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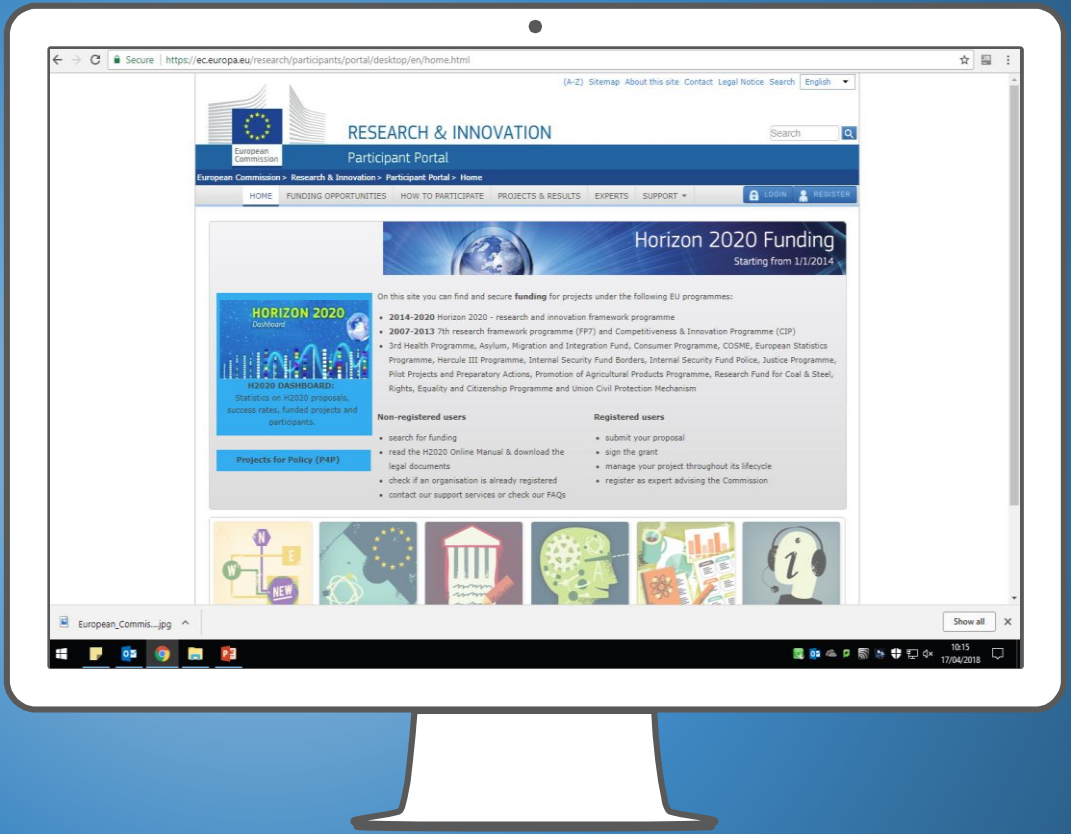
The Participant Portal at a glance (pre-award phase)



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What is the participant portal?

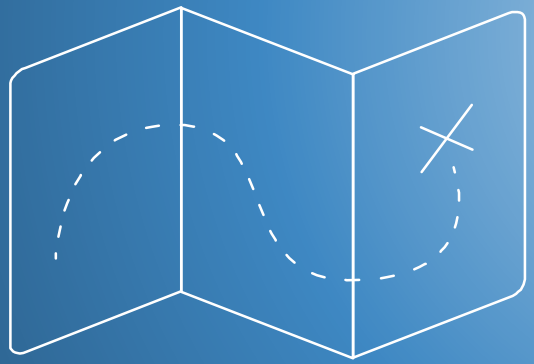
The H2020 participant portal is the unique interface that people have with the European Commission when dealing with H2020 projects. This portal concerns:

- Project managers
- Principal investigators
- Partners and persons looking for potential partners for their project
- Experts to the European Commission

The participant portal can be found here:

https://ec.europa.eu/research/participants/portal/desktop/en/home.html

The participant portal at a glance



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- Intro • What can I do on the participant portal?
- 1 • How to find a call for proposals?
- 2 • How to find the reference documents?
- 3 • How to find partners for my project?
- 4 • How to write my proposal?
- 5 • How to submit my application?
- 6 • Utilities

What can I do on the participant portal?

?

European Commission

Which European programmes are covered?

- Horizon 2020
- Cosme
- Consumer Programme
- 3rd Health Programme
- Research Fund for Coal and Steel
- Promotion of Agricultural Products
- Rights, Equality and Citizenship Programme

Which European programmes are covered?

- Internal Security Fund – Police
- Internal Security Fund – Borders
- Asylum, Migration and Integration Fund
- Union Civil Protection Mechanism
- Pilot Projects and Preparatory Actions
- Hercule III Programme
- European Statistics Programme

What are the possibilities offered by the portal?

Non registered users	Registered users
✓ Search for funding and calls for projects ✓ Have access to the reference documents (H2020 online manual and legal documents) ✓ Find partners ✓ Find information and statistics for the preparation of your proposal ✓ Contact support services or access FAQs	✓ Submit your application ✓ Manage your project ✓ Sign the Grant ✓ Register as expert advising the Commission ✓ Register your organisation

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Login or register

Login or register

There are 2 kinds of registration:

- **The institutional registration** : There can only be one per institution and it provides a unique code called the PIC code. PIC stands for Participant Identification Code.
  The UA PIC number is:

  999865331

- **The individual registration** : This is the registration that researchers are required to do in order to prepare and submit their proposal preparation.

