

Création du code PIC: Indispensable pour soumettre une proposition

Site du « Participant Portal » :

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

Vérifier que l'entreprise n'est pas encore enregistrée (« search »)

Commencer l'enregistrement de l'entreprise pour obtenir le code PIC : Personal Identification Code (« Register »)

RESEARCH & INNOVATION
Participant Portal

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Beneficiary Register

If you want to participate in a project proposal, 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 beneficiaries participating in the EU research and innovation or education, audiovisual and cultural 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.

REGISTER ORGANISATION

To register, you need to **login** in the Portal or, if you are a new user, **create your account**.

Check what information you need to register in the H2020 Online Manual - **and keep it to hand** during the registration procedure. To start registration, click on the button below.

If your organisation is a Small or Medium-sized Enterprise (SME) you must enter a few key data on your organisation in a questionnaire that will become accessible during your registration when you selected "Research and Innovation Programme" from the drop down list.

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue your registration** later. To do that, go to **My Organisations** of the My Area section. Incomplete, draft registrations are automatically deleted after one year.

La procédure est détaillée dans le lien suivant :

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

RESEARCH & INNOVATION
Participant Portal H2020 Online Manual

REGISTER AN ORGANISATION

Registration of organisation → Validation of organisation