



#InvestEUresearch



# Horizon 2020 Work Programme for Research & Innovation 2018-2020

*Sources of information  
on Horizon 2020  
and other R&I programmes*

Name: DALIBOR DRLJAČA

Function: Service Facility in support of International  
Cooperation in Research and Innovation  
(communication@ServiceFacility.eu)

Research and  
Innovation



# Overview

- 1 The **Participant Portal**: the overall source of information
- 2 Search for calls in the Participant Portal
- 3 Topics flagged for International Cooperation?
- 4 Working with the right documents
- 5 National Contact Points (NCP)
- 6 Further information

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





# RESEARCH & INNOVATION

European Commission

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search



LOGIN



REGISTER

# Home Page

ing  
/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)
- 3rd Health Programme, Asylum, Migration and Integration Fund, Consumer Programme, COSME, Internal Security Fund Borders, Internal Security Fund Police, Justice Programme, Promotion of Agricultural Products Programme, Rights, Equality and Citizenship Programme and Research Fund for Coal & Steel

### 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

### Registered users

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

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

# The service of the Participant Portal



## **EU Login is NOT needed!**




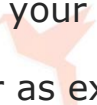
### **Non-registered users**

- Search for funding
- Read the H2020 Online Manual & download the legal documents
- Check if an organisation is already registered
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## **EU Login is needed!**

### **Registered users**

- 
- 
- 
- 
- Submit your proposal
  - Sign the grant
  - Manage your project throughout its lifecycle
  - Register as expert advising the Commission

# How to get access to the Participant Portal?



RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search 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:

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

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF

# EU Login: how to register and log in?

The screenshot shows the EU Login registration interface. At the top left, it says "EU Login" and "One account, many EU services". At the top right, there is a "Where is ECAS?" button, a user icon, and a language dropdown menu set to "English (en)". The main heading is "Sign in to continue". Below this is a form with the label "Use your e-mail address" and an empty input field. A blue "Next" button is below the input field, and a link "Create an account" is below the button. Below the form, there is an "Or" separator. Underneath, there are three social media login options: Facebook, Twitter, and Google, each with its respective icon. At the bottom of the form, there is a link "Or use the eID of your country" and a button "Select your country" with a person icon. Three numbered callouts are overlaid on the page: Callout 1 points to the "Sign in to continue" heading; Callout 2 points to the "Use your e-mail address" input field; Callout 3 points to the "Next" button.

2

Check your mailbox, a confirmation e-mail will arrive within a few minutes.

This process **must be completed within 90 minutes** after the original request.

1

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or



Facebook



Twitter



Google

Or use the eID of your country



Select your country

3

Following the confirmation you can SET YOUR PASSWORD and log in to the Portal

Important: EU Login credentials are strictly confidential!

## 2. Search for calls in the Participant Portal



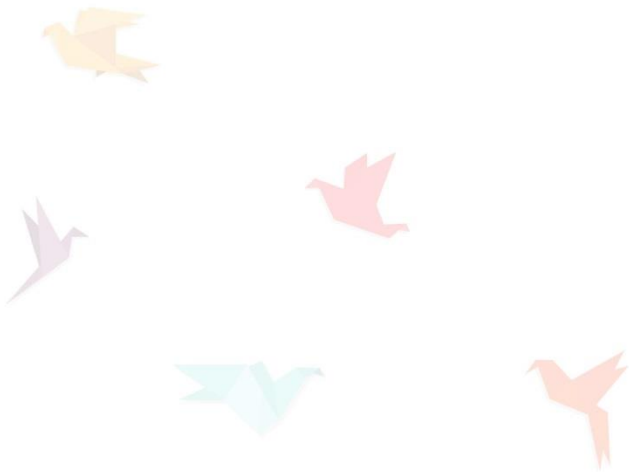


# How to search for calls in the Participant Portal

- The specific areas that will be funded are announced in the Work Programme through calls for proposals
- All calls can be found in the [Participant Portal](#)
- Each call gives you specific information on the questions that are to be addressed in a proposal
- Make sure your proposal fully fits the call description and topics within the Work Programme

