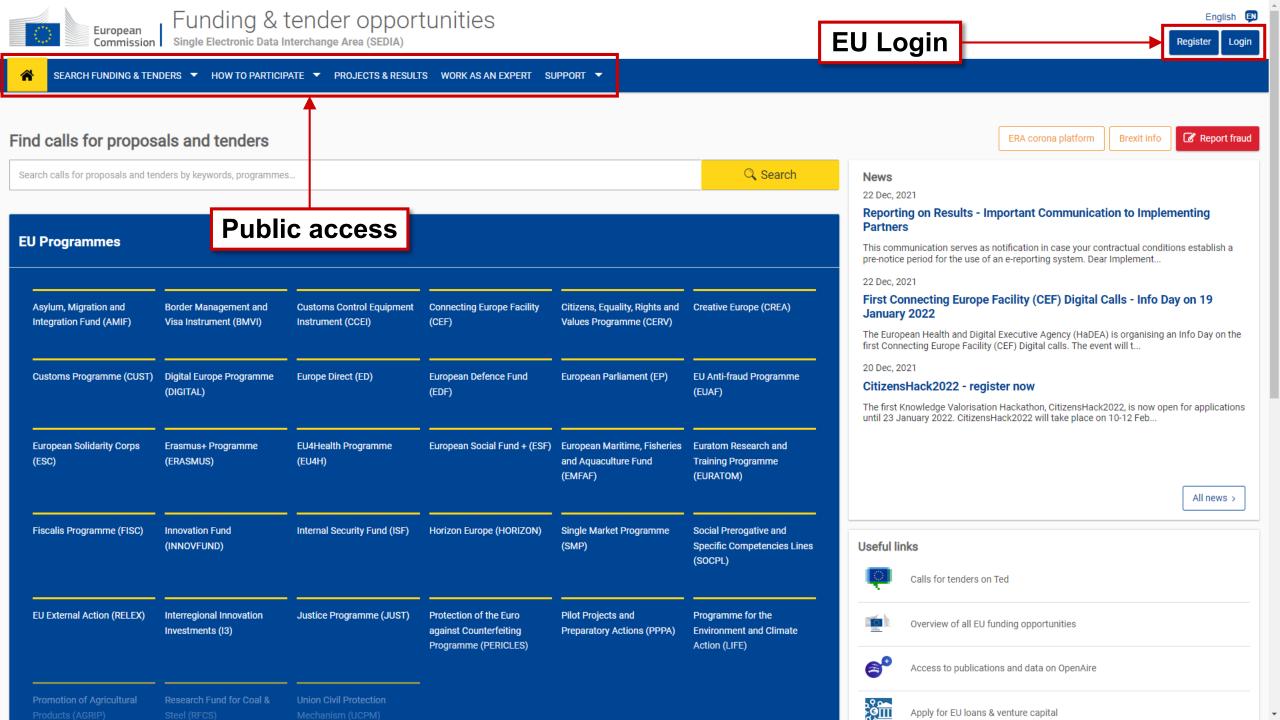
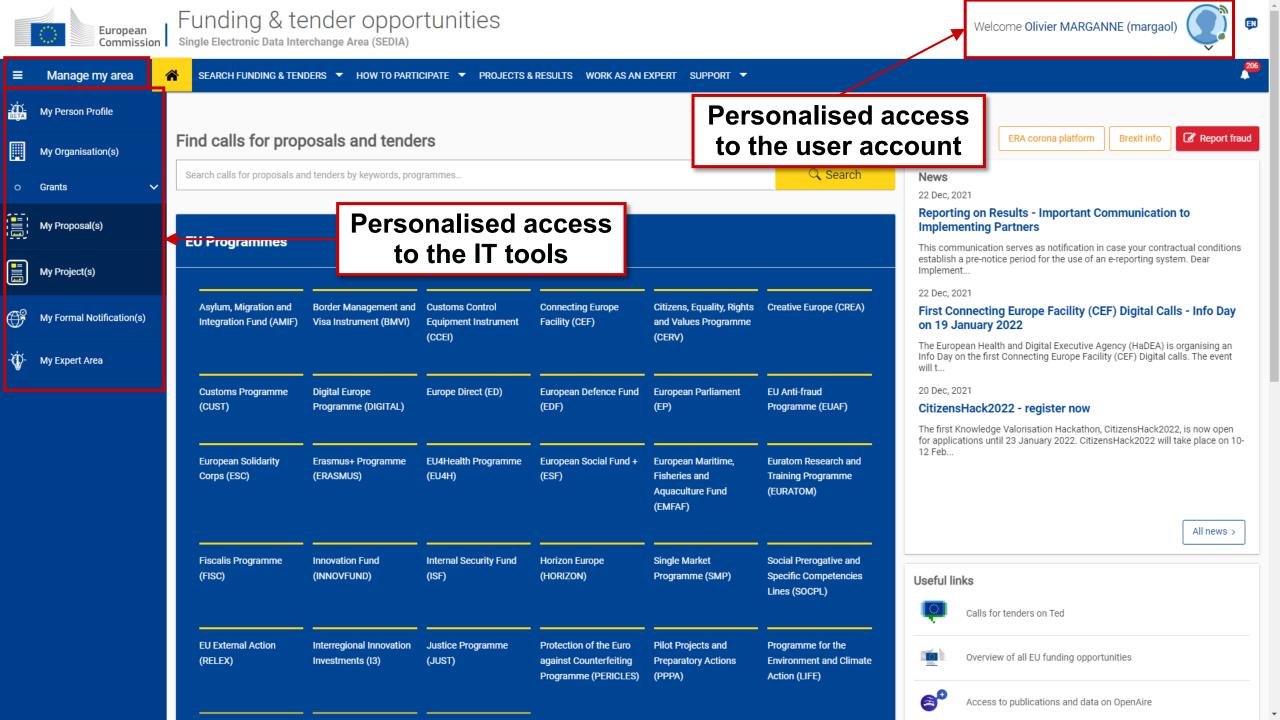


The Funding & Tenders Portal: what you need to know

Olivier MARGANNE

Common Implementation Centre Business Processes – RTD H3





Personalised services

Personalised access to the Funding & Tenders Portal is based on 3 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).
- 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.





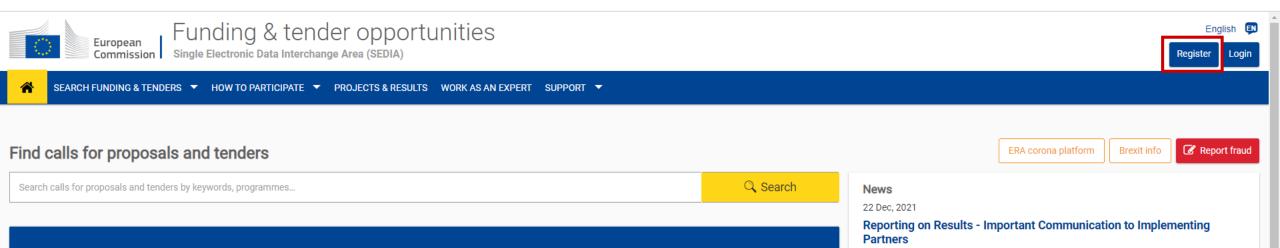
1. EU Login

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



| • | English (en) | |
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Create an account Login

Create an account

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DO NOT SHARE YOUR EU LOGIN CREDENTIALS!

