Using the Funding & Tenders Portal:
What you need to know

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Common Implementation Centre – Business Processes – RTD H3
Personalised access to the IT tools

Personalised access to the user account
Funding & Tenders Portal: principles

- Single gateway for all exchanges, based on:
  - **EU Login**
    - Single sign-on
    - (1 EU Login account = 1 e-mail address = 1 person)
  - **IAM**
    - Access rights based on role authorisation

  \[ \text{EU Login} + \text{IAM} = \text{Personalised services on the Funding & Tenders Portal} \]

- Brings homogeneity, transparency and better service integration for grant management.
Create a new EU Login account

Creating a new EU Login account is fast and easy:

1. Click on the "Register" button
2. Enter your information (name & e-mail address)
3. Click on the link you receive via e-mail
4. Set up your password
Create an account

First name

Last name

E-mail

Confirm e-mail

E-mail language

Enter the code

By checking this box, you acknowledge that you have read and understood the privacy statement

Create an account
Registering your organisation
-
Getting a PIC
How to Participate

1. Reference Documents
   - List of all useful reference documents, grouped by Programme

2. Participant Register
   - **PIC search:** Check whether your organisation is already registered / Look for an existing PIC
   - Access the **organisation registration tool**
     - PICs are required in the proposal submission system
Reference Documents

Grants
This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to draft grant agreements and guides for specific actions.
Please select the programme to see the reference documents.

Procurement
Reference Documents related to tendering opportunities are published on TED e-Tendering in the calls for tenders.
If you want to participate in a project proposal or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission. The register contains all participants of EU programmes.

**Is your organisation already registered? PIC search**

Please check whether your organisation has already been registered. If so, no need to register it again.

**Register your organisation**

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account. Check what information you need to register in the Online Manual and keep it to hand during the registration procedure. To start registration, click on the button below.

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

For H2020 programme, please make sure to identify as SME. Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the 8% participation requirement), you need to identify yourself as SME.

Should your project or tender be successfully awarded, you will need to inform the Commission Service team before the signature of the Grant Agreement or of the Framework Contract.
Complete all 6 steps to receive your PIC
A background check for duplicate PICs is taking place in parallel.
You may save and resume your registration at any time.
Participant Register

Important remarks:

• Registering an organisation requires an EU Login account

• **The person who registers an organisation receives the Self-Registrant role:** this person is the contact person with the Commission services for this organisation until a LEAR is appointed

• When the registration is completed, the PIC number is provisional, meaning that the **submitted data then needs to be validated by the Validation Services**

• The validation of the organisation is only triggered once the organisation is part of a successful proposal; it is then flagged in the system with the Grant Signature date for the Validation Services to operate

• **All contact with the Validation Services must take place inside the Participant Register**
Services after login:
The Identity and Access Management (IAM)
Personalised services

The Funding & Tenders Portal allows each user to have access to a personalised space, based on 3 main elements:

- Each user is supposed to have a **unique EU Login account**, which is the **unique identifier for persons** (linked to their professional email address).

- Each EU Login account is linked to one (or more) **PIC number(s)**, which are the **unique identifier for organisations**.

- Each EU Login account is linked to all the roles that the user has in projects and/or organisations through IAM.

**One user can have as many roles as necessary.**
The Identity and Access Management

- The **Identity and Access Management** allows us to define and/or manage changes of **access rights of users of the Funding & Tenders Portal**.

- It gives **a personalised and secure access to the different services** of the Funding & Tenders Portal.

- Minimum involvement by the Commission/Agency staff allowing for **flexibility in the online management of the consortium**.

- **Any change in the roles of the users is saved** to allow a monitoring & tracking service.
The Identity and Access Management

Coordinating beneficiary

Organisation roles
- LEAR
- AccAd
- LSIGN
- FSIGN

Project roles
- PCoCo
- CoCo
- PLSIGN
- PFSIGN

Audit roles
- PAuCo
- AuCo

Participating beneficiary

Organisation roles
- LEAR
- AccAd
- LSIGN
- FSIGN

Project roles
- PaCo
- PLSIGN
- PFSIGN

Audit roles
- PAuCo
- AuCo
Nomenclature

**Organisation roles**
- LEAR: Legal Entity Appointed Representative
- AccAd: Account Administrator
- LSIGN: Legal Signatory
- FSIGN: Financial Signatory

**Project roles**
- PCoCo: Primary Coordinator Contact
- CoCo: Coordinator Contact
- TaMa: Task Manager
- TeMe: Team Member
- LSIGN: Legal Signary assigned to a project
- FSIGN: Financial Signatory assigned to a project
Important remarks

- Only the LEAR and Primary Coordinator Contact are defined/modified by the Commission.