# How to search for calls in the Participant Portal

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



## a) By area of interest



Horizon 2020 basic website

<https://ec.europa.eu/programmes/horizon2020/>

Agriculture & Forestry | Aquatic Resources | Bio-based Industries

Biotechnology | Energy | Environment & Climate Action | Food & Healthy Diet

Funding Researchers | Health | ICT Research & Innovation

International Cooperation | Key Enabling Technologies | Partnerships with

Industry and Member States | Raw Materials | Research Infrastructures |

Security | SMEs | Social Sciences & Humanities | Society | Space | Transport

## b) By keyword

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

Keyword Search:

4 Results

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  Closed

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

**Topic: ENG-GLOBALLY-06-2017: The Asia-Pacific as a strategic region for Europe** **Forthcoming**

**Publication date:** 14 October 2015

**Types of action:** RIA Research and Innovation action

**DeadlineModel:** single-stage

**Opening date:** 04 October 2016 **Deadline:** 02 February 2017 17:00:00

Time Zone : (Brussels time)

## c) By Horizon 2020 priority areas

The screenshot shows the 'EU Programmes 2014-2020' website. On the left, a sidebar menu lists various programs, with 'H2020' highlighted in a blue box. The main content area is titled 'Calls for Proposals' and features a 'Horizon 2020' header with a globe icon. Below this, there are two main categories: 'Excellent Science' and 'Industrial Leadership'. Under 'Excellent Science', there are four sub-items: 'European Research Council (ERC)', 'Future and Emerging Technologies (FET)', 'Marie-Sklodowska-Curie Actions', and 'Research Infrastructures'. Under 'Industrial Leadership', there are two sub-items: 'Leadership in enabling and industrial technologies (LEIT)' and 'Information and Communication Technologies'. Each sub-item has a small square checkbox next to it.

EU Programmes 2014-2020

Search Topics

Updates  

Calls  

**H2020**

Research Fund for Coal & Steel

3rd Health Programme

Promotion of Agricultural Products

### Calls for Proposals

 Horizon 2020

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

# c) By Horizon 2020 priority areas

The screenshot shows the 'Calls for Proposals' page on the European Commission's Participant Portal. The page is titled 'Calls for Proposals' and features a search bar and navigation menu. A sidebar on the left lists various EU programmes, with 'H2020' selected. The main content area displays a list of calls for proposals, filtered by 'Status' (Calls with forthcoming topics, Calls with open topics, Calls with only closed topics) and 'Sort by' (Call title, Call identifier, Publication date). The calls are organized into a grid of cards, each representing a specific call for proposals with its title, ID, and publication date.

**Horizon 2020**

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

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

**Sort by**  Call title  Call identifier  Publication date  **FILTER**

Call Title	Call ID	Publication Date
Societal Challenges Clean Sky 2 Call for Proposals 07	H2020-CS2-CFP07-2017-02	08 November 2017
Societal Challenges Blue Growth	H2020-BG-2018-2020	27 October 2017
Spreading excellence and widening participation WIDESPREAD	H2020-WIDESPREAD-2018-2020	27 October 2017
Excellent Science Integrating and opening research infrastructures of European interest	H2020-INFRAIA-2018-2020	27 October 2017
Excellent Science Support to policy and international cooperation	H2020-INFASUPP-2018-2020	27 October 2017
Societal Challenges Rural Renaissance	H2020-RUR-2018-2020	27 October 2017
Societal Challenges Sustainable Food Security	H2020-SFS-2018-2020	
Industrial Leadership TRANSFORMING EUROPEAN INDUSTRY	H2020-NMBP-TR-IND-2018-2020	
Industrial Leadership FOUNDATIONS FOR TOMORROW'S INDUSTRY	H2020-NMBP-TO-IND-2018-2020	

# Advanced search for topics

## 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

**Filter  
International  
Cooperation**

RESEARCH & INNOVATION

Portal

Search

HOW TO PARTICIPATE | PROJECTS & RESULTS | EXPERTS | SUPPORT

LOGIN | REGISTER

H2020 ONLINE MANUAL

Topics for international cooperation

International cooperation has always been a key feature of the scientific endeavour. In a rapidly evolving global context, Research and Innovation are increasingly linked internationally, demanding new forms of cooperation.

