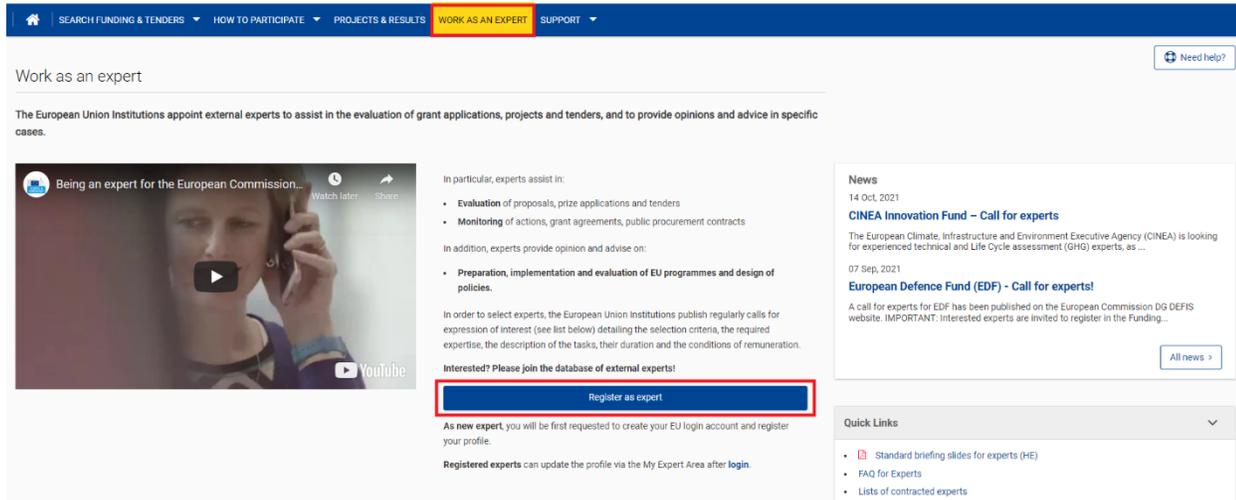


How to apply for becoming a YOUNG OBSERVER in HORIZON EUROPE evaluations

A step by step guide

Please follow the steps described here to ensure you complete your application.

1. Create a [EU Login account](#), check your email Inbox and create a password following the link provided
2. Go to the [Funding and tender portal](#) and click “Register as expert”



The screenshot shows the 'Work as an expert' page. The navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT' (highlighted), and 'SUPPORT'. The main content area is titled 'Work as an expert' and includes a video player on the left. The central text area contains the following information:

The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases.

In particular, experts assist in:

- Evaluation of proposals, prize applications and tenders
- Monitoring of actions, grant agreements, public procurement contracts

In addition, experts provide opinion and advise on:

- Preparation, implementation and evaluation of EU programmes and design of policies.

In order to select experts, the European Union Institutions publish regularly calls for expression of interest (see list below) detailing the selection criteria, the required expertise, the description of the tasks, their duration and the conditions of remuneration.

Interested? Please join the database of external experts!

Register as expert

As new expert, you will be first requested to create your EU login account and register your profile.

Registered experts can update the profile via the My Expert Area after login.

The 'News' section on the right includes two articles: 'CINEA Innovation Fund - Call for experts' (dated 14 Oct, 2021) and 'European Defence Fund (EDF) - Call for experts!' (dated 07 Sep, 2021). A 'Quick Links' section at the bottom right lists 'Standard briefing slides for experts (HE)', 'FAQ for Experts', and 'Lists of contracted experts'.

3. Fill your personal and contact details
4. Under “Experience”, use the Keyword “Young Observer” and add at least two areas of research interest

In what area(s) are you an expert?

Only mention fields where you are an expert. Do not include every field in which you have some knowledge.

Young observer

Save Skip this step...

5. No actual employment experience is needed for the Young Observers. Therefore, under “Where do you work now”, you can click “Unemployed” and give the current date

Where do you work now

Start with your current employment

Adding new...

