

European
Commission

Anleitung Funding & Tenders Portal



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hier einreichen

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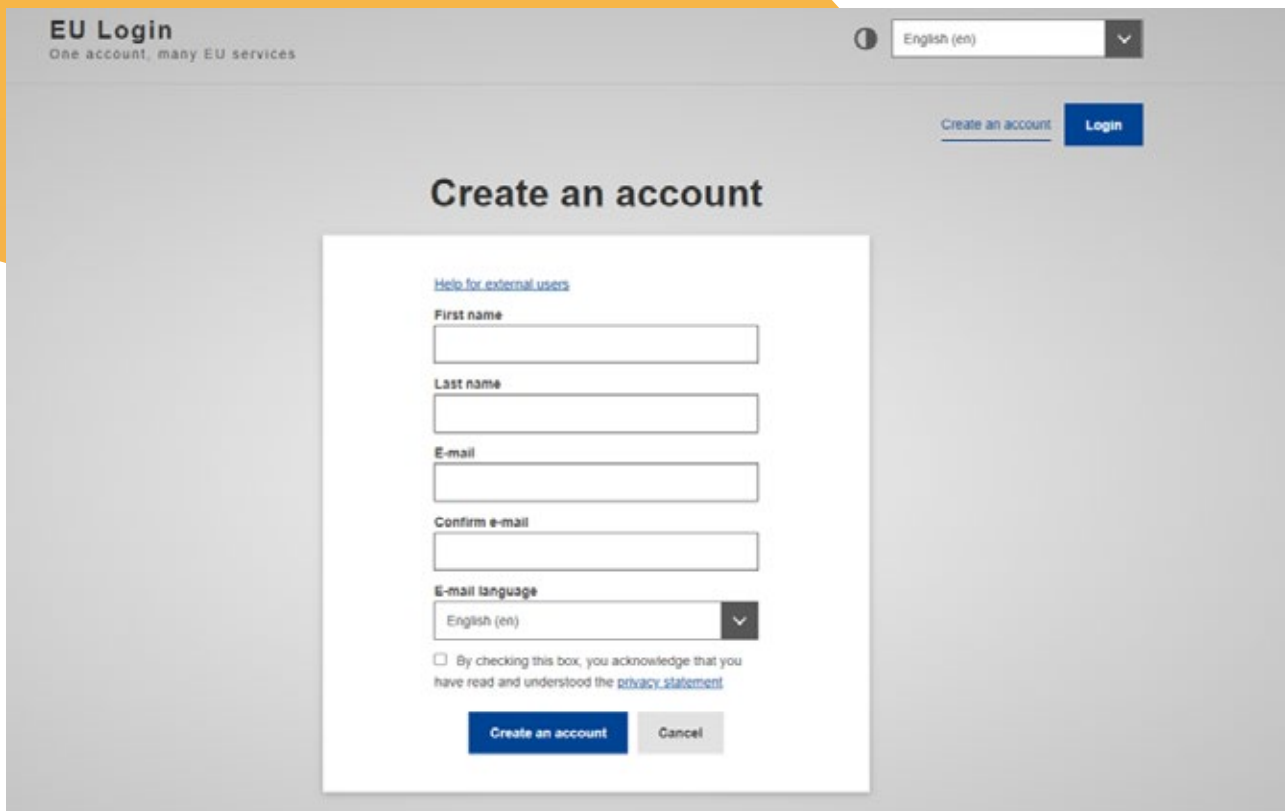
Schritt 1: Registrierung

Um das Funding and Tenders Portal (die einzige Möglichkeit zur Bewerbung) zu nutzen, wird ein EU Login-Benutzerkonto benötigt.

Sobald ein EU Login-Konto vorhanden ist, kann die Organisation im Funding and Tenders Portal registriert werden.

