

# WEBINARIO

## Aspectos prácticos del portal de financiación de la UE

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Docente: César Arroyo López

# EL PORTAL FUNDING AND TENDERS

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- El **Funding and Tenders opportunities** es el Portal que tiene la Comisión Europea en Internet para los Programas Europeos de Gestión Directa (PEGD). En él podremos **buscar convocatorias** de programas que estén abiertas, **enviar nuestras propuestas** a una convocatoria determinada, **darnos de alta como potenciales evaluadores**, **buscar los proyectos que se han financiado en anteriores convocatorias** y, en definitiva, encontrar toda la información sobre cada uno de estos programas.
- **Es el punto de entrada** para participantes y expertos en PEGD gestionados por la Comisión Europea y otros organismos de la UE.

# EL PORTAL FUNDING AND TENDERS

## - DARSE DE ALTA -



- Aunque el Portal Funding and Tenders tiene muchos apartados totalmente en **abierto**, para acceder a algunas funcionalidades hay que estar **registrado** en el mismo.
- Para **registrarse** basta con dar nuestro nombre y apellidos, así como un correo electrónico en el apartado **SIGN IN** en la pantalla inicial del portal:



Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

Find calls for proposals

Find calls for tenders

# EL PORTAL FUNDING AND TENDERS - DARSE DE ALTA -



- Y después en el enlace [Create an account](#)

A screenshot of a web page titled "ecs-frontend requires you to authenticate Sign in to continue". It features a text input field labeled "Enter your e-mail address or unique identifier" with an orange arrow pointing to it. Below the input field are two buttons: "Create an account" (a blue link) and "Next >". Below these is an "Or" separator. At the bottom, there is a button labeled "Sign in with your eID" with a globe icon.A screenshot of a web page titled "Create an account". It includes a link for "Help for external users". The form contains input fields for "First name", "Last name", "E-mail", and "Confirm e-mail". There is also a dropdown menu for "E-mail language" currently set to "English (en)". At the bottom, there is a checkbox with the text "By checking this box, you acknowledge that you have read and understood the privacy statement". Below the checkbox are two buttons: "Create an account" and "Cancel".

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

- Desde nuestra cuenta

The screenshot displays the EU Funding & Tenders Portal interface. The browser address bar shows the URL: [ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home). The page header includes the European Commission logo and the text "EU Funding & Tenders Portal". A navigation menu is visible with options: Home, Funding (highlighted), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. A search bar is located on the right side of the navigation menu. Below the navigation menu, a large banner image features a collage of various scenes related to funding and tenders, with several yellow stars overlaid. A blue sidebar menu is open on the left, listing: Calls for proposals, Participant register (highlighted with an orange arrow), Partner search, EU programmes, Funding updates, and Horizon4Ukraine. Below the banner, a section titled "Discover the funding & tenders opportunities" provides instructions on how to participate. It includes four main steps: "Find calls for proposals", "Find calls for tenders", "View projects and results", and "Work as an expert". Each step has a brief description of the process. At the bottom right of the page, there is a "Report fraud" link. The Windows taskbar at the bottom shows the system tray with the date 21/01/2025 and time 16:06.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

- Nos lleva al registro de participantes

Participant register | EU Fundin... x +

ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

Comisión Europea | EU Funding & Tenders Portal

Welcome César Arroyo López ES

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Home > Funding > Registro de participantes

## Registro de participantes

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

Si desea participar en una convocatoria de propuestas o en una licitación con eSubmission, su organización debe estar registrada y tener un código de identificación de participantes (CPI) de 9 dígitos. Sírvase citar su PIC en toda la correspondencia con la Comisión.

El registro contiene a todos los participantes en los programas de la UE.

### ¿Su organización ya está registrada? Búsqueda PIC

Compruebe si su organización ya ha sido registrada. Si es así, no hay necesidad de registrarlo de nuevo.

Find a registered organisation

### Registra tu organización

Para registrar su organización o como persona física, debe iniciar sesión en el Portal o, si es un nuevo usuario, crear su cuenta.

Compruebe qué información necesita para registrarse en el Manual en línea y mantenerlo a mano durante el procedimiento de registro. Para iniciar el registro, haga clic en el botón de abajo.

Register your organisation

Puede suspender el proceso de registro en cualquier momento: los datos introducidos se pueden guardar como borrador y puede continuar su registro más tarde. Para volver a su registro, por favor inicie sesión y entre en Mi(s) Organización(s) en la sección Mi área. Incompletos, los proyectos de registro se eliminan automáticamente después de un año.

Además, para las acciones en las que el estatus de PYME es un criterio de admisibilidad (como, por ejemplo, el Acelerador del Consejo Europeo de Innovación), también debe llevar a cabo la autoevaluación de las PYME.

Si su proyecto o oferta se evalúa correctamente, el equipo del Servicio Central de Validación verificará los datos registrados antes de la firma del acuerdo de subvención o del contrato.

