

Participant Portal and SEP: general overview of the system

Starting from the project proposal to the final report





Undicesima Sfida

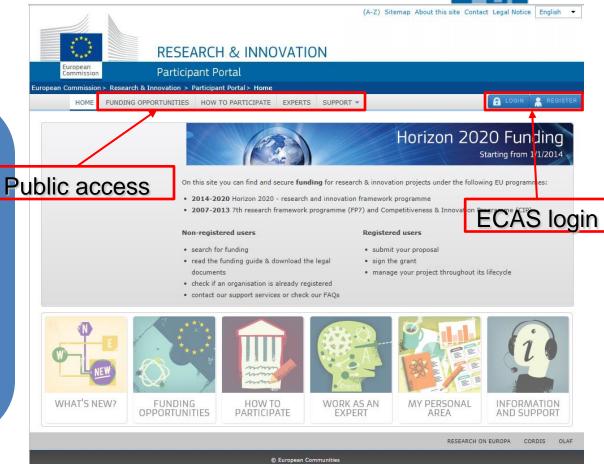
ISTANZA DI LAVORO



Participant Portal – general information



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



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





PROMOZI D E L R I C E R E U R O P

Participant Portal covers:

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

Participant Portal services: overview

- Non-registered users may:
- search for funding
- read the funding guide & download the legal documents
- check if an organisation is already registered
- get the information on expert database
- contact the support services or check FAQs
- Registered users may:
- submit the proposal
- sign the grant
- manage their project throughout its lifecycle
- register as an expert



Funding opportunities



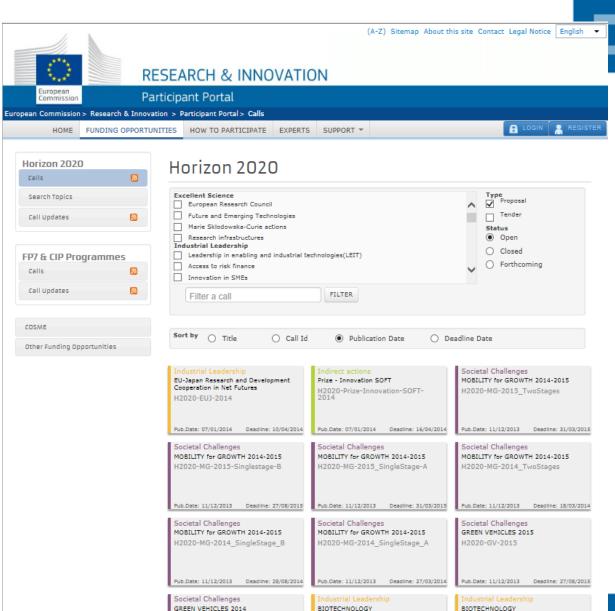






2020 project proposals.





H2020-LEIT-BIO-2015-1

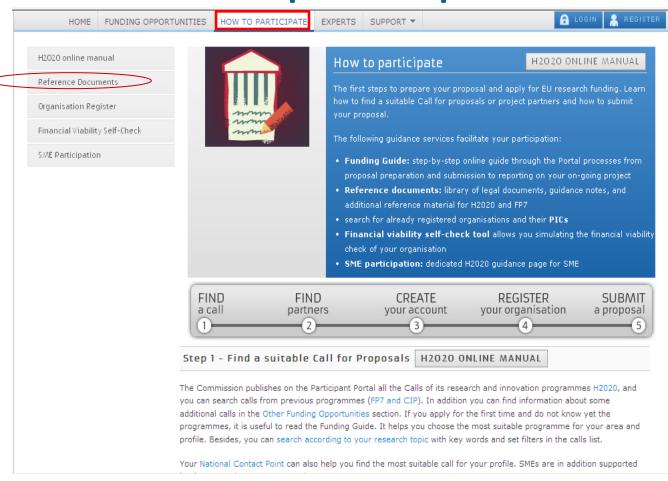
H2020-LEIT-BIO-2014-1

H2020-GV-2014





How to participate

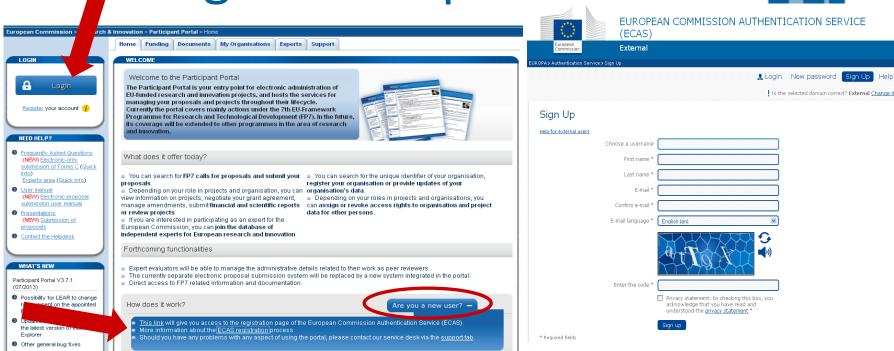








Registration process



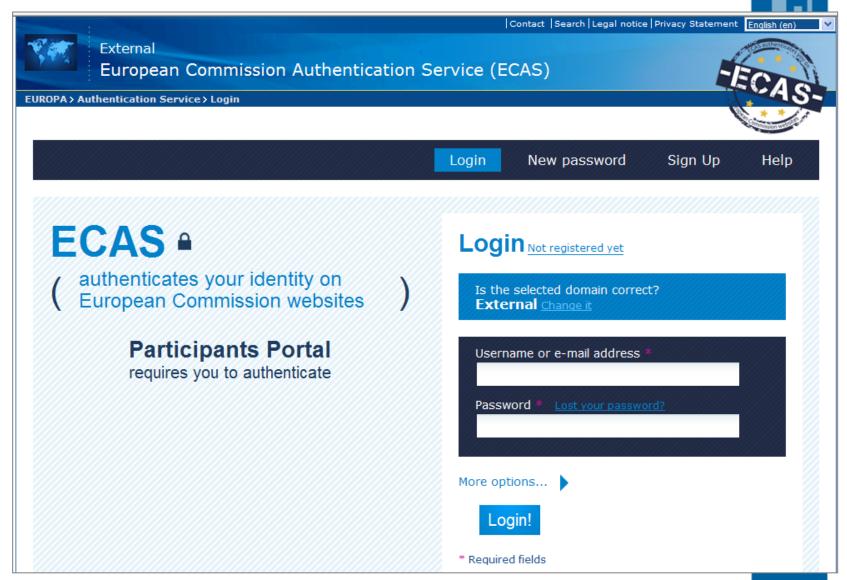
- Fill in your email address and the security check
- Follow the instruction given in the email received





