



Management and knowledge of European research model and promotion of research results

4. Horizon 2020: Rules and procedures Participant Portal and Documentation

Alessia D'Orazio

Scientific Officer - Ufficio INFN Bruxelles

Servizio Fondi Esterni

alessia.dorazio@lnf.infn.it

Corso di dottorato - 29May-1 June 2016, Università di Bari

Rules for Participations

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

HORIZON 2020

The logo for Horizon 2020 features a central globe with a satellite dish or antenna structure above it, set against a blue background with a horizon line and light rays.

Eligibility for funding

- ♦ **Entities** established in **MS** or **Associated Countries (AC)** or **Third Countries (TC)** identified in the WP
- ♦ **Entities created under Union law** (e.g. [ERIC](#))
- ♦ **International European interest organisation**
- ♦ Other entities from TC not explicitly mentioned in the WP may receive funding if :
 - * participation is essential or
 - * such funding foreseen in bilateral arrangement between the Union and third country / international organisation

Minimum Condition for Participation

♦ Minimum conditions

- ♦ For standard collaborative actions
 - * at least 3 legal entities, each established in different MS / AC
- ♦ For ERC grants, MSCA Individual Fellowship and COFUND, CSA, SME Instruments
 - * 1 legal entity established in MS / AC

♦ Additional Conditions

- ♦ to be set out in the Work Programme (i.e. number of participants, type on participants, etc.)

Financial Rules and Budget in H2020



	1-Jun	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov	1-Dec
	1.307,85	1.240,64	1.235,42	939,09	1.300,67	843,29	
	0,00	698,18	0,00	0,00	40,07	0,00	
	15,80	78,42	38,16	15,62	256,67	25,46	
	2,03	1.485,22	6.062,23	447,24	16.048,05	349,55	
	5	677,87	503,91	1.094,97	5.620,31	2.560,60	
		0,00	310,01	3.142,38	9.779,24	14.693,66	
		0,00	670,64	1.259,50	4.294,85	7.473,24	
		83,58	39.386,87	17.848,02	34.414,47	0,00	
		0,00	0,00	0,00	0,00	0,00	
			19.577,90	11.799,74	14.874,16	33.010,21	
			1.335,55	21,76	865,15	348,10	
			0,00	0,00	12.032,74	24.740,68	
			0,00	0,00	4.387,73	18.444,80	
			0,00	701,60	4.796,53	502,91	
				2.144,68	2.000,27	1.727,45	
				10.857,02	0,00	82,02	
				0,00	0,00	0,00	
				0,00	0,00	0,00	
				0,00	0,00	0,00	
				0,00	48.000,19	15,23	
				131,43	160,07	0,00	
				101.087,81	143.638,64	0,00	
				3,05	8.466,82	16.979,67	
				0,00	0,00	0,00	
				63.475,90	17.167,82	50.288,56	
				492,26	391,49	596,26	

Budget: eligibility criteria

(MGA Art 6.1)

As a project participant, you can budget all your estimated project costs **as long as they are eligible.**

In order to be eligible the project costs must be:

- ♦ **incurred by the beneficiary**
- ♦ **incurred in connection with the action**
- ♦ **incurred during the project duration**
- ♦ **identifiable & verifiable** in the beneficiary's accounts compliant with national law
- ♦ **reasonable, justified**, in accordance with sound financial management (economy & efficiency)
- ♦ **indicated in the budget**

Double funding is forbidden!

Type of costs: direct costs

(MGA Art. 6.2)

Direct costs are specific costs directly linked to the work done in the project and which can therefore be directly booked to it.

Any cost declared by a beneficiary as a direct cost of a project must be **justified by supporting evidence.**

The following is a non-exhaustive list of direct eligible costs in EU projects:

- ♦ personnel costs assigned to the project (temporary or permanent, full-time or part-time)
- ♦ travel costs and related subsistence allowances
- ♦ consumable, materials and supplies provided they are identifiable and assigned to the project (including non-deductible VAT).
- ♦ durable equipment **bought for the project** in accordance to the depreciation system of each beneficiary
- ♦ dissemination costs
- ♦ subcontracting

Type of costs: indirect costs

(MGA Art. 6.2)

Indirect costs (also known as 'overhead') are costs that cannot be identified as specific costs directly linked to the work done in the project. Overhead comprise costs connected with the general operation of the organisation (and infrastructures).

In practice, they are costs whose attribution to the specific action cannot be or has not been measured directly, but only be distributed among the different activities by means of cost drivers or similar.

Examples of indirect costs are

- ♦ telephone charges & photocopies
- ♦ rent
- ♦ heating, electricity etc.
- ♦ costs connected with administrative and financial management

