding & Tenders Portal: before you log in

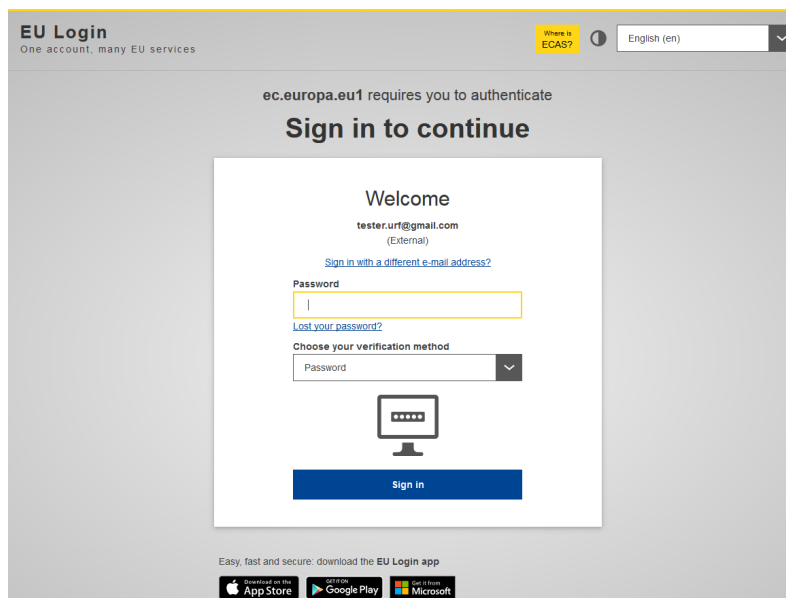
[Create](#) an EU Login or, if you already have an account, log in with your registered email address. Before logging in, familiarize yourself with the grant process, the funding opportunities and check the Partner information:



The screenshot shows the homepage of the Funding & Tenders Portal. At the top, there is a header with the European Commission logo and the text "Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)". Below this is a navigation bar with links: SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, WORK AS AN EXPERT, and SUPPORT. A search bar is located below the navigation bar with the text "Find calls for proposals and tenders" and a "Search" button. The main content area is divided into two columns. The left column is titled "EU Programmes" and contains a grid of 24 program categories, including Asylum, Migration and Integration Fund (AMIF), Border Management and Visa Instrument (BMVI), Customs Control Equipment Instrument (CCEI), Connecting Europe Facility (CEF), Citizens, Equality, Rights and Values Programme (CERV), Creative Europe (CREA), Customs Programme (CUST), Digital Europe Programme (DIGITAL), Europe Direct (ED), European Defence Fund (EDF), European Parliament (EP), EU Anti-fraud Programme (EUF), European Solidarity Corps (ESC), Erasmus+ Programme (ERASMUS), EU4Health Programme (EU4H), European Social Fund + (ESF), European Maritime, Fisheries and Aquaculture Fund (EMFAF), Euratom Research and Training Programme (EURATOM), Fiscalis Programme (FISC), Innovation Fund (INNOVFUND), Internal Security Fund (ISF), Horizon Europe (HORIZON), Single Market Programme (SMP), and Social Prerogative and Specific Competencies Lines (SOCPL). The right column is titled "News" and contains three news items: "2022 CEF Transport Calls now open", "Building the HSbooster.eu Standardisation Training Academy - Experiences and lessons learned from Standardisation Training in Europe", and "An introductory webinar on PIC Registration and Validation in the Funding & Tenders Portal". Below the news items is an "Events" section with two events: "Avoiding errors in declaring personnel costs in Horizon 2020 grants" and "Lump Sum Funding in Horizon Europe: How does it work? How to write a proposal?".

Funding & Tenders Portal: the EU Sign in screen

When you click [Login](#), you will be prompted to log in through the EU login screen, as shown in the picture below. This screen appears in the same window. After entering your credentials and logging in, you will be redirected to the homepage of the Funding & Tenders Portal:



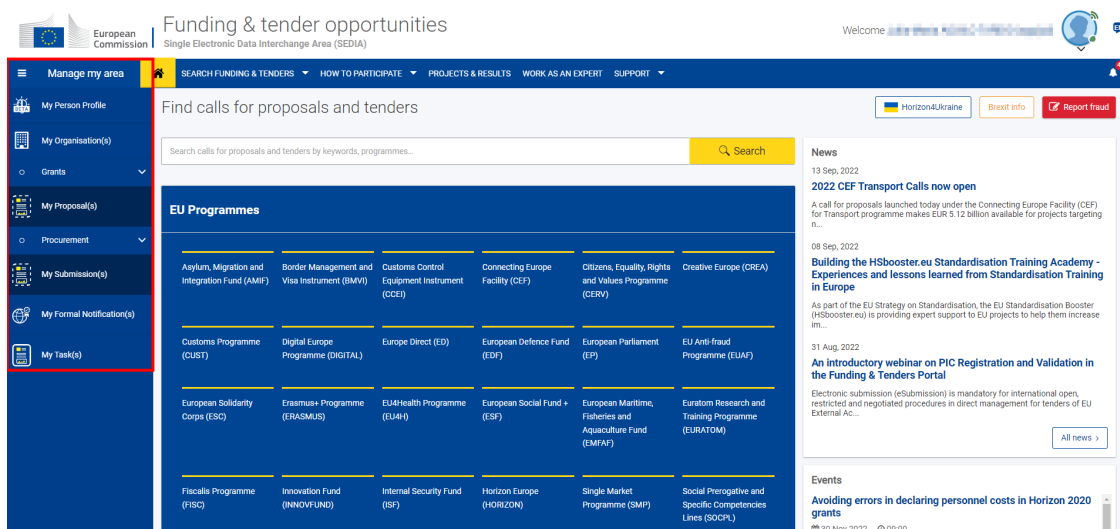
The screenshot shows the 'EU Login' interface. At the top, it says 'One account, many EU services'. Below this, a message states 'ec.europa.eu1 requires you to authenticate'. The main heading is 'Sign in to continue'. A white box in the center contains the following elements:

- Welcome** message for 'tester.ur@gmail.com (External)'.
- A link: 'Sign in with a different e-mail address?'.
- A 'Password' input field.
- A link: 'Lost your password?'.
- A 'Choose your verification method' section with a 'Password' dropdown menu.
- A 'Sign in' button.

At the bottom, there is a note: 'Easy, fast and secure: download the EU Login app' with icons for the App Store, Google Play, and Microsoft.

Funding & Tenders Portal: the EU Login and Manage my area

Once logged in, your personalised **My area** displays on the left, under **Manage my area**. Here you can access your Organisations, Proposals, Projects, Notifications, etc. Please note, **Manage my area** shows only the section for which there is existing data. For instance, if you do not have any proposals yet, you will not see **My Proposal(s)** on the left:



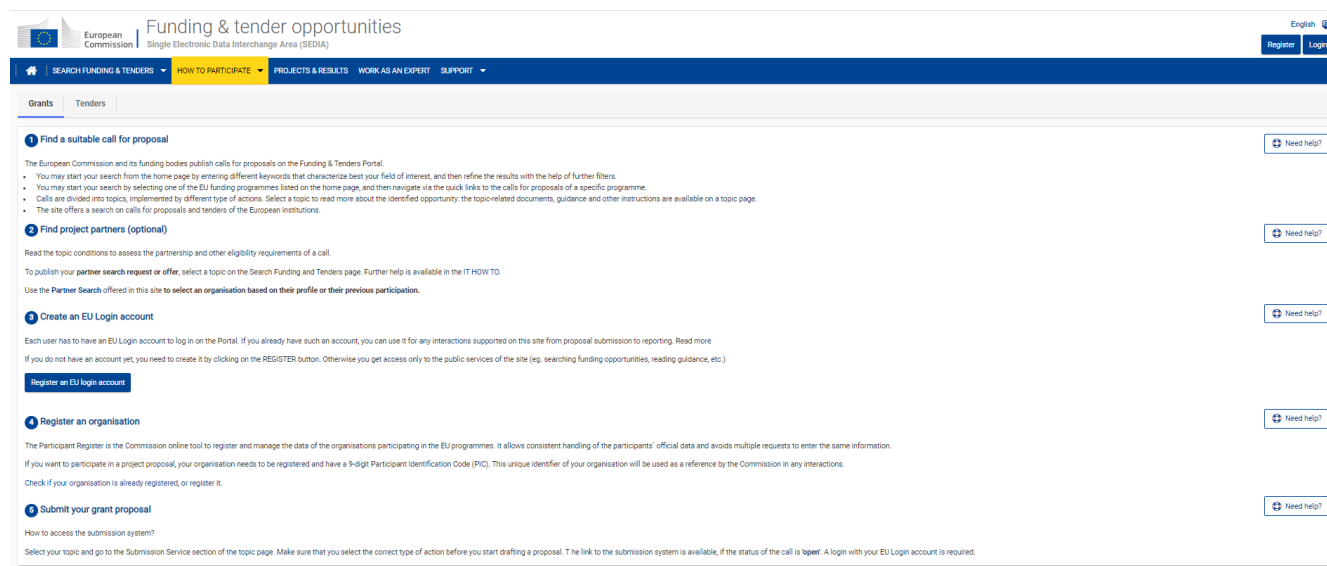
The screenshot shows the 'Funding & tender opportunities' portal. The top navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left sidebar titled 'Manage my area' contains links to 'My Person Profile', 'My Organisation(s)', 'Grants', 'My Proposal(s)', 'Procurement', 'My Submission(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area is titled 'Find calls for proposals and tenders' and features a search bar. Below this is a grid of 'EU Programmes' including:

- Asylum, Migration and Integration Fund (AMIF)
- Border Management and Visa Instrument (BMVI)
- Customs Control Equipment Instrument (CCEI)
- Connecting Europe Facility (CEF)
- Citizens, Equality, Rights and Values Programme (CERV)
- Creative Europe (CREA)
- Customs Programme (CUST)
- Digital Europe Programme (DIGITAL)
- Europe Direct (ED)
- European Defence Fund (EDF)
- European Parliament (EP)
- EU Anti-fraud Programme (EUAf)
- European Solidarity Corps (ESC)
- Erasmus+ Programme (ERASMUS)
- EU4Health Programme (EU4H)
- European Social Fund + (ESF)
- European Maritime, Fisheries and Aquaculture Fund (EMFAF)
- Euratom Research and Training Programme (EURATOM)
- Fiscalis Programme (FISC)
- Innovation Fund (INNOV-FUND)
- Internal Security Fund (ISF)
- Horizon Europe (HORIZON)
- Single Market Programme (SMP)
- Social Pragmatic and Specific Competences Lines (SOCP)

On the right, there is a 'News' section with articles dated 13 Sep, 2022 and 08 Sep, 2022, and an 'Events' section with an article dated 31 Aug, 2022.

Funding & Tenders Portal: the How to participate page

Select **How to participate** from the upper menu. This page is your main source of information as you prepare for submitting your proposal:



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

English 

Register Login

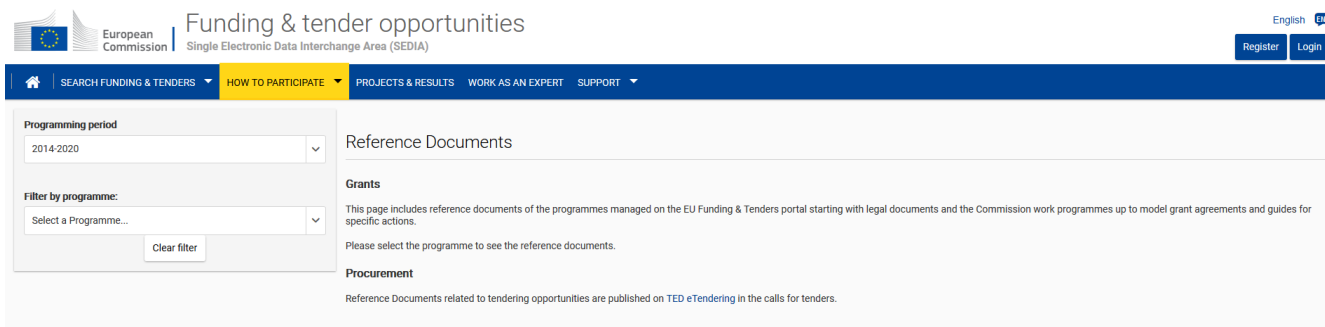
SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Grants Tenders

- Find a suitable call for proposal**
The European Commission and its funding bodies publish calls for proposals on the Funding & Tenders Portal.
 - You may start your search from the home page by entering different keywords that characterize best your field of interest, and then refine the results with the help of further filters.
 - You may start your search by selecting one of the EU funding programmes listed on the home page, and then navigate via the quick links to the calls for proposals of a specific programme.
 - Calls are divided into topics, implemented by different type of actions. Select a topic to read more about the identified opportunity; the topic-related documents, guidance and other instructions are available on a topic page.
 - The site offers a search on calls for proposals and tenders of the European institutions.
- Find project partners (optional)**
Read the topic conditions to assess the partnership and other eligibility requirements of a call.
To publish your **partner search request or offer**, select a topic on the Search Funding and Tenders page. Further help is available in the IT HOW TO.
Use the **Partner Search** offered in this site to **select an organisation based on their profile or their previous participation**.
- Create an EU Login account**
Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting. Read more
If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)
Register an EU login account
- Register an organisation**
The Participant Register is the Commission online tool to register and manage the data of the organisations participating in the EU programmes. It allows consistent handling of the participants' official data and avoids multiple requests to enter the same information.
If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). This unique identifier of your organisation will be used as a reference by the Commission in any interactions.
Check if your organisation is already registered, or register it.
- Submit your grant proposal**
How to access the submission system?
Select your topic and go to the Submission Service section of the topic page. Make sure that you select the correct type of action before you start drafting a proposal. The link to the submission system is available, if the status of the call is 'open'. A login with your EU Login account is required.

From this page, you may:

- Have an overview of the submission process by clicking on **Key steps**.
- Access the Reference documents for each funding programme by selecting **Reference documents**. Then select a funding programme and the different available reference documents will be displayed:



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

English 

Register Login

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

Programming period
2014-2020

Filter by programme:
Select a Programme...
Clear filter

Reference Documents

Grants
This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.
Please select the programme to see the reference documents.

