

## How to give EU GrantsAccess access to your proposal in the Funding & Tender Portal

Proposal for **Horizon Europe** (before the deadline for submission) [click here](#)

Proposal for **Horizon Europe** (after the deadline for submission) [click here](#) (will be added shortly)

Proposal for **Horizon 2020** (after the deadline for submission) [click here](#)

### Proposal for Horizon Europe (before the deadline for submission)

Go to the Funding & Tender Portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Login

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	ERC-2021-STG	HORIZON-ERC			Draft	13	08/04/20... 17:00:00	Actions Edit Draft Delete Proposal

Tick "My Proposal(s)"

Search your project with the acronym

Under "Actions", press "Edit Draft"

Press "Back to Participants List"

Administrative forms

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.

Part B1	Upload
Part B2	Upload
HI support letter	Upload
PhD certificate	Upload
Annex 1	Upload
Annex 2	Upload
Annex 3	Upload
Annex 4	Upload
Annex 5	Upload
Annex 6	Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Go to **ETH Zurich** and press “Add contact”

**Coordinator**

**1** ETH Zürich

EIDGENOESSISCHE TECHNISCHE  
HOCHSCHULE ZUERICH  
ZUERICH, CH  
PIC: 999979015

Contacts: ?

Add contact +

Principal Investigator

Agatha Keller - Main Host  
Institution Contact

Change organisation

Contact organisation

Add partner +

Add new contact as follows:

Project Role:

- For monobeneficiary projects or if ETH is Coordinator: **Main Host Institution Contact**
- For collaborative projects with ETH as a beneficiary: **Contact Person**

Access Rights: **Coordinator Contact (full access)**

First Name: **Agatha**

Last Name: **Keller**

Email: **grants@sl.ethz.ch**

Press SAVE

## Proposal for Horizon 2020 (after the deadline for submission)

Go to the Funding & Tender Portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Login

The screenshot shows the 'My Proposal(s)' page in the Funding & Tender Portal. The left sidebar has 'My Proposal(s)' selected. The main area shows a table with the following columns: PROGRAMME, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, and ACTIONS. A search bar is located at the top right. The 'Actions' column for the first proposal (H2020) is expanded, showing options: Follow-up, Manage Consortium, View Draft, and View Submitted. Red arrows point from the text below to the 'My Proposal(s)' menu item, the search bar, and the 'Manage Consortium' action.

Tick “My Proposal(s)” (or “My Project(s)” if your Proposal has been successful)  
Search your project with the acronym  
Under ACTIONS, press “Manage Consortium”

The screenshot shows a beneficiary organization: BENEFICIARY Organisation - EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH. A blue button labeled 'EDIT ROLES' is visible on the right side of the organization name. A red arrow points to the 'EDIT ROLES' button.

Choose ETH Zurich from the list of Beneficiaries and press EDIT ROLES

Roles for the organisation:  
**EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH**

Results: **2** Search..

ROLE ^	NAME ⇅	EMAIL ⇅	USERNAME ⇅	ACTION
Participant Contact				
Participant Contact				

Go back Add roles

Organisation: EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH  
PIC: 999979015  
CH - 8092 ZUERICH Raemistrasse 101

Press "Add roles"

Add new contact as follows:

Role:

- For monobeneficiary projects or if ETH is Coordinator: **Coordinator Contact**
- For collaborative projects with ETH as a beneficiary: **Participant Person**

First Name: **Agatha**

Last Name: **Keller**

Email: **grants@sl.ethz.ch**

Press OK