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Organisational roles

While preparing your proposal, you may encounter these denominations. Here is the meaning of each of them as well as the corresponding person at UA.

LEAR (Legal Entity Appointed Representative)

Represents the organisation independently from any specific project being responsible for the organisation's basic legal and financial data in the portal

- Luísa Sal (GAI)

Account Administrator

Supports the LEAR in carrying out the data administration

- GAI team

Financial Statement Authorised Signatory (FSIGN)

Is entitled to sign and submit the financial statement, either for the entire organisation or a certain project

- Professors Artur Manuel Soares da Silva & Jorge Adelino Rodrigues da Costa (Vice-Rectors)

Legal Signatory (LSIGN)

The Legal Signatories are appointed by the LEAR and sign grant agreements, amendments and declarations of honour in H2020 projects

- Professors Artur Manuel Soares da Silva & Jorge Adelino Rodrigues da Costa (Vice-Rectors)

Individual registration

(A-Z) Sitemap About this site Contact Legal Notice Search English

European Commission

RESEARCH & INNOVATION

Search

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | PROJECTS & RESULTS | EXPERTS | SUPPORT | LOGIN | REGISTER

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- 3rd Health Programme, Asylum, Migration and Integration Fund, Consumer Programme, COSME, European Statistics Programme, Hercule III Programme, Internal Security Fund Borders, Internal Security Fund Police, Justice Programme, Pilot Projects and Preparatory Actions, Promotion of Agricultural Products Programme, Research Fund for Coal & Steel, Rights, Equality and Citizenship Programme and Union Civil Protection Mechanism

HORIZON 2020 Dashboard

H2020 DASHBOARD:
Statistics on H2020 proposals, success rates, funded projects and participants.

Projects for Policy (P4P)

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

Create an account

Help for external users

First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en)

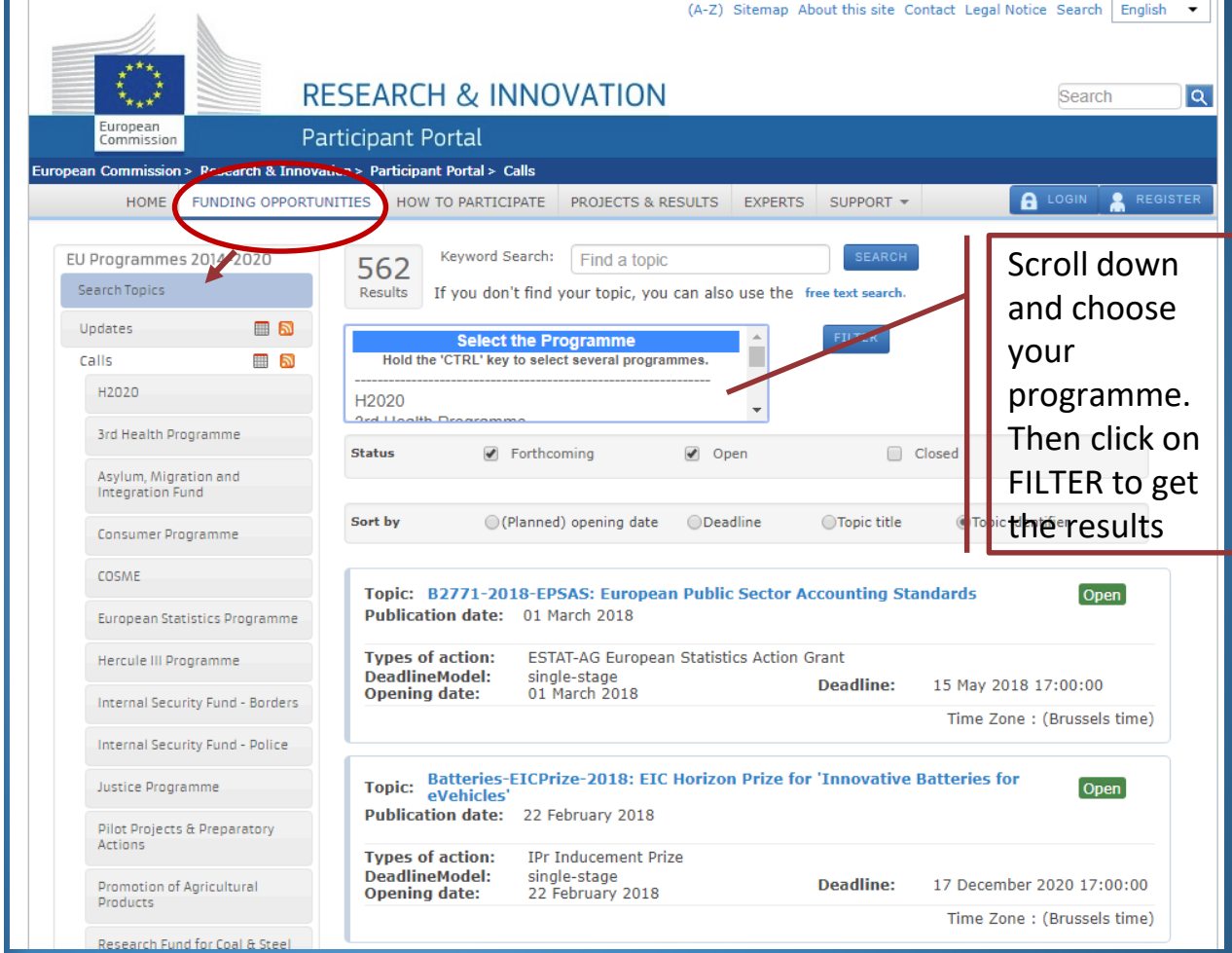
Enter the code

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

Create an account

1.