- Only the LEAR and Primary Coordinator roles are unique. There is no technical limitation in the amount of other roles (you may appoint as many or as few as needed).

- One person can have several roles at the same time.

- Minimum configuration:
Access rights

**Project roles**
- **PCoCo**
  - Read all forms
  - Write all forms
  - Submit all forms
- **CoCo**
  - Read forms
  - Write forms
  - Sign & submit financial forms
- **PFSIGN**
  - Read forms
  - Write forms
  - Sign legal forms
- **PLSIGN**
  - Read forms
  - Write forms
  - Sign & submit financial forms
- **TaMa**
  - Read forms
  - Write forms
- **TeMe**
  - Read forms

**Organisation roles**
- **LEAR**
  - View org. data
  - Modify org. data
  - View lists of org.'s projects, proposals and roles
- **AccAd**
  - View org. data
  - View lists of org.'s projects, proposals and roles
- **LSIGN**
  - View org. data
- **PLSIGN**
  - View org. data
The nomination process: “Original roles”

Some roles are automatically provisioned in the early stages of the Project (“original roles”) as follows:

- The **proposal initiator in the proposal submission phase** will automatically be recognised by the Commission as the **Primary Coordinator Contact**.

- The **LEAR is validated by the Commission** during the validation process of his/her organisation.
The nomination/revocation process
The nomination/revocation process: how to nominate/revoke someone?

To grant a role, the e-mail address of the "new user" will have to be filled in; this e-mail address should be the same as the one used for the EU Login account of the "new user".

If this "new user" has no EU Login account, he/she will automatically receive an invitation to create his/her EU Login account.
Project roles can be granted/revoked in the "My Projects" section.
View the organisation's basic details and full list of project roles

Edit roles (only if you are Primary Coordinator Contact or Coordinator Contact)
Add new role

Revoke existing role
Organisation roles can be granted/revoked in the "My Organisations" section.

"View roles"
Edit Organisation Roles
(only if you are LEAR or Account Administrator)

Search for specific roles/persons within your organisation

Show all the roles for this organisation

Edit Organisation Roles (only if you are LEAR or Account Administrator)
### Roles for the organisation:

**NCP Test Company B**

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>EMAIL</th>
<th>USERNAME</th>
<th>TEAM</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Administrator</td>
<td>Olivier Marganne</td>
<td><a href="mailto:olivier.marganne@ext.ec.europa.eu">olivier.marganne@ext.ec.europa.eu</a></td>
<td>margaoil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Peter HAERTWICH</td>
<td><a href="mailto:peter.haertwich@gmx.net">peter.haertwich@gmx.net</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Peter Haertwich</td>
<td><a href="mailto:peter.haertwich@ec.europa.eu">peter.haertwich@ec.europa.eu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Agnes Hegyvári Nagy</td>
<td><a href="mailto:agnes.hegyvari@ec.europa.eu">agnes.hegyvari@ec.europa.eu</a></td>
<td>nepfug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Jorge CAMPOS VALLIJO</td>
<td><a href="mailto:jorge.campos-vallijo@ec.europa.eu">jorge.campos-vallijo@ec.europa.eu</a></td>
<td>campejoe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Emmanuel DRÖLLEN</td>
<td><a href="mailto:emmanuel.drolleen@ec.europa.eu">emmanuel.drolleen@ec.europa.eu</a></td>
<td>crollem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Signatory</td>
<td>Agnes Hegyvári Nagy</td>
<td><a href="mailto:agnes.hegyvari@ec.europa.eu">agnes.hegyvari@ec.europa.eu</a></td>
<td>nepfug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEAN</td>
<td>Peter Haertwich</td>
<td><a href="mailto:postph@posteo.de">postph@posteo.de</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Signatory</td>
<td>Giuseppina LAURITANO</td>
<td><a href="mailto:giuseppina.lauritano@ec.europa.eu">giuseppina.lauritano@ec.europa.eu</a></td>
<td>lauriga</td>
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<tr>
<td>Legal Signatory</td>
<td>Olivier Marganne</td>
<td><a href="mailto:olivier.marganne@ext.ec.europa.eu">olivier.marganne@ext.ec.europa.eu</a></td>
<td>margaoil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Add new role**
- **Edit/Revoke existing role**
LEAR role can be determined in the "My Organisations" section.

