



**Erasmus+**

**Erasmus+ 2021-2027**

**Methodological seminar**

**How to apply for the PIC  
(Participant Identification Code)**

**Erasmus+ Partner Search Tools**

**Funding and Tender Opportunities Portal**



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## Registering your organisation at Participant Portal

- Before applying for any of the actions of Erasmus+, all organisations (as applicant or and a partner) **MUST** be registered at the Participants Portal. Please note that if your organisation is already registered, you **SHOULD NOT** register it again.
- **Step 1.** First, search your organization in the [Database](#) in case you have registered before for any other EU funded programme. Enter the title of organisation in English, fill in captcha code and search. In case your organisation has previously been registered for any other EU programmes (Research Framework or other), it will appear in the list, as follows:



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## Step 2.

Create an **EU Login** (formerly ECAS) account (unless the person representing the organisation/group already has an account). New accounts can be created via the following website:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

## Step 3. Access the **Participant**

**Portal** at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register> (“How to Participate” menu and choose “[Participant register](#)” tab). Register your organisation with your EU Login account details and get your unique **9-digit Participant Identification Code (PIC)**. We recommend checking first if your organisation already has a PIC and that you read the [Participant Portal User Manual](#) **before** you register.



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- You PIC status can be **SLEEPING**, **VALIDATED** or **DECLARED**. Your organisation **cannot apply** for Erasmus+ funding if your PIC is in **SLEEPING** mode. Please make sure to have your PIC **VALIDATED** when applying for Erasmus+ funding or provide your **VALIDATED PIC** to your applicant organisation.
- If your organisation has **several PICs** (for e.g., several departments have simultaneously registered before) or you have not found the **LEAR** (contact person responsible for PIC) in your organization or you have any other technical questions, please contact the following email:  
[EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU](mailto:EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU)

DECLARED	UZ	Nukus	Nukus Branch of Tashkent University of Information Technologies named after Muhammad Al-Khwarizmi	NB TUIT	909146663	205771844	038	Actions
VALIDATED	UZ	KARSHI	TASHKENT UNIVERSITY OF INFORMATION TECHNOLOGIES KARSHI BRANCH		933657205	UZ205771544	N/A	Actions



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- **Documents to be uploaded in the Participants' Portal**
- **Legal entity form** and its annexes for all the partners
- **Financial identification form** duly completed and certified by the bank – for applicant organisation only
- **Financial capacity form** including **Profit and loss accounts** and the Balance sheet for the last two approved accounting periods (only for applicant – private organisations)
- **VAT registration** or *Certificate of VAT Exception (N/A)*

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I accept cookies

I refuse cookies



## Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English EN

Register

Login

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' on Wednesday, 17 November 2021 between 19:00 and 20:00 CET. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

## Participant Register

Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

### Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

### Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation



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**Erasmus+ partner search**

## **NEO's support in Partner Search**

If you are a newcomer you can contact to **NEO**  
**neo@erasmusplus.uz**

**Erasmus+ partner search database (European Commission)**

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/partner-search>

**EU partner search portal**

<https://www.eupartnersearch.com/Default.aspx>



• Data management of the organizations, search functions under the 'My organisations' tab and adding new organizations to proposals may not be available today **Thursday, 09.12.2021 from 17:30 to 18:30 (CET)**, while system maintenance is being performed.

• Grant Management Services will be unavailable on Thursday, 09.12.2021, between 07:30 and 08:10 CET.

Search by Involvement in EU funded programmes

**Keyword**



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**Topic**



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**Call**



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**Programme**

 ▾

## Partner Search

Need help?



Any use of the Funding and Tenders Portal for a commercial purpose is forbidden. Any misuse of it will lead to the refusal of access to the Funding and Tenders Portal. For more information, please consult the [Funding and Tenders Portal Terms and Conditions](#).

### Find partners for your project ideas among the participants in past EU projects.

- Enter a keyword or a topic of a past call for proposals for finding related organisations.
- Search by geographical criteria or by types of organisation.
- For more specialised partner search service see the [Online Manual](#).

Results: 0

ORGANISATION NAME	ORGANISATION TYPE	ORGANISATION STATUS	COUNTRY	CITY	#PROJECTS



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## Erasmus+ Project Results Platform



Erasmus+ Project Results Platform is a database which gives an access to descriptions, results and contact information of all projects funded under the Erasmus+ programme and some of the projects funded under its predecessor programmes in the field of education, training, youth and sports.

<http://ec.europa.eu/programmes/erasmus-plus/projects/>



# How to submit a proposal ?

## Where?

Applications must be submitted through the European Commission's **Funding & Tender Opportunities Portal** (F&TP) using the Portal Submission System:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

**Call ID:** ERASMUS -EDU-2022-CBHE

**Topic ID:** ERASMUS -EDU-2022-CBHE-STRAND-1

ERASMUS -EDU-2022-CBHE-STRAND-2

ERASMUS -EDU-2022-CBHE-STRAND-3

## Who?

Proposals must be created and submitted by a contact person of the coordinating organization.

## When?

**Deadline: by 17 February 2022 – 17:00 (Brussels time)**

Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.



