

Funding and Tenders Portal

What you need to know in 10 minutes or less

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NCOF20251d









What will I learn?



First name				
Last name				
email				
Confirm email				
email language				
English (en)				
☐ By checking this box, you acknowledge that you				
have read and understood the <u>privacy statement</u>				
Create an account	Cancel			

HOW TO FIND A **HOW TO** SUITABLE CALL

Searching the portal for calls and understand where to find additional information.

REGISTER AS AN

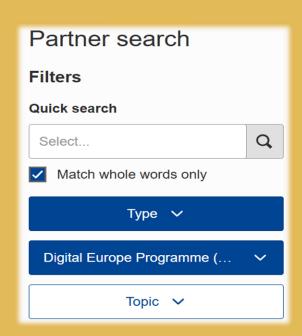
Adgirter GAdurtelf and your organisation as an applicant to a call for proposal.

To access the Electronic Submission Service. of model grant agreement that corresponds changed in the submission system. Upon con-To access existing draft proposals for this topi page of the My Area section. Please select the type of your submission: HORIZON Innovation Actions [HORIZON [HORIZON-AG-LS] Start submission

Start submission

HOW TO SUBMIT A PROPOSAL

What the proposal submission requires and what you need to know.



PARTNER SEARCH **FUNCTION**

The portal can also be used to find collaboration partners.







What is the Funding and Tenders Portal

- The EU Funding & Tenders Portal ('Portal') is the central electronic portal for all EU funding and tenders.
 - https://ec.europa.eu/info/fundingtenders/opportunities/portal/screen/home
- It is managed by the European Commission and used by itself and other EU services (together 'EU') for their grants, prizes and procurements.
- The Portal has two parts:
 - A public section with general information (Funding Opportunities, Reference Documents, etc.) and
 - My Area, which is a secured, personalised section used by the participants for managing their proposals and grants/contracts.
- There is also an app called "EU funding & me" available for both Android and Apple.

Currently hosts 32 programmes:

- 1. Anti-Counterfeiting (PERICLES IV)
- Anti-Fraud (EUAF)
- Asylum, Migration and Integration Fund (AMIF)
- Border Management and Visa (BMVI)
- Citizens, Equality, Rights and Values (CERV)
- Civil Protection (UCPM)
- Connecting Europe Facility (CEF)
- Creative Europe (CREA)
- Customs Control Equipment (CCEI)
- Defence (EDF)
- Environment and Climate Action (LIFE)
- EU External Action (RELEX)
- Eu4Health
- 16. European Social Fund + (ESF)
- 17. European Solidarity Corps (ESC)
- 18. Fiscalis
- Horizon Europe (including Euratom)
- Humanitarian Aid (HA)
- Information Measures Common Agricultural Policy (IMCAP)
- Innovation Fund (INNOVFUND)
- Internal Security Fund (ISF)
- Justice Programme (JUST)
- Maritime, Fisheries and Aquaculture Fund (EMFAF)
- 26. Pilot Projects and Preparatory Actions
- 27. Promotion of Agricultural Products (AGRIP)
- 28. Renewable Energy Financing Mechanism
- Research Fund for Coal & Steel (RFCS)
- Single Market (including COSME, Consumers, European Statistics)
- 31. Social Prerogative and Specific Competencies Lines (SOCPL)
- 32. Technical Support (TSI)

