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 **UZH** and press "Add contact"

Add new contact as follows:

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

Access Rights   **Coordinator Contact (full access)**
First Name: **Sofia**
Last Name: **Karakostas**
Email: **grantsaccess@research.uzh.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 **Universitat Zurich** from the list of Beneficiaries and press EDIT ROLES

Press "Add roles"

Add new contact as follows:

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

First Name: **Sofia**
Last Name: **Karakostas**
Email: **grantsaccess@research.uzh.ch**

Press OK