

M:

Navodila za dostop in izpolnjevanje prijavnne dokumentacije prek sistema eGrants

POZOR: Spodnja navodila je pripravila ekipa zavoda [Motovila](#) (CED Slovenija) kot pomoč uporabnikom pri lažji navigaciji na portalu Evropske komisije *Funding & Tenders opportunities* (F&TP). Uradna navodila in napotki so objavljeni na [portal F&TP](#).

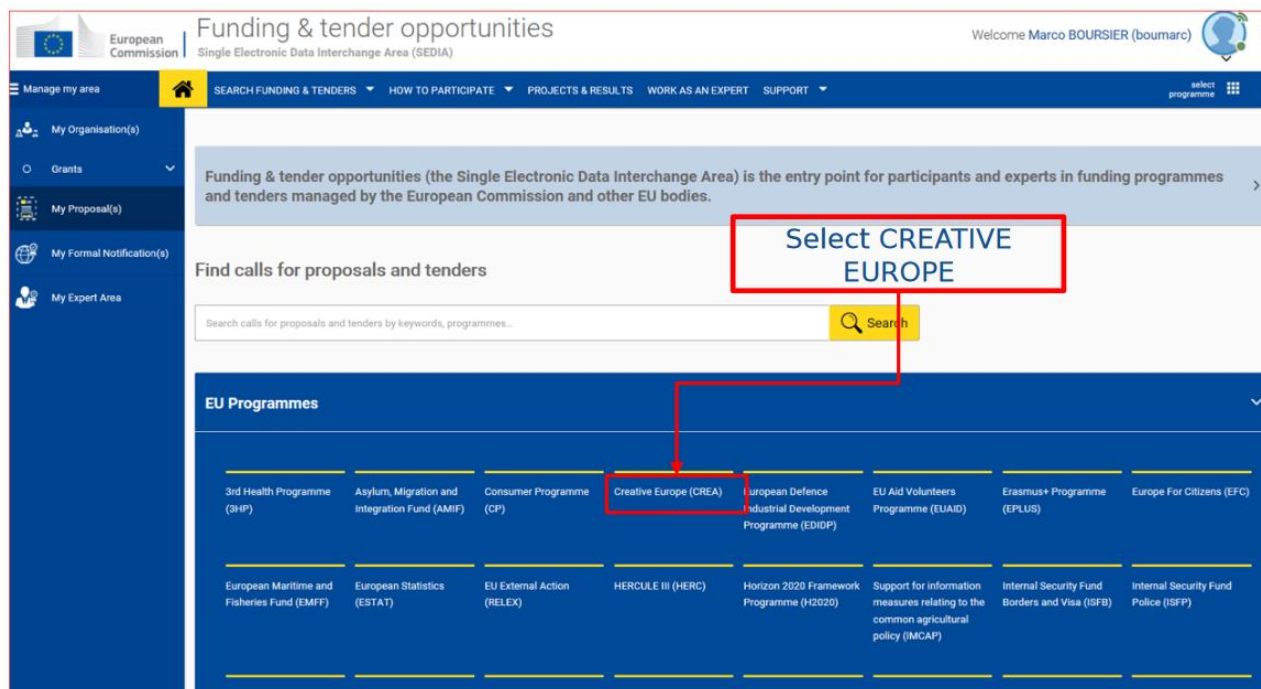
1) Za sodelovanje na razpisih programa Ustvarjalna Evropa morate biti registrirani (*EU Login*) in pridobiti t.im. PIC številko.

Kako se registrirati in pridobiti PIC številko, si preberite [tukaj](#).

2) Na portalu Funding & Tender Opportunities (F&TP) se prijavite. Uporabite gumb »Login« na desni strani.



3) Ko ste prijavljeni v portal, lahko dostopate do prijavnih obrazcev. Izberite program Ustvarjalna Evropa (*Creative Europe*).



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4) Z iskalnikom poiščite izbrani razpis.

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN | Register | Login

select programme | clear filter

Creative Europe (CREA)

Creative Europe Funds

Creative Europe is the European Commission's framework programme for support to the culture and audiovisual sectors.

Following on from the previous Culture Programme and MEDIA programme, Creative Europe, with a budget of €1.46 billion (9% higher than its predecessors), will support Europe's cultural and creative sectors.

- Find calls for proposals
- Priorities
- Projects & Results
- What's new

Find calls for proposals in Creative Europe Funds

literary translation

Warning: Calls for Tenders are not available when you have selected a programme. See all calls for tenders published by EC

5) Na spletni strani razpisa poiščite gumb »Start Submission«.

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN | Register | Login

select programme | clear filter

Creative Europe (CREA)

Feb 27, 2020
Support to Literary Translation projects
ID: CREA-CULT-LIT1

Type of action:
CREA2020-AG CREA2020 Action Grant
Deadline Model: single-stage | Opening: 05 March 2020
[Open](#)

Call Information
Call Updates
[Go back to search results](#)

Select your type of action to start submission

To access the Electronic Submission Service, please click on the submission-button next to the type of action that corresponds to your proposal. 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 Funding & Tenders Portal and select the My Proposals page of the My Area section.

