



# Подача заявки

Національний Контактний Пункт  
Національного педагогічного  
університету ім. М. П. Драгоманова

Київ - 2016



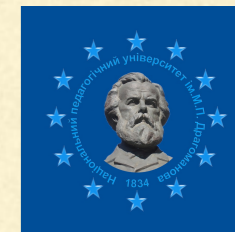
# Зміст




- **Реєстрація організації**
  - **Частина А та В проектної заявки**
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  - **Подача проекту**
-



# Реєстрація організації



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## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

HOME | **FUNDING OPPORTUNITIES** | **HOW TO PARTICIPATE** | EXPERTS | SUPPORT ▼ | Search PP [Q] | LOGIN | REGISTER

- Reference Documents
- Beneficiary Register**
- Financial Viability Self-Check
- SME Participation

### 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

Please 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.



# Реєстрація організації



ec.europa.eu/research/participants/portal/desktop/en/organisations/register\_sec.html

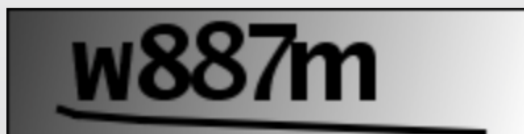
## Find a registered organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford") and optionally select a country. You cannot search by country only. Organisation names are in **English or in the national language**.

Name\*

Country

Captcha code



[Advanced Search](#)



# Реєстрація організації



## Статуси організацій в Горизонті 2020:

- private or public body
- non-profit organisation
- research organisation
- secondary or higher education establishment
- small or medium sized enterprise (SME)
- international organisation
- international organisation of European interest



# Реєстрація організації: необхідні документи



Документи можуть бути подані будь-якою офіційною мовою ЄС, але на вимогу мають бути подані англійською

- Для фізичної особи:
  - копія паспорту або посвідчення особи
  - витяг з реєстру платників ПДВ (в разі наявності)



# Реєстрація організації: необхідні документи



- **Для державних організацій:**
  - **копію постанови, закону, указу або рішення про створення державного органу;**
  - **витяг з реєстру платників ПДВ (або документ, що підтверджує звільнення від сплати ПДВ)**



# Реєстрація організації: необхідні документи



- **Для малих та середніх підприємств:**
  - **копію будь-якого офіційного документу, що містить назву, адресу та реєстраційний номер;**
  - **витяг з реєстру платників ПДВ (або документ, що підтверджує звільнення від сплати ПДВ);**
  - **інші документи, що підтверджують статус СМП (баланс, рахунки прибутків та збитків, інформація про персонал, бізнес-плани тощо)**





# Реєстрація організації



Research & Innovation  
Participant Portal - Beneficiary Register

European Commission > Research & Innovation > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

## Identification

Please fill in some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

1 Legal name \*

2 Establishment/Registration country \*

Registration number

VAT number \*

Website

Legal name

Please enter a valid Legal Name (mandatory).

--Select one--

The establishment country is mandatory

Registration number

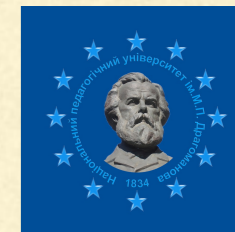
VAT number

VAT number not applicable

Website



# Реєстрація організації



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

European Commission Research & Innovation Participant Portal - Beneficiary's Register

Welcome Identification Organisation Contact Summary Success

Identification completed! The following organisations are already existing in the Beneficiary's Register

If you recognise one of these organisations as yours, select it and click on the 'Use this PIC' button to proceed.

- ASSOCIAZIONE SPORTIVA TROFEO TOPOLINO SCI  
Italy - 937799202
- Pippo e topolino  
Italy - 945172948
- topolino  
Italy - 926745858
- topolino  
Italy - 926749835

I declare that none of the organisations above corresponds to Topolino and I want to proceed with the registration of Topolino.