ECAS ACCOUNT









Obtaining PIC



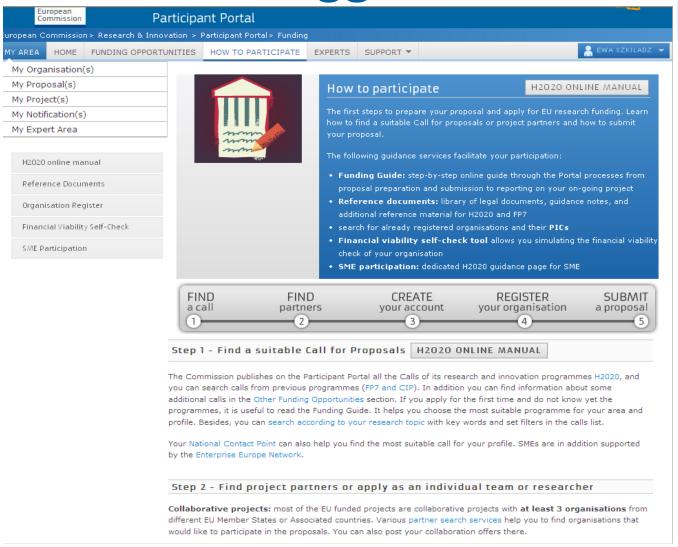
- STEP 1: ECAS account
- STEP 2: Start the registration of an organisation
- basic legal information (Registration extract, VAT data) of your organisation needed
- STEP 3: Finalise the organisation registration and receive a PIC number







Once logged in ...









Commission

RESEARCH & INNOVATION





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- LOGIN



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Welcome to the Research and Innovation Participant Portal

About the Participant Portal:

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

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

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

Using the Participant Portal:

As a guest user, browse the public pages to:

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

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





OPPORTUNITIES









ACCESS MY PERSONAL AREA

INFORMATION AND SUPPORT

HOW TO PARTICIPATE? WORK AS AN **EXPERT**

RESEARCH ON EUROPA

CORDIS

OLAF

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FUNDING GUIDE



Calls

Horizon 2020

COSME

Search Topics

Call Updates

Other Funding Opportunities

Previous Framework Programmes (FP7 & CIP)



Funding Opportunities

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 €70 billion budget. The first calls for proposals for Horizon 2020 are envisaged for **December 2013**. Its simplified rules and submission and grant management tools should facilitate participants' tasks. For practical guidance, see the H2020 Funding Guide.

H2020 supports **SMEs** with a new **instrument** that runs throughout various funded research and innovation fields, so it should be easy for SMEs to find opportunities in many calls.

H2020 also aims to enhance EU international research **cooperation** so there are more opportunities for Third Country participation.

Having built H2020 around the main societal challenges like an ageing population, food security, energy efficiency, the EU attaches high importance to embed socio-economic sciences and humanities into the work programme.

Another important priority of the Commission is to ensure gender is embedded in the design of Horizon 2020 project proposals.

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FP7 and CIP - previous programmes

FP7 and CIP are previous instruments to fund research and innovation activities in Europe for the period 2007 to 2013. You can view closed calls information of these programmes.

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.

Other calls

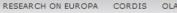
This page lists additional research activities, initiatives executed by several Member States or joint programmes, co-funded calls, thematic opportunities, and intergovernmental actions.

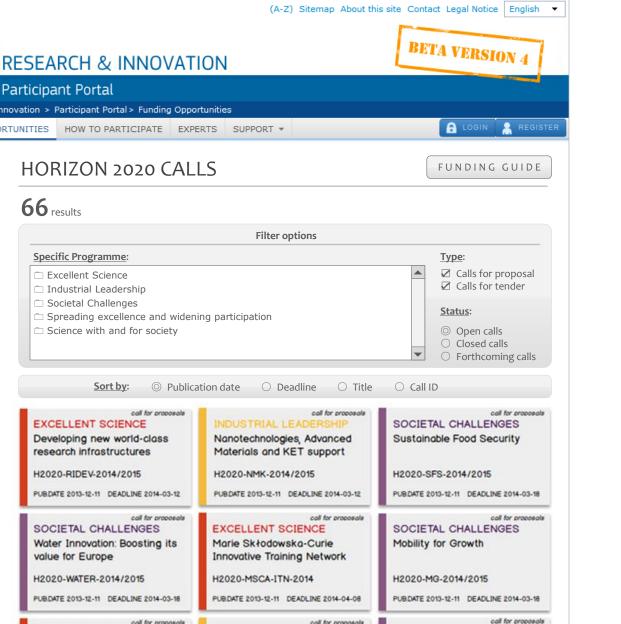
Call updates

The page displays the latest updates to the calls, like change of deadlines.

Search

The call search tool has several filtering options to help you select funding opportunities that are most relevant to your activities.



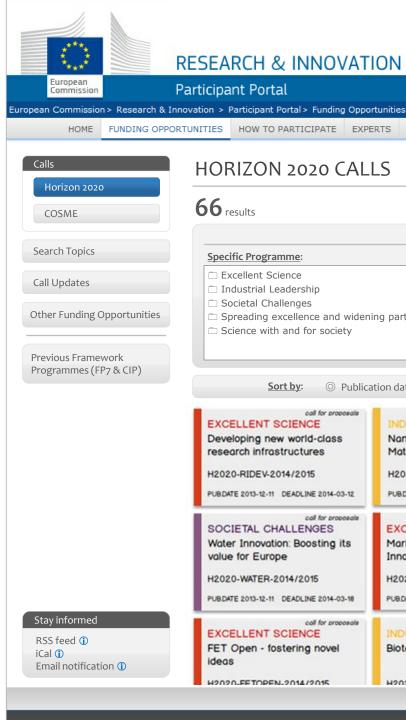


SOCIETAL CHALLENGES

Blue Growth: Unlocking the

potential of the oceans

H2020-BG-2014/2015 RESEARCH ON EUROPA CORDIS



Specific Programme:

□ Excellent Science

Industrial Leadership Societal Challenges

EXCELLENT SCIENCE

research infrastructures

H2020-RIDEV-2014/2015

Developing new world-class

PUBDATE 2013-12-11 DEADLINE 2014-03-12

Water Innovation: Boosting its

PUBDATE 2013-12-11 DEADLINE 2014-03-18

INDUSTRIAL LEADERSHIP

H2020-BIOTEC-2014/2015

Biotechnologies

SOCIETAL CHALLENGES

H2020-WATER-2014/2015

EXCELLENT SCIENCE

FET Open - fostering novel

H2020-FETOPEN-2014/2015

value for Europe

ideas

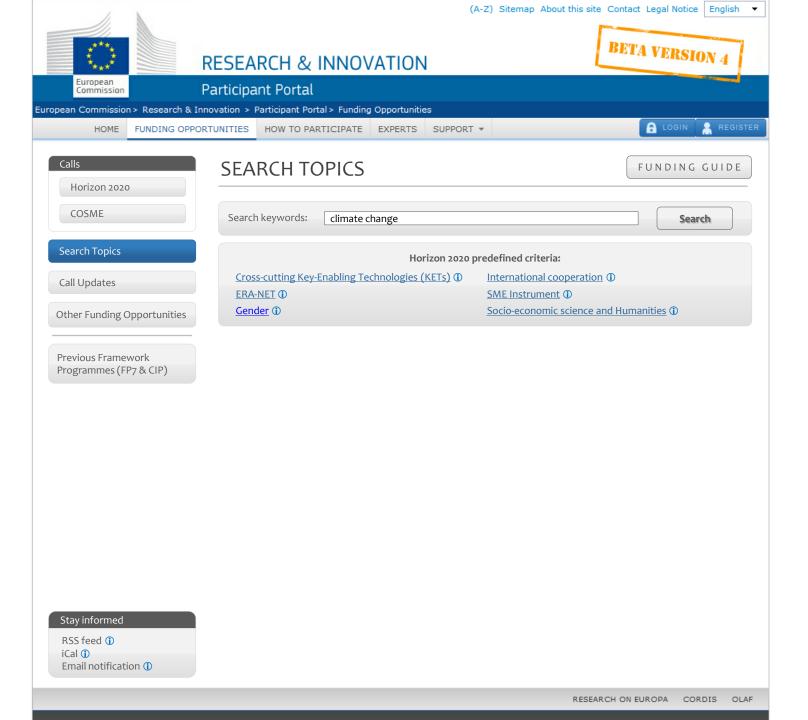
Science with and for society

Sort by:

RESEARCH ON EUROPA CORDIS OLAF











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Search keywords: climate change FUNDING GUIDE

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Horizon 2020 predefined criteria:

Cross-cutting Key-Enabling Technologies (KETs) (1) <u>International cooperation</u> ①

ERA-NET (i) SME Instrument (i)

Gender ① Socio-economic science and Humanities (i)

3 results

Filter options:

Open calls Closed calls

Forthcoming calls

 Publication date O Deadline

oTitle

oCall ID

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

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

Sort by:

More...

Call title: Sustainable Food Security Status: Open

Deadline: 2014-03-18 Call identifier: <u>H2020-SFS-2014/2015</u>

Topic: WATER 2 - 2014/2015: Integrated approaches to water and climate change

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

Call title: Water Innovation: Boosting its value for Europe Status: Open

Call identifier: <u>H2020-WATER-2014/2015</u> Deadline: 2014-03-18

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

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

Call title: Water Innovation: Boosting its value for Europe Status: Open

Call identifier: H2020-WATER-2014/2015 Deadline: 2014-03-18

Email notification (i)

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HORIZON 2020 CALLS

H2020-WATER-

2014-03-18 +17:00:00 (Brussels local time) 5

BOOSTING ITS VALUE FOR

EUROPE

€65.000.000 Open

WATER INNOVATION:

Stage 2:

<u>Specific programme</u>: Societal challenges

2014-05-22 +17:00:00 (Brussels local time)
Societal challenges

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OJ C2020 11 of December 2013

Call summary

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

More...

Topics

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

Latest info

Call documents

Submission Service

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HORIZON 2020 CALLS

Call: Water innovation: boosting its value for Europe

Bridging the gap from Topic: innovative water solutions to

Topic Description **Topic Conditions** market Epiicacion

Call Documents

WATER 1 – 2014/2015

Submission Service

Specific challenge: One of the main factors hampering the market uptake of innovative solutions in the field of water is the lack of real scale demonstration of their long term viability. In addition, highly promising and advanced eco-innovative water technologies, processes, products and services often do not reach the market due to pre-commercialisation challenges and the residual risk linked to scaling-up. The first Strategic Implementation Plan of the European Innovation Partnership (EIP) on Water has identified as priority areas: water reuse and recycling; water and wastewater treatment, including recovery of resources; water and energy integration; flood and drought risk management; and the role of ecosystem services in the provision of water related services.

Scope: Actions should address one or more of the following:

 demonstration/pilot activities of new or improved innovative water solutions (technologies, processes, products and/or services) in a real environment

•the first application and market replication of near commercial water solutions.

They should focus on the priorities identified in the first Strategic Implementation Plan of the European Innovation Partnership (EIP) on Water, and/or helping process industries become less water dependant while ensuring efficient management of other resources (e.g. raw materials and energy), and/or exploiting untapped potential of ICT by developing and deploying advanced ICT solutions for water resources management in agriculture and urban areas.

Expected impact: Wide and fast deployment of eco-innovation in the water sector in line with the priority areas of the EIP 'Water'. Support to the objectives of the Sustainable Process Industries Public-private Partnership (SPIRE PPP), in particular helping process industries to view water as a highly valuable asset rather than a consumable. Market penetration, long-term application and sustained use of successful solutions by various end-users, and creation of new market opportunities both inside and outside Europe. Increased resource efficiency and environmental performance of the water sector, through synergies between public water authorities, water utilities, various economic sectors, big companies, SMEs and research organisations.

Type of action: Innovation actions (70%)



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HORIZON 2020 CALLS

Call: Water innovation: boosting its value for Europe

Bridging the gap from Topic: innovative water solutions to

Topic Description Topic Conditions

Market replication

WATER 1 –

2014/2015

Submission Service

Topic Conditions

Eligibility conditions – The standard eligibility conditions apply. Please read carefully these provisions before the preparation of your application.

Evaluation criteria – The standard evaluation criteria apply. Please read carefully the provisions before the preparation of your application.

Evaluation procedure – Please read carefully the standard evaluation procedure provisions before the preparation of your application.