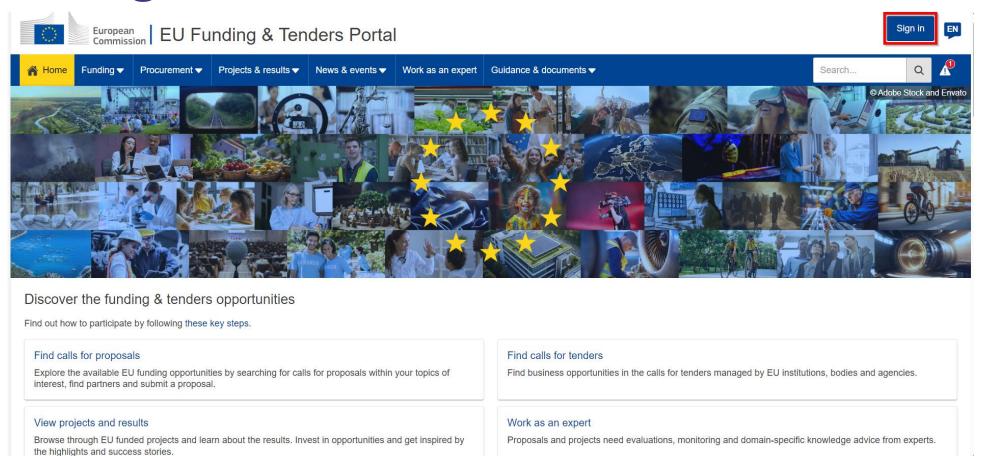








Finding a call

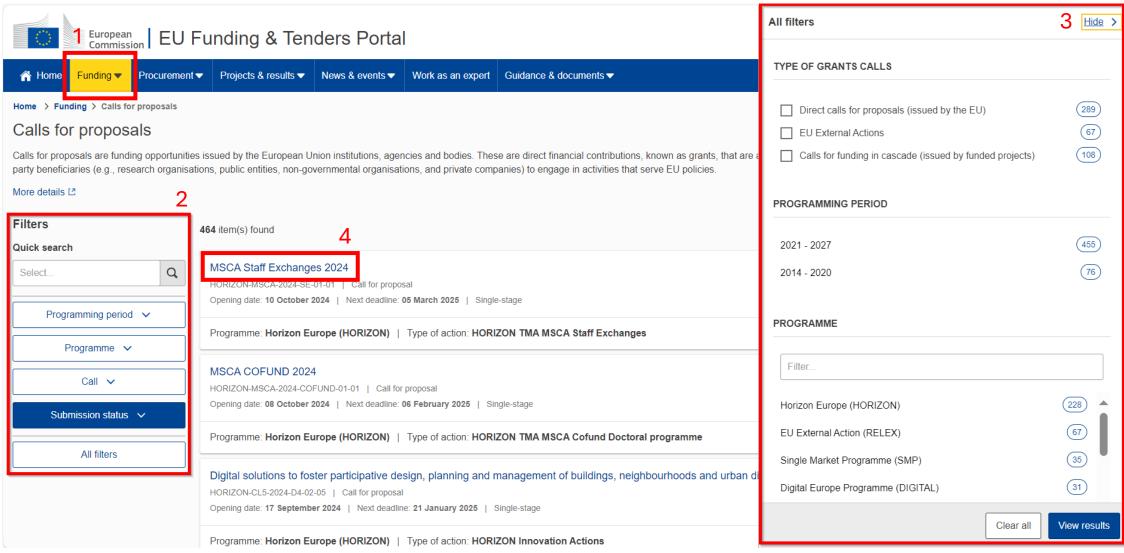




















Global Gateway: Social Investment and Innovation ("Social Accelerator") EuropeAid/179770/DH/ACT/Multi (P Open For Submission) Grant Internal navigation General information GENERAL INFORMATION Geographical Zone Budget Programme Type America and the Caribbean Latin America and Caribbean 15,000,000 (EUR) Action Grants DOCUMENTS Published Updated Deadline SUBMISSION SERVICE 07/03/2024 07/03/2024 23/04/2024 Documents Substitute for application of Year (CROS) for between the commencement are the formatted the first and Asses A.D. Contingstration from Publication Int III Feb 202-100. Show more Start submission







At this stage, if you haven't already done so, the Portal requires you to register both yourself and your organisation.











European

EU Funding & Tenders Portal





Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

Find calls for proposals

Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

View projects and results

Browse through EU funded projects and learn about the results. Invest in opportunities and get inspired by the highlights and success stories.