About EU Login Cookies Privacy Statement Contact Help



European Union 🖄 EU institutions 🖄

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2. Getting a PIC

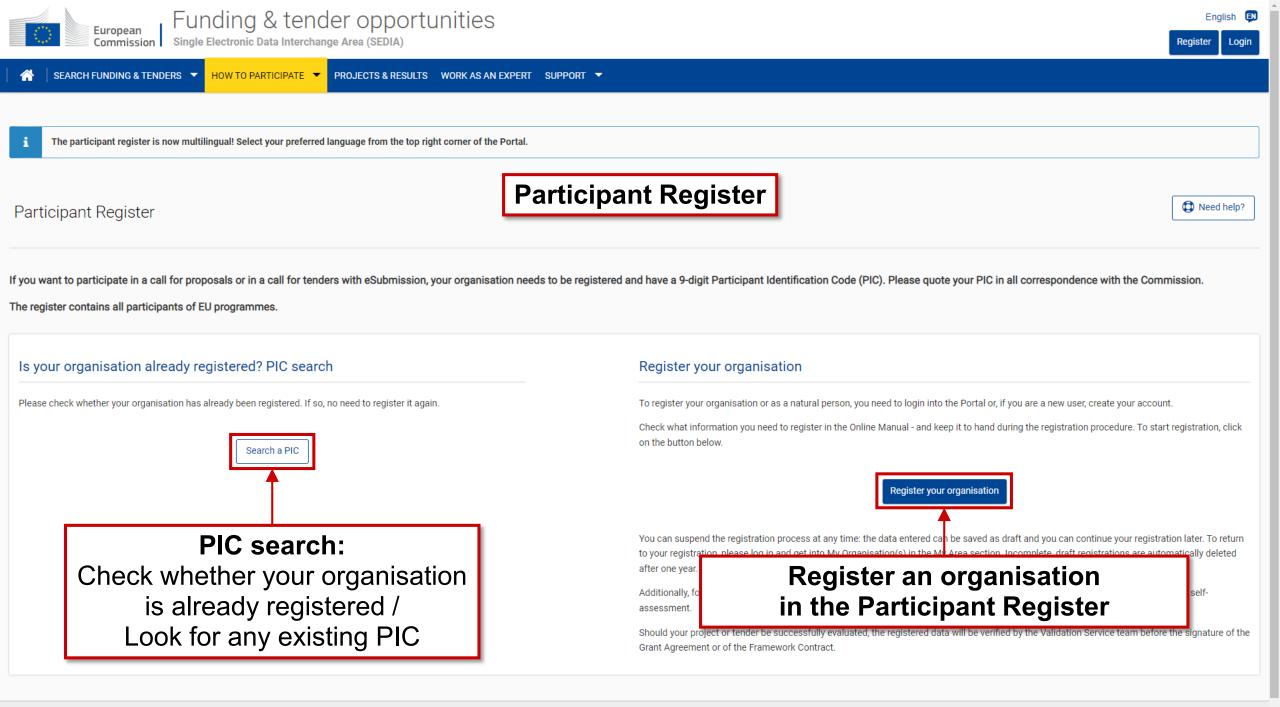
Registering your organisation

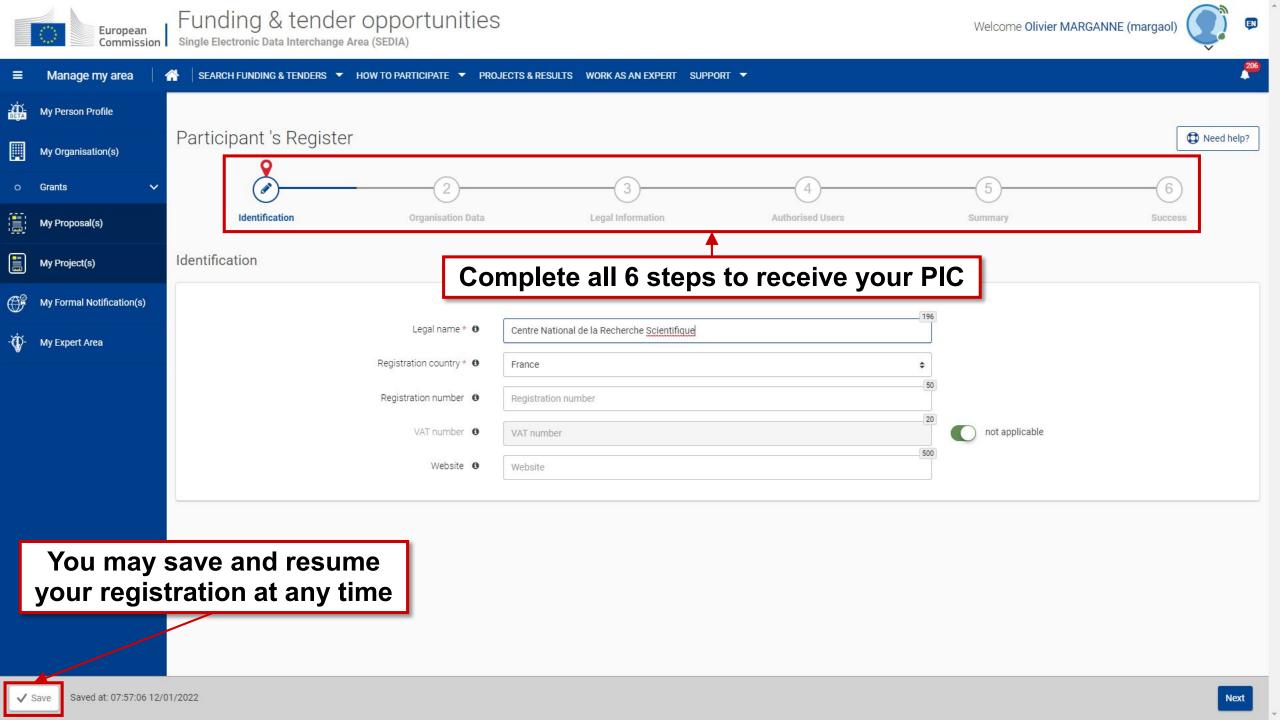


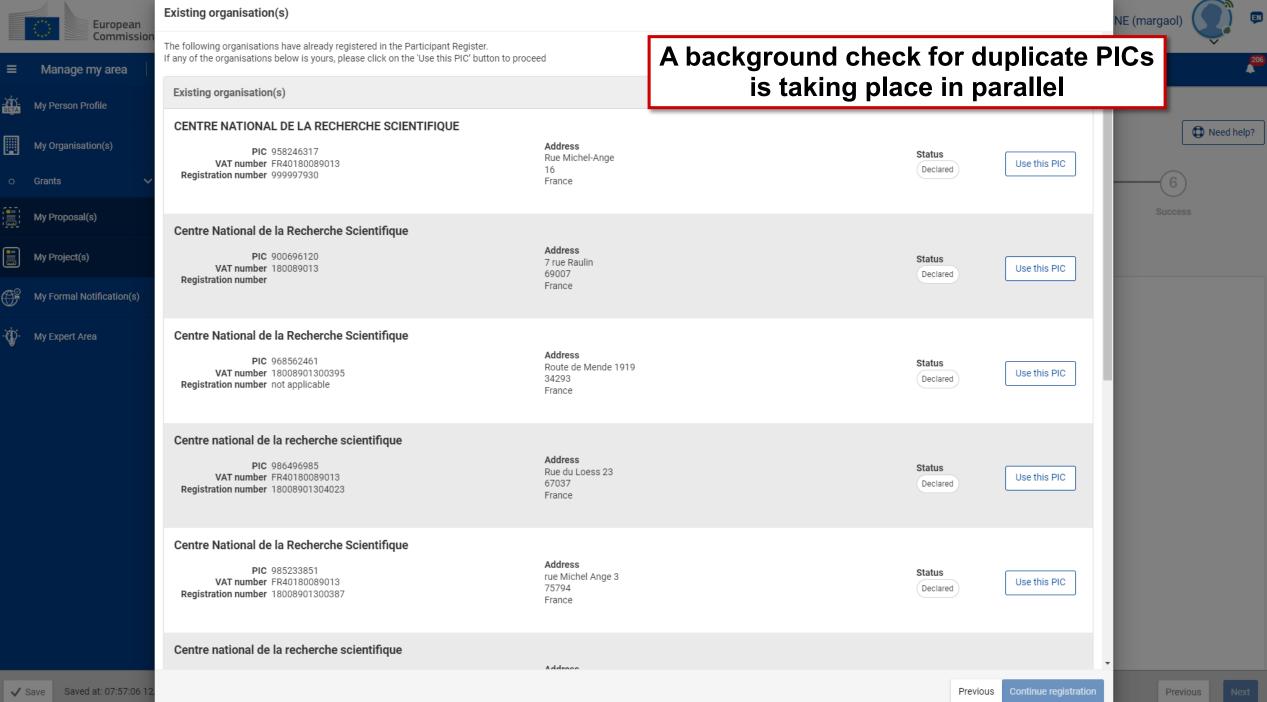
PIC (Participant Identification Code)