How to find a call for proposals?



Scroll down and choose your programme. Then click on FILTER to get the results

To follow: Focus on the structure of a call

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Structure of H2020

Excellent Science	Industrial Leadership	Societal Challenges
•European Research Council (ERC) •Future Emerging Technology (FET) •Marie-Sklodowska Curie Actions (MSCA) •European Research Infrastructures	•Enabling and Industrial Technologies •´Access to Risk Finance •Innovation in SMEs	•Health, Demographic Change and Wellbeing •Food Security, Sustainable Agriculture... •Secure, Clean and Efficient Energy •Smart, Green and INtegrated Transport •Climate Action, Resource Efficiency and Raw materials •Inclusive, Innovative and Reflective Societies •Secures Societies

European Institute of Innovation & Technology (EIT) – Joint Research Centres (JRC) - Spreading Excellence and Widening Participation – Science with and for Society

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Focus on the structure of a call

This call is taken from the Work Programme to make its reading easier

Horizon 2020 - Work Programme 2018-2020
Future and Emerging Technologies

FETOPEN-01-2018-2019-2020: FET-Open Challenging Current Thinking

Title + reference of the call

Specific Challenge: to lay the foundations for **radically new future technologies** of any kind from visionary interdisciplinary collaborations that dissolve the traditional boundaries between sciences and disciplines, including the social sciences and humanities. This topic also encourages the driving role of new actors in research and innovation, including excellent young researchers, ambitious high-tech SMEs and first-time participants to FET under Horizon 2020 from across Europe.

Description of the challenge to tackle

Scope: proposals are sought for cutting-edge **high-risk / high-impact interdisciplinary research with all of the following essential characteristics** ("FET gatekeepers"):

- **Radical vision**: the project must address a clear and radical vision, enabled by a new technology concept that challenges current paradigms. In particular, research to advance on the roadmap of a well-established technological paradigm, even if high-risk, will not be funded.
- **Breakthrough technological target**: the project must target a novel and ambitious science-to-technology breakthrough as a first proof of concept for its vision. In particular, blue-sky exploratory research without a clear technological objective will not be funded.
- **Ambitious interdisciplinary research** for achieving the technological breakthrough and that opens up new areas of investigation. In particular, projects with only low-risk incremental research, even if interdisciplinary, will not be funded.

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Focus on the structure of a call

The inherently high risks of the research proposed shall be mitigated by a flexible methodology to deal with the considerable science-and-technology uncertainties and for choosing alternative directions and options.

Recommendations

The Commission considers that proposals requesting a contribution from the EU of up to EUR 3 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

Budget

Expected Impact:

- Scientific and technological contributions to the foundation of a new future technology
- Potential for future social or economic impact or market creation.
- Building leading research and innovation capacity across Europe by involvement of key actors that can make a difference in the future, for example excellent young researchers, ambitious high-tech SMEs or first-time participants to FET under Horizon 2020[4].

Impact !!!

Type of Action: Research and Innovation action

Type of action

Focus on the structure of a call

What are the different types of actions?

RIA (Research and Innovation Actions): Funding for research projects tackling clearly defined challenges, which can lead to the development of new knowledge or a new technology.

CSA (Coordination and Support Actions): Funding that covers the coordination and networking of research and innovation projects, programmes and policies. Funding for research and innovation per se is covered elsewhere.

IA (Innovation Actions): Funding is more focused on closer-to-the-market activities. For example, prototyping, testing, demonstrating, piloting, scaling-up etc. if they aim at producing new or improved products or services.

MSCA (Marie Sklodowska-Curie Actions) : Funding for international research fellowships in the public or private sector, research training, staff exchanges.

SME instrument: This instrument is aimed at highly innovative SMEs with the ambition to develop their growth potential.

Fast track to innovation: Continuously open, innovator-driven calls that target innovation projects addressing any technology or societal challenge field.

Focus on the structure of a call

This TRL classification is applied in several funding programmes and may determine whether your Project idea is ready to be submitted or to be further developed until the next “phase"

Some calls mention the TRL (Technology Readiness Level) in the expected impacts which corresponds to the following scale:

TRL 1 – basic principles observed

TRL 2 – technology concept formulated

TRL 3 – experimental proof of concept

TRL 4 – technology validated in lab

TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 7 – system prototype demonstration in operational environment

TRL 8 – system complete and qualified

TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

2.

How to find the reference documents?