Find calls for tenders

Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

Work as an expert

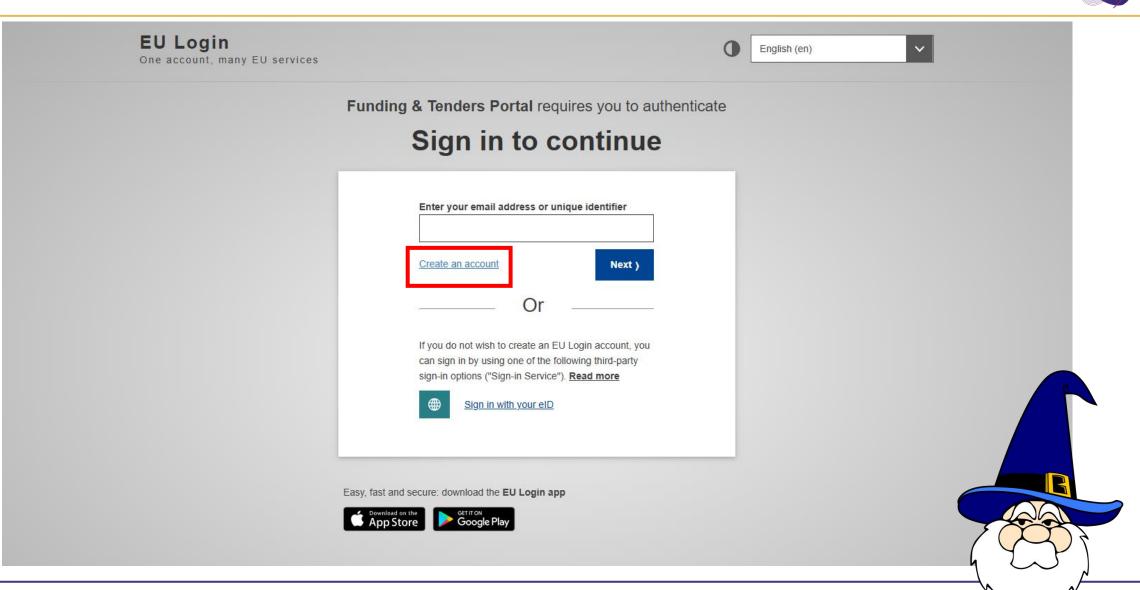
Proposals and projects need evaluations, monitoring and domain-specific knowledge advice from experts.









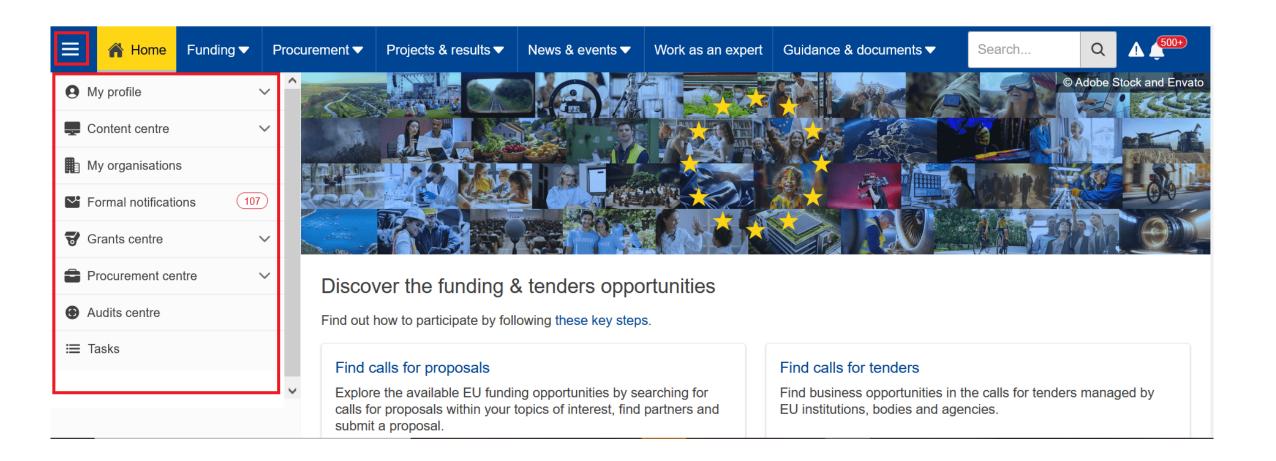


















Who can register an organisation?

- You can register your own organisation or also an organisation you work for.
- When registering, you will be automatically considered the contact person.
 - You set up the users which will be able to access the organisation data update screen and make changes to the registered data until a LEAR is appointed.
- The person registering the organisation will receive the **Self-registrant role**, which allows to
 - perform updates in the data of the organisation,
 - provide documents,
 - register a bank account, etc.
- Additional contact persons will also receive the same role and rights.
- During final validation, once a LEAR has been appointed, these Self-registrant roles will be
 automatically revoked, and only the Account administrator and the LEAR will be able to update
 the data of the organisation.







