

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 **UZH** and press "Add contact"

Coordinator

1 UZH

UNIVERSITAT ZURICH
ZURICH, CH
PIC: 999976396

Contacts: ⓘ

Add contact +

Principal Investigator ⓘ >

Sofia Karakostas - Main Host Institution Contact ⓘ >

Change organisation **Contact organisation**

Add partner +

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)

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The screenshot displays the 'My Proposal(s)' interface. On the left, a navigation menu includes 'My Organisation(s)', 'Grants', 'My Proposal(s)', 'My Project(s)', and 'My Formal Notification(s)[3]'. The main content area shows a search bar with a magnifying glass icon, a 'Show All' toggle, and a table of proposals. The table has columns for PROGRAMME, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, and CLOSURE DATE. A row is visible for 'H2020' with a 'Final' status and a 'Closed' button. An 'Actions' menu is open, showing options: Follow-up, Manage Consortium, View Draft, and View Submitted. Red arrows point 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 section for 'BENEFICIARY Organisation - UNIVERSITAT ZURICH'. It includes a blue 'EDIT ROLES' button with a right-pointing arrow. A red arrow points to the 'EDIT ROLES' button.

Choose **Universitat Zurich** from the list of Beneficiaries and press EDIT ROLES

Roles for the organisation:
UNIVERSITAT ZURICH

Results: 3

| ROLE | NAME | EMAIL | USERNAME | ACTION |
|---------------------|------------|------------|------------|--------|
| Participant Contact | [Redacted] | [Redacted] | [Redacted] | |
| Participant Contact | [Redacted] | [Redacted] | [Redacted] | |
| Participant Contact | [Redacted] | [Redacted] | [Redacted] | |

Organisation: **UNIVERSITAT ZURICH**
PIC: 999976396
CH - 8006 ZURICH
RAMISTRASSE 71

« 1 » 10

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