- 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









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)

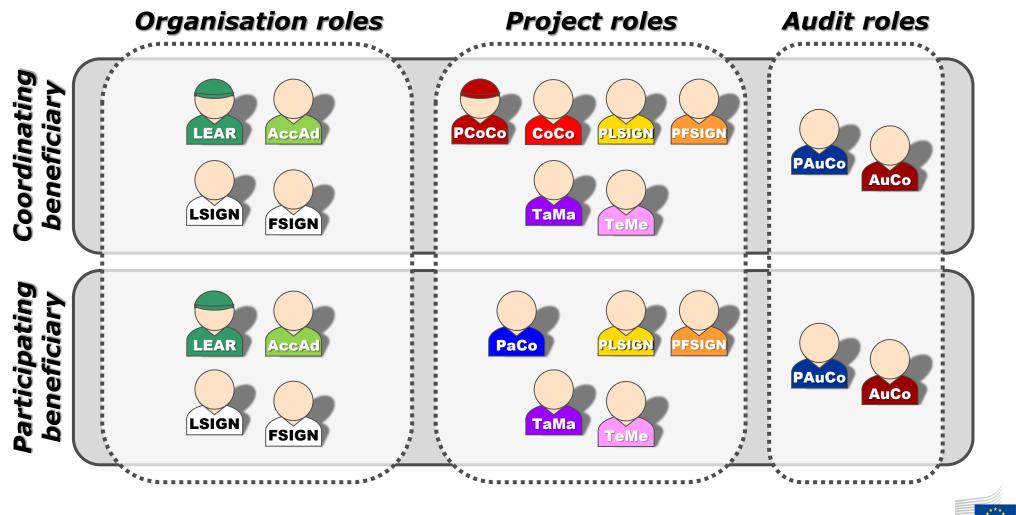


The Identity and Access Management

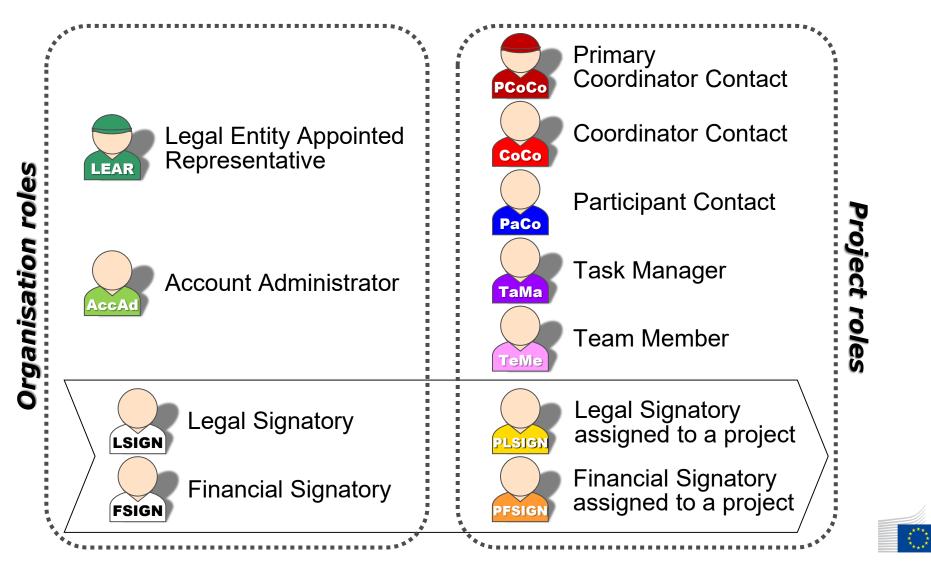
- The Identity and Access Management allows the management of access rights of users of the Funding & Tenders Portal.
- It gives a **personalised and secure access** to the different services of the Funding & Tenders Portal.
- Minimum involvement by the Commission/Agency staff allowing for flexibility 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



Nomenclature



European Commission

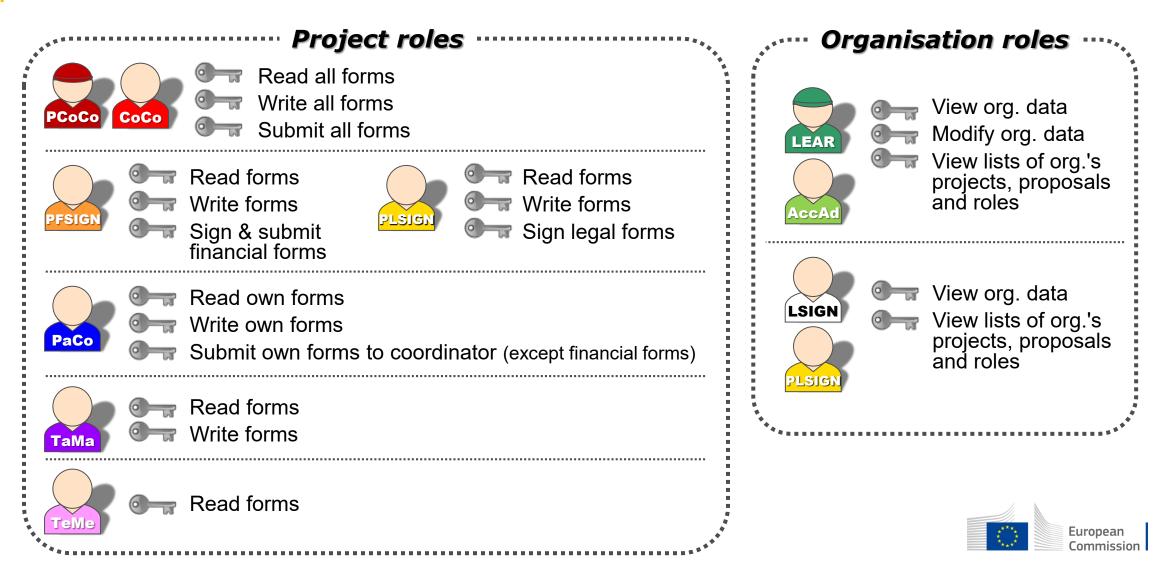
Important remarks

 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:
 Image: Constant of the second second

Who can do what?



"Original roles"

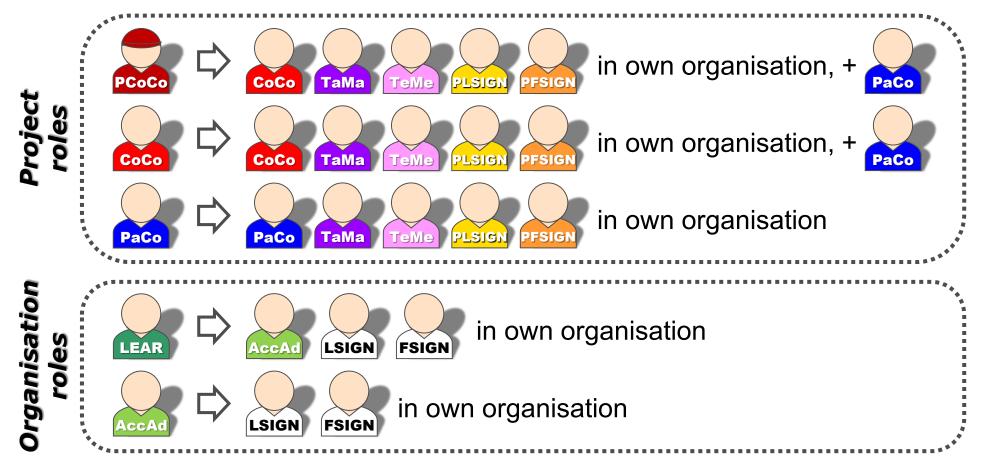
Some roles are automatically provisioned in the early stages of the Project ("original roles") as follows:

- 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.