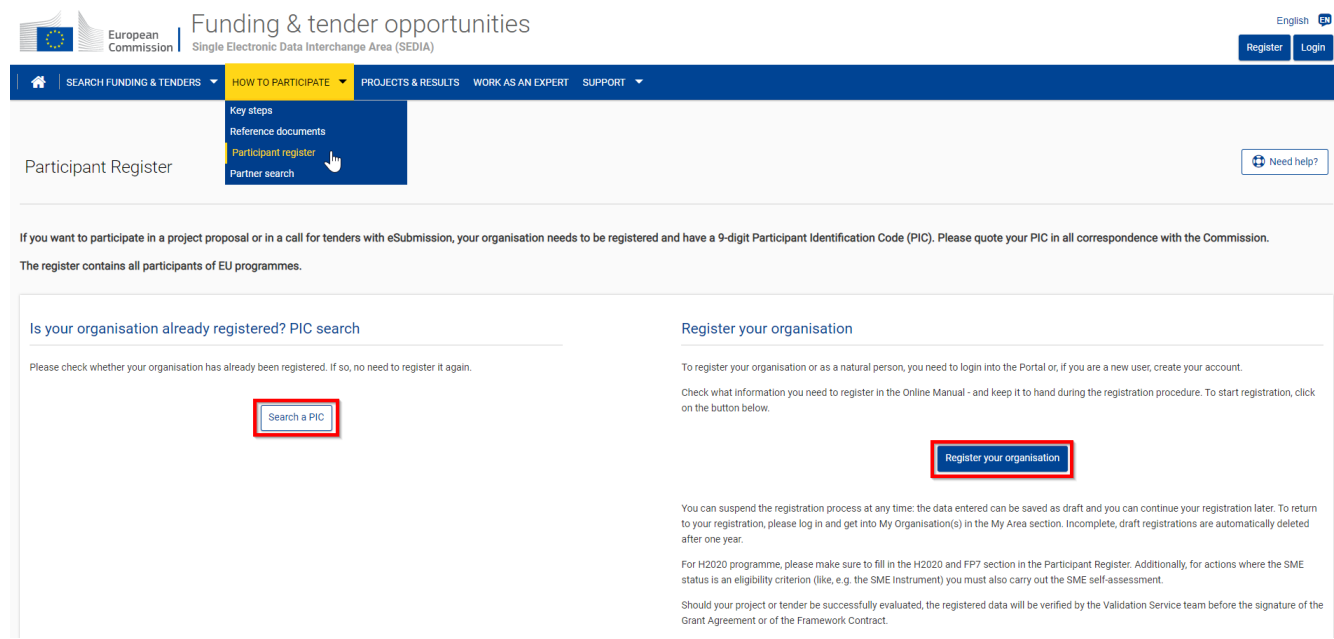
Procurement
Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.

- Register an organisation via the [Participant register](#) section, by selecting **Participant register** under **How to participate**.
- Look for potential partners using the [Partner Search](#) functionality.

Funding & Tenders Portal: the Participant register page

The Participant register page is accessible via the **How to participate** tab. It allows you to:

- **Search** the registered organisations database and check if your desired Partners' organisations are already registered with the European Commission.
- **Start** (or **Resume**) your organisation registration process via the [Participant Register](#) application.



The screenshot shows the 'Participant Register' page. The header includes the European Commission logo, the title 'Funding & tender opportunities', and the subtitle 'Single Electronic Data Interchange Area (SEDIA)'. There are links for 'Register' and 'Login'. The main navigation bar has tabs: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE' (selected), 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A dropdown menu under 'HOW TO PARTICIPATE' shows options: 'Key steps', 'Reference documents', 'Participant register' (highlighted with a mouse cursor), and 'Partner search'. The page content includes a 'Participant Register' title, a 'Need help?' link, and two main sections: 'Is your organisation already registered? PIC search' and 'Register your organisation'. The 'PIC search' section has a 'Search a PIC' button. The 'Register your organisation' section has a 'Register your organisation' button. Below the buttons, there is detailed text about the registration process, including instructions on how to suspend the process, return to the portal, and the verification process by the Validation Service team.

Appendix A: Compatibility and system configuration

Recommended system configuration

The electronic submission system of the European Commission is a web application. Therefore, a working Internet connection is needed in order to use it. Although the system has been tested with a set of typical reference configurations, it is not guaranteed that the application will be fully functional on your computer. The system provides a diagnostic window that will warn you about some possible incompatibilities.