From *

February 2022

month year

Employment Status *

Employed

Freelance/Self-Employed

Retired

Unemployed

Comment

Save Save & add another employment Skip this step...

- Under “Highest level of education”, indicate the University where you are currently attending a master’s course

Year *

Title *

Subject / field *

Type the subject of the education obtained

Name of institution *

Country *

Input the organisation details manually...

- Fill the “Language” section

- Under “Who can see my profile” click EU institutions and bodies

Who can see my profile

Institutions I agree to work with:

EU institutions and bodies

Other EU institutions (European Parliament, European Council, Court of Justice of the European Union, European Central Bank, European Investment Bank, European Court of Auditors, European Committee of the Regions, European Economic and Social Committee...)

Research funding bodies with a public service mission, based in the EU/EEA countries (other than EU institutions and bodies) or in third countries, associated to Horizon 2020 or to other EU funding programmes, for which the Commission has adopted an adequacy decision

Research funding bodies with a public service mission, which are based in third countries, associated to Horizon 2020 or to other EU funding programmes, for which the Commission has not adopted an adequacy decision

I agree to work on:

All programmes and sub-programmes of the above selected EU and non-EU institutions.

- Click the **Save** button. You are now registered as an expert and the “Congratulations ...” message is displayed on the screen. In parallel, you receive a confirmation email that your registration as an expert is complete.

Please NOTE: although you are registered as an “expert”, since you have chosen the keyword “Young Observer” (step 5), you can be identified as a Young Observer applicant and selected for this role. Therefore, please ensure that you have chosen this keyword!

- Under “Additional information”, explain briefly your motivation to apply to become a Young Observer and why you think you should be selected in the “Other information” box

