



Electronic Submission Procedure

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Financial Resources and Internal Control Unit

Content

- Publication of call
- Registration of entities
- Editing of proposal
- Submission of proposal
- Specificities of the two stage call

Publication of call

- DG ENTR website
- Participants Portal
 - **Call text**
 - **Guide for applicants**
 - **Draft Grant Agreement**



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding > CIP Calls

- Home
- Funding
- Documents
- My Organisations
- Experts
- Support
- Latest Info
- FP7 Calls
- CIP Calls
- Other Calls
- Search Calls

SELECTED SPECIFIC PROGRAMME: ENTREPRENEURSHIP AND INNOVATION PROGRAMME (EIP)

- Open
- Closed
- Forthcoming

• [All](#) / 4 open calls

Call for proposals

Show 10 entries Copy Excel Print Search:

Call Identifier	Call Title	Publication Date	Deadline
ENT-CIP-13-N02C00	Supporting public procurement of innovative solutions	2013-03-15	2013-05-28
67-G-ENT-CIP-13-D-N03S02	Sustainable Industry Low Carbon Scheme - SILC I - 2013	2013-03-13	2013-06-13
64-G-ENT-CIP-13-C-N04C02	Clusters and entrepreneurship in support of emerging industries	2013-03-07	2013-04-17
58-G-ENT-CIP-12-B-NN05C05	MERCOSUR IPR SME Helpdesk	2013-02-26	2013-04-30

Showing 1 to 4 of 4 entries First Previous 1 Next Last

LOGIN

Login

[Register your account](#)

CIP SPECIFIC PROGRAMMES

EIP

ICT-PSP

IEE

NEED HELP?

- [Frequently Asked Questions](#)
 (NEW) [Electronic-only submission of Forms C](#) (Quick info)
[Experts area](#) (Quick info)
- [User manual](#)
 (NEW) [Electronic proposal submission user manual](#)
- [Presentations](#)
 (NEW) [Submission of proposals](#)
- [Contact the Helpdesk](#)

WHAT'S NEW

Participant Portal External User



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding > CIP Calls

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

Latest Info FP7 Calls CIP Calls Other Calls Search Calls

SELECTED SPECIFIC PROGRAMME: ENTREPRENEURSHIP AND INNOVATION PROGRAMME (EIP)

Open Closed Forthcoming

Clusters and entrepreneurship in support of emerging industries

Return to calls

Identifier: 64-G-ENT-CIP-13-C-N04C02

Publication Date: 07 March 2013

Budget: € 4 250 000

Deadline: 17 April 2013 at 17:00:00 (Brussels local time)

22 August 2013 at 17:00:00 (Brussels local time) - 2nd deadline (for 2-stage procedure)

Specific Programme(s): Entrepreneurship and Innovation Programme (EIP)

Additional information

The call invites interested regional organisations to submit, in a first stage, a short "concept note" on their vision of how to promote entrepreneurship in regions by using clusters as platforms with a view to supporting the development of emerging industries. The concept notes shall be submitted by 17.04.2013. The "winners" of this first round will then be invited to submit full proposals by 22.08.2013 outlining in detail how a 'systemic approach' shall be followed to reshape existing industrial value chains and/or to create new value chains thereby stimulating growth and employment.

An "Open Day" is going to be organised on 20/3. More info is available at:

<http://www.howtoqrow.eu/ecia/newsarticle/dq-enterprise-industry-organises-info-day-on-two-calls-for-proposals/>

Please note that the submission deadlines (the exact hour of submission) has changed.

Information Package Key documents required for the preparation of your proposal

In order to receive a complete Information Package for this call (call text, work programme, guide for proposers, etc.), you will need to choose which files you would like to download from the list below. Single file selection is downloaded uncompressed, while for multiple selections you need a utility capable of opening the ".zip" format.

LOGIN



Logout

Henrik HORVATH 

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

CIP SPECIFIC PROGRAMMES

EIP

ICT-PSP

IEE

NEED HELP?

- ▶ [Frequently Asked Questions](#)
(NEW) [Electronic-only submission of Forms C](#) ([Quick info](#))
[Experts area](#) ([Quick info](#))
- ▶ [User manual](#)
(NEW) [Electronic proposal submission user manual](#)
- ▶ [Presentations](#)
(NEW) [Submission of proposals](#)
- ▶ [Contact the Helpdesk](#)

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Click to download file

Select language

[Grant Agreement](#) 

English

[Guide For Applicants](#) 

English

[Call For Proposals](#) 

English

Additional Documents Useful documents on the call and on the framework programme in general

There are no additional documents for this call.

Electronic Proposal Submission

No submission system is open for this call.

Get Support

For content related questions please address to entr-cfp-emerging-industries@ec.europa.eu

For IT related questions please address to DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu

E-mail notification

[Subscribe/Unsubscribe to e-mail notification](#)

[Return to calls](#)

WHAT'S NEW

Participant Portal External User Group 22/03/2013

- Web streaming and Web forum ([details](#))

Horizon 2020 advisory groups (01/2013)

- The European Commission has launched a call for expression of interest for the selection of the Horizon 2020 advisory group experts.

