APRE Webinar
Registrati e mettitì comodo.
Summary

- Participant Portal: panoramica generale
- Cosa si può fare e cosa non si può fare senza un account ecas
- Identificare il topic giusto
- Sottometere la propria idea progettuale
About me... Matteo Di Rosa

Matteo Di Rosa

• Bachelor Degree in Natural Science
• Master Degree in Communication and Fundraising

• H2020 NCP - Climate Action, Environment, Resource Efficiency and Raw Materials (SC5)
• H2020 NCP - Food Security, Sustainable Agriculture and Forestry, Marine, Maritime and Inland Water Research and the Bioeconomy (SC2)
• Project Management
• Trainer in Proposal Writing and How to maximize the impact of the proposal

16/06/2016
Place of the Participant Portal in EU’s Research communication media

• 3 Internet portals related to Horizon 2020

• RESEARCH on EUROPA → policy context
  http://ec.europa.eu/research

• PARTICIPANT PORTAL → interactions with participants
  http://ec.europa.eu/research/participants/portal

• CORDIS → dissemination of results & Partner Search
  http://cordis.europa.eu
What's new in Horizon 2020?

- The Participant Portal is the single gateway to funding-related interactions between applicants and the Commission/Agencies
- New ways of presenting calls
- New ways of presenting documentation and guidance
- New integrated Grant Management System
- Paperless exchanges – no more blue ink signatures
What is “ECAS”?

- ECAS means **European Commission Authentication System**. It is the system for logging on to a whole range of web sites and online services run by the Commission.

- This ensures a secure, “single sign-on” approach: 1 person = 1 e-mail address = 1 ECAS account.

- The **creation of an ECAS account** is free and easy.
Check your mailbox, a confirmation e-mail will arrive within a few minutes.

This process must be completed within 1 hour and a half after the original request.

Following a confirmation you can log in to the Portal.

Important: ECAS credentials are strictly confidential!
ECAS authenticates your identity on European Commission websites.

What is ECAS?
ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won’t have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?
Welcome to the European Commission Authentication Service (ECAS). Choose the institution or body for which you want to log in. Choose "External" if you don’t work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits. If you are not sure, select the "I don’t know" option for help.
Participant Portal services: overview

- Funding Opportunities
- How to Participate
- Experts
- Support
- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

Personalised services
Personalised access to the IT tools

Personalised access to the user account
Participant Portal services: without login

**Funding Opportunities**

1. **Funding opportunities**
   - Open/closed/forthcoming H2020 calls
   - Links to FP7 & CIP calls and other calls
   - Latest information on published calls
   - Call search: full-text search
   - Tagging of all topics – additional search options with synonyms, colloquial expressions, circumscriptions
   - "Stay tuned" options: electronic agenda, RSS feeds, email notifications

2. **Access to the electronic proposal submission system**
   - Create a proposal through the link on the call page
Presta attenzione ai Quick Finder click
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 (e.g., Information and Communication Technologies)

Status
- Calls with forthcoming topics
- Calls with open or closed status

Sort by
- Call title
- Call identifier
- Publication date

Excellent Science
- ERC-2016-ADG
- ERC-2016-PoC

In addition to the search facilities, the full list of H2020 Calls for Proposals can be accessed.

EU Programmes 2014-2020
- Search Topics
- Updates
- Calls

Opportunities
- Horizon 2020
- Work Programme: ERC-2016-PoC
- Publication date: 22 September 2015

Call budget overview

Topics and submission service
To access the Submission Service, please select the TOPIC of your interest and then open the Submission Service tab.

Status
- Forthcoming
- Open
- Closed

Type of action: ERC-PoC Proof of Concept Grant
- Cut-off dates: 22 October 2015
- Multiple cut-off dates: 25 March 2016, 04 October 2016
- Time zone: Brussels time (CET/CEST)
Presta attenzione agli additional documents.
Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the 'Start Submission' button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

**Type of Action**

- Bio-based Industries Innovation action - Demonstration
  - [BBI-IA-DEMO]

**Topic**

- Improve sustainability of value chains based on forest biomass and increase productivity and profitability on supply side by adapting forests to climate changes - BBI-2016-061

**Guidance on proposal submission:**

- H2020 ONLINE MANUAL

**Get support:**

- **H2020 Online Manual:** your online guide on the procedures from proposal submission to managing your grant.
  - Participant Portal FAQ: Submission of proposals.
  - National Contact Points (NCP): contact your NCP for further assistance.
  - Research Enquiry Service: ask questions about any aspect of European research in general and the EU Research Framework Programmes in particular.
  - IT helpdesk: contact the Participant Portal IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.
  - Ethics: for compliance with ethical issues, see the Participant Portal and Science and Society Portal.
  - European HR Helpdesk: assists you on intellectual property issues.
  - The European Charter for Researchers and the Code of Conduct for their recruitment.
  - Partner Search Services: help you find a partner organisation for your proposal.
  - BBI Partner Search Tool: help you find a partner organisation for your proposal.
  - For specific questions related to BBI-IA, please consult BBI-IA website.
Docente APRE

Angelo D’Agostino

• H2020 National Contact Point (NCP) Marie Sklodowska-Curie actions (MSCA)
• H2020 National Contact Point (NCP) European Research Council
• H2020 National Contact Point (NCP) Science with and for Society

http://www.apre.it/media/223030/cv_per_sito_apre_angelo.pdf
Già adesso puoi scaricare la parte B
Step 4 Manage Your Related Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

1. Coordinator
2. Contact

Add Partner

Search for an organisation

Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123450780")
You may

- re-edit the proposal, or
- Download the e-receipt
- Withdraw the proposal from this step.
You are now logged in to the Participant Portal.

