

Introduction to the Participant Portal services

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What is Participant Portal?

The **Participant Portal** is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle.

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/check our FAQs

Registered users

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

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







This page includes all the H2020 & FP7 reference documents starting

with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues.

How to participate

H2020 ONLINE MANUAL

The first steps to prepare your proposal and apply for EU research funding. Learn how to find a suitable Call for proposals or project partners and how to submit your

The following guidance services facilitate your participation:

- H2020 Online Manual: step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- Reference documents: library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search for already registered organisations and their PICs.
- H2020 Financial viability self-check tool allows you simulating the financial viability check of your organisation
- SME participation: dedicated H2020 guidance page for SME



All contents of the H2020 Grants Manual folder below are being transferred to the	ONLINE MANUAL
🚘 Legislation 🚯	
Framework programmes (EC-Euratom)	
Rules for participation	
Specific programme	
European institute of Innovation and Technology (EIT)	
🚍 Work Programmes	
2014-15	
2016-17	
2018-20	
Grant agreements, contracts and rules of contest	
Model grant agreements	
Model rules of contest of prizes	
Model experts contracts	
🚍 Guidance	
Rules for Proposal Submission and Evaluation	
💼 Rules on Legal Entity Validation, LEAR Appointment and Financial Capacit	y Assessment
🚔 Annotated Model Grant Agreement	
🚍 Templates & forms	
Proposal templates	
Proposal evaluation forms	
Project reporting templates	
LEAR appointment forms	



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MY AREA HOME FUNDING OPPORTUN	
My Organisation(s) My Proposal(s) My Project(s) My Notification(c)	O Results Keyword Search: SEARCH If you don't find your topic, you can also use the free text search.
My Notification(s) My Expert Area Horizon 2020 Search Topics	Image: Status Image: Open Image: Title Status Image: Closed Sort by Image: Closed Image: Forthcoming Sort by Image: Publication Date Image: Closed Image: Closed Image: Closed Image: Closed Sort by Image: Closed Image: Closed Image: Closed Image: Closed Image: Closed Image: Closed Image: Closed
Call Updates	In addition, see all the open calls of Marie Sklodowska-Curie actions (MSCA) and European Research Council (ERC) grants for individual researchers of any nationality and research teams. The MSCA grants include opportunities for companies and SMEs. The MCSA and ERC grants are not restricted to specific topics.
Other EU Programmes 2014-2020 Research Fund for Coal & Steel	Quick finder for topics linked to H2020 cross-cutting priorities:
CDSME Brd Health Programme Consumer Programme	Cross-cutting Key-Enabling Technologies (KETs)International cooperationERA-NETSME InstrumentGenderSocial sciences and humanitiesContractual Public-Private Partnerships (cPPPs)Social sciences and humanities



European Commission RESEARCH & INNOVATION Participant Portal Browse the calls by exploring the Horizon 2020 structure HOME FUNDING OPPORTUNITIES How TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT + Image: Coll background in the coll back





Once you have selected your topic,

then browse/download/read the specific topic-related documents.

COSME	Work Programme Part: Food security, sustainable agriculture and forestry, marine, maritime and i research and the bioeconomy Call : H2020-SFS-2018-2020 Call bu	nland vater dget overview
European Statistics Programme		
Hercule III Programme	Topic Description	+ Nore
Internal Security Fund - Borders	<u>Specific Challenge</u> : The challenge of providing the inhabitants of European cities with affordable, safe, and nutritious food is	
Internal Security Fund - Police	both urgent and complex. Moreover, the health and wellbeing of EU citizens and consumers are directly	
Justice Programme		V
Pilot Projects & Preparatory Actions	Topic conditions and documents 1. Eligible countries: described in <u>Annex A</u> of the Work Programme.	+ More
Promotion of Agricultural Products	A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in Horizon 2020 projects. See the	
Research Fund for Coal & Steel	Partner Search	
Rights, Equality and Citizenship Programme	16 Organisations are looking for collaborating partners for this topic VIEW/EDIT PARTNE	R SEARCH



My proposal(s) (1/2)

PIC numbers are required in the proposal submission system, therefore participants are encouraged to register their organisations as soon as possible before drafting a proposal.

Proposals are composed of:

- Part A: the administrative information (list of participants, legal and financial structured forms, etc.);
- Part B: a PDF document with the scientific and technical contents;
- There may be additional documents (optional).



My proposal(s) (2/2)

To edit draft or submitted proposals, delete or withdraw them once they are in a draft or submitted state,

look for the My Proposals folder in the Portal after login.



To create new proposals, always start from the topic page!

Blee HORIZON Proposal submission step-by-step





Where to find help?

How to Participate

1. H2020 Online Manual

- New online guide divided into business processes
- Aims at providing all the information, list of documents & useful links (IT wiki, etc.) for each specific process
- 2 ways of finding info: General overview with drill-down approach Direct linking to specific sections from some Participant Portal pages (via the "H2020 Online Guide" button)

2. Reference Documents

List of all useful reference documents

BIORIZON	Partner Search (find partners for your project)			
European Commission > Research & Ir HOME FUNDING OPPO	RESEARCH & INNOVA Participant Portal movation > Participant Portal - Parton Sparc provide How to participate Pro		Search Q B LOGIN REGISTER	
Reference Documents Participant Register Partner Search H2020 Financial Viability Self- Check SME Participation		Partner Search Find partners for your project ideas among the organi Enter a keyword or a to for proposals, for to organisations. Search criteria or by types of	topic of a past call finding related n by geographical	
	Involvement of the organi EU funded programmes Keyword(s) enter (a) keyword(s) Topic enter a Topic	Sation in Organisation detai Organisation name enter an organisation r Organisation type -		





Thank you for your attention

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