Save Saved at: 15:11:38 27/08/2015 < Prev Next >

Джерело: User Guide "Beneficiary Register"

<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>



# Реєстрація організації



European Commission > Research & Innovation > Participant Portal > Beneficiary Register

Welcome Identification **Organisation** Contact Summary Success

## Organisation

1 Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

### Legal name and status

Legal name \*

Describe the legal status of your organisation by selecting the appropriate options

Legal status

a natural person  a legal person

non-profit  for profit

private entity  public body

NGO

### Registration data

Establishment/Registration country \*

Registration number

Registration date

Registration authority

Legal form \*

VAT number \*

VAT number not applicable

Nace code

Business name

Official language \*

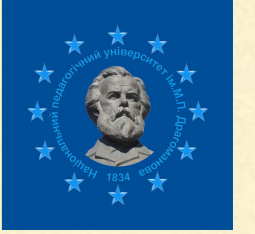
### 3 Legal Address

Enter the official registered address of the beneficiary

Save Saved at: 12:42:04 07/09/2015 < Prev Next >



# Реєстрація організації



## 4. Контакти:

- Контактна особа організації;
  - Адреса;
  - Контактні телефони.
-



# Реєстрація організації



The screenshot shows the 'Summary' step of the registration process. The breadcrumb trail is: European Commission > Research & Innovation > Participant Portal > Beneficiary Register. The progress bar shows steps: Welcome, Identification, Organisation, Contact, Summary (active), and Success. A green message box states: 'All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information.'

**Organisation** Edit

**Legal name and status**

Legal name	topolino new Circus
Legal status	a legal person
	for profit
	private entity
	<b>NOT</b> a public body

**Registration data**

Establishment/Registration country	Italy
Registration number	
Registration date	
Registration authority	
Legal form	SOCIETA A RESPONSABILITA LIMITATA

Save Saved at: 11:44:29 17/09/2015 Prev Submit

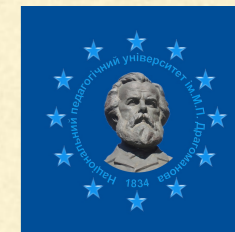
In this step you can see an overview of the data you provided in Organisation and Contact page

Джерело: User Guide “Beneficiary Register”

<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>



# Реєстрація організації



The screenshot shows the 'Participant Portal - Beneficiary Register' interface. At the top, it features the European Commission logo and the text 'Research & Innovation Participant Portal - Beneficiary Register'. A breadcrumb trail reads 'European Commission > Research & Innovation > Participant Portal > Beneficiary Register'. A progress bar below the header shows five steps: 'Welcome', 'Identification', 'Organisation', 'Contact', and 'Summary', with 'Organisation' being the current step. A green success message box on the left states 'Registration completed' and provides the PIC number '926647209'. On the right, a 'What's next?' section lists three tasks: 'Provide programme specific information', 'Provide SME information', and 'Update your organisation data'. A 'Continue to update' button is located at the bottom right.

Research & Innovation  
Participant Portal - Beneficiary Register

European Commission > Research & Innovation > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

**Registration completed**  
You have successfully registered your Legal Entity.  
Your PIC number is:  
**926647209**

### What's next?

You will shortly receive an email confirming your registration.  
Go to the Participant Portal, section 'My Organisations' to:

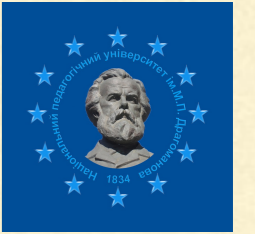
- Provide programme specific information.**  
It is obligatory to fill in this information for Horizon 2020. Otherwise you will not be able to submit your proposal.(wait confirmation from REA).
- Provide SME information.**  
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.
- Update your organisation data.**
- Upload required documents and read/send messages to the European Commission.**

Thank you for using the beneficiary's registration. You can now safely close the browser's window/tab.

