

*we move
innovation*



**EU-Russia scientific and educational cooperation:
The online submission system of the European
Commission – the Participant Portal**

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ZENIT GmbH

September 17, 2014, Voronezh, Russia



September 17, 2014

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2. Online submission – What is important?
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The Participant Portal – Short introduction



The Participant Portal is the single gate-way to funding related interactions between applicants and the European Commission and its agencies.

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

The Portal combines access towards:

Without login:

- Funding Opportunities
- How to participate
- Experts
- Support

Personalised services (after login):

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

The Participant Portal – Short introduction

Without login



- **Funding Opportunities**
 - All available relevant information about forthcoming, open and past calls
 - Access to the electronic proposal submission system
- **How to participate**
 - Horizon 2020 Online Guide and Reference documents
 - Organisation Register
 - Financial viability Self-Check
 - SME participation
- **Experts**
 - New Experts can create their profile
- **Support**
 - Horizon 2020 Helpdesk, Enterprise Europe Network, National Contact Point database, FAQ, IT Helpdesk contact form and further help services

The Participant Portal – Log In

How to log in! ECAS and IAM



ECAS means: European Commission Authentication System

One Email Address = one ECAS account

Depending of your role (IAM=Identity and Access Management) users will have access to different services within a project consortium

Each Organisation must have a **PIC** (Participant Identification Code) number (for online submission necessary)

Registering is for free and easy.

The Participant Portal – short Introduction



Personalised Services (after login):

- **My Organisation(s)**
 - Registration of Organisations (you will receive the PIC number directly after the Registration!)
 - Access to organisation's data
- **My Proposal(s)**
 - Access to the list of draft and submitted proposals
 - The Proposals Submission Service is available on the call's page
 - Part A (administrative information) + Part B (scientific and technical content)
 - Difference between Coordinator and Participant contact
- **My Project(s)**
 - Access to Project-related Services the User is involved in (Grant preparation, amendments, reporting tools)
 - View of the consortium's roles
- **My Notification(s)**
 - Availability of e-receipts, forms ready to be signed, etc.
- **My Expert Area**
 - Experts can update their profile

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Online Submission – What is important

Preview of a step-by-step approach I/II



1. Go to your selected call, to the bottom of the call description tab and you see “Topics and Submission services”
2. Select the type and action you want to apply for and click on 
3. You are now in the Commission’s online submission service wizard
4. Now start creating your proposal by entering all requested information (PIC number, Proposal Acronym, Proposal Summary, main contact person)
5. Click on “Next” and you have to agree to the Commission’s disclaimer
6. You will receive a message on the screen that your proposal has been created.

Online Submission – What is important

Preview of a step-by-step approach II/II



7. Add partners (PIC number of partners available?!), choose access rights and role of your partners (eligibility of the project guaranteed?)
8. See the various forms and documents, which have to be filled in by you (the coordinator) and by the partners within the consortium – Part A
9. Write Part B (scientific and technical description of the project)
10. Submission (duly in Time!)

Example pages of the wizard

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 3

Create a Draft Proposal

H2020-EUJ-2014

Ivan Terziev

EUJ-1-2014

RIA

THU April 10 17:00:00
Brussels Local Time

44 days left until closure

Configuration OK ✔

You're using Firefox 17 on Windows. **Adobe Reader** (version 11,0,5,3) is installed.

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

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* Short name*

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

PIC: 949682381
Sciart Associates Ltd.
3 Dunav Str.
Sofia, BG
VAT: BG0123456

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count: ⋮

Version: 20140206-1527 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Example pages of the wizard

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

Step 4

Manage Your Related Parties

NCP_IA



Lazaros Bountouroglou



ICT-02-2014



IA

WED 23 April 2014 17:00:00
Brussels Local Time

65

days left until closure

Acronym ID PIC Contact

Acronym

tst1

Configuration OK



You're using Chrome 24 on Windows. **Adobe Reader** (version 11,0,5,0) is installed.



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

Parties

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

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

Number of participants: 1

[Add Partner](#) 

Consortium eligibility

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

1



Coordinator




Contact



Baird Consulting SCS

Baird Consulting SCS
Vieille rue du Moulin-Rouge 20, 1180 Uccle, BE
PIC: 956444445

Lazaros Bountouroglou - Main contact

[next >>](#)done 

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Example pages of the wizard

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

NCP_IA

Lazaros Bountouroglou

ICT-02-2014

IA

WED
23

April 2014 17:00:00
Brussels Local Time

58

days left until closure

Acronym	ID	PIC	Contact
Creative1			

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. [?](#)

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

Administrative Forms

Edit will open the forms in Adobe Reader. [?](#)

edit forms

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. [?](#)

download templates

Technical Annex Section 1-3	<div style="background-color: #2196f3; color: white; padding: 2px 10px; border-radius: 5px;">upload</div>	8_Part_B_Template_..._section_1-3_-_EDITED.pdf	<div style="background-color: #2196f3; color: white; padding: 2px 10px; border-radius: 5px;">delete</div>	<div style="color: #4caf50; font-size: 1.2em;">✓</div>	?
Technical Annex Section 4-5	<div style="background-color: #2196f3; color: white; padding: 2px 10px; border-radius: 5px;">upload</div>	8_Part_B_Template_...nks_CLEAN_section_4-5.pdf	<div style="background-color: #2196f3; color: white; padding: 2px 10px; border-radius: 5px;">delete</div>	<div style="color: #4caf50; font-size: 1.2em;">✓</div>	?

<< Step 4 - Parties

validate

submit

done
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Online Submission – What is important

Online Submission



- Within the new funding period it is possible now, to sign documents digitally!
- The Commission and all executive Agencies are working now with the **new integrated grant management module** (overcoming fragmentation)
 - Grant preparation
 - E-signature
 - Amendments
 - Financial and Technical reporting
 - Payments
- In Horizon 2020 each proposal must be complete and mature as the Commission tries to guarantee 8-month time to grant!
- There are no negotiations foreseen anymore

Online Submission – What is important

Getting informed



- Participant Portal Horizon 2020 Online manual
<http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html>
- Participant Portal User manual (PDF)
http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/participant_portal_usermanual.pdf
- ECAS FAQ: <https://webgate.ec.europa.eu/cas/help.html>
- Participant Portal FAQ:
<http://ec.europa.eu/research/participants/portal/page/faq>

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Summary



- The participant Portal combines the former Cordis Website with the EPSS and the online reporting tool Sesame and facilitates the access
- Make yourself familiar with the website and its offered information before starting the online submission tool.
- If you are doing your first project within the European Framework Programme it is advisable to start as a partner. The tasks of a coordinator are very much linked towards project administration.
- Submit the proposal on time!!!



Thank you very much for your attention!

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