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

Proposal for Horizon Europe (before the deadline for submission)
Proposal for Horizon Europe (after the deadline for submission) (will be added shortly)
Proposal for Horizon 2020 (after the deadline for submission)

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](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home)
- Login

1. (1) Tick «My Proposal(s)»
2. (2) Search your project with the acronym
4. (4) Press «Back to Participants List»
• (5) 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: Coordination Contact (full access)
First Name: Beatrice
Last Name: Scherrer
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

- (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»

- (4) Choose UNIVERSITAT ZURICH from the list of Beneficiaries and press «EDIT ROLES»
• (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: grantsaccess@research.uzh.ch

• Press «OK»