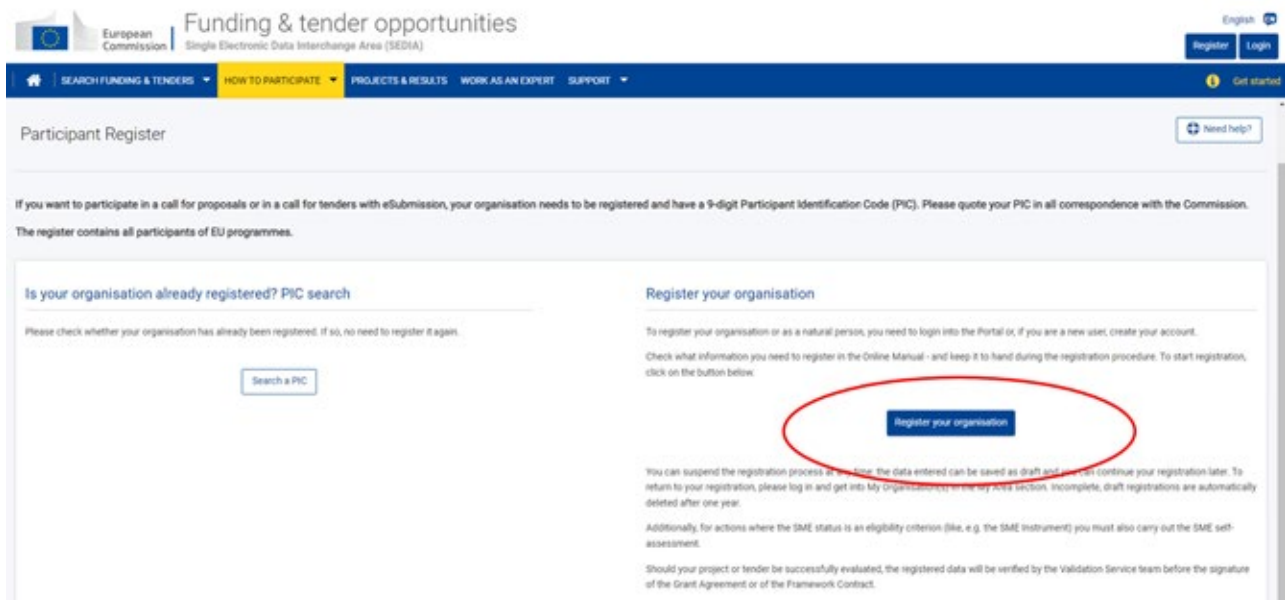
Wenn die Registrierung abgeschlossen ist, erhält man einen 9-stelligen Teilnehmer:innen Identifikationscode (PIC).

[Create an account \(europa.eu\)](https://europa.eu)



The screenshot shows the 'EU Login' interface with the 'Create an account' form. The form includes fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown for 'E-mail language' set to 'English (en)'. A checkbox below the fields indicates that the user has read and understood the privacy statement. At the bottom of the form are 'Create an account' and 'Cancel' buttons.

Dauer für Erhalt des EU Login: max. 1 Stunde



The screenshot shows the 'Participant Register' page. It features a search bar for 'Search a PIC' and a 'Register your organisation' button, which is circled in red. The page contains instructions for registration, including a note that draft registrations are deleted after one year and that SME status verification is required for certain actions.

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und registrieren der Organisation unter Participant register (europa.eu)

The screenshot shows the 'Participant's Register' page in the 'Funding & tender opportunities' portal. The page features a navigation menu on the left with options like 'My Person Profile', 'My Organisation(s)', 'Grants', 'My Project(s)', 'Procurement', 'My Contract(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area displays a progress bar with six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorized Users, 5. Summary, and 6. Success. Below the progress bar, the 'Identification' section contains several input fields: 'Legal name' (with a 240-character limit), 'Registration country' (a dropdown menu), 'Registration number' (with a 30-character limit), 'VAT number' (with a 30-character limit and a 'not applicable' checkbox), and 'Website'. At the bottom of the form, there are 'Save', 'Review the Form', and 'Next' buttons.

