

Sources of information, e-tools

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INCO-NET EaP NCP Training

Minsk

14-15 April 2014

Participant Portal

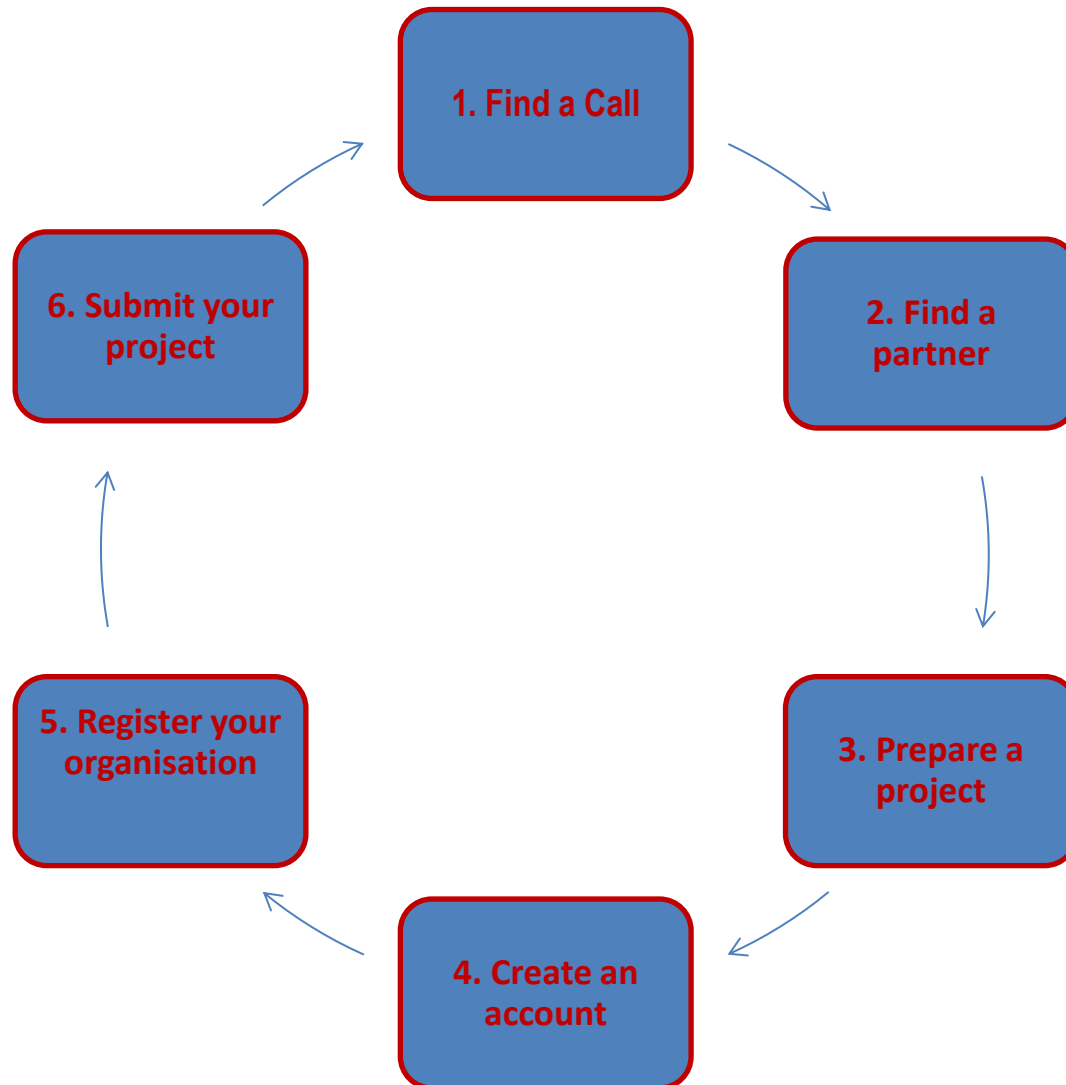
- **Non-registered users**

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact support services or check FAQs