10°C Nublado Búsqueda 16:05 21/01/2025

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

- Nos lleva al registro de participantes y seleccionamos “Register your organisation”

Participant register | EU Funding & Tenders Portal

Comisión Europea | EU Funding & Tenders Portal

Welcome César Arroyo López

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Home > Funding > Registro de participantes

Registro de participantes

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Además, para las acciones en las que el estatuto de PYME es un criterio de admisibilidad (como, por ejemplo, el Acelerador del Consejo Europeo de Innovación), también debe llevar a cabo la autoevaluación de las PYME.

Si su proyecto o oferta se evalúa correctamente, el equipo del Servicio Central de Validación verificará los datos registrados antes de la firma del acuerdo de subvención o del contrato.

# EL PORTAL FUNDING AND TENDERS

## - DARDE ALTA UNA ENTIDAD-

- Y de ahí a la sección de registro – IMPORTANTE DOCUMENTOS A TENER A MANO

- ESTATUTOS
- DOCUMENTO DE REGISTRO
- CIF
- INFORMACIÓN BÁSICA
- PLAN IGUALDAD

The screenshot shows the EU Funding & Tenders Portal registration page. The browser address bar displays <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A navigation menu is visible with options like 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an external partner', and 'Guidance & documents'. A search bar is also present. The main content area shows a 'Participant Register' section with a progress indicator. A dialog box titled 'Welcome to the Participant Register' is overlaid on the page, providing instructions and a list of requirements:

- Please have the relevant documents at hand, to make sure you fill in everything correctly.
- Registration will take 5-10 minutes. The system will automatically save your information in case you need to close the wizard. Your data will be restored the next time when you re-enter the page.
- Your organisation PIC number will be displayed when you have completed the registration. PIC: Participant

An orange arrow points to the 'OK' button in the dialog box. The footer of the page contains copyright information: '© 2018 European Commission | About | Accessibility | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs'.

# EL PORTAL FUNDING AND TENDERS

## - DARDE ALTA UNA ENTIDAD-

Identification

Legal name *	<input type="text" value="Legal name"/>	240
Registration country *	<input type="text" value="Registration country"/>	
Registration number	<input type="text" value="Registration number"/>	50
VAT number *	<input type="text" value="VAT number"/>	20
	<input type="checkbox"/> not applicable	
Website	<input type="text" value="Website"/>	500

Save

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'Existing organisation(s)' section of the registration process. It displays the details for 'Fundacion Centro de Derechos Sociales del Inmigrante' with the following information:

PIC	893535095	Address	Avenida 1 Calle 24 1208-1000 San Jose Costa Rica	Status	Declared	<a href="#">Use this PIC</a>
VAT number						
Registration number	3006295068					

Below the table, there is a checkbox with the text:  If none of the organisations corresponds to Fundación CERES (Centro de Recursos Sociales), please tick the checkbox to continue the registration.

At the bottom of the form, there are two buttons: 'Previous' and 'Continue registration'.

Two orange arrows point to the checkbox and the 'Continue registration' button.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page for an organization. The browser address bar shows the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A user profile is visible in the top right corner with the text 'Welcome' and a profile picture. The main navigation bar contains several menu items: 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documentation'. A search bar is also present. The left sidebar, titled 'My area', contains links for 'My profile', 'F&T user profile', 'Content centre', 'Notifications', 'Subscriptions', 'Bookmarks', 'Saved searches', and 'Formal notifications'. The main content area is titled 'Organisation Data' and contains the following fields:

- Legal name:** A text field with a blacked-out value and a blue edit icon.
- Business name:** A text field with the placeholder 'Business name' and a character count of 400.
- Address:** A text field with the placeholder 'Address' and a character count of 239.
- Postal code:** A text field with the placeholder 'NNNNN (28001)' and a character count of 39. Below this field, a red error message reads: 'Please enter the postal code in the following format: NNNNN (28001)'.

At the bottom of the form, there are three buttons: 'Save' (with a checkmark icon), 'Review the Form' (in a red rounded rectangle), and 'Next' (in a blue rounded rectangle). The 'Save' button shows the text 'Saved at: 15:15:03 20/01/2025'.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page for identification. The browser address bar shows the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A navigation menu contains links for 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an external partner', and 'Guidance & documents'. A search bar and notification icons are also present. The main content area is a registration form with the following fields:

- P. O. box:  (30 characters)
- City:  (119 characters)
- Registration country: **Spain** (with a dropdown arrow)
- Phone:  (30 characters)
- Fax:  (30 characters)
- Website:

At the bottom of the form, there is a 'Save' button with a checkmark, a timestamp 'Saved at: 15:15:03 20/01/2025', a red 'Review the Form' button, and 'Previous' and 'Next' buttons.

# EL PORTAL FUNDING AND TENDERS

## - DARDE ALTA UNA ENTIDAD-

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Registration country

Spain 

Phone \* 

 27

The value has only 3 characters but is required to be at least 4 characters long  
Expected format: +CCNNNNNNNNNNNNNNxBBBBB

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

← ↻ 🔒 https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification

European Commission | EU Funding & Tenders Portal

Welcome [Redacted]  EN

Home Fun... Procure... Projects & r... News & e... Work as an e... Guidance & docu... Search...   

