The EACEA Participant Portal

New rules for organisation management in the framework of the 2014-2020 programmes

Education, Audiovisual & Culture Executive Agency

What is the EACEA participant portal?

- Unique entry point for the registration of organisations that want to apply for the following programs:
  - Erasmus +
  - Creative Europe
  - Europe for Citizens
  - EU Aid Voluunteers
- Unique entry point for Experts applying for the call for expression of interest EACEA/2013 for experts

Organisation registration – Why?

- Organisation will need to register only once and receive a Participant Identification Code (PIC) via the unique registration facility

- eForms will be pre-filled with the organisation's data by inserting the PIC

- No need to send the organisation documents for each application – only uploaded once

Organisation registration – How?

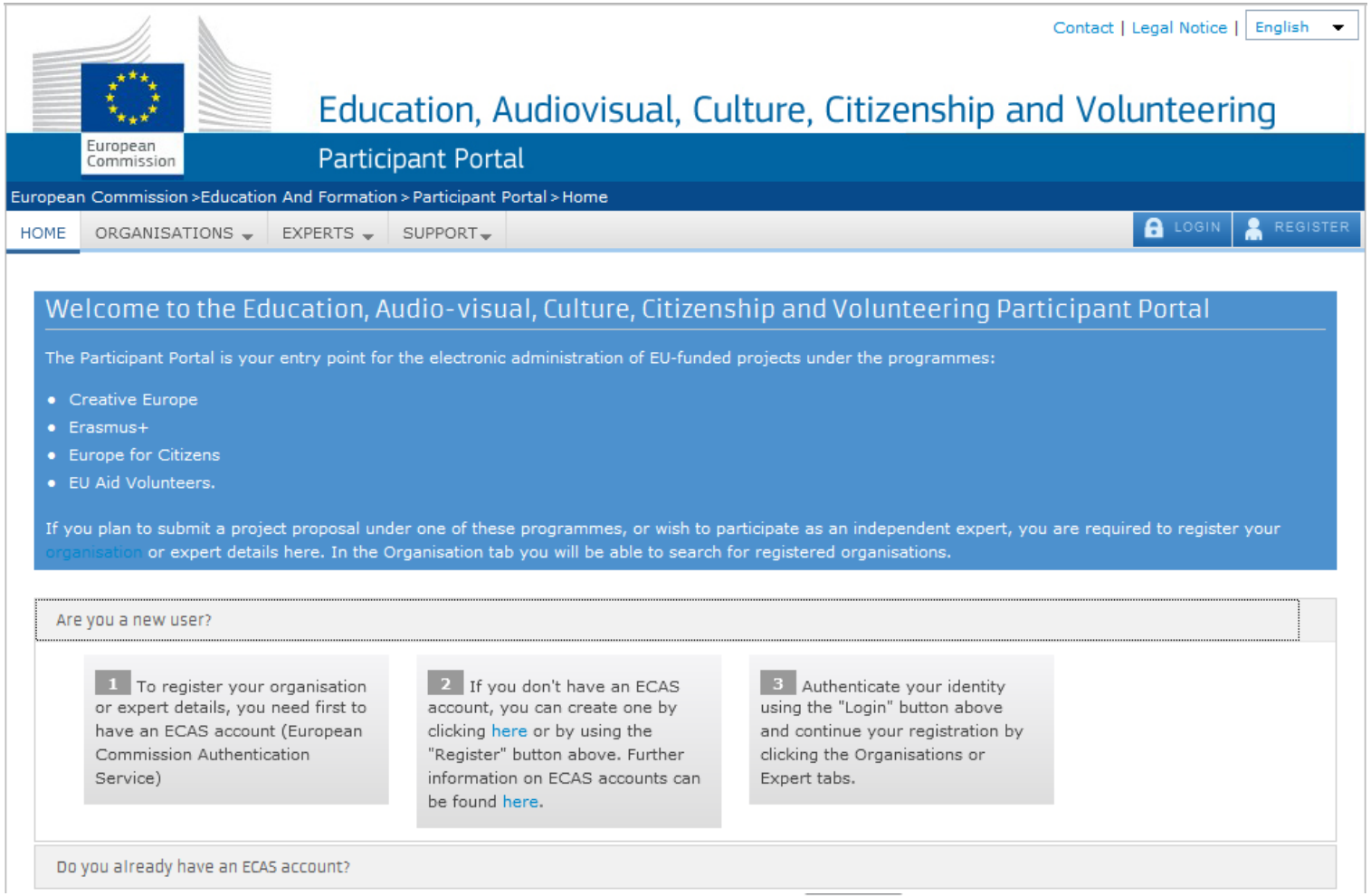
- Necessity of a personal ECAS account to start the registration
- Registration will take 5-10 minutes if all information are available
- After the first registration and the creation of a PIC, documents related to the organisation can be uploaded.

