



# **PR**ogramme **I**nformation and **A**ctivity **M**anagement **O**perational **S**ystem (PRIAMOS)

## **Guidelines for Applicants**



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## PRIAMOS - INTRODUCTION

This call published by DG HOME is facilitated by **Priamos**, a system for the submission of proposals by applicants, which allows the applicants to fill in an electronic application form and submit all relevant documents via the internet. In order to access the system, an applicant needs to register (this involves the applicants providing some basic data about themselves and their organisations) and subsequently use a password provided by the system.

Please keep in mind that the applicants must complete all annexes as these need to be attached to the Application Form at the moment of its submission.

Please note that the documents submitted via the Priamos system **do not need** to be sent by regular mail. However, the applicants are strongly advised to print out the Application Form for their own records.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant, will be requested to provide a paper copy of the application and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will automatically lead to disqualification of the project proposal concerned.

In the event that the Commission receives two or more proposals for the same project, only the last one submitted (before the deadline) shall be taken into consideration.



## GUIDELINES CONCERNING THE COMPLETION OF THE GRANT APPLICATION FORM

### 1. HOW TO REGISTER AS AN APPLICANT

The electronic submission of applications via PRIAMOS requires that you first register in the system.

In order to register as an applicant please follow the relevant link **Electronic registration/ applications** on the programme website or click directly on: <https://ec.europa.eu/priamos/register>

#### **If no person representing your organisation has registered before:**

- The information marked with an \* is mandatory and should be filled out, otherwise you will receive an error message when you submit the form.
- Note that the fields concerning the organisation's name have limited characters. If the name of your organisation is longer than the accepted number of characters, please use abbreviations or acronyms, but make sure that the name you register is comprehensible and suitable to identify your organisation.
- Please note the difference between:

#### **Address (of registered office – address for the Grant Agreement in case of an award):**

It refers to the official information of the organisation and its officially registered seat. Only one entry of this information can be registered in the system and it should reflect information provided in the legal entity form.

#### **Contact address for the Commission (address for correspondence):**

It refers to the information of the contact person. Note that more than one contact persons can be assigned to one organisation, e.g. in case that more applications/grants are ongoing and a different person is responsible for each. For more information, see below.

- The e-mail address under **Contact address for the Commission** will be the one used for communication concerning the registration.
- Upon successful submission of the registration form by clicking on the "Submit" button, a message appears at the bottom of the form including a registration number. This number is of importance concerning the registration procedure, thus it should be kept for future use and reference.
- The filled in registration form will be automatically sent to the e-mail you have indicated for correspondence (under contact address for the Commission). This e-mail is for information purposes only and it will not contain the user-name and password. Please save a copy of the registration form for your own future use.
- PRIAMOS USM will send your user-name and password by e-mail to the e-mail address indicated for correspondence (under Contact address for the Commission). A PRIAMOS FAQ document will be also attached to this e-mail. Your request is treated manually, so please allow reasonable time until you receive the reply. In case of undue delay, you may contact the PRIAMOS USM Mailbox [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu) indicating your registration number.
- Please note that the user-name and password are specific **for each contact person**, not for each organisation.

#### **If you have already registered as an applicant for any previous DG HOME calls:**

- You should use your previous username and password and not register again.
- In case you have forgotten your password, please contact the PRIAMOS USM Mailbox [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu).
- For any changes (adding, deleting, modifying) of the legal representative, the contact person(s) of the organisation or address of the organisation's registered office, you should:
  - access PRIAMOS [https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm\\_ui\\_frame/](https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/)
  - login using your existing password
  - click on **Organizational Data Update** and introduce the changes through the system.On submitting the changes you will receive a registration number for your update request. The PRIAMOS USM team will contact you per e-mail confirming that your request has been processed.



## 2. LOG IN THE SYSTEM AND DOWNLOAD THE GRANT APPLICATION FORM

- You will first be invited to change your password initially received.
- The contact person who will be responsible for this call should log in the system with his/her username and password.  
[https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm\\_ui\\_frame/](https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/)
- In order to find the Grant Application Form, click on **Applications - Download Forms**
- Please be careful to select the Grant Application Form applicable to the call under which you want to apply and **save it on your computer ("download")**.
- You can find all mandatory templates for the call if you click on the "Attachments" button, which appears as a paper clip image on the left hand side of the Grant Application Form. **Please save all of them separately on your local drive of your computer by clicking on the diskette icon on top of the form.**

## 3. PREPARE THE NECESSARY DOCUMENTS

- Fill out the Grant Application Form saved on your local drive and remember to click on "Save" button regularly (on top of the pdf application form).  
Note that only Adobe Reader can be used to fill out the application (not e.g. Adobe Acrobat etc.)
- Some fields are automatically filled out.  
Note that the information concerning the Contact Person is filled out according to the user who downloaded the form.
- The fields marked with an \* must be filled out mandatorily. If you do not wish to fill out information in any of these fields, please insert 0. If the field is blank, the application cannot be uploaded on the system.
- Fill out the Project Description, the Budget (make sure that no Error messages appear) and prepare all other requested documents.
- Once all documents are finalised, attach each of them to the application form using the attachments button which appears as a paper clip image on the left hand side of the application form. **Remember to click on Save** (the save button which appears on top of the pdf application form), only then is the document attached.
- It is not necessary to zip documents before uploading them.
- No signature is required on the Grant Application Form, nor on the Project Description, nor on the Budget. For the rest of the Annexes the need of signature is indicated in the call.