My area

- My profile 
- F&T user profile 
- Content centre 
- Notifications 
- Subscriptions 
- Bookmarks 
- Saved searches 
- Formal notifications 

Legal Information

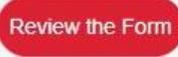
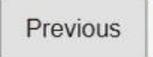
Legal Information

Legal entity status   a natural person  a legal person

Legal form \*  -- Select One -- 

VAT number [Redacted]

Legal register  Legal register 319

 Save Saved at: 15:19:35 20/01/2025   

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification

European Commission | EU Funding & Tenders Portal

Welcome [redacted] EN

Home Fun... Procure... Projects & r... News & e... Work as an e... Guidance & docu... Search...

My area

- My profile
- F&T user profile
- Content centre
- Notifications
- Subscriptions
- Bookmarks
- Saved searches
- Formal notifications

Registration number [redacted]

Registration date Select a date

Legal entity type  private entity  public body

Legal entity qualification  non-profit  for profit

SME Self-Declaration  Yes  No

Is it a civil society  Yes  No

Save Saved at: 15:19:35 20/01/2025 Review the Form Previous Next

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows a web browser window with the URL <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text "EU Funding & Tenders Portal". A navigation bar contains various menu items like "Home", "Funding", "Procurement", "Projects & results", "News & events", "Work as an external partner", and "Guidance & documents". A search bar is also present.

The main content area is a registration form with the following questions and options:

- Is it a civil society organisation:  Yes  No
- International organisation:  Yes  No
- International Organisation of European Interest for H2020 (IOEI H2020):  Yes  No
- International Organisation of European Interest for H2020 (IOEI H2020):  Yes  No

At the bottom of the form, there is a "Save" button with a checkmark, a timestamp "Saved at: 15:19:35 20/01/2025", a red "Review the Form" button, and "Previous" and "Next" buttons.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page. The browser address bar displays the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A 'Welcome' message is visible next to a user profile icon. The main navigation bar contains several menu items: Home, Funding, Procurement, Projects & research, News & events, Work as an external partner, and Guidance & documentation. A search bar is located on the right side of the navigation bar. The left sidebar, titled 'My area', contains links for 'My profile', 'F&T user profile', 'Content centre', 'Notifications', 'Subscriptions', 'Bookmarks', 'Saved searches', and 'Formal notifications'. The main content area displays four identification options, each with an information icon and radio buttons for 'Yes' and 'No':

- Organisation of European Interest for Digital Europe (IOEI Digital Europe)  Yes  No
- International European Research Organisation for Horizon Europe (IERO Horizon Europe)  Yes  No
- Research organisation  Yes  No
- Secondary/Higher education establishment  Yes  No

At the bottom of the form, there is a 'Save' button with a checkmark, a timestamp 'Saved at: 15:19:35 20/01/2025', a red 'Review the Form' button, and 'Previous' and 'Next' navigation buttons.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page for identification. The browser address bar shows the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A user is logged in, indicated by a 'Welcome' message and a profile picture. The navigation menu includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an external partner', and 'Guidance & documents'. A search bar is also present. The main content area is titled 'My area' and contains the following sections:

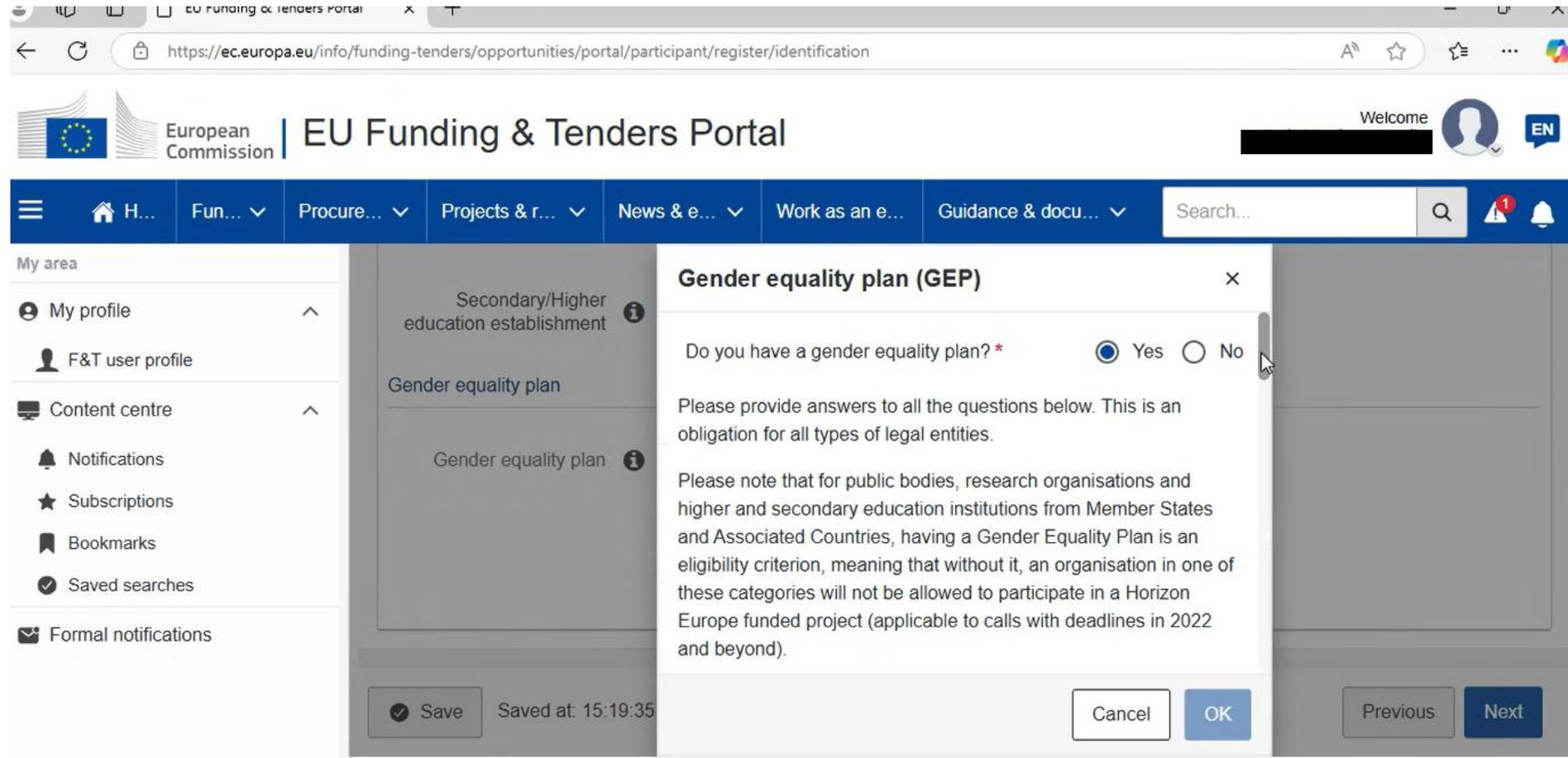
- My profile**: Includes 'My profile' and 'F&T user profile'.
- Content centre**: Includes 'Notifications', 'Subscriptions', 'Bookmarks', and 'Saved searches'.
- Formal notifications**: Includes 'Formal notifications'.

The registration form includes the following fields:

- Secondary/Higher education establishment**: Radio buttons for 'Yes' and 'No'. 'No' is selected.
- Gender equality plan**: Radio buttons for 'Yes' and 'No'. 'No' is selected. A 'Change GEP' button is available.

At the bottom of the form, there is a 'Save' button, a timestamp 'Saved at: 15:19:35 20/01/2025', a red 'Review the Form' button, and 'Previous' and 'Next' buttons.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-



The screenshot shows the EU Funding & Tenders Portal registration process. The browser address bar displays <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text "EU Funding & Tenders Portal". A navigation menu contains links for Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. A search bar and notification icons are also present.

The main content area is titled "My area" and includes a sidebar with links to "My profile", "F&T user profile", "Content centre", "Notifications", "Subscriptions", "Bookmarks", "Saved searches", and "Formal notifications". The main content area shows a "Secondary/Higher education establishment" profile with a "Gender equality plan" section.

A modal window titled "Gender equality plan (GEP)" is open, asking the user: "Do you have a gender equality plan? \*". The "Yes" radio button is selected. Below the question, the text reads: "Please provide answers to all the questions below. This is an obligation for all types of legal entities." and "Please note that for public bodies, research organisations and higher and secondary education institutions from Member States and Associated Countries, having a Gender Equality Plan is an eligibility criterion, meaning that without it, an organisation in one of these categories will not be allowed to participate in a Horizon Europe funded project (applicable to calls with deadlines in 2022 and beyond)." The modal includes "Cancel" and "OK" buttons.

At the bottom of the main content area, there is a "Save" button and a timestamp "Saved at: 15:19:35".

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The screenshot displays the EU Funding & Tenders Portal interface. The browser address bar shows the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text "EU Funding & Tenders Portal". A navigation menu contains items like "Home", "Funding", "Procurement", "Projects & results", "News & events", "Work as an external partner", and "Guidance & documents". A search bar and notification icons are also present.

The main content area shows a "My area" sidebar with links to "My profile", "F&T user profile", "Content centre", "Notifications", "Subscriptions", "Bookmarks", "Saved searches", and "Formal notifications". The main content area displays a "Secondary/Higher education establishment" profile with a "Gender equality plan" section. A modal window titled "Gender equality plan (GEP)" is open, containing the following text:

**Gender equality plan (GEP)**

This is a self-assessment and you are not required at this stage to upload your Gender Equality Plan document. The declaration will be considered an official statement and by selecting "yes" you are formally confirming that your organisation has a Gender Equality Plan and that this document is signed by senior management and available on your organisation's public website.

Failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or - in case of signed grant agreement - may lead to grant termination and/or recoveries of amounts paid.

At the bottom of the modal, there are "Cancel" and "OK" buttons. Below the modal, a "Save" button is visible with the text "Saved at: 15:19:35".