Participant Portal

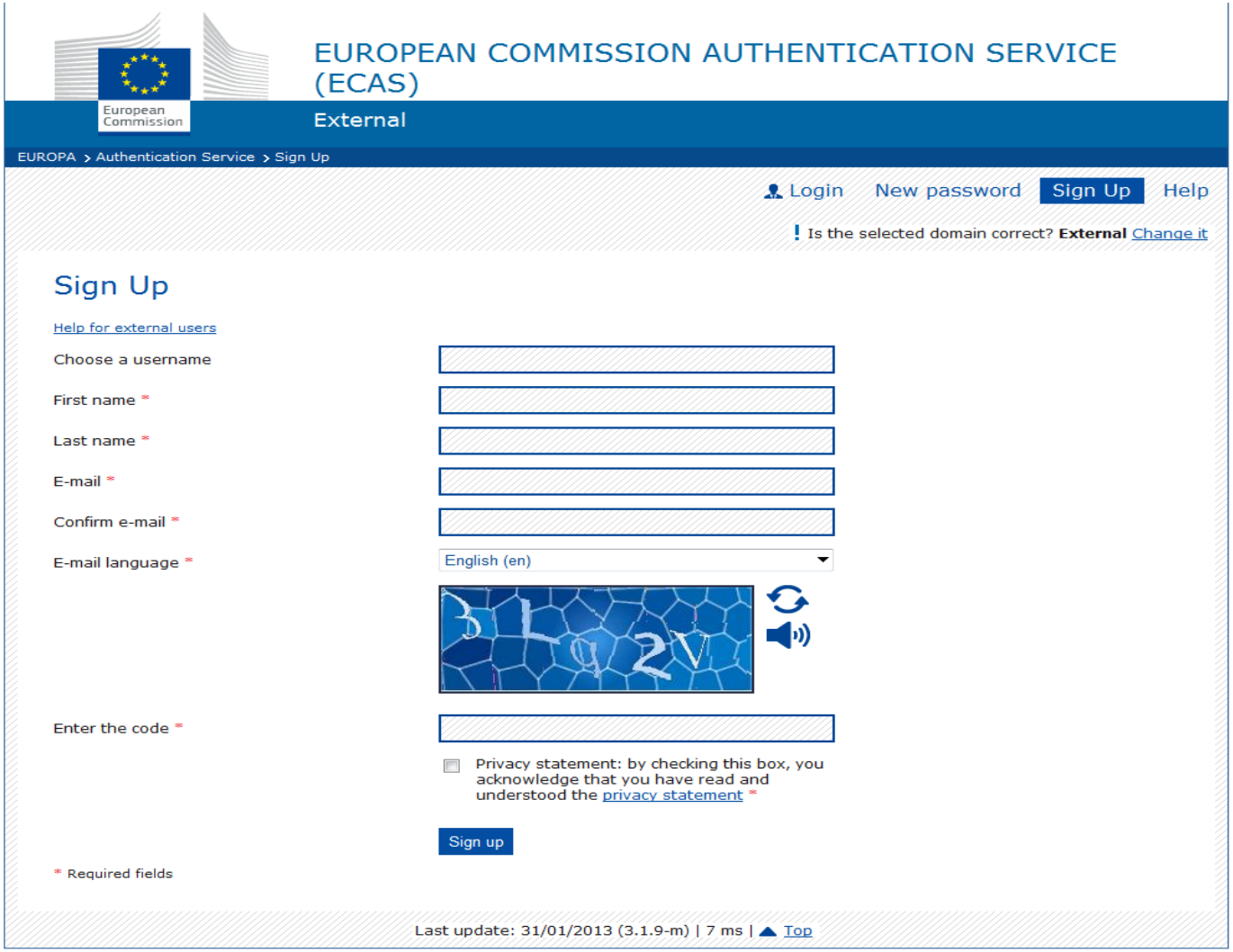
Overview

Participant Portal – Home page

https://ec.europa.eu/education/participants/portal

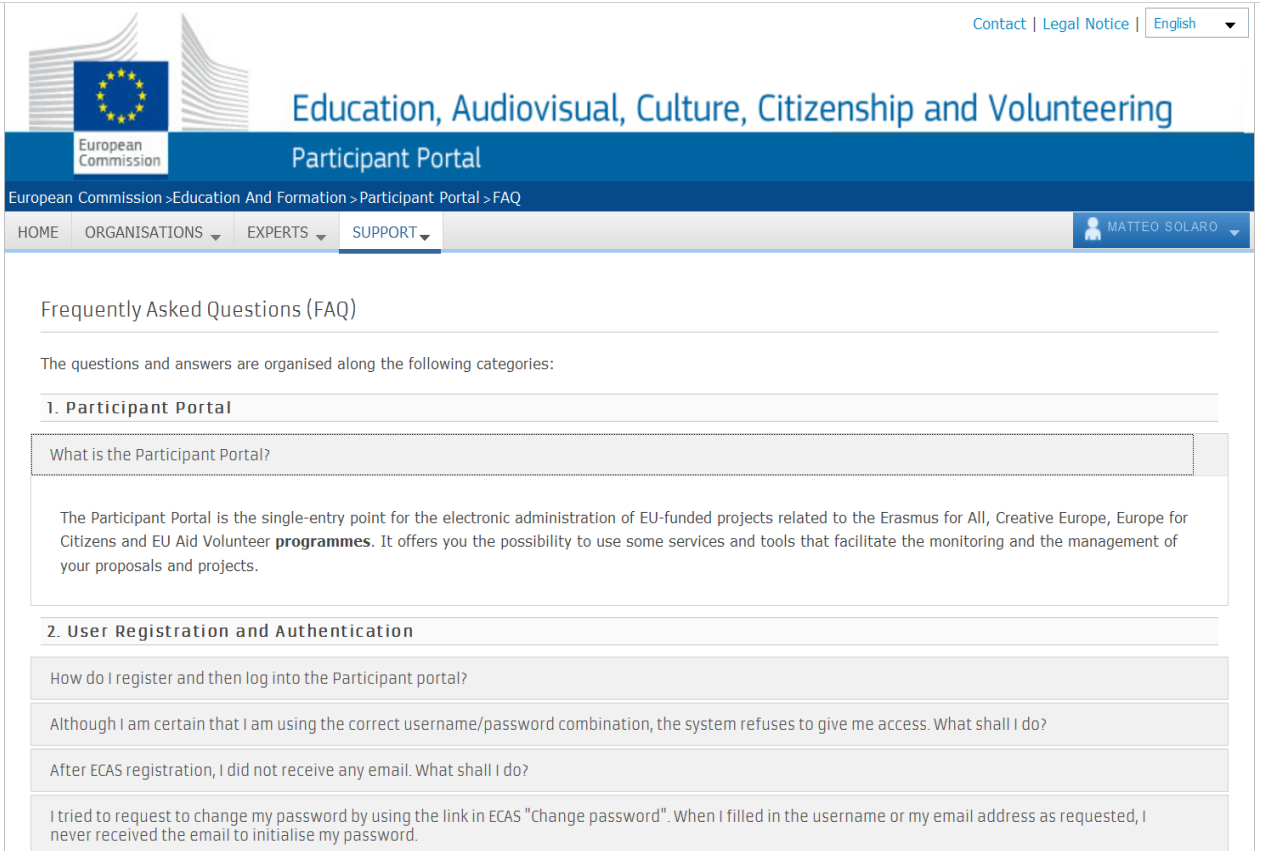


ECAS Account registration



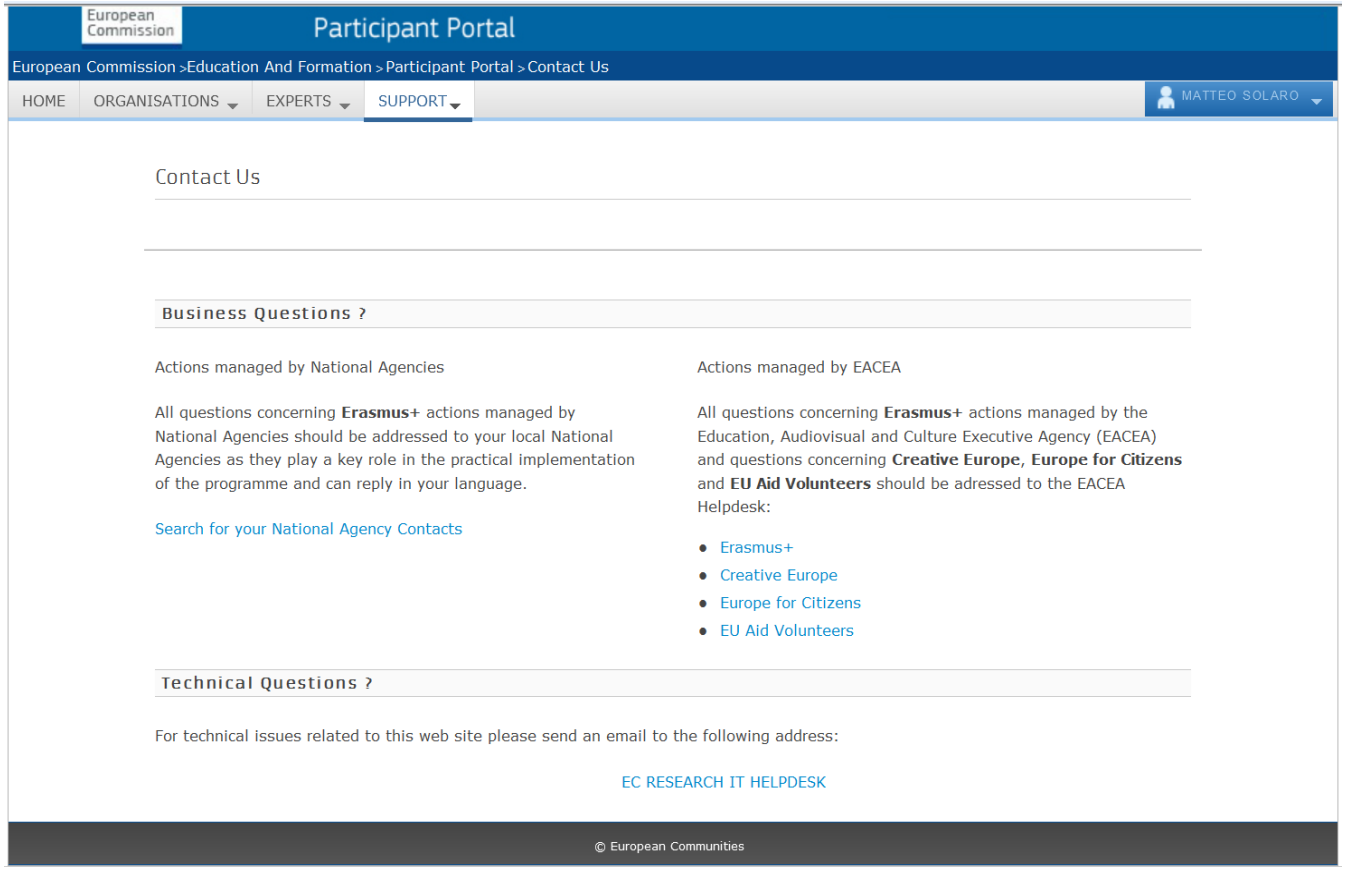
- ECAS account creation is necessary to start the registration.
- An email confirmation is sent after the Sign Up.
- This step is not the organisation registration. It allows starting the process.