Profile

Personal data ✓

CV ✓

Expertise ✓

Current Employment ✓

Education ✓

Languages ✓

Data Protection Who can see my profile ✓

Publications

Additional information

Additional information

ORCID number

9999-9999-9999-999X

Experience in peer reviews or evaluations (outside the Commission) 2000

Experience related to innovation projects 2000

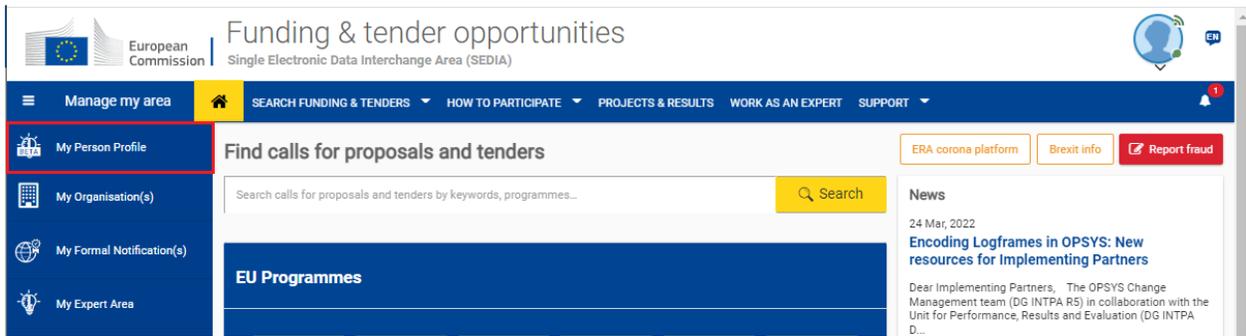
Experience in valuing companies 2000

Experience in industrial sector 2000

Other information 2000

Save & Close

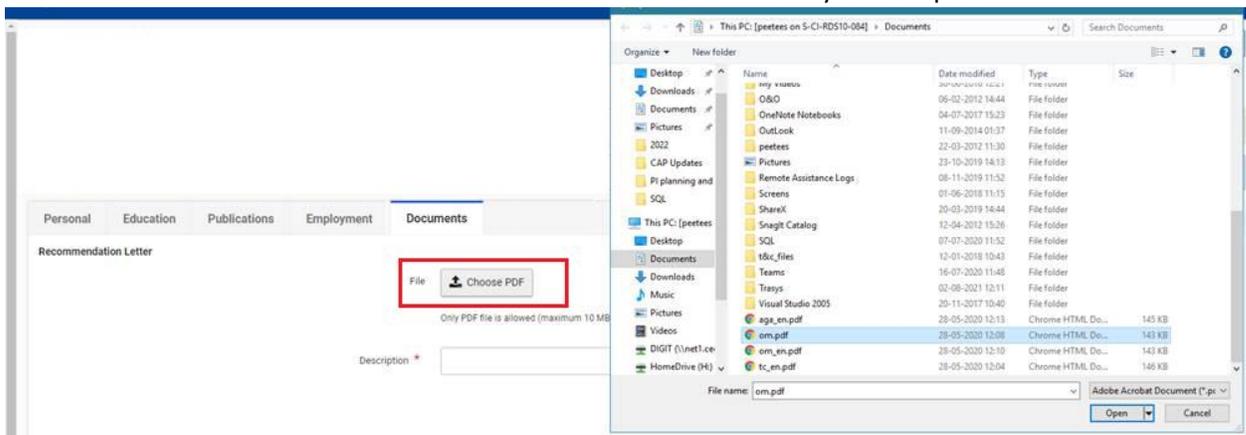
- Next, open a new tab in your browser and go again to the [Funding and tender portal](#), click “My Person Profile”



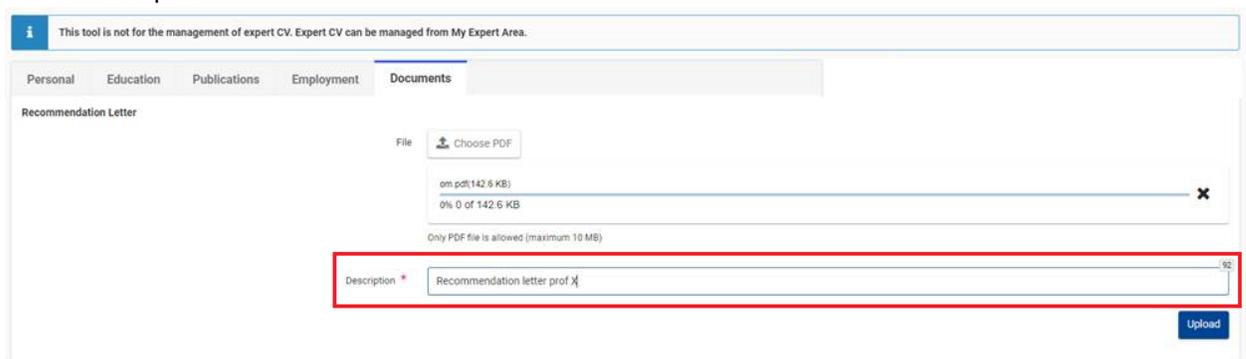
- Click the “Documents” tab to upload a recommendation letter from one of your professor(s)/supervisor(s) who is following you in the master’s course you are enrolled in



- Click “Choose PDF” and select the recommendation letter PDF file in your computer



- Add a Description



15. Click the **Upload** button



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Personal', 'Education', 'Publications', 'Employment', and 'Documents'. The 'Documents' tab is active. Below the navigation bar, the title 'Recommendation Letter' is displayed. The main content area contains a file upload section with a 'File' button, a PDF icon, and the filename 'om.pdf'. To the right of the filename is a 'Replace PDF' button. Below the file upload section is a 'Description' field with a red asterisk, containing the text 'Recommendation letter prof X'. In the bottom right corner of the form, there is a blue 'Upload' button, which is highlighted with a red rectangular box.

Once you have successfully uploaded the document, you have completed the last step of your application as a Young Observer.

Please note that you do not receive another email to confirm that you have completed all stages of the application once you include the recommendation letter. Nevertheless, the recommendation letter is a requirement for your application to be considered, so make sure you do not forget to include it!

If you are selected as Young Observer, you will be contacted to confirm your availability.

Further information on how to [Register as an expert can be found in the Funding and Tender portal, IT How to](#)

If you have any further questions about the registration process, please contact the [Funding and Tender portal helpdesk](#)