



CENTER INTERNATIONAL
PROJECTS

HORIZON 2020

Înregistrarea Organizației pe portalul Orizont 2020

Romeo FAGUREL, NCP pe domeniile Infrastructuri de
Cercetare și Siguranța Societăților

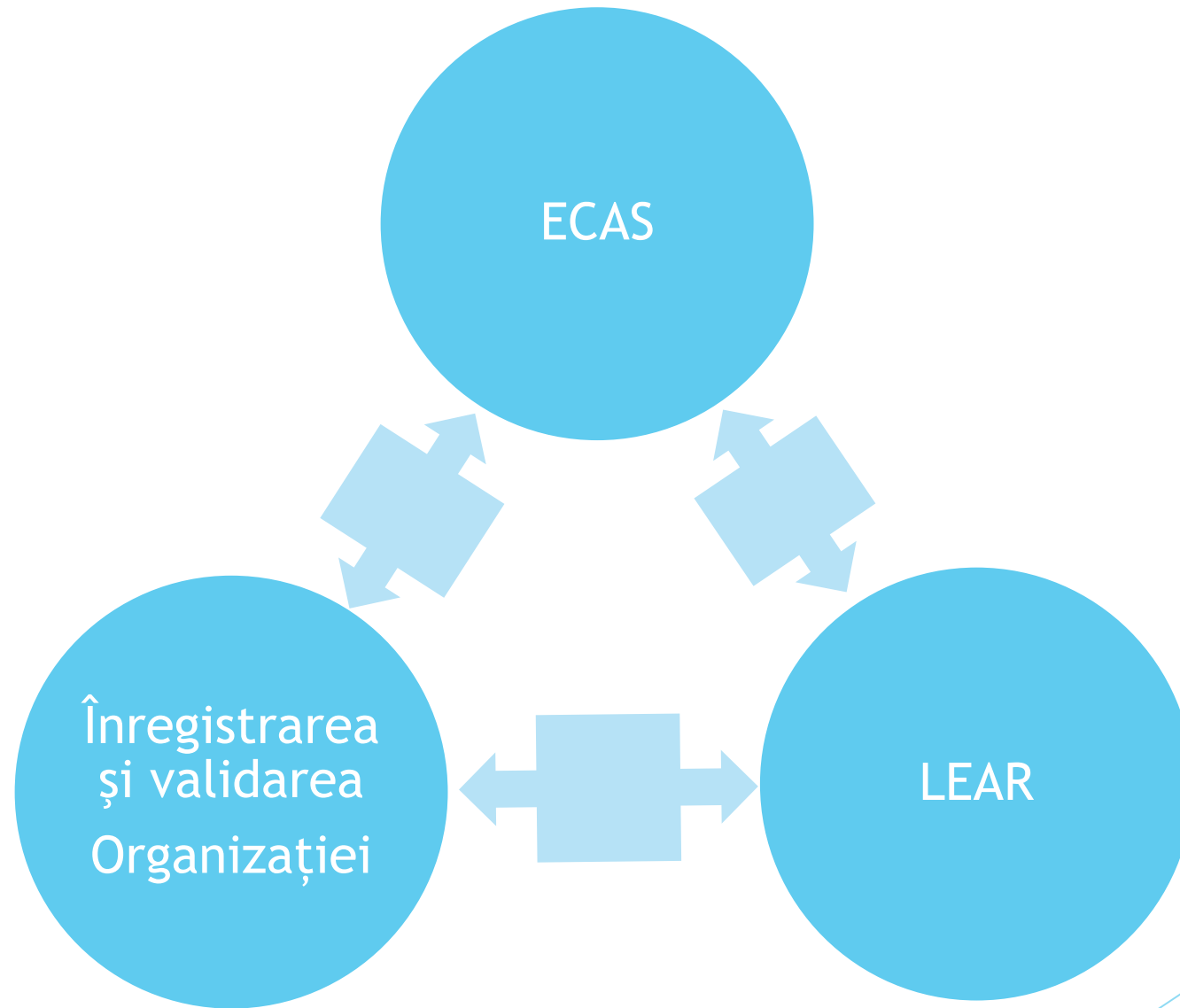
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1. Crearea contului ECAS (Serviciul de Autentificare al Comisiei Europene)

1. ” Participant Portal”

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

2. Apăsăm butonul ” REGISTER „



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER



On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW?