Proposal page limits and layout: 10 pages

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

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

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

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

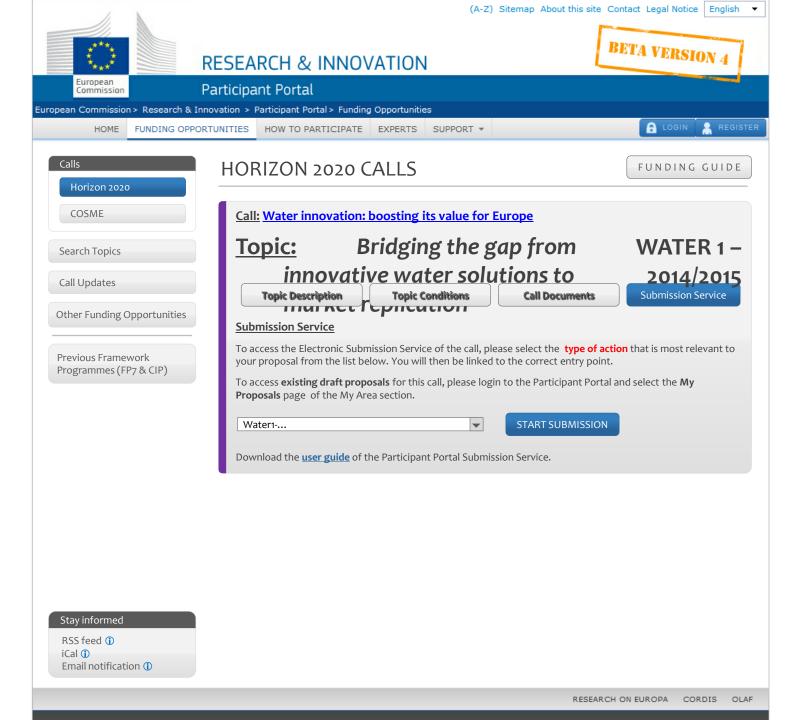
Should the call publication postponed, the dates in this table should be adjusted accordingly.

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

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TOPICS FOR GENDER



An in-depth understanding of men and women's needs, behaviours and attitudes contributes to improve the scientific quality and societal relevance of the produced knowledge, technology and/or innovation. It also leads to produce goods and services better suited to potential markets.

Applicants are encouraged to develop a gender dimension in their projects whenever relevant. A topic is considered gender relevant when it concerns individuals of groups of persons and/or when its findings may affect individuals or groups.

MG 6 - 2014: Integrated approach towards safety of Vulnerable Road Users

Powered-two-wheelers and non-motorised transport, present a range of economic, environmental and societal opportunities. They are very well placed to address Europe's challenges of climate change and congestion. At the same time, pedestrians, cyclists, motorbike riders also represent a serious safety concern. A gender-specific, pan-European approach is recommended in order to take into account the gender/cultural differences More...

Call title: Mobility for Growth Status: Open

Call identifier: H2020-MG-2014/2015 Deadline: 2014-03-18

Topic: BG 15 - 2014: Further consolidating the ERA in marine sciences

To achieve a globally competitive European Research Area to play a leading role in addressing grand challenges, such as the ones associated to our seas and oceans, national research systems must be more open to each other and to the world, more inter-connected and more inter-operable. (...) The action should also propose measures to facilitate gender equality and gender mainstreaming in research. More...

Call title: Blue Growth: Unlocking the potential of the oceans Status: Open

Deadline: 2014-09-10 Call identifier: *H2020-BG-2014/2015*

Topic: SFS 10 - 2015: Diet and mental health

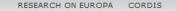
Impulsivity and compulsivity disorders lead to individuals no longer being able to integrate into their social environment. As such, these disorders are a growing threat to individuals, families and societies as a whole. Antisocial behaviour can have an important negative impact, e.g. in schools and at the workplace. (...) The ethical and gender dimension of these behavioural disorders shall be taken into account.

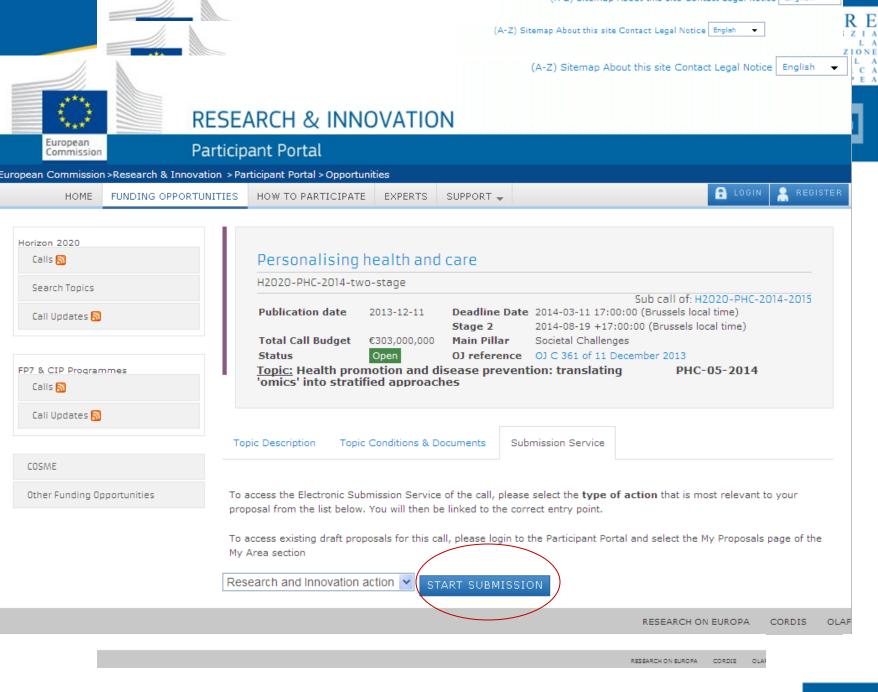
Call title: Sustainable Food Security Status: Open

Call identifier: **H2020-SFS-2014/2015** Deadline: 2014-03-25

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SEP: Goal

- To allow electronic submission and evaluation of research proposal in answer to a call for proposals for Horizon 2020, using FP7/CIP for initial partial deployments.
 - Access to the service from the Call Page
 - Data confidentiality to guarantee
 - Since call launch to a strict deadline
- Proposals are composed of:
 - Part A is the administrative information;
 - Part B, a PDF document with the scientific and technical content;
 - Optionally, they may be additional documents.