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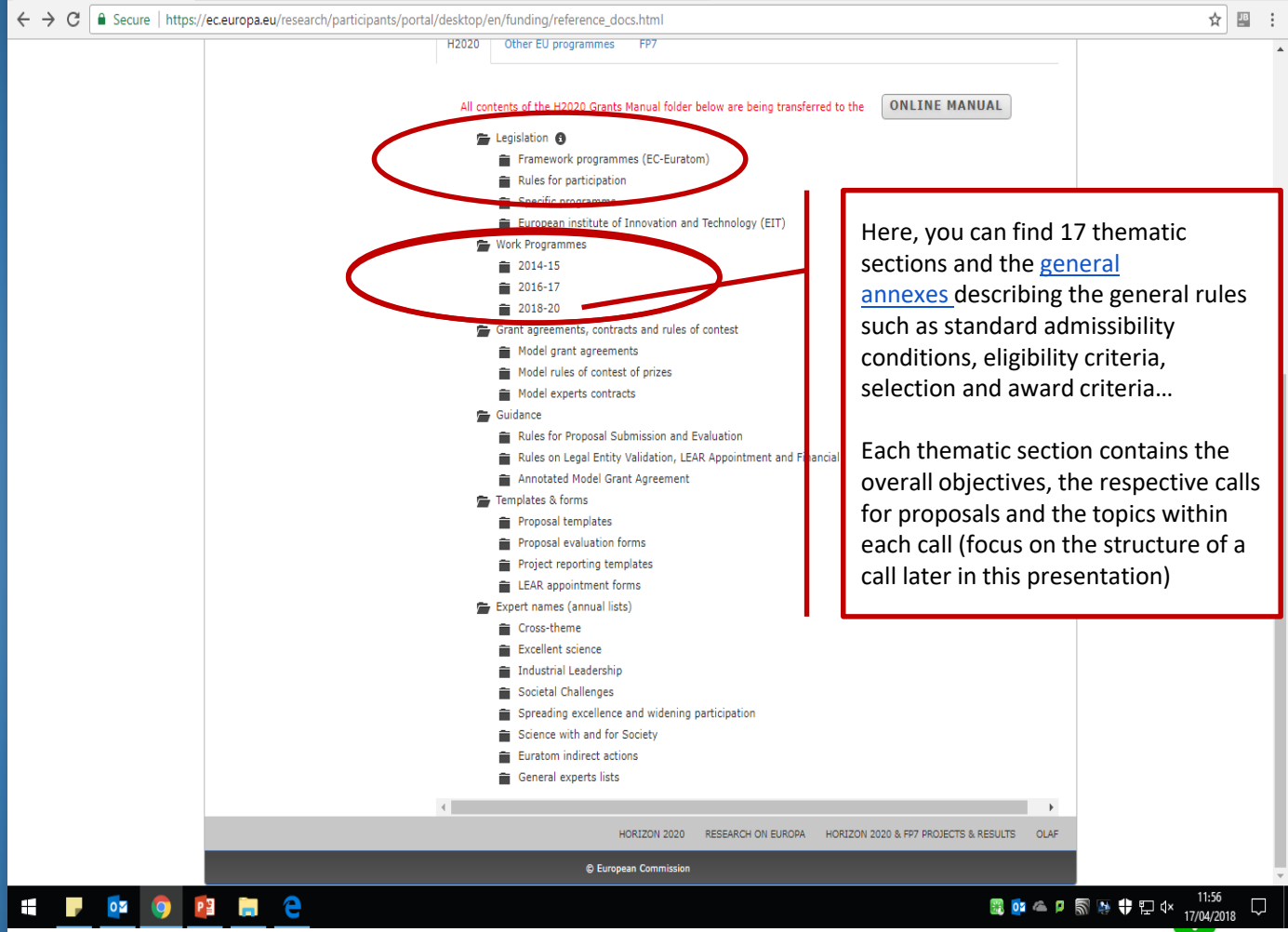
In this section, you can find the legal framework and the work programmes …



Here, you can find 17 thematic sections and the general annexes describing the general rules such as standard admissibility conditions, eligibility criteria, selection and award criteria…

Each thematic section contains the overall objectives, the respective calls for proposals and the topics within each call (focus on the structure of a call later in this presentation)

…but also useful templates and models

In this section, you can find the legal framework and the work programmes …

- Work Programmes
  - 2014-15
  - 2016-17
  - 2018-20
    - Main WP
      - 1. Introduction 2018-20
      - 2. Future and Emerging Technologies (FETs) 2018-20
      - 3. Marie Sklodowska-Curie actions (MSCA) 2018-20
      - 4. Research infrastructures (including e-Infrastructures) 2018-20
      - 5. Introduction to Leadership in enabling and industrial technologies (LEITs) 2018-20
      - 5i. Information and communication technologies (ICT) 2018-20
      - 5ii. Nanotechnologies, advanced materials, advanced manufacturing and processing, biotechnology 2018-20
      - 5iii. Space 2018-20
      - 6. Access to risk finance 2018-20
      - 7. Innovation in SMEs 2018-20
      - 8. Health, demographic change and well-being 2018-20
      - 9. Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy 2018-20
      - 10. Secure, clean and efficient energy 2018-20
      - 11. Smart, green and integrated transport 2018-20
      - 12. Climate action, environment, resource efficiency and raw materials 2018-20
      - 13. Europe in a changing world - inclusive, innovative and reflective societies 2018-20
      - 14. Secure societies – protecting freedom and security of Europe and its citizens 2018-20
      - 15. Spreading excellence and widening participation 2018-20
      - 16. Science with and for society 2018-20
      - 17. European Innovation Council (EIC) 2018-20
      - 18. Dissemination, Exploitation and Evaluation 2018-20

3.

How to find partners for my project?

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… with the portal

https://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner_search.html

Partner Search

HOW TO

Find partners for your project ideas among the organisations registered in the portal Participant Register. 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. Search by call topics where organisations have participated or expressed interest in participating in the future.

WARNING: Any use of the Participant Portal for a commercial purpose is forbidden. Any misuse of the Participant Portal will lead to the refusal of access to the Participant Portal.

Involvement of the organisation in EU funded programmes

Keyword(s)

enter (a) keyword(s)

Topic

enter a Topic

Call

enter a Call

Organisation details

Organisation name

enter an organisation name

Organisation type

-

Country

-

In order to publish a notice here, you need to contact an account administrator (GAI) who will do it on behalf of the university

… with the GAI support

- ✓ GAI regularly disseminates information when an external institution is looking for partners who fit with the UA research profile.