Who can grant/revoke access?

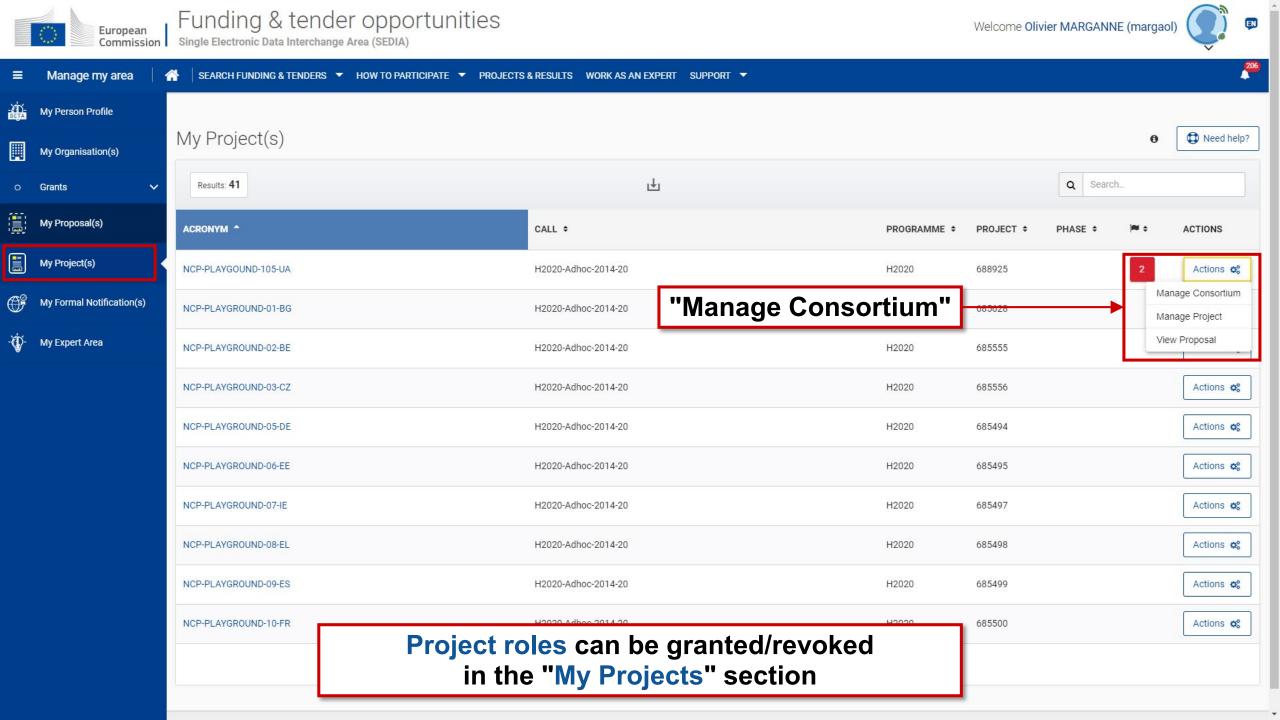


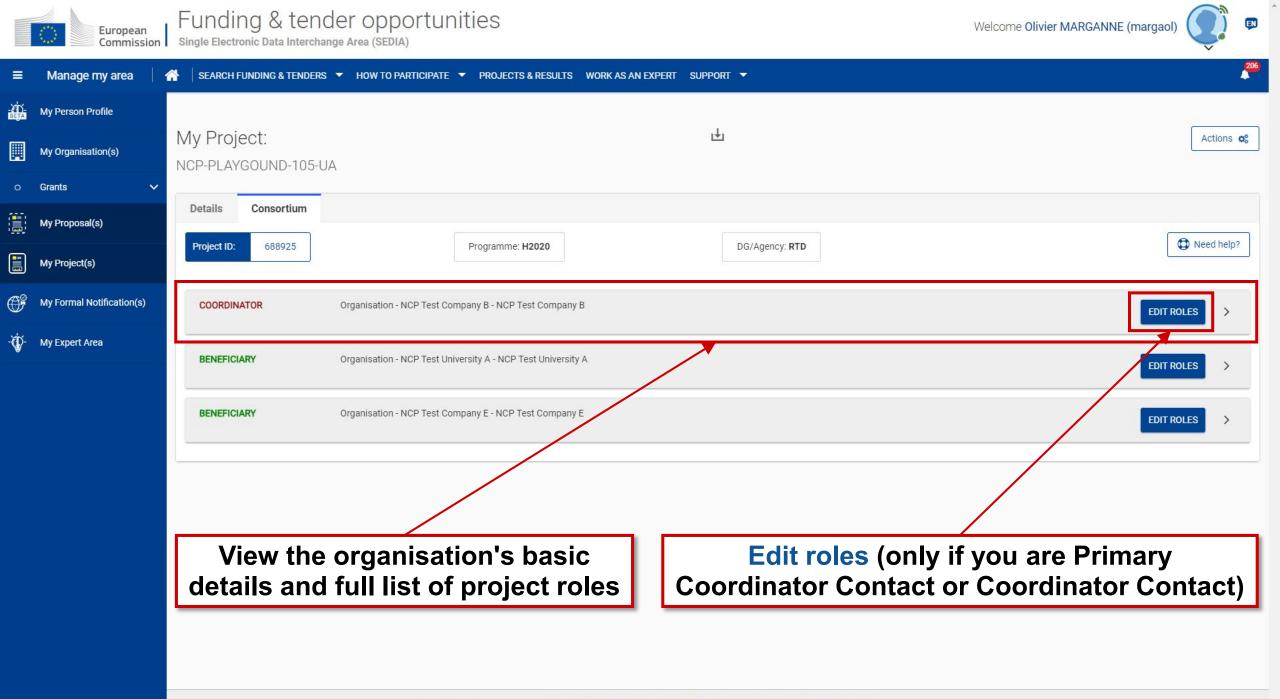


How to nominate/revoke someone?

- 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.