To use the electronic submission system, ensure that your computer configuration complies with the following mandatory system requirements:

Component	Recommended configuration

Internet connection	DSL Line, 2.0 Mb/s or faster
Memory	RAM – 4 GB or more
Screen resolution	Minimum 1680 x 1050 or higher
JavaScript	JavaScript must be enabled
Cookies	Cookies must be enabled
Pop-up blocker	Website should be white-listed in the pop-up blocker
User ID	A valid EU Login account
PDF Reader	A PDF reader application will be needed in order to use the functionality of print preview, as well as being able to check the annexes in Part B, since they have to be uploaded in PDF format.

Recommended browsers

The following table shows the operating systems and browsers actively supported by the system. This configuration will provide you with a fully enhanced experience:

Operating system	Internet browser
Windows 7, 8 & 10	Chrome 86 or newer Firefox 78 or newer Microsoft Edge 44 or newer

Mac OS X from 10.10

Chrome 86 or newer

Firefox 78 or newer

Safari 13 or newer

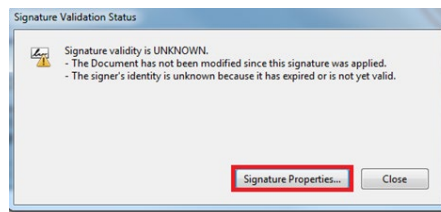
Note: The use of mobile devices for online submission of research proposals is not supported for now.

Troubleshooting document structure (eReceipt: *Signature not verified* message)

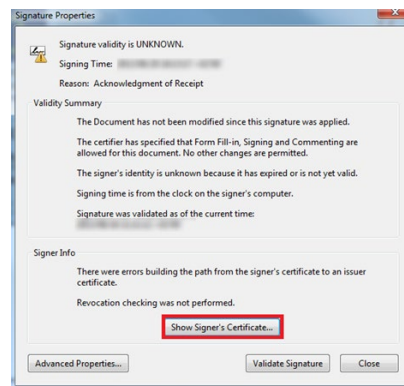
You receive the following message: "The European Commission digital signature (eReceipt) of the submitted proposal is not validated" after downloading your submitted proposal.

The following procedure is only applicable for Windows operating systems. After downloading the submitted proposal:

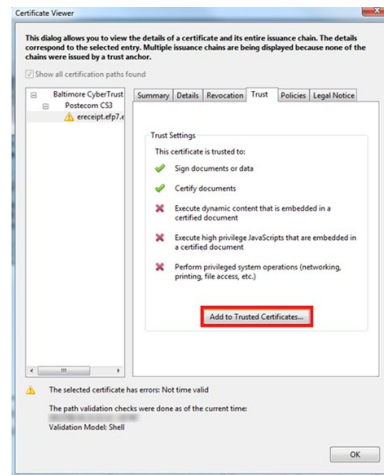
1. Click **signature** located at the table of contents page.
2. Click **Signature Properties...** in the Signature Validation Status window:



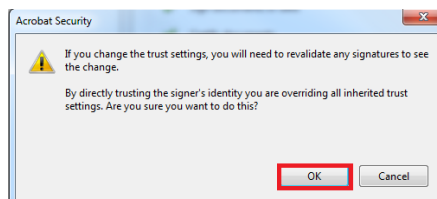
3. In the Signature Properties window click **Show Signer's Certificate...**



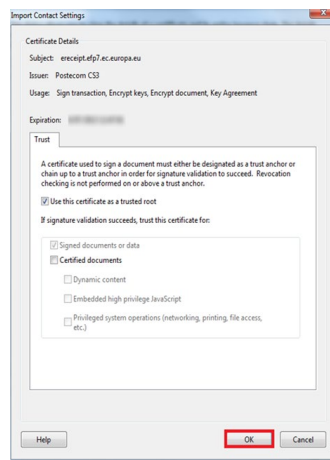
4. Select the **Trust** tab and Click **Add to Trusted Identities** in the Certificate Viewer window:



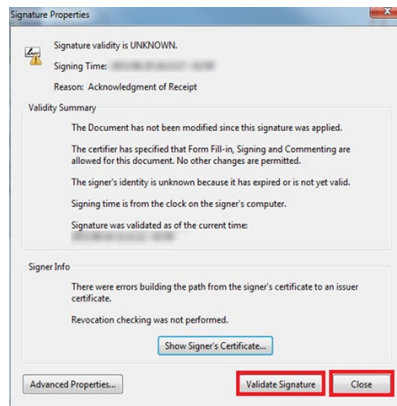
5. Click **OK** in the Acrobat Security pop-up window to confirm.:



6. The **Import Contact Settings** window should be displayed:



7. Tick **Use this certificate as a trusted root**; and then click **OK**.
Note: ticking **Certified documents** is not required.
8. In the **Signature Properties** window click first **Validate Signature** and then **Close**:



9. The Commission digital signature or eReceipt should be validated now:



Appendix B: EU Login registration

To use the Online Submission Service, you need to have a personal user account with the European Commission Authentication Service (i.e. an EU Login).

