

Horizon Europe: Collaborative Proposal Stage 1

Completing Part A - the online form

Create your online application asap!

1. Search for your topic on the [Funding & Tenders Portal](#)

2. Once you have found your topic, go to the topic page and navigate to the section called *Start submission*

3. Select the submission type (usually there is only one) then click *Start submission*

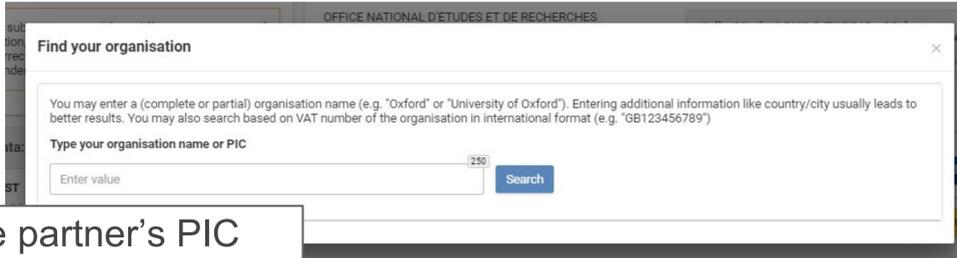
4. Enter SLU's PIC (**999887350**), the main contact person, the project acronym, and a temporary summary

5. Edit our short name to **SLU** by clicking on the pencil icon

6. Add extra SLU contact persons here. They should all be 'coordinator contact' with 'full access'. You must use their SLU email address. (Please include any Grants Office support!)

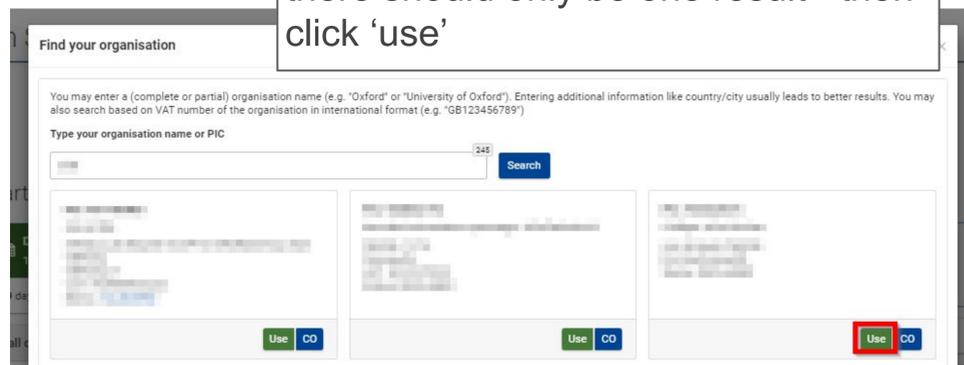
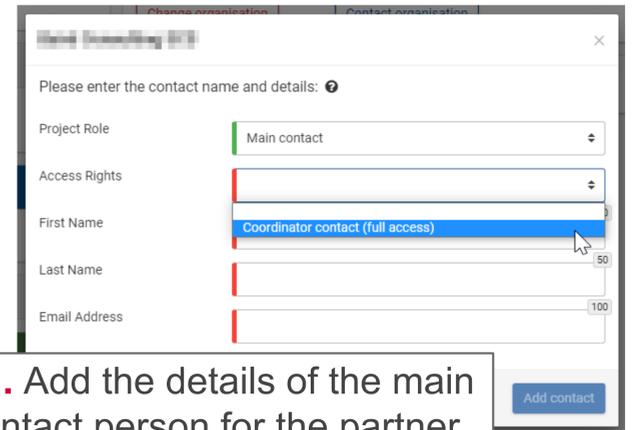
7. The main contact should be the project coordinator (PI). Change the main contact by clicking on the pencil icon

8. Next add your partners



9. Enter the partner's PIC number and click 'search'. (Make sure you ask all partners for their PICs asap)

10. Select the correct organisation - if you have used their PIC to search, there should only be one result - then click 'use'