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The main content area is titled "Gender equality plan (GEP)" and asks: "Does your GEP fulfil the following four minimum process-related building blocks?". The first two blocks are:

- Public GEP: the GEP is a formal document published on the Institution's website and signed by the top management. \*  Yes  No
- Dedicated resources: commitment of resources and gender expertise to implement it. \*  Yes  No

Below these are sections for "Data collection and monitoring:" and "Save". A "Save" button is visible with the text "Saved at: 15:19:35". At the bottom of the form, there are "Cancel", "OK", "Previous", and "Next" buttons.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

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The main content area shows a registration form with a sidebar on the left containing navigation options: My profile, F&T user profile, Content centre, Notifications, Subscriptions, Bookmarks, Saved searches, and Formal notifications. The main form area displays "Secondary/Higher education establishment" and "Gender equality plan".

A modal window titled "Gender equality plan (GEP)" is open, containing the following questions and options:

- Data collection and monitoring: sex/gender disaggregated data on personnel and students and annual reporting based on indicators \*  Yes  No
- Training: Awareness raising/trainings on gender equality and unconscious gender \* biases for staff and decision-makers  Yes  No

Below the questions, there is a section for "Recommended areas to be covered and addressed via concrete measures and targets:" and a section for "Content-wise, which of the following recommended thematic areas".

At the bottom of the modal, there are "Cancel" and "OK" buttons. The main form also has a "Save" button and a timestamp "Saved at: 15:19:35".

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page. The browser address bar displays 'https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification'. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A navigation menu contains links for 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar and notification icons are also present.

The main content area is titled 'My area' and includes a sidebar with links to 'My profile', 'F&T user profile', 'Content centre', 'Notifications', 'Subscriptions', 'Bookmarks', 'Saved searches', and 'Formal notifications'. The main content area shows a 'Secondary/Higher education establishment' profile with a 'Gender equality plan' section. A modal window titled 'Gender equality plan (GEP)' is open, asking the user to select thematic areas addressed by their plan. The modal contains the following text and options:

**Gender equality plan (GEP)**

Content-wise, which of the following recommended thematic areas does your Gender Equality Plan address, using concrete measures and targets?

Work-life balance and organisational culture	<input type="radio"/> Yes	<input type="radio"/> No
Gender balance in leadership and decision-making	<input type="radio"/> Yes	<input type="radio"/> No
Gender equality in recruitment and career progression	<input type="radio"/> Yes	<input type="radio"/> No

At the bottom of the modal, there are 'Cancel', 'OK', 'Previous', and 'Next' buttons. A 'Save' button is visible in the background, with a timestamp 'Saved at: 15:19:35'.

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

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The main content area is titled "Gender equality plan (GEP)" and contains the following questions and options:

- Secondary/Higher education establishment:  Yes  No
- decision-making:  Yes  No
- Gender equality in recruitment and career progression:  Yes  No
- Integration of the gender dimension into research and/or teaching content:  Yes  No
- Measures against gender-based violence including sexual harassment:  Yes  No

Below the questions, there is a link: "For additional information and guidance on the Horizon Europe Gender Equality Plan eligibility criterion please check [here](#)".

At the bottom of the form, there are buttons for "Save", "Cancel", "OK", "Previous", and "Next". The "Save" button is active, and the text "Saved at: 15:19:35" is displayed next to it.

# EL PORTAL FUNDING AND TENDERS

## - DARDE ALTA UNA ENTIDAD-

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Gender equality plan (GEP) ^

building blocks ?

Public GEP:the GEP is a formal document published on the Institution's website and signed by the top management \*  Yes  No

Public GEP link \*

Dedicated resources:commitment of resources and gender expertise to implement it \*  Yes  No

Cancel OK

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page. The browser address bar displays 'https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification'. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A navigation menu contains links for 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar is located on the right side of the navigation menu. On the left, a 'My area' sidebar lists options like 'My profile', 'F&T user profile', 'Content centre', 'Notifications', 'Subscriptions', 'Bookmarks', 'Saved searches', and 'Formal notifications'. The main content area is titled 'Authorised Users' and contains a form with fields for 'First name:', 'Last name:', and 'E-mail:'. All these fields are currently redacted with black boxes. Below the form, a yellow warning box states: 'It is highly recommended to add an authorised user to access to your organisation (back-up function)'. A button labeled '+ Authorised user' is positioned below the warning. At the bottom of the page, there is a 'Save' button with a checkmark, indicating the current state is saved at '15:34:54 20/01/2025'. 'Previous' and 'Next' buttons are also visible.

# EL PORTAL FUNDING AND TENDERS

## - DARDE ALTA UNA ENTIDAD-

Participant Register

Need help?



Summary

Identification

Edit

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the EU Funding & Tenders Portal interface. The browser address bar displays the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text "EU Funding & Tenders Portal". A user is logged in, with a welcome message for "Raúl Martínez Jareño" and a language selector set to "EN".

The main navigation bar contains several menu items: Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. A search bar is also present. Below the navigation bar, a "My area" sidebar lists various user-specific options like "My profile", "F&T user profile", "Content centre", "Notifications", "Subscriptions", "Bookmarks", "Saved searches", and "Formal notifications".