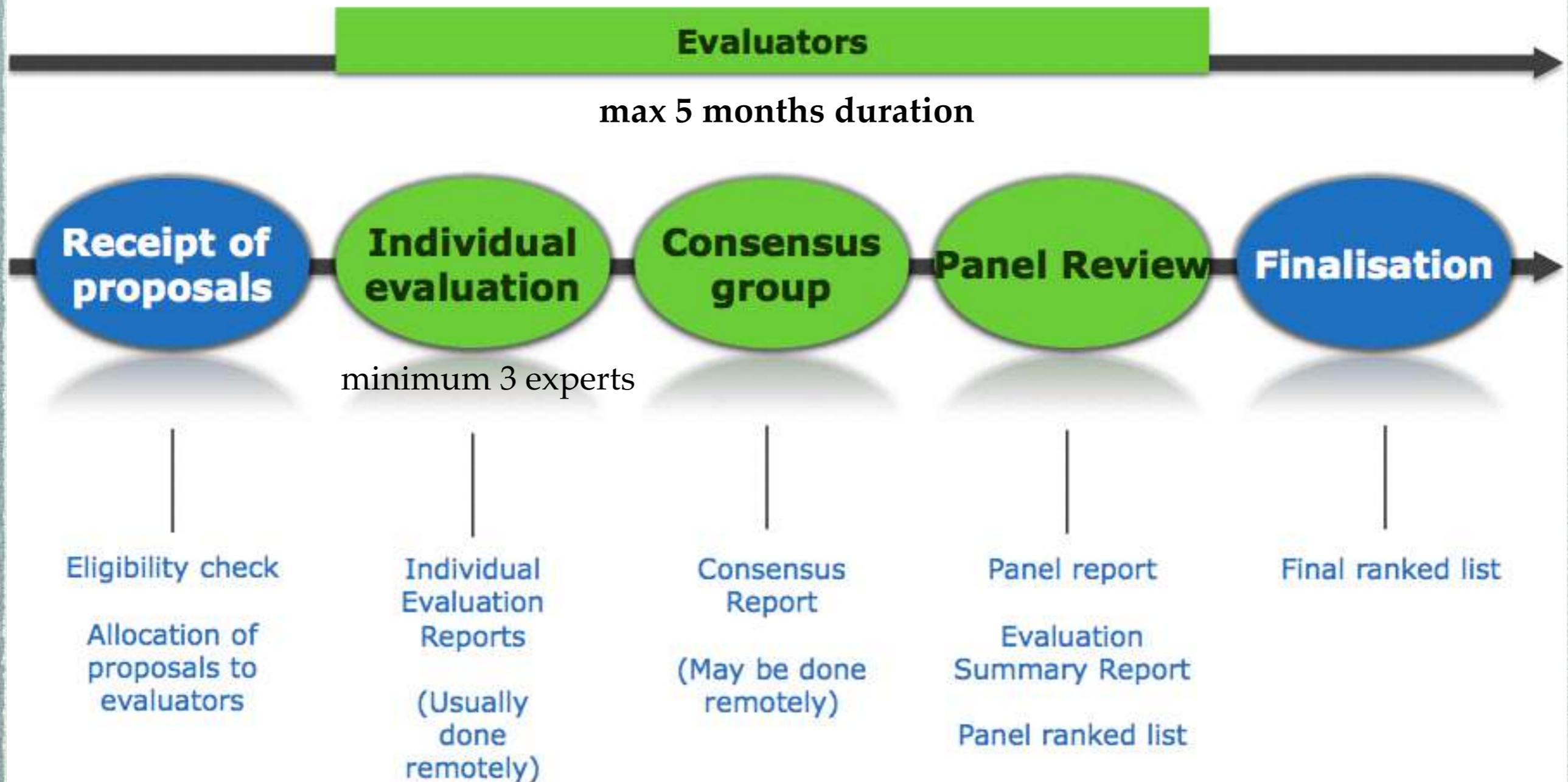
25% flat-rate of
total eligible costs
(direct costs)

The Evaluation Procedure



Overview of the Evaluation Process

Standard evaluation procedure (with some exception: ERC, 2 stage evaluation...)



Evaluation criteria for RIA

Excellence

Clarity and pertinence of the objectives

Soundness of the concept, including trans-disciplinary considerations, where relevant

Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches)

Credibility of the proposed approach

Impact

The expected impacts listed in the work programme under the relevant topic

Enhancing innovation capacity and integration of new knowledge

Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets

Any other environmental and socially important impacts (not already covered above)

Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant

Implementation

Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Complementarity of the participants within the consortium (when relevant)

Appropriateness of the management structures and procedures, including risk and innovation management

Operational Capacity

- ♦ As part of the Individual Evaluation, evaluators check on whether each applicant has the necessary **basic operational capacity** to carry out their proposed activity(ies) based on the information provided in the proposal
 - * Curriculum Vitae or description of the profile of the applicant
 - * Relevant publications or achievements
 - * Relevant previous projects or activities
 - * Description of any significant infrastructure or any major items of technical equipment
- ♦ At the consensus group, evaluator consider whether an applicant lacks basic operational capacity
 - * if yes, comment and score will be done without taking into account this applicant and its associated activities
- ♦ Not for stage 1 of two-stage procedures

Proposal scoring

- ◆ Evaluator give a **score of between 0 and 5 to each criterion** based on his/her comments
 - ❖ Half-marks can be used. Usually marks in step of 0.1
 - ❖ The whole range of scores should be used
 - ❖ Scores must pass thresholds if a proposal is to be considered for funding
- ◆ **Thresholds can be applied to individual criteria...**
 - ❖ The default **threshold** is 3 (unless specified otherwise in the WP)
- ◆ **...and to the total score**
 - ❖ The default overall **threshold** is 10 (unless specified otherwise in the WP)
- ◆ For Innovation actions, the criterion Impact is given a weight of 1.5 to determine the ranking
- ◆ **For first stage of two-stage procedure**: Only evaluate the criteria Excellence and (part of) Impact, Default threshold for individual criteria is 4 and default overall threshold is 10 (unless specified otherwise in the WP).

Interpretation of the scores

0

The proposal **fails to address the criterion** or cannot be assessed due to missing or incomplete information.

1

Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2

Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.

3

Good. The proposal addresses the criterion well, but a number of shortcomings are present.

4

Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5

Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.



RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



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)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme
- New since January 2016: Promotion of Agricultural Products Programme

Non-registered users

- search for funding opportunities
- read the H2020 Online Manual & download the legal documents
- check the eligibility criteria
- contact our support services or check our FAQs
- sign the grant
- manage your project throughout its lifecycle

The Participant Portal

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

HORIZON 2020

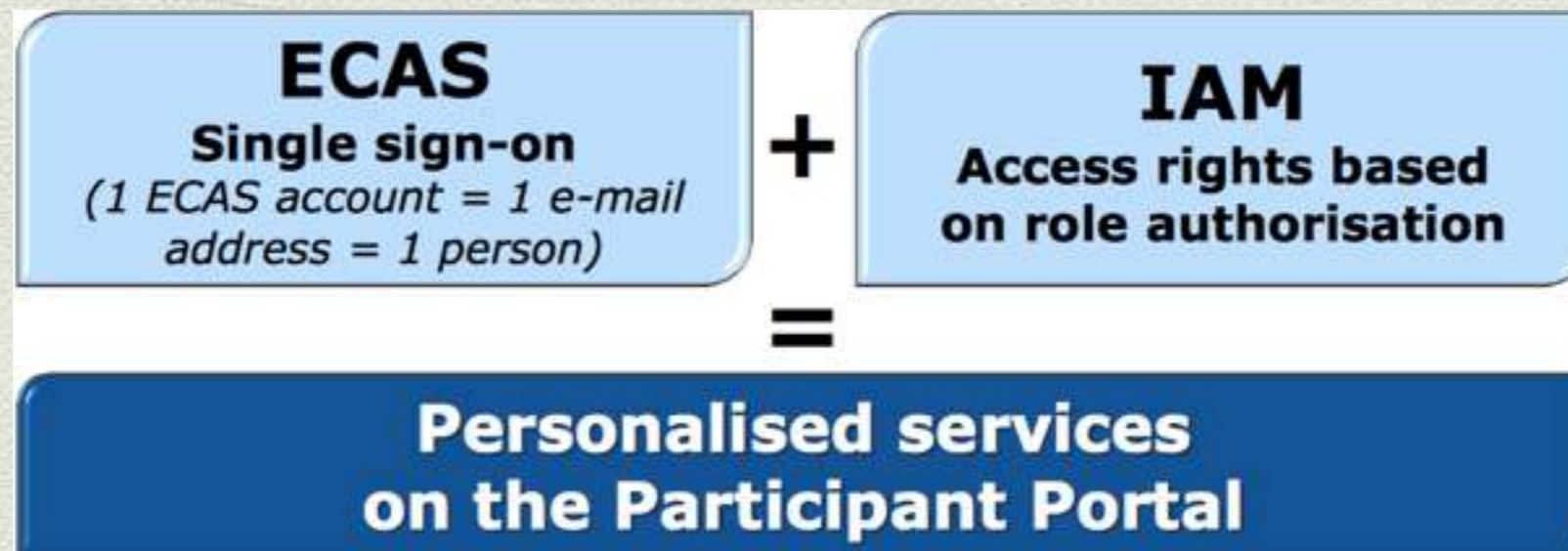
RESEARCH ON EUROPA

CORDIS

OLAF

The Participant Portal

The Participant Portal is the **single gateway** to funding-related interactions between applicants and the Commission/Agencies: hosts the **services for managing your proposals and projects** throughout their lifecycle.



- ♦ Integrated Grant Management System (SyGMa) (not described in slides)
- ♦ Paperless exchanges
- ♦ Fully electronic signatures

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

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

Horizon 2020 Funding

Starting from 1/1/2014

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

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

Public access

ECAS login / registering

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

© European Communities

explanations on PP's content and how to register in ECAS are in the back up slides

Electronic submission system

User manual: http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf



Topic and type of action selection

Type of Action **Research and Innovation action (RIA)** [START](#)

Topic **FET-Open research and innovation actions - FETOPEN-01-2016-2017**

Submission proposal flow

Step 3
Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC:

Your role

Please indicate your role in this proposal

Not correct

Correct

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 3000 characters)

Character count

[Next >>](#)

Pre-registration

Validation Submission summary

Step 5
Edit Proposal

Edit Proposal's 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.

Technical Annex Section 1-3 [upload](#)

Technical Annex Section 4-8 [upload](#)

Optional annex 3: Ethics - Supporting Document(s) [upload](#)

Access to Part A (administrative form) and Part B (scientific and technical content) template

Step 4
Manage Your Related Parties

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 [Add Partner](#)

Consortium eligibility

Call requires at least 3 participants from different EU member states or associated countries, currently you have 1.

[Download](#) [Contact](#)

ENFN

ISTITUTO NAZIONALE DI FISICA NUCLEARE
Via Arnesen 52, 00186 ROMA, IT
PIC:

[Change Organisation](#) [Cancel](#) [Leave](#)

[Next >>](#)

Consortium set-up (via PIC of the organisations)

Structured Part A - online

general template http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ria-ia-2016-17_en.pdf

Section 1 - General information

- ◆ Title, acronym, duration
- ◆ Fixed and free keywords
- ◆ **2000 character proposal abstract**
- ◆ re-submission check
- ◆ Declarations

Section 2 (one form per partner)

- ◆ PIC* compulsory!
- ◆ Department/Person in charge
- ◆ Dependences with other partners
- ◆ Contact(s) information

The screenshot shows the '1 - General information' section of the proposal submission form. It includes the following fields and instructions:

- Title:** Call number, Type of Action, Deadline II.
- Acronym:** Text input field.
- Proposal title*:** Text input field with instructions: "Max 200 characters (with spaces). Must be understandable by non-experts in your field. Note that for technical reasons, the following characters are not accepted in the proposal title and will be removed: * * * &".
- Duration in months:** Text input field with instruction: "Estimated duration of the project in full months".
- Free keywords:** Text input field with instruction: "Enter any words you think give extra detail to the scope of your proposal (max 200 characters with spaces)".
- Abstract:** Text area with instructions: "Short summary (max 2,000 characters, with spaces) to clearly explain: - the objectives of the proposal - how they will be achieved - their relevance to the work programme. Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties. - Do not include any confidential information. - Use plain typed text, avoiding italics and other special characters. If the proposal is written in a language other than English, please include an English version of this abstract in the 'Technical Annex' section." Below the text area, it shows "Remaining characters: 2000".
- Submission history:** A checkbox question: "Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the TFI Framework Programme, Horizon 2020 or any other EU programme(s)?" with "Yes" and "No" radio button options.