- **Registered users**

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

Six steps to submission



FIND A CALL



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▾



LOGIN



REGISTER

Step 1a Find a call



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

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

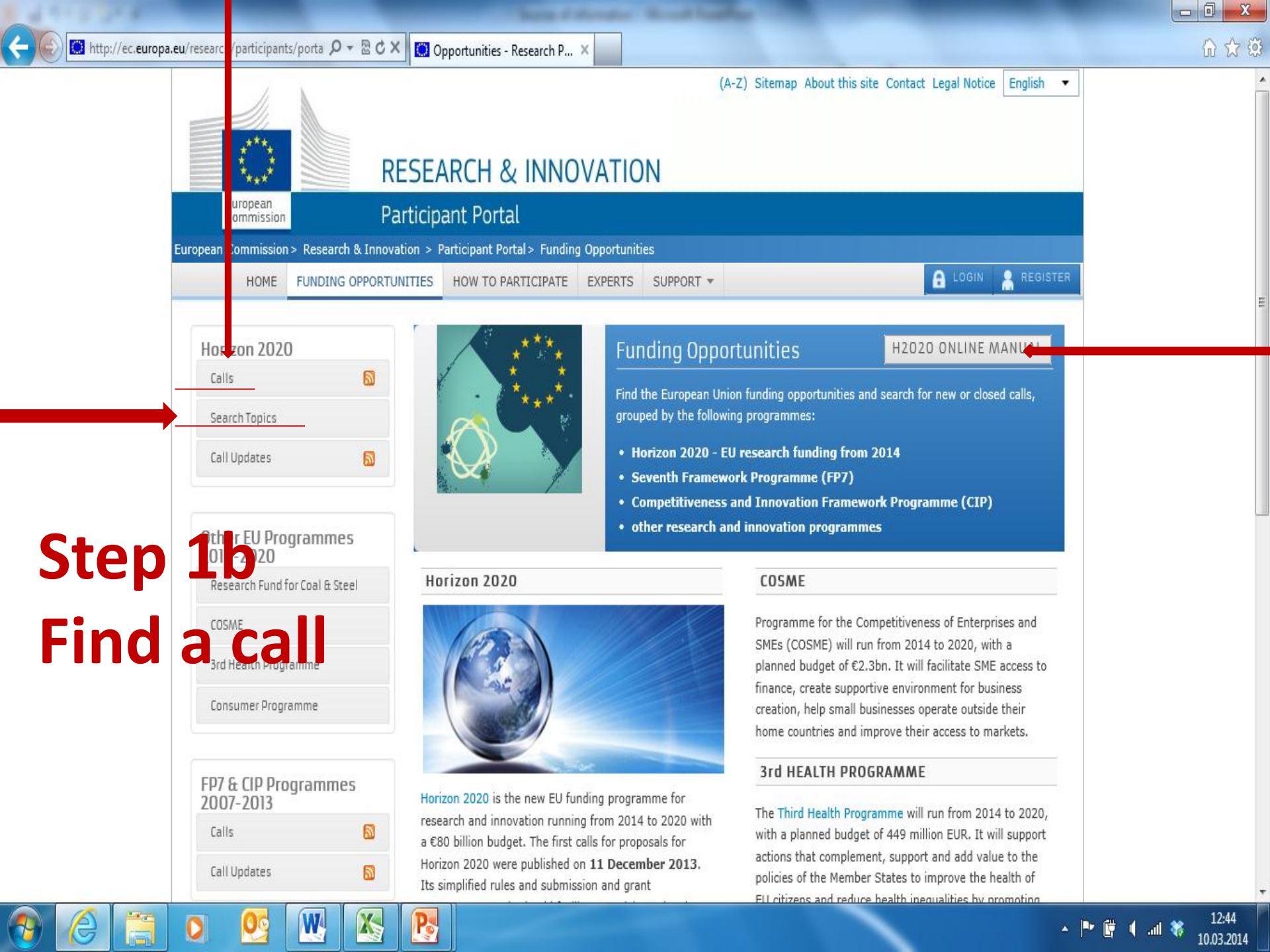
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RESEARCH & INNOVATION

European Commission

Participant Portal

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

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

Horizon 2020

Calls

Search Topics

Call Updates

Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls

Call Updates



Funding Opportunities

H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls, grouped by the following programmes:

- **Horizon 2020 - EU research funding from 2014**
- **Seventh Framework Programme (FP7)**
- **Competitiveness and Innovation Framework Programme (CIP)**
- **other research and innovation programmes**

Horizon 2020



Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. The first calls for proposals for Horizon 2020 were published on **11 December 2013**. Its simplified rules and submission and grant

COSME

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.