[read more](#) 

Participant Portal V3.5 (12/2012)

- Support for electronic-only submission of Financial Statements (when applicable)

- Role management:

- new role of FSIGN (Financial Statement Authorized Signatories)
- consolidation of role management screens

- Call for proposals

- Publication of CIP calls (new calls only)
- Experimental mobile-friendly access to FP7 calls

- Pilot integration with a new negotiation and reporting tool

- National Contact Points

- Other enhancements: simplified search for legal entities, new menu layout (ex. for CIP calls), new layout for electronic receipts, additional notifications.

Participant Portal External User Group 12/11/2012

- Web-streaming and Web forum ([details](#))

[read more](#) 

ECAS account

- needed to get access to Participants Portal
- requested:
 - **name**
 - **e-mail address**
 - **login**
 - **password**



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission

Intracomm > Authentication Service > Login

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



(authenticates your identity on European Commission websites)

Participants Portal requires you to authenticate

Login [Not registered yet](#)

Is the selected domain correct?
European Commission [Change it](#)

Username or e-mail address *

Password *

[More options...](#)

[Login!](#) [Lost your password?](#)

* Required fields

Submission

- only electronic
- tool: SEP
- accessible from the Participants Portal

Step 3

Create a Draft Proposal

TEST MODE

64-G-ENT-CIP-13-C-N04C02

Melih Tuzunoglu

CIP-EIP-GEN

WED 17 April 2013 17:00:00 Brussels Local Time

29 days left until closure

Configuration OK

You're using Explorer 8 on Windows. **Adobe Reader (version 9 or above) is installed..**

For more information, go to the [help page](#), or read the [Starter Manual](#).

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: 956444445
Baird Consulting SCS
20 Vieille rue du Moulin-Rouge
Uode, BE

PIC: 996336083
Atos Consulting
93 papendorpseweg
utrecht, NL
VAT: nl.809232.7168.B01

Search for your organisation PIC

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)*

Activity Topic (primary)*

Please select

Registration

- PIC – Participant Identification Code
- temporary: no supporting documents
- final – only for selected ones:
 - **registration documents**
 - **VAT registration (if applicable)**
 - **Commission's Legal Entity File**

Step 3

Create a Draft Proposal

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64-G-ENT-CIP-13-C-N04C02

Melih Tuzunoglu

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PIC: 996336083
Atos Consulting
93 papendorpseweg
utrecht, NL
VAT: nl.809232.7168.B01

Search for your organisation PIC

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:

Activity Topic (primary)*



Step 4

Manage Your Related Parties

TEST MODE

58-G-ENT-CIP-12-B-NN05C05

Melih Tuzunoglu

CIP-EIP-GEN

TUE 30 April 2013 17:00:00
Brussels Local Time

42 days left until closure

Acronym	ID	PIC	Contact
Acronym			
aaa			

Configuration OK

You're using Explorer 8 on Windows. **Adobe Reader (version 9 or above) is installed..**

For more information, go to the [help page](#), or read the [Starter Manual](#).

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](#)

1	Coordinator	Contact			
	Baird Consulting SCS	Melih Tuzunoglu			
	Baird Consulting SCS 20 Vieille rue du Moulin-Rouge, 1180 Uccle, BE PIC: 956444445				

[next >>](#)

Step 5

Edit Proposal

TEST MODE

58-G-ENT-CIP-12-B-NN05C05

Melih Tuzunoglu

CIP-EIP-GEN

TUE 30 April 2013 17:00:00
Brussels Local Time

42 days left until closure

Acronym ID PIC Contact

Acronym

aaa

Configuration OK



You're using Explorer 8 on Windows. **Adobe Reader** (version 9 or above) is installed..



For more information, go to the [help page](#), or read the [Starter Manual](#).

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 proposal text itself (in PDF format only) and any other requested attachments. ?

download templates

B1 and B2 Budgetary Forms

Browse...



B3 Co-financing statement form

Browse...



B4 - Exclusion form

Browse...



B5 - Financial Statement Form

Browse...



B6 - Description of the proposal

Browse...



B7 - Curriculum Vitae

Browse...





EUROPEAN COMMISSION
Enterprise & Industry Directorate General

Go To

Information on the proposal

Proposed acronym of the project (max. 30 chars)

1.Proposal Overview

Contact person for the proposal (coordinator in case of multiple beneficiaries)

Title

Usual Family Name

First Name

Function

Address

Street Name

Number

Town

Post Code

Cedex

Country Name

Step 5

Edit Proposal

TEST MODE

58-G-ENT-CIP-12-B-NN05C05

Melih Tuzunoglu

CIP-EIP-GEN

TUE 30 April 2013 17:00:00 Brussels Local Time

42 days left until closure

Acronym ID PIC Contact
Acronym
aaa

Configuration OK

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edit forms view history print preview

Part B and Annexes

In this section you may upload the proposal text itself (in PDF format only) and any other requested attachments. ?

download templates

B1 and B2 Budgetary Forms	xls	Browse...	✕ ?
B3 Co-financing statement form	pdf	Browse...	? ?
B4 - Exclusion form	pdf	Browse...	✕ ?
B5 - Financial Statement Form		Browse...	? ?
B6 - Description of the proposal		Browse...	✕ ?
B7 - Curriculum Vitae		Browse...	✕ ?

Two-stage call

- Only three forms to be submitted in first stage
- Second stage: like "normal" calls

Submission

- You can save as draft
- Deadline is always 17:00:00
- Technically impossible to submit after deadline



**Thank you for your attention and
good luck!**

DG Enterprise and Industry