Register your organisation

- If you want to submit a proposal, your organisation needs to be registered in the Portal Participant Register and have a **9-digit Participant Identification Code (PIC)**.
 - From the **Funding or Procurement menu** on the top, select **Participant register**.
 - To avoid duplication, check that your organisation has not previously being registered.
 - If you need to register, follow the instructions of the Wizard.
- <u>If your proposal is successful</u>, you will receive a notification and be asked to validate you organisation. You will be asked to:
 - provide supporting documents to confirm the administrative and legal information declared during the registration (legal entity validation)
 - appoint a Legal Entity Appointed Representative (LEAR appointment)
 - provide supporting documents to verify the financial capacity of your organisation (financial capacity assessment, if applicable)
 - validate the bank account for payments (bank account validation, only for coordinators).











Home > Funding > Participant Register

Participant Register

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Q Find a registered organisation

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.



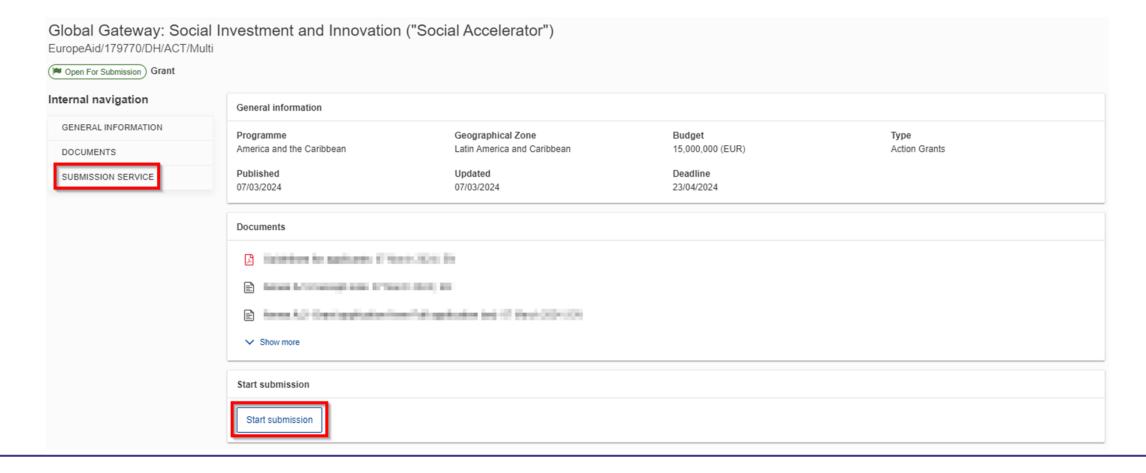








Submitting a proposal









Quick steps to the online submission process

- 1. Log into the Funding & Tenders Portal and select your topic.
- 2. Create a draft for your proposal.
- 3. Manage Participants (i.e. proposal consortium). The participants will be invited to the process by the system.
- 4. Edit the proposal draft form.
 - Edit the proposal form and complete all required information. Engage the other participants to maintain their organisation contacts and the details in the corresponding sections of the proposal form Part A.
- 5. Upload Part B and the rest of annex files and submit your proposal.
 - Additional to the Part A (main proposal form), all calls require a so called Part B. This is a set of templates specific to the call that you will need to download, complete and upload back in your proposal.
- 6. Validate and Submit the proposal.

Following submission, you can **update**, **download** or **withdraw** your proposal until closure date is reached.

While the call remains open, you can update your proposal and submit again. Each submission overrides the previous, so only one is active at a time.

