

Application procedure in the EU Research Framework Program Horizon Europe via the "EU Funding & Tenders Portal"

General information about the portal and the roles in the application process

General link to the portal:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

Explanation with respect to the roles and your nomination in the application process (Legal Signatory / LSIGN, Financial Signatory / FSIGN)

https://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-androles/roles-and-access-rights_en.htm#LEAR

Procedure

1. Create an account

Link to individual initial registration in the EU portal / creation of an account:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Link to registration instructions: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/EU+Login>

Please note: 2-factor authentication will soon be mandatory for login. Possible methods include smartphone, mobile number or security USB stick:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelId=8913453>

PIC (Participant Identification Code) of the EUF: **949487605**

2. Nomination as LSIGN or FSIGN

via LEAR (Martina Kattein) or via one of the Account Administrators (currently Ulrike Bischoff-Parker, Maria Schwab, Simone Onur, Marlene Langholz-Kaiser)

3. Nomination as PLSIGN or PFSIGN (assigned to a specific project)

Is carried out via a contact person of the project concerned, i.e. all EUF members you request to sign on the EU portal must be nominated in advance. The portal will show you which persons are authorized to sign for the EUF:

For legal declarations and contracts please contact Lisa Beckmann from the Justizariat (EUF legal department). Mrs. Beckmann checks the documents, obtains the approval of the President and can then sign on the EU portal.

For financial declarations and contracts, please contact Birgit Andresen from the Finance Department. Mrs Andresen checks the documents, obtains the approval of the President and can then sign the documents on the EU portal. In case of Mrs. Andresen's absence, please contact Mr. Sven Kaufmann.

**If you have any questions, please contact: Martina Kattein, Tel.: -2788,
martina.kattein@uniflensburg.de.**