Support page FAQ



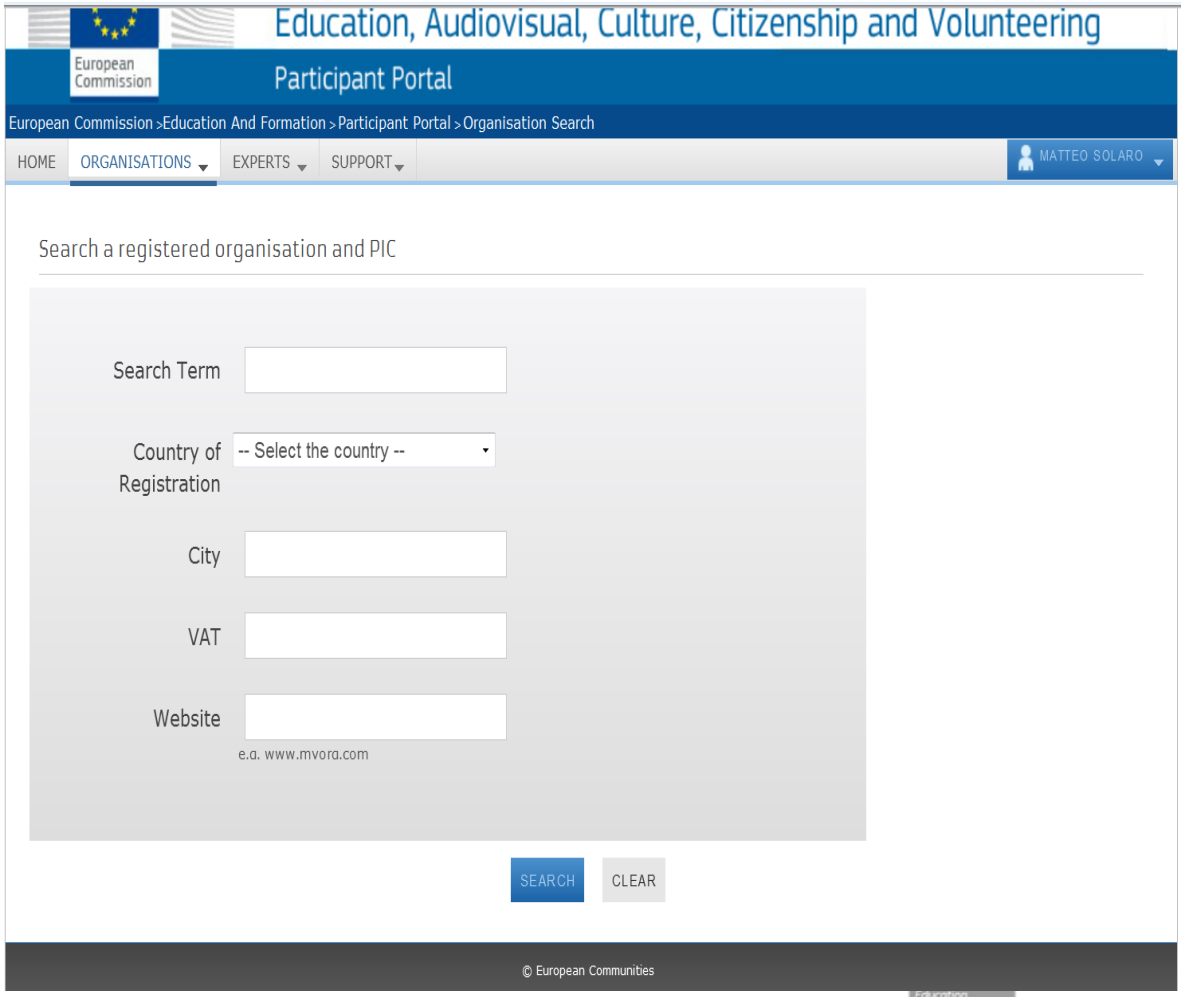
- General information about the process is provided in the FAQ.

Support page Contact



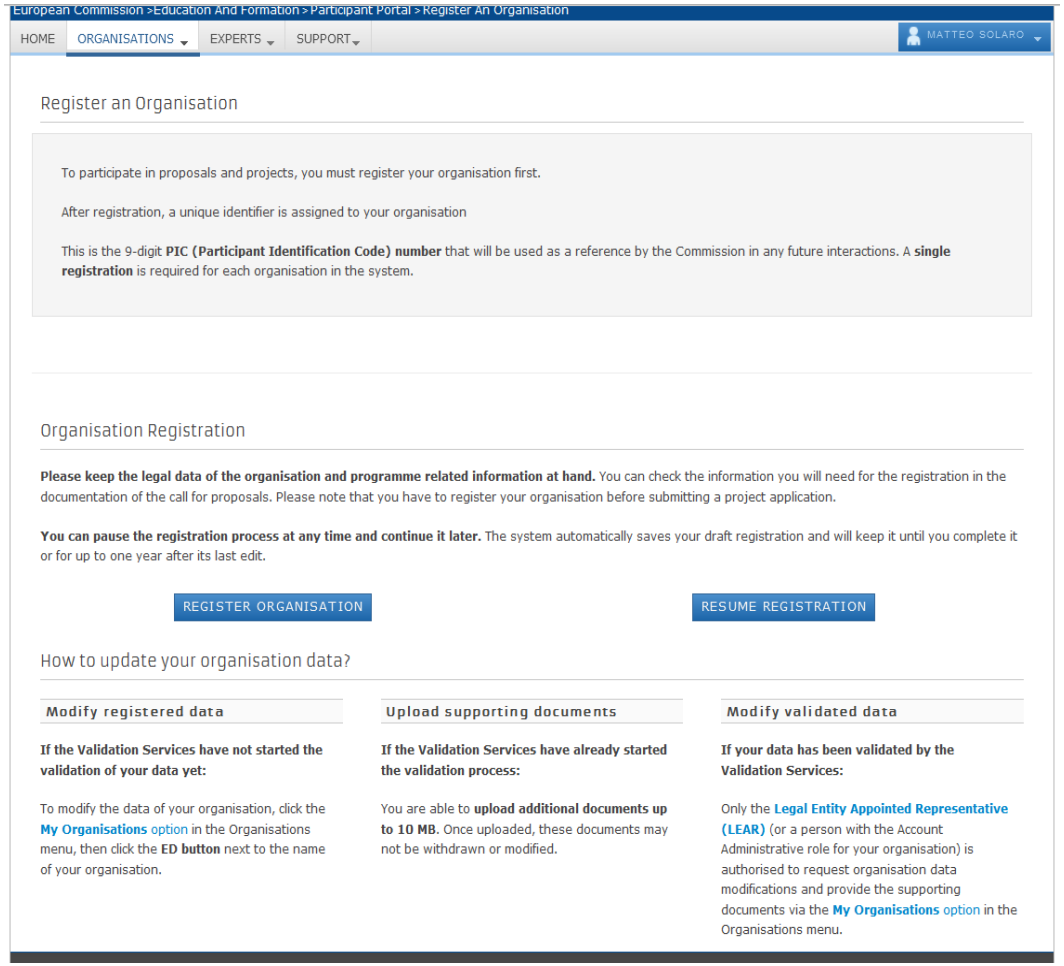
- For General questions about the process, the programme functional mailboxes can be used.
- In case of technical problems the IT Helpdesk should be contacted.

Organisation/Company – search



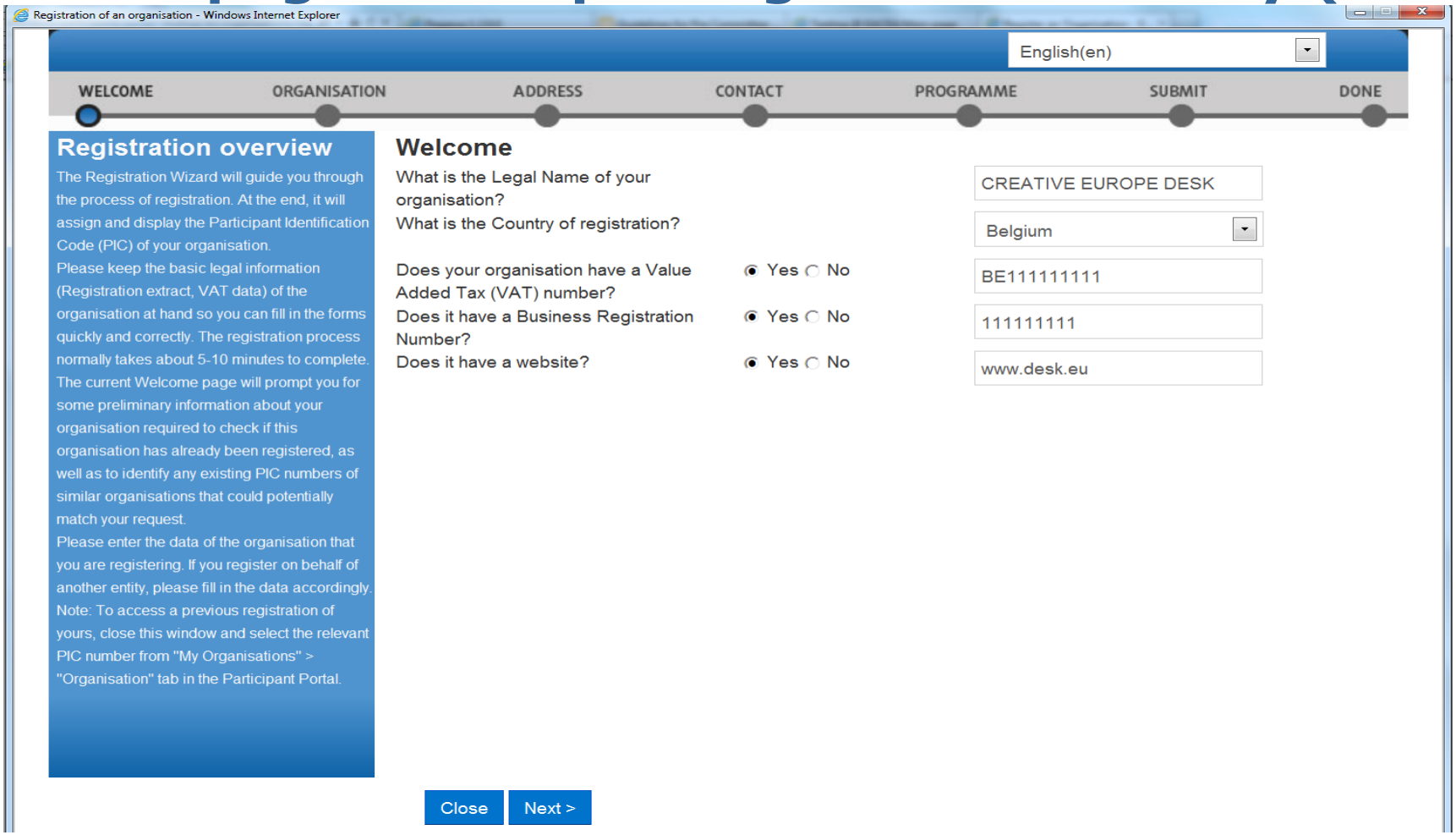
- The Search tool allows to look if your organisation does not exist already in the database.
- If an organisation already exists and has a PIC, no new one should be created.
- Please note that the database is common to other Commission services (example Research)