Modify Organisation
Activity log

You have 3 unread messages.

Organisation

**ORGANISATION DATA**

- **Legal name**: NCP Test Company B
- **Business name**: NCP Test Company B

Please select one of the following options to describe the beneficiary:

- **Legal status**
  - a natural person
  - a legal person
  - private entity
  - public body
  - non-profit
  - for profit

- **Official Language**
  - Estonian (et)

- **Country**
  - Estonia (EE)

- **LegalForm**
  - AKTSEASelts

- **VAT**
  - VAT number
  - YAT number not applicable

- **Registration Number**
- **Registration Date**
- **Registration Authority**

**Legal Address**

Beneficiary’s legal address
The nomination process: LSIGN/FSIGN

1. **Organisation level**  
   **Project level**  
   The **LEAR (or Account Administrators)** nominate as many LSIGNs / FSIGNs as they want.
   
   At this stage, the FSIGN cannot do anything, while the LSIGN has read-only access to the organisation's data and lists of projects, proposals & roles.

2. **Organisation level**  
   **Project level**  
   The **(Primary) Coordinator Contacts / Participant Contacts** need to assign to their project as many LSIGNs / FSIGNs for their own organisation as needed.
   
   The PLSIGN and PFSIGN now have access to the tools.
Organisation roles: what can I do?

1. Manage the registration of the organisation
2. Update the organisation's data in the Participant Register
3. Read-only access to the organisation's list of all roles, proposals and projects
4. Nominate/revoke organisation roles
5. Manage public organisation profile and "partner search" requests
## Partner Search

Find partners for your project ideas among the participants in past EU projects.

- Enter a keyword or a topic of a past call for proposals finding related organisations.
- Search by geographical criteria or by types of organisation.
- For more specialised partner search service see Online Manual.

### Results: 12

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Organisation Type</th>
<th>Organisation Status</th>
<th>Country</th>
<th>City</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraunhofer Gesellschaft zur Förderung der angewandten Forschung e.V.</td>
<td>Non-governmental organisation</td>
<td>VALIDATED</td>
<td>Germany</td>
<td>MUNCHEN</td>
<td>2285</td>
</tr>
<tr>
<td>Fraunhofer Austria Research GmbH</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>Austria</td>
<td>VIEEN</td>
<td>5</td>
</tr>
<tr>
<td>STIFTSELN FRAUNHOFER CHALMERS CENTRUM FOR INDUSTRIEMATHEMATIK</td>
<td>Small or medium-size enterprise</td>
<td>VALIDATED</td>
<td>Sweden</td>
<td>GOETEBORG</td>
<td>5</td>
</tr>
<tr>
<td>ASSOCIACAO FRAUNHOFER PORTUGAL RESEARCH</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>Portugal</td>
<td>PORTO</td>
<td>4</td>
</tr>
<tr>
<td>FRAUNHOFER UK RESEARCH LIMITED</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>United Kingdom</td>
<td>GLASGOW</td>
<td>4</td>
</tr>
<tr>
<td>FRAUNHOFER ITALIA RESEARCH SCARL</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>Italy</td>
<td>BOLZANO</td>
<td>3</td>
</tr>
<tr>
<td>FUNDATION FRAUNHOFER GMBH</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>Germany</td>
<td>MUNCHEN</td>
<td>2285</td>
</tr>
</tbody>
</table>
General description and keywords* (editable by LEAR/Account Administrators)

*Default keywords list comes from the funded projects
No personal information is disclosed through this form!
What to do in case of spam and phishing related to the Funding & Tenders Portal?