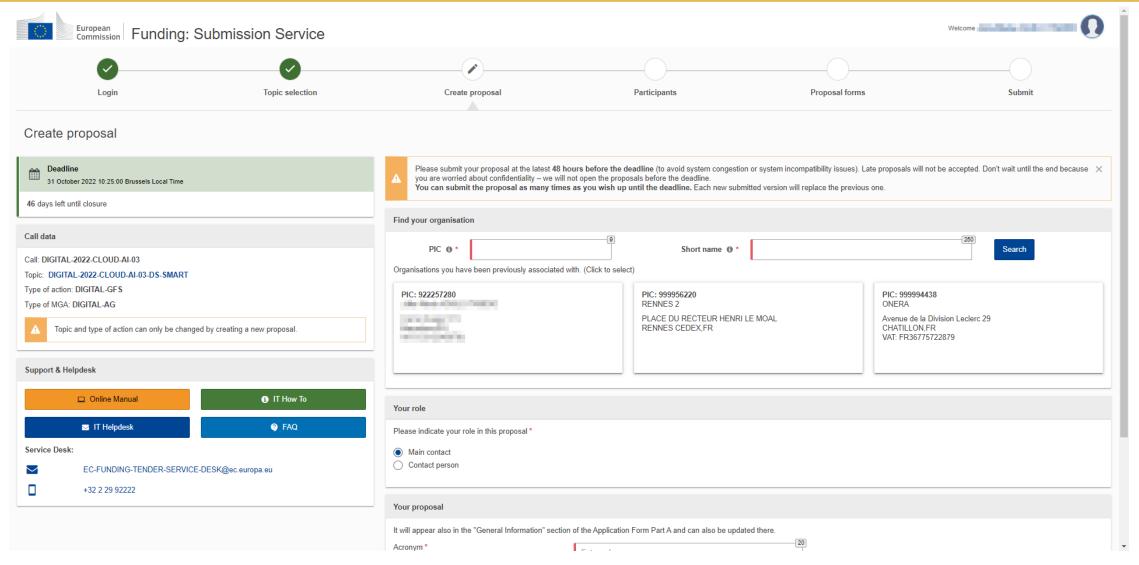
Please remember that any changes to the proposal will require that you submit it again.









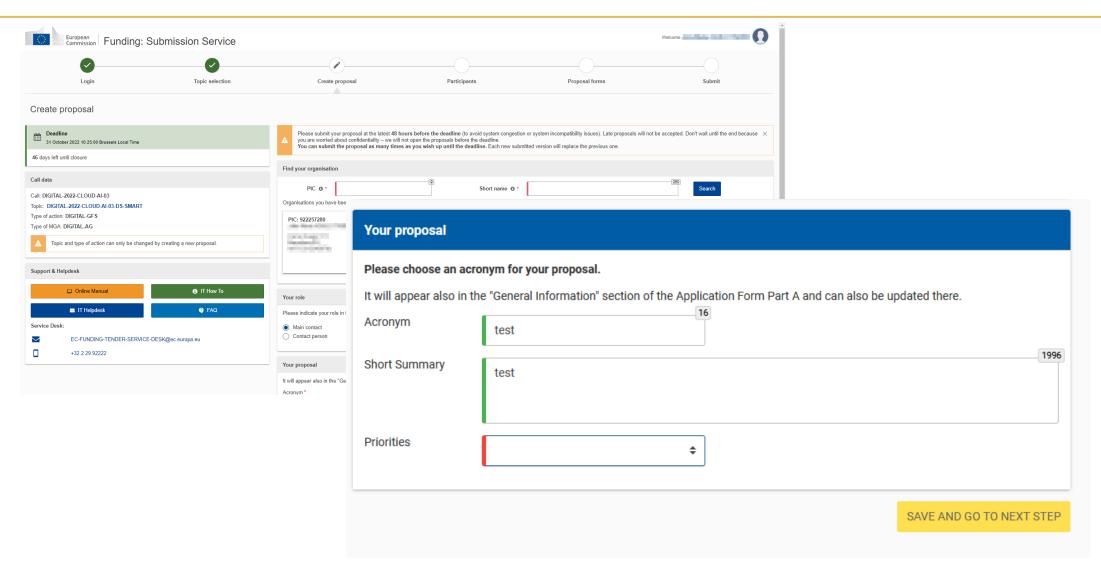










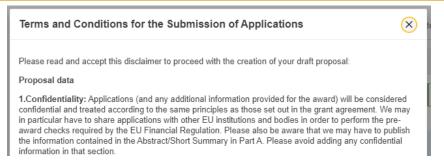






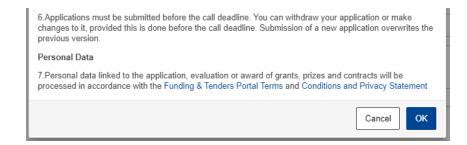






2.Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).











Draft proposal Test created



Dear

You have successfully created a draft proposal Test for the call DIGITAL-2022-CLOUD-AI-03.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of 31 October 2022 10:25:00 (Brussels Local Time) from the Funding & Tenders Portal by accessing the My Proposals tab.

An email containing this information has been sent to this email address:

(which is associated with your EU Login account and a logical).