Organisation/Company – Registration

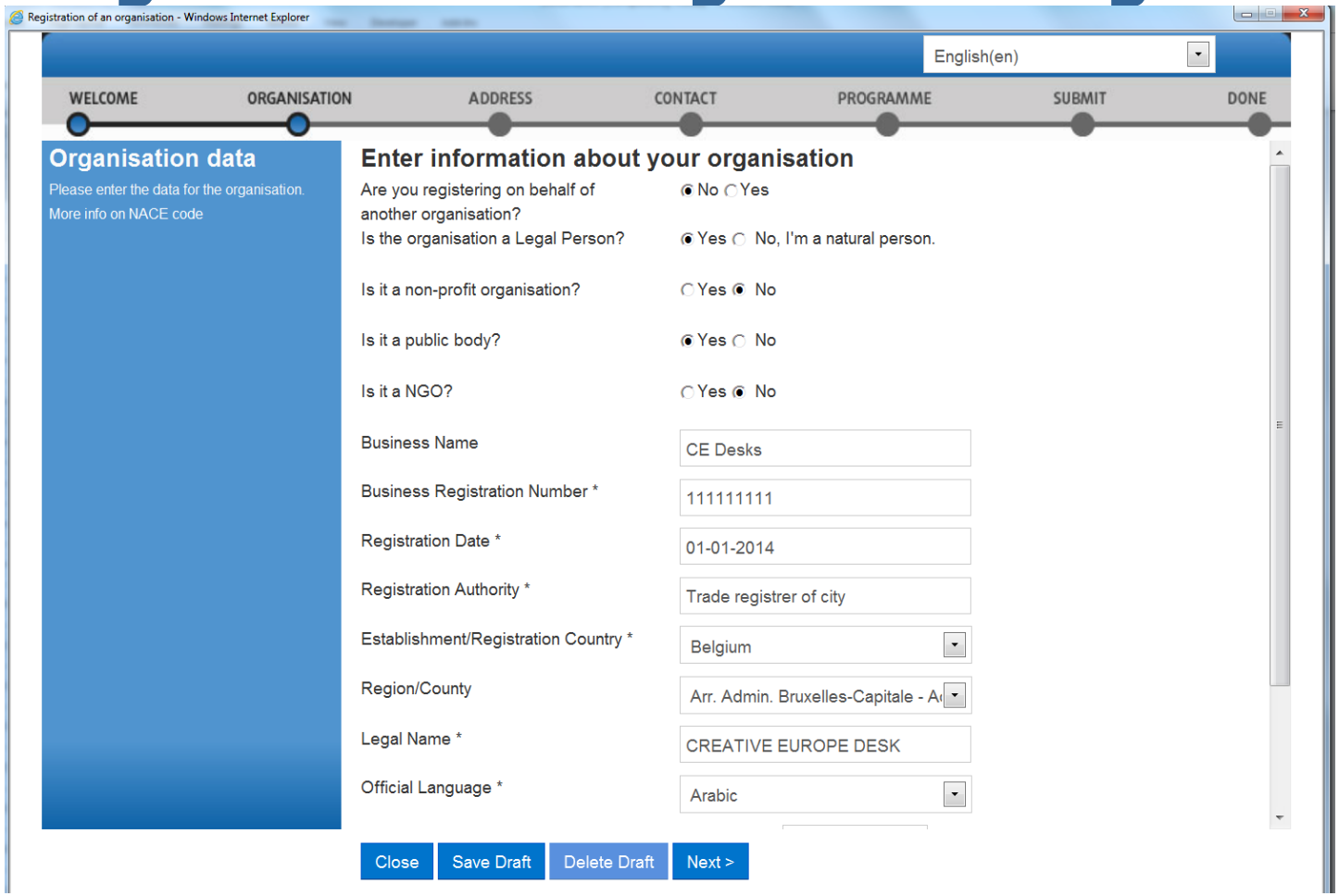


- If your organisation does not exists, it can be created by chosing the "Register organisation" button.
- The botton will redirect to the unique registration facility.

Welcome page of Unique Registration Facility (URF)

