



# **3rd Health Programme 2014-2020**

## **The Electronic Submission System (JA 2015)**

**Georgios MARGETIDIS**  
Scientific Project Officer

**Rome, 16 March 2016**



European  
Commission

# Electronic submission of Joint Action proposals

## New system = new terminology

- The **ECAS account** is the European Commission's Authentication Service. It is the system for logging on to a whole range of websites and online services run by the Commission.
- The **Beneficiary Register** is the European Commission's online register of the beneficiaries participating in EU Programmes, such as Horizon 2020 programmes, the Health and Consumers Programmes and others.

## New system = new terminology

- The **Participant Identification Code (PIC number)** is a 9-digit participant identification code, received upon completing the registration of the entity online.
- The **LEAR (Legal Entity Appointed Representative)** is the appointed representative within the beneficiary organisation to manage its data in the Electronic Submission System.

## How will it work!

- Submitting an application is **only possible online via the Electronic Submission Service.**
- Proposals need to be submitted **BEFORE the deadline:** TBA.
- A **link to the Electronic Submission System** will be sent to each Joint Action coordinator after their nominations.

# Step 3

## Create a Draft Proposal

TEST MODE

### HP-JA-2014

Georgios Margetidis

JA-01-2014

HP-PJ

THU 29 January 2015 17:00:00  
Brussels Local Time

84 days left until closure

### Configuration OK



You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) 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\*

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

PIC: 999985417  
UNEW  
KINGS GATE  
NEWCASTLE UPON TYNE, UK  
VAT: GB499672470

Search your  
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.



European  
Commission

## PIC search



### Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

search

clear

exit

# If your organisation is not in the system

- You need to first create a user account (European Commission Authentication System).
- *You can then proceed to register your organisation through the European Commission's Beneficiary Register.*
- To complete this registration process, you will need to provide information about your entity legal status and its finances.



# Login with or register for an ECAS account



The screenshot shows the ECAS Participant Portal website. A large green arrow points from the text 'ECAS registration/login' to the 'LOGIN' and 'REGISTER' buttons in the top right corner. The website header includes the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. The main content area features a 'Funding Opportunities' section with a list of programs: Horizon 2020, COSME, and the 3rd Health Programme. The 'Horizon 2020' section includes a globe image and text describing the program's budget and start date. The 'COSME' section describes the program for SMEs. The '3rd Health Programme' section describes the program's focus on health. The 'Consumer Programme' section describes the program's focus on consumer protection. The website footer includes the URL 'http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.ht' and the text 'Local intranet | Protected Mode: Off'.

European Commission  
RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERT SUPPORT

LOGIN REGISTER

## Funding Opportunities

H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls, grouped by the following programmes:

- Horizon 2020 - EU research funding from 2014
- Seventh Framework Programme (FP7)
- Competitiveness and Innovation Framework Programme (CIP)
- other research and innovation programmes

### Horizon 2020



Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. The first calls for proposals for Horizon 2020 were published on **11 December 2013**. Its simplified rules and submission and grant management tools should facilitate participants' tasks. For practical guidance, see the [H2020 online manual](#).

H2020 supports **SMEs** with a new **instrument** that runs throughout various funded research and innovation fields, so it should be easy for SMEs to find opportunities in many calls.

H2020 also aims to enhance EU **international research cooperation** so there are more opportunities for Third Country participation.

### COSME

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.

### 3rd HEALTH PROGRAMME

The **Third Health Programme** will run from 2014 to 2020, with a planned budget of 449 million EUR. It will support actions that complement, support and add value to the policies of the Member States to improve the health of EU citizens and reduce health inequalities by promoting health, encouraging innovation in health, increasing the sustainability of health systems and protecting Union citizens from serious cross-border health threats.

### CONSUMER PROGRAMME

The **Multiannual Consumer Programme** 2014-2020 has a planned budget of 188 million EUR. It will support actions that ensure a high level of consumer protection, that empower consumers and that place the consumer

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.ht

Local intranet | Protected Mode: Off 100%

Make sure, you and your partners' organisations are registered.

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

The screenshot shows the 'Participant Portal' website. The top navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. There are 'LOGIN' and 'REGISTER' buttons. A left sidebar contains links to 'H2020 Online Manual', 'Reference Documents', 'Beneficiary Register', 'Financial Capacity Self-Check', and 'SME Participation'. The main content area is titled 'Beneficiary Register' and contains the following text:

The Commission has an **online register of the beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

**Is your organisation already registered? Search PIC**

As you have to register your organisation only once, please see first if it has already been registered.