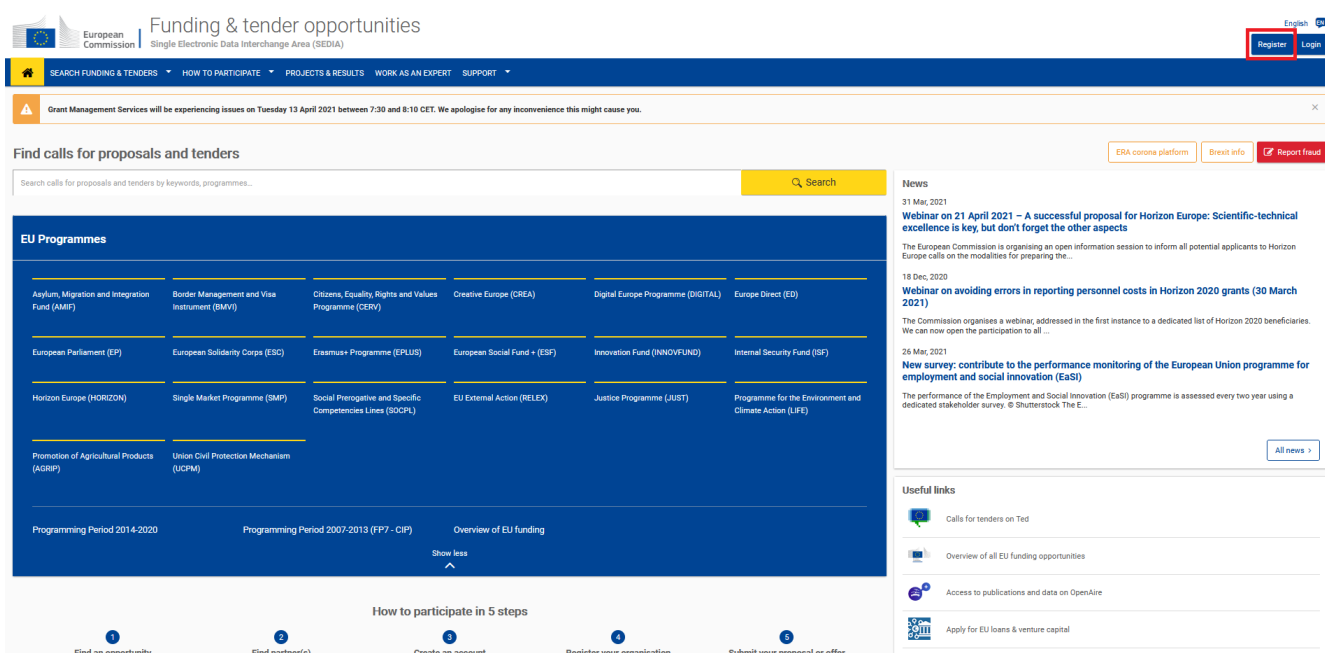
To create an EU login, follow the instructions below.

Note: For additional information, see the [Online Manual](#).

EU Login registration steps:

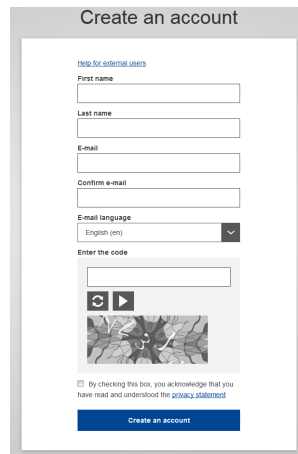
1. Go to the Funding & Tenders Portal:

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



2. Click [Register](#).

3. The **EU Login – Create an Account** screen will be displayed, fill in the fields accordingly:



All fields in the registration form are mandatory.

4. Optionally, click the link <https://webgate.ec.europa.eu/cas/help.html> if you need additional instructions
5. Enter your **First name** and your **Last name**.
6. Enter your **E-mail**. When registration is complete, a confirmation email will be sent to this email address.
7. Enter your e-mail address again in the **Confirm e-mail** field. You will receive an error message and you will have to enter the email again if it does not match the e-mail address provided in the **Submit** step of the submission wizard.
8. Select the **E-mail language** that you want the European Commission to use in the e-mail communications sent to you.
9. In the **Enter the code** field, enter the five characters shown in the blue box above the field. For security reasons, the characters are not displayed clearly and may not be copied from the blue box.

If you cannot read the characters in the blue box or if you are entering them but you are receiving an error message, try the following:

- a. Click  to reload a different character combination and enter it in the **Enter the code** field.
 - b. Alternatively, click on  to hear an audio recording of the characters in English. You will need to use your computer speakers or headphones – make sure you have adjusted the volume to a comfortable level.
10. Read the privacy statement by clicking on the link. If you agree with it, close the privacy statement window and tick the privacy statement box acceptance under the **Enter the code** field.

11. Click  .

12. If you have not provided the required information in the fields, or you have entered a wrong code or an email address in an incorrect email format, the system will prompt you to go back and correct the errors before you can sign up.

