

- Log onto the portal and click this [link](#)
- Start Submission
- Please select the right scheme.

The Participant Portal can be finicky, so I suggest using Internet Explorer or Firefox when accessing Part A. (Chrome and Safari don't usually work.) If you are using IE or Firefox and receive an error message, please get in touch with tech support as they may need to adjust your browser settings.

The screenshot shows the ERC Consolidator Grant submission page. The browser address bar displays <https://ec.europa.eu/research/part>. The page title is "ERC Consolidator Grant".

Topic Description

Scope:

Objectives

Topic conditions and documents

1. List of countries and applicable rules for funding:

The conditions specific to the ERC are described in the [ERC 2018 Work Programme](#) under the heading

Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action **Consolidator Grant [ERC-COG]** **START SUBMISSION**

Topic ERC Consolidator Grant - ERC-2018-COG

Guidance on proposal submission: [H2020 ONLINE MANUAL](#)

IT Guidance: [HOW TO](#)

Get support

[ERC 2018 Consolidator Grant Applicant Mailbox](#) - For any queries related to the call

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF

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Confirm

The screenshot shows a web browser window at the URL <https://ec.europa.eu/research/participants/portal/de>. The page title is "ERC Consolidator Grant". A modal dialog box is displayed in the center, containing the following text:

Please confirm your choice of the **topic** and **type of action** for the call, as these cannot be changed subsequently in the submission system.

Topic: [ERC Consolidator Grant - ERC-2018-COG](#)

Type of Action: [Consolidator Grant \[ERC-COG\]](#)

Call: [Call for proposals for ERC Consolidator Grant](#)

At the bottom right of the dialog box, there are two buttons: "CANCEL" and "CONFIRM". The "CONFIRM" button is circled in orange, and an orange arrow points from the text "type of action" in the dialog box to this button.

The background page shows details for the "ERC-2018-COG" call, including the publication date (24 October 2017), types of action (ERC-COG Consolidator Grant), and a deadline of 15 February 2018 17:00:00. There is also a "START SUBMISSION" button visible at the bottom of the page.

If you have any queries please contact rsc-eu@uni-frankfurt.de

Enter PIC number 999978724

Select your role in the proposal

Enter your Acronym, Abstract and select scientific Panel.

You can change this at any time once you have started the application

Click on next

The screenshot shows the 'PARTIES' step of the ERC grant submission process. At the top, navigation tabs include LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES (selected), EDIT PROPOSAL, and SUBMIT. A red warning box states: 'system does not allow any access to the proposals before call deadline or cut-off (other than to selected data that is part of the Submission and Evaluation of Proposals Assent Disclaimer). You can submit the proposal as many times as you wish up to the deadline. Every submitted version will replace the previously submitted one.' Below this, the 'Your organisation' section has a 'PIC*' field containing '999978724' and a 'Short name*' field containing 'GUF'. A dropdown menu shows the selected organization: '999978724 GUF THEODOR W ADORNO PLATZ 1 FRANKFURT AM MAIN, DE VAT:DE114110511'. Underneath, there are two boxes for previously associated organizations. The 'Your Role' section has three radio buttons: 'Principal Investigator' (selected), 'Main Host Institution Contact', and 'Contact person'. The 'Your Proposal' section includes an 'Acronym*' field with a 'Test' button and a note 'Please restrict acronym to latin characters only', a 'Short Summary (max. 2000 characters)*' field with a 'Test' button and a character count of 4, and an 'ERC Panel*' dropdown menu currently set to '[LS2] Genetics, 'Omics', Bioinformatics and Systems Biology'. At the bottom right, a green 'next >>' button is visible. A footer bar contains 'cancel', 'Version: 20171128-1620 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)'. Orange arrows from the text on the left point to the PIC field, the 'Principal Investigator' radio button, the 'Acronym*' field, and the 'next >>' button.

The screenshot displays the 'Step 3: Create a Draft Proposal' interface. A modal dialog box titled 'Submission and Evaluation of Proposals Assent Disclaimer' is centered on the screen. The dialog text includes:

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal pre-registration data

- In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronym, short summary and - where applicable - panel and keywords. Neither the Part B nor any annex(es) form part of the pre-registration data that can be accessed by the European Commission services before the call deadline.
- You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.

I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
 I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

Part B

- File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
- Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

Submission

- Proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

Personal Data

- We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the [Legal Notice of the Participant Portal](#).

Buttons: **accept** (highlighted by an orange arrow labeled 'ACCEPT') and **decline**.

If you have any queries please contact rsc-eu@uni-frankfurt.de

Submission of Proposals - Internet Explorer
https://ec.europa.eu/research/participants/submission/manage/secure/managerelatedparties?pid=SEP-210489742&preregtype=Topic&preregvalue=ERC-2018-COG&masterCallId=ERC-2018-COG&rendering

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 4

Manage Your Related Parties

ERC-2018-COG

USER NAME
Kristina WEGE

TOPIC
ERC-2018-COG

TYPE OF ACTION
ERC-COG

A.B.C.
ACRONYM
Test

DRAFT ID | SEP-210489742

THU 15 DEADLINE (Brussels Local Time)
February 2018 17:00:00

69 days left until closure

Configuration OK ✓

Download Part B Templates ↓

Visit our 'How to' user guide ↗

Visit our 'H2020 Online Manual' ↗

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 [Add Partner Organisation](#) ?

