

Welcome to this Clean Sky Info Day on how to become a Partner in Clean Sky 2. This presentation will explain how to prepare a proposal and submit it via the Participant Portal.

Mechanics and procedure for applying



Explanations of



▶ Required forms

Concepts



▶ Participant Portal



▶ EU ID (formally ECAS ID)



▶ PIC

To make the submission process as clear as possible, this presentation will include examples of the different forms which must be completed and explain concepts such as the Participant Portal, EU IDs (formerly ECAS IDs) and PICs.

Participant Portal



Single online system for all H2020 involvement:
Participant Portal (PP)



Participant Portal is very generic
and contains some compromises.

First, the Participant Portal.

The Participant Portal is the online platform for participants in Horizon 2020, which includes Clean Sky.

These participants include applicants who are searching for funding opportunities, experts who wish to participate as evaluators, and beneficiaries who have current projects within the programme and wish to manage them. There is one login per single user, which means an individual is able to submit proposals, manage projects from previous successful submissions, and participate as an expert in the evaluation of unrelated proposals, all under the same login.

In order to accommodate all these activities in one system, the Participant Portal is very generic and contains some compromises.

Mechanics and procedure for applying



Access

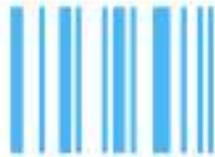


Access to the Participant Portal is via your EU ID, formerly known as ECAS ID. ECAS stands for the European Commission Authentication System. It is easy to apply for an EU ID and it is linked to your email address. Your email address is your unique identifier, as there are many different types of applicant from many different countries who may have different national ID systems. Therefore it is important to be consistent with your email address when applying for your EU ID.

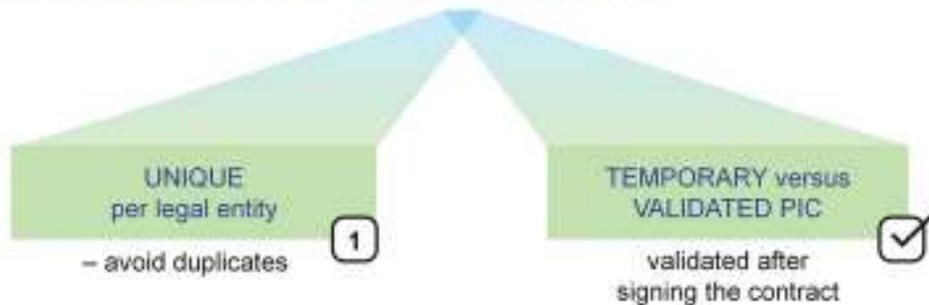
If you want to use your working email address, consider whether you might soon be changing jobs or your company might change its email address format. You may want to use your private email address, or create a functional email address specifically for this purpose.

It is possible to open more than one ECAS account using two different email addresses, meaning that some of your activities are visible under one account and other activities are visible under the other account. That may be your aim, but remember that the purpose of the Participant Portal is to consolidate all your activities under one login, instead of having several different email addresses and IDs.

Mechanics and procedure for applying



PIC - Participant Identity Code



Every participant who applies for funding under Horizon 2020 needs to have a PIC, which stands for Participant Identity Code. This is a unique code for the legal entity, and it is very easy to obtain in the Participant Portal. At this stage, the PIC is referred to as temporary or unvalidated. In the event of you signing a contract, the PIC needs to be validated, which will require you to provide legal and financial information for the legal entity.

The PIC is unique per legal entity, so you should avoid duplicates. For example, if you are a department in a large organisation, you might discover that another department has already created a PIC for your organisation, which you might not have been aware of. So you should first carry out a search in the Participant Portal, using your organisation's legal name or a reference like a national VAT number, to see if your organisation already has a PIC. If so, use this instead of creating a duplicate, which could cause problems later on.

The PICs are managed by the Legal Entity Appointed Representative, or LEAR for short: this is someone in your legal organisation in charge of maintaining the details associated with your PIC.

Mechanics and procedure for applying



ONLINE SUBMISSION of proposals only!

No other method accepted (email, etc.)



Deadline is ABSOLUTE (Brussels Time)

**CALL
DEADLINE**

It is important to remember that the only way to submit proposals is via the online system. No other method is accepted. And bear in mind that the deadline is absolute, and it always refers to Brussels time.

Mechanics and procedure for applying



► **All Call documents** on the **Participant Portal**

! Lots of information which **need to be read**



All information can be downloaded including static versions of online forms for preparatory information gathering

*See Participant Portal
http://ec.europa.eu/research/participants/docstore/2020-funding-guide/index_en.htm

© Clean Sky 2 - 2019

All the documents you will need to prepare and submit your proposals are available on the call website which you can find via the Participant Portal. It is a lot of information, but it's important to read it all carefully.

Check before you start your preparations that the terms and conditions are acceptable to you, including intellectual property rights, financial matters, and so on. You can also download the documents to read offline and circulate easily.