**SEARCH**

If you did not find your organisation in the register, you can start its registration below.

**Register your organisation**

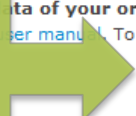
Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or [create your account](#), if you are a new user.

Please keep the legal data of your organisation at hand. You may check the information that will be necessary in the [user manual](#). To start registration, click on the button below.

**REGISTER ORGANISATION**

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue**

Legal Entity  
Registration



# Step 3

## Create a Draft Proposal

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HP-JA-2014

Georgios Margetidis

JA-01-2014

HP-PJ

THU 29 January 2015 17:00:00 Brussels Local Time

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Configuration OK

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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\*

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.

Put Acronym and Summary

Acronym\*  Please restrict acronym to latin characters only

Summary\*

Next

## 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.

Accepting creates  
draft proposal



If there are problems with how this message is displayed, click here to view it in a web browser.

From: European Commission <no-reply@ec.europa.eu>  
To: MARGETIDIS Georgios (CHAPEA)  
Cc:  
Subject: Draft proposal HELLO created

Confirmation  
by email,  
Including  
"draft proposal  
ID"

## Europa / Research / Participant Portal notification

Dear Proposal Participant,

You have successfully created a draft proposal in the Participant Portal Submission System:

Proposal acronym : HELLO

Draft proposal ID : SEP-210228133 (a final Proposal ID will be assigned as soon as the proposal is published)

Call : HP-JA-2014

Type of action : HP-PJ

Topic : JA-01-2014

Call closure : 2015-01-29 17:00:00

Your ECAS ID : margege

You can review, edit and submit your proposal at any time from [My Proposals](#) tab (<https://ec.europa.eu/participants-portal/>)

With kind regards,

European Commission - Participant Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read.



European  
Commission

## Draft proposal HELLO created ✕

Dear Georgios Margetidis,

You have successfully created draft proposal **HELLO** for the call **HP-JA-2014**.

You can continue editing your proposal now or access it at a later time (before the deadline **2015-01-29 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 *Georgios.MARGETIDIS@ec.europa.eu* (which is associated with your ECAS account *margege*).

Continue with this proposal

Go to My Proposals

Continue or come back anytime until the deadline to finish your proposal.

# Step 4

## Manage Your Related Parties

TEST MODE

HP-JA-2014



Georgios Margetidis



JA-01-2014



HP-PJ



January 2015 17:00:00  
Brussels Local Time

84

days left until closure

Acronym ID PIC Contact

Acronym

HELLO

Configuration OK



You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) is **installed**.



For more information, please

## Parties

In this step you as coordinator should 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 changes" button.

Number of participants: 1

Add Partner



Coordinator



Contact



UNEW

Georgios Margetidis - Main contact



UNIVERSITY OF NEWCASTLE UPON TYNE  
KINGS GATE, NE1 7RU NEWCASTLE UPON TYNE, UK  
PIC: 999985417



# Step 4

## Manage Your Related Parties

TEST MODE

HP-JA-2014



Georgios Margetidis



JA-01-2014



HP-PJ



January 2015 17:00:00  
Brussels Local Time

84

days left until closure

Acronym ID PIC Contact

Acronym

HELLO

Configuration OK



You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) is installed.



For more information, please

## Parties

In this step you as coordinator should 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 changes" button.

Number of participants: 2

Add Partner ?

1

Coordinator



Contact



UNEW

Georgios Margetidis - Main contact



UNIVERSITY OF NEWCASTLE UPON TYNE  
KINGS GATE, NE1 7RU NEWCASTLE UPON TYNE, UK  
PIC: 999985417

2

Partner



Contact



INSTITUT NATIONAL DE LA SANTE ET  
DE LA RECHERCHE MEDICALE  
(INSERM)

Georgios Margetidis - Main contact



INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE  
MEDICALE (INSERM)  
101 Rue de Tolbiac, 75654 PARIS, FR  
PIC: 999997833



# Step 4

## Manage Your Related Parties

TEST MODE

HP-JA-2014



Georgios Margetidis



JA-01-2014



HP-PJ

THU  
29

January 2015 17:00:00  
Brussels Local Time

84

days left until closure

Acronym ID PIC Contact

Acronym

HELLO

Configuration OK



You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) is installed.



For more information, please

## Parties

In this step you as coordinator should 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 changes" button.

Number of participants: 3

Add Partner ?

1 Coordinator

Contact + ?