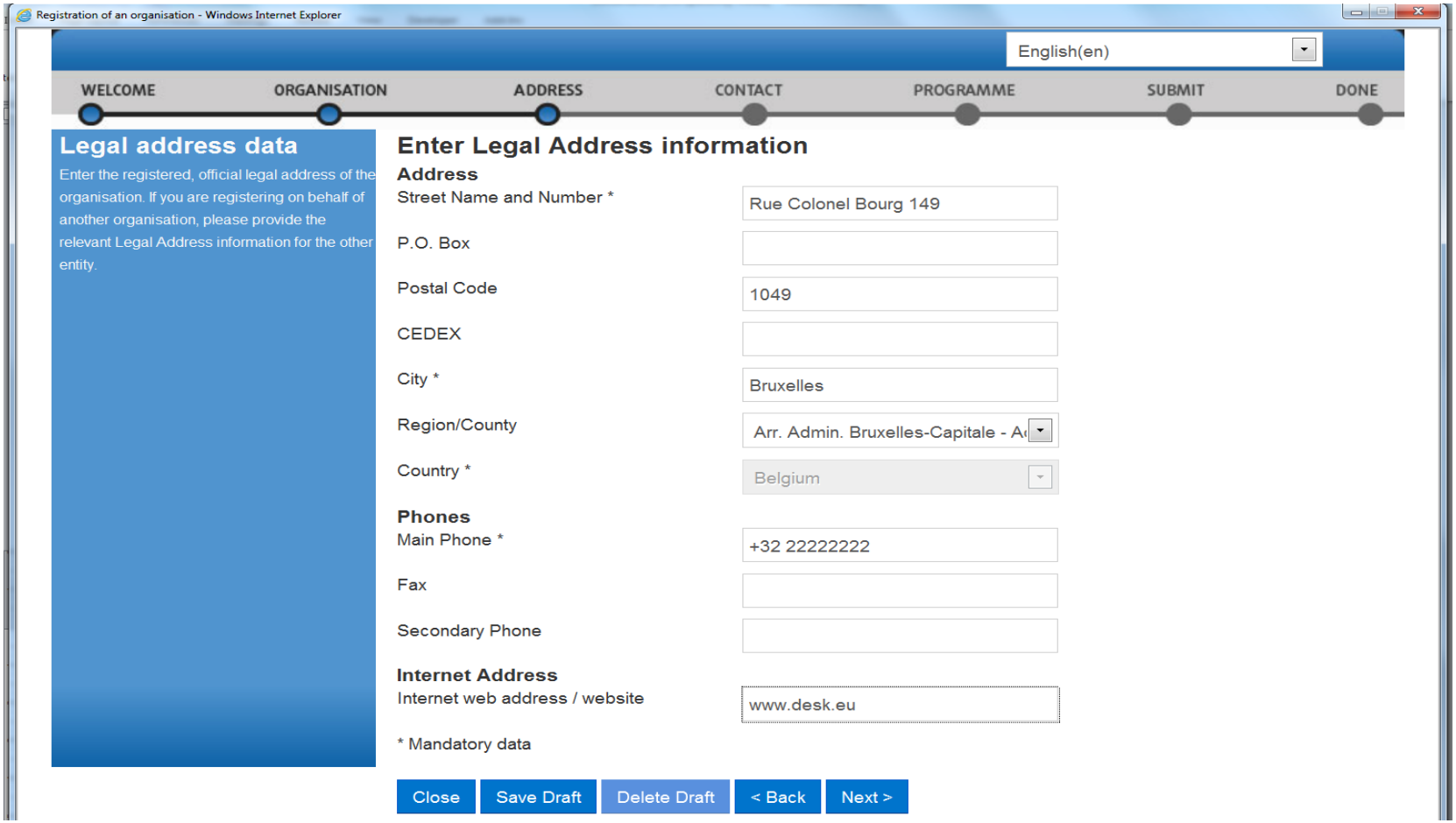


Organisation – legal data registration

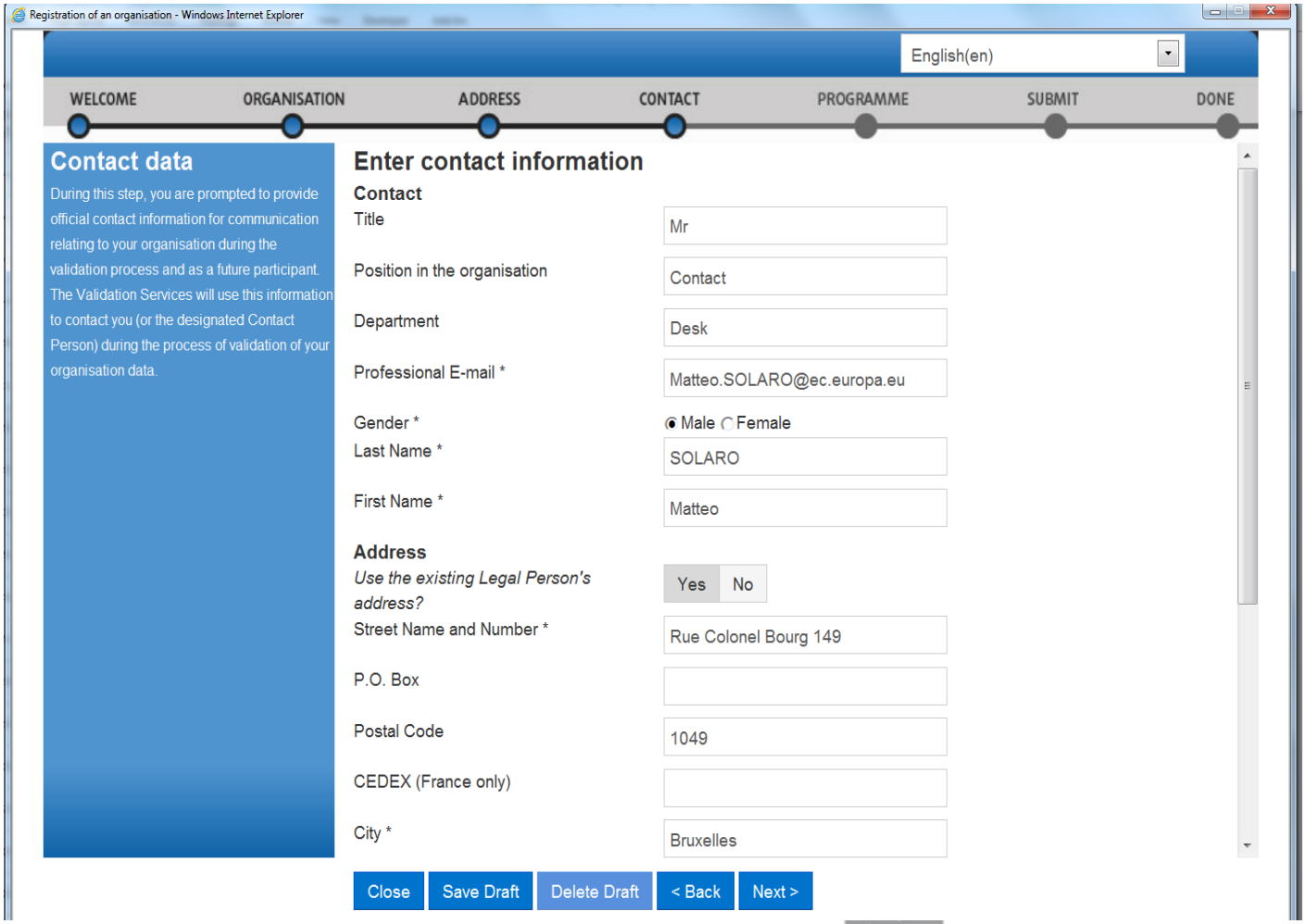


- Only the legal information should be registered.
- Information should match with the information on the official registration documents