Horizon 2020 is **open to the world**, allowing European researchers, to cooperate with their counterparts around the world in H2020 projects on any topic. In addition, in some parts of Horizon 2020, topics have been flagged as being particularly suitable for international cooperation and consortia are encouraged to include non-EU partners.

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund

Internal Security Fund Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

153  
Results

Status  Forthcoming  Open  Closed

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

Topic: **SPACE-20-SCI-2018: Scientific instrumentation and technologies enabling space science and exploration** Open

Publication date:

Types of action: RIA Research and Innovation action  
DeadlineModel: single-stage  
Opening date: 31 October 2017  
Deadline: 06 March 2018 17:00:00  
Time Zone : (Brussels time)

Topic: **SFS-38-2018: Highly efficient management of soil quality and land resources** Open

Publication date:

27 October 2017

Types of action: RIA Research and Innovation action

# Identify your topic!

Time Zone : (Brussels time)

**Topic:** [SFS-11-2018-2019: Anti-microbials and animal production](#) Open

**Publication date:** 27 October 2017

---

**Types of action:** RIA Research and Innovation action

**DeadlineModel:** two-stage

**Opening date:** 31 October 2017

**Deadline:** 13 February 2018 17:00:00

**2nd stage Deadline:** 11 September 2018 17:00:00

Time Zone : (Brussels time)

**Topic:** [SFS-05-2018-2019-2020: New and emerging risks to plant health](#) Open

**Publication date:** 27 October 2017

---

**Types of action:** RIA Research and Innovation action

**DeadlineModel:** two-stage

**Opening date:** 31 October 2017

**Deadline:** 13 February 2018 17:00:00

**2nd stage Deadline:** 11 September 2018 17:00:00

Time Zone : (Brussels time)

**Topic:** [SC5-19-2018: International network to promote cultural heritage innovation and diplomacy](#) Open

**Publication date:** 27 October 2017

---

**Types of action:** CSA Coordination and support action

**DeadlineModel:** single-stage

**Opening date:** 07 November 2017

**Deadline:** 27 February 2018 17:00:00

Time Zone : (Brussels time)

**Topic:** [SC5-17-2018: Towards operational forecasting of earthquakes and early warning capacity for more resilient societies](#) Open

**Publication date:** 27 October 2017

---

**Types of action:** RIA Research and Innovation action

**DeadlineModel:** two-stage

**Opening date:** 07 November 2017

**Deadline:** 27 February 2018 17:00:00

**2nd stage Deadline:** 04 September 2018 17:00:00

Time Zone : (Brussels time)

**Topic:** [SC5-13-2018-2019: Strengthening international cooperation on sustainable urbanisation: nature-based solutions for restoration and rehabilitation of urban ecosystems](#) Open

**Publication date:** 27 October 2017



# Topic description – conditions and documents

The screenshot displays the European Commission Research & Innovation Participant Portal. The main navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'EXPERTS', and 'SUPPORT'. A search bar is located in the top right corner. The left sidebar lists various EU programmes from 2014-2020, such as '3rd Health Programme', 'Asylum, Migration and Integration Fund', and 'COSME'. The main content area features a topic description for 'International network to promote cultural heritage innovation and diplomacy'. This section includes a topic identifier (SC5-19-2018), a publication date (27 October 2017), and details on the types of action, deadline model, and opening date. A 'Topic Description' section follows, detailing the specific challenge of cultural heritage and the actions to be taken. The page also includes a 'Horizon 2020' section with links to the H2020 website and budget overview.

