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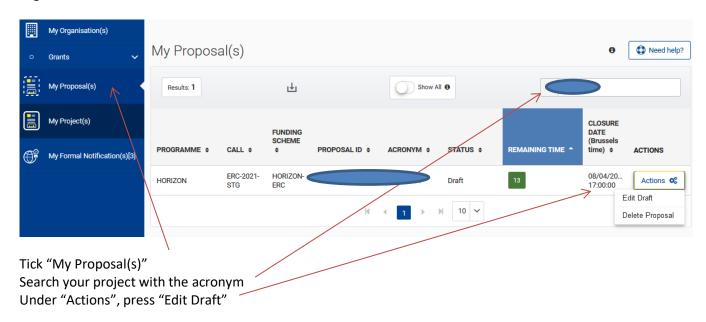Proposal for **Horizon 2020** (**after** the deadline for submission)   click here
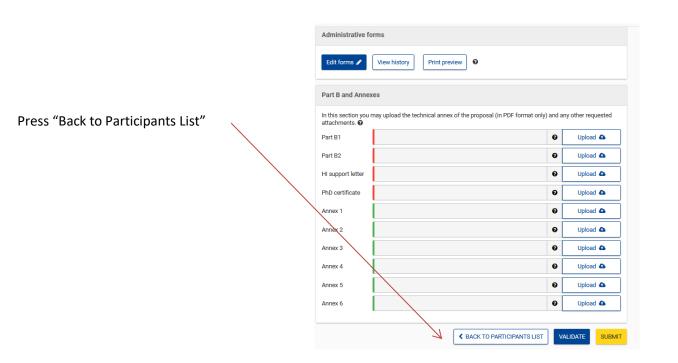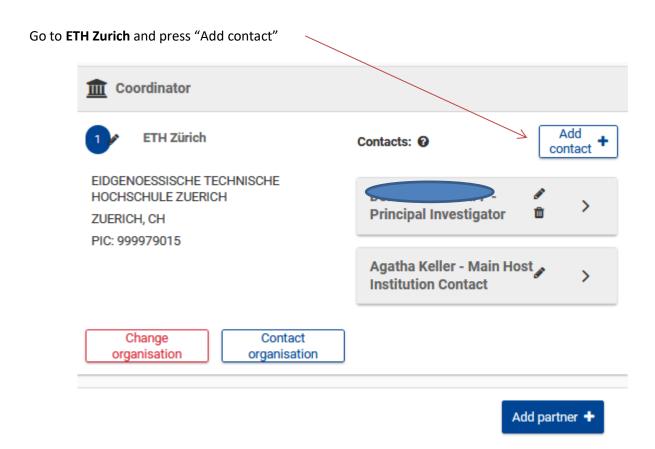

Proposal for Horizon Europe (before the deadline for submission)

Go to the Funding & Tender Portal
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

Login

Tick "My Proposal(s)"
Search your project with the acronym
Under "Actions", press "Edit Draft"

Press "Back to Participants List"

Go to **ETH Zurich** and press "Add contact"

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)**
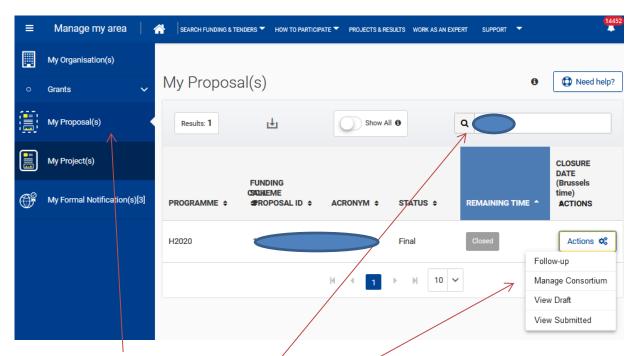First Name: **Agatha**
Last Name: **Keller**
Email: **grants@sl.ethz.ch**

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
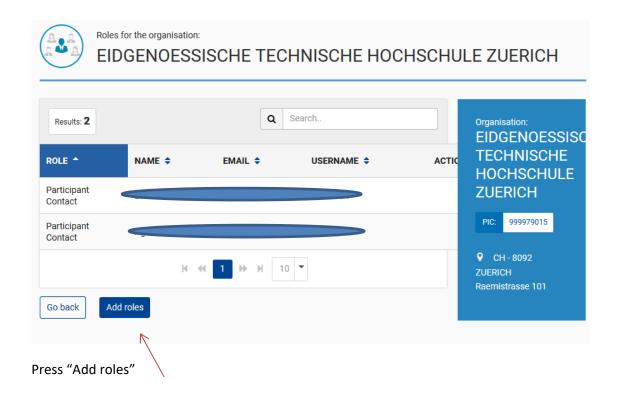
Login

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"

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

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