Overview

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1. The Participant Portal: the overall source of information
The service of the Participant Portal

EU Login is NOT needed!

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

EU Login is needed!
Registered users
• Submit your proposal
• Sign the grant
• Manage your project throughout its lifecycle
• Register as expert advising the Commission

How to get access to the Participant Portal?

EU Login: how to register and log in?

2. Check your mailbox, a confirmation e-mail will arrive within a few minutes. This process must be completed within 90 minutes after the original request.

3. Following the confirmation you can SET YOUR PASSWORD and log in to the Portal. Important: EU Login credentials are strictly confidential!

2. Search for calls in the Participant Portal
How to search for calls in the Participant Portal

• The specific areas that will be funded are announced in the Work Programme through calls for proposals

• All calls can be found in the Participant Portal

• Each call gives you specific information on the questions that are to be addressed in a proposal

• Make sure your proposal fully fits the call description and topics within the Work Programme

How to search for calls in the Participant Portal

a) By area of interest
b) By keyword
c) By Horizon 2020 priority areas
a) By area of interest

Horizon 2020 basic website
https://ec.europa.eu/programmes/horizon2020/

Agriculture & Forestry | Aquatic Resources | Bio-based Industries
Biotechnology | Energy | Environment & Climate Action | Food & Healthy Diet
Funding Researchers | Health | ICT Research & Innovation
International Cooperation | Key Enabling Technologies | Partnerships with
Industry and Member States | Raw Materials | Research Infrastructures
Security | SMEs | Social Sciences & Humanities | Society | Space | Transport

b) By keyword

c) By Horizon 2020 priority areas

EU Programmes 2014-2020

- Calls for Proposals

Horizon 2020
- Excellent Science
- European Research Council (ERC)
- Future and Emerging Technologies (FET)
- Marie-Sklodowska-Curie Actions
- Research Infrastructures
- Industrial Leadership
- Leadership in enabling and industrial technologies (LEIT)
- Information and Communication Technologies
Advanced search for topics

Calls for Proposals

Filter International Cooperation

Identify your topic!
Matching exercise

After a clear formulation of the project idea, a matching exercise with the potential open or forthcoming selected topic needs to be executed from your side.

- Does your idea have a significant impact (almost) identical to the expected impact of the topic?
- Does your idea tackle the challenge described in the topic description?
- Actions foreseen from your side are similar to the ones described in the topic? Do you have a common understanding in terms of costs and time with the topic?
3. Topics flagged for International Cooperation?

In some cases, topics in the Work Programme encourage International Cooperation and state explicitly that ‘this will be positively considered during the evaluation of proposals’.

International Cooperation is a cross-cutting priority and included in almost all parts of Horizon 2020.

All flagged topics are defined as such in the Participant Portal.

Further information about international cooperation: H2020 online manual – International Cooperation
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm
Steps for finding calls targeting non-European countries

Step 1: Go to Participant Portal

Step 2: Click on “Funding Opportunities”

Step 3: Click on “H2020 Online Manual”

Step 4: Scroll down to “Cross-cutting issues”

Step 5: Click on “International Cooperation”
Finding calls targeting non-European countries

Step 6: Click on “International Cooperation topic page”

International cooperation “Open to the world”

Horizon 2020 is Open to the world. It means that partners from all over the world, regardless of their geographical location, can participate in a large share of Horizon 2020. Partnerships, in many cases, in areas of use, partly due to support of the international partners (not listed).

Encouraging International Cooperation

In addition to the general openness of new Horizon 2020 calls, on the ERC Independent Researcher, particularly encourage cooperation with non-EU countries, 61 calls are published in Invitations Work Programme and can be on the International Cooperation topic page.

Horizon 2020 offers opportunities for

Finding calls targeting non-European countries

Step 7: You have found your Topics for international cooperation!

Topics for international cooperation
4. Working with the right documents

Before you start ...key documents

Participant Portal

- **Work Programme**: background, topics and budgets
- **General annexes to the general Work Programme**: list of countries, eligibility and admissibility conditions, evaluation criteria and procedure, scoring and thresholds, etc.
- **Submission forms and templates**: essential forms and guides to draw up and submit your proposal
- Guide to the submission and evaluation process
Working with the right documents

**Annotated Model Grant Agreement**
- Eligible costs
- Management of IPR
- Open Access, Ethics
- Many examples and best practice solutions

**Desca Model Consortium Agreement**
- Governance Structure of the project
- Dissemination and access rights to results
- Version with “elucidation notes” and explanations available

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Working with the right documents

**Participant Portal**
- Ethics guide, Open Access guide
- Guide for proposal submission and evaluation
- Project reporting templates
- Check list for Consortium agreement
- H2020 online Manual

**Official EU website**
- Strategic/political background documents
Where to find the relevant documents?

Specific topic description

How to participate
How to participate - Where to find help?

a. **H2020 Online Manual**: step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project

b. **Reference documents**: library of legal documents, guidance notes, and additional reference material for H2020

c. **Beneficiary register**: list of all beneficiaries participating in the EU R&I, education, and culture programmes (search for already registered organisations and their PICs)
a. H2020 Online Manual—e.g. How to submit a proposal

Check standard proposal templates per action type.
If the topic uses a special template, it is available from the Topic documents page.

b. Reference documents

This page includes all the H2020 & FP7 reference documents, e.g. Legal Basis, Work Programmes, model grant agreements, guides for specific actions and horizontal issues.
c. Beneficiary Register

- Beneficiaries need to register and receive a 9-digit **Participant Identification Code (PIC)**
- Quote your PIC in all correspondence with the Commission!

Further information and support

- European Commission: [Website Link]
- National Contact Points: [Search for your country]
- FAQ:
  - IT Helpdesk
  - Other Help Services
National Contact Points

- The network of National Contact Points (NCPs) is the main structure to provide **guidance, practical information and assistance** on all aspects of participation in Horizon 2020.
- Established also in many non-EU and non-associated countries "international partner countries".
- **Personalised support** on the spot and in applicants’ own languages for all aspects regarding Horizon 2020 participation
- Organise **workshops and information events**
- Established, operated and financed by EU Member States, associated countries and third countries
- **Nominated** by national ministries to the European Commission
How to find your National Contact Point

Contact details of NCPs on the Participant Portal
http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

6. Further information
Enterprise Europe Network

- The **world's largest support network for SMEs** with international ambitions. The Network is active in more than 60 countries worldwide.

European IPR Helpdesk

- Provides **assistance on Intellectual Property (IP)** issues to current and potential beneficiaries of EU-funded research and innovation projects.
- More information: [https://www.iprhelpdesk.eu/](https://www.iprhelpdesk.eu/)

Useful links

- National Contact Points: [https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html](https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)
- EU Login Help: [https://webgate.ec.europa.eu/cas/help.html](https://webgate.ec.europa.eu/cas/help.html)
Join Now!

#InvestEUresearch

www.ec.europa.eu/research

Participant Portal

http://ec.europa.eu/research/participants/portal

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