

# PORTAL FUNDING & TENDER OPPORTUNITIES

**Biuro Projektów  
Międzynarodowych**



**UNIGreen**  
The green European University

STUDY  
ELLS  
WHERE 

**Euroleague**  
FOR LIFE SCIENCES

**NCBR**  
Krajowy Punkt Kontaktowy  
Programów Badawczych UE

**SZKOŁA GŁÓWNA  
GOSPODARSTWA  
WIEJSKIEGO**

# Plan prezentacji

- 1. Prezentacja portalu i jego zasobów**
- 2. Zakładanie konta na portalu**
- 3. Role w organizacji i w projekcie**
- 4. Wyszukiwanie konkursów i dokumentacja projektowa**
- 5. Poszukiwania partnerów do projektu**
- 6. Składanie wniosku**



# Portal i jego zasoby

1. Elektroniczny system podpisywania i składania:
  - umowy grantowej
  - aneksów
  - sprawozdań finansowych i technicznych
2. Wyszukiwanie konkursów
3. Składanie aplikacji
4. Wyszukiwanie partnerów



# Portal i jego zasoby



## My Organisation:

SZKOŁA GŁÓWNA GOSPODARSTWA WIEJSKIEGO

Details

Roles

Projects

Proposals

PIC: 999865137

VAT: PL5250007425

Status: LEGAL\_PERSON

## Organisation Legal Address

PL

UL. NOWOURSYNOWSKA 166  
02 787 WARSZAWA

## Active Lear

Ms **Malgorzata** CIBOROWSKA

Phone: +48225931050



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WIEJSKIEGO

# Zakładanie konta na portalu



## Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

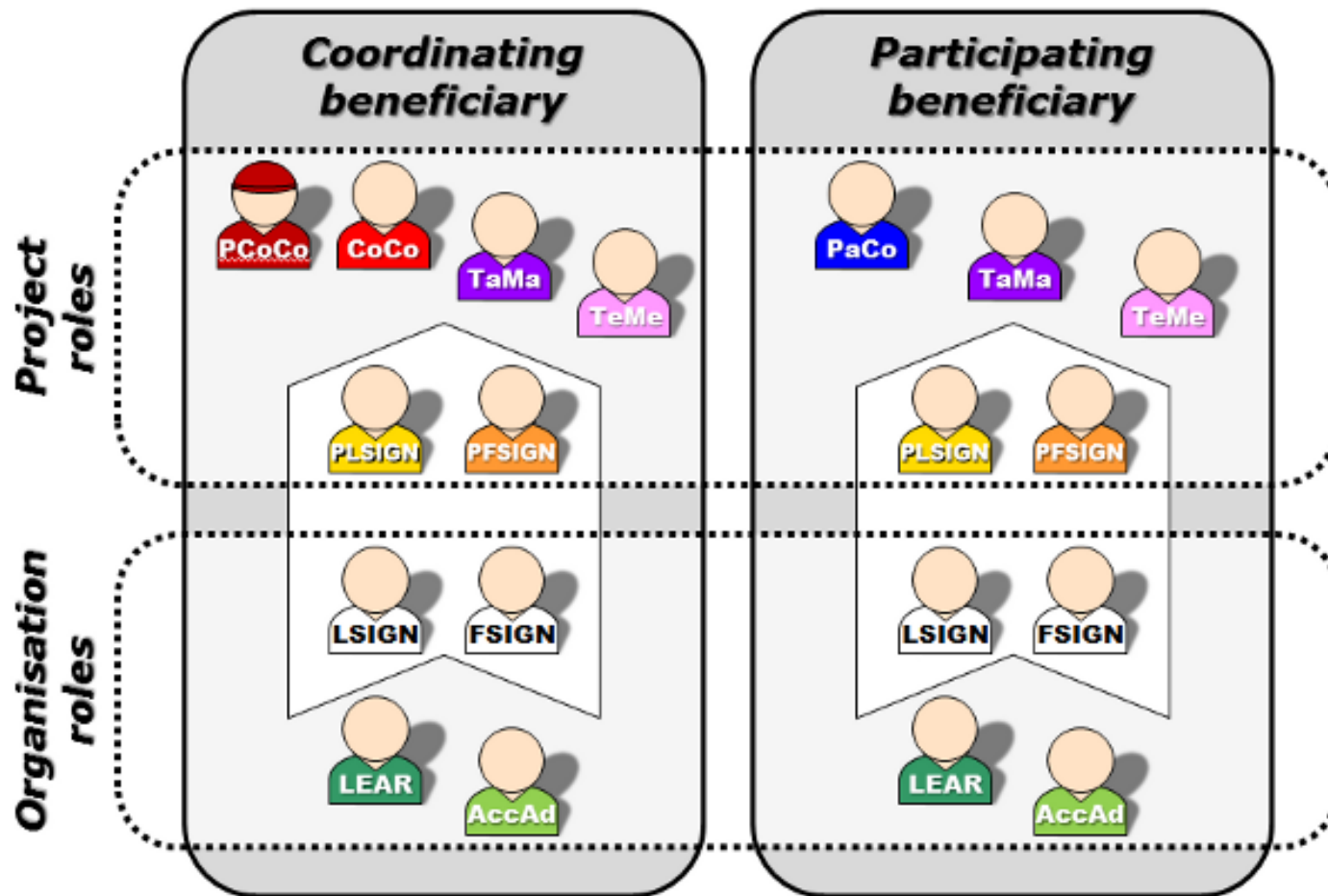
By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

