How to give ETH Grants Office (Team Research Consulting) access to your proposal in the Funding & Tender Portal

Proposal for Horizon Europe

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

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

4) Press "Back to Participants List"

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

6) 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: **Seraina**
Last Name: **Munton**
Email: **grants@sl.ethz.ch**

7) Press **SAVE**

If you need further help with adding participants / modifying consortium please go to:
https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Participants