From time to time spam and phishing occur. Several types of spam and phishing can be distinguished:

1. phishing attempts pretending to come from the Funding & Tenders Portal, asking for vital personal and financial data such as ID or bank account details. Such e-mails may also ask you to click on a link or download an attachment to update your pertinent information there;

2. spam looking identical to Funding & Tenders Portal notifications but not actually stemming from the Funding & Tenders Portal;

3. inappropriate use of the Funding & Tenders Portal contact function to send unsolicited messages regarding commercial services.

Your first action against spam and phishing is to be vigilant. Protect yourself by keeping the following in mind:

1. The Funding & Tenders Portal will never ask you to send important personal and financial information via email. When logging on to the Funding & Tenders Portal, check that you use the default URL address [https://ec.europa.eu/info/funding-tenders/opportunities/portal/] as the starting point and the page links where you introduce the personal and financial data start with [https://ec.europa.eu/research/]

2. Ignore phishing messages. Do not be coerced into following their instructions simply because they have threatened you that something will happen to your account or to your application for EU funding if you do not respond.

3. Exercise caution when opening attachments or downloading files. These may contain viruses or software that may pose security threats to your computer.

4. Update your user password regularly. Do not use passwords that can be easily attributed to you such as your name or birthday.

Report any suspicion of a phishing incident to us via our IT Service Desk.

[https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/7942]
More functionalities
Funding & Tenders Portal services: after login

My Project(s)

1. Access to the list of projects the user is involved in

2. Access to the project-related services:
   - Grant preparation / Grant signature
   - Amendments
   - Reporting tools

3. View of the consortium's roles for a given project

4. Grant/revoke roles for a given project
   (provided the user has the authorisation to do so)
Paperless submission

• LEAR nominates a list of persons authorised to sign legal & financial statements

• Only these persons get access to the "Sign and submit" function in the tool

• "Sign and submit" triggers the creation of an eReceipt that is stored in the electronic project archive

• All persons needing to know (including the LEAR) are notified on the transaction and have access to the eReceipt
Value of the eReceipt

- Electronic receipt = *digitally signed PDF version of the submitted document*.
- Both the content of the document and a set of metadata (time stamp, EU Login credentials of submitter) are digitally sealed.
- The digital signature mechanism, using a public-private key pair mechanism, uniquely binds the eReceipt to the transaction and **ensures its full integrity**. Therefore a complete digitally-signed trail of the transaction is available both for the beneficiaries and the Commission.
- **Any attempt to modify the content will lead to a break of the integrity of the electronic signature**, which can be verified at any time by clicking on the signature in the PDF document.
- The eReceipt is stored in the project archive where it **can be downloaded at any time by any actor in the project** and stored on other electronic media.
1. View all personal notifications for the services of the Funding & Tenders Portal
   - Examples: change of roles, forms ready to be signed, availability of e-receipts, etc.
Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

EU Programmes

Programming period 2014-2020

- European Maritime and Fisheries Fund (EMFF)
- European Statistics (ESTAT)
- Innovation Fund (INNOVAFUND)
- EU External Action (RELEX)
- Hercule III (IERC)
- Horizon 2020 Framework Programme (H2020)
- Support for information measures relating to the common agricultural policy (MCAP)
- Internal Security Fund Borders and Visa (RFSP)
- Internal Security Fund Police (ISPF)
- Justice Programme (JUST)

Show all (20)