Go to My Proposals [2]

Continue with this proposal

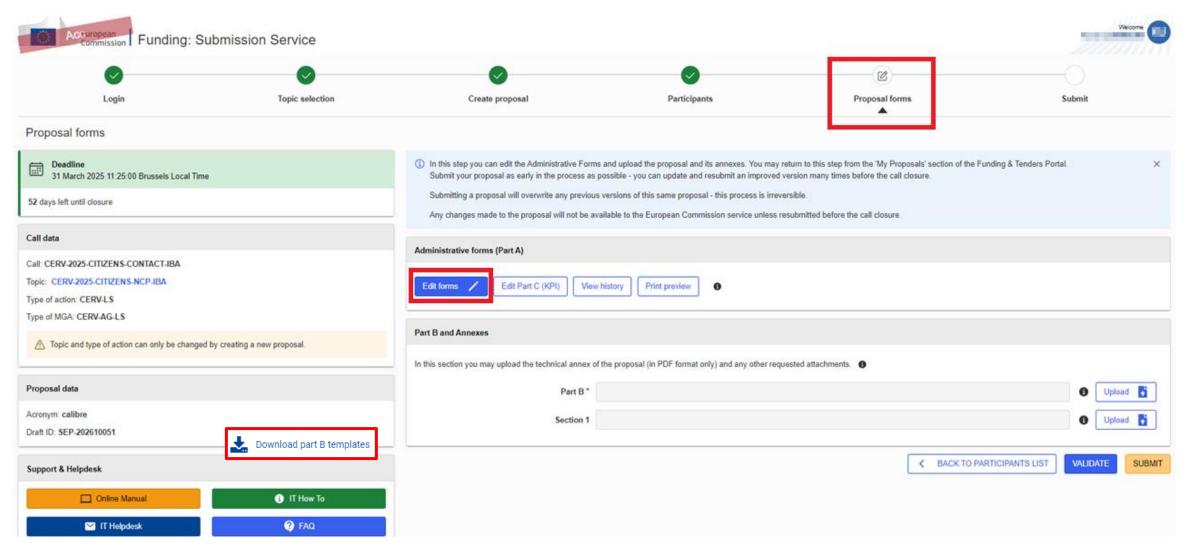
REININES CEDEA, FR



















Part A – Administrative Forms









Part B – Project Proposal

- 1. Click on be different from call to call.
- 2. The template describes the information that must be included in your application and how to structure that information. You will need to complete this package as thoroughly as possible.
- 3. Once you have completed your proposal based on the downloaded template, you must convert it into a PDF file, which you will then upload as an Annex form of the proposal.
 - This is referred to as Part B of your proposal.
 - It is important that you remain within the file size and page limits that a proposal may have.

You can receive **technical assistance** from the contacts listed in the Get Support section on the topic page from the Funding & Tenders Portal.

For more dedicated assistance, you can contact your National Contact Point (NCP).







Call: [insert call identifier] — [insert call name]

EU Grants: Application form (DEP): V2.0 - 01.06.2022

IMPORTANT NOTICE

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information that you enter into the Portal Submission System

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally 70 pages (unless otherwise provided in the Call document)
- · supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

fit you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

\land Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.

▲ This document is tagged. Be careful not to delete the tags; they are needed for the processing.

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (DEP): V2.0 - 01.06.2022

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT		
Project name:	[project title]	
Project acronym:	[acronym]	
Coordinator contact:	[name NAME]. [organisation name]	

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IDMINISTRATIVE FORMS (PART A)ECHNICAL DESCRIPTION (PART B)	
COVER PAGE	
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Work Package 1	
Work Package	
Staff effort (n/a for Lump Sum Grants)	
Subcontracting (n/a for prefixed Lump Sum Grants)	
Purchases and equipment	
Other cost categories	
Timetable	
5. OTHER	
5.1 Ethics	
5.2 Security	
6. DECLARATIONS	
NNEXES	

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (DEP): V2.0 - 01.06.2022

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Objectives and activities

Objectives and activities

Describe how the project is aligned with the objectives and activities as described in the Call document. How does the project address the general objectives and themes and priorities of the call? What is the project's contribution to the overall Digital Europe Programme objectives?