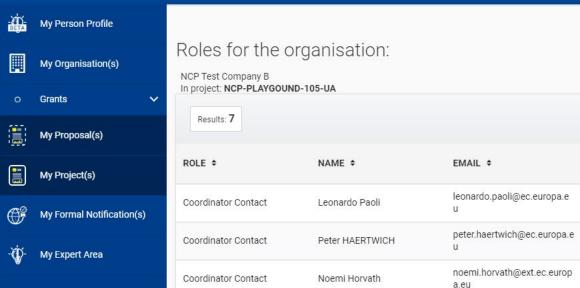


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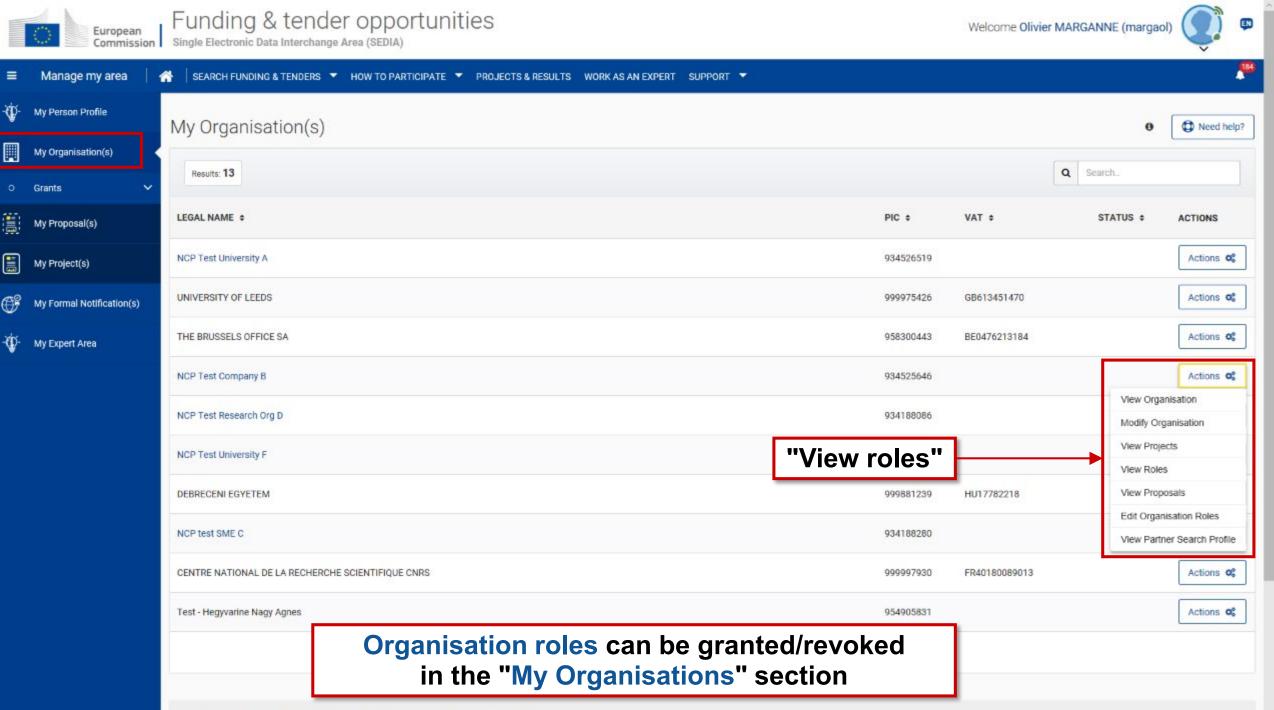
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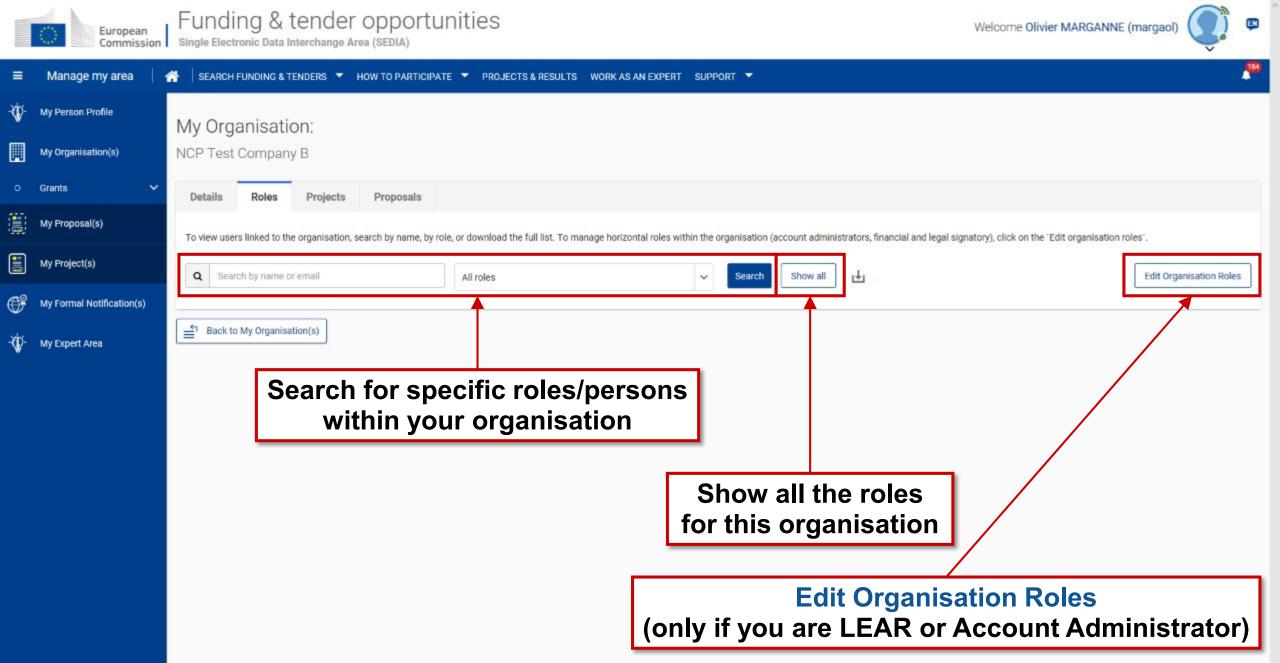
Manage my area SEARCH FUNDING & TENDERS 🔻 HOW TO PARTICIPATE 🔻 PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT 💌