- ✓ You can also contact GAI that can put you on the track to find the right partners.

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4.

How do I write my proposal?

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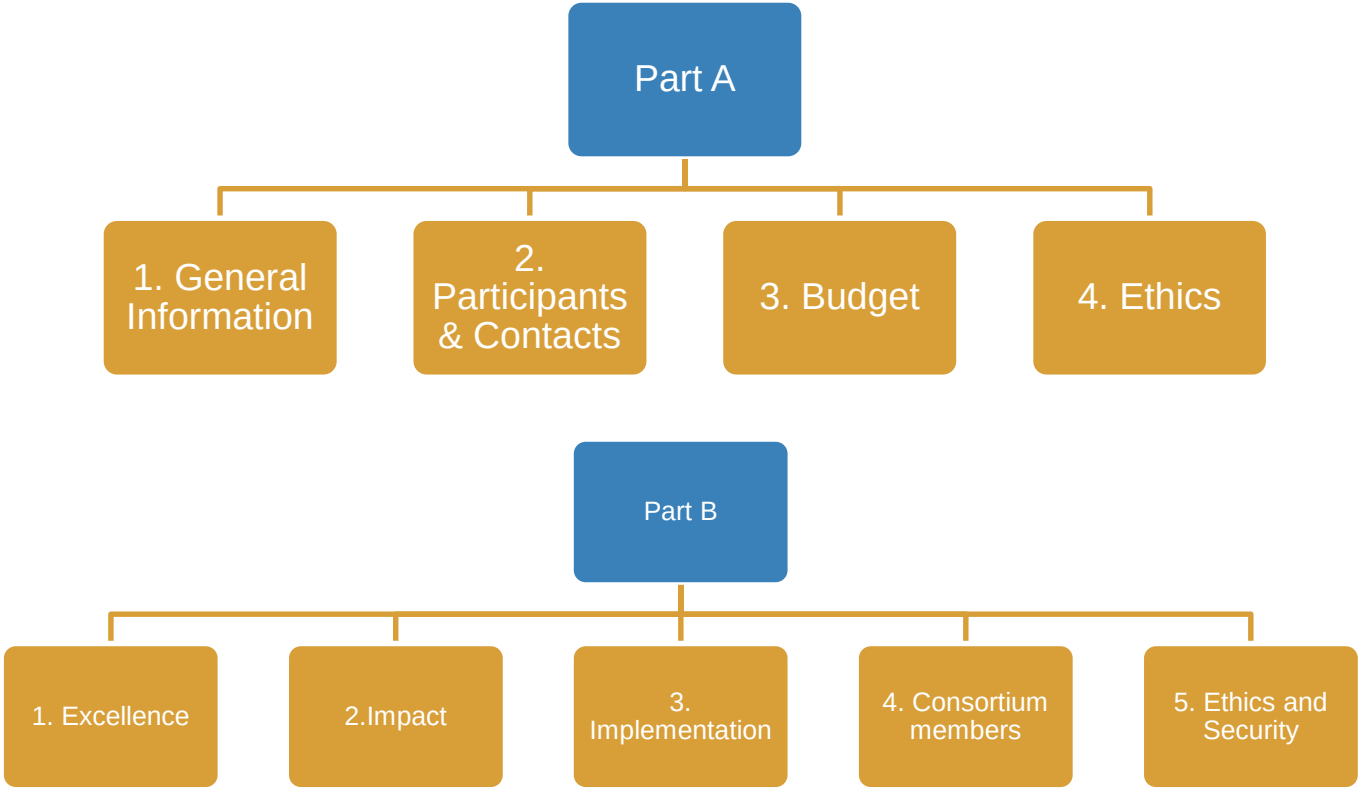
Some tips to write your proposal (Focus on PART B)

Part A: administrative and financial aspect
Part B: scientific aspect



Some tips to write your proposal (PART B)

Excellence

- **Description of the heart of the scientific matter**: What are the objectives? What progress compared to the state-of-the-art?

- You should always keep in mind that your project is **an answer to an issue described in the work programme**. In this respect, it is important to highlight how your project fits with the programme's expectations.

- **Use facts, figures and easily verifiable data**. You need to give **SMART** objectives (Specific, Measurable, Achievable, Relevant, Time limited). Eurostat can also be used (http://ec.europa.eu/eurostat/)

- Get acquainted with the call's vocabulary and re-use it in your proposal

Some tips to write your proposal

Impact

- Description of the impact on several domains: EU policies, environment, social, economic, scientific, local, international, european… And the most important : **HOW DOES YOUR PROJECT REACH THE EXPECTED IMPACTS DESCRIBED IN THE CALL?**
- **Integrate your project within the european policies** for research, use references to the EU literature (reports, booklets…)
- **The results' dissemination part is very important**. It is strongly advised to dedicate a Work Package for "Dissemination and Exploitation"
- Do not forget to write about your communication strategy (intern and extern)
- It is better to dedicate a whole section to exploitation results and another one to the dissemination of results
- Please note that it is an H2020 requirement to provide access to your scientific publications and bibliographical data in **Open Access and Open Data** (More information here and in the next presentation)

Some tips to write your proposal

Implementation

- **Identify Work Packages**: separate the work into packages that you attribute to the partners in the project
- **Define deliverables**: what will your project produce? It must be measurable and tangible
- **Define milestones**: they are pivotal moments in your project that enable to state the progress of the project and get your partners' feedback in order to stay on course or to re-orientate your project's plan of implementation.
- To help your reader understand the process, you can use diagrams and especially the **Gantt diagram** to sumarize your implementation plan
- Here are two useful free project management's softwares to help you: https://trello.com/ & https://elegantt.com/
- Define the governance structure and justify