Continue to update →



# Реєстрація організації



**Guide on beneficiary registration, validation and financial viability check**

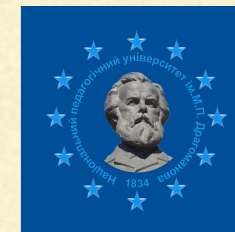
**[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/lev/h2020-guide-lev\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf)**

**User Guide “Beneficiary Register”**

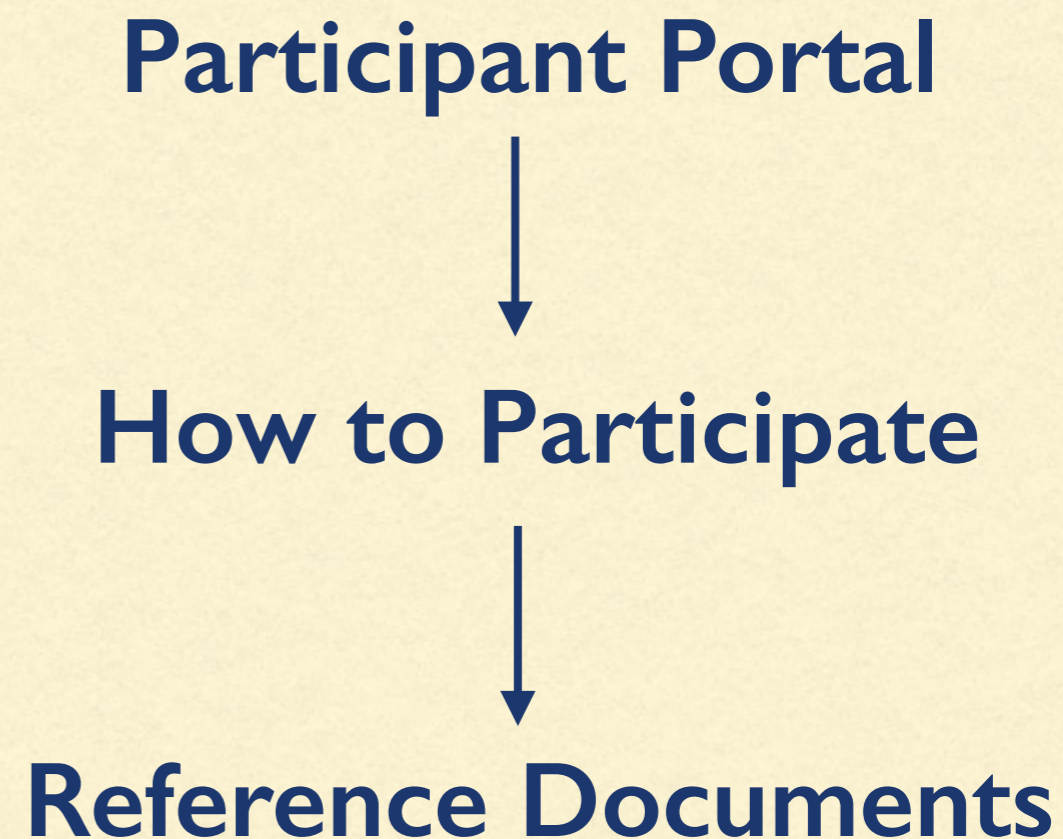
**<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>**



# Шаблони проектних заявок



- ERC rules for submission and evaluation
- Work Programmes
  - 2014-15
  - 2016-17
- Templates & forms
  - Proposal templates
    - 2014-15
    - 2016-17
      - Standard proposal template RIA, IA >
      - Standard proposal template CSA >
      - Standard proposal template CSA lump sum >
      - Standard proposal template PCP >
      - Standard proposal template PPI >
      - Standard proposal template ERA-NET >
      - Standard proposal template EJP >
      - Standard proposal template SME-PHASE1 >
      - Standard proposal template SME-PHASE2 >
      - MSCA standard proposal template MSCA-IF-EF >
      - MSCA standard proposal template MSCA-IF-GF >
      - MSCA standard proposal template ITN-ETN/EID/EJD 2016-17 >
      - MSCA standard proposal template RISE 2016 >
      - MSCA standard proposal template COFUND-DP/FP >
      - ERC standard proposal template STG 2016 >
      - ERC standard proposal template COG 2016 >
      - ERC standard proposal template ADG 2016 >
      - ERC proposal template for PoC 2016 >
      - ERC proposal template NCP 2016 >
  - Proposal evaluation forms
  - Project reporting templates