Mechanics and procedure for applying



PARTICIPANT PORTAL



Online forms and uploaded documents

- ▶ Form A, Form B.I, Form B.II, Form C, Form D, etc.
- ▶ Respect size and page limits – do not use tiny fonts or link to unofficial annexes
- ▶ Validate formats as you progress – not at the last minute



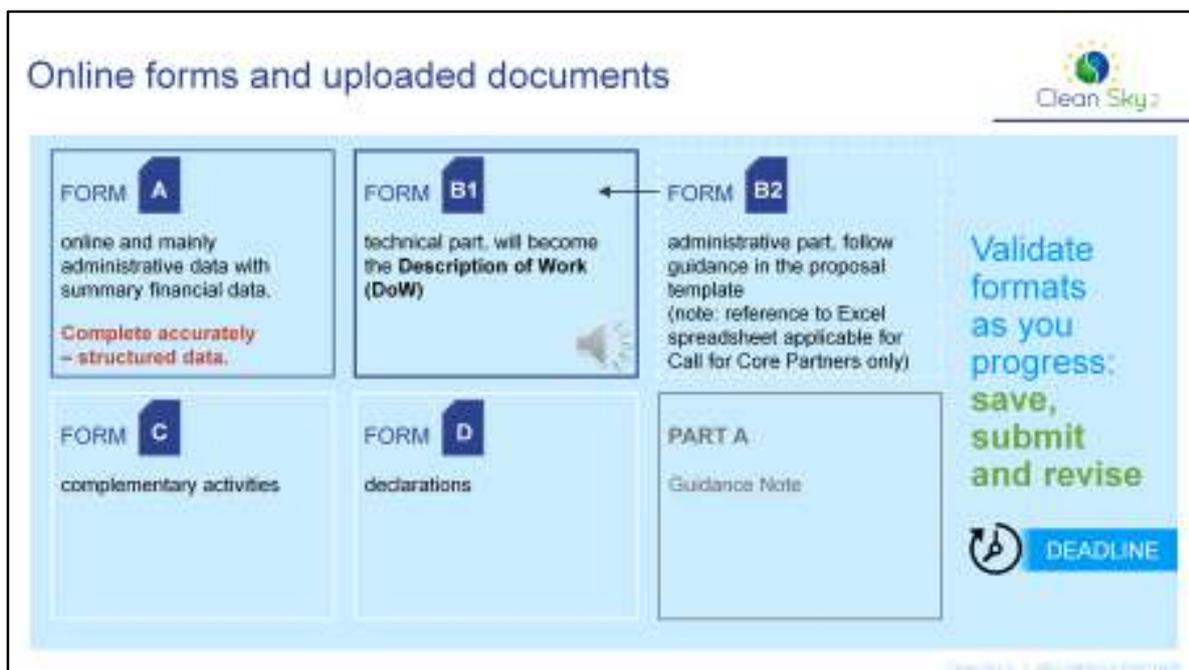
Save, submit and revise
as many times as needed before deadline

There are several different forms that must be completed in your submission. Some of the forms can be completed online, others should be uploaded into the system. These forms are commonly referred to as Form A, Form B1, Form B2, Form C, Form D, and so on. The content of the forms changes from call to call because some calls have more annexes and the letters are reused for different form types, so don't assume that what is Form C in one call is Form C in another. However, in general Form A is the online part and the other letters are the documents which you complete offline and then upload.

Some of these documents are subject to size and page limits, which must be respected. You should not try to circumvent these limits by using tiny fonts or providing links to unofficial annexes on your website, which could be altered after the call deadline.

You should validate the format of the documents as you progress, and not at the last minute. A common mistake is that people work on the documents offline for several weeks and only on the day of the deadline convert the documents to a PDF to upload. At this point, they may discover that the documents are too big, or the graphics have not rendered properly in the PDF. You can validate the forms throughout your progress and convert them occasionally to PDF to make sure there are no problems. You can even submit the documents in the system as you progress because you can resubmit and revise the documents as many times as you wish before the deadline. This is also a good way to get familiar with the system and make sure there are no technical issues.

Online forms and uploaded documents



We will now look at the forms in more detail. As you heard before, there are online forms and documents to be uploaded. Form A is the online form. This form contains boxes which you fill with the requested information, which is mainly administrative data with some summary financial data. This must be the same as the financial information you will give in other sections, and you should make sure it is accurate and complete as it then becomes structured data in our systems for usage on documents, contracts and mailings. The other sections are offline documents, which you will download as templates, complete, convert to PDF and then upload again.

Form B1 is the technical part, which will probably take the longest to complete. This is your technical proposal, which can include graphics, tables, and so on. This will ultimately be known as the Description of Work, or DoW. Therefore it is important that Form B1 is completed correctly, because it will become the technical annex of your contract if you are successful.

Form C is where you should mention any complementary activities, while Form D contains declarations.

There is also a Part A Guidance Note included in the set of templates, to explain clearly what should go in Part A and the other parts, in particular relating to additional activities. Again, remember that you can validate the format as you progress, and it is possible to come back and revise or resubmit the forms as many times as you wish before the deadline.

Any question during the process?



Just ask us



Any questions on the Calls can be addressed to **relevant call mailbox**



Check deadline for submitting questions

For questions relating to Calls for Proposals, there is a dedicated mailbox which you will find on the call website. Remember to check the deadline for submitting questions, which is typically a few weeks before the deadline for proposal submissions, to leave enough time to answer the questions and publish the answers publically for the benefit of all applicants.

Links



Clean Sky
navigate to the "Calls" page

www.cleansky.eu



Participant Portal



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



Request PIC



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

The easiest way to keep up to date on Clean Sky's calls is through the Clean Sky website. You should navigate to the 'Get Involved' section, where you will find subpages with details of open calls. Clicking on the link provided will take you to the Participant Portal. The contact must always be with the JU directly and via the functional email box used for the Call at hand.



Disclaimer

The selection of Partners will be based on Horizon 2020 Rules for Participation, the rules for submission of proposals, evaluation and selection of Partners, as adopted by the Steering Board of Clean Sky 2 JU and referred to in the calls for Partners.

The content of this presentation is not legally binding.

This presentation aims to provide a preliminary overview of these rules.

The proposed content/approach is based on the consultation with the "National Contact Points" (NCPs) Group and the "Task Force" of the Clean Sky 2 Programme.

Clean Sky 2

Thank you for your attention