The electronic proposal submission system:

- integrated in the Participant Portal
- •the service is available linked to an open call
- •draft and submitted proposals are accessible under the "My Proposals" tab

Steps for proposal submission

Instrument selection

Pre-registration

Consortium setup Edit proposal & submission

Form filling

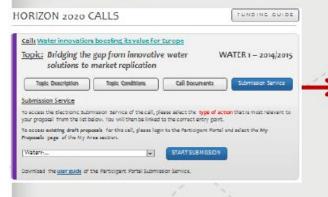
Submission



SEP Submission: what is it?



Topic and type of action selection



Wizard Flow

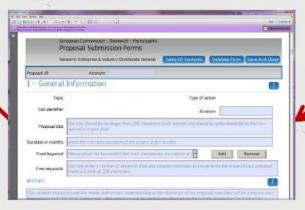
Submission Summary



pre-registration



Administrative Forms

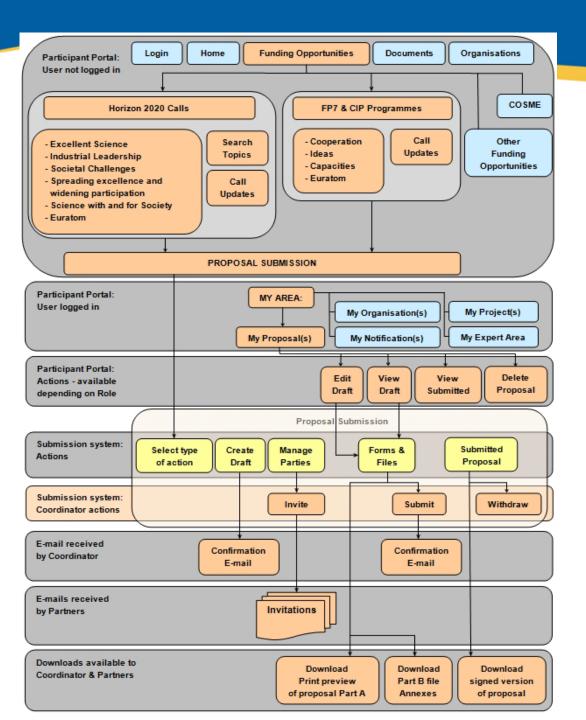


consortia set-up



Proposal - Upload Part B/Annexes

Step 5	Edit Proposals' Forms		
Edit Proposal	In this step you can sold the adver-	utrative forms and upload	the proposal field. 9
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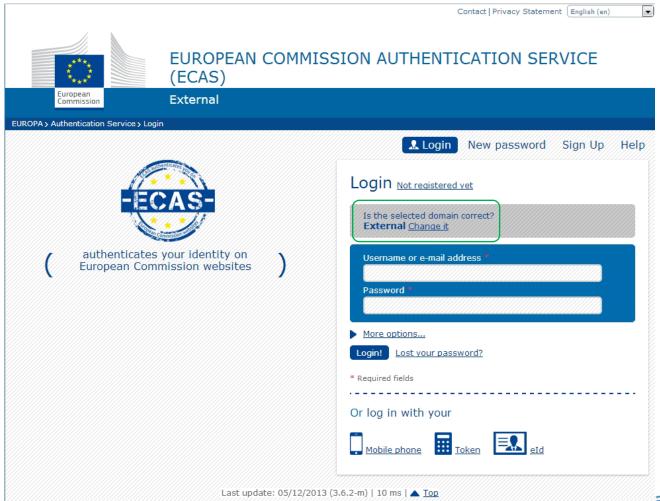






Identifying yourself

If you already have an ECAS account - login

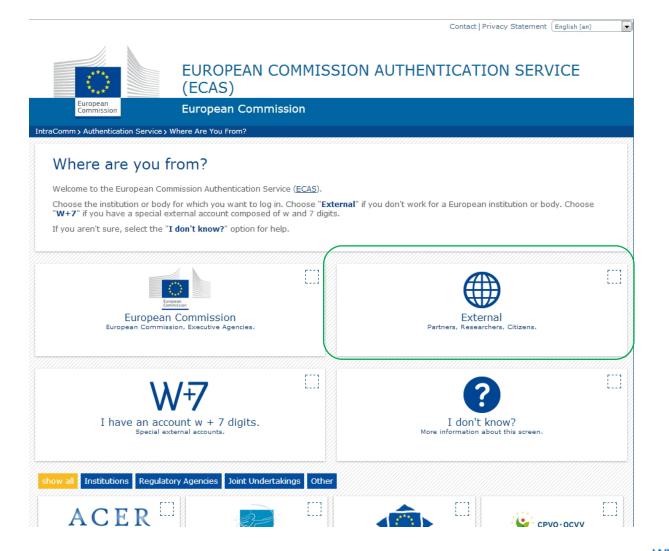








Identifying yourself







Identifying yourself

If you do not have an ECAS account - register

	(ECAS)	AN COMMISSION AUTHENTICATION SERVICE
European Commission	External	
OPA > Authentication Service	e > Sign Up	
		♣ Login New password Sign Up He
		Is the selected domain correct? External Chan
Sign Up		
Help for external users		
	Choose a username	
	First name *	
	Last name *	
	E-mail *	
	Confirm e-mail *	
	E-mail language *	English (en)
	Enter the code *	
		Privacy statement: by checking this box, you acknowledge that you have read and understood the <u>privacy statement</u> *
* Required fields		Sign up