Type of Action: CREA2020 Action Grant [CREA2020-AG] [Start SUBMISSION](#)

Get support
[IT HOW TO "Submission of Proposals"](#)

Scroll down the page to get to the Start Submission Icon

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6) Vstopili boste v prijavni obrazec. Vpišite PIC številko.

Step 3
Create a Draft Proposal

H2020-SEC-2016-2017

USER NAME

TOPIC
SEC-05-DRS-2016-2017

TYPE OF ACTION
RIA

THU 24 DEADLINE (Brussels Local Time)
August 2017 17:00:00

28 days left until closure

Configuration OK

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it. There is no reason in delaying the submission for confidentiality concerns as the 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.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC: 914438110 Testing teststrasse Klein Idée, BG	PIC: 915749356 kjrakonijel du nord Puente al Fresno, AD
PIC: 948955269 Test Test Test vTest Ankara, TR VAT: TR34532532532	PIC: 915907369 TEST TEST TEST TEST6 METSÄ O Kuressaare, EE

Search for your organisation PIC search

Your Role

Please indicate your role in this proposal

☒ Main contact

next >>

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7) Če se ne spomnite PIC številke, lahko organizacijo poiščete tudi poimensko.

PIC search

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Search results for delft

TECHNISCHE STEVINWEG 1 DELFT, NL VALIDATED PIC 9999773 use CO	OLDELFT RONTGENWEG 1 DELFT, NL VALIDATED PIC 9981779 use CO	Rogan Wiltonstraat 41 Veenendaal, NL DECLARED PIC 9959407 use CO
DELFT ENVIRONMENT, SONIA MOHAMED CITY - PYRAMIDS VALIDATED PIC 9863148 use CO	Hubert 9 avenue de la Sauvagine bruxelles. BE VALIDATED PIC 9748004 use CO	Delft Distributieweg 1 Delft, NL SLEEPING PIC 9747439 use CO
Delft Molengraaffsingel 12-14 Delft, NL DECLARED PIC 9535709 use CO	DELFT MOTORENWEG 12 DELFT, NL VALIDATED PIC 9533723 use CO	GEMEENTE X DELFT, NL VALIDATED PIC 9515489 use CO

More results were found. You can:

- refine your search above
- view the complete search results [here](#)

[Click here](#) to register your organisation for a Participant Identification Code (PIC)

8) Določite vlogo vaše organizacije in vpišite kratek opis projekta.

Your Role

Please indicate your role in this proposal

☒ Main contact

☐ Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*
Character count: 518

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9) Tukaj lahko dodate partnerje, če razpis to zahteva. (Op.: Projekti literarnega prevajanja v okviru podprograma Kultura ne vključujejo partnerskih organizacij.)

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

Step 4

Manage Your Related Parties

EAC-A02-2019

USER NAME
Marco BOURSIER

TOPIC
EPP-EUR-UNIV-2020

TYPE OF ACTION
EPLUS2020-AG

A.B.C.

ACRONYM
Test

DRAFT ID | SEP-210839242

WED
26

DEADLINE (Brussels Local Time)
February 2020 17:00:00

107

days left until closure

Download Part B Templates

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[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

1

Coordinator

Charama²

7 Rue Paul Spaak ble12, 1000 BRUXELLES, BE
PIC: 904198208

Change Organisation

Contact organisation

Contact

Marco BOURSIER - Main contact

next >>

done

Version: 20190927_1734 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 2 29 92222)

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10) Izpolnite eObrazec (*edit forms*) in pretočite dokumente (*Download Part B Templates*).

11) eObrazec

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show

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12) Izpolnjene priloge (*Annexes*) naložite v sistem.

Step 5
Edit Proposal

EACEA-05-2020

USER NAME
Marco BOURSIER

TOPIC
CREA-CULT-LIT1

TYPE OF ACTION
CREA2020-AG

ACRONYM
Test

DRAFT ID | SEP-210660856

DEADLINE (Brussels Local Time)
May 2020 17:00:00

55 days left until closure

Download Part B Templates

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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.

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.

Proposal PART B upload

Annex 1 Detailed Budget table (excel format) upload

Annex 2 Declaration on honour on the works to be translated (pdf format) upload

Annual activity report of the organisation and Translators' biography upload

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13) Preverite, ali ste priložili vse zahtevane dokumente (*Validate*) in oddajte izpolnjeno prijavnico (*Submit*). Op.: Do razpisnega roka lahko že oddano prijavo ponovno odprete, popravite in ponovno oddate.

Pripravil: Zavod Motovila (CED Slovenija), marec 2020 (vir: EK/EACEA)

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