

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>

PROGRAMME	CALL	TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	ERC-2025-COG	HORIZON-ERC		HORIZON-ERC	Draft	62	14/01/2025 17:00:00	Actions Edit Draft Delete Proposal

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

- 4) 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

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

Coordinator

1 ETH Zürich

Contacts: ⓘ

Add contact +

EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH
ZUERICH, CH
PIC: 999979015

Principal Investigator ▼

Main Host Institution Contact ▼
Seraina Munton

Change organisation **Contact organisation**

Add partner +

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**

EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH x

Please enter the contact name and details: ⓘ

Project Role *	Main Host Institution Contact ▼
Access Rights *	Coordinator contact (full access) ▼
First Name *	Seraina 43
Last Name *	Munton 44
Email Address *	grants@sl.ethz.ch 83

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>