The Funding & Tenders Portal: what you need to know

Olivier MARGANNE

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

Personalised access to the user account
Personalised services

Personalised access to the Funding & Tenders Portal is based on 3 elements:

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

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

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

Creating your personal account
Create a new EU Login account

• Click on the "Register" button
• Enter your name & e-mail address
  (single sign-on: 1 EU Login account = 1 e-mail address = 1 person)
• Click on the link you receive via e-mail
• Set up your password
DO NOT SHARE YOUR EU LOGIN CREDENTIALS!
2. Getting a PIC

Registering your organisation
PIC (Participant Identification Code)

• Registering an organisation requires an EU Login account

• Every organisation taking part in a proposal must have a PIC (required in the proposal submission system!)

• Please make sure your organisation is not registered already
The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

The participant 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.

Search a PIC

Register your organisation

To register your organisation 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 a draft and you can continue your registration later. To return to your registration, please log in and go into My Organisations in the My Account section. Incomplete draft registrations are automatically deleted after one year.

Additionally, some fields in the form are marked with an asterisk. Fields marked with an asterisk must be completed.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or the Framework Contract.

Register an organisation in the Participant Register
Complete all 6 steps to receive your PIC

You may save and resume your registration at any time.
A background check for duplicate PICs is taking place in parallel.
Participant Register

• 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**
3. Roles – access the tools

The Identity and Access Management (IAM)
The Identity and Access Management

- The Identity and Access Management allows the management 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
Important remarks

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

- Only the **LEAR** and **Primary Coordinator Contact** 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:
Who can do what?

**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

- **PLSIGN**
  - Read forms
  - Write forms
  - Sign legal forms

- **PaCo**
  - Read own forms
  - Write own forms
  - Submit own forms to coordinator (except 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**

- **PLSIGN**

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**European Commission**
“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 as the Primary Coordinator Contact.

• The "Main Contacts" of the participating organisations identified during proposal submission will become Participant Contacts at the beginning of the grant preparation.

• The LEAR is validated by the Commission during the validation process of his/her organisation.

Additional info about LEAR appointment: https://webgate.ec.europa.eu/funding-tenders-opportunities/x/KIAc
Who can grant/revoke access?

**Project roles**
- PCoCo
- CoCo
- TaMa
- TeMe
- PLSIGN
- PFSIGN

- in own organisation, +
- in own organisation, +
- in own organisation

**Organisation roles**
- LEAR
- AccAd
- LSIGN
- FSIGN

- in own organisation
- in own organisation
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)
### Roles for the organisation:

**NCP Test Company B**  
In project **NCP-PLAYGROUND-105-UA**

<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>Coordinator Contact</td>
<td>Leonardo Paoli</td>
<td><a href="mailto:leonardo.paoli@ec.europa.eu">leonardo.paoli@ec.europa.eu</a></td>
<td>paolile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator Contact</td>
<td>Peter HAERTWICH</td>
<td><a href="mailto:peter.haertwich@ec.europa.eu">peter.haertwich@ec.europa.eu</a></td>
<td>hartwic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator Contact</td>
<td>Noemi Horvath</td>
<td><a href="mailto:noemi.horvath@ext.ec.europa.eu">noemi.horvath@ext.ec.europa.eu</a></td>
<td>horvano</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator Contact</td>
<td>Olivier MARGANNE</td>
<td><a href="mailto:olivier.marganne@ext.ec.europa.eu">olivier.marganne@ext.ec.europa.eu</a></td>
<td>margano</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator Contact</td>
<td>Emmanuel CROLLEN</td>
<td><a href="mailto:emmanuel.crollen@ext.ec.europa.eu">emmanuel.crollen@ext.ec.europa.eu</a></td>
<td>crollem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Coordinator Contact</td>
<td>Phret NOUKAS</td>
<td><a href="mailto:phret.noukas@ec.europa.eu">phret.noukas@ec.europa.eu</a></td>
<td>noukap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Legal Signatory</td>
<td>Emmanuel CROLLEN</td>
<td><a href="mailto:emmanuel.crollen@ext.ec.europa.eu">emmanuel.crollen@ext.ec.europa.eu</a></td>
<td>crollem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Add new role**
- **Revoke existing role**
Organisation roles can be granted/revoked in the "My Organisations" section.
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 MARCAME</td>
<td><a href="mailto:olivier.marcame@ext.ece.eu">olivier.marcame@ext.ece.eu</a></td>
<td>marcao</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>nhartwi</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>harto1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Agnes HEGYVARE NAGY</td>
<td><a href="mailto:agnes.hegyvare@ec.europa.eu">agnes.hegyvare@ec.europa.eu</a></td>
<td>naghqys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Jorge CAMPOS VALIEJO</td>
<td><a href="mailto:jorge.campos-valiejo@ec.europa.eu">jorge.campos-valiejo@ec.europa.eu</a></td>
<td>campoid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Administrator</td>
<td>Emmanuel CRONEN</td>
<td><a href="mailto:emmanuel.cronen@ext.ece.eu">emmanuel.cronen@ext.ece.eu</a></td>
<td>crollo1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Signatory</td>
<td>Agnes HEGYVARE NAGY</td>
<td><a href="mailto:agnes.hegyvare@ec.europa.eu">agnes.hegyvare@ec.europa.eu</a></td>
<td>naghqys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEAR</td>
<td>Peter HAERTWICH</td>
<td><a href="mailto:postph@posteo.de">postph@posteo.de</a></td>
<td>nhartwi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Signatory</td>
<td>Gluocphina LAURITANO</td>
<td><a href="mailto:gluocphina.lauritano@cc.ecc">gluocphina.lauritano@cc.ecc</a></td>
<td>laurigo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Signatory</td>
<td>Olivier MARCAME</td>
<td><a href="mailto:olivier.marcame@ext.ece.eu">olivier.marcame@ext.ece.eu</a></td>
<td>marcao</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
### Authorised Users

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Role</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter</td>
<td>HAERTWICH</td>
<td>LEAR</td>
<td><a href="mailto:peter.haertwich@ec.europa.eu">peter.haertwich@ec.europa.eu</a></td>
</tr>
<tr>
<td>Olivier</td>
<td>MARGANNE</td>
<td>Account Administrator</td>
<td><a href="mailto:olivier.marganne@est.ec.europa.eu">olivier.marganne@est.ec.europa.eu</a></td>
</tr>
</tbody>
</table>

### LEAR

In parallel to its validation in the Participant Register, your organisation must nominate a Legal Entity Appointed Representative (LEAR). For this, three originally signed paper documents must be sent to the Commission. By clicking the button ‘Replace LEAR’ you can provide the LEAR data and create the documents to be printed and signed as explained in the IT How To.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>E-mail</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter</td>
<td>Haertwich</td>
<td><a href="mailto:peter.haertwich@ec.europa.eu">peter.haertwich@ec.europa.eu</a></td>
<td>validated</td>
<td>Edit</td>
</tr>
</tbody>
</table>
The nomination process: LSIGN/FSIGN

1. The LEAR (or Account Administrators) nominate as many LSIGNs / FSIGNs as they want.

At this stage:
- the FSIGN cannot do anything
- the LSIGN has read-only access to the organisation's data and lists of projects, proposals & roles.
2. 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 their tools.
My Project(s)

• Access to the list of projects the user is involved in
• Access to the project-related services:
  • Grant preparation / Grant signature
  • Amendments
  • Reporting tools
• View of the consortium's roles for a given project
• Grant/revoke roles for a given project (provided the user has the authorisation to do so)
Paperless submission

• Only the LSIGNs/FSIGNs get access to the "Sign and submit" button

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

• 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

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

• 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.

• 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.

• **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.
My Organisation(s)

- Manage the registration & update the organisation's data in the Participant Register
- Read-only access to the organisation's list of all roles, proposals and projects
- Nominate/revoke organisation roles
- 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 for finding related organisations.
- Search by geographical criteria or by types of organisation.
- For more specialised partner search service see the Online Manual.