**RESEARCH & INNOVATION** Participant Portal

European Commission

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT

LOGIN REGISTER

**EU Programmes 2014-2020**

Search Topics

Updates

Calls

H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

**TOPIC : International network to promote cultural heritage innovation and diplomacy**

**Topic identifier:** SC5-19-2018  
**Publication date:** 27 October 2017

**Types of action:** CSA Coordination and support action  
**DeadlineModel:** single-stage  
**Opening date:** 07 November 2017  
**Deadline:** 27 February 2018 17:00:00  
Time Zone : (Brussels time)

**Horizon 2020**  
Pillar: Societal Challenges  
Work Programme Year: H2020-2018-2020  
Work Programme Part: [Climate action, environment, resource efficiency and raw materials](#)  
Call : [H2020-SC5-2018-2019-2020](#)  
[H2020 website](#)  
[Call budget overview](#)

**Topic Description** - Less

**Specific Challenge:**

Over the years, Europe has developed world-renowned knowledge, expertise, practices, skills and technologies to protect, conserve, manage, enhance and leverage value from its rich and diverse cultural heritage. Cultural heritage not only provides people with a sense of identity and belonging, it also brings a large innovation potential to a number of economic sectors such as tourism, cultural industries, urban planning, regional planning, arts and design. It can also contribute to improving the EU's relations with other regions. Nevertheless, in some countries cultural heritage is still an underestimated resource and/or is at risk or under threat for various reasons (e.g. lack of awareness, economic crisis, conflicts, natural and anthropogenic hazards, mass tourism, etc.).

Actions should establish an international network that will capitalise on EU expertise to leverage the value of European cultural heritage assets, promote heritage-led innovation for sustainable development and provide expertise and assistance, particularly where cultural heritage is at risk. The network should include researchers, policy-makers, businesses (including SMEs), societal and cultural institutions, including NGOs and CSOs,

# Matching exercise

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

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

# 3. Topics flagged for International Cooperation?



# How to identify topics flagged for International Cooperation?

- In some cases, topics in the Work Programme **encourage International Cooperation** and state explicitly that 'this will be positively considered during the evaluation of proposals'.
- **International Cooperation is a cross-cutting priority** and included in almost all parts of Horizon 2020

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

- Further information about international cooperation:  
[H2020 online manual – International Cooperation](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm)

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm)