The main content area shows a progress bar with six steps: Identification, Organisation Data, Legal Information, Authorised Users, Summary, and Success. The "Success" step is currently active, indicated by a green checkmark. A green notification box with a checkmark icon states: "Registration completed". Below this, the text reads: "You have successfully registered in the Participant Register. Your PIC number is:" followed by a blacked-out area representing the PIC number.

At the bottom of the page, there is a disclaimer: "Please note that registration in the Participant Register only covers the basic legal entity data. You may be asked for further information if you apply for EU funding or tenders with specific eligibility conditions (e.g. SME validation, control of ownership, etc). Please consult the Funding & Tenders Portal Online Manual for information on data updates, document upload, and contacting the Validation Service."

# EL PORTAL FUNDING AND TENDERS - DARDE ALTA UNA ENTIDAD-

The screenshot shows the 'EU Funding & Tenders Portal' registration page. The browser address bar displays the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/participant/register/identification>. The page header includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A navigation menu contains links for 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an external partner', and 'Guidance & documents'. A search bar is located on the right side of the menu. The main content area is titled 'My area' and contains a list of user profile options: 'My profile', 'F&T user profile', 'Content centre', 'Notifications', 'Subscriptions', 'Bookmarks', and 'Saved searches'. Below this list, there is a section for 'Formal notifications'. The main content area displays a message: 'Please note that registration in the Participant Register only covers the basic legal entity data. You may be asked for further information if you apply for EU funding or tenders with specific eligibility conditions (e.g. SME validation, control of ownership, etc). Please consult the Funding & Tenders Portal Online Manual for information on data updates, document upload, and contacting the Validation Service.' Below the message, there are three action items: 'Update your organisation data', 'Upload the documents needed to validate your organisation when indicated /required', and 'Read/send messages from/to the Validation Services'. At the bottom of the main content area, there is a blue button labeled 'Continue to update'. The footer of the page contains the copyright information: '© 2018 European Commission | About | Accessibility | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs'.

# EL PORTAL FUNDING AND TENDERS - BUSCAR CONVOCATORIAS -

- Para **buscar convocatorias** de **PEGD** abiertas hay que ir, en la pantalla inicial, al apartado **FUNDING**.



European Commission | EU Funding & Tenders Portal

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Home > Funding > Calls for proposals

### Calls for proposals

Calls for proposals are funding opportunities issued by the European Union institutions, agencies and bodies. These are direct financial contributions, known as grants, that are awarded to third-party beneficiaries (e.g., research organisations, public entities, non-governmental organisations, and private companies) to engage in activities that serve EU policies.

More details [L2](#)

Filters 330 item(s) found

Quick search

Select...

Programming period

Programme

Call

Submission status

All filters

Opening date / Publication date

<b>European Researchers' Night and Researchers at Schools 2026-2027</b> HORIZON-MSCA-2025-CITIZENS-01-01   Call for proposal Opening date: 17 June 2025   Next deadline: 22 October 2025   Single-stage	Forthcoming
Programme: <b>Horizon Europe (HORIZON)</b>   Type of action: <b>HORIZON Coordination and Support Actions</b>	
<b>MSCA COFUND 2025</b> HORIZON-MSCA-2025-COFUND-01-01   Call for proposal Opening date: 23 January 2025   Next deadline: 24 June 2025   Single-stage	Forthcoming
Programme: <b>Horizon Europe (HORIZON)</b>   Type of action: <b>HORIZON TMA MSCA Cofund Postdoctoral programme</b>	
<b>Teaming for Excellence</b> HORIZON-WIDERA-2025-ACCESS-01-01-two-stage   Call for proposal	Forthcoming

# EL PORTAL FUNDING AND TENDERS - BUSCAR CONVOCATORIAS -



- Podemos buscar las convocatorias abiertas de PEGD con varios criterios, a través del menú **FILTERS**, por ejemplo, por: el periodo programático, el tipo de programa, el tipo de call o la situación de la convocatoria.

The screenshot shows the 'EU Funding & Tenders Portal' interface. At the top, there is a navigation bar with 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar is on the right. Below the navigation bar, the page title is 'Calls for proposals'. A description states: 'Calls for proposals are funding opportunities issued by the European Union institutions, agencies and bodies. These are direct financial contributions, known as grants, that are awarded to third-party beneficiaries (e.g., research organisations, public entities, non-governmental organisations, and private companies) to engage in activities that serve EU policies.' Below this, there is a 'Filters' section with a 'Quick search' box and several filter buttons: 'Programming period', 'Programme', 'Call', 'Submission status', and 'All filters'. The results section shows '330 item(s) found' and lists three items:

Item Name	Programme	Type of action	Status
European Researchers' Night and Researchers at Schools 2026-2027 HORIZON-MSCA-2025-CITIZENS-01-01   Call for proposal Opening date: 17 June 2025   Next deadline: 22 October 2025   Single-stage	Horizon Europe (HORIZON)	HORIZON Coordination and Support Actions	Forthcoming
MSCA COFUND 2025 HORIZON-MSCA-2025-COFUND-01-01   Call for proposal Opening date: 23 January 2025   Next deadline: 24 June 2025   Single-stage	Horizon Europe (HORIZON)	HORIZON TMA MSCA Cofund Postdoctoral programme	Forthcoming
Teaming for Excellence HORIZON-WIDERA-2025-ACCESS-01-01-two-stage   Call for proposal			Forthcoming

# EL PORTAL FUNDING AND TENDERS - BUSCAR CONVOCATORIAS -



- Si encontramos una convocatoria que nos interese podemos «pinchar» en ella para obtener más información: Fecha de cierre de la convocatoria, presupuesto, objetivos de la convocatoria, impacto esperado...

The screenshot shows the EU Funding & Tenders Portal interface. The main content area displays the following information:

**Home > Funding > Calls for proposals > Video game and immersive content development**

Video game and immersive content development  
CREA-MEDIA-2025-DEVVGIM

**Topic:** Call for proposal

**Internal navigation:**

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call information

**General information**

**Programme:** Creative Europe Programme (CREA) [Budget overview](#)

**Call:** Video game and immersive content development (CREA-MEDIA-2025-DEVVGIM)

<b>Type of action:</b> CREA-LS CREA Lump Sum Grants	<b>Type of MGA:</b> CREA Lump Sum Grant [CREA-AG-LS] <a href="#">Open For Submission</a>	
<b>Deadline model:</b> single-stage	<b>Opening date:</b> 01 October 2024	<b>Deadline date:</b> 12 February 2025 17:00:00 Brussels time

**Topic description**

**Scope:**  
The objective of the support to Video games and immersive content development is to increase the capacity of European video game producers, XR studios and audiovisual production companies to create and distribute video games and interactive immersive experiences with the potential to reach global audiences. The support also aims to improve the competitiveness of the European video games industry.

[Show more](#)

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# EL PORTAL FUNDING AND TENDERS - ENCONTRAR SOCIOS -



- También, podemos encontrar a entidades que quieren participar en la convocatoria bien como coordinadores o como socios. Si quisiéramos proponer a nuestra entidad como posible participante en una convocatoria determinada solo podremos hacerlo si estamos previamente registrados en el Portal:

A screenshot of the EU Funding &amp; Tenders Portal website. The header includes the European Commission logo and the text 'EU Funding &amp; Tenders Portal'. There are navigation tabs for 'Home', 'Funding', 'Procurement', 'Projects &amp; results', 'News &amp; events', 'Work as an expert', and 'Guidance &amp; documents'. A search bar is on the right. The main content area has a section titled 'Partner search announcements' with a sub-section '13 Searches of partners to collaborate on this topic' and a 'View / Edit' button. Below this is a 'Start submission' section with a 'Need help?' button and instructions on how to access the Electronic Submission Service and draft proposals. At the bottom, there is a section for selecting the type of submission, with radio buttons for 'CREA Lump Sum Grants [CREA-LS]' and 'CREA Lump Sum Grant [CREA-AG-LS]', and a 'Start submission' button. The INEYS logo is in the bottom right corner.

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



- Una vez que estemos en la convocatoria del PEGD a la que queremos enviar una propuesta de proyecto para solicitar financiación, tendremos que seleccionar el apartado **Start Submission**:

A screenshot of the 'EU Funding &amp; Tenders Portal' website. The page title is 'Start submission'. It includes a navigation bar with links for Home, Funding, Procurement, Projects &amp; results, News &amp; events, Work as an expert, and Guidance &amp; documents. A search bar is located on the right. The main content area contains instructions for accessing the Electronic Submission Service and a section titled 'Please select the type of your submission:' with radio buttons for 'CREA Lump Sum Grants [CREA-LS]' and 'CREA Lump Sum Grant [CREA-AG-LS]'. A 'Start submission' button is visible at the bottom of the form.

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T

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- Para poder enviar una propuesta hace falta:
  - Que la **persona** que la envíe este **registrada** en el Funding & Tenders Portal.
  - Que la **entidad coordinadora** de la propuesta este registrada en el portal. Para ello la entidad tendrá que tener un **Partner Identification Code (PIC)**. Este PIC es único para cada entidad y sirve para participar en cualquier Programa Europeo de Gestión Directa.

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



- Si una entidad no tiene un PIC, y quiere enviar una propuesta, se puede solicitar de forma inmediata a través del apartado **Register your Organisation**. En este apartado se puede solicitar un **PIC provisional (Declared)** que en el caso que la propuesta fuera aprobada para financiación debería de ser validado (Validated).
- **Para registrar a una entidad, la persona que lo solicita debe de estar registrada.**



Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

#### Find calls for proposals

Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

#### Find calls for tenders

Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



Home > Funding > Participant Register

## Participant Register

**i** The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, 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 participants of EU 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.

**Register your organisation**

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.



# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



- Una vez que registrado en el portal y con el PIC de la entidad que quiere enviar la propuesta se puede comenzar el registro de la misma en el Funding and Tenders Portal.
- Para ello accedemos a la convocatoria que nos interesa y nos desplazamos hasta la sección **Start submission**.

**Start submission** [Need help?](#)

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

**Please select the type of your submission:**

CREA Project Grants [CREA-PJG], CREA Action Grant Budget-Based [CREA-AG]

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



Please confirm your choice ✕

You selected this topic: **Films on the Move - CREA-MEDIA-2025-FILMOVE**

You selected this type of action and model grant agreement: **CREA Project Grants [CREA-PJG], CREA Action Grant Budget-Based [CREA-AG]**

Related Call: **Films on the Move**



Your selection cannot be changed subsequently in the submission system.

Cancel

OK

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



European Commission | Funding: Submission Service | Welcome César Arroyo López

Progress: Login (✓) | Topic selection (✓) | Create proposal (✗) | Participants (○) | Proposal forms (○) | Submit (○)

### Create proposal

**Deadline**  
20 March 2025 17:00:00 Brussels Local Time  
158 days left until closure

**Call data**  
Call: CREA-MEDIA-2025-FILMOVE  
Topic: CREA-MEDIA-2025-FILMOVE  
Type of action: CREA-PJG  
Type of MGA: CREA-AG  
⚠ Topic and type of action can only be changed by creating a new proposal.

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Online Manual | IT How To  
IT Helpdesk | FAQ

**Service Desk:**  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222

**Find your organisation**  
PIC: [input] Short name: [input] Search  
Organisations you have been previously associated with: (Click to select)  
PIC: 897162992  
INEEYS  
ALBERCHE 96  
TOLEDO,ES  
VAT: G45918380

**Your role**  
Please indicate your role in this proposal \*  
 Main contact  
 Contact person

**Your proposal**  
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.  
Acronym \* [input: adfad]  
Short Summary \* [input: adfadst]

SAVE AND GO TO NEXT STEP

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# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T

- Una vez seleccionado el **PIC de la entidad** podemos seguir con el proceso de dar de alta la propuesta.



European Commission | Funding: Submission

⚠ Topic and type of action can only be changed by creating a new proposal.

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Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

### Terms and Conditions for the Submission of Applications

Please read and accept this disclaimer to proceed with the creation of your draft proposal.

**Proposal data**

**1. Confidentiality:** Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary and Keywords in Part A. Please avoid adding any confidential information in that section.

**2. Access to pre-registration data:** Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

I agree that the pre-registration data becomes available to the European Commission services prior to call closure.

I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

**Technical requirements**

**3. Part B file format:** Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

**4. Part B page limits:** Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

**5. Time constraints:** Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

**Submission**

6 Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided

Cancel OK

Welcome César Arroyo López

SAVE AND GO TO NEXT STEP

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T

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- Con la propuesta abierta se puede comenzar a subir y completar toda la información que se solicita.
- Con toda la información obligatoria subida se puede enviar la propuesta. No obstante, no toda la información requiere de subir la documentación, sino que debe indicarse en el propio portal.
- Con la propuesta subida (**submit**), ésta se puede modificar hasta el último día del cierre de la convocatoria.

# CÓMO PRESENTAR UNA PROPUESTA A TRAVÉS DEL F&T



European Commission | Funding: Submission Service

Welcome César Arroyo López

Login Topic selection Create proposal Participants Proposal forms Submit

### Proposal forms

**Deadline**  
20 March 2025 17:00:00 Brussels Local Time  
158 days left until closure

**Call data**  
Call: CREA-MEDIA-2025-FILMOVE  
Topic: CREA-MEDIA-2025-FILMOVE  
Type of action: CREA-PJG  
Type of MGA: CREA-AG  
⚠ Topic and type of action can only be changed by creating a new proposal.

**Proposal data**  
Acronym: adfad  
Draft ID: SEP-211106037

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual IT How To  
IT Helpdesk FAQ

**Service Desk:**  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

**Administrative forms (Part A)**  
Edit forms Edit MEDIA DB Edit Part C (KPI) View history Print preview

**Part B and Annexes**  
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments

Part B \* Upload  
International film sales agreement \* Upload  
Letters of Intent \* Upload  
Information on independence and ownership and control \* Upload  
PDF with information about films/works generated from the Creative Europe MEDIA Database \* Upload

ⓘ In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

✖ Your proposal contains changes that have not yet been submitted.

BACK TO PARTICIPANTS LIST

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# DARSE DE ALTA COMO EXPERTO/EVALUADOR

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- En la mayoría de los Programas de Gestión Directa, la Comisión Europea nombra a expertos independientes para evaluar las propuestas.
- Los expertos independientes se eligen sobre la base de las competencias, la experiencia y los conocimientos adecuados a las tareas que les sean encomendadas.
- El Funding and Tenders Portal cuenta con un apartado específico para quien quiera proponerse como evaluador (experto).
- Para darse de alta como experto hay que ir al apartado **Works as and expert** en la pantalla inicial y rellenar un currículum estándar.

¿PREGUNTAS?  
¿REFLEXIONES?

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# MUCHAS GRACIAS

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César Arroyo López