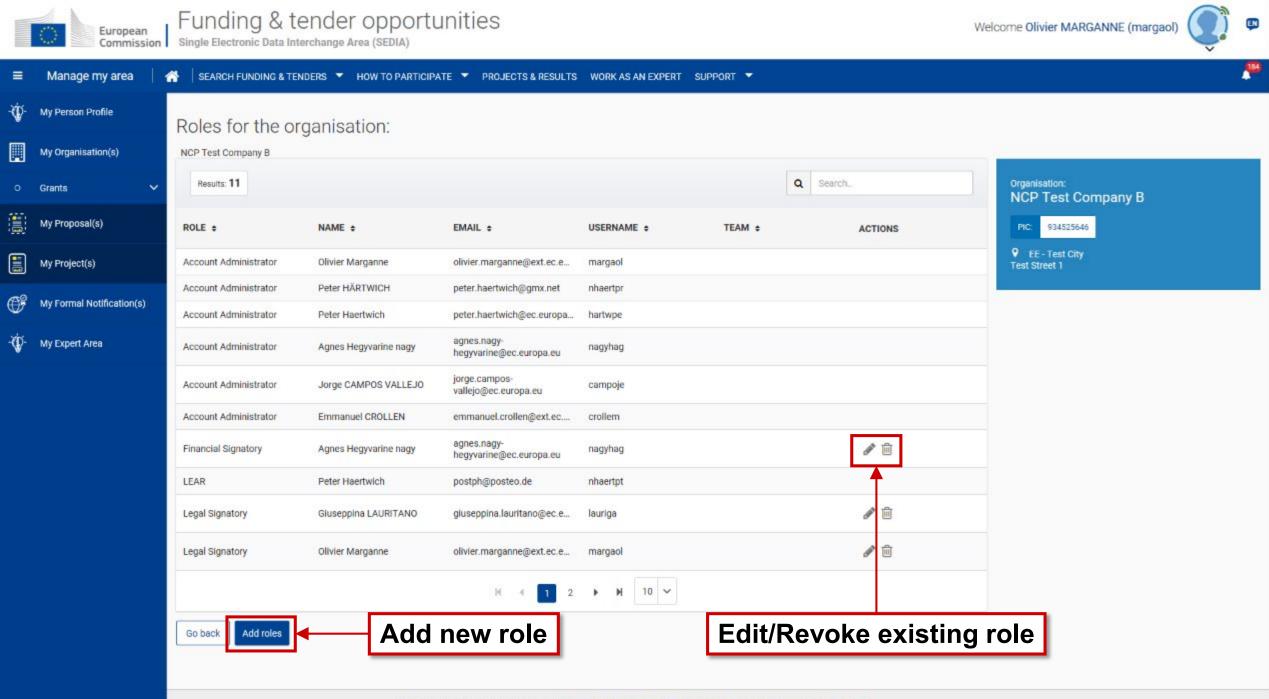


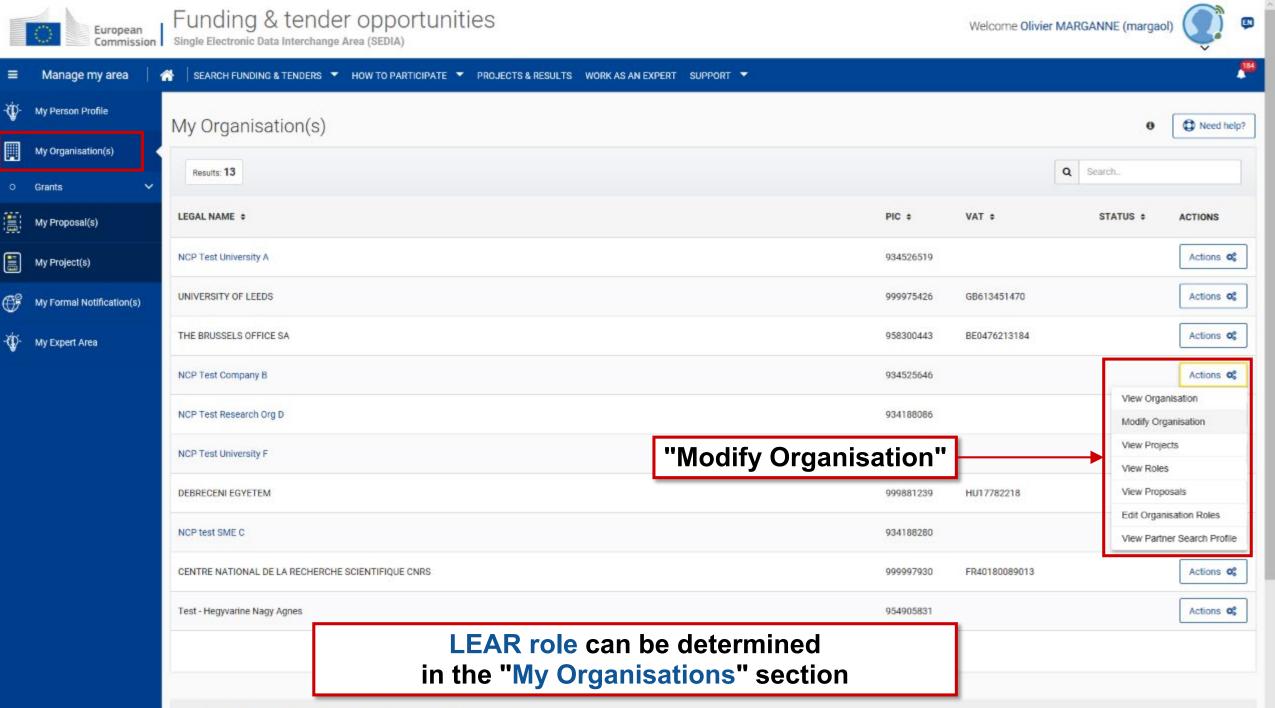
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|-----------------------------|---------------------------|---------------------------------------|------------|--------|---------|-------------------------------------|
| ROLE \$ | NAME + | EMAIL \$ | USERNAME + | TEAM ÷ | ACTIONS | PIC: 934525646 |
| Coordinator Contact | Leonardo Paoli | leonardo.paoli@ec.europa.e u | paolile | | Ē | EE - Test City Test Street 1 |
| Coordinator Contact | Peter HAERTWICH | peter.haertwich@ec.europa.e u | hartwpe | | ti i | |
| Coordinator Contact | Noemi Horvath | noemi.horvath@ext.ec.europ a.eu | horvano | | ŵ | |
| Coordinator Contact | Olivier MARGANNE | olivier.marganne@ext.ec.eur opa.eu | margaol | | Ū | |
| Coordinator Contact | Emmanuel CROLLEN | emmanuel.crollen@ext.ec.eu ropa.eu | crollem | | Ū | |
| Primary Coordinator Contact | Piret NOUKAS | piret.noukas@ec.europa.eu | noukapi | | | |
| Project Legal Signatory | Emmanuel CROLLEN | emmanuel.crollen@ext.ec.eu ropa.eu | crollem | | Ū | |
| | | H 4 🔳 | ▶ » 10 v | | | |
| Go back Add roles E | Enable Lear Access Disabl | e Lear Access | | | | |



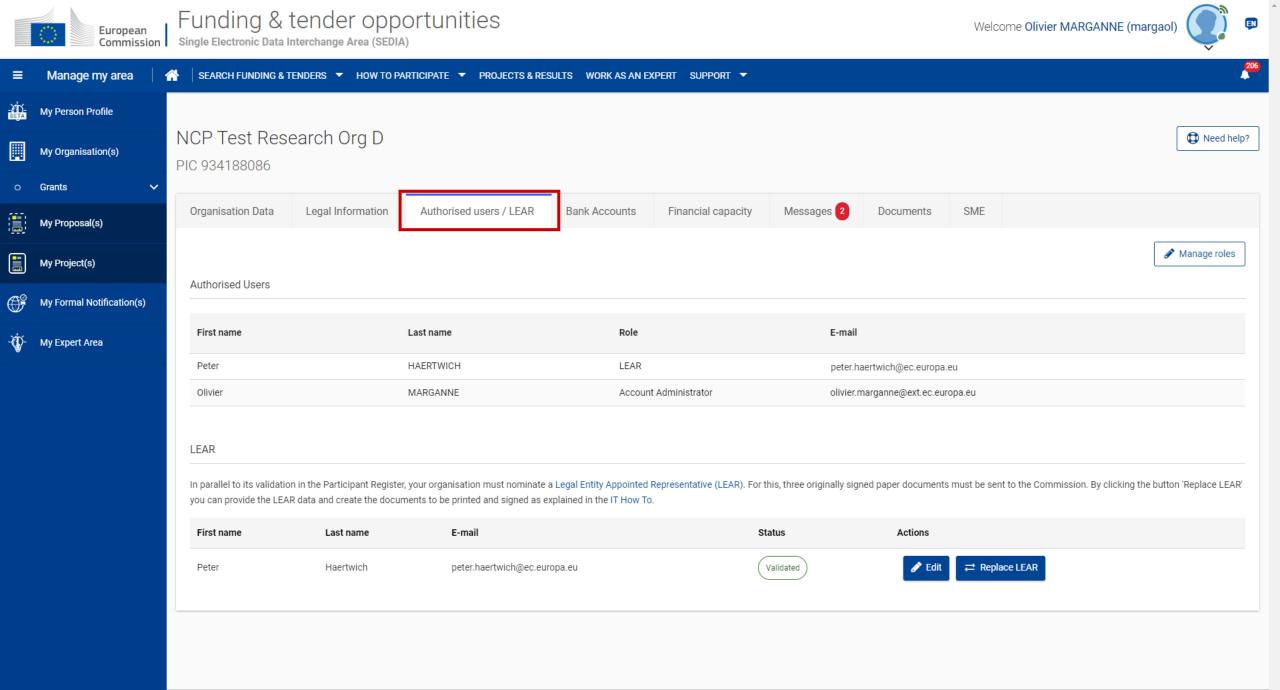
Do you want to continue the registration of your organisation to receive a PIC?



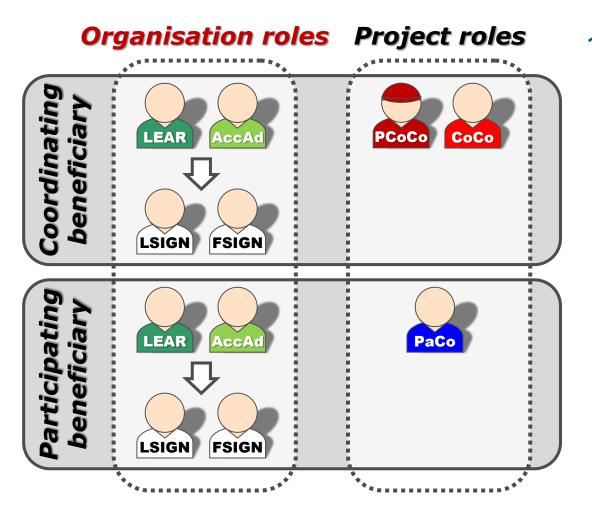




Do you want to continue the registration of your organisation to receive a PIC?