# Steps for finding calls targeting non-European countries

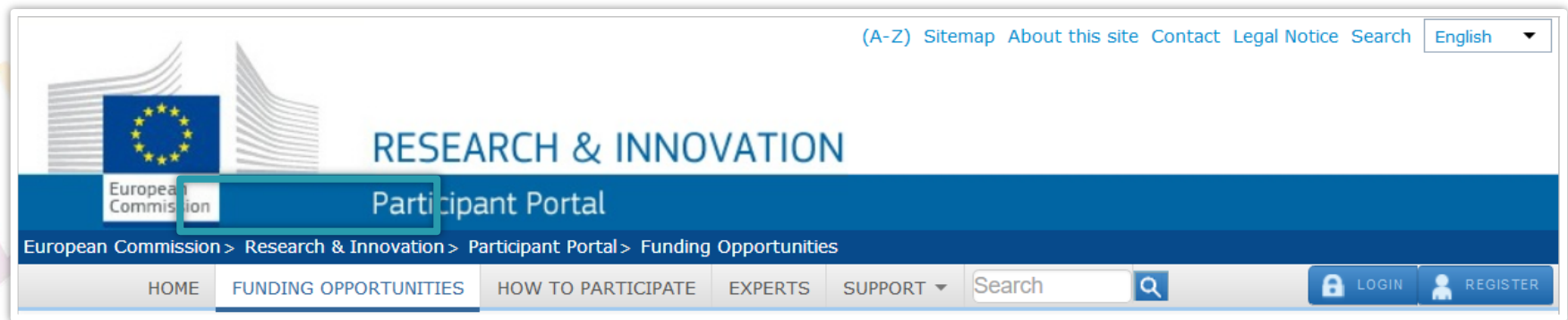
## Step 1: Go to Participant Portal

RESEARCH & INNOVATION

Participant Portal

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

## Step 2: Click on “Funding Opportunities”



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

RESEARCH & INNOVATION  
Participant Portal

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

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

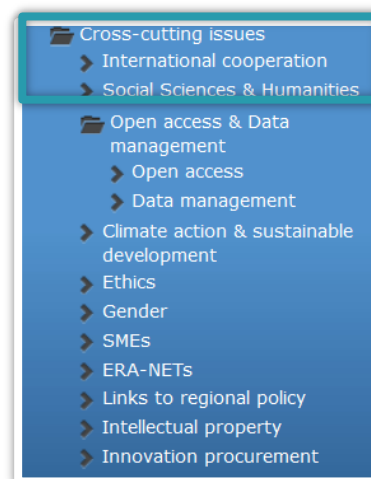
# Finding calls targeting non-European countries

## Step 3: Click on “H2020 Online Manual”



The screenshot shows the 'EU Programmes 2014-2020' website. On the left, there is a search bar and a 'Calls' section with 'H2020' selected. In the center, there is a graphic of the European Union flag. On the right, the 'Funding Opportunities' section is visible, with the 'H2020 ONLINE MANUAL' link highlighted in a red box. Below the link, there is a brief description: 'Find the European Union funding opportunities and search for new or closed calls of the programmes described on this page. See the full list of the Commission funding programmes.'

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



The screenshot shows a list of 'Cross-cutting issues' with 'International cooperation' highlighted in a red box. The list includes:

- International cooperation
- Social Sciences & Humanities
- Open access & Data management
  - Open access
  - Data management
- Climate action & sustainable development
- Ethics
- Gender
- SMEs
- ERA-NETs
- Links to regional policy
- Intellectual property
- Innovation procurement

## Step 5: Click on “International Cooperation”

# Finding calls targeting non-European countries

## Step 6: Click on "International Cooperation topic page"

### International cooperation "Open to the world"

Horizon 2020 is **Open to the World**. This means that participants from all over the world, regardless of their place of establishment or residence, can participate in most of the calls of Horizon 2020. Furthermore, in many cases, the fund at least partly the participation of the international partners (see below).

#### Encouraging International Cooperation

In addition to this general openness of most Horizon 2020 calls to non-EU researchers, many calls particularly encourage cooperation with non-EU partners. All calls are published in bi-annual "Work Programmes" and can be found in the [International cooperation topic page](#).

Horizon 2020 offers opportunities for

# Finding calls targeting non-European countries

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

### Topics for international cooperation H2020 ONLINE MANUAL

International cooperation has always been a key feature of the scientific endeavour. In a rapidly evolving global context, Research and Innovation are increasingly linked internationally, demanding new forms of cooperation

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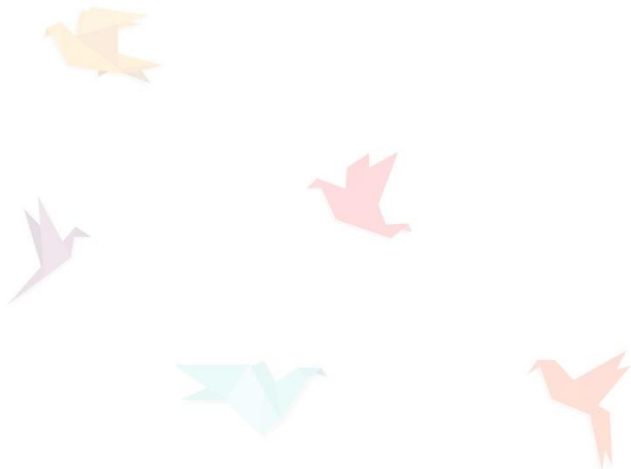
**445**  
Results