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

WORK AS AN EXPERT

MY PERSONAL AREA

INFORMATION AND SUPPORT

1. Crearea contului ECAS (Serviciul de Autentificare al Comisiei Europene)

3. Tapăm în "Google : " Participant Portal „
4. Accesăm primul rezultat
5. Apăsăm butonul " REGISTER „
6. Completăm datele pentru contul ECAS



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? **External** [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up

1. Crearea contului ECAS (Serviciul de Autentificare al Comisiei Europene)

1. Tapăm în "Google : " Participant Portal „
2. Accesăm primul rezultat
3. Apăsăm butonul " REGISTER „
4. Completăm datele pentru contul ECAS
5. Accesăm mesajul de confirmare din căsuța poștală, după care alegem o parolă pentru contul respectiv și ne logăm în sistem



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)



(authenticates your identity on European Commission websites)

FPFIS
requires you to authenticate

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

[More options...](#)

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in

[Login!](#) [Lost your password?](#)

* Required fields

2. Înregistrarea și validarea Organizației

1. Accesăm ” Participant Portal ”
2. Ne logăm cu contul nou creat
3. La ” MY AREA ,, , apăsăm ” My Organisation(s) ,, , după care - CONTINUE
REGISTRATION

2.a Înregistrarea Organizației

Ce informație e necesară pentru a iniția înregistrarea:

- ▶ Statutul juridic;
- ▶ Situația financiară;
- ▶ Certificatul de înregistrare.



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ROMEO FAGUREL

- My Organisation(s)**
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

My Organisations

H2020 ONLINE MANUAL HOW TO

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND VO View Organisation MO Modify Organisation OP Organisation Proposals OR View Roles VP View Project CO Contact Organisation

Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
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No data available in table

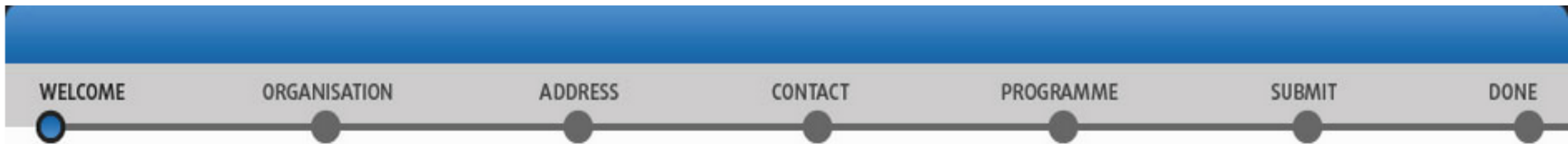
Showing 0 to 0 of 0 entries

PREVIOUS NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION



Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Close

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Enter information about your organisation

- Are you registering on behalf of another organisation? No Yes
- Is the organisation a Legal Person? Yes No, I'm a natural person.
- Is it a non-profit organisation? Yes No
- Is it a public body? Yes No
- Is it a NGO? Yes No

Business Name	<input type="text" value="DENUMIRE"/>
Business Registration Number	<input type="text" value="COD FISCAL"/>
Registration Date *	<input type="text" value="DATA ÎNREGISTRĂRII"/>
Registration Authority *	<input type="text" value="The state chamber of registration"/>
Establishment/Registration Country *	<input type="text" value="Moldova (Republic of) (MD)"/>
Region/County	<input type="text" value="Moldova, Republic Of"/>
Legal Name *	<input type="text" value="DENUMIRE"/>
Official Language *	<input type="text" value="English (en)"/>

[Close](#)[Save Draft](#)[Delete Draft](#)[Next >](#)

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

[Close](#)[Save Draft](#)[Delete Draft](#)[< Back](#)[Next >](#)

Contact data
During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Change personal information

Address

Use the existing Legal Person's address?

Yes No

Street Name and Number *

ADRESA

P.O. Box

Postal Code

COD POȘTAL

CEDEX (France only)

City *

Chisinau

Region/County

Moldova, Republic Of

Country *

Moldova (Republic of) (MD)

Phones

Use the existing Legal Person's phone numbers?

Yes No

Main Phone *

TELEFON

Fax

FAX

Secondary Phone

TELEFON SECUNDAR

* Mandatory data

Close Save Draft Delete Draft < Back Next >

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- provide programme-specific data, or
- finish your registration.

Programme-Specific Information

You have now provided the core set of information sufficient for obtaining a Participant Identification Code (PIC). However, this core set must be complemented by some data that are specific to the EU programme(s) in which you want to participate.

Please continue with the provision of these additional data if your registration is motivated by the intention to participate in a specific EU programme.

Add programme-specific data

Finish your registration

< Back

Save Draft

Delete Draft

Close

Research

Please answer the following questions about the legal status of your organisation.

A participant organisation can only be registered for the 7th Framework Programme if it is a 'Legal Entity' - any Natural Person, or any Legal Person created under the national law of its place of establishment or under Community or international law, which has a legal personality and which may, acting on its name, exercise rights and be subject to obligations.

For Horizon 2020 participation, an entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

Enter the Research legal status of the organisation


Is it a Non-Profit Organisation? Yes No

Is it a Public Body? Yes No

Is it an International Organisation? Yes No

Is it a higher or secondary education establishment? Yes No

Is it a Research Organisation? Yes No

Is it a Small Medium Enterprise (SME)? Yes No 

[Close](#)[< Back](#)[Save Draft](#)[Next >](#)



Research
If you are registering your organisation for Horizon 2020 participation this information is not relevant and the 'Not Applicable' value defined by default can be left as such and you can move forward to the next screen.
If you are registering for FP7 participation, you can use the information tips provided on the screen to define the relevant FP7 Indirect Cost Method for your organisation.

Enter Research Indirect Cost Method

Only for FP7 participation

- My registration is linked to participation in H2020 (indirect cost method not relevant)
- Real Indirect Costs
- Simplified Method
- Specific Flat Rate of 60%
- Standard Flat Rate

[Close](#) [< Back](#) [Save Draft](#) [Finish your registration](#)

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation

Address

Contact

Specific programs

Organisation information

Establishment/Registration Country *	Moldova (Republic of)
Legal Name *	Galina EXPLORE
Official Language *	English
Business Name	Galina EXPLORE
Business Registration Number	4567891237894
VAT number	
NACE code	
Registration Date *	2015-03-04
Registration Authority *	The state chamber of registration
Legal Form *	ASOCIATIE FARA PERSONALITATE JURIDICA

Legal Address information

Street Name and Number *	23 Puskin
P.O. Box	

Print

Save Draft

Delete Draft



Confirm

WELCOME

STATUS

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name Galina EXPLORE
Legal Address , 23 Puskin, Chisinau, Moldova (Republic of)
VAT
Business Registration Number 4567891237894
Research - specific information
Is it a legal person? Yes
Is it a non-profit organisation? No
Is it a public body? Yes
Indirect Cost Method

PIC number: 930050357

Thank you for using the Participant Portal

Print

Close

2.b Validarea Organizației

Pentru validarea organizației, vor fi solicitate documente justificative pentru a demonstra următoarele:

- denumirea juridică;
- forma legală;
- adresa juridică adresa sediului sau, pentru persoanele fizice, viza de reședință la domiciliu.

Documentele le puteți prezenta în orice limbă oficială a UE

Documente de identificare semnate: pentru întreprinderi și alte tipuri de organizații

- ▶ copia oricărui document oficial (de exemplu Monitorul Oficial, registrul de companii etc.), arătând numele legal, adresa și numărul de înregistrare național;
- ▶ copia actului care demonstrează înregistrarea cu scopul scutirii de TVA (necesara numai în cazul în care organizația este plătitoare de TVA și numărul de TVA nu apare pe documentul oficial menționat mai sus). În cazul în care organizația nu este înregistrată cu scopul scutirii de TVA, este obligatorie prezentarea unei dovezi de scutire de TVA.

Pentru IMM-uri (Intreprinderi mici si mijlocii)

- o declaratia reprezentantului legal al intreprinderii (nu LEAR), care atesta ca intreprinderea este un IMM, in baza chestionarului pentru IMM-uri. (Comisia poate verifica autenticitatea informatiilor oferite in chestionar in cazul in care proiectul de cercetare este selectat pentru finantare.) sau in cazul cind solicitati Comisiei sa verifice daca intreprinderea Dvs. se califica drept IMM, trebuie sa prezentati urmatoarele acte:

- un certificat oficial care sa ateste intreprinderea drept IMM, eliberat de organul competent din statul UE in care intreprinderea are adresa sa juridica; sau urmatoarele documente:

- bilantul anual si conturile de profit si pierderi pentru ultima perioada contabila cu o indicatie de intreprinderi mama sau fiica (sau, in cazul noilor intreprinderi care nu au conturi aprobate, o declaratie care include o estimare de bunacredinta facuta in cursul exercitiului financiar);

- declaratia referitoare la numarul de angajati, exprimata in unitati anuale de munca (Articolul 5 al Recomandarii 2003/361/EC);

- bilantul si conturile de profit si pierdere, cu anexe, pentru cea mai recenta perioada contabila aprobata, precum declaratia referitoare la numarul de angajati din intreprinderi in amonte si in aval (Articolul 6 al Recomandarii 2003/361/EC);

- o declaratie este acceptata pentru a demonstra ca, in ciuda lipsei de profit, intreprinderea este angajata într-o activitate economica, in special prin investitiile facute si probabilitatea de a face profitul scontat. Aceasta activitate reprezinta un plan de afaceri din partea organizatiei. Acest document (semnat si datat in mod corespunzator), trebuie sa contina cifrele prognozate exprimate in venituri anticipate si active si trebuie sa acopere perioada pina la punctul in care intreprinderea se asteapta sa atinga pragul de rentabilitate.

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

Review, add and update documents for this organization.

Please note that changes in this panel are not delayed until the 'Update your data' button is pressed! Instead, they will have effect immediately after you press the 'Submit for processing.' button!

Disclaimer: Please note that participants should ensure that any supporting documents supplied are free of viruses or any other data which may cause harm to the systems of users. Participants should always be sure of the quality of the supporting documents provided to the European Commission. Where possible you should use an antivirus tool before submitting your documents. PDF files are required for the following document types : LEF Form, VAT registration, Org Registration Extract.

Add new document

There are no documents for this organisation yet.

You can add them by clicking the button above.

File **Choose File** No file chosen

Document Type Archive

Description

Original language

Submit for processing

Choose your framework program Update your data Reset filter **Quit**

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

[Click here to find out how to submit a requested document.](#)

Add a new document

Filter



IGPPP_Registration
extrace.jpg RECEIVED
Registration Document
2015-01-23 12:09:42

IGFPP_status_ro.pdf RECEIVED
Other
2015-01-23 12:08:57

Update your data

Quit


On this page you can review, add and update messages for the current organisation.

Messages

Click here to find out how to submit a requested document.

Add new message

Search:

Type	Subject	Edit a reply message	Date
	Confirm receipt of doc - 947852476	Reference: Call ref.: Proposal No: Legal Name: Ins...	2015-02-10 15:53

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Update your data

Quit

3. Desemnarea LEAR

În momentul în care organizația este validată, trebuie numit reprezentantul legal, LEAR, care va fi autorizat să administreze informațiile legale și financiare despre organizația sa pe Portalul Participantului, să gestioneze accesul persoanelor din organizația sa și să desemneze reprezentanți ai organizației pentru a semna acorduri de granturi sau declarații financiare în mod electronic prin Portalul Participantului.

Pași de numire a LEAR:

1. Selectați o persoană din organizație
2. Descărcați următoarele 4 forme, pe care să le citească și completeze LEAR :
 - ▶ Scrisoarea de numire a LEAR
 - ▶ Rolul și obligațiile LEAR
 - ▶ Termenii și Condițiile de folosire a sistemului electronic de schimb a Portalului Participantului
 - ▶ Declarația de consimțământ referitoare la termenii și condițiile folosirii sistemului electronic de schimb al Portalului Participantului

Link-ul unde pot fi descărcate formularele menționate:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/lear-appointment_en.htm

Pași de numire a LEAR:

3. LEAR trebuie să trimită CE, la următoarea adresă:

*European Commission
Research Executive Agency
Participant Validation and Support Unit (REA.C3)
COV2 13/132
B-1049 Brussels
Belgium*

Pe lângă documentele de la pasul 3, următoarele:

- ▶ Copii a cărților de identitate, buletin și pașaport, a LEAR și persoanei de contact
- ▶ Un document ce demonstrează că LEAR are un rol/funcție în structura organizației

Pașii de numire a LEAR:

4. Activarea contului reprezentantului, LEAR cu ajutorul:

- ▶ Numele utilizatorului, primit de la CE prin e-mail
- ▶ PIN codul, expediat prin poștă

Messages Documents Organisation Legal Address Contact Person **LEAR** Legal Status SME FP7 ICM Certification Data Balance Sheet

LEAR

Enter information about the LEAR of the organisation. The LEAR is responsible for maintaining the data of the organisation.

After LEAR nomination, the LEAR will be automatically invited and enabled to access the registered data on the Participant Portal.

To nominate a LEAR, please send the LEAR appointment form to the following email: REA-URF-VALIDATION@ec.europa.eu.

See details and access your LEAR appointment form from the FAQ section. § 3 Roles >>>The Legal Entity Appointed Representatives'(LEARs) role >>>How can I appoint a LEAR?

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

First Name *

Last Name *

Address

Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Country *

Region/County

Phones

Use the existing Legal Person's phone number?

Vă mulțumesc pentru atenție!

Romeo Fagurel, NCP pe domeniile Infrastructuri de Cercetare și
Securitatea Societăților

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