The nomination process: LSIGN/FSIGN



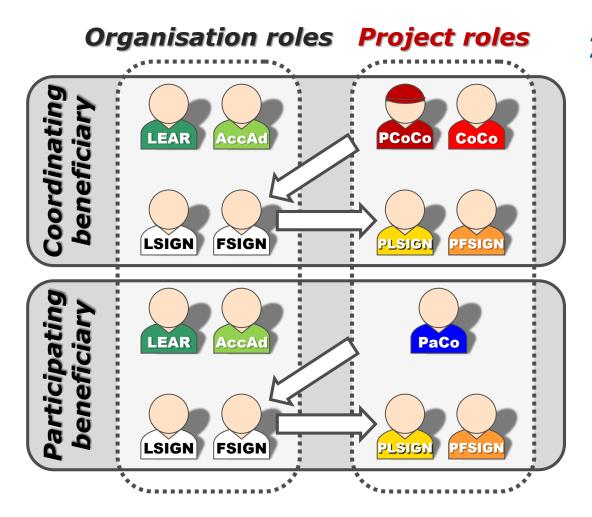
1. The LEAR (or Account Administrators) nominate as many LSIGNs / FSIGNs as they want.

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.



The nomination process: LSIGN/FSIGN



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.



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

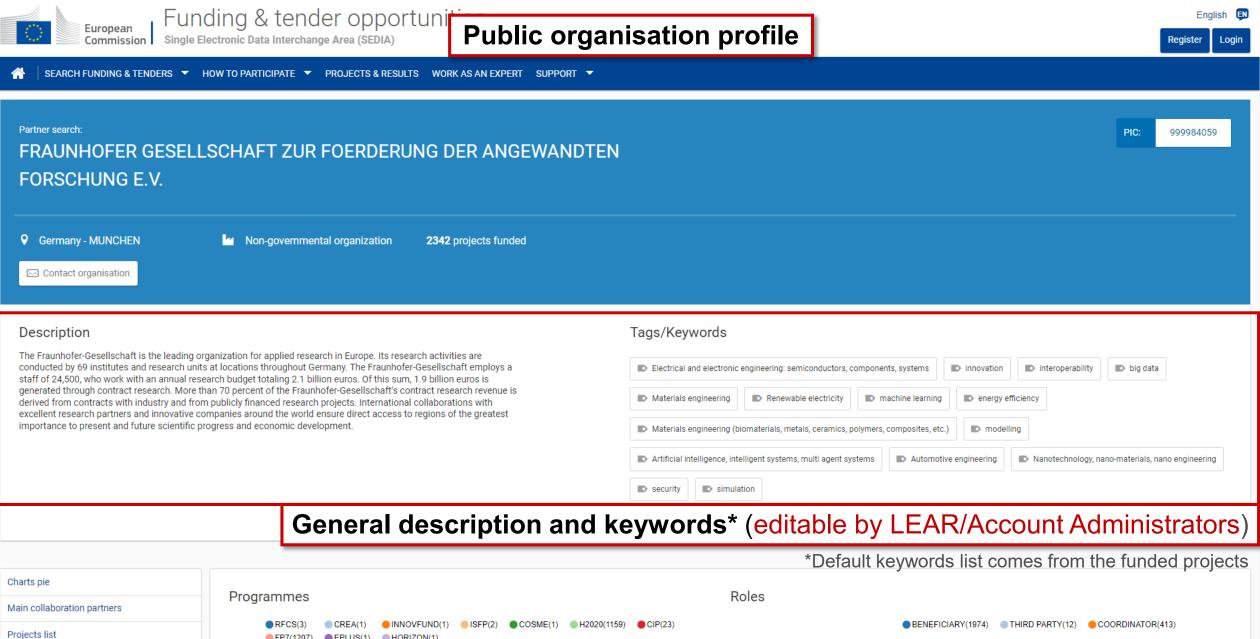
• The digital signature mechanism, using a **public-private key pair mechanism**, uniquely binds the eReceipt to the transaction and **ensures its full integrity**.

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.



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| Select a Programme | ORGANISATION NAME + | ORGANISATION TYPE + | ORGANISATION STATUS ÷ | COUNTRY + | CITY ¢ | #PROJECTS 🖵 |
| Search by Organisation details | FRAUNHOFER GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V. | Non-governmental organization | VALIDATED | Germany | MUNCHEN | 2342 |
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| Organisation type | STIFTELSEN FRAUNHOFER- CHALMERS CENTRUM FOR INDUSTRIMATEMATIK | Small or medium-size enterprise | VALIDATED | Sweden | GOETEBORG | 5 |
| - • | ASSOCIACAO FRAUNHOFER PORTUGAL RESEARCH | Research Organisation | VALIDATED | Portugal | PORTO | 4 |
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Published partner searches

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| Main collaboration partners | | | | | |
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| | "2nd Generation Active Wing" – Active Flow- Loads & Noise control on next generation wing | AFLoNext | FP7 | 604013 | Sector Contact project |
| | "MFC4Sludge": Microbial fuel cell technologies for combined wastewater sludge treatment and energy production | MFC4Sludge | FP7 | 605893 | 🖂 Contact project |
| | "Nanocomposite for building constructions and civil infraestructures: European network pilot production line to promote industrial application cases." | NANOLEAP | H2020 | 646397 | ☑ Contact project |
| | 20 percent efficiency on less than 100 μm thick industrially feasible c-Si solar cells | 20plµs | FP7 | 256695 | S Contact project |
| | 20-20 3D Media: Spatial Sound and Vision | 20-20 3D Media | FP7 | 215475 | Sector Contact project |
| | 3D BIOPRINTED PERSONALISED SCAFFOLDS FOR TISSUE REGENERATION OF ANKLE JOINT | TRiAnkle | H2020 | 952981 | S Contact project |
| | 3D Photonic integration platform based on multilayer PolyBoard and TriPleX technology for optical switching and remote sensing and ranging applications | 3PEAT | H2020 | 780502 | Sector Contact project |
| | | | List of project | cts in which the o | rganisation took part |

Published partner searches



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Welcome Olivier MARGANNE (margaol)



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Manage my area SEARCH FUNDING & TENDERS 🔻 HOW TO PARTICIPATE 👻 PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT 💌

My Person Profile My Organisation(s) My Proposal(s) My Project(s)

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- My Expert Area

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| y Name: | Olivier MARGANNE | |
| y Email: | Olivier.MARGANNE@ext.ec.europa.eu | |
| iject. More information on re ease answer below: | the individuals who have the Participant Contact role (or Coordinator Contact role if the above organisation is the coordinating organisation roles management. |) in the above |
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Spam/phishing: what to do?