Organisation – legal address registration

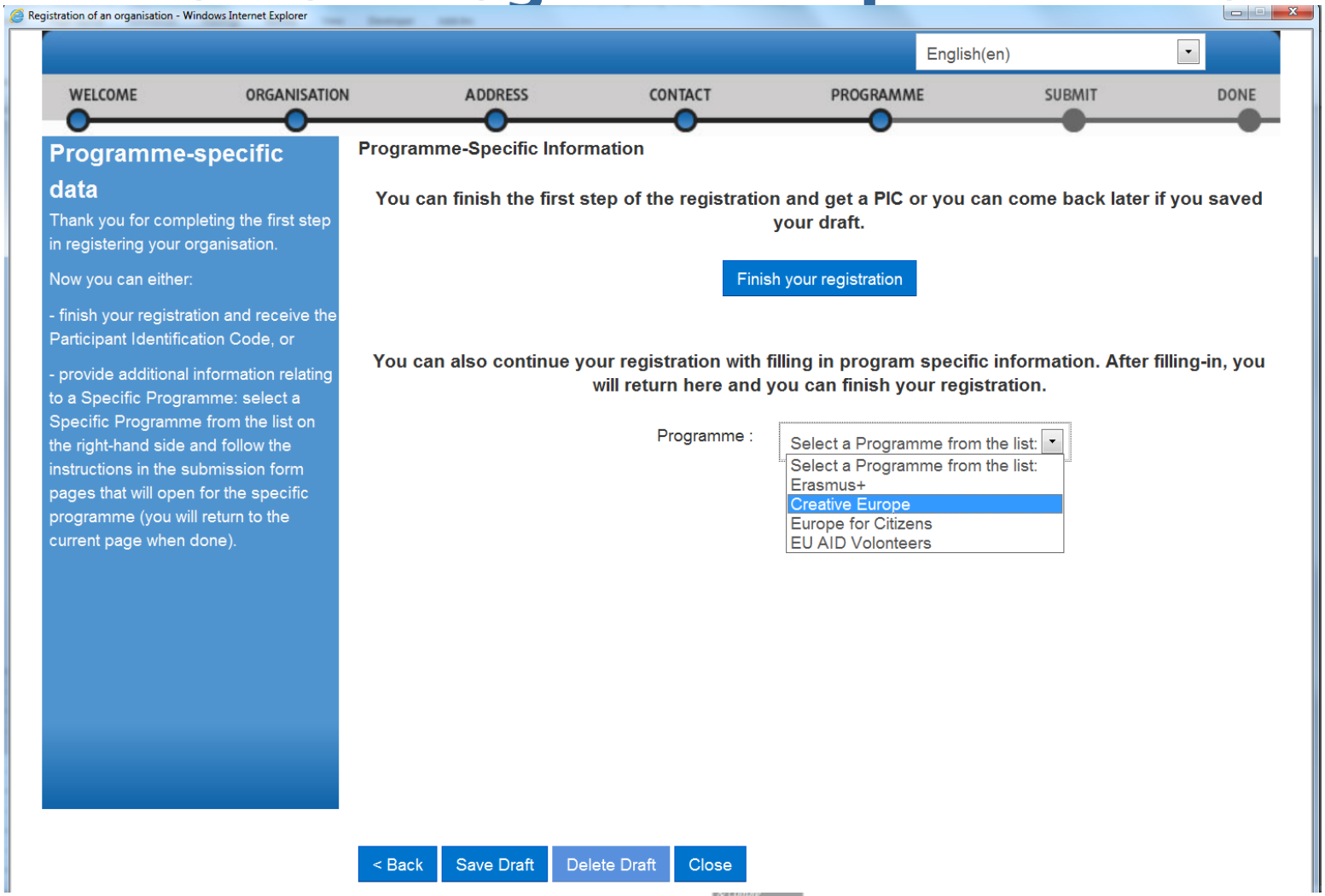


Organisation – contact data registration

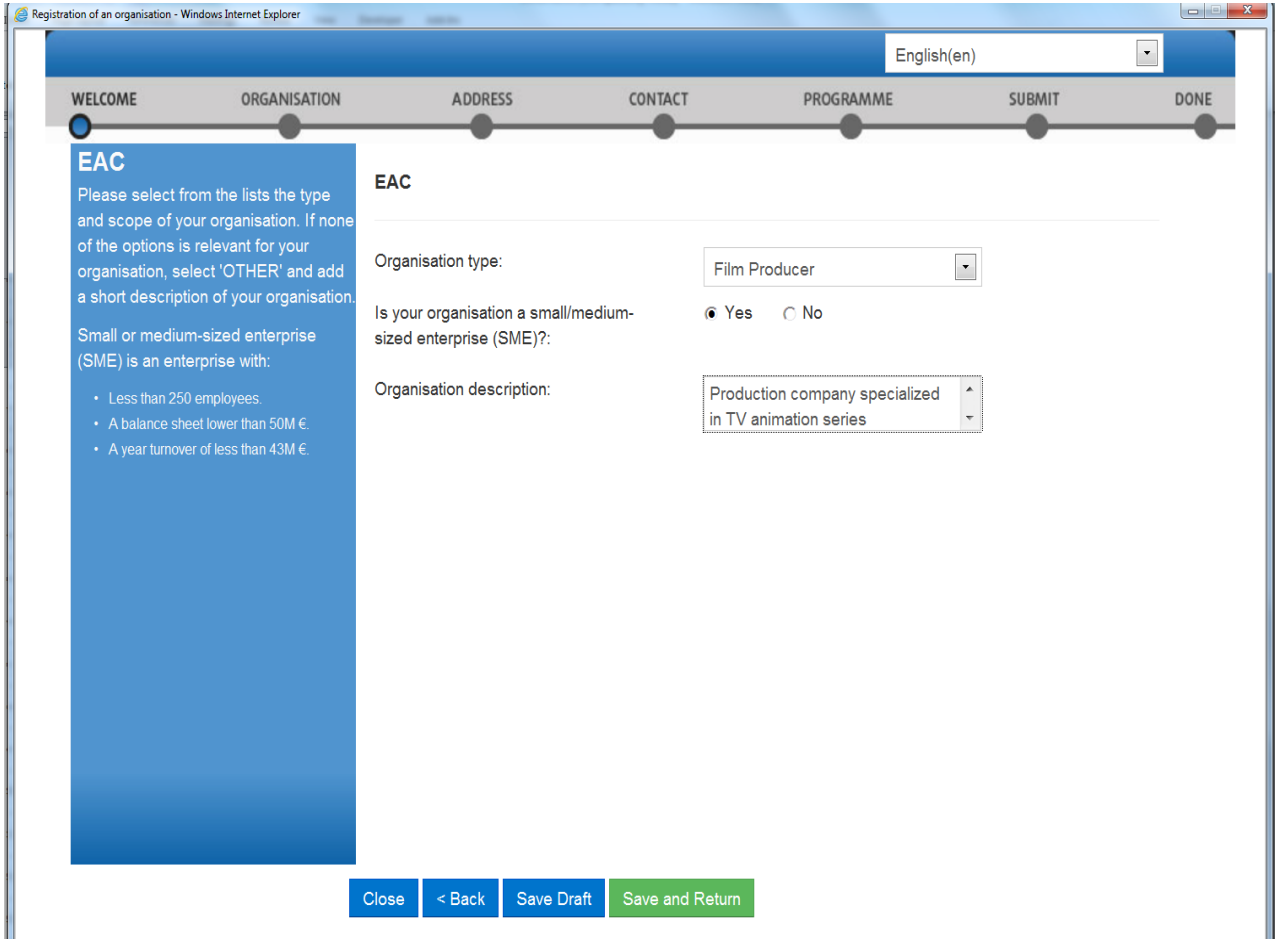


- Contact data are the general contacts of an organisation, not the ones related to a particular project.
- Contact person will be contacted in case of questions related to organisation or before validation

Selection of Programme specific information

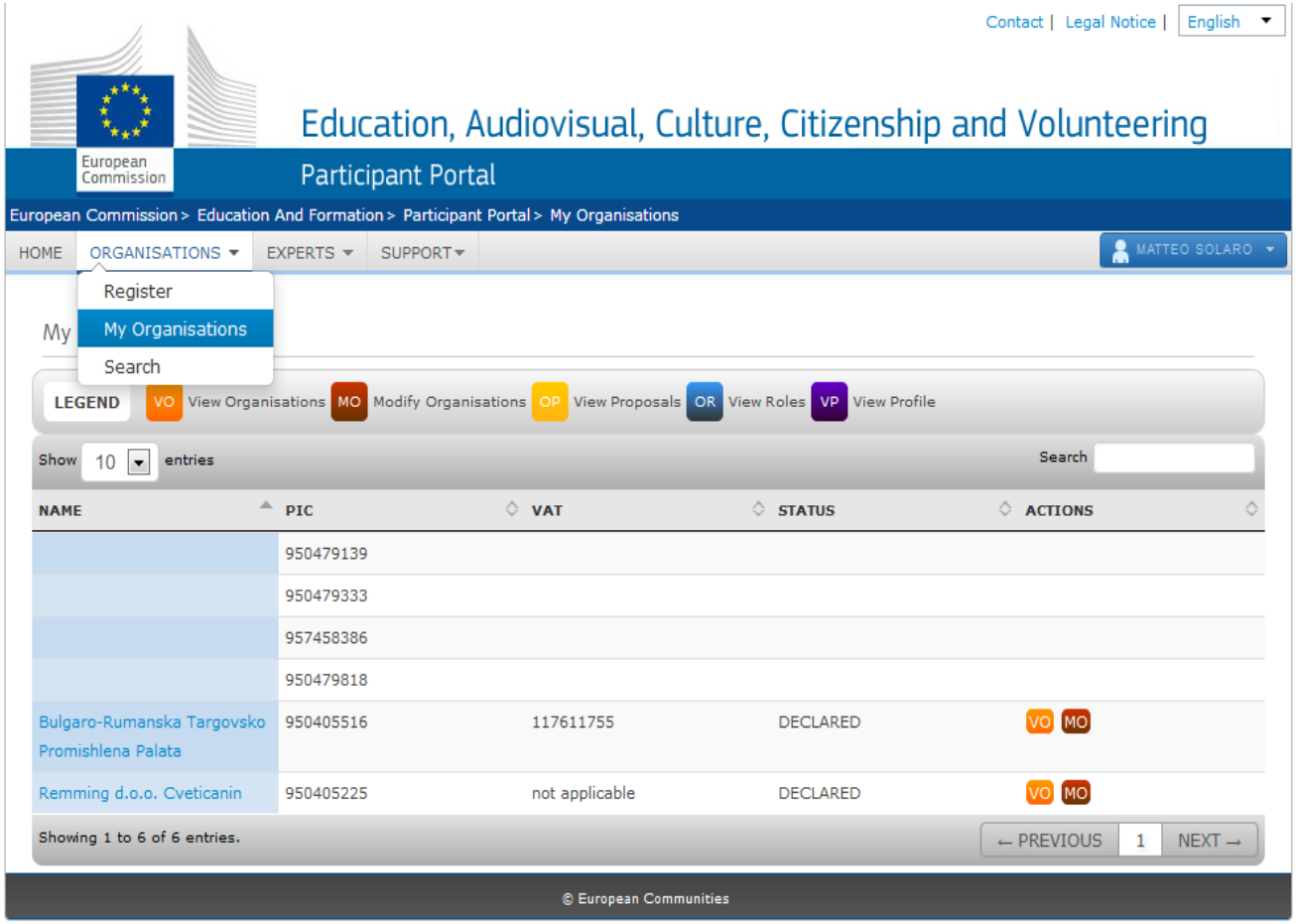


Registration of Programme specific information



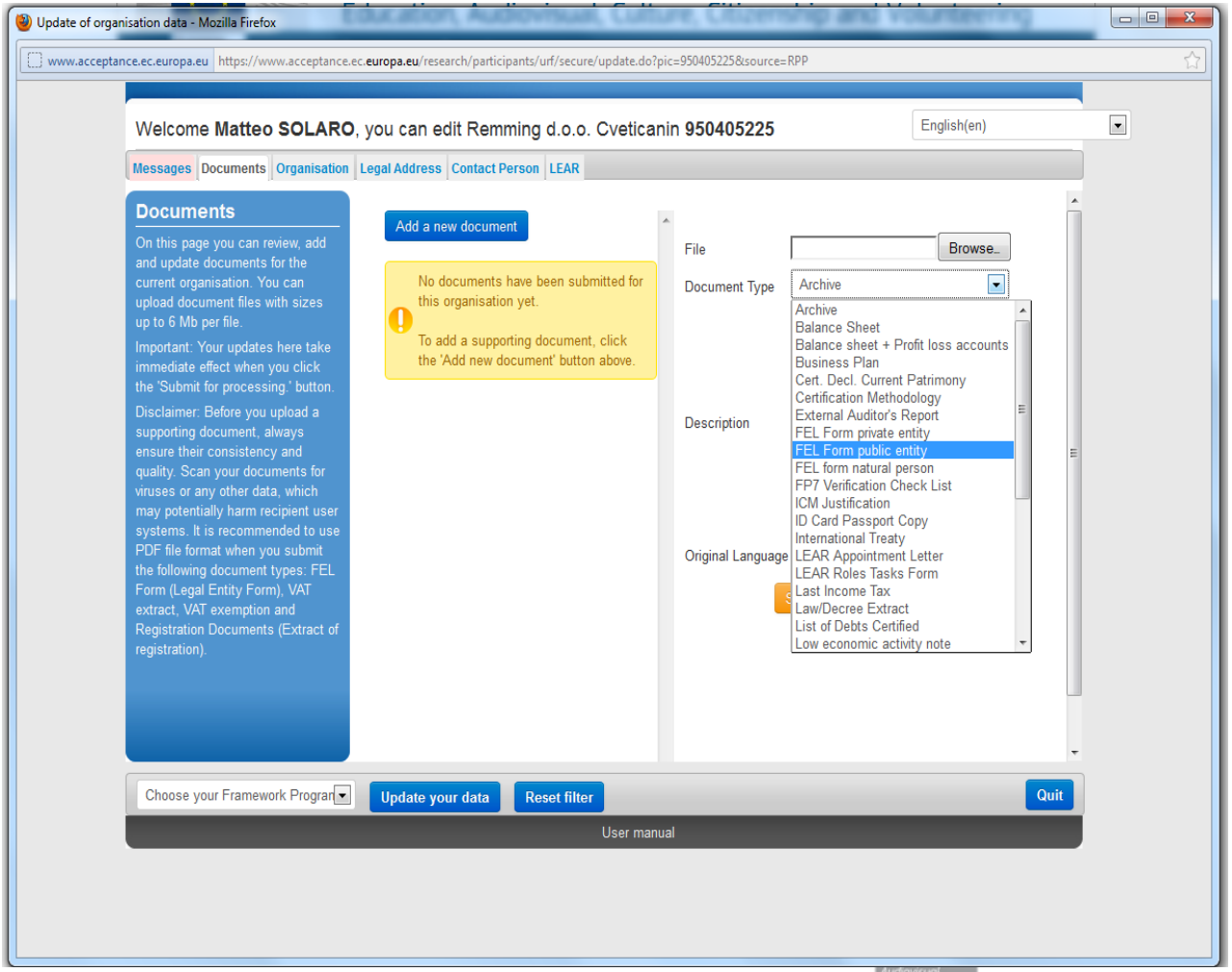
- For each programme, different organisation types will be presented.
- After this last step, you will be redirected to the previous screen and you can click on "Finish your registration"
- An email with the PIC number will be send to the email mentioned in the contact address.