#### Results:

<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 FoERDERUNG DER ANGEWANDTEN FORSCHUNG E.V.</td>
<td>Non-governmental organization</td>
<td>VALIDATED</td>
<td>Germany</td>
<td>MUNCHEN</td>
<td>2342</td>
</tr>
<tr>
<td>Fraunhofer Austria Research GmbH</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>Austria</td>
<td>Vienna</td>
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</tr>
<tr>
<td>STIFTELSEN FRAUNHOFER-CHALMERS CENTRUM F OER INDUSTRIMATHEMATIK</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>
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<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>FUNDACION FRAUNHOFER CHILE RESEARCH</td>
<td>Research Organisation</td>
<td>VALIDATED</td>
<td>Chile</td>
<td>Santiago de Chile</td>
<td>1</td>
</tr>
</tbody>
</table>
FRAUNHOFER GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V.

Germany - MUNCHEN
Non-governmental organization
2342 projects funded

Description
The Fraunhofer-Gesellschaft is the leading organization for applied research in Europe. Its research activities are conducted by 69 institutes and research units at locations throughout Germany. The Fraunhofer-Gesellschaft employs a staff of 24,500, who work with an annual research budget totaling 2.1 billion euros. Of this sum, 1.0 billion euros is generated through contract research. More than 70 percent of the Fraunhofer-Gesellschaft's contract research revenue is derived from contracts with industry and from publicly financed research projects. International collaborations with excellent research partners and innovative companies around the world ensure direct access to regions of the greatest importance to present and future scientific progress and economic development.

Tags/Keywords
- Electrical and electronic engineering, semiconductors, components, systems
- Innovation
- Interoperability
- Big data
- Materials engineering
- Renewable energy
- Machine learning
- Energy efficiency
- Artificial intelligence, intelligent systems, multi-agent systems
- Automotive engineering
- Nanotechnology, nano-materials, nano-engineering
- Security
- Simulation

*Default keywords list comes from the funded projects

General description and keywords* (editable by LEAR/Account Administrators)
No personal information is disclosed through this form!
Spam/phishing: what to do?

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
Notifications

- **My Notifications**: view all personal notifications for the F&T Portal services (copy of all notifications received via email)

  Examples: change of roles, forms ready to be signed, availability of e-receipts, etc.

- **My Formal Notification(s)**: is ONLY used for correspondence requiring acknowledgement of receipt

  Examples: termination of a grant, etc.
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDA)

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

_search_button_

EU Programmes

<table>
<thead>
<tr>
<th>Programme Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asylum, Migration and Integration Fund (AMIF)</td>
</tr>
<tr>
<td>Border Management and Visa Instrument (BMVI)</td>
</tr>
<tr>
<td>Customs Control Equipment Instrument (CCE)</td>
</tr>
<tr>
<td>Connecting Europe Facility (CEF)</td>
</tr>
<tr>
<td>Citizens, Equality, Rights and Values Programme (CERV)</td>
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<tr>
<td>Creative Europe (CREA)</td>
</tr>
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<td>Customs Programme (CUST)</td>
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<td>Digital Europe Programme (DIGITAL)</td>
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<td>Europe Direct (EDP)</td>
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<td>European Defence Fund (EDF)</td>
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<tr>
<td>European Parliament (EP)</td>
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<tr>
<td>EU Anti-fraud Programme (EUAF)</td>
</tr>
<tr>
<td>European Social Fund + (ESF)</td>
</tr>
<tr>
<td>European Maritime, Fisheries and Aquaculture Fund (EMFAF)</td>
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<td>Erasmus+ Programme (ERASMUS)</td>
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<td>EU Health Programme (EUPH)</td>
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<td>FISCO Programme (FISCO)</td>
</tr>
<tr>
<td>Innovation Fund (INNOVAFUND)</td>
</tr>
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<td>Internal Security Fund (ISF)</td>
</tr>
<tr>
<td>Horizon Europe (HORIZON)</td>
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<tr>
<td>Horizon Europe (HORIZON)</td>
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<tr>
<td>Interregional Innovation Investments (INVEST)</td>
</tr>
<tr>
<td>Justice Programme (JUST)</td>
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<tr>
<td>Justice Programme (JUST)</td>
</tr>
<tr>
<td>Protection of the Euro against Counterfeiting Programme (PERICLES)</td>
</tr>
<tr>
<td>Pilot Projects and Preparatory Actions (PPPA)</td>
</tr>
<tr>
<td>Programme for the Environment and Climate Action (LIFE)</td>
</tr>
<tr>
<td>Promotion of Research Fund for Coal</td>
</tr>
<tr>
<td>External Action (RELEX)</td>
</tr>
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<td>Internal Investment (INVEST)</td>
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<td>Interregional Innovation Investments (INVEST)</td>
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<td>Promotion of Research Fund for Coal</td>
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</table>