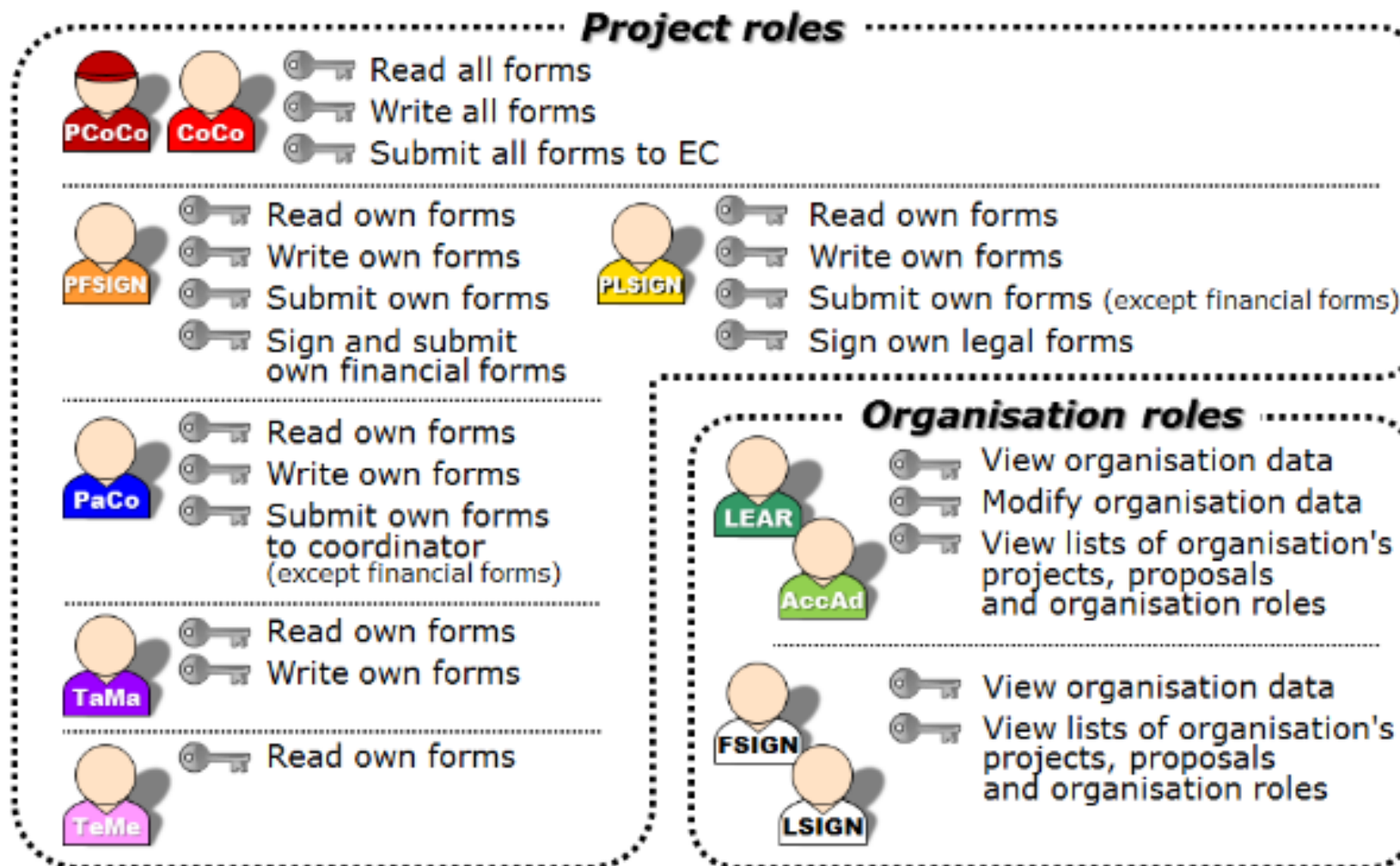
Cancel



# Role w organizacji i w projekcie



# Role w organizacji i w projekcie



# Role w organizacji i w projekcie

MY PERSON PROFILE

MY ORGANISATION(S)

GRANTS ^

My Proposal(s)

**My Project(s)**

PROCUREMENT ^

My Contract(s)

My CFT Subscriptions(s)

MY FORMAL NOTIFICATION(S)

## My Project(s)

Results: 8

ACRONYM	TOPIC ID	PROGRAMME	PROJECT	PHASE	ACTIONS
[Redacted]	[Redacted]	LIFE2027	[Redacted]	Active	Actions
[Redacted]	[Redacted]	H2020	[Redacted]	Active	Actions
[Redacted]	[Redacted]	H2020	[Redacted]	Active	Actions



\*W proposalu role nadaje koordynator

PHASE	ACTIONS
Active	Actions
Active	Manage Consortium
Active	Manage Project
Active	Manage Cascade Funding Calls



# Role w organizacji i w projekcie



EDIT ROLES



**ROLE** ⇅

- Participant Contact
- Participant Contact
- Participant Contact
- Project Financial Signatory
- Project Legal Signatory

[Go back](#) [Add roles](#)

Please enter the contact name and details

Role \*

First Name \*

Last Name \*

Email \*

- Project Financial Signatory
- Task Manager
- Project Legal Signatory
- Participant Contact
- Team Member



# Wyszukiwanie konkursów i dokumentacja projektowa

HOME SEARCH FUNDING & TENDERS

## Search funding & tenders

Search Clear all <

Search by keyword...


Match whole words only


**Type**


Grants (353)

Tenders