# Частина А



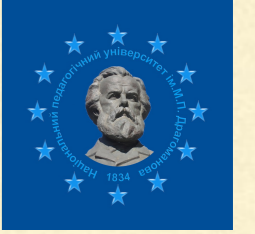
## ■ АІ: Загальна інформація

- Назва проекту
- Акронім
- Ключові слова
- Резюме проекту (max 2000 знаків з пробілами)
- Декларації

**Заповнюється  
онлайн!**



# Частина А



- **А2: Інформація про учасників**
    - **Всі учасники мають мати дійсні РІС-номери**
    - **Контактні дані**
    - **Правовий статус**
    - **Контактна особа**
-





# Частина В



- На першу стадію заповнюються частини, відмічені знаком “}”, не більше 10 ст
- Є обмеження по розміру: титульна сторінка та секції 1, 2 та 3 не більше 70 ст для RIA, IA та не більше 50 ст для CSA



# Частина В



## I. Excellence

- **Мета проекту**
  - **Відповідність робочій програмі**
  - **Концепція та методологія**
  - **Амбіції**
-



# Частина В

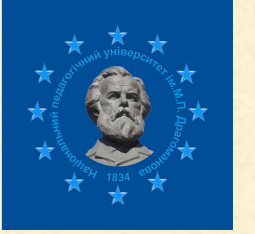


## 2. Impact

- **Очікувані результати**
  - **Заходи для досягнення максимального результату:**
    - **Поширення та використання результатів**
    - **Інформаційна діяльність**
-



# Частина В

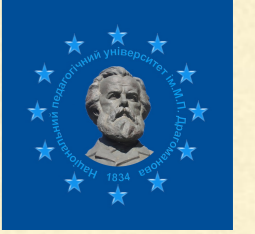


## 3. Implementation

- **Робочі пакети, deliverables**
  - **Структура управління, основні етапи та процедури**
  - **Консорціум в цілому**
  - **Ресурси**
-



# Частина В



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## 4. Учасники консорціуму

- Учасники
- Залучені треті сторони

## 5. Етика та безпека

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# Реєстрація проектної заявки



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## 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


<b>Non-registered users</b>	<b>Registered users</b>
<ul style="list-style-type: none"><li>• search for funding</li><li>• read the H2020 Online Manual &amp; download the legal documents</li><li>• check if an organisation is already registered</li><li>• contact our support services or check our FAQs</li></ul>	<ul style="list-style-type: none"><li>• submit your proposal</li><li>• sign the grant</li><li>• manage your project throughout its lifecycle</li><li>• register as expert advising the Commission</li></ul>




WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



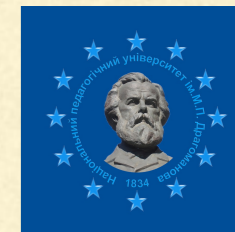
INFORMATION AND SUPPORT

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

© European Communities



# Реєстрація проектної заявки



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

**RESEARCH & INNOVATION**  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP CAROLINE SCHUSTER

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

**Horizon 2020**  
Search Topics  
Calls  
Call Updates

**Other EU Programmes 2014-2020**  
Research Fund for Coal & Steel  
COSME  
3rd Health Programme  
Consumer Programme

**FP7 & CIP Programmes 2007-2013**  
Calls  
Call Updates

**Personalising health and care**  
H2020-PHC-2015-single-stage Sub call of: H2020-PHC-2014-2015

<b>Planned Opening date</b>	30-07-2014	<b>Deadline Date</b>	21-04-2015 17:00:00 (Brussels local time)
<b>Publication date</b>	11-12-2013	<b>Main Pillar</b>	Societal Challenges
<b>Total Call Budget</b>	€104,500,000	<b>OJ reference</b>	OJ C 361 of 11 December 2013
<b>Status</b>	Open		