Insert text

#@COM-PLE-CP@#

1.2 Contribution to long-term policy objectives, policies and strategies — Synergies

Contribution to long-term policy objectives, policies and strategies — Synergies

Describe how the project contributes to long-term policy objectives of the call's domain/area and to the relevant policies and strategies, and how it is based on a sound needs analysis in line with the activities at European and national level. What challenge does the project aim to address?

The objectives should be specific, measurable, achievable, relevant and time-bound within the duration of the project.

#§COM-PLE-CP§#

1.3 Digital technology supply chain

Digital technology supply chain

Explain to what extent the project would reinforce and secure the digital technology supply chain in the EU.

This criterion might not be applicable to all topics — for details refer to the Call document.

Insert text

1.4 Financial obstacles

Financial obstacles

Describe to what extent the project can overcome financial obstacles such as the lack of market finance.

This criterion might not be applicable to all topics — for details refer to the Call document.









Application forms

Table Of Contents

Save

Save&Close

Validation result



The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal will be blocked unless that specific field is corrected!



The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal will not be blocked (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	Title - missing entry	Show Error
Declaration	Declaration acceptance is mandatory	Show Error
Declaration	Declaration acceptance missing	Show Error
Declaration	Declaration acceptance missing	Show Error
Declaration	Declaration acceptance missing	Show Error
Declaration	Declaration acceptance missing	Show Error
Baird Consulting SCS	This section has not been validated yet	Show Error
General Information	Duration - missing entry	Show Warning
General Information	Similar Proposal submitted - missing entry	Show Warning











Commission Funding: Submission Service















Login

Topic selection

Create proposal

Participants

Proposal forms

Submit

Manage proposal



Deadline

31 March 2025 11:25:00 Brussels Local Time

47 days left until closure

✓ Your proposal was submitted on: 11 February 2025 17:27:39 (Brussels Local Time)

Your proposal is part of call CERV-2025-CITIZENS-CONTACT-IBA. The call deadline is 31 March 2025 11:25:00 (Brussels Local Time).

Your proposal ID is 100003849. This number is important and will be used as future reference during the evaluation process.

Call data

Call: CERV-2025-CITIZENS-CONTACT-IBA

Topic: CERV-2025-CITIZENS-NCP-IBA

Type of action: CERV-LS

Type of MGA: CERV-AG-LS

Revisit your proposal

You can edit your proposal and re-submit at any time before the deadline 31 March 2025 11:25:00 (Brussels Local Time).

The time-stamped and digitally signed PDF version of your proposal is not yet available (and may still take some time). Please contact the Helpdesk if it is not available within **24 hours** after the deadline.

You may withdraw your proposal at any time before call closure. When withdrawing, your proposal will not be considered in the evaluation stage.