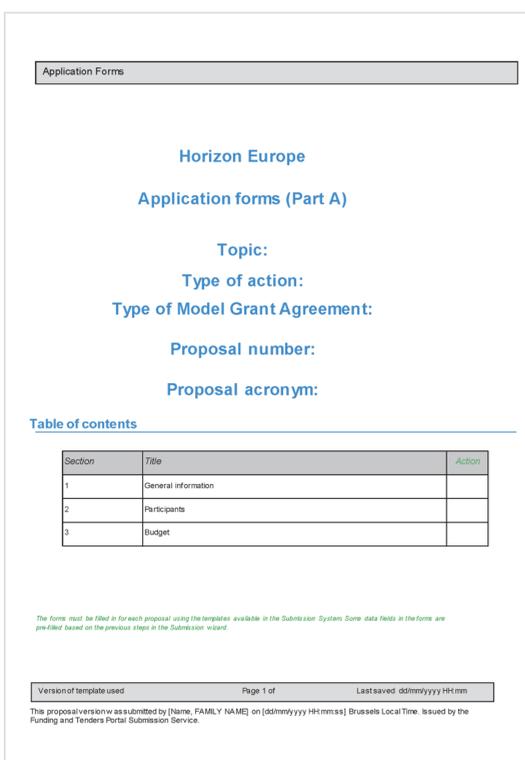
11. Add the details of the main contact person for the partner. Please use their organisation email address

12. Edit the partner's short name and add extra contacts (if required) using the same method as for SLU. Each partner's main contact can also add their own extra contacts.

13. If relevant, add Affiliated Entities (to a partner) or Associated Partners (to the consortium) using their PICs. You cannot add contact persons for these organisations. (See the [General Annexes](#) for definitions.)

Part A - Online Forms

You must complete all five sections before you can submit your proposal. The **COORDINATOR** and **ALL PARTNERS** must contribute.



Section	Title	Action
1	General information	
2	Participants	
3	Budget	

1 - General information

This section should be completed by the **COORDINATOR**.

Acronym

Try to make it memorable, easy to pronounce, and linked to your project topic. Remember, it doesn't have to be an acronym - just a catchy word or two.

Proposal title

Must be understandable for non-specialists.

Project duration

Specified in months. Typical EU projects are 3-5 years long, but there is no min/max.

Keywords

Select from some pre-set 'fixed' keywords, and add some 'free' keywords. These will be used to help select the evaluators for your proposal.

Abstract

Short and precise description of the project objectives, how they will be achieved and their relevance to the call. There should be no confidential info, written in [plain language](#), and contain no formulae or special characters.

Resubmission

Indicate if the consortium (or some of the members) submitted a similar proposal to any EU programme in the last 2 years. If the answer is yes - you must provide the proposal ID.

Declarations

Read and confirm the relevant declarations. If SLU are coordinating, you can ask the Grants Office for advice when completing the declarations.

2 - Participants

This section should be completed by **ALL PARTNERS**.

Organisation data pages are added automatically for each partner when the coordinator adds them to the proposal via their PIC number.

Each partner can only edit the following details on their own organisation data page. However, the coordinator can edit the data for all partners.

Affiliated Entities and Associated Partners cannot access the online form, therefore the coordinator must ensure their details are completed.

Departments carrying out the proposed work

This can be one, several or none. If none, mark as not applicable.

Links with other participants

When two partners have a specific legal relationship. Usually this section is left blank.

Main contact person

Include full contact details and gender.

Other contact persons

Only phone numbers can be added here, although it is not mandatory.

3 - Budget

This section should be completed by the **COORDINATOR**. Only the total amount requested from the EU should be entered - this is usually the maximum budget per project, as indicated in the call text.

Some final advice...

- Always save the form before closing it or navigating to another webpage.
- Use the in-built Validation Tool to check for any errors or missing data.
- If there are errors detected, click on each one to be taken to the relevant place in the form to make the necessary corrections.
- Red errors will prevent you from submitting your application, as this means that mandatory information is missing - you must address all of them.
- Yellow warnings will still allow you to submit, but indicate that important information may be missing - ideally you should check and address all of them.

For more detailed guidance on the online form and the proposal submission system, please refer to the European Commission's F&T Portal [How To Participate Guide](#) or the [Submission Service User Manual](#).