3rd HEALTH PROGRAMME

The **Third Health Programme** will run from 2014 to 2020, with a planned budget of 449 million EUR. It will support actions that complement, support and add value to the policies of the Member States to improve the health of EU citizens and reduce health inequalities by promoting

Step 1b
Find a call

FIND A PARTNER



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT LOGIN REGISTER



- H2020 Online Manual
- Reference Documents (H2020 & FP7)
- Beneficiary Register
- Financial Capacity Self-Check
- SME Participation



- Horizon 2020 Helpdesk
- Enterprise Europe Network
- National Contact Points
- Glossary
- FAQ
- IT Helpdesk
- Other Help Services

H2020 ONLINE MANUAL

How to apply for EU research funding. Learn how to find project partners and how to submit your proposal.

The following services are available to support your participation:

- **H2020 Online Manual**: an online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- **Reference documents**: library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search for already registered organisations and their **PICs**
- **Financial viability self-check tool** allows you simulating the financial viability check of your organisation
- **SME participation**: dedicated H2020 guidance page for SME



Step 1 - Find a suitable Call for Proposals H2020 ONLINE MANUAL

PREPARE A PROJECT



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

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Step 3a

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Registered users

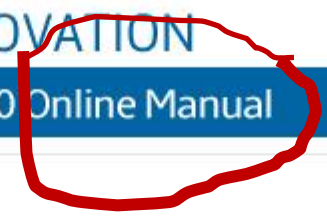
- [submit your proposal](#)
- [sign the grant](#)
- [manage your project throughout its lifecycle](#)





RESEARCH & INNOVATION

Participant Portal H2020 Online Manual



b

- H2020 Online Manual
 - Your user account & roles
 - Login with ECAS
 - Roles & access rights
 - Grants
 - Applying for funding
 - Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 - Register an organisation
 - Registration of organisation
 - LEAR appointment
 - Validation of organisation
 - Financial viability self-check
 - Data update
 - Submit a proposal
 - From evaluation to grant signature
 - Evaluation of proposals
 - Grant preparation
 - Grant signature
 - Grant management

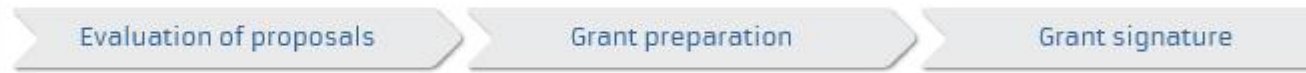
Your user account & roles

Grants

Applying for funding



Evaluation & Grant signature



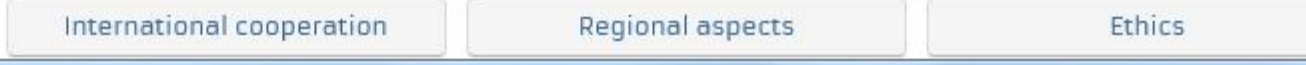
Grant management



Working as an expert



Cross-cutting issues



REGISTER YOUR ORGANISATION

File Home Insert Design Transitions Animations Slide Show Review View Format

Cut Copy Paste Format Painter New Slide

Clipboard Slides Outline

Step 2

7 Step 3a

8 Step 3b

9 Register an organisation

Organisation Search - Research Participant Portal - Windows Internet Explorer provided by Eesti Teadusagentuur

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html

Search a registered organisation and PIC

organisation name or a significant part of it (e.g. Acme University) or a VAT number.


Search Term

Country of Registration

City

VAT

Web Site
e.g. www.myorg.com



Captcha code

SEARCH CLEAR

Find Replace Select Editing

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html

Is your organisation already registered?

Register your organisation

- Please note that you need to have a **valid ECAS account** to start registering your organisation or update its data
 - Please keep the legal data of your organisation at hand
- **9-digit Participant Identification Code (PIC)**



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Validation

- If proposal is successful, the Commission will need to validate the information you provided when registering your organisation. **It cannot sign a grant agreement until it has done this.**
- For validation, **you will be asked to provide supporting documents** to demonstrate the following:
 - legal name
 - legal form
 - legal address – address of head office or, for individuals, their habitual residence
- You can provide documents in any [official EU language](#) but you may be asked to provide an English translation. A translation is required for documents submitted in languages other than the EU official languages. The supporting documents have to be **recent** at all times. A VAT or VAT exemption document cannot be older than 6 months

Legal Entity Appointed Representative (LEAR)

- **Once your data has been validated by the Validation Service team**, only the LEAR (or the persons with an "Account Administrative" role for this organisation) will be able to request the **modification** of the data.
- [Appointment of the LEAR](#)
- [LEAR Role and Tasks](#)
- Under the Horizon 2020 programme, the appointed representative (LEAR) is responsible for specifying who can sign grant agreements on behalf of an organisation



RESEARCH & INNOVATION

European Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

OSKAR OTSUS

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



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WHAT'S NEW?