Participant Portal – See My Organisations



- All organisations created with the ECAS account will be visible in the "My organisation" tab.
- In order to modify the organisation data or to upload official documents, click on Modify Organisations (MO)

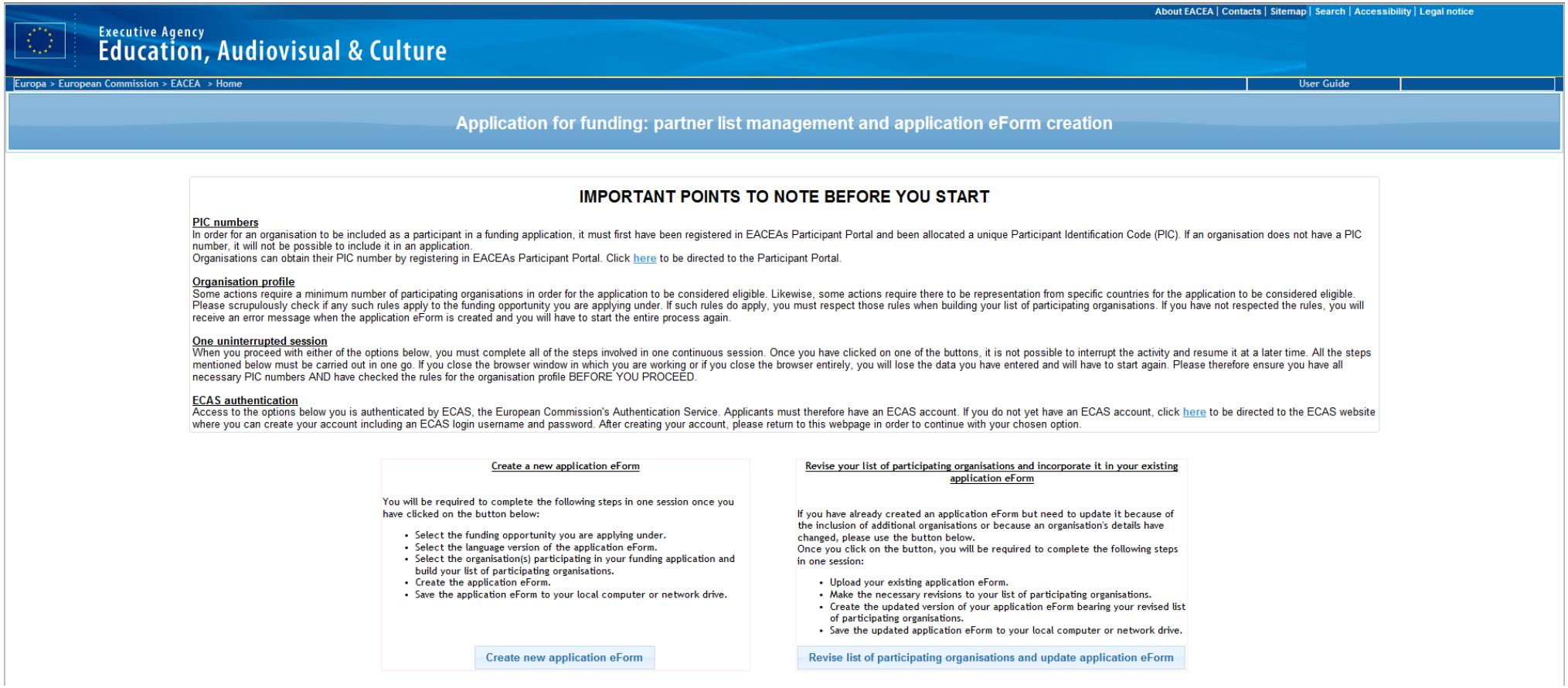
Organisation – modify data, add supporting documents



- Supporting documents related to the organisation can be uploaded (official registration documents, VAT documents, annual Balance sheets, etc)
- Check the call documentation to see which documents need to be uploaded.

eForms Creation

eForms – home page (EACEA website)



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Executive Agency
Education, Audiovisual & Culture

Europa > European Commission > EACEA > Home

User Guide

Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers
In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEAs Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.
Organisations can obtain their PIC number by registering in EACEAs Participant Portal. Click here to be directed to the Participant Portal.

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication
Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click here to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

Create new application eForm

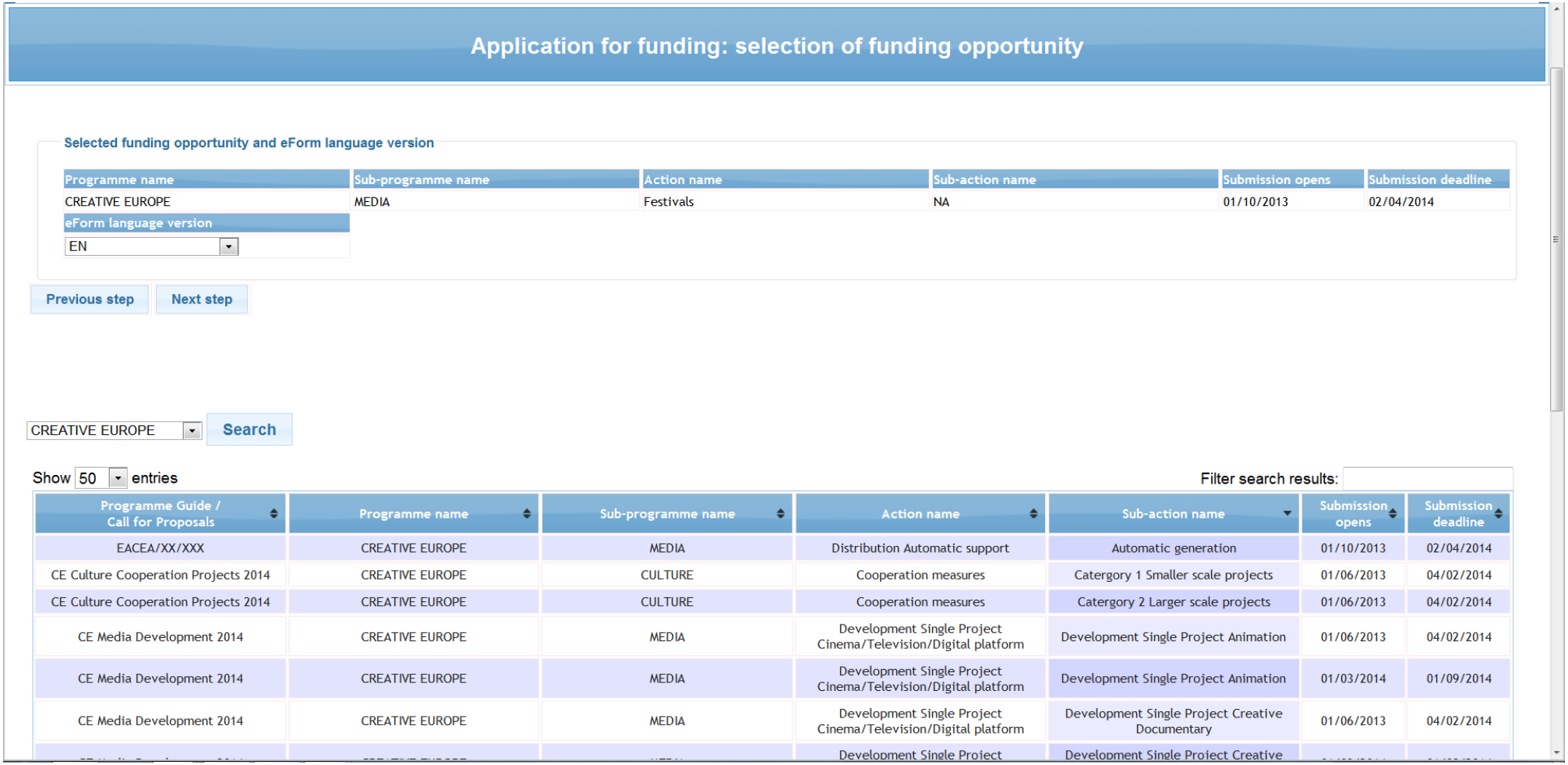
Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.
Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Revise list of participating organisations and update application eForm