This screenshot shows the same 'Participant's Register' page as above, but with a modal dialog box overlaid. The dialog box is titled 'Welcome to the Participant Register' and contains the following text: 'The Registration wizard will guide you through the registration process.' It lists three bullet points: 'Please have the relevant documents at hand, to make sure you fill in everything correctly.', 'Registration will take 5-10 minutes. The system will automatically save your information if in case you need to close the wizard, your data will be restored the next time when you re-enter the page.', and 'Your organisation PIC number will be displayed at the end, when registration is completed. PIC: Participant Identification Code'. An 'OK' button is located at the bottom right of the dialog box. The background of the page is dimmed.

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Schritt 2: Einreichen des Antrags

Einloggen und bei „Erasmus+“ den Call #BeActive Awards suchen.

The screenshot shows the 'Funding & tender opportunities' portal. The 'Erasmus+ (ERASMUS+)' link is highlighted with a red circle. A red arrow points to the 'Login' button in the top right corner.

CALL AUSWÄHLEN:

The screenshot shows the search results for #BeActive awards. The list is circled in red. The list includes the following awards:

Award Name	Programme	Type of action	Opening date	Status	Deadline model	Deadline date
#BeActive - Workplace award	Erasmus+ (ERASMUS+)	ERASMUS Prizes	16 March 2023	Open for submission	single-stage	25 May 2023 17:00:00 Brussels time
#BeActive - Education award	Erasmus+ (ERASMUS+)	ERASMUS Prizes	16 March 2023	Open for submission	single-stage	25 May 2023 17:00:00 Brussels time
#BeActive - Local Hero Award	Erasmus+ (ERASMUS+)	ERASMUS Prizes	16 March 2023	Open for submission	single-stage	25 May 2023 17:00:00 Brussels time
#BeActive - Across generations award	Erasmus+ (ERASMUS+)	ERASMUS Prizes	16 March 2023	Open for submission	single-stage	25 May 2023 17:00:00 Brussels time

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EINREICHUNG STARTEN:

The screenshot shows the 'Funding & tender opportunities' portal. The 'Start submission' section is highlighted, showing the 'ERASMUS Prizes' option selected with a red circle around the 'Start submission' button. The text indicates that users can publish partner requests for open and forthcoming topics after logging into the Portal.

Für den Antrag dürfen nur die Vorlagen/Formulare (Part B downloadbar) der EU verwendet werden. Die Anträge müssen vollständig sein und alle geforderten Informationen sowie alle erforderlichen Anhänge und Belege enthalten:

Antragsformular **Teil A** – enthält verwaltungstechnische Informationen über die antragstellende Organisation (bitte direkt online ausfüllen)

The screenshot shows the 'Funding: Submission Service' portal. The 'Your role' section is circled in red and labeled 'Teil A'. The 'Your proposal' section is also visible, showing fields for 'Acronyms' and 'Short Summary'.

Acronym: max. 20 Zeichen – Es wird eine Abkürzung für das Projekt abgefragt, die selbst gewählt und auch im Nachhinein angepasst werden kann.

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Antragsformular **Teil B** – enthält die fachliche Beschreibung des Projekts (bitte aus dem Einreichungssystem des Portals herunterladen, ausfüllen und zusammenstellen und wieder hochladen). **Max. 20 Seiten**

European Commission | Funding: Submission Service

Create proposal

Deadline
25 May 2023 17:00:00 Brussels Local Time
35 days left until closure

Call data
Call: ERASMUS-SPORT-2023-BE-ACTIVE-AWARDS
Topic: ERASMUS-SPORT-2023-BE-ACTIVE-AWARDS-EDU
Type of action: ERASMUS-PROZE
Type of MGA: ERASMUS-Pr
Topic and type of action can only be changed by creating a new proposal

Find your organisation
PIC Short name
Organisations you have been previously associated with (Click to select)
PIC: 918225432
Sport Austria
PRINZ-EUGEN-STRASSE 12
WIEN, AT
VAT: ATU71067659

Download part B templates
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Your role
Please indicate your role in this proposal *
 Main contact

Support & Helpdesk