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

- 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:

- 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 <u>https://ec.europa.eu/info/funding-</u> <u>tenders/opportunities/portal/</u> as the starting point and the page links where you introduce the personal and financial data start with <u>https://ec.europa.eu/research/</u>
- 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)

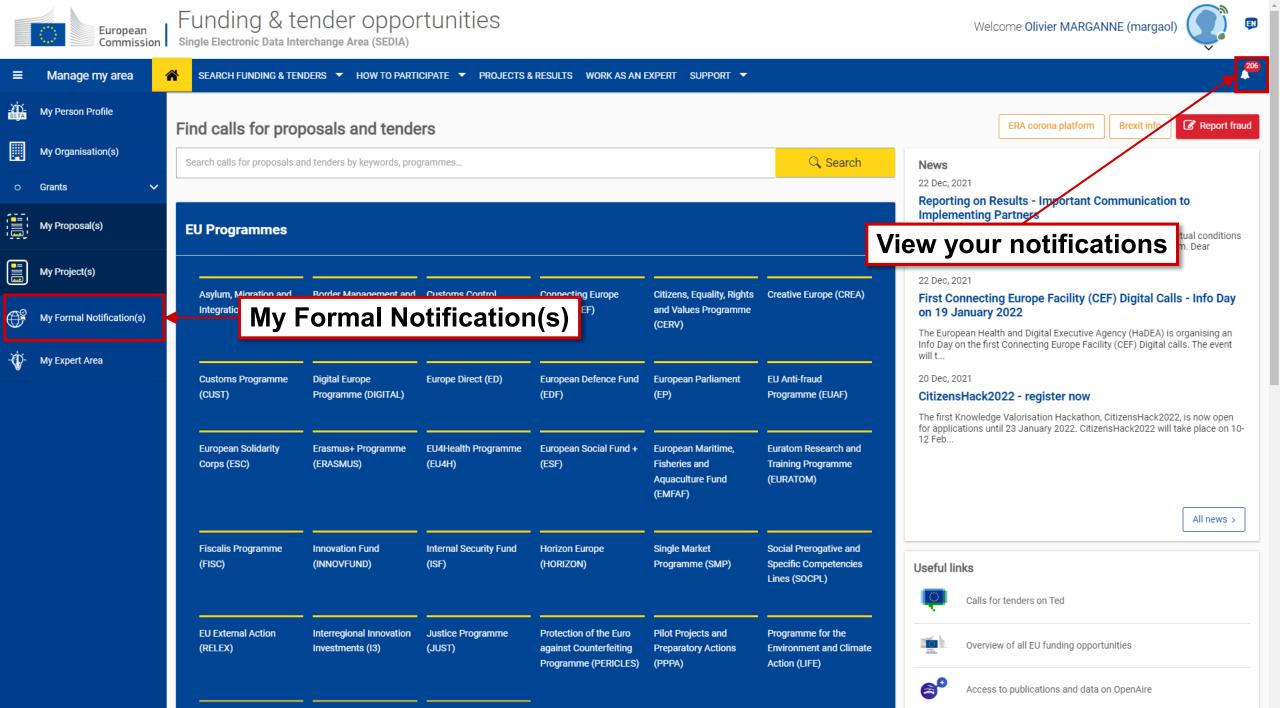
Examples: change of roles, forms ready to be signed, availability of e-receipts, etc.



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

Examples: termination of a grant, etc.





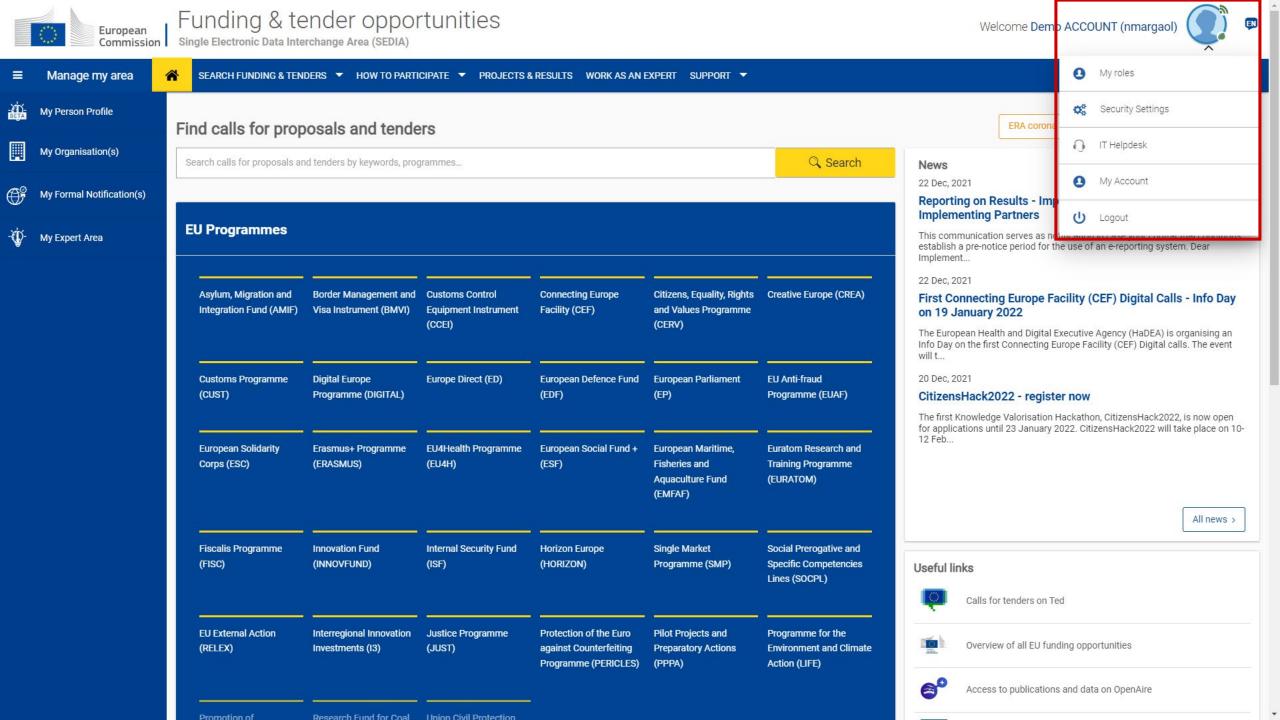
Promotion of Research Fund for Coal Union Civil Protection

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My Account

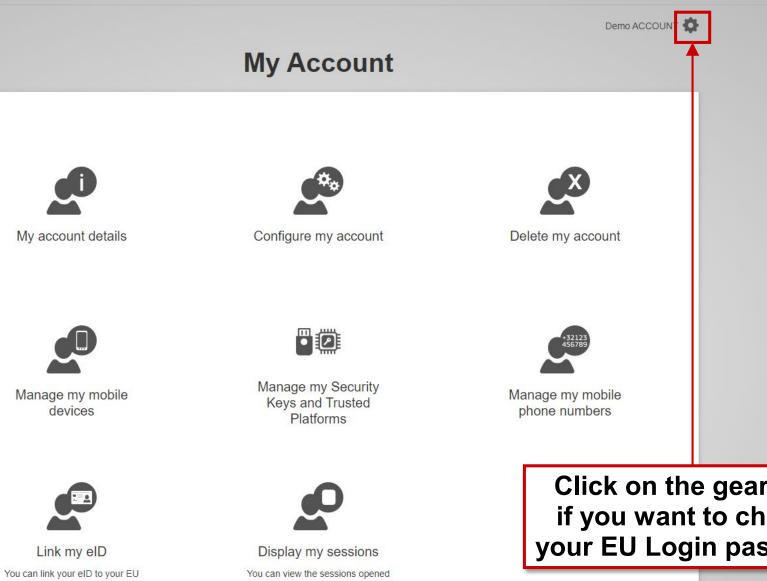
- My roles: list of all the roles linked to the EU Login account
- Security Settings: you can activate the 2-step verification by registering your mobile device
- IT Helpdesk
- My Account: information about your EU Login account
- Logout





| | European Commission | Funding & tender opp Single Electronic Data Interchange Area (SEDI | | | Welcon | me Olivier MARGANNE (margaol) |
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| -XI- BETA | My Person Profile | My Role(s) | | | | Deed help? |
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Login account.

for visited applications.

Click on the gear icon if you want to change your EU Login password

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• Guidance & Manuals

| European Commission Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA) | |
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| SEARCH FUNDING & TENDERS 🔻 HOW TO PARTICIPATE 👻 PROJECTS & RESULTS WORK AS AN EXPERT | SUPPORT 🔻 |
| Find calls for proposals and tenders | Support overview Guidance & Manuals |
| Search calls for proposals and tenders by keywords, programmes | FAQ Q Search Helpdesk & Support Services |

- 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