Registration of organisation

Validation of organisation

LEAR appointment

Financial viability self-check

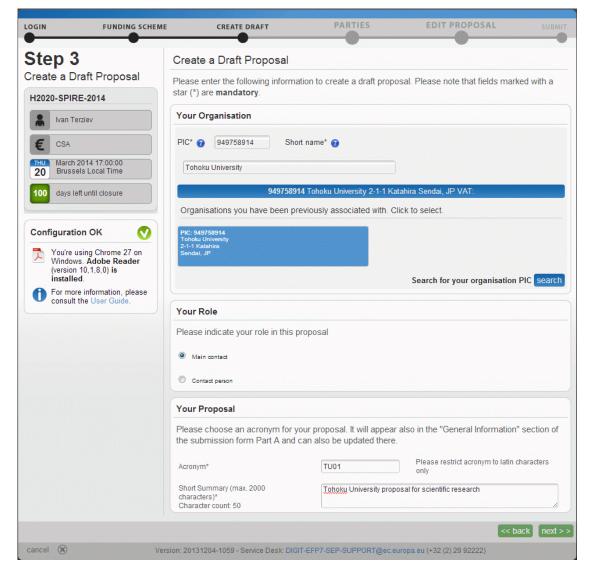
Data update

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





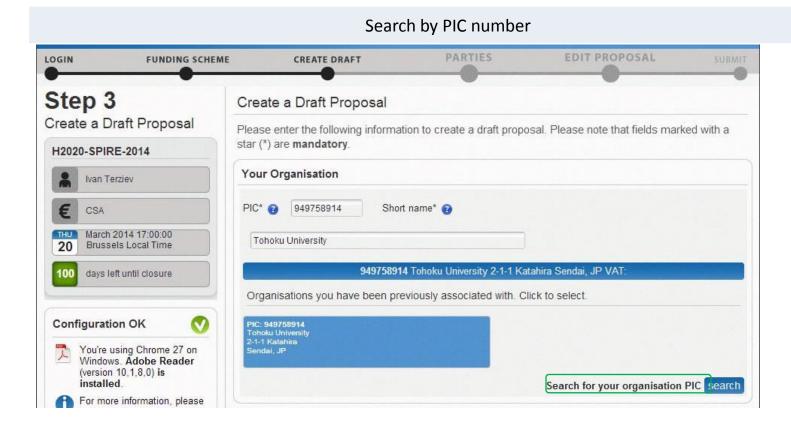
Organisation PIC







Organisation PIC







Organisation PIC

Search by organisation name

based on VAT number of the organisation in international format (e.g. "GB123456789")					
Sciant	search	clear cancel			
Search results for Sciant					
Sciant Associates Ltd.	Sciant Research				
3 Dunav Str.	23 Vienna				
Sofia, BG	Brussels, BE				
PIC 949651826 us	PIC 949635433 use				
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- The registration can be carried out by anyone in the legal entity
- √ No need of special username/password
- ✓ A temporary PIC is provided at the end of the registration process and may be used for the proposal submission after 48 hours
- ✓ During the registration no check about double registrations; it will be done during the negotiation







Acronym, abstract and evaluation related codes

Once the prime organisation (proposal coordinator) is known and identified, essential details on the proposals must be provided. These details will be used by the Commission service to plan the evaluation. In general, the following is requested:

Please choose an acronym for the submission form Part A and	your proposal. It will appear also in the "General Information" section of d can also be updated there.
Acronym*	Acronym Please restrict acronym to latin characters only
Short Summary (max. 2000 characters)* Character count: 126	The purpose of the short summary is to provide your readers with an easy-to-understand summary of the entire proposal's focus.





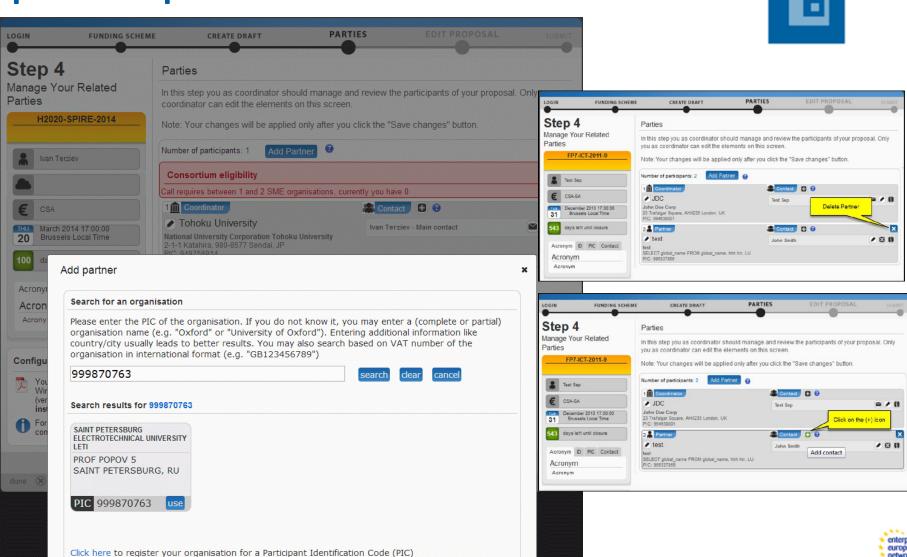
managing other participants to the proposal

- Add other participants
- Delete a participant
- Reorder the participants
- Add a Contact



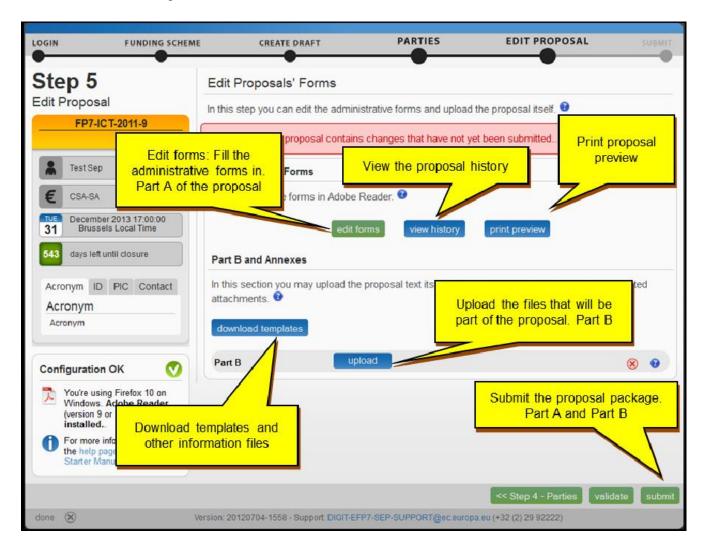
participants







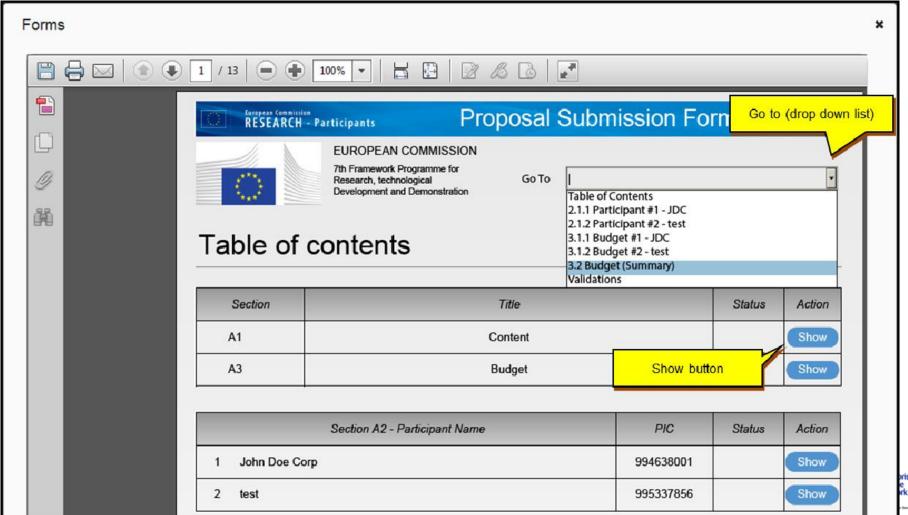
forms, files and submit







Edit form





Roles

Assigned to an organisation:

- Legal Entity Appointed Representative (LEAR)
- Legal Signatory (LSIGN); Financial Signatory (FSIGN)
- Account Administrator (AcAd)

Assigned to a project:

- Coordinator Contact (CoCo); Participant Contact (PaCo)
- Project Legal Signatory (PLSIGN); Project Financial Signatory (PFSIGN)
- Task manager (TaMa)
- Team Member (TeMe)





Roles and access rights (organisation)

Role	Read	Write/Save	Assign/Revoke AcAds	Assign/Revoke LSIGNs and FSIGNs
LEAR	✓	✓	✓	✓
AcAd	✓	✓	X	✓
LSIGN	✓	X	X	X
FSIGN	✓	X	X	X







Roles and access rights (project)



Role	Read	Write/Sav e	Submit to Coord.	Submit to COM	SIGN GA	SIGN Fin Stat.	Assign/re voke access
СоСо	✓	✓	✓	✓	X	X	✓
PaCo	✓	✓	✓	X	X	X	✓
ТаМа	✓	✓	X	X	X	X	X
TeMe	✓	X	X	X	X	X	X
PLSIGN	✓	✓	X	X	✓	X	X
PFSIGN	✓	✓	X	X	X	✓	X



Minimum configuration of access rights for running a project

- ✓ 1 Primary Coordinator Contact (CoCo)
- ✓ 1 Participant Contact (PaCo) per beneficiary
- ✓ 1 LEAR per organisation
- ✓ 1 Legal Signatory (LSIGN) per organisation
- ✓ 1 Financial Signatory (FSIGN) per organisation

One person (= one ECAS account) can cumulate an unlimited number of roles (e.g. owner of a one-person SME can be PaCo, LEAR, LSIGN and FSIGN at the same time)

Example: Consortium with 10 partners: minimum 40 roles for minimum 10 persons







How to acquire roles/access?

Access rights are managed by the organisations and consortia themselves (two <u>exceptions</u>)