eForm creation – select your call



Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Festivals	NA	01/10/2013	02/04/2014

eForm language version: EN

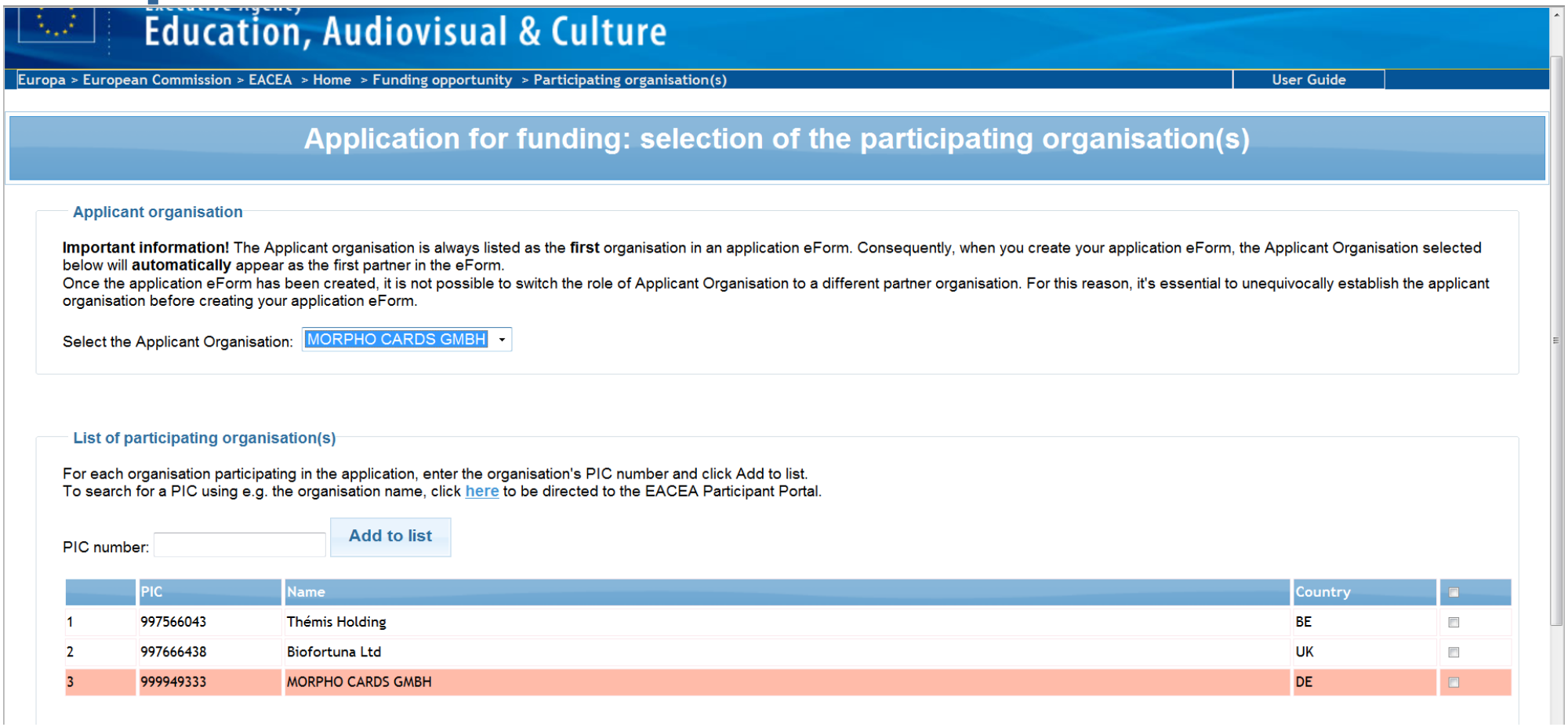
Previous step | Next step

CREATIVE EUROPE | Search

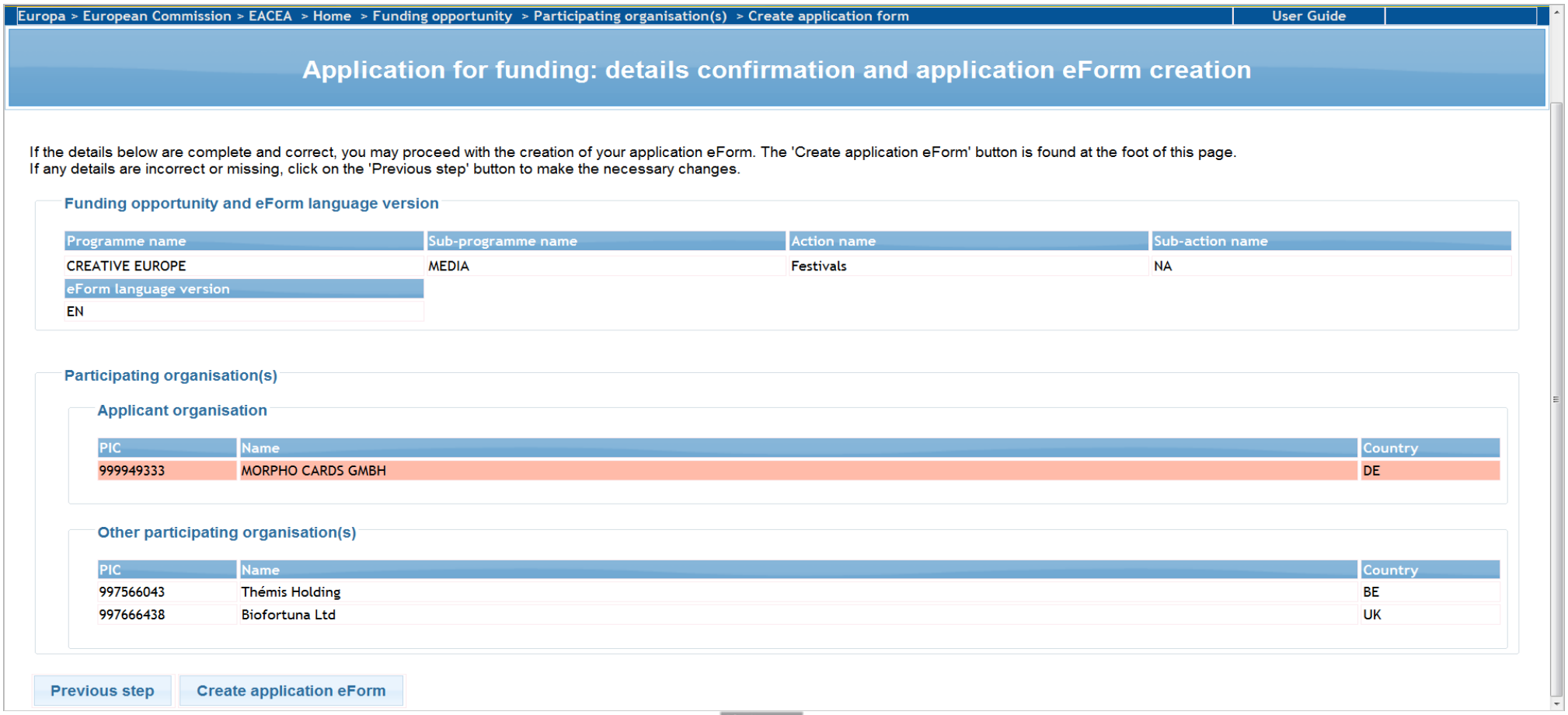
Show 50 entries | Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EACEA/XX/XXX	CREATIVE EUROPE	MEDIA	Distribution Automatic support	Automatic generation	01/10/2013	02/04/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Catergory 1 Smaller scale projects	01/06/2013	04/02/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Catergory 2 Larger scale projects	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/03/2014	01/09/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014
			Development Single Project	Development Single Project Creative		

Insert PIC & choose applicant organisation and partners



Verify if partnership is correct and create pre-filled application form



Europa > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form | User Guide

Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page.
If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Festivals	NA

eForm language version
EN

Participating organisation(s)

Applicant organisation

PIC	Name	Country
999949333	MORPHO CARDS GMBH	DE

Other participating organisation(s)

PIC	Name	Country
997566043	Thémis Holding	BE
997666438	Biofortuna Ltd	UK

Previous step | Create application eForm

What happens in case of selection?

Validation of the organisation

- If after the application and selection processes, project is awarded a grant, the beneficiary organisations will need to be validated.
- This validation is carried out by the validation team in the Research Executive Agency
- The validation consists in checking the registered data in relation to the official documents
- After the validation, a Legal Entity Appointed Representative is nominated. He will be the only person allowed to change the organisation data in the Portal.