**Topic: Advancing active and healthy ageing with ICT: Early risk detection and intervention** PHC-21-2015

Topic Description Topic Conditions & Documents Submission Service

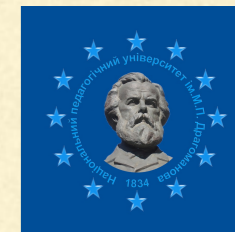
To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

Research and Innovation acti **START SUBMISSION**



# Реєстрація проектної заявки



LOGIN    FUNDING SCHEME    CREATE DRAFT    PARTIES    EDIT PROPOSAL    SUBMIT

## 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\*

[Search for your organisation PIC](#)

**Your Role**

Please indicate your role in this proposal

Main contact

Contact person

**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. 2000 characters)\*

Character count: 1234

**H2020-PHC-2015-single-stage**

Caroline Schuster

PHC-21-2015

RIA

TUE 21 April 2015 17:00:00 Brussels Local Time

224 days left until closure

**Configuration unconfirmed**

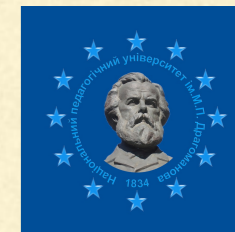
You're using Firefox 31 on Windows. **Adobe Reader (11,0,6,70) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the [User Guide](#).

Version: 20140827-1407 - Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) (+32 (2) 29 92222)



# Реєстрація проектної заявки



## Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

### Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Call, topic, type of action; Participant Identification (PIC) code of your Organisation, Acronym, Short Summary, Panels and Keywords. (Step3) and the list of participating organisations (Step4) - can be used by the services in charge for the planning of evaluations.
2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data. The 'Short summary' information is then copied to the "Abstract" field in the administrative form and can be modified there.

*If you do not wish any of your pre-registration data to be available to the European Commission/service in charge prior to call closure then please send an email to the Participant Portal Service Desk (address available at the foot of the screen and in the User Guide).*

### Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

### Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

### Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

\*\*Regulation (EC) No 45/2001\* of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).

accept decline



# Реєстрація проектної заявки



**Draft proposal Creative1 created** ✕

Dear [redacted]

You have successfully created draft proposal **Creative1** for the call **NCP\_IA**.

You can continue editing your proposal now or access it at a later time (before the deadline **2014-04-23 17:00:00 Brussels Local Time**) from **Participant Portal** by accessing the **My Proposals** tab  
(<https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html>).

An email containing this information has been sent to the email address [redacted] (which is associated with your ECAS account)

[Continue with this proposal](#) [Go to My Proposals](#)

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, invite participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	No
Create contacts for a partner	Yes	No



# Реєстрація проектної заявки



- Не подавайте в останню хвилину;
- Зробіть запас часу, для того, щоб розібратись з процедурою;
- Не бійтесь подавати кілька версій;
- Переконайтесь, що Ви слідували шаблону та обмеженням по розміру заявки;
- Перевірте, чи всі поля заповнені.



# Реєстрація проектної заявки



## Horizon 2020 Online 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)

## Proposal Submission Service User Manual

[http://ec.europa.eu/research/participants/data/support/sep\\_usermanual.pdf](http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf)

## Guide on proposal submission and evaluation

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/pse/h2020-guide-pse\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf)

## Other H2020 reference documents

(rules for participation, guides for applicants, proposal templates, evaluation forms, etc)

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

## NCP network

[http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)

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