**Status** Forthcoming Open Closed

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



## 4. Working with the right documents



# Before you start ...key documents

## Participant Portal

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



# Working with the right documents

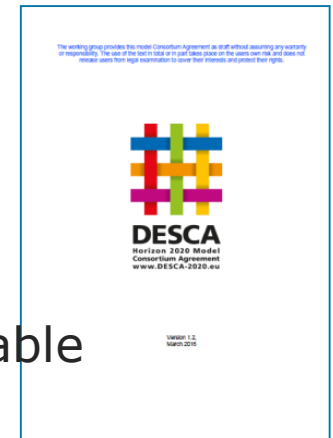
## Annotated Model Grant Agreement

- Eligible costs
- Management of IPR
- Open Access, Ethics
- Many examples and best practice solutions



## Desca Model Consortium Agreement

- Governance Structure of the project
- Dissemination and access rights to results
- Version with „elucidation notes“ and explanations available



# Working with the right documents



## Participant Portal

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



## Official EU website

- Strategic/political background documents

# Where to find the relevant documents?

## Topic conditions and documents

- Less

### 1. Eligible countries:

described in [Annex A](#) of the Work Programme.  
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 information in the [Online Manual](#).

### 2. Eligibility and admissibility conditions:

described in [Annex B](#) and [Annex C](#) of the Work Programme.  
please refer to Part B of the proposal template in the submission system below.

### 3. Evaluation:

- **Evaluation criteria, scoring and thresholds** are described in [Annex H](#) of the Work Programme.
- **Submission and evaluation processes** are described in the [Online Manual](#).

#### Specific evaluation procedure apply to this topic:

Grants will be awarded to proposals according to the ranking list. However, in order to ensure a balanced portfolio of supported actions, at least the highest-ranked proposal per (sub-)topic will be funded provided that it attains all thresholds.

### 4. Indicative time for evaluation and grant agreements:

Information on the outcome of evaluation (**single-stage** call): maximum 5 months from the deadline for submission.  
Signature of grant agreements: maximum 8 months from the deadline for submission.

### 5. Proposal templates, evaluation forms and model grant agreements (MGA):

#### Coordination and Support Action:

##### [Specific provisions and funding rates](#)

Proposal templates are available after entering the submission link below.

##### [Standard evaluation form](#)

##### [General MGA - Multi-Beneficiary](#)

##### [Annotated Grant Agreement](#)

## Specific topic description



# How to participate

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

RESEARCH & INNOVATION  
Participant Portal

European Commission

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

## Horizon 2020 Funding

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**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

RESEARCH ON EUROPA CORDIS OLAF

© European Communities

## How to participate – Where to find help?

- a. H2020 Online Manual:** step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- b. Reference documents:** library of legal documents, guidance notes, and additional reference material for H2020
- c. Beneficiary register:** list of all beneficiaries participating in the EU R&I, education, and culture programmes (search for already registered organisations and their PICs)

# a. Horizon 2020 Online Manual

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal H2020 Online Manual' interface. At the top left, there is the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal H2020 Online Manual'. A blue sidebar on the left contains a tree view of the manual's contents, including sections like 'Your user account & roles', 'Grants', and 'Working as an expert'. The main content area is white and features several sections of navigation buttons:

- Your user account & roles**: A single button.
- Grants**: A section header.
- Applying for funding**: A sub-section header with a flow of four buttons: 'Find a call', 'Find partners', 'Register an organisation', and 'Submit a proposal'.
- Evaluation & Grant signature**: A sub-section header with a flow of three buttons: 'Evaluation of proposals', 'Grant preparation', and 'Grant signature'.
- Grant management**: A sub-section header with four buttons: 'Reports', 'Dissemination of results', 'Amendments', and 'Audits & certifications'.
- Working as an expert**: A section header with three buttons: 'Expert registration', 'Contracting & payment', and 'Expert roles & tasks'.
- Cross-cutting issues**: A section header with six buttons arranged in two rows: 'International cooperation', 'Regional aspects', 'Ethics', 'Intellectual property', 'Gender', and 'SMEs'.
- FP7 Funding Guide**: A single button at the bottom.