## 4. UPLOAD THE APPLICATION

- After all documents have been successfully attached, the contact person for this application should log in the system and upload the application under **Applications – Upload Forms**.
- Note that only the *original pdf* document of the Grant Application Form can be uploaded and no other document (e.g. separate Word documents, Budget form, scanned documents).
- Upon successful submission of the Grant Application Form, a confirmation will be displayed on top of the window, including a number assigned by the system to your application. Please make a note of this number.
- In case a field of the application form marked with an \* is not filled out, the upload of the application in the system will be rejected. You should fill out the respective field in the application form and click Save. Only afterwards can you upload it in the system.
- For your own future use and reference the uploaded Grant Application Form will be visible to you if you click **Applications - Overview Applications**.

## IMPORTANT NOTES

- If you want to modify your application or an attachment, it is possible to do so only until the deadline of the call. You need to make the necessary modifications to the Grant Application Form and/or the relevant document(s) **which have already been saved (downloaded) on your local drive**. After having brought the necessary modifications, attach again **ALL** requested documents to the application form and upload it again. **ONLY the last uploaded application version and the attachments appearing on it will be considered valid for the evaluation.** If requested documents are not attached to this last version, previously uploaded versions will not be considered for evaluation.



- If you want to submit two proposals **for two different projects within the same call for proposals**, you should download the Grant Application Form for this Call **twice**. Please make sure that you give to each of the two downloaded Grant Application Forms a different name and that you use it consistently only for **the same** project during each stage of the application procedure (filling out the Grant Application Form, attaching the annexes relevant to this project, uploading the application form, re-uploading in case of changes as described above).
- If you want to submit a proposal within another call for proposals which is open at the same time, please be careful to select the Grant Application Form applicable to the call under which you want to apply, save it on your computer ("download") and proceed with steps (2) and (3) explained above.

**YOU SHOULD NOT WAIT UNTIL THE LAST MOMENT  
TO REGISTER OR UPLOAD YOUR APPLICATION.**

**No extension to the deadline will be given and no applications submitted on paper,  
e-mail, fax or other means will be considered eligible.**



## 5. USEFUL LINKS

- Registration as an applicant and introducing changes:  
<https://ec.europa.eu/priamos/register>
- PRIAMOS portal for application form download and upload:  
[https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm\\_ui\\_frame](https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame)
- PRIAMOS Information:  
[http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)
- PRIAMOS FAQ:  
[http://ec.europa.eu/home-affairs/funding/docs/PRIAMOS\\_faq.pdf](http://ec.europa.eu/home-affairs/funding/docs/PRIAMOS_faq.pdf)
- PRIAMOS USM mailbox (for technical difficulties only)  
[HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu)

## 6. TECHNICAL REQUIREMENTS FOR PRIAMOS

### 6.1. What do I need for working with PRIAMOS (Windows requirements)?

PRIAMOS can be accessed via the internet, so an internet browser is required and Adobe Reader is required for filling in forms.

Supported web browsers - 32Bit browsers only

**! 64Bit Browsers are not supported !**

- Mozilla Firefox 2 until Firefox 9.x (Firefox 10 is temporarily unsupported)
- Internet Explorer 6 or 7
- Internet Explorer 8 or 9 (in compatibility mode)

**NOTE:** By default Windows 7 64Bits comes with both the 32Bit and 64Bit versions of Internet Explorer; only the 32Bit versions can be used with PRIAMOS

Supported PDF programmes:

- Adobe Reader 8.0 or higher

**NOTE:** Only Adobe Reader is supported. No other PDF applications are supported (Including Adobe Writer)

### 6.2. What do I need for working with PRIAMOS (Macintosh requirements)?

Mac computers are **not officially supported**. However PRIAMOS has been used successfully with Mac computers.

Supported Operating System:

- OS X version 10.5.8 (Leopard)

Supported web browsers:

- Mozilla Firefox 2.5 or higher

Supported PDF programmes:

- Adobe Reader 8.1.x

**NOTE:** The above are only guidelines, but most importantly a compatible web browser and PDF application are required.



It would be advisable to first **test with your current Macintosh computer** to see if you are successful before upgrading/changing your browser and/or PDF application.

### 6.3. Scanner

In order to upload electronic versions of paper documents (e.g. signed or stamped originals), a scanner with corresponding scanning software is needed (optional, depending on the requirements of the specific Call for Proposals).

### 6.4. Annexes

For the electronic Annexes that will be attached within the Application Form – unless otherwise stated – all file formats are supported. We recommend however to use the most common formats. **The file names** of the attachments to the application form should not consist of any characters besides "a-z A-Z 0-9 \_".

### 6.5. File size

The speed of the PRIAMOS application depends on several factors. In particular, the size of the Application Form (containing all the Annexes) can negatively influence the performance. DG HOME recommends ensuring that the Application Form does not reach an excessive size.

## 7. TECHNICAL PROBLEMS

If you encounter problems in using PRIAMOS, we suggest you to first check whether your computer, computer network or internet connection are running fine; then verify whether your hardware and software meet the technical requirements mentioned under (6). You can also try, if possible, to use a different computer configuration and/or a different network.

Please consult the FAQ ([http://ec.europa.eu/home-affairs/funding/docs/PRIAMOS\\_faq.pdf](http://ec.europa.eu/home-affairs/funding/docs/PRIAMOS_faq.pdf)) which contains a summary of the most common issues and their solution.

**If your problem persists, you can also contact PRIAMOS USM via email address [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu).**

Please give them your username (EX\_xxxx) and your registration number, and if applicable, your application number. Please provide a clear and specific description of the problem encountered and include a screenshot of the problem if you can. You will receive a reply as soon as possible.

Please note that the PRIAMOS Helpdesk is able to answer or solve enquiries related to **technical** difficulties only. All other enquiries related to the call for proposals as such (e.g. which documents are relevant and how they should be completed etc.) should be sent directly to the functional mailbox of the particular call indicated in the corresponding call for proposals.