*PIC is a 9-digit **Participant Identification Code** used to identify organisations

Structured Part A - online

general template http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ria-ia-2016-17_en.pdf

Section 3 - Budget

- ◆ Costs and requested grant details

Research and Innovation actions

No	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 in-kind 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) Reimbursement rate (%)	(J) Max.EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
1			?	?	?	?	?	?	?	?	?	?	?
			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

Section 4 - Ethics issue table

- ◆ For 2-step evaluation: not required for stage 1

Guide: [How to complete your ethics self-assessment](#)

Calls/topics may include additional questions w.r.t. the ones shown in the general template

Template Part B - “Technical Annex”

general template http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ria-ia-2016-17_en.pdf

General template is structured around evaluation criteria

- ♦ Excellence
 - ♦ Eg. Objectives, concept, progress beyond state-of-art...
- ♦ Impact
 - ♦ Eg. Potential impact (incl. with reference to WP); measures to maximise impact (dissemination, communication, exploitation)
- ♦ Implementation
 - ♦ Including work packages descriptions
 - ♦ Information on third parties and subcontractors

Editable template supplied by the submission system (.rtf)

Electronic submission

- ♦ **Submission failure rate = + 1%**
- ♦ Only reason for failure: waiting until the last minute!
 - * Technical problems on the applicant side (*very rare case*: for EU tech problem, deadline can be postponed)
 - * Overload of the system is not considered a 'tech problem'!
 - * Panic-induced errors (uploading the wrong proposal). Too late starting upload, run out of time.



Back up slides



RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



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)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme
- New since January 2016: Promotion of Agricultural Products Programme

Non-registered users

- search for funding opportunities
- read the H2020 Online Manual & download the legal documents
- check the eligibility criteria
- contact our support services or check our FAQs
- sign the grant
- manage your project throughout its lifecycle

The Participant Portal

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

HORIZON 2020

RESEARCH ON EUROPA

CORDIS

OLAF



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

DEMO ACCOUNT

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



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

Personalised access to the IT tools

Personalised access to the user account



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

Research Fund for Coal & Steel

3rd Health Programme

Promotion of Agricultural Products

Consumer Programme

COSME

Justice Programme

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities



Funding Opportunities

H2020 ONLINE MANUAL

ities and search for new or closed calls of

RRS feed and dynamic agenda

call directly managed through PP



HORIZON 2020

Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. H2020 supports SMEs with a new instrument that runs throughout various funded research and innovation fields, enhances EU international research and Third Country participation, attaches high importance to integrate social sciences and humanities encourages to develop a gender dimension in project.

Cosme

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.



call not directly managed through PP

Calls for proposals

Consumer Programme



browse calls by exploring H2020 structure

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

REGISTER

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

Research Fund for Coal & Steel

3rd Health Programme

Promotion of Agricultural Products

Consumer Programme

COSME

Justice Programme

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

Calls for Proposals



Horizon 2020

Advanced search for topics
Calls for tenders on TED

- 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

Status Calls with forthcoming topics Calls with open topics Calls with only closed topics

Sort by Call title Call identifier Publication date

Filter a call

FILTER

Industrial Leadership
H2020-ECSEL-2016-2-IA-two-stage
H2020-ECSEL-2016-2-IA-two-stage

Publication date: 15 March 2016

Industrial Leadership
H2020-ECSEL-2016-1-RIA-two-stage
H2020-ECSEL-2016-1-RIA-two-stage

Publication date: 15 March 2016

Societal Challenges
Clean Sky 2 Call for Proposals 03
H2020-CS2-CFP03-2016-01

Publication date: 10 March 2016

Societal Challenges
FCH2 JU call for proposals 2016
H2020-JTI-FCH-2016-1

Publication date: 19 January 2016

The European Institute of Innovation and Technology (EIT)
EIT KICs Call 2016
EIT-KICS-2016

Publication date: 14 January 2016

Societal Challenges
H2020-JTI-IMI2-2015-08-single-stage
H2020-JTI-IMI2-2015-08-single-stage

Publication date: 18 December 2015



RESEARCH & INNOVATION

European Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal >

find relevant topic using the keyword search

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search FP



LOGIN

REGISTER

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

Research Fund for Coal & Steel

3rd Health Programme

Promotion of Agricultural Products

Consumer Programme

COSME

Justice Programme

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

Quick finder for grants for individual researchers and teams:

- [Marie Skłodowska-Curie actions](#)

16 Results

Keyword Search:

Physics

SEARCH

If you don't find your topic, you can also use the [free text search](#).

Programme H2020
 RFCS
 COSME
 3rd Health Programme
 Consumer Programme
 Justice Programme
 Promotion of Agricultural Products

Status Forthcoming Open

Sort by (Planned) opening date Deadline Topic title Topic identifier

Topic: **COMPET-4-2017: Scientific data exploitation**

Publication date: 14 October 2015

Forthcoming

Types of action: RIA Research and Innovation action

DeadlineModel: single-stage

Opening date: 08 November 2016

Deadline: 01 March 2017 17:00:00

Time Zone : (Brussels time)

Topic: **FETOPEN-01-2016-2017: FET-Open research and innovation actions**

Publication date: 14 October 2015

Open

Types of action: RIA Research and Innovation action

DeadlineModel: multiple cut-off

Opening date: 08 December 2015

Cut-off dates: 11 May 2016 17:00:00

17 January 2017 17:00:00

27 September 2017 17:00:00

Time Zone : (Brussels time)

Topic: **NFRP-1: Continually improving safety and reliability of Generation II and III reactors**