Update proposal

Download

Withdraw proposal

Proposal data

Acronym: calibre

Draft ID: SEP-202610051

Final ID: 100003849

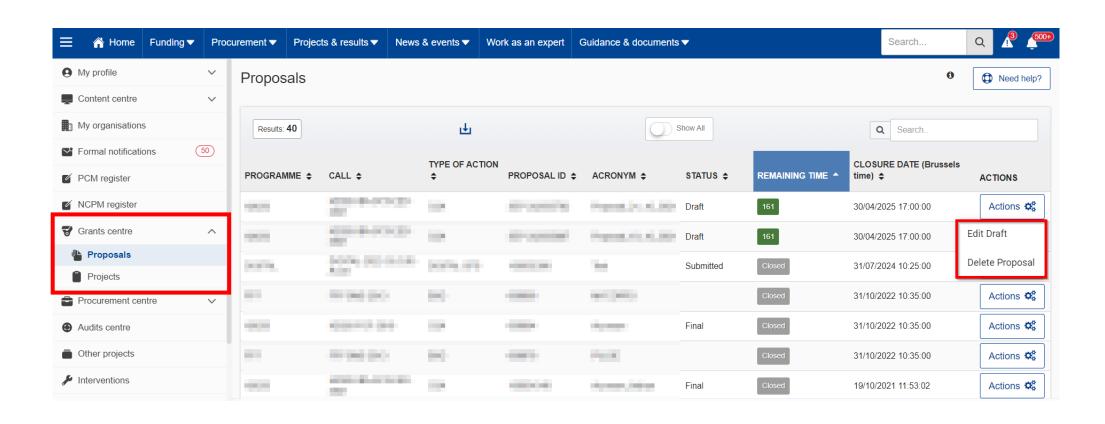








Accessing your proposal











Finding partners

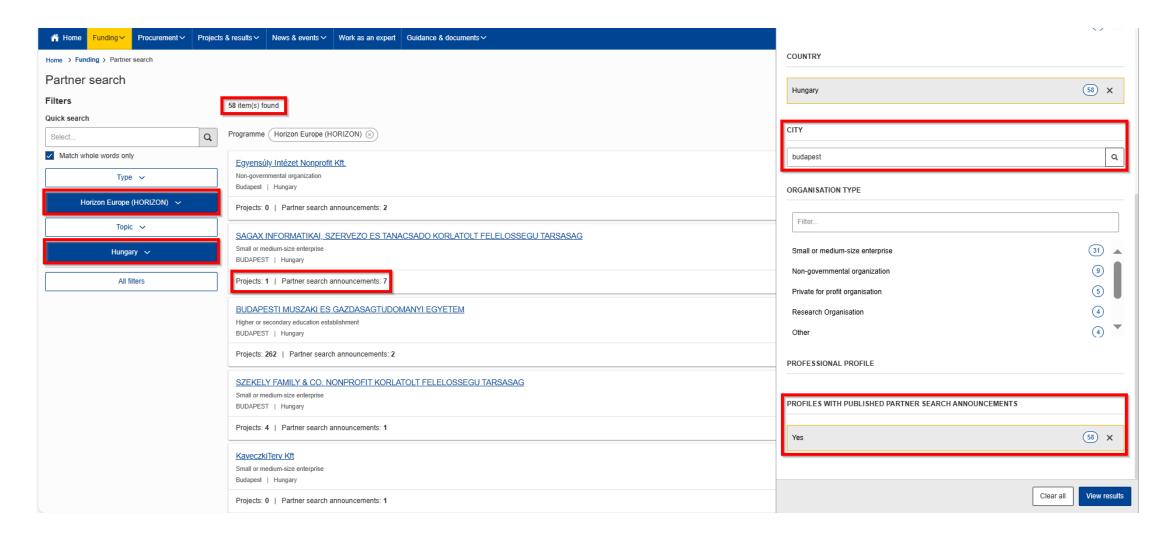










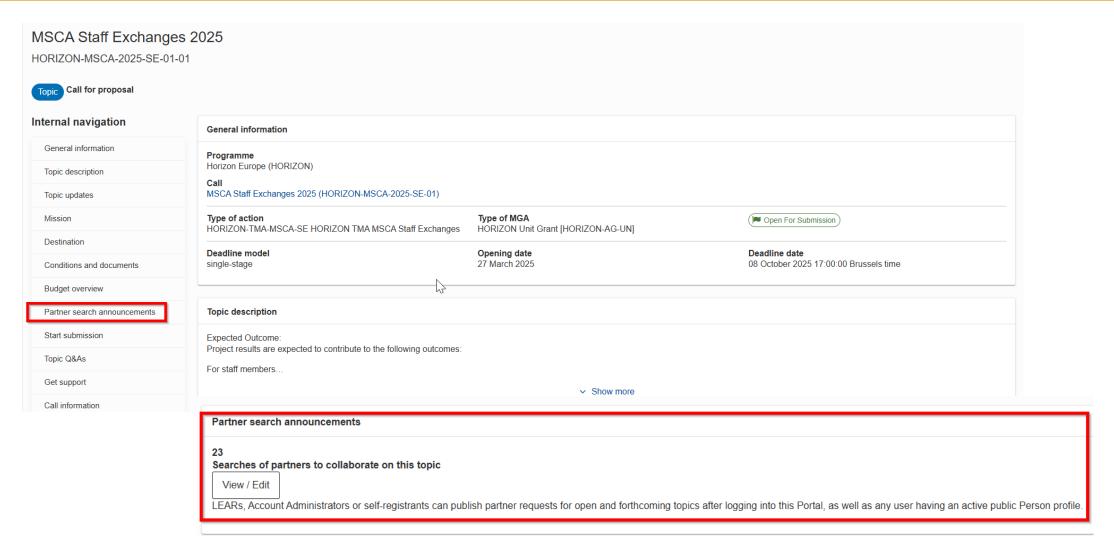


















The one thing to remember from all this!