How to participate in 5 steps

1. Find an opportunity
2. Find partner(s)
3. Create an account
4. Register your organisation
5. Submit your proposal or offer
<table>
<thead>
<tr>
<th>DATE</th>
<th>SOURCE</th>
<th>SUBJECT</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-01-2021</td>
<td>Funding &amp; Tenders Portal</td>
<td>Request to get in contact with the Self Registrant of 515907369</td>
<td>HIGH</td>
</tr>
<tr>
<td>18-12-2020</td>
<td>Funding &amp; Tenders Portal</td>
<td>Request to get in contact with the Self Registrant of 515907369</td>
<td>HIGH</td>
</tr>
<tr>
<td>09-11-2029</td>
<td>Funding &amp; Tenders Portal</td>
<td>INFO: Role of Financial Signatory revoked for your organisation</td>
<td>HIGH</td>
</tr>
<tr>
<td>09-11-2029</td>
<td>Funding &amp; Tenders Portal</td>
<td>INFO: Allocation of role of Financial Signatory</td>
<td>HIGH</td>
</tr>
<tr>
<td>09-11-2029</td>
<td>Submission and evaluation system</td>
<td>A proposal where the Participant Identification Code (PIC) of your organisation was inserted as partner has been withdrawn.</td>
<td>NORMAL</td>
</tr>
<tr>
<td>09-11-2029</td>
<td>Submission and evaluation system</td>
<td>The Participant Identification Code (PIC) of your organisation was inserted as partner in a proposal.</td>
<td>NORMAL</td>
</tr>
<tr>
<td>20-10-2029</td>
<td>Submission and evaluation system</td>
<td>A proposal where the Participant Identification Code (PIC) of your organisation was inserted as partner has been withdrawn.</td>
<td>NORMAL</td>
</tr>
<tr>
<td>19-10-2029</td>
<td>PPCMS</td>
<td>Your EU project 688926 - NCP-PLAYGROUND-COMST - GAP-688926; new message from Project Officer</td>
<td>HIGH</td>
</tr>
<tr>
<td>02-10-2029</td>
<td>Funding &amp; Tenders Portal</td>
<td>Request to get in contact with the Self Registrant of 515907369</td>
<td>HIGH</td>
</tr>
<tr>
<td>21-09-2029</td>
<td>Funding &amp; Tenders Portal</td>
<td>Request to get in contact with the Self Registrant of 515907369</td>
<td>HIGH</td>
</tr>
</tbody>
</table>
1. View all formal notifications for the services of the Funding & Tenders Portal

- Can be used ONLY for correspondence requiring acknowledgement of receipt
  Examples: termination of a grant, etc.
Funding & Tenders Portal services: after login

1. My roles: list of all the roles linked to the EU Login account

2. Security Settings: you can activate the 2-step verification by registering your mobile device

3. IT Helpdesk

4. My Account: information about your EU Login account

5. Logout
Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

EU Programmes

Programming period 2014-2020

Horizon 2020 Framework Programme (H2020)
Support for information measures relating to the common agricultural policy (MCAP)

Pilot Projects and Preparatory Actions (PPPMA)
Programme for the Competitiveness of Enterprises and small and medium sized enterprises (COSME)

How to participate in 5 steps

1. Find an opportunity
2. Find partner(s)
3. Create an account
4. Register your organisation
5. Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.
### My Roles

#### Organisation Roles List

<table>
<thead>
<tr>
<th>PIC</th>
<th>ORGANISATION NAME</th>
<th>ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9150073650</td>
<td>TEST TEST TEST TEST</td>
<td>Self Registrant</td>
</tr>
<tr>
<td>9341977395</td>
<td>NCP Test University F</td>
<td>Account Administrator</td>
</tr>
<tr>
<td>934197792</td>
<td>NCP Test Company E</td>
<td>Account Administrator</td>
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<td>9341863918</td>
<td>NCP Test Research Org D</td>
<td>Account Administrator</td>
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<td>9341889780</td>
<td>NCP test SME C</td>
<td>Account Administrator</td>
</tr>
<tr>
<td>934525646</td>
<td>NCP Test Company B</td>
<td>Account Administrator, Legal Signatory</td>
</tr>
<tr>
<td>934525519</td>
<td>NCP Test University A</td>
<td>Account Administrator</td>
</tr>
</tbody>
</table>

#### Project Roles List

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>PROJECT ID</th>
<th>PROGRAM</th>
<th>ROLE</th>
<th>PIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCP-PLAYGROUND-1CE-UA</td>
<td>5609152E</td>
<td>HC2020</td>
<td>Coordinator Contact</td>
<td>9245256467</td>
</tr>
</tbody>
</table>
Click on the gear icon if you want to change your EU Login password.
Need help?
Need help?

Support

1. Guidance & Manuals
   - Access the **Online Manual** (guide for **business processes**)
   - Access the **IT How To** wiki (guide for **IT processes**)

2. FAQ

3. Helpdesks

The support section is also **Programme-based**; some specific helpdesks & guidance documents will only be available for a dedicated Programme.
Find guidance, process by process (drill-down approach)
Detailed guidance of all IT tools
Filter the search results by category and/or by programme

Search the FAQ database
Thank you!

Any questions?

Olivier MARGANNE
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Common Implementation Centre – Business Processes – RTD H3