Publication date: 14 October 2015

Forthcoming

Types of action: RIA Research and Innovation action

DeadlineModel: single-stage

Opening date: 11 May 2016

Deadline: 05 October 2016 17:00:00

...or the EU free search text

call status

CALL LEVEL

access to the main information

- EU Programmes 2014-2020
 - Search Topics
 - Updates
 - Calls
 - H2020
 - Research Fund for Coal & Steel
 - 3rd Health Programme
 - Promotion of Agricultural Products
 - Consumer Programme
 - COSME
 - Justice Programme

- FP7 & CIP Programmes 2007-2013
 - Calls

- Other Funding Opportunities

CALL: FET-OPEN – NOVEL IDEAS FOR RADICALLY NEW TECHNOLOGIES [Call budget overview](#)
 Call identifier: H2020-FETOPEN-2016-2017
 Publication date: 14 October 2015

 **Horizon 2020** [H2020 website](#)
 Pillar: Excellent Science
 Work Programme Year: H2020-2016-2017
 Work Programme Part: [Future and Emerging Technologies](#)

Call summary [+ More](#)
Scene Setter:
 This call aims to support the early stages of joint science and technology

Call updates [+ More](#)
 • **01 March 2016 00:30** The submission session is now available for: FETOPEN-04-2016-2017(CSA)

Topics and submission service
 To access the **Submission Service**, please **select the TOPIC** of your interest and then open the Submission Service tab.
 To access **existing draft proposals**, please login to the portal and select My Proposals from the My Area menu.

Status Forthcoming Open Closed

Sort by (Planned) opening date Deadline Topic title Topic identifier

Topic: [FETOPEN-01-2016-2017: FET-Open research and innovation](#) [Open](#)
actions
Publication date: 14 October 2015

Types of action: RIA Research and Innovation action
DeadlineModel: multiple cut-off
Opening date: 08 December 2015
Cut-off dates: 11 May 2016 17:00:00
 17 January 2017 17:00:00
 27 September 2017 17:00:00
 Time Zone : (Brussels time)

Topic: [FETOPEN-02-2016: FET-Open Coordination and Support](#) [Open](#)
Actions
Publication date: 14 October 2015

Types of action: CSA Coordination and support action

call specific topics

TOPIC LEVEL

access to the main information

TOPIC : FET-Open research and innovation actions

Topic identifier: FETOPEN-01-2016-2017
Publication date: 14 October 2015

Types of action: RIA Research and Innovation action
DeadlineModel: multiple cut-off
Opening date: 08 December 2015
Cut-off dates: 11 May 2016 17:00:00
17 January 2017 17:00:00
27 September 2017 17:00:00

Time Zone : (Brussels time)



Horizon 2020
Pillar: Excellent Science
Work Programme Year: H2020-2016-2017
Work Programme Part: [Future and Emerging Technologies](#)
Call : [H2020-FETOPEN-2016-2017](#)

[H2020 website](#)

[Call budget overview](#)

Topic Description [+ More](#)

Specific Challenge:

The successful exploration of new foundations for radically new future technologies

Topic conditions and documents [+ More](#)

Please read carefully all provisions below before the preparation of your application.

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 [Research and Innovation action \[RIA\]](#)

START

Topic FET-Open research and innovation actions - FETOPEN-01-2016-2017

Guidance on proposal submission: [H2020 ONLINE MANUAL](#)

[Access to H2020 online Manual](#)

provide main explanation on specific topic (refers also to WP text)

browse/download all the document related to the call

Access to the electronic proposal submission system



European Commission

RESEARCH & INNOVATION

Participant Portal H2020 Online Manual

find guidance process by process



Search

- H2020 Online Manual
 - My Area - User account & roles
 - Login with ECAS
 - Roles & access rights
 - Terms and Conditions of Use
 - Grants
 - Applying for funding
 - Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 - Register in the Beneficiary Register
 - Registration of your organisation
 - LEAR appointment
 - Validation of potential beneficiaries
 - Financial viability check
 - Data update
 - Certifications
 - Submit a proposal
 - Get prepared
 - Electronic proposal submission
 - From evaluation to grant signature
 - Eligibility check
 - Evaluation of proposals
 - Eligibility and evaluation

My Area - User account & roles

Grants

Applying for funding



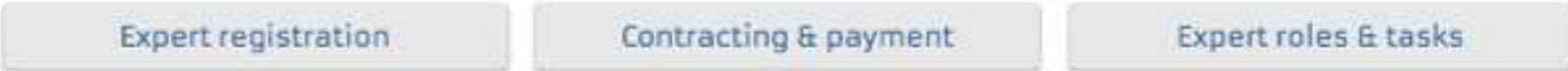
Evaluation & Grant signature



Grant management



Working as an expert



Cross-cutting priorities & issues



H2020 online Manual accessible from <http://ec.europa.eu/research/participants/portal4/desktop/en/funding/guide.html>



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding

HOME FUNDING OPPORTUNITIES **HOW TO PARTICIPATE** EXPERTS SUPPORT Search PP LOGIN REGISTER

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation



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 proposal.

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 reference material for H2020 and previous programmes
- **Beneficiary Register:** search for already registered organisations
- **Financial viability self-check tool:** check of your organisation
- **SME participation:** dedicated H2020 SME participation page

Check whether your organisation is already registered via a PIC search, if not Registration is needed



Step 1 - Find a suitable Call for Proposals H2020 ONLINE MANUAL

The Commission publishes on the Participant Portal all the Calls of its research and innovation programmes [H2020](#), and you can search calls from previous programmes ([FP7](#) and [CIP](#)). In addition you can find information about some additional calls in the [Other Funding Opportunities](#) section. If you apply for the first time and do not know yet the programmes, it is useful to read the H2020 Online Manual. It helps you choose the most suitable programme for your area and profile. Besides, you can [search according to your research topic](#) with key words and set filters in the calls list.

Your [National Contact Point](#) can also help you find the most suitable call for your profile. SMEs are in addition supported by the [Enterprise Europe Network](#).