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

WORK AS AN EXPERT

MY PERSONAL AREA

INFORMATION AND SUPPORT



RESEARCH & INNOVATION

Participant Portal

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

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My Organisations

H2020 ONLINE MANUAL

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

My Registered Organisations

LEGEND

VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Projects

Show 10 entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
SIHTASUTUS ARCHIMEDES	999950400	EE100544411	VALIDATED	VO MO OP OR VP
SIHTASUTUS EESTI TEADUSAGENTUUR	998483760	n/a	VALIDATED	VO MO OP OR VP

Showing 1 to 2 of 2 entries.

← PREVIOUS 1 NEXT →

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

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

CONTINUE REGISTRATION



RESEARCH & INNOVATION

European Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation File

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

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- My Project(s)
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Organisation File

Details Roles Projects Proposals

SIHTASUTUS EESTI TEADUSAGENTUUR

PIC : 998483760

VAT : n/a

Status : LEGAL_PERSON

Organisation Legal Address

Street: SOOLA 8

Post Code: 51013

City: TARTU

Country: EE

Phone:

Fax:

Active Lear

Title Mr

First Name: OSKAR

Last Name: OTSUS

Phone: +3727317350

Fax: +3727300336

SUBMIT YOUR PROPOSAL

Horizon 2020

- Calls
- Search Topics
- Call Updates

Other EU Programmes 2014-2020

- Research Fund for Coal & Steel
- COSME
- 3rd Health Programme
- Consumer Programme

FP7 & CIP Programmes 2007-2013

- Calls
- Call Updates

Other Funding Opportunities

Call for Nanotechnologies, Advanced Materials and Production

H2020-NMP-PILOTS-2014 Sub call of: H2020-NMP-2014-2015

Publication date	2013-12-11	Deadline Date	2014-05-06 17:00:00 (Brussels local time)
Total Call Budget	€66,200,000	Main Pillar	Industrial Leadership
Status	Open	OJ reference	OJ C361 of 11 December 2013

Topic: Industrial-scale production of nanomaterials for printing applications **NMP-05-2014**

Topic Description Topic Conditions & Documents **Submission Service**

Specific challenge: The migration towards low-cost, liquid-based, high-resolution deposition and patterning processes such as ink jet, soft lithography, scanning probe-based lithography (e.g. dip-pen), spin-on and screen printing compatible with flexible substrates and high throughput printing systems (e.g. roll to roll and sheet to sheet) requires that suitable functional nanomaterials formulations (inks) are available for end users in industrially relevant quantities.

Scope: Proposals should aim at developing and demonstrating in relevant industrial environments the synthesis and functionalisation of nano-materials for printing applications with high process throughput. Technical challenges relate to the optimisation of the synthesis process for controlling the crystallinity and morphology of functional materials, as well as obtaining the rheological properties needed for wet deposition technologies. Post and in-process characterisation methods should be addressed to ensure a stable, sustainable production process. The developed nanomaterials (inks) formulations should demonstrate functionality, process compatibility, non-toxicity, environmental friendliness (e.g. aqueous media) and low-cost.