1 [Host Institution](#) [Contact](#) ?

GU
Kristina WEGE - Principal Investigator

JOHANN WOLFGANG GOETHE-
UNIVERSITÄTFRANKFURT AM MAIN
THEODOR W ADORNO PLATZ 1, 60629 FRANKFURT
AM MAIN, DE
PIC: 999978724

[Change Organisation](#) [Contact organisation](#)

next >>

done ✕ Version: 20171128-1620 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)

To add contact click on '+'

If you have any queries please contact rsc-eu@uni-frankfurt.de

Input details as shown

FB 1-10: Kristina Wege
FB 11-16: Ilonka Bartoszek
rsc-eu@uni-frankfurt.de

The screenshot shows the 'Parties' step of the ERC Grant Submission process. The main interface includes a progress bar with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES (current), EDIT PROPOSAL, and SUBMIT. The 'Parties' section contains a list of participants and a modal window for adding a new contact. The modal window is titled 'Add contact' and contains the following fields:

- Project Role: Main Host Institution Contact
- Access rights: Coordinator contact (full access)
- First Name *: Kristina
- Last Name *: Wege
- Email Address *: rsc-eu@uni-frankfurt.de

The modal window also includes 'OK' and 'Cancel' buttons. The background interface shows details for the 'ERC-2018-COG' funding scheme, including the user name 'Kristina WEGE', the topic 'ERC-2018-COG', and the deadline 'February 2018 17:00:00'.

If you have any queries please contact rsc-eu@uni-frankfurt.de

Next

Submission of Proposals - Internet Explorer
https://ec.europa.eu/research/participants/submission/manager/secure/managerrelatedparties?pid=SEP-210489742&preregtype=Topic&preregvalue=ERC-2018-COG&masterCallId=ERC-2018-COG&rendering

LOGIN FUNDING SCHEME CREATE DRAFT **PARTIES** EDIT PROPOSAL SUBMIT

Step 4

Manage Your Related Parties

ERC-2018-COG

USER NAME: Kristina WEGE
TOPIC: ERC-2018-COG
TYPE OF ACTION: ERC-COG
A.B.C.: ACRONYM: Test
DRAFT ID | SEP-210489742
THU 15 DEADLINE (Brussels Local Time) February 2018 17:00:00
69 days left until closure

Configuration OK ✓
Download Part B Templates
Visit our 'How to' user guide
Visit our 'H2020 Online Manual'

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 [Add Partner Organisation](#)

Host Institution [Contact](#)

GUF Kristina WEGE - Principal Investigator

JOHANN WOLFGANG GOETHE-
UNIVERSITÄTFRANKFURT AM MAIN
THEODOR W ADORNO PLATZ 1, 60629 FRANKFURT
AM MAIN, DE
PIC: 999978724

[Change Organisation](#) [Contact organisation](#)

next >>

done Version: 20171128-1620 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)

If you have any queries please contact rsc-eu@uni-frankfurt.de

When you are ready upload your Parts B1, B2 along with the Host Support Letter your PHD certificate and any necessary additional documents here.

Before final submission validate to check for errors.

Submission of Proposals - Internet Explorer
 https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210489742&ticket=ST-1249758-HhkldzXeCAa8nceGT8NmR1Tp4mf46eVn5vfRlItqt04jqvVt8K9gt1zyi68tqABYcWGE

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

ERC-2018-COG

- USER NAME: Kristina WEGE
- TOPIC: ERC-2018-COG
- TYPE OF ACTION: ERC-COG
- ACRONYM: Test
- DRAFT ID | SEP: 210489742
- DEADLINE (Brussels Local Time): THU 15 February 2018 17:00:00
- 69 days left until closure

Configuration OK ✓

[Download Part B Templates](#)

[Visit our 'How to' user guide](#)

[Visit our 'H2020 Online Manual'](#)

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

[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	✗ ?
Host Support Letter	upload	✗ ?
PhD certificate	upload	✗ ?
Extra Annex 1	upload	? ?
Extra Annex 2	upload	? ?
Extra Annex 3	upload	? ?
Extra Annex 4	upload	? ?
Extra Annex 5	upload	? ?
Extra Annex 6	upload	? ?
Extra Annex 7	upload	? ?
Extra Annex 8	upload	? ?

<< Step 4 - Parties **validate** submit

done ✗ Version: 20171128-1620 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)

To subsequently look at your proposal go to 'My Proposal(s)' and click on Edit Draft.

If you have more than one proposal input the Acronym.

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' for 'KRISTINA WEGE'. The 'My Proposals' section is active, displaying a list of proposals. The 'My Proposal(s)' menu item is highlighted in the left sidebar. The main content area shows instructions and a legend for proposal actions. A table lists proposals with columns for PROGRAM, CALL, FUND. SCH., PROP. ID, ACRONYM, STATUS, REM. TIME, and ACTIONS. The first entry is for H2020, ERC-2018-COG, SEP-210489620, with the acronym 'Test' and status 'Draft'. The 'ED' (Edit Draft) button in the ACTIONS column is circled in red. A search bar above the table contains the text 'Test'.

Completing Part A

Go to 'my proposals' and press 'ED'
A new window will open.

The screenshot shows the 'My Proposals' page in the Participant Portal. The left-hand navigation menu has 'My Proposal(s)' highlighted with a red circle. An orange arrow points from this menu item to the 'ED' button in the 'ACTIONS' column of a table listing proposals. The table has the following data:

PROGRAM	CALL	FUND. SCH.	PROP. ID	ACRONYM	STATUS	REN. TIME	ACTIONS
H2020	ERC-2018-COG	ERC-COG	SEP-210489620	Test	Draft	60	ED DE

The 'ED' and 'DE' buttons in the actions column are also circled in red. The page includes a legend for buttons (ED: Edit Draft, VD: View Draft, VS: View Submitted, DE: Delete Proposal, FO: Follow-up, PC: Proposal Consortium) and a search bar with the text 'Test'.

If you have any queries please contact rsc-eu@uni-frankfurt.de

Click on 'edit forms'

The screenshot shows the 'Edit Proposal' step in the ERC Grant Submission portal. The page title is 'Step 5 Edit Proposal'. The user is logged in as Kristina WEGE. The page includes a navigation bar with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. A warning message states: 'WARNING: This proposal contains changes that have not yet been submitted...'. The 'Administrative Forms' section contains an 'edit forms' button, which is highlighted with a green circle and an orange arrow pointing from the text 'Click on 'edit forms'' on the left. Other buttons in this section include 'view history' and 'print preview'. The 'Part B and Annexes' section lists various documents with 'upload' buttons and status indicators (red X or blue question mark). At the bottom, there are navigation buttons: '<< Step 4 - Parties', 'validate', and 'submit'. The footer includes the version number '20171128-1620' and the service desk contact 'DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)'.

If you have any queries please contact rsc-eu@uni-frankfurt.de

This brings up the Part A which needs to be completed.
When this form is complete click on 'Validate Form' and you should see validation results. Scroll back through the document and complete the information required.

The screenshot shows a web browser window titled "Submission of Proposals - Internet Explorer" with the URL <https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210489620>. The page content includes the European Commission logo and the text "European Commission - Research & Innovation - Participant Portal Proposal Submission Forms". A blue button labeled "Validate Form" is circled in orange, with an orange arrow pointing to it from the text on the left. Below the header, the text reads: "Horizon 2020", "Call: ERC-2018-COG (Call for proposals for ERC Consolidator Grant)", "Topic: ERC-2018-COG", "Type of action: ERC-COG (Consolidator Grant)", "Proposal number: SEP-210489620", "Proposal acronym: Test", and "Deadline Id: ERC-2018-COG". A "Table of contents" section follows, containing a table with 5 rows and 3 columns: Section, Title, and Action. The table lists sections for General information, Participants & contacts, Budget, Ethics, and Call-specific questions, each with a "Show" button. At the bottom, there is a "How to fill in the forms" section with a "Read more" button.

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show
4	Ethics	Show
5	Call-specific questions	Show

The screenshot shows a web browser window displaying the 'Validation result' page for the ERC Grant Submission portal. The page title is 'Validation result' and it includes a 'Show Error' button and a 'Show Warning' button. Below this, there is a table listing various validation errors across different sections of the form.

Section	Description	Action
General Information	Title is a required field	Show Error
General Information	Duration is a required field	Show Error
General Information	ERC Keyword 1 is a required field	Show Error
General Information	Agreement on title use is a required field	Show Error
Declaration	Declaration acceptance is mandatory	Show Error
Participants and contacts	Please go back to Step 4 to enter this information: First name of Host Institution contact person is a required field	Show Error
Participants and contacts	Please go back to Step 4 to enter this information: Last name of Host Institution contact person is a required field	Show Error
Participants and contacts	Please go back to Step 4 to enter this information: Email of Host Institution contact person is a required field	Show Error
Principal Investigator	Gender is a required field	Show Error
Principal Investigator	Nationality is a required field	Show Error
Principal Investigator	Country of birth is a required field	Show Error
Principal Investigator	Date of Birth is a required field	Show Error
Principal Investigator	Place of birth is a required field	Show Error
Principal Investigator	Phone is a required field	Show Error
Principal Investigator	Country is a required field	Show Error
Principal Investigator	Town is a required field	Show Error
Call specific questions	Eligibility - field must be checked	Show Error

If you have any queries please contact rsc-eu@uni-frankfurt.de