13. A message displays confirming the creation of the account. The system will send you a confirmation email to the email address you provided in the sign-up form. Open the email and click the activation link provided to activate your account. You have a maximum of 24 hrs, starting from the time the message was sent, to create your password.

Note: Make sure to check your spam folder if you cannot find the confirmation email in your inbox.

14. Enter a valid password following the instructions on the screen.

15. A message on the screen will confirm that the password has been changed ('changed' in this context means that your password has been set).

16. Click on **Proceed** to log in automatically to your new account, or go back to the Funding & Tenders Portal:

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Then click .

Glossary

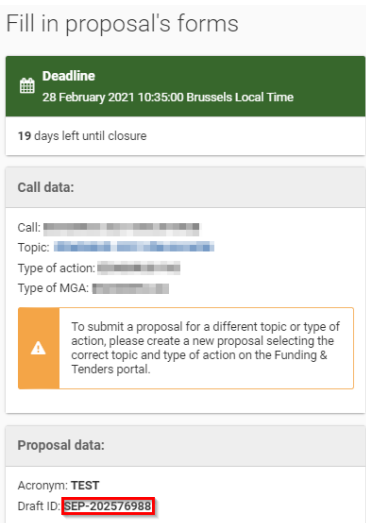
This is a glossary concerning the current document; check here the Funding & Tenders glossary for more terminology:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/glossary>

Term	Definition
Applicant Back to text	Generic term for any person/organisation that prepares and/or submits a proposal. There are two types of applicants: • The Proposal Coordinator • The Partner The Proposal Coordinator role is allowed to register and to submit the proposal, while the Partner role is only involved in the preparation of the proposal. Synonyms: Partner
Beneficiary/ Participant Back to text	A beneficiary or <i>beneficiary of the European Union funds</i> refers to the legal entity that signs a grant agreement and/or procurement contract (i.e. the grant beneficiary and/or contractor) with an "entity managing EU funds". Depending on the management mode this entity may be the European Commission, a beneficiary country, an international organisation, or a Community or national agency. Subcontractors or suppliers as well as partners/consortia members of the beneficiaries are not concerned (http://ec.europa.eu/europeaid/work/funding/beneficiaries_en.htm) Synonyms: Participant Broader term: Partner
Call Back to text	An invitation for third-parties to submit a proposal in order to get funding. Calls cover specific research areas and are always issued in the context of a Work Programme. Call for proposals Procedure to invite applicants to submit project proposals with the objective of receiving funds from the European Union. The European Commission publishes calls for proposals. It is an official invitation to submit a project proposal for a specific area of a framework programme by a specific date. Calls specify very clearly what is required in the Work Programme. Calls for proposals on the Funding & Tenders Portal.
Consortium Back to text	A Consortium is a group of Participants, one of which is identified as the Proposal Coordinator in the proposal submission. A nominated Proposal Coordinator Contact, who is normally an employee of the Proposal Coordinator Organisation, but acting on behalf of all for most aspects of the project, will represent the Consortium to the EU. In the context of a running project, the following constraints shall hold: • There shall be exactly one Proposal Coordinator Contact within each Project Consortium. • The Coordinator Contact identified in the Project proposal shall be a person, nominated from within the Coordinator Organisation, to be recognised by the Commission as the primary point of contact between it and the Consortium. • Each Partner in the Consortium shall nominate a Partner Contact as its representative in the Project, who shall also be identified to the Commission.

Term	Definition
Deadline Back to text	For each particular call, this is the moment after which proposals cannot be submitted to the Commission. At this point the Submission system closes for the respective call. Deadlines are fixed and strictly enforced.
ECAS	The old name for the European Commission's Authentication Service. Its name has been changed into EU Login, but you could encounter some documents or screens still referring to the EU Login as ECAS. See EU Login below for more information.
EU Login Back to text	It is the system for logging into a whole range of web sites and online services run by the European Commission. Once you use your EU Login to enter the Commission website, you will not need to identify yourself again for other Commission websites until you browser session expires (i.e. single sign-on). To stop the automatic single sign-on you need to click Logout or close all your open browser windows.
Funding & Tenders Portal F&T Portal Back to text	The Funding & Tenders Portal, replacing the Research and Innovation Participant Portal as from 2019, is the single entry point for interaction with the research Directorates-General of the European Commission, it hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the submission and evaluation of proposals service.
Legal Entity Appointed Representative LEAR Back to text	The LEAR is a person nominated in each legal entity participating in funding programmes. This person is the contact for the Commission related to all questions on legal status. S/he has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data.
Part A Back to text	This is the part of a proposal dealing with administrative data. It is completed using the web-based electronic Submission system.
Part B – Template Back to text	This is the part of a proposal that explains the work that must be carried out, and the roles and aptitudes of the participants in the consortium. This part is uploaded to the electronic Submission system as a PDF file. The template documents are intended to provide you the topics needing development as part of the proposal. They are supplied by the Commission and downloadable in Proposal forms of the Submission wizard. They are provided in RTF format, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B.
Part C Back to text	Depending on the type of call, filling this additional web form will be required.
Participant register Back to text	An electronic system that enables organisations to register their details once and then use this registration for one or more participations, thus eliminating the need to provide the same information for multiple proposal submissions. The Web interface of the Participant register is accessible from the Participant register page of the Funding & Tenders Portal: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register The Participant register also provides an organisation search tool where you can check if your organisation has already been registered as a participant.
Participant Back to text	The Participant (short form of Participating Legal Entity) is a legal entity Individuals and legal entities such as a companies, consortia, universitiesuniversity, university departments, etc. are