LEAR: paper process, by the legal representative of the organisation,

approval by COM

AcAd: by LEAR

LSIGN, FSIGN: by LEAR or AcAd

PCoCo: from proposal, change via COM project officer

CoCo: from proposal or by other CoCo

PaCo, TeMe: from proposal or by CoCo, other PaCo

TaMa: by CoCo or PaCo

PLSIGN, PFSIGN: from list of LSIGNs and FSIGNs; by CoCo or PaCo





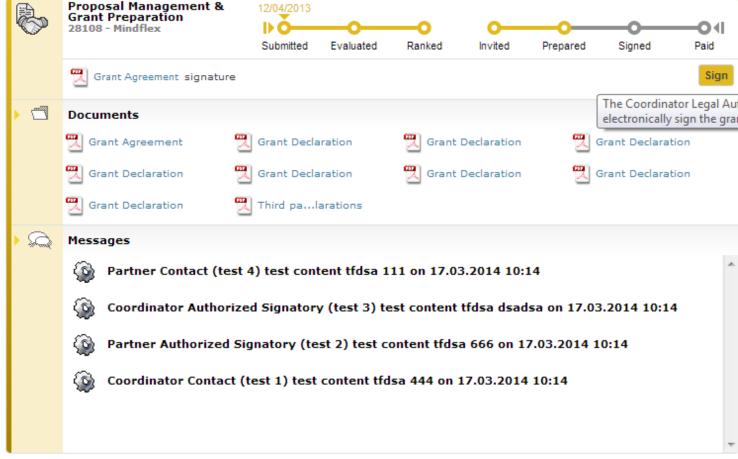


RESEARCH & INNOVATION

Participant Portal - Grant Management Services







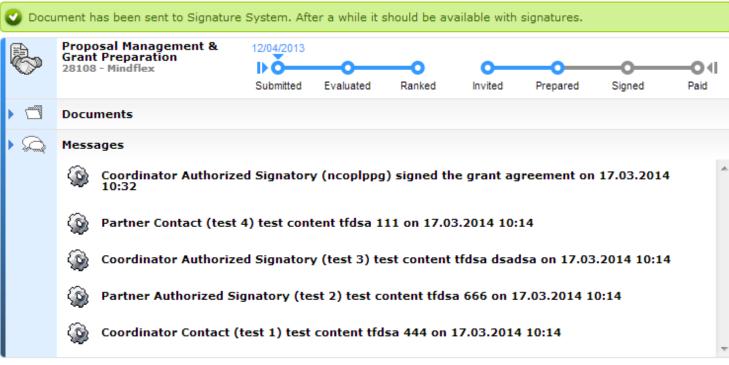


RESEARCH & INNOVATION

Participant Portal - Grant Management Services







H2020 ONLINE MANUAL



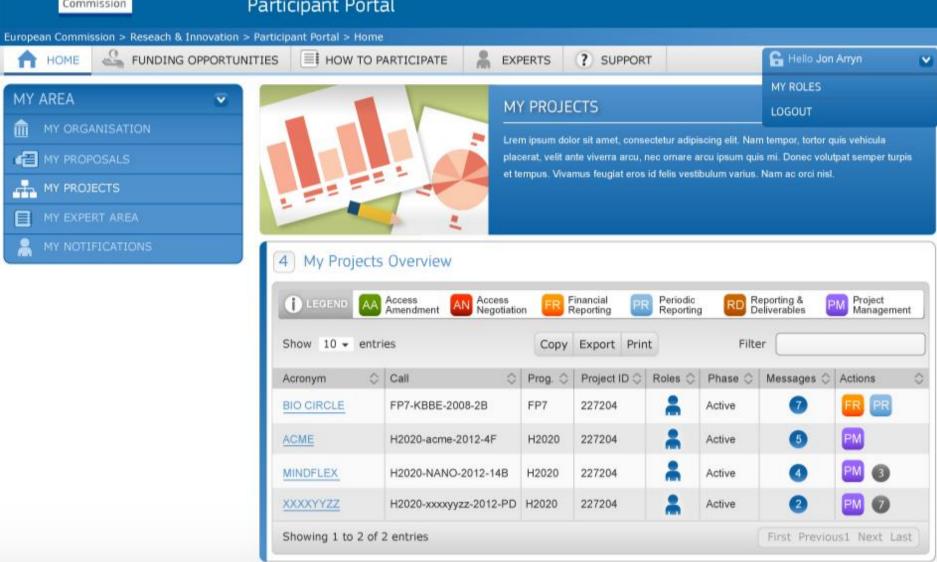


New integrated grant management module

RESEARCH & INNOVATION

European Commission

Participant Portal



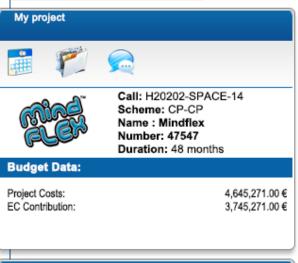


RESEARCH & INNOVATION project dashboard

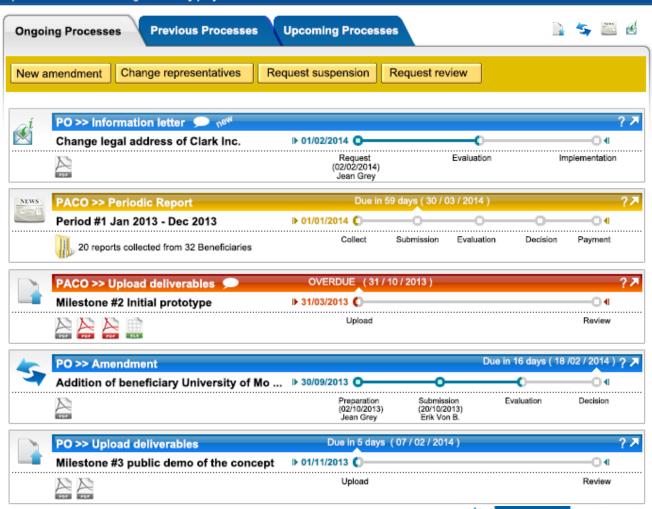
Participant Portal - Grant Management

Logged as: Anakin Skywalker (30/01/2014)

European Commission > Research & Innovation > Participant Portal > Grant management > My project







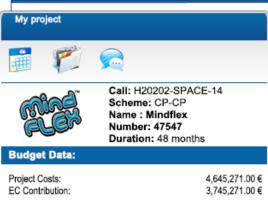




RESEARCH & INNOVATION

Participant Portal - Grant Management

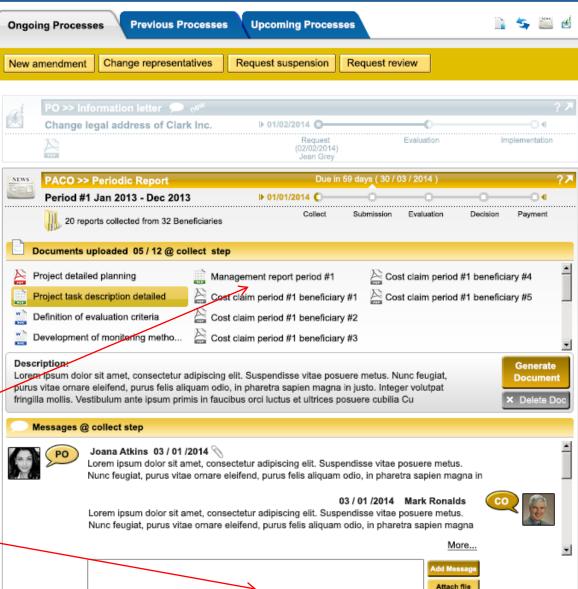
European Commission > Research & Innovation > Participant Portal > Grant management > My project





Doc library

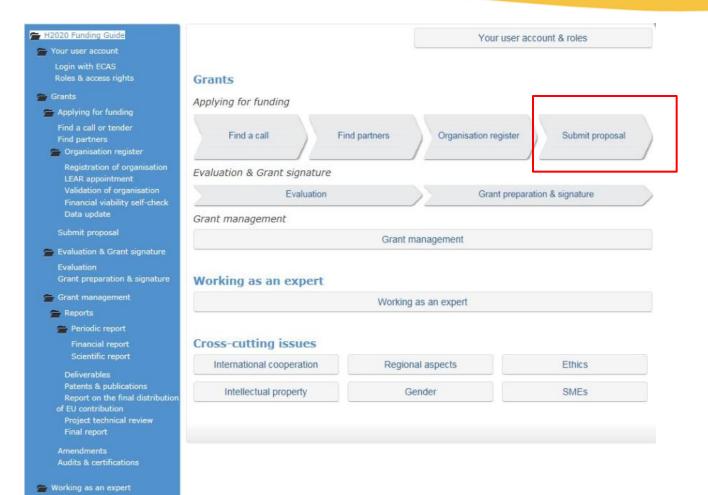
Chat area



Logged as: Anakin Skywalker (30/01/2014)

enterprise europe network





Cross-cutting issues

Regional aspects Ethics Intellectual property

Gender

International cooperation

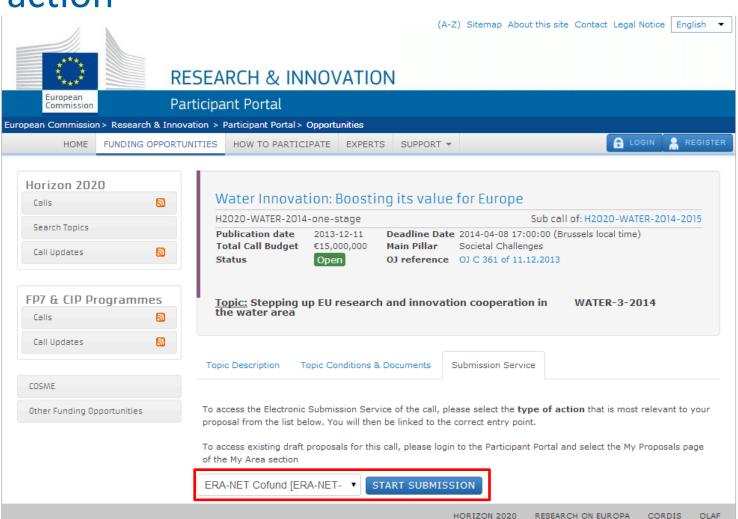
FUNDING GUIDE

Participant Portal/How To Participate





The second step: selecting the type of action



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