

HOW TO

GUIDE FOR RESEARCHERS

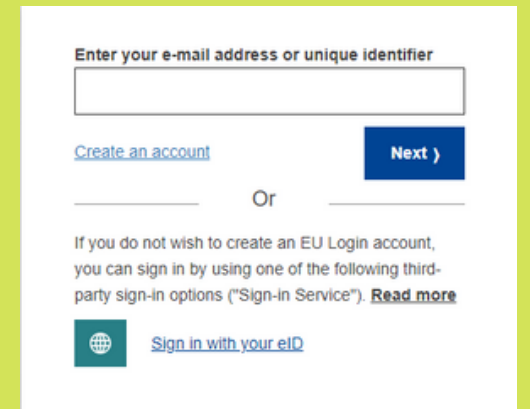
GIVE US ACCESS TO YOUR EU PROPOSAL

Why is it important? That way we can help you complete your Part A (administrative) forms, add vital contact persons such as legal and financial signatory, and more...

1

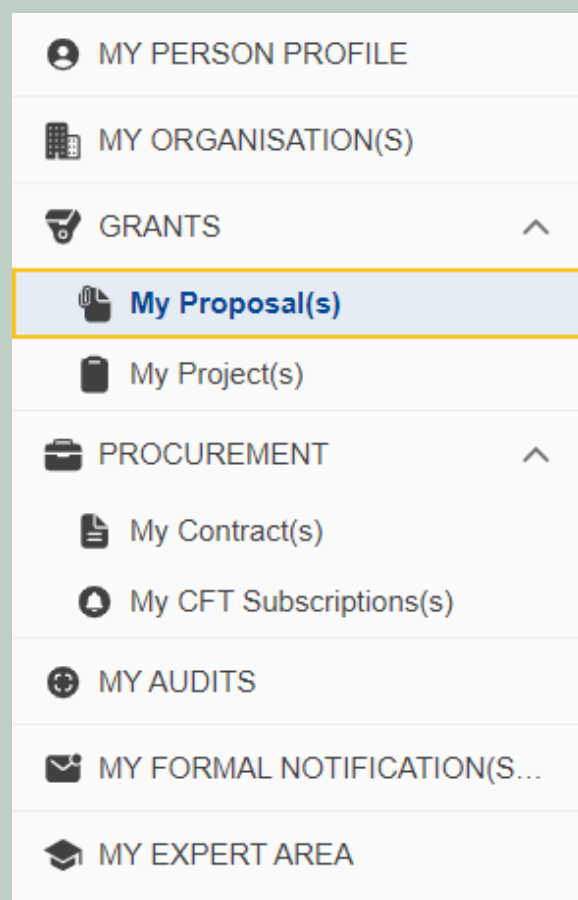
LOG IN

enter your **email address** and **password**



2

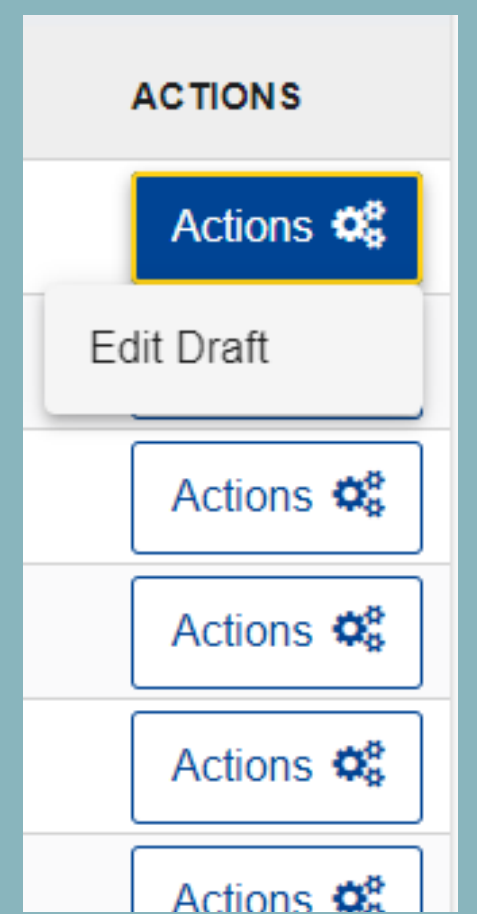
CLICK ON "MY PROPOSALS"



3

NEXT TO YOUR PROPOSAL

Click on "actions" and then on "edit draft"



4

European Commission | Funding: Submission Service

SCROLL DOWN

Click on "BACK TO PARTICIPANTS LIST"

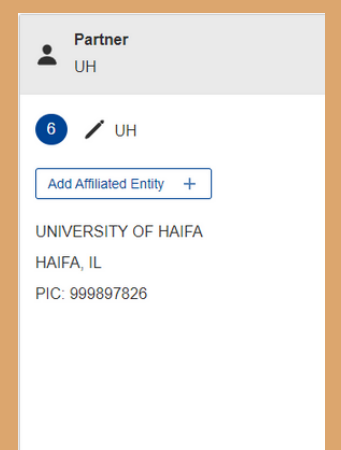
< BACK TO PARTICIPANTS LIST

VALIDATE

5

SCROLL UNTIL YOU FIND

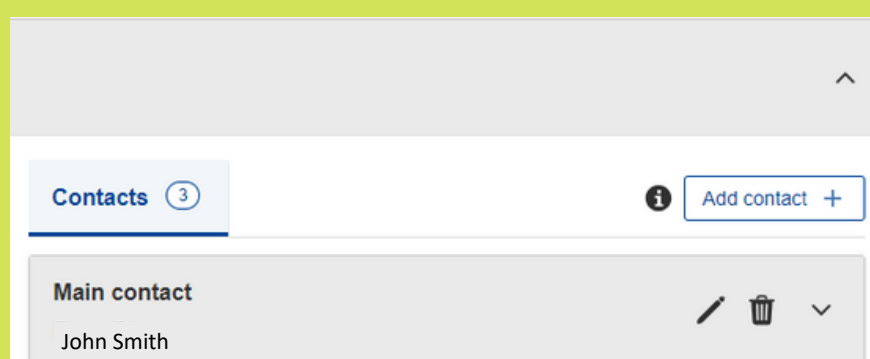
UNIVERSITY OF HAIFA
Partner



6

NEXT TO "CONTACTS"

Click on "Add contact +"



7

ENTER CONTACT DETAILS

Project Role: "Contact person"

Access Rights: "Participant contact (full access)"

Enter additional details

Click on "Update contact"