Horizon 2020

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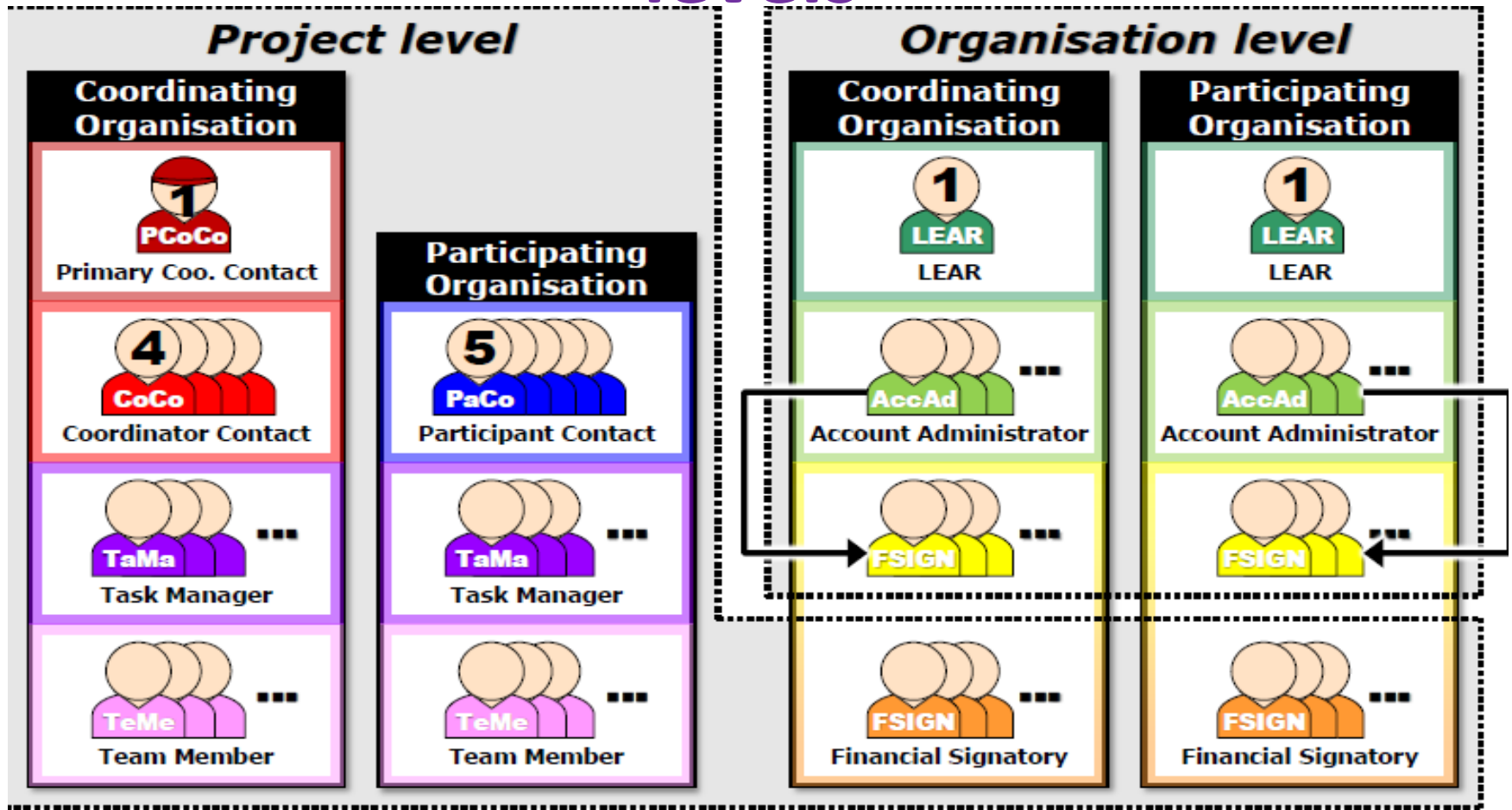
[Topic Description](#) [Topic Conditions & Documents](#) [Submission Service](#)

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

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

Innovation action [IA]

Financial Signatory (FSIGN) – nomination levels



The FSIGN first needs to be **nominated by the LEAR or the Account Administrators**. There may be one or more Financial Signatory(s) assigned to a project within an organisation. FSIGN :a) Can **electronically sign financial statements (Forms C)** and **submit them** to the coordinator.; b) Has **read and write access** to his/her organisation's forms.

Manuals

- **Horizon 2020 Online Manual**
 - http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
- **Unique Registration Facility**
 - <http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>
- **Proposal Submission Service User Manual**
 - http://ec.europa.eu/research/participants/data/support/sep_use_rmanual.pdf

OTHER INFORMATION CHANNELS

- **EUR-LEX** - Access to European Union law
 - <http://new.eur-lex.europa.eu/homepage.html?locale=en>
- **ERAWATCH** - Platform on Research and Innovation policies and systems
 - <http://erawatch.jrc.ec.europa.eu/>
- **EURAXESS** - access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it
 - <http://ec.europa.eu/euraxess/#>

Find your organisation PIC code (free choice)

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

Exercise – 4 groups