

## Come presentare una proposta attraverso il *Participant Portal*

### Registrazione iniziale della proposta

#### Step 1 - Login

Effettuare il login al *Participant Portal* della Commissione Europea da questo indirizzo:

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

N.B. Se non si dispone ancora delle credenziali per il login, prima di iniziare occorre registrarsi, scegliendo il tasto "Register" (a fianco del tasto "Login").

European Commission

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

## Step 2 - Scelta del *Funding scheme* di proprio interesse

1. Selezionare "Funding opportunities" per entrare nella sezione bandi
2. Selezionare "Calls"
3. Selezionare il programma di interesse tra le macrotematiche di Horizon 2020 (oppure cercare per parola chiave nella casella "filter a call")
4. Selezionare il bando di interesse

The screenshot shows the Horizon 2020 Participant Portal interface. The main heading is "Horizon 2020 Calls for Proposals". On the left, there is a navigation menu with "FUNDING OPPORTUNITIES" selected. Below it, there are sections for "Horizon 2020" and "Other Programmes". The "Horizon 2020" section has "Calls" selected. The main content area shows a list of calls for proposals, with "Secure, clean and efficient energy" selected. A search filter is visible, and a "Filter a call" button is present. The page also displays a list of calls for proposals, including "Energy Efficiency - Market Uptake PDA" and "Energy Efficiency - Market Uptake H2020-EE-2015-3-MarketUptake". A "Filter a call" button is also present. The page footer includes the European Commission logo and copyright information.

1

2

3

4

European Commission  
Research & Innovation  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP GABRIELE FALZONI

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

Horizon 2020  
Search Topics  
Calls  
Call Updates

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

FP7 & CIP Programmes  
2007-2013  
Calls  
Call Updates

Other Funding Opportunities

### Horizon 2020 Calls for Proposals

**Advanced Search**

- Leadership in enabling and industrial technologies (LEIT)
- Access to risk finance
- Innovation in SMEs

**Societal Challenges**

- Health, demographic change and wellbeing
- Food security, sustainable agriculture and forestry, marine and maritime and inland water research
- Secure, clean and efficient energy
- Smart, green and integrated transport

Filter a call FILTER

Status  
 Forthcoming  
 Open  
 Closed

Filters only programme and call titles and IDs, for extended search go to the [Search Topics page](#).

Sort by  Title  Call Id  Planned Opening Date  Deadline Date

Societal Challenges  
Energy Efficiency - Market Uptake PDA  
H2020-EE-2015-4-PDA  
Deadlines: 04/06/2015  
Opening Date: 10/12/2014

Societal Challenges  
Energy Efficiency - Market Uptake  
H2020-EE-2015-3-MarketUptake  
Deadlines: 04/06/2015  
Opening Date: 10/12/2014

Societal Challenges  
Energy Efficiency Research & Innovation  
H2020-EE-2015-2-RIA  
Deadlines: 04/06/2015  
Opening Date: 10/12/2014

Societal Challenges  
Energy Efficiency - PPP EeB and SPIRE  
topics  
H2020-EE-2015-1-PPP  
Deadlines: 04/02/2015  
Opening Date: 30/09/2014

In addition to the search facilities, the full list of H2020 Calls can be found [here](#).

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF  
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Dopo avere selezionato il bando, è necessario scegliere il topic specifico fra quelli proposti dalla call:

**RESEARCH & INNOVATION**  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

MY AREA | HOME | **FUNDING OPPORTUNITIES** | HOW TO PARTICIPATE | EXPERTS | SUPPORT | Search PP | GABRIELE FALZONI

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

Other Funding Opportunities

### ENERGY EFFICIENCY - PPP EEB AND SPIRE TOPICS

H2020-EE-2015-1-PPP Sub call of: H2020-EE-2014-2015

<b>Opening Date</b>	30-09-2014	<b>Deadline Date</b>	04-02-2015 17:00:00 (Brussels local time)
<b>Budget</b>	€19,560,000	<b>Main Pillar</b>	Societal Challenges
<b>Status</b>	Open	<b>OJ reference</b>	OJ C361 of 11. December 2013

Call description | Call documents | Get support

#### Call summary

**Topic EE 2:** will be implemented under the PPP on Energy-efficient Buildings. The activities are expected to be implemented at Technology Readiness Level (TRL) 5-7 (please see part G of the General Annexes).  
Topic EE2: Work Programme H2020 2014-2015 / 10. Secure, clean and efficient energy: H2020-EE-2014/2015

+ More

#### Call updates

18-12-2014 17:14:28

After the update to the Horizon 2020 Work Programme 2014-2015 of 10 December 2014, the

+ More

#### 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.

**Topic:** [EE-02-2015: Buildings design for new highly energy performing buildings](#)

**Topic:** [EE-18-2015: New technologies for utilization of heat recovery in large industrial systems, considering the whole energy cycle from heat production to transformation, delivery and end use](#)

HORIZON 2020 | RESEARCH ON EUROPA | CORDIS | OLAF

Una volta all'interno della pagina del topic di interesse, selezionare:

1. "Submission service"
2. "Start submission"

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' interface. The main content area displays details for the topic 'Energy Efficiency - PPP EeB and SPIRE topics' (H2020-EE-2015-1-PPP). Key information includes the opening date (30-09-2014), publication date (11-12-2013), total call budget (€19,560,000), and deadline date (04-02-2015 17:00:00). The status is 'Open'. The topic is 'Buildings design for new highly energy performing buildings' (EE-02-2015). The 'Submission Service' tab is selected, and a large arrow labeled '1' points to it. Below the tabs, there is a section for 'Type of Action' with 'Innovation action [IA]' selected, and a 'START SUBMISSION' button. A second large arrow labeled '2' points to this button. Below the button, there are links for 'Guidance on proposal submission' (H2020 ONLINE MANUAL) and 'IT Guidance' (HOW TO). The footer of the page includes 'HORIZON 2020', 'RESEARCH ON EUROPA', 'CORDIS', and 'OLAF'.

Quindi confermare la scelta effettuata:

Please confirm your choice of the topic and type of action for the call, as these cannot be changed subsequently in the submission system.

**Topic:** Buildings design for new highly energy performing buildings - EE-02-2015

**Type of Action:** Innovation action [IA]

**Call:** Energy Efficiency - PPP EeB and SPIRE topics

CANCEL CONFIRM

### Step 3 – Compilazione pagina *Create a draft proposal*

1. Sezione *Your organisation*: inserire il PIC di UniFe (999839626)
2. Sezione *Your Role*: se si è responsabile scientifico del progetto selezionare “Main contact”, altrimenti “Contact person”
3. Sezione *Your Proposal*:
  - Inserire l’Acronimo del progetto;
  - Inserire un breve riassunto del progetto che si intende presentare; è un dato obbligatorio, ma può essere modificato in qualsiasi momento (fino alla *Submission*);

The screenshot shows the 'Create a Draft Proposal' form with a progress bar at the top indicating the current step. The form is divided into three main sections: 'Your organisation', 'Your Role', and 'Your Proposal'. Three numbered arrows point to specific fields: arrow 1 points to the PIC field, arrow 2 points to the 'Main contact' radio button, and arrow 3 points to the 'Your Proposal' section.

**Step 3**  
Create a Draft Proposal

H2020-EE-2015-1-PPP

Gabriele Falzoni

EE-02-2015

IA

WED 04 February 2015 17:00:00 Brussels Local Time

43 days left until closure

**Configuration OK** ✓

You're using Chrome 39 on Windows. **Adobe Reader** (version 11.0.9.0) is installed.

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

### 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\* ? 999839626 Short name\* ?

UNIFE

999839626 UNIFE SAVONAROLA 9 FERRARA, IT VAT:IT00434690384

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

PIC: 999839626  
UNIFE  
SAVONAROLA 9  
FERRARA, IT  
VAT: IT00434690384

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

A questo punto, selezionando il tasto “next”, il draft viene inviato al sistema, che genera il codice identificativo del progetto. Dopo avere accettato i termini e le condizioni di utilizzo del sito, se la procedura è andata a buon fine apparirà il seguente messaggio di conferma:

### Draft proposal TEST created ✕

Dear Gabriele Falzoni,

You have successfully created draft proposal **TEST** for the call **H2020-EE-2015-1-PPP**.

You can continue editing your proposal now or access it at a later time (before the deadline **2015-02-04 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 *flzgrl@unife.it* (which is associated with your ECAS account *nfalzoga*).

[Continue with this proposal](#)

[Go to My Proposals](#)

## Step 4 – Compilazione pagina *Parties*

In questa sezione si inseriscono ulteriori partner e *contact persons*:

1. Selezionare “Add partner organisation” per aggiungere altri partecipanti al progetto, per ciascuno si dovrà indicare PIC dell’istituzione e indirizzo e-mail della persona di contatto.
2. (Opzionale) Selezionare l’icona “+” di fianco a “Contact” per autorizzare ulteriori nominativi ad accedere al progetto.

NB: nel caso di bandi che prevedano la presentazione della proposta in due fasi (c.d. *two-stage submission*) nella fase 1 va indicata solamente l’organizzazione coordinatrice, mentre gli altri partner del progetto vanno elencati solamente nella “Part B”, descritta nel successivo Step 5.

**Step 4**  
Manage Your Related Parties

**H2020-EE-2015-1-PPP**

Gabriele Falzoni  
EE-02-2015  
IA  
WED 04 February 2015 17:00:00 Brussels Local Time  
43 days left until closure

Acronym ID PIC Contact  
Acronym  
TEST

**Configuration OK** ✓

You're using Chrome 39 on Windows. **Adobe Reader** (version 11.0.9.0) is installed.  
For more information, please consult the [User Guide](#).

**Parties**

In this step you as coordinator could manage and review the participants of your proposal. Only you as coordinator can edit participants on this screen.

Note: Your changes will be saved only after you click the "Save changes" button.

Number of participants: 1 **Add Partner** ?

**Consortium eligibility**  
Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

1 **Coordinator** **Contact** + ?

**UNIFE**  
UNIVERSITA DEGLI STUDI DI FERRARA  
SAVONAROLA 9, 44100 FERRARA, IT  
PIC: 999839626

Gabriele Falzoni - Main contact

next >>

done (X) Version: 20141110-1116 - Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) (+32 (2) 29 92222)

## Step 5 – Pagina *Edit proposal*

Questa sezione è dedicata alla modulistica:

1. Selezionare “edit forms” per aprire e compilare i moduli amministrativi
2. Selezionare “download templates” per scaricare la *Part B*, modello da seguire nella redazione del progetto vero e proprio, e gli eventuali allegati (attenzione: il sistema elenca tutti i possibili allegati, in base alla *call* alcuni possono essere obbligatori e altri facoltativi)

Mentre gli “Administrative forms” vanno compilati on-line, il progetto di ricerca va redatto offline sul formulario *Part B*, unitamente agli allegati necessari, e successivamente caricato nel sistema in formato pdf.

The screenshot displays the 'Step 5 Edit Proposal' interface. At the top, a progress bar indicates the current step is 'EDIT PROPOSAL'. The main content area is titled 'Edit Proposals' Forms' and includes a warning message: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below this, there are sections for 'Administrative Forms' (with buttons for 'edit forms', 'view history', and 'print preview') and 'Part B and Annexes' (with a 'download templates' button and an 'upload' button for each of three annex sections). A sidebar on the left shows user information for Gabriele Falzoni, funding details (EE-02-2015, IA), a calendar for February 2015, and a 'Configuration OK' message. At the bottom right, there are navigation buttons: '<< Step 4 - Parties', 'validate', and 'submit'.

E' sempre possibile tornare agli *step* precedenti, anche per modifiche e integrazioni, selezionando la relativa icona verde in fondo alla pagina.

Il tasto “validate” effettua un controllo sulla documentazione (segnalando, ad esempio, se mancano parti obbligatorie); selezionando “submit” il progetto viene inviato per la valutazione ma, fino alla scadenza del bando, è possibile inviare nuove versioni del progetto, ciascuna delle quali sostituirà quella precedentemente trasmessa.

Si suggerisce pertanto di caricare il progetto e selezionare “submit” al termine di ogni sessione di lavoro: in tal modo nel sistema sarà sempre presente la versione più aggiornata.