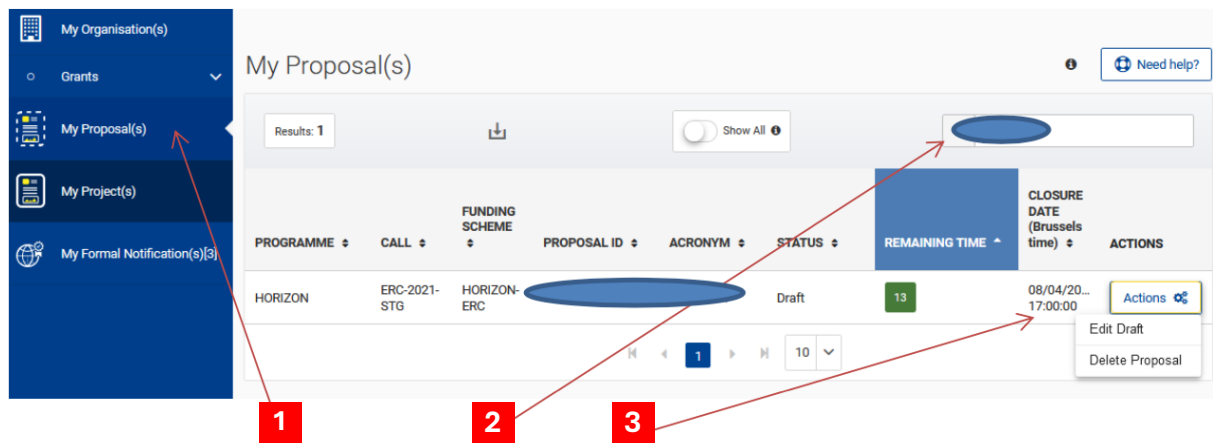


How to give the UZH Research & Grants Office access to your proposal in the Funding & Tender Portal

- A. Proposal for **Horizon Europe** (before the deadline for submission)
- B. Proposal for **Horizon 2020** (after the deadline for submission)

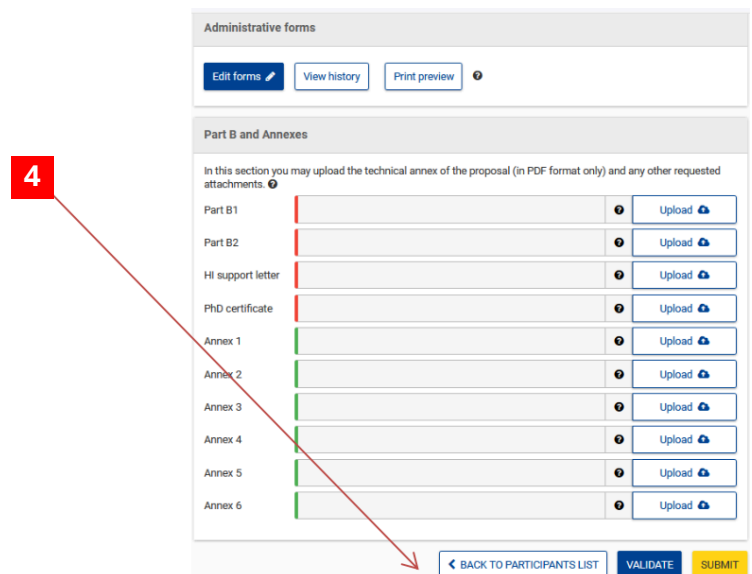
A. Proposal for Horizon Europe (before the deadline for submission)

- 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

- (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 **UZH** and press «Add contact»

The screenshot shows the 'Coordinator' interface for UZH. At the top, there is a header with a building icon and the text 'Coordinator'. Below this, the organization name 'UZH' is displayed next to a blue circle containing the number '1'. To the right of the organization name, there is a 'Contacts: ?' label and an 'Add contact +' button. A red box with the number '5' is positioned above the 'Add contact +' button, with a red arrow pointing to it. Below the organization name, the following information is listed: 'UNIVERSITAT ZURICH', 'ZURICH, CH', and 'PIC: 999976396'. To the right of this information, there are two contact cards. The first card is for 'Principal Investigator' and the second is for 'Beatrice Scherrer Main Host Institution Contact'. At the bottom of the interface, there are two buttons: 'Change organisation' (in red) and 'Contact organisation' (in blue). At the very bottom right, there is an 'Add partner +' button.

- Add new contact as follows:

Project Role:

- For monobeneficiary projects (eg. StG, CoG, AdG): **Main Host Institution contact**
- For collaborative projects (inc. MSCA) with UZH as a beneficiary: **Contact person**
- For collaborative projects with UZH as a Coordinator: **Main Administrative contact person**

Access Rights: **Coordination Contact (full access)**

First Name: **Beatrice**

Last Name: **Scherrer**

Email: **support@research.uzh.ch**

- Press «SAVE»

B. 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

The screenshot shows the 'My Proposal(s)' page in the Funding & Tender Portal. The left sidebar has a menu with 'My Proposal(s)' selected. The main content area shows a search bar with a magnifying glass icon and a search box. Below the search bar is a table with columns: PROGRAMME, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, and ACTIONS. The table contains one row with 'H2020' in the PROGRAMME column, a blue oval in the PROPOSAL ID column, 'Final' in the STATUS column, and 'Closed' in the REMAINING TIME column. An 'Actions' menu is open, showing options: Follow-up, Manage Consortium, View Draft, and View Submitted. Red arrows and numbers 1, 2, and 3 point to the 'My Proposal(s)' menu item, the search bar, and the 'Manage Consortium' action respectively.

- (1) Tick «My Proposal(s)» (or «My Project(s)» if your Proposal has been successful)
- (2) Search your project with the acronym
- (3) Under «Actions», press «Manage Consortium»

The screenshot shows the 'BENEFICIARY Organisation - UNIVERSITAT ZURICH' section. A blue 'EDIT ROLES' button is visible, with a red arrow and number 4 pointing to it.

- (4) Choose **UNIVERSITAT ZURICH** from the list of Beneficiaries and press «EDIT ROLES»

Roles for the organisation:
UNIVERSITAT ZURICH

Results: 3

Search..

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

Go back Add roles

5

- (5) 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: **Beatrice**
 - Last Name: **Scherrer**
 - Email: **support@research.uzh.ch**
- Press «OK»