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Some tips to write your proposal

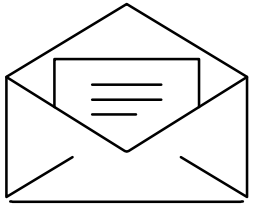
Consortium members

- Describe your partners in terms of scientific and technique competences, key activities and potential. Give the contact person for each partner, the specific equipment they have…
- A good partnership has participants from varied countries in Europe and from diverse entities.
- **You can find partners thanks to the participant portal but you can also ask the Research Support Office if you are interested in a particular topic.**

NB: In case you answered YES to one question during the self-assessment for ethical issues (in part A), you will have to explain the provisions made to respect the legislation

5.

How to submit my application?



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Follow these steps

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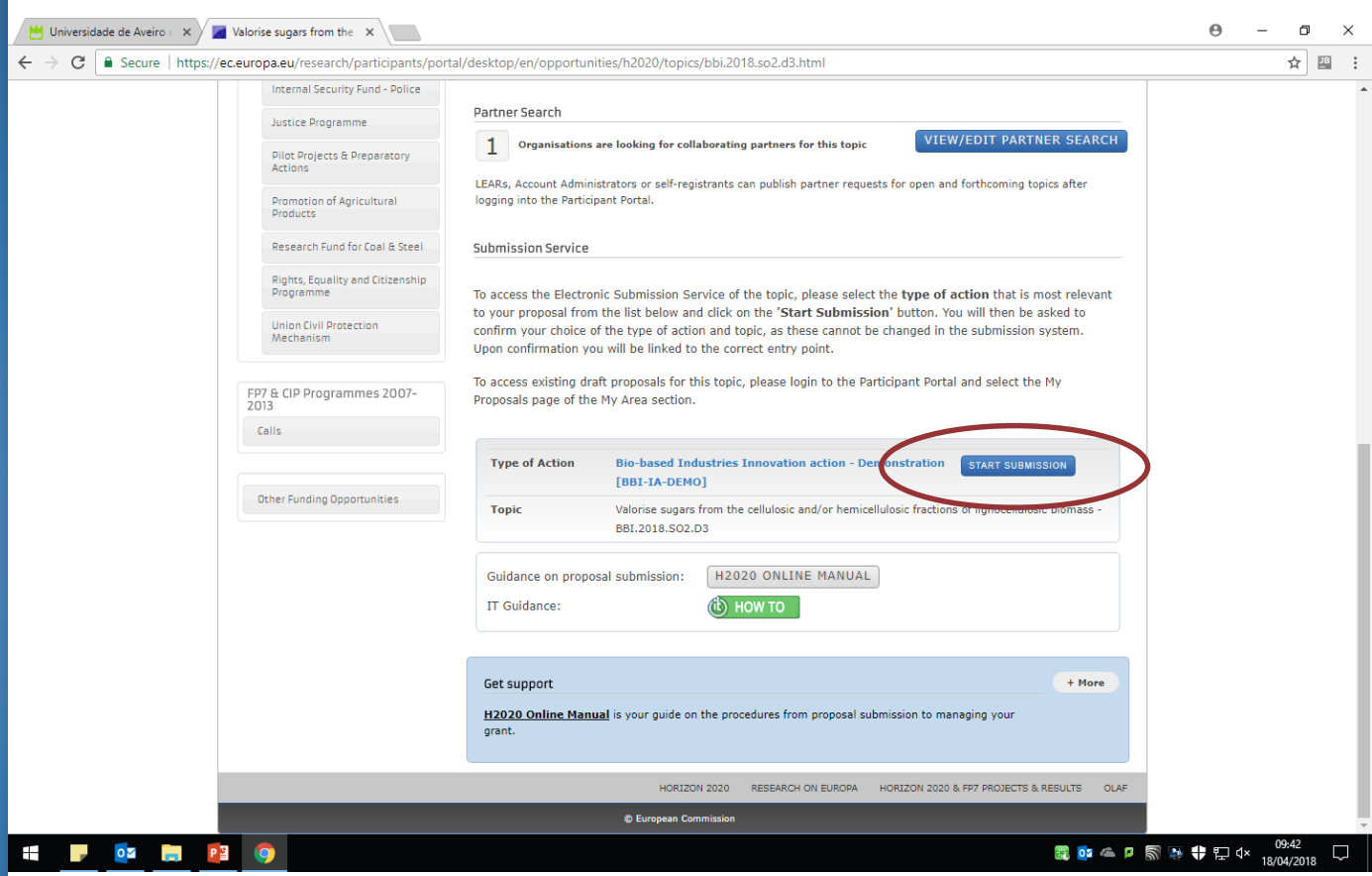
Login or register

Go on your call's page



Once you chose a call, choose your topic and click on "start submission"