Step 2 - Find project partners or apply as an individual H2020 ONLINE MANUAL

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

Reference Documents

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. The documents are grouped by categories. It also includes reference documents of other EU programmes, as 3rd Health, Consumer, COSME and Research Fund for Coal and Steel programmes. To access a document:

- Click on a folder
- Click on ARROW to have more information about the document and its available translations

You can search a specific H2020 or FP7 document on the [Europa Search](#) service.

H2020

Other EU programmes

FP7

- 📁 Legal basis ⓘ
 - 📁 Framework programmes (EC-Euratom)
 - 📁 Rules for participation
 - 📁 Specific programme
 - 📁 European institute of Innovation and Technology (EIT)
- 📁 Model grant agreement
 - 📁 General Grant Agreement
 - 📁 European Research Council (ERC)
 - 📁 Marie-Sklodowska-Curie (MSC)
 - 📁 SME Instrument
 - 📁 ERANET Cofund
 - 📁 Pre-Commercial Procurement (PCP)/Public Procurement of Innovative Solutions (PPI) Cofund
 - 📁 European Joint Programme Cofund
 - 📁 Framework Partnerships
 - 📁 Lump sum

list of all reference documents

Experts section in the PP is a **web-based application for communication between experts** (evaluators of research proposals, reviewers of ongoing projects, etc.) and the EU Commission.

The screenshot shows the 'Participant Portal' for the European Commission, specifically the 'Experts' section. The navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS' (highlighted with a red box), and 'SUPPORT'. A search bar and 'LOGIN'/'REGISTER' buttons are also present. The main content area features a 'News' sidebar, a 'New experts' section with a 'Who can be an expert?' sub-section, and a 'What do expert assignments involve?' sub-section. A 'REGISTER AS EXPERT' button is highlighted with a red box. The 'H2020 ONLINE MANUAL' button is also visible.

News

The 3rd Health Programme and the Consumer Programme, managed by the Consumer, Health and Food Executive Agency (CHAFAEA), and the Research Fund for Coal and Steel (RFCS) are now using the European Commission's experts database to select experts for assignments including the evaluation of proposals and monitoring of projects. If you are already registered as an expert and wish to also indicate your interest in these programmes, please [update](#)

Experts H2020 ONLINE MANUAL

Join the database of independent experts for European research and innovation.

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, monitoring of projects, and evaluation of programmes, and design of policy.

New experts

Who can be an expert?

You have a chance of being selected as an expert if you:

- have high-level of expertise in the relevant fields of research and innovation ([see call](#) for details on types of expertise).
- can be available for occasional, short-term assignments

[REGISTER AS EXPERT](#)

What do expert assignments involve?

Experts, as peer reviewers, assist in the:

- **evaluation** of proposals
- **monitoring** of actions

In addition, experts assist in the :

- **preparation, implementation or evaluation of programmes and design of policies.** This includes the Horizon 2020 Advisory Groups.

Assignments mainly concern research and innovation, falling within the Horizon 2020 programme designed to address the challenges Europe is facing through funding excellent science, technology and innovation.

New Experts can create their profile
Expert registration tools only available after ECAS login

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

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

H2020 Online Manual
Horizon 2020 Helpdesk
Enterprise Europe Network
National Contact Points
Glossary
FAQ
IT Helpdesk
Other Help Services
Terms and Conditions
What's New
APIs

Horizon 2020 Funding
Starting from 1/1/2014

On this site you can find and secure funding opportunities:

- **2014-2020** Horizon 2020 - research and innovation funding opportunities
- **2007-2013** 7th research framework programme
- Research Fund for Coal & Steel, COSME
- New since January 2016: Promotion of research and innovation

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

National Contact Points (NCPs) are national structures established and financed by governments to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020.

For Italy APRE (Agency for the Promotion of European Research) hosts the NCPs: www.apre.it

Note: University, Research Organisations usually have also their own 'support office'



RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



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)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme
- New since January 2016: Promotion of Agricultural Innovation

Non-registered users

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

Registered users

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



WHAT'S NEW?



FUNDING



HOW TO



WORK AS AN



MY PERSONAL



INFORMATION

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

HORIZON 2020

RESEARCH ON EUROPA

CORDIS

OLAF

PP private access: ECAS login

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.

ECAS account needed for submission and management of project

How to register for an ECAS account?

RESEARCH & INNOVATION



Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

LOGIN

REGISTER



Horizon 2020 Funding

Starting from 1/1/2014

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



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Login

ECAS authenticates your identity on European Commission websites

make sure the selected domain is "External"



External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

- Remember my username
- Warn me each time an application asks for my Identity
- View my ECAS account details after logging me in

LOGIN!

Lost your password?

[Create an account](#) | [Help](#)

Create an account

Choose a username

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

Note: email is main identifier.

(Better) Fill(ing) in the “E-mail” field using your individual professional email address.

If you change work email address:much better a change of your email address in ECAS than creation of a new account

Once you fill in the personal details requested, an email will automatically be sent to you with a link to set your password. You have 90 min to click on the link (it will then expire).