Manage all notifications
<table>
<thead>
<tr>
<th>DATE</th>
<th>SOURCE</th>
<th>SUBJECT</th>
<th>PRIORITY</th>
</tr>
</thead>
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<tr>
<td>08-01-2022 03:03:20</td>
<td>Funding &amp; Tenders Portal</td>
<td>Request to get in contact with the Account Administrator of 934187795 - NCP Test University F</td>
<td>HIGH</td>
</tr>
<tr>
<td>07-01-2022 11:01:36</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>06-01-2022 16:47:54</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>15-11-2021 09:55:32</td>
<td>Funding &amp; Tenders Portal</td>
<td>Request to get in contact with the Account Administrator of 934525646 - NCP Test Company B</td>
<td>HIGH</td>
</tr>
<tr>
<td>01-09-2021 10:43:37</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>
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<tr>
<td>21-08-2021 13:49:20</td>
<td>Funding &amp; Tenders Portal</td>
<td>INFO: Allocation of role of Financial Signatory for organisation &lt;934187795 - NCP Test University F&gt;</td>
<td>HIGH</td>
</tr>
<tr>
<td>06-07-2021 17:09:24</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>
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<tr>
<td>06-07-2021 16:26:20</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>
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<td>01-07-2021 22:00:14</td>
<td>Submission and evaluation system</td>
<td>A proposal where the Participant Identification Code (PIC) of your organisation was inserted as coordinator has been withdrawn.</td>
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<td>01-07-2021 22:00:13</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>
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</tbody>
</table>
My Account

• **My roles**: list of all the roles linked to the EU Login account

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

• **IT Helpdesk**

• **My Account**: information about your **EU Login account**

• Logout
## My Role(s)

### Organisation Roles List

<table>
<thead>
<tr>
<th>PIC</th>
<th>ORGANISATION NAME</th>
<th>ROLE</th>
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<tbody>
<tr>
<td>915907369</td>
<td>TEST TEST TEST TEST</td>
<td>Self Registrant</td>
</tr>
<tr>
<td>934187795</td>
<td>NCP Test University F</td>
<td>Account Administrator</td>
</tr>
<tr>
<td>934187892</td>
<td>NCP Test Company E</td>
<td>Account Administrator</td>
</tr>
<tr>
<td>934188086</td>
<td>NCP Test Research Org D</td>
<td>Account Administrator</td>
</tr>
<tr>
<td>934188280</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>034526510</td>
<td>NCP Test University A</td>
<td>Account Administrator</td>
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</table>

### Project Roles List

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>PROJECT ID</th>
<th>PROGRAMME</th>
<th>ROLE</th>
<th>PIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCP-PLAYGOUND-105-UA</td>
<td>688925</td>
<td>H2020</td>
<td>Coordinator Contact</td>
<td>934525646</td>
</tr>
</tbody>
</table>
Click on the gear icon if you want to change your EU Login password.
Need help?

• Guidance & Manuals
  
  • Access the [Online Manual](#) (guide for **business** processes)
  
  • Access the [IT How To](#) wiki (guide for IT processes)

• FAQ

• Helpdesk & Support Services

The support section is Programme-based; some specific helpdesks & guidance documents will only be available for a dedicated Programme.
Thank you! Any questions?

Olivier MARGANNE

olivier.marganne@ext.ec.europa.eu

Common Implementation Centre – Business Processes – RTD H3