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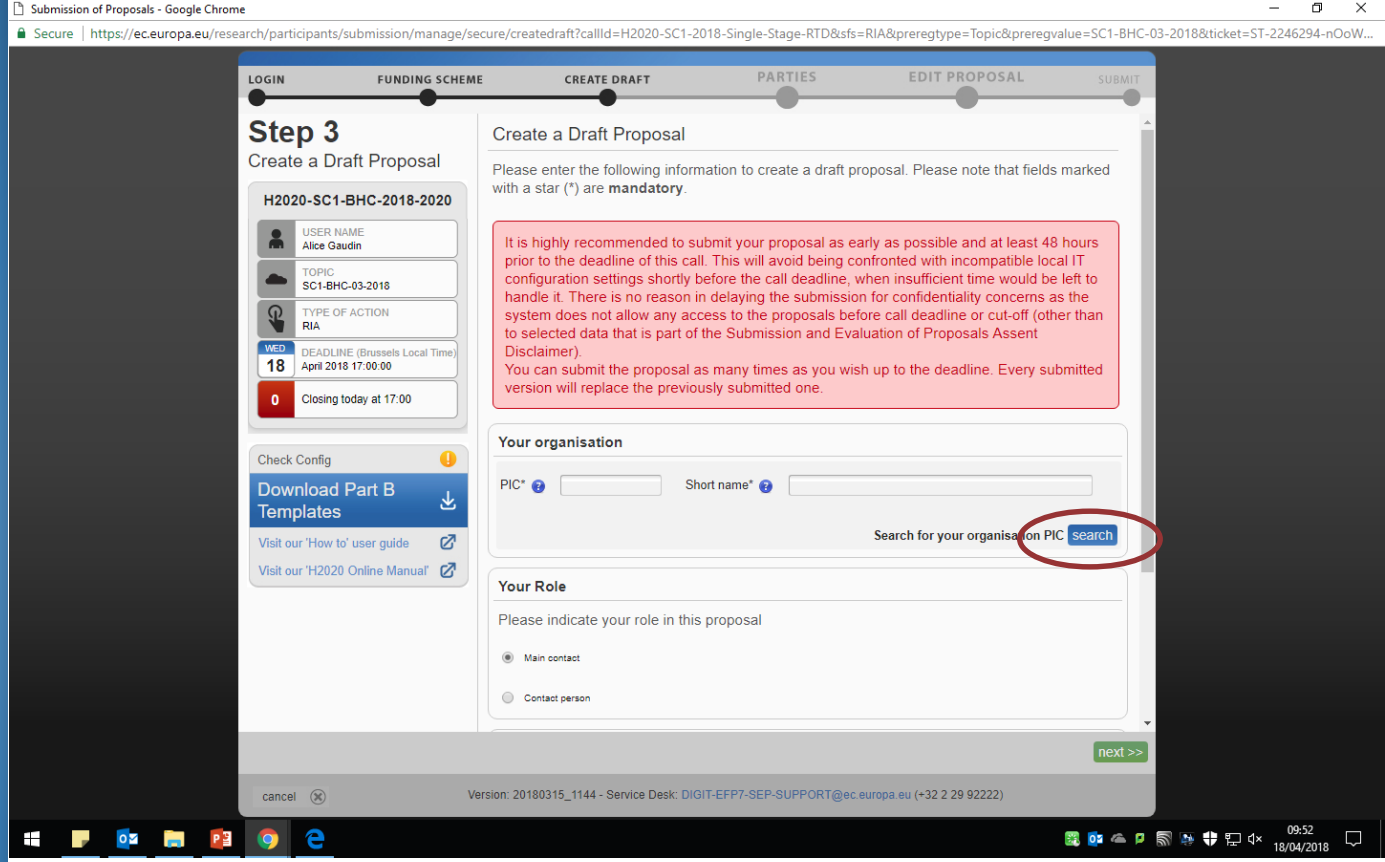
Create your draft

