

Come presentare una proposta MSC-RISE 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").



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

The bottom of the page features a row of six icons: a network diagram with 'NEW', a map of Europe with stars, a document with a pencil, a head with gears, a document with a pencil, and a person wearing a headset.

Step 2 – Selezione del *Funding scheme*

1. Selezionare “Funding opportunities” per entrare nella sezione bandi
2. Selezionare “Calls”
3. Selezionare “Marie Skłodowska-Curie actions” tra le macrotematiche di Horizon 2020
4. Selezionare il bando di interesse

The screenshot displays the Horizon 2020 Participant Portal interface. At the top, there is a navigation bar with the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal". Below this, a breadcrumb trail reads "European Commission > Research & Innovation > Participant Portal > Calls". A user profile for "GABRIELE FALZONI" is visible in the top right corner.

The main content area is titled "Horizon 2020" and features a list of funding opportunities. A sidebar on the left contains navigation options: "Horizon 2020" (with "Calls" selected), "Search Topics", and "Other Programmes 2014-2020" (including "Research Fund for Coal & Steel", "COSME", "3rd Health Programme", and "Consumer Programme"). Below this is a section for "FP7 & CIP Programmes 2007-2013" with "Calls" and "Call Updates" options.

The main list of opportunities includes a filter section for "Excellent Science" with the following options:

- European Research Council
- Future and Emerging Technologies
- Marie Skłodowska-Curie actions
- Research infrastructures
- Industrial Leadership
- Leadership in enabling and industrial technologies (LEIT)
- Access to risk finance
- Innovation in SMEs

The "Type" filter is set to "Proposal", and the "Status" filter is set to "Open". A "FILTER" button is present below the list.

Below the filter section, there is a "Sort by" dropdown menu with options: Title, Call Id, Publication Date, and Deadline Date.

The list of opportunities includes:

- Excellent Science**: Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE), H2020-MSCA-RISE-2014, Pub.Date: 11/12/2013, Deadline: 24/04/2014
- Excellent Science**: Transnational cooperation among researchers, H2020-MSCA-NIGHT-2014, Pub.Date: 11/12/2013, Deadline: 02/04/2014
- Excellent Science**: European Researchers' Night (NIGHT), H2020-MSCA-NIGHT-2014, Pub.Date: 11/12/2013, Deadline: 04/03/2014
- Excellent Science**: MARIE SKŁODOWSKA-CURIE ACTION: INNOVATIVE TRAINING NETWORKS (ITN), H2020-MSCA-ITN-2014

Four numbered arrows indicate the selection process: 1 points to the "Calls" link in the sidebar; 2 points to the "Calls" link in the "Horizon 2020" section; 3 points to the "Marie Skłodowska-Curie actions" checkbox in the filter section; and 4 points to the "Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)" call card.

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

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

The screenshot shows the 'Participant Portal' for 'RESEARCH & INNOVATION' under the European Commission. The main content area displays details for the 'Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)' call (H2020-MSCA-RISE-2014). Key information includes a publication date of 2013-12-11, a total call budget of €70,000,000, a deadline date of 2014-04-24 17:00:00 (Brussels local time), and a status of 'Open'. The topic is identified as 'Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)' under the MSCA-RISE-2014 program.

Navigation tabs at the bottom of the call details include 'Topic Description', 'Topic Conditions & Documents', and 'Submission Service'. A grey arrow labeled '1' points to the 'Submission Service' tab. Below the tabs, instructions state: '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.' and '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'.

At the bottom of the page, there is a dropdown menu showing 'Marie Skłodowska-Curie Resi' and a blue button labeled 'START SUBMISSION'. A grey arrow labeled '2' points to this button.

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*:
 - indicare l’Acronimo del progetto;
 - inserire il *Short Summary* del progetto che si intende presentare; è un dato obbligatorio, ma può essere modificato in qualsiasi momento (fino alla *Submission*);
 - *Scientific Panel*: selezionare da quale *Panel* si intende essere valutati .

Step 3

Create a Draft Proposal

H2020-MSCA-RISE-2014

Gabriele Falzoni

MSCA-RISE-2014

MSCA-RISE

THU 24 April 2014 17:00:00
Brussels Local Time

52 days left until closure

Configuration OK

You're using Chrome 33 on Windows. **Adobe Reader** (version 11.0.6.0) 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* Short name*

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

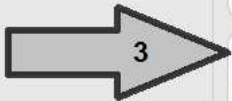


Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

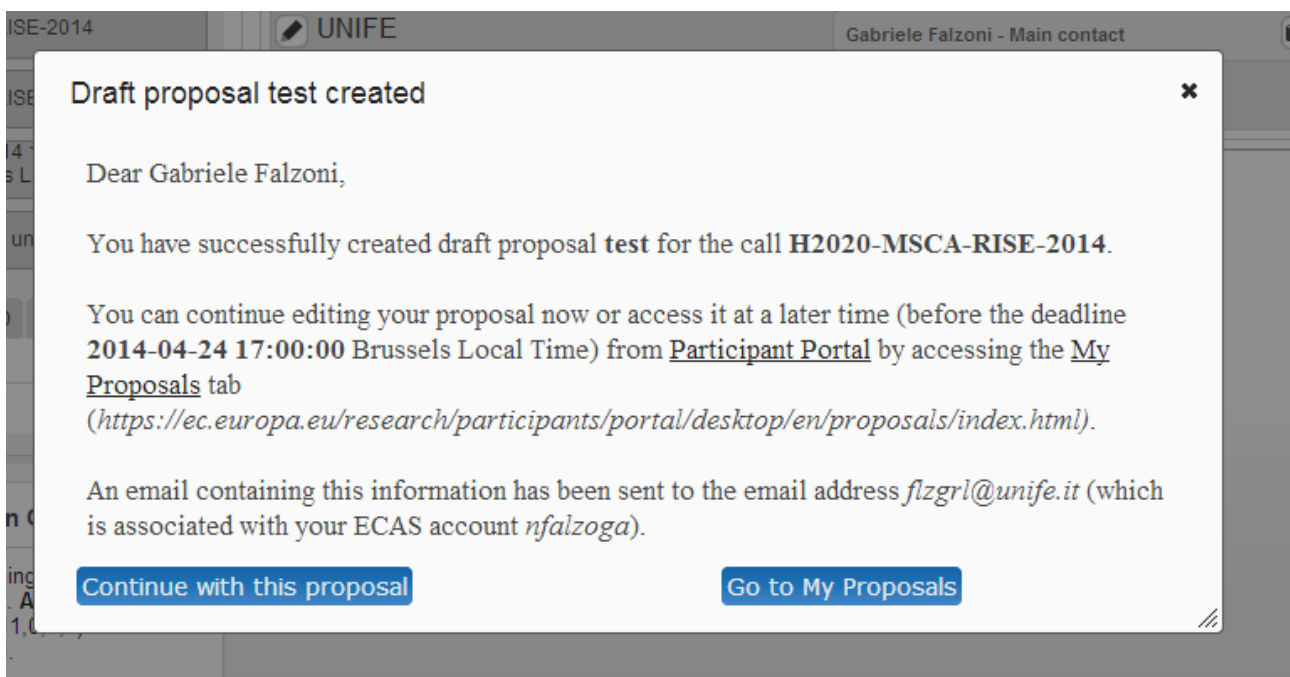
Short Summary (max. 2000 characters)*

Character count:

Scientific Panel*



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 un messaggio di conferma:



The image shows a screenshot of a web browser window. The browser's address bar displays 'ISE-2014'. The page header includes the 'UNIFE' logo and the text 'Gabriele Falzoni - Main contact'. A white modal dialog box is centered on the screen with the title 'Draft proposal test created' and a close button (X) in the top right corner. The message inside the dialog reads: 'Dear Gabriele Falzoni, You have successfully created draft proposal test for the call H2020-MSCA-RISE-2014. You can continue editing your proposal now or access it at a later time (before the deadline 2014-04-24 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)'. At the bottom of the dialog, there are two blue buttons: 'Continue with this proposal' on the left and 'Go to My Proposals' on the right. A double-slash icon is visible in the bottom right corner of the dialog box.

ISE-2014 UNIFE Gabriele Falzoni - Main contact

Draft proposal test created ✕

Dear Gabriele Falzoni,

You have successfully created draft proposal **test** for the call **H2020-MSCA-RISE-2014**.

You can continue editing your proposal now or access it at a later time (before the deadline **2014-04-24 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.

Step 4
Manage Your Related Parties

H2020-MSCA-RISE-2014

Gabriele Falzoni

MSCA-RISE-2014

MSCA-RISE

THU 24 April 2014 17:00:00 Brussels Local Time

24 days left until closure

Acronym ID PIC Contact

Acronym
test

Configuration OK ✓

You're using Chrome 33 on Windows. **Adobe Reader** (version 11.0.6.0) is installed.

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

Parties

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

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

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

Coordinator

Contact ?

UNIFE

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

Gabriele Falzoni - Main contact

next >>

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

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 'Part B'. A sidebar on the left displays user information (Gabriele Falzoni), project details (MSCA-RISE-2014), a calendar showing the deadline (April 24, 17:00:00 Brussels Local Time), and a 'Configuration OK' message indicating that Adobe Reader is installed. At the bottom, 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.