# a. H2020 Online Manual– e.g. How to submit a proposal



The screenshot displays the 'RESEARCH & INNOVATION Participant Portal H2020 Online Manual' interface. On the left is a blue navigation menu with the following items: 'H2020 Online Manual', 'Your user account & roles' (with sub-items 'Login with ECAS' and 'Roles & access rights'), 'Grants', 'Applying for funding' (with sub-items 'Find a call' (further divided into 'Horizon 2020 structure and budget' and 'What you need to know about Horizon 2020 calls'), 'Find partners or apply as individual'), 'Register an organisation' (with sub-items 'Registration of organisation', 'LEAR appointment', 'Validation of organisation', 'Financial viability self-check', and 'Data update'), 'Submit a proposal' (highlighted with a white background), 'From evaluation to grant signature' (with sub-items 'Evaluation of proposals', 'Grant preparation', and 'Grant signature'), and 'Grant management'.

The main content area is titled 'Submit a proposal' and includes a green 'HOW TO' button. It features three sections: 'Proposal submission', 'Get prepared', and '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](#).

**Get prepared**

Before your start writing your proposal, get prepared as follows:

1. Call and topic specific documents

## b. Reference documents

European Commission > Research & Innovation > Participant Portal > Reference Documents

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

H2020 Online Manual

Reference Documents (H2020 & FP7)

Beneficiary Register

Financial Capacity 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. 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 FP7

- Legal basis ⓘ
- Model grant agreement
- H2020 Grants Manual
- H2020 Prizes Manual
- H2020 Experts Manual
- Specific guidelines
- Work Programmes
- Calls - proposal templates and evaluation forms
  - Proposal templates
  - Evaluation forms

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

Check **standard proposal templates** per action type.

If the topic uses a special template, it is available from the **Topic documents page**.

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

## c. Beneficiary Register

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

Beneficiary Register

H2020 ONLINE MANUAL

If you want to participate in a project proposal, 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 beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes.

Is your organisation already registered? PIC search

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

SEARCH

Register your organisation

To register, you need to **login** in the Portal or, if you are a new user, [create your account](#).

Check what information you need to register in the [H2020 Online Manual](#) - **and keep it to hand** during the registration procedure. To start registration, click on the button below.

REGISTER ORGANISATION

# Further information and support

The screenshot displays the 'Participant Portal' interface. At the top, the 'European Commission' logo is on the left, and the title 'Participant Portal' is centered. Below this is a breadcrumb trail: 'European Commission > Research & Innovation > Participant Portal > National Contact Points'. A navigation bar contains tabs for 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. The 'SUPPORT' tab is active, and its dropdown menu is open, listing various resources: 'H2020 Online Manual', 'Research Enquiry Service', 'Enterprise Europe Network', 'National Contact Points', 'Glossary', 'FAQ' (highlighted in blue), 'IT Helpdesk', 'Other Help Services', 'Terms and Conditions', 'What's New', and 'APIs'. A search bar is located to the right of the 'SUPPORT' tab. On the left side of the page, a 'MY AREA' dropdown menu is open, listing: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area is titled 'National Contact Points' and includes a description: 'The network of National Contact Points (NCPs) provides guidance, practical assistance on all aspects of participation in EU-funded projects in non-associated countries ("third countries").' Below this is a 'Search for:' section with a dropdown menu labeled 'Select the country' showing '-----Member states-----' and 'Austria', 'Belgium'. At the bottom of the search section, there is a 'Sort by' section with radio buttons for 'Country' and 'Contact Organisation'.