Term	Definition
	allowed to submit proposals requesting financial support. The 'Proposal Coordinator' leads the submission process of the proposal and is the only applicant recognised by the Commission. To avoid the existing confusion, a difference is made between a Proposal Coordinator Contact and a Proposal Coordinator Organisation. See Proposal Coordinator below for more information. If you want to participate in a project proposal, your organisation needs to be registered with the Commission. Registration available from the Funding & Tenders Portal via the Participant register page, where you can check if your organisation is already registered. If not registered, you can start the registration process on the same page and you will be redirected to the Participant register to complete the process. The same process applies for participant registration data updates – you access your organisation from the Portal / My Organisation(s) page and from there you can go to the Participant register to update your organisation data. If your proposal is successful, you will also need to know about the following (see the Online Manual available from the Portal under the Support section): - the checks carried out on the information you provide on registering - appointing a representative (LEAR) Ideally, a LEAR is identified to be responsible for provision and maintenance of the Participant's legal and financial data. However, until a LEAR is identified and validated, this data may be maintained by the person who initially registered the organisation.
Participant Identification Code PIC Back to text	The Participant Identification Code (PIC) is a 9-digit unique identifier for every validated organisation. Participants will not have to submit their legal and financial information (and supporting documents) each time they submit a proposal or negotiate a grant agreement, but just their PIC. However, if there has been a substantial change in the legal or the financial information since validation took place, they could be requested to provide supporting documents for the change via the Participant register.
Proposal Back to text	A set of documents submitted by third-parties in response to a particular call, in an effort to get funded by the EC after evaluation. The main elements of a proposal are the administrative forms and the proposal text. A proposal is a proposed project. Proposals are submitted following a call for proposals by consortium/partners with the goal to be selected and get funded . In order to get funding for a project, applicants have to write a complete and detailed proposal describing the objectives, planned activities and relevance with the corresponding Call's Activity(-ies). Proposals are individually evaluated by a team of independent experts. Only the very best project proposals will get funding. A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested should be included in the proposal description.
Proposal Coordinator Back to text	Individuals and legal entities such as companies, consortia, universities, etc. are allowed to submit proposals requesting financial support. The Proposal Coordinator leads the submission process of the proposal and is the only applicant recognised by the Commission. To avoid the existing confusion, a difference is made between a Proposal Coordinator Contact and a Proposal Coordinator Organisation. The Proposal Coordinator Contact is either an individual or empowered individual of an organisation having the responsibility to request financial support via the submission of a proposal. The Proposal Coordinator Organisation is the organisation to which the Proposal Coordinator Contact belongs or is linked to, and/or that has given the Proposal Coordinator Contact the responsibility to submit a proposal to request financial support. Broader Term: Beneficiary, Partner

Term	Definition
Proposal ID Back to text	An identifier assigned to a proposal after it was submitted. Once a proposal is funded, its Proposal ID becomes its Project ID. Drafts of proposals are assigned a Draft ID, different from the final one when submitting. Both of them display on the left side in the tool.  This ID can be provided to the helpdesk for troubleshooting purposes.
Submission Back to text	The formal act to submit a proposal to the Commission via a web based application. Proposals can be modified and submitted several times as long as the call has not been closed. After call closure the submission is prohibited and proposals are locked. Eligible proposals are thereafter made available to the evaluation system. The Submission System is the tool used for sending a proposal for an open call. It is accessible via de Funding & Tenders Portal, and it is often referred as SEP IT System.
SEP IT System Back to text	The Funding & Tenders Portal Proposal Submission and Evaluation System.
Types of Action Back to text	The type of action specifies: ✓ the scope of what is funded ✓ the reimbursement rate ✓ specific evaluation criteria to qualify for funding See the Online Manual for more information.
Topic Back to text	Calls for proposals are subdivided into topics. A topic defines a specific research and innovation subject or area for which applicants are invited to submit proposals. The description of a topic comprises its specific scope and expected impact of the projects to be funded, and also the type of project, evaluation criteria and deadline for submission of proposals.