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## Preliminary steps

- Consult the [How to find and apply for funding opportunities](#) presentation



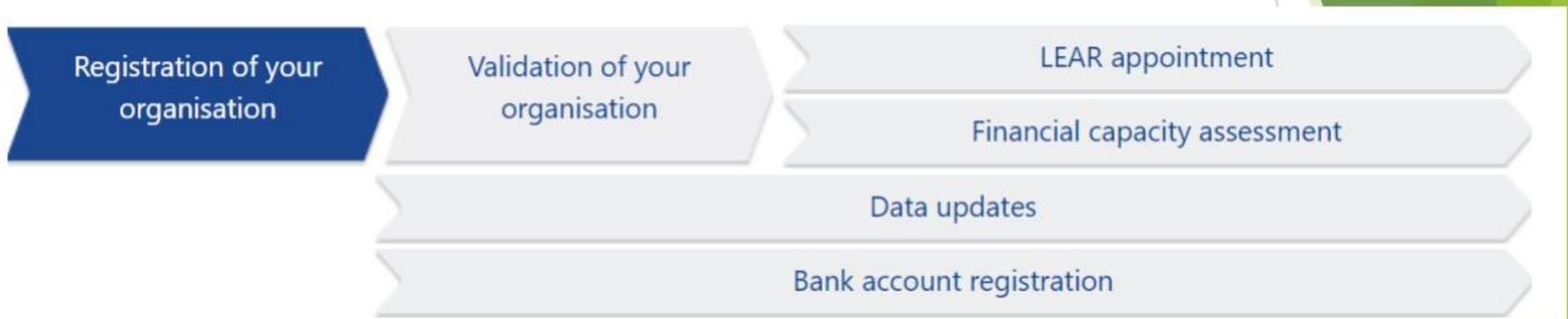
- Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP online manual](#) and the [User Guide of the Submission System](#).
- Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application.





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## FTOP - registration of organisation



A valid EU login account



PIC number



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## Start your application

- ▶ Calls for proposals are listed by funding programme. EACEA's four funding programmes are:
  - ▶ **Erasmus+**
  - ▶ Creative Europe
  - ▶ the European Solidarity Corps
  - ▶ the Citizens, Equality, Rights and Values programme (CERV)
- ▶ You can find these on the F&TP homepage.

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

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Solidarity Corps (ESC)	Erasmus+ Programme (EPLUS)



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## Application package

The application form is structured in 3 parts:

- **Part A - Administrative Forms**

Contains general information about the project, data on the applicant organisation and contact persons

- **Part B - Technical description & annexes**

Contains the narrative part of the project, the work packages, milestones & deliverables. Detailed budget table is an annex of Part B

- **Part C - Administrative forms**

Tick boxes related to the proposal's general objective(s) and indicators specific to the CBHE action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

- Complete Parts A & C directly on the Portal
- Prepare Part B in advance and upload it together with the mandatory annexes



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## FTOP - electronic submission



[Proposal submission - User manual.pdf \(europa.eu\)](#)



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## FTOP - useful links

- ▶ [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- ▶ [User Guide of the Submission System](#)
- ▶ [Presentation on how to find and apply for funding opportunities](#)
- ▶ [Webinar session: The Funding & tenders Portal for beginners \(27 May 2021\) \(europa.eu\)](#)
- ▶ [FTOP - IT How to](#)
- ▶ [Frequently Asked Questions on FTOP](#)
- ▶ [FTOP Glossary](#)
- ▶ [Find partners](#)



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# Online Info Sessions

**Erasmus+ Capacity Building in Higher Education (CBHE) -  
Strand 1: Fostering access to cooperation in Higher Education**

[https://www.eacea.ec.europa.eu/news-events/events/online-info-session-erasmus-capacity-building-higher-education-cbhe-fostering-access-cooperation\\_en](https://www.eacea.ec.europa.eu/news-events/events/online-info-session-erasmus-capacity-building-higher-education-cbhe-fostering-access-cooperation_en)

**Erasmus+ Capacity Building in Higher Education (CBHE) –  
Strand 2: focusing on what is new and on how to prepare a  
competitive proposal**

[https://www.eacea.ec.europa.eu/news-events/events/online-info-session-2-december-erasmus-capacity-building-higher-education-cbhe\\_en](https://www.eacea.ec.europa.eu/news-events/events/online-info-session-2-december-erasmus-capacity-building-higher-education-cbhe_en)



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## Webinar session: The Funding & tenders Portal for beginners (27 May 2021)

<https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>



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*Questions?*



# National Erasmus+ Office in Uzbekistan

[www.erasmusplus.uz](http://www.erasmusplus.uz)

[www.facebook.com/erasmusplus.uz](http://www.facebook.com/erasmusplus.uz)

[www.facebook.com/groups/741600542700174/](http://www.facebook.com/groups/741600542700174/)

[https://t.me/erasmus\\_uzb](https://t.me/erasmus_uzb)

<https://www.instagram.com/erasmusinuzbekistan>

Email: neo@erasmusplus.uz

<http://www.youtube.com/c/NEOUZERasmusUZ>

## ***EVENT EVALUATION***

<https://forms.gle/MTHeifwMLXH4WvMu8>