UNEW

UNIVERSITY OF NEWCASTLE UPON TYNE  
KINGS GATE, NE1 7RU NEWCASTLE UPON TYNE, UK  
PIC: 999985417

Georgios Margetidis - Main contact



2 Partner

Contact + ?

INSTITUT NATIONAL DE LA SANTE ET  
DE LA RECHERCHE MEDICALE  
(INSERM)

INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE  
MEDICALE (INSERM)  
101 Rue de Tolbiac, 75654 PARIS, FR  
PIC: 999997833

Georgios Margetidis - Main contact



3 Partner

Contact + ?

CIBERER

CIBER ENFERMEDADES RARAS  
CL ALVARO DE BAZAN 10, 46010 VALENCIA, ES  
PIC: 997457112

Francesc Palau - Main contact





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

Participant Portal Submission service will be unavailable on **7th of November between 08:00 and 10:00 AM (CET)**, while system maintenance is performed. We apologise for any inconvenience this may cause.

### My Proposals

H2020 ONLINE MANUAL

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND ED Edit Draft VD View Draft VS View Submitted DE Delete Proposal FO Follow-up

Show 10 entries EXCEL Search:

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
3HP	HP-JA-2014	HP-PJ	SEP-2102281 33	HELLO	Draft	33	ED DE

Edit or Delete

Showing 1 to 1 of 1 entries. < PREVIOUS 1 NEXT >

# Step 5

## Edit Proposal

TEST MODE

HP-JA-2014

Georgios Margetidis

JA-01-2014

HP-PJ

THU 29 January 2015 17:00:00 Brussels Local Time

84 days left until closure

Acronym ID PIC Contact

Acronym HELLO

Configuration OK

You're using Firefox 17 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

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

### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms

Edit will open the forms in Adobe Reader. ?



edit forms

view history

print preview

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

download templates

Part B upload



Annex:Audit Reports upload





Validate Form

Save And Close

3<sup>rd</sup> Health Programme

Call: HP-JA-2014

Topic: JA-01-2014

Type of action: HP-PJ

Proposal number: SEP-210228133

Proposal acronym: HELLO

### Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show

#### *How to fill in the forms*

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

Read more

## Part A or administrative part

- Administrative information for each partner
- Statements to be accepted e.g. on exclusion criteria, operational capacity, financial viability, etc.
- Overview budget per partner – need to establish this before filling part A!

## Part B or Technical Part

- 80 pages – free text & tables & charts
- 50 pages for the technical description
- 30 pages for the budget tables
- One table per partner
- Overview table with person months per deliverable

# Key elements for a good proposal

- **Completeness:** check that your intended proposal includes all relevant information.
- Follow closely the format of the template of Part B and ensure that all the requested information is uploaded.
- Avoid mixing quality with quantity: it is not about the number of pages.

# Key elements for a good proposal

- **Management quality:** clearly indicate the ability for high-quality management adapted to the scope of the intended activities of the organisation. Good financial management is a key component of management quality and adequacy between activities and requested budget is important.



# Key elements for a good proposal

- **Orientation towards results and impact:** good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results.
- Good proposals include a sound and credible evaluation plan, not only focusing on process evaluation, but looking in particular at outcomes.
- Includes work packages that tackle policies and national implementation!

# Step 5

## Edit Proposal

TEST MODE

HP-JA-2014

Georgios Margetidis

JA-01-2014

HP-PJ

THU 29 January 2015 17:00:00 Brussels Local Time

84 days left until closure

Acronym ID PIC Contact

Acronym HELLO

Upload Part B

### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

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. ?

download templates

Part B upload

Annex:Audit Reports upload



#### Configuration OK



You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) is installed.

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

# Evaluation process and criteria

- Eligibility
- Exclusion
- Selection
- Award

# Simplified award criteria

## Technical quality

- Quality of the evidence base
- Quality of the content
- Innovative nature, technical complementarity and avoidance of duplication of other existing actions at EU level
- Quality of the dissemination strategy and plan
- Quality of the evaluation strategy

# Electronic Grant preparation

- Grant preparation online ("back & forth" principle between Agency and beneficiaries).
- Electronic signature by LEAR (Legal Entity Authorised Representative) – no paper copies of grant agreement.
- Partners join the agreement after signature.
- Monitoring and reporting online:  
Deliverables, Payment requests, Reports, etc.

**Thank you very much for  
your attention!**

Any questions?

<http://ec.europa.eu/chafea/health/index.html>