**Submission status**

 Forthcoming (73)

 Open for submission (280)

 Closed

**Programming period**

2021 - 2027 (353)

**Programme / Programme group**

Horizon Europe (HORIZON)

**Programme part**

Select...



# Wyszukiwanie konkursów i dokumentacja projektowa

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

PROGRAMMING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

Referen

Programme 2021-2027

Filter by programme:  
Horizon Europe (HORIZON) X

Clear filter

Key steps  
Reference documents  
Participant register  
Partner search

Programme Horizon Europe (HORIZON) X

**Grants**  
This page includes reference documents of the programmes main grant agreements and guides for specific actions.  
Please select the programme to see the reference documents.

**Procurement**  
Reference Documents related to tendering opportunities are put

Filter

- + Legislation
- Work programme & call documents
  - + 2021-2022
  - 2023-2024
    - + HE Main Work Programme 2023-2024
      - Call for prizes - Rules of Contest: HORIZON-WIDER
      - EIC Work Programme 2023 [↗](#) [>](#)
      - Call for prizes – Rules of Contest: HORIZON-EIC-EI
      - Call for prizes – Rules of Contest: HORIZON-EIC-20
      - Call for prizes – Rules of Contest: HORIZON-EIC-20
      - Call for prizes – Rules of Contest: HORIZON-EIC-20
      - Call for prizes – Rules of Contest: HORIZON-EIC-20



# Poszukiwania partnerów do projektu



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEI)

The screenshot shows a navigation menu with three main categories: 'FUNDING & TENDERS', 'HOW TO PARTICIPATE', and 'PROJECTS & ...'. The 'HOW TO PARTICIPATE' menu is expanded, showing sub-items: 'Key steps', 'Reference documents', 'Participant register', and 'Partner search'. The 'Partner search' item is highlighted in yellow. Below the menu, there are sections for 'Grants' and 'Tenders', and a search bar with the text 'Find ...'. The page title 'Funding & tender opportunities' and subtitle 'Single Electronic Data Interchange Area (SEI)' are visible at the top.



# Składanie wniosku

Search funding & tenders

 Need help?


## Search

Clear all <


Tenders

### Submission status

 Forthcoming

 Open for submission

75

 Closed

### Programming period

2021 - 2027 (75)

### Programme / Programme group

Horizon Europe (HORIZON)

### Programme part

Food, Bioeconomy Natural Resourc...

### Mission

Select...

### Destination

Select...

#### Microbiome for flavour and texture in the organoleptic dietary shift

HORIZON-CL6-2024-FARM2FORK-01-9 Call for proposal  
Horizon Europe (HORIZON)

 Open for submission

Grant



#### New healthy and sustainable food products and processes

HORIZON-CL6-2024-FARM2FORK-01-2 Call for proposal  
Horizon Europe (HORIZON)

 Open for submission

Grant



#### Circular bioeconomy start-up villages

HORIZON-CL6-2024-CircBio-01-9 Call for proposal  
Horizon Europe (HORIZON)

 Open for submission

Grant



#### Innovating for climate-neutral rural communities by 2050

HORIZON-CL6-2024-COMMUNITIES-02-1-two-stage Call for proposal  
Horizon Europe (HORIZON)

 Open for submission

Grant



#### Invasive alien species

HORIZON-CL6-2024-BIODIV-01-1 Call for proposal  
Horizon Europe (HORIZON)

 Open for submission

Grant



#### Climate change and food safety: effects of climate change on food safety across food systems

HORIZON-CL6-2024-FARM2FORK-01-4 Call for proposal  
Horizon Europe (HORIZON)

 Open for submission

Grant



#### Preventing and reducing food waste to reduce environmental impacts and to help reach 2030 climate targets

# Składanie wniosku

Invasive alien species

HORIZON-CL6-2024-BIODIV-01-1

Topic Call for proposal

## Internal navigation

General information

Topic description

Destination

Conditions and documents

Partner search announcements

Start submission

Topic related FAQ

Get support

Call information

Call updates

Go back to search results

View / Edit

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the topic. You will be asked to confirm your choice, as it cannot be changed in the submission system. Upon completion, you will be redirected to the submission page.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal.

Please select the type of your submission:

HORIZON Innovation Actions [HORIZON-IA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission

## Topic related FAQ

0 item(s) found

There are no FAQ related to this topic.

## Please confirm your choice

You selected this topic: **Invasive alien species - HORIZON-CL6-2024-BIODIV-01-1**

You selected this type of action and model grant agreement: **HORIZON Innovation Actions [HORIZON-IA], HORIZON Action Grant Budget-Based [HORIZON-AG]**

Related Call: **Biodiversity and ecosystem services**



Your selection cannot be changed subsequently in the submission system.

Cancel

OK



# Składanie wniosku



## Create proposal



### Deadline

22 February 2024 17:00:00 Brussels Local Time

3 days left until closure



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.



### Call data

Call: **HORIZON-CL6-2024-BIODIV-01**

Topic: **HORIZON-CL6-2024-BIODIV-01-1**

Type of action: **HORIZON-IA**

Type of MGA: **HORIZON-AG**



Topic and type of action can only be changed by creating a new proposal.

### Find your organisation

PIC \*

999865137

Short name \*

SGGW WARSAW UNIVERSITY OF LIFE SCI...

Search

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

PIC: 999865137

SGGW WARSAW UNIVERSITY OF LIFE SCIENCES

UL. NOWOURSYNOWSKA 166  
WARSZAWA, PL  
VAT: PL5250007425



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GOSPODARSTWA  
WIEJSKIEGO

## Download Part B templates



Download part B templates

## Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

## Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

## Your role

Please indicate your role in this proposal \*

- Main contact  
 Contact person

## Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym \*

FT Training

Short Summary \*

Applies to training for WULS-SGGW employees from the Funding and Tender Portal

## Warning



Please be aware that the organisation you have chosen will be automatically notified at submission about their involvement in the proposal. Do you want to continue?

No

Yes

SAVE AND GO TO NEXT STEP



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WIEJSKIEGO





Please read and accept this disclaimer to proceed with the creation of your draft proposal:

### Proposal data

**1. Confidentiality:** Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary and Keywords in Part A. Please avoid adding any confidential information in that section.

**2. Access to pre-registration data:** Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

### Technical requirements

**3. Part B file format:** Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

**4. Part B page limits:** Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

**5. Time constraints:** Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

### Submission

6. Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided this is done before the call deadline. Submission of a new application overwrites the previous version.

### Personal Data

7. Personal data linked to the application, evaluation or award of grants, prizes and contracts will be processed in accordance with the [Funding & Tenders Portal Terms and Conditions and Privacy Statement](#)



# Składanie wniosku




**Draft proposal FT Training created** ✕

Dear Luiza Czekala,  
You have successfully created a draft proposal **FT Training** for the call **HORIZON-CL6-2024-BIODIV-01**.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of **22 February 2024 17:00:00 (Brussels Local Time)** from the [Funding & Tenders Portal](#) by accessing the [My Proposals tab](#).

An email containing this information has been sent to this email address: **luiza\_czekala@sggw.edu.pl** (which is associated with your EU Login account **n00bg16k**).

[Go to My Proposals](#)  [Continue with this proposal](#)



# Europa / Funding & Tenders Portal notification

Dear Proposal Participant,

You have successfully created a draft proposal in the Funding & Tenders Portal Submission System:

Proposal acronym : FT Training

Draft proposal ID : SEP-211034002 (a final Proposal ID will be assigned as soon as the proposal is submitted)

Call : HORIZON-CL6-2024-BIODIV-01

Type of action : HORIZON-IA

Topic : HORIZON-CL6-2024-BIODIV-01-1

Call closure : 2024-02-22 17:00:00

You can review, edit and submit your proposal at any time from [My Proposals](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/proposals) tab (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/proposals>) in the [Funding & Tenders Portal](#).

Please note that all organisations in this proposal will be notified about their involvement when the proposal is submitted.

With kind regards,

European Commission - Funding & Tenders Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the SEP helpdesk (+32 2 29 92222 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu))

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the Funding & Tenders Portal > My Notifications > Preferences



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GOSPODARSTWA  
WIEJSKIEGO

# Participants



## Deadline

22 February 2024 17:00:00 Brussels Local Time

3 days left until closure



In this step, the coordinator can manage and review the participants.

Note: The changes will be applied only after you click the "Save Changes" button.



The call requires at least three participants from three different EU member states or associated countries, currently you have 1.

## Call data

Call: HORIZON-CL6-2024-BI

Topic: HORIZON-CL6-2024-

Type of action: HORIZON-IA

Type of MGA: HORIZON-AG



Topic and type of ac proposal.

## Proposal data

Acronym: FT Training

Draft ID: SEP-211034002

## 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")

Type your organisation name or PIC \*

250

Search

Change organisation

Contact organisation



Download part B templates

Add Partner +

Add Associated partner +

Support & Helpdesk



SAVE

SAVE AND GO TO NEXT STEP

NEXT

WIEJSKIEGO




In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.


Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

 Your proposal contains changes that have not yet been submitted.

### Administrative forms (Part A)


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. 

Part B \*



Upload 

 BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

## Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Ethics and security	<a href="#">Show</a>
5	Other questions	<a href="#">Show</a>

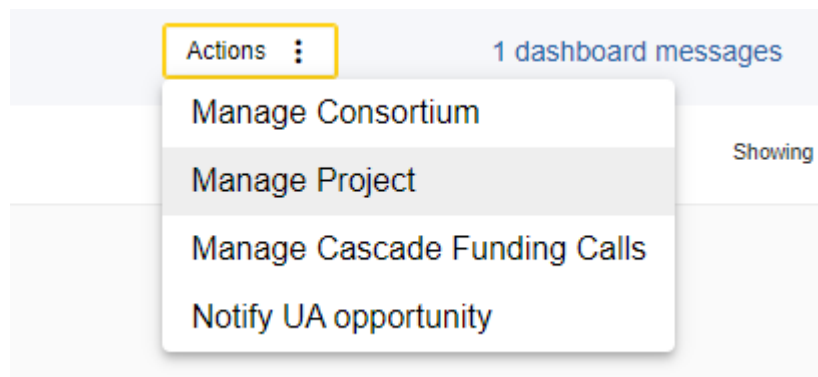
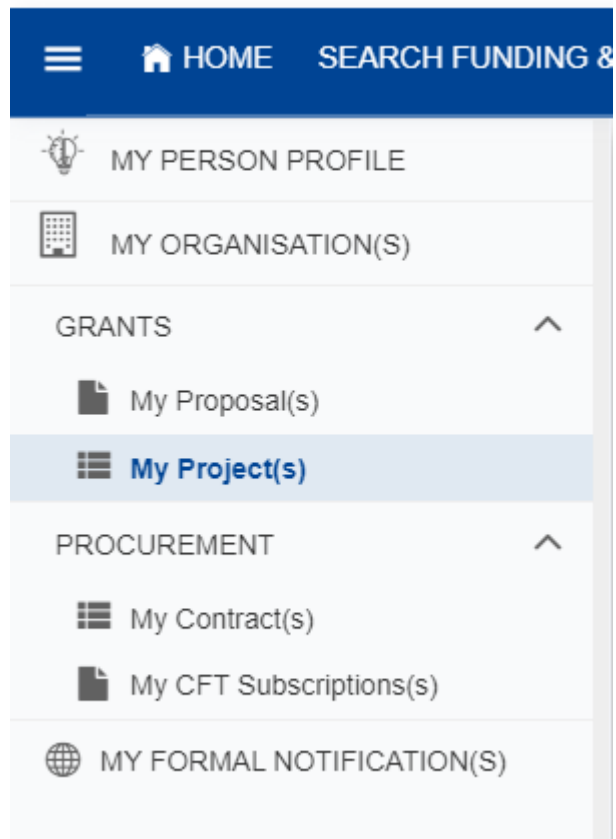


### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

PA GŁÓWNA  
ODARSTWA  
KIEGO

# Realizacja





### MY PROJECT



Call: HORIZON-MISS-2023-SOIL-01

Type of Action: HORIZON-RIA

Acronym: [redacted]

Current Phase: Grant preparation

Number: [redacted]

Duration: 54 months

GA based on the: HE MGA — Multi & Mono - 1.null

Start Date: 01 Jun 2024

Estimated Project Cost: [redacted]

Requested EU Contribution: [redacted]

Contact: [redacted]

Latest Legal Data

Active Processes

Document Library

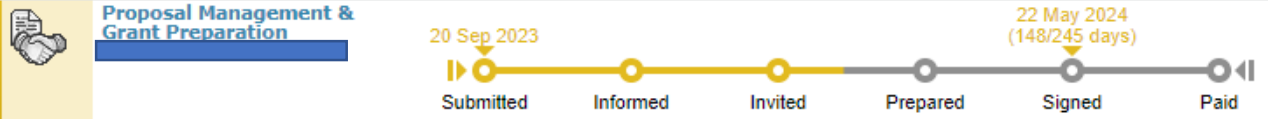
Communication Centre

Archived Processes

ONLINE MANUAL

HOW TO

Launch new interaction with the EU +



- + Grant agreement data preparation Submit to EU
- + GA Declaration - GAF [redacted] signature by other beneficiaries

- Process documents Expand All Collapse All
- Ethics Appraisal Report (1)
  - Evaluation Result Letter (1)
  - Evaluation Summary (1)
  - Grant Declaration (1)
  - Proposal (1)

- Process communications
- Process history