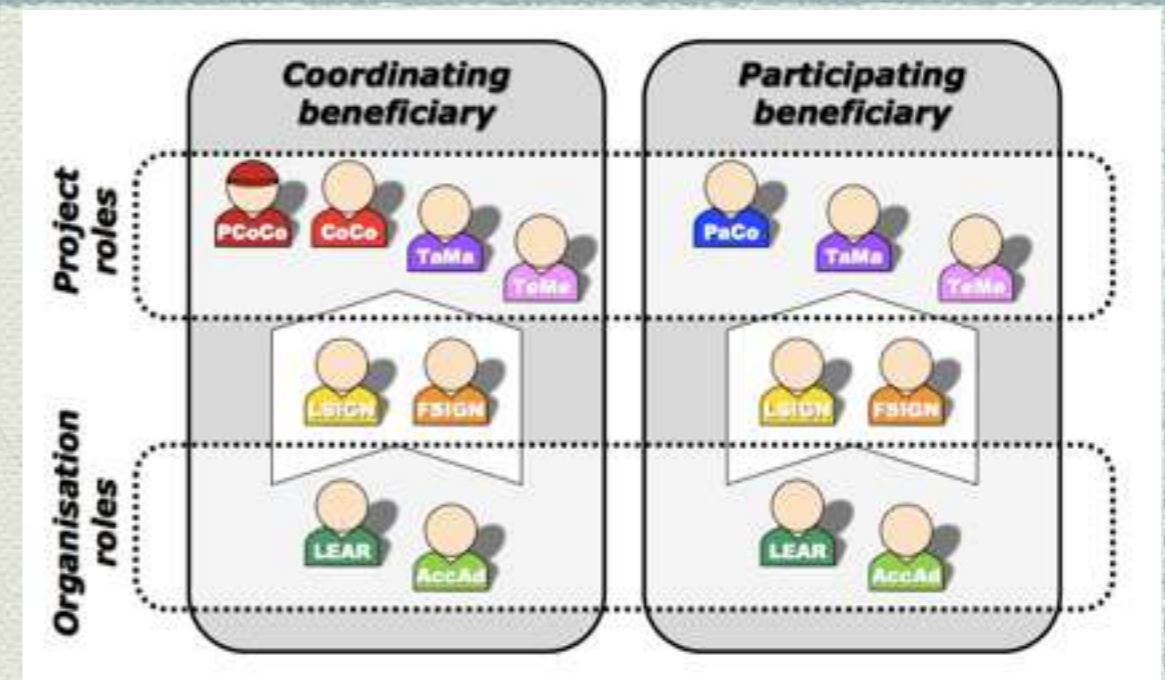
Once logged in...

Depending on their role (AIM) users will have access to different services

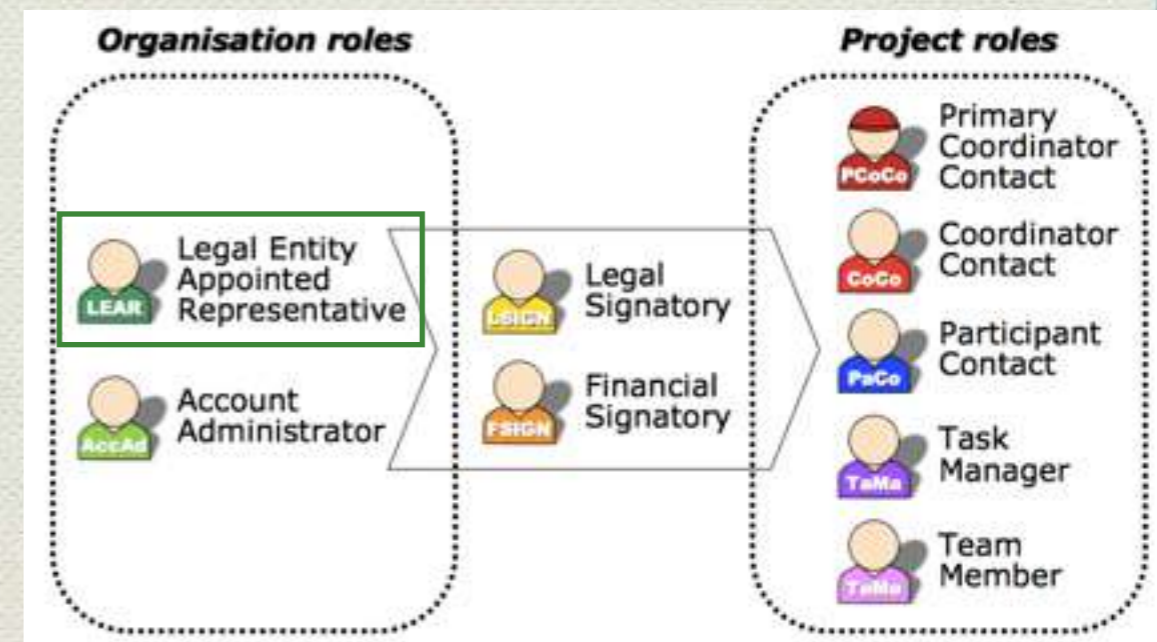
The screenshot displays the 'RESEARCH & INNOVATION Participant Portal' interface. The top navigation bar includes the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below this, a breadcrumb trail reads 'European Commission > Research & Innovation > Participant Portal > Calls'. A secondary navigation bar contains links for 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT', along with a search box labeled 'Search PP' and a user profile for 'ALESSIA D'ORAZIO'. A dropdown menu under 'MY AREA' is highlighted with a red box and contains the following items: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)' (with a red badge showing '28'), 'My Formal Notification(s)', and 'My Expert Area'. The main content area is titled 'Calls for Proposals' and features a 'Horizon 2020' section with a globe icon. This section includes a list of topics with checkboxes: 'Excellent Science' (with sub-topics: European Research Council (ERC), Future and Emerging Technologies (FET), Marie-Sklodowska-Curie Actions, Research Infrastructures), and 'Industrial Leadership' (with sub-topics: Leadership in enabling and industrial technologies (LEIT), Information and Communication Technologies). To the right of this list is a link for 'Advanced search for topics Calls for tenders on TED'. Below the topic list, there are filter options for 'Status' (Calls with forthcoming topics, Calls with open topics, Calls with only closed topics) and 'Sort by' (Call title, Call identifier, Publication date). A 'Filter a call' input field and a 'FILTER' button are also present. At the bottom, there are three colored bars representing different call categories: 'Industrial Leadership' (orange), 'Industrial Leadership' (orange), and 'Societal Challenges' (purple).

The Identity and Access Management

- ♦ The Intity and Access Management allows us to define and/or manage changes of **access rights of users** of the PP.
- ♦ It gives a personalised and secure access to the different services of the PP.
- ♦ Minimum involvement by the Commission/Agency staff allowing for flexibility in the online management of the consortium
- ♦ Any change in the roles of the users is saved to allow a monitoring & tracking service.



more infos on H2020 online manual





RESEARCH & INNOVATION

Participant Portal

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

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

DEMO ACCOUNT

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

My Organisations

H2020 ONLINE MANUAL

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND



View Organisations



Modify Organisations



View Proposals



View Roles



View Projects

Show 10 entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
TEST ORGANISATION	999999999	BE123456789	VALIDATED	VO MO OP OR VP

Showing 1 to 1 of 1 entries.

PREVIOUS 1 NEXT

PIC is a 9-digit Participant Identification Code used to identify organisations

Due the registration of your organisation to receive a PIC?

your organisation in the Commission register some time ago, but did not finalise it - ed a PIC number yet - you will not be able to see it above in the section My s registration by clicking on the button that leads you to the registration tool. You may e necessary for the registration in the user manual.

CONTINUE REGISTRATION

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s) 28
- My Formal Notification(s)
- My Expert Area


[H2020 ONLINE MANUAL](#)  [HOW TO](#)

Proposals relating to you as a participant, as follows:
 Submitted as a Coordinator/Principal Investigator, or
 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**.

Legend ED Edit Draft VD View Draft VS View Submitted DE Delete Proposal FO Follow-up
PC Proposal Consortium

Show 10 entries  Search:

PROGRAM	CALL	FUND. SCH.	PROP. ID	ACRONYM	STATUS	REM. TIME	ACTIONS
H2020	H2020-SEAC-2015-1	RIA	[REDACTED]	[REDACTED]	Final	0	PC VS FO
H2020	H2020-MSCA-COFUND-2015	MSCA-COFUND-FP	[REDACTED]	[REDACTED]	Final	0	PC VS FO
H2020	H2020-SC6-CO-CREATION-2016-2017	IA	[REDACTED]	[REDACTED]	Final	0	PC VD VS FO
H2020	H2020-FETOPEN-2016-2017	RIA	SEP-210352720	fet-trial	Draft	22	ED DE

Days to the call deadline

Audits

- ♦ Mainly concern **financial implementation** of the action
- ♦ Can include technical and other aspects
- ♦ By Commission itself or external auditors
- ♦ Usually includes on-the-spot visit and desk review
- ♦ Audit report and 30 days “contradictory audit procedure”
- ♦ Up to 2 years after payment of the balance

Obligation of beneficiaries

- ♦ **Obligation to keep records and other supporting documentation** for 5 years (3 years for low value grants \leq EUR 60.000) – Article 18 MGA
- ♦ **Obligation to make available all records and documents** during checks, reviews, audits or investigations and to keep them until the end of these procedures
- ♦ **Original documents or authorised digital copies**
- ♦ All evidence must be verifiable, auditable and available (no objection of data protection or confidentiality)

Consequences of findings

- ♦ Rejection of ineligible costs
- ♦ Reduction of the grant
- ♦ Recovery of undue amounts
- ♦ Administrative and financial penalties
- ♦ Suspension of payments
- ♦ Suspension of the action implementation
- ♦ Termination of the agreement or participation
- ♦ “Extension of findings to other grants”
- ♦ OLAF findings may lead to criminal prosecution

Level of controls and audit

- ♦ Ex-ante controls: Certificate on the Methodology, Large Research Infrastructure (LRI)
- ♦ Mid-term/Ex-post controls:
 - ★ **First level audit:** Certificate on the Financial Statements (CFS) → auditor to be selected by beneficiary
 - ❖ Audit certificate only for payments when total EU contribution claimed on the basis of actual costs + average personnel costs \geq 325,000 €
 - ★ **Second level audit:** Financial audits, investigations → by European Commission (Common Audit Service), ECA, OLAF

If a proposal...

- ♦ Is only marginally relevant in terms of its scientific, technological or innovation content relating to the call or topic addressed, you must reflect this in a **lower score for the Excellence criterion**
 - ♦ No matter how excellent the science!
- ♦ Does not significantly contribute to the expected impacts as specified in the WP for that call or topic, you must reflect this in a **lower score for the Impact criterion**
- ♦ Would require substantial modifications in terms of implementation (i.e. change of partners, additional work packages, significant budget or resources cut...), you must reflect this in a **lower score for the “Quality and efficiency of the implementation” criterion**
- ♦ If cross-cutting issues are explicitly mentioned in the scope of the call or topic, and not properly addressed (or their non-relevance justified), you must reflect this in a **lower score for the relevant criterion**
 - ♦ A successful proposal is expected to address them, or convincingly explain why not relevant in a particular case
 - ♦ Proposals addressing cross-cutting issues which are not explicitly mentioned in the scope of the call or topic **can also be evaluated positively**

Third Parties

Definition: Entities with participate in the action but do not sign the GA

In practice somebody is working on the project that does not have a direct employment contract with the beneficiary

Beneficiary

Linked Third Parties

Affiliated entities

Third parties with a legal link

- Must be identified in the GA
- **Same cost eligibility criteria as beneficiaries**
- EC or Agency may request them to accept joint and several liability for their EU contribution

Subcontractors

Definition: type of third party. It appears in the project because one of the beneficiaries appeals to its services to carry out part of the work, usually for specialised jobs that it can not carry out itself or because it is more efficient to use the services of a specialised company.

Beneficiary

Subcontractors

- Cover limited part of the project
- Ensure best value for money and avoid any conflict of interest
- Not possible to subcontract among the beneficiaries
- **Estimated costs and tasks must be identified in the budget and Annex 1***

*GA Annex 1 Description of Action (DoA)