Your personal folders are available on the left hand side.
Look for the **My Proposals** folder in the Portal to edit draft or submitted proposals, delete or withdraw them once they are in a draft or submitted state.

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

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

My Proposals

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to Funding Opportunities, to the page of the call or topic that you want to apply for, and enter the electronic submission system.
On this site, you can find and secure funding for research & innovation 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)

### Non-registered users
- search for funding
- read the funding guide & 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
Where to find help?

   - 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
Find guidance, process by process (drill-down approach)
Submit a proposal

Proposal submission

Proposals must be submitted electronically using the electronic submission system of the Participant Portal. Access to the electronic submission system is available after selecting a topic and a type of action of a call.

Proposals must be created and submitted by a representative/contact person of the coordinating organisation. Certain types of action differ from this standard: in fellowships and in proposals for the European Research Council’s types of actions, the individual researcher (Fellow/Principal Investigator) takes the lead on the proposal.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The proposal itself consists of 2 main parts: administrative forms (structured information of the basic administrative data, declarations of partners, organisations and contact persons, etc.) and the technical annex, which is the detailed description of the planned research and innovation project outlining work packages, costs, etc. Further mandatory or optional annexes (e.g., supporting documents for ethics issues) can be required by the call and the given topic, as shown in the submission system.

Read more technical help about the submission of proposals in the User Guide of the Submission Service [pdf] or on the IT How To website.
List of all reference documents

Check standard proposal templates per action type
If the topic uses a special template then it is available from the Topic documents page.
Participant Portal services: without login

3. **Beneficiary Register**
   - Check whether your organisation is already registered with the PIC search.
   - Access the beneficiary registration tool (previously known as URF).

4. **Financial Viability Self-Check**
   - Coordinators are required to do this non-binding check before submitting a proposal.

5. **SME Participation**
   - Starting page for information related to participation of SMEs.
Access the PIC search tool

The Commission has an online register of the beneficiaries participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC) that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Is your organisation already registered? Search PIC

If your organisation only once, please see first if it has already been registered.

If you did not find your organisation in the register, you can start its registration below.

Register your organisation

Please note that you need to have a valid ICAS account to start registering your organisation or update its data. Login in the Portal or create your account, if you are a new user.

Please keep the legal data of your organisation at hand. You may check the information that will be necessary for the registration in the user manual. To start registration, click on the button below.

You can quit the registration process at any time; the data entered can be saved as a draft and you may continue your registration at a later time. Save the already entered data by clicking on the Save draft button at the bottom of the registration tool before you quit it.

After providing all the necessary details, click on the Confirm button to submit your registration. You will receive a PIC number that should be used in any interactions with the Commission in the future.

If you did not finalise the registration, you can continue it later on My Organisations of the My Area section. Incomplete, draft registrations are automatically deleted after one year.

You can modify your organisation data also on the My Organisations page of the My Area section.
Financial viability self-check
Information dedicated to SMEs
On this site you can find and secure funding for research & innovation projects under the following EU programmes:

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Where to find support?

- **H2020 online manual** leads you through all the processes starting from proposal preparation through the entire project lifecycle.
- **Horizon 2020 helpdesk** - Questions on participation.
- **Reference documents** page gives you access to work programmes, legal and guidance documents.
- Search for your **National Contact Points (NCPs)** or contact additional support networks and helpdesks.
- **Check out the frequently asked questions (FAQ)**.
- Contact the Participant Portal **IT helpdesk**.
Some useful links

The Participant Portal:
http://ec.europa.eu/research/participants/portal/page/home

ECAS FAQ:
https://webgate.ec.europa.eu/cas/help.html

IAM quick info guide:
http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/webcasting/iam-changes_quick-info.doc

The Participant Portal FAQ:
http://ec.europa.eu/research/participants/portal/page/faq

The Participant Portal user manual:
http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/participant_portal_usermanual.pdf
Seguici
Assistenza National Contact Point (NCP)

- orientamento e individuazione del bando più adatto
- lettura delle proposte (pre screening)
- supporto nel costruire il piano finanziario
- fornire informazioni di tipo legale
- suggerire le politiche di riferimento
- signposting: fare da ponte con i Punti di Contatto Nazionale di altri programmi europei
- interpretazione dei moduli
- buone prassi di scrittura dei progetti
- informazione sui sistemi di ricerca di paesi, europei e non, attraverso i punti di contatto in loco

http://www.apre.it/ricerca-europea/horizon-2020/ncp/