# 5. National Contact Points (NCPs)



## National Contact Points

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

# How to find your National Contact Point

The screenshot shows the 'National Contact Points' page on the Participant Portal. The navigation bar includes 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A search bar and a user profile 'MATTIA GERACCHI' are also visible. A dropdown menu under 'MY AREA' lists: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area is titled 'National Contact Points' and contains an introductory paragraph: 'The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020. NCPs are also established in many **non-EU** and **non-associated** countries ("third countries").' Below this is a search section with a 'Search for:' label. It features two dropdown menus: 'Select the country' (showing '-----Member states-----', 'Austria', 'Belgium') and 'All functions' (showing 'Coordinator', 'Legal and Financial', 'SMEs'). A 'SEARCH' button is highlighted with a red box. Below the search section are radio buttons for 'Sort by': 'Country', 'Contact name' (selected), 'Most recent', and 'Organisation'. The page also includes a section titled 'What is the NCP network?' with a descriptive paragraph: 'NCPs are national structures established and financed by governments of the 28 EU member states and the states associated to the framework programme. NCPs give personalised support on the spot and in applicants' own languages. The NCP systems can vary from one country to another from highly centralised to decentralised networks, and a number of very different actors, from ministries to universities, research centres and special agencies to private consulting companies.'

# Thailand's NCPs in Horizon 2020

Name	Sector	Organisation name	Address:	E-Mail	Website
Dr. Nares DAMRONGCHAI	Health, demographic change and wellbeing	Thailand Center of Excellence for Life Sciences - TCELS			
Mr. Simon GRIMLEY	Marie Skłodowska-Curie Actions on skills, training and career development	National Science and Technology Development Agency (NSTDA)	Thailand Science Park, Phahonyothin Road, Klong 1, 12120, Klong Luang, Pathumthani,Thailand		
Dr. Passakorn PRATHOMBUTR	Smart, green and integrated transport	National Science and Technology Development Agency - NSTDA	111 Thailand Science Park, Phahonyothin Road, Klong 1, 12120, Klong Luang, Pathumthani,Thailand		
Prof. Sirirurg SONGSIVILAI	Nanotechnologies, advanced materials, biotechnology, advanced manufacturing and processing	National Science and Technology Development Agency - NSTDA	111 Thailand Science Park, Phahonyothin Road, Klong 1, 12120, Klong Luang, Pathumthani,Thailand		
Dr. Sarun SUMRIDDETKAJORN	Information and Communication Technologies (ICT)	National Science and Technology Development Agency - NSTDA	111 Thailand Science Park, Phahonyothin Road, Klong 1, 12120, Klong Luang, Pathumthani,Thailand		
Dr. Pattharaporn SUNTHARASAJ - Thailand	National NCP coordinator	National Science and Technology Development Agency - NSTDA	111 Thailand Science Park, Phahonyothin Road, Klong 1, 12120, Klong Luang, Pathumthani,Thailand		
Ms Nopparat WANITSUKSOMBUT	Food security, sustainable agriculture, marine and maritime research and the bio-economy; & Biotechnology	National Science and Technology Development Agency - NSTDA	111 Thailand Science Park, Phahonyothin Road, Klong 1, 12120, Klong Luang, Pathumthani,Thailand		



# 6. Further information



## European IPR Helpdesk

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



# Useful links

- Horizon 2020 Manual:  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)
- Participant Portal:  
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>
- The Participant Portal FAQ:  
<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>
- National Contact Points:  
[https://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)
- EU Login Help:  
<https://webgate.ec.europa.eu/cas/help.html>



European Research Council

# Join Now!

#InvestEUresearch

[www.ec.europa.eu/research](http://www.ec.europa.eu/research)

Participant Portal

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

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