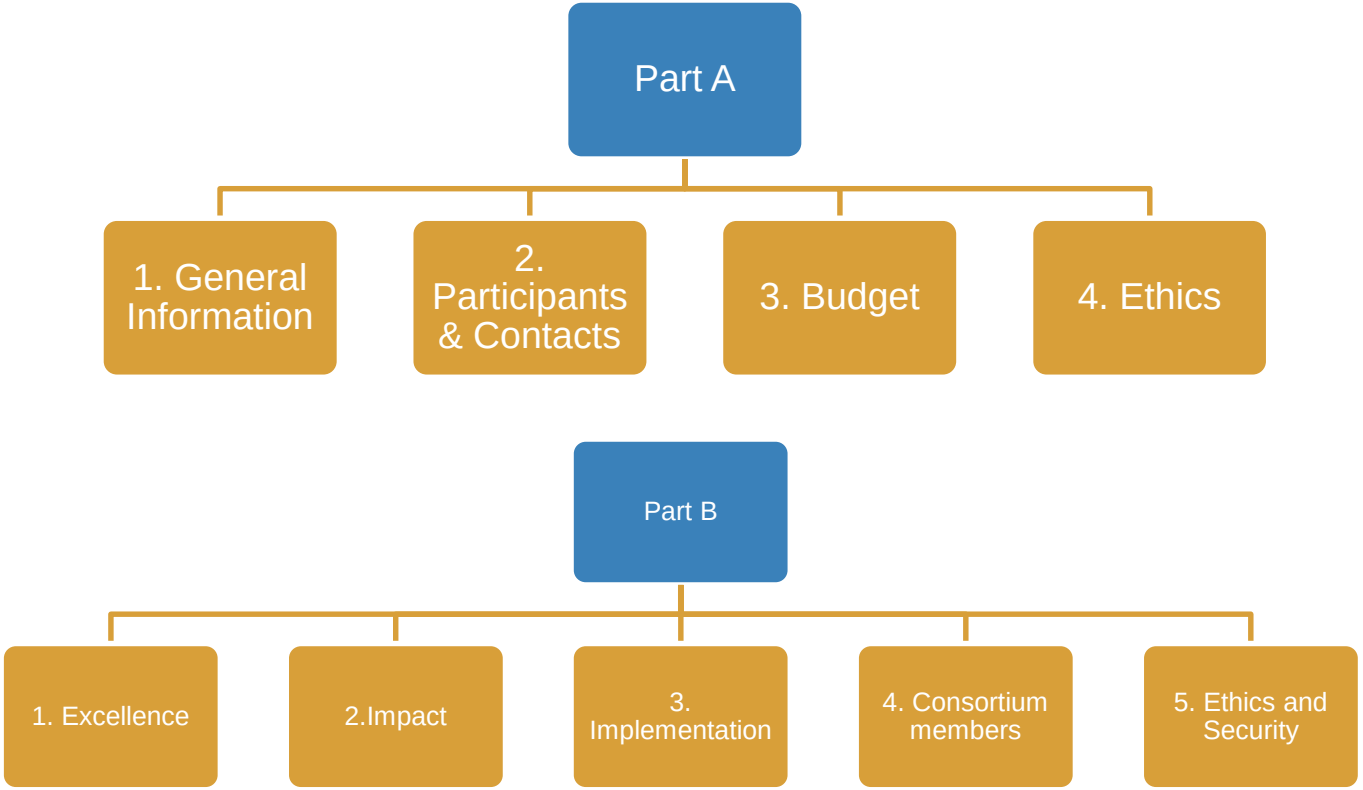


On this first page, you will need to enter the PIC Code and the short name of your organisation. If you don't know it, click on search and look for "Aveiro"

AVEIRO PIC NUMBER : 999865331

A reminder on the structure of the application

Part A: administrative and financial aspect
Part B: scientific aspect



A quick reminder on the budget (PART A)

Do not forget that your budget needs to be validated by GAI before you submit it !!!

3 - Budget for the proposal

(I) Reimbursement rate (%)

The reimbursement rate is defined in the work programme and cannot be modified.
For research and innovation actions, the reimbursement rate is up to 100%. Only the following types of organisations are eligible for funding: small and medium-sized enterprises; secondary and higher education establishments; non-profit legal entities, including those carrying out research or technological development as one of their main objectives; the Joint Research Centre; international European interest organisations. These types of organisation should thus select 100% from the drop down menu. Large industries (non-SMEs) are not eligible for funding under the Research and Innovation action; as such they should select 0% funding rate from the drop down menu.

This tool tip is designed to help you fill in the budget table in the proposal submission forms. It does not replace the relevant legal basis and documentation (Financial Regulation, Rules for Participation, Model Grant Agreement) which must be consulted in case of doubt.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of Inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F+G)	(I) Reimburse-ment rate (%)	(J) Max. grant / € (=H*I)	(K) Requested grant / €
UNITO	IT	0	0	0	0	0	0	0	0	1	0	0
Total		0	0	0	0	0	0	0	0	0 100	0	0

LOGIN | FUNDING SCHEME | CREATE DRAFT | PARTIES | EDIT PROPOSAL | SUBMIT

Step 5
Edit Proposal

H2020-BBI-PPP-2015-1-1

USER NAME

TOPIC

TYPE OF ACTION

ACRONYM

DRAFT ID | SEP-210288567

TUE 15 SUBMISSION DEADLINE September 2015 17:00:00 CET

90 days left until closure

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online 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 technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	upload
Optional annex : Ethics - Supporting Document(s)	upload

Upload Part B

<< Step 4 - Parties | validate | submit

Templates to prepare PART B

Remember that all the templates are available in How to participate>Reference Documents

- Templates & forms
  - LEAR appointment forms
  - Proposal templates
    - 2014-15
    - 2016-17
    - 2018-20
      - Standard proposal template RIA, IA
      - Standard proposal template CSA
      - Standard proposal template PCP
      - Standard proposal template PPI
      - Standard proposal template ERA-NET Cofund
      - Standard proposal template EJP
      - Standard proposal template SME-PHASE1
      - Standard proposal template SME-PHASE2
      - Standard proposal template FTI
      - MSCA standard proposal template MSCA-IF-EF/GF
      - MSCA standard proposal template MSCA-ITN-ETN/EID/EJD
      - MSCA standard proposal template MSCA-RISE
      - MSCA standard proposal template MSCA-COFUND-DP/FP
      - MSCA standard proposal template MSCA-NIGHT
      - ERC standard proposal template STG 2018
      - ERC standard proposal template CoG 2018
      - ERC standard proposal template SyG 2018

6.
Utilities

Tools to find relevant data

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DEMO How to find statistics?
https://ec.europa.eu/research/participants/portal/desktop/en/projectresults/index.html

DEMO Where can I find all the already approved projects?

https://cordis.europa.eu/projects/home_en.html

For further information or if you have difficulties during the writing of your proposal, feel free to contact the Research Support Office

Gabinete de Apoio à Investigação
Universidade de Aveiro
Campus Universitário de Santiago
3810 - 193 Aveiro, Portugal
http://www.ua.pt/research
Email: research@ua.pt

Luísa Fernandes Sal -
luisa.fernandes@ua.pt
Phone: (+351) 234370848, ext. 52113
Fax: (+351) 234370089

Tatiana Lima Costa -
tatiana.costa@ua.pt
Phone: (+351) 234247190
ext. 22016
Fax: (+351) 234370089

Vera Fernandes -
verafernandes@ua.pt
Phone: (+351) 234401571
ext. 22098
Fax: (+351) 234370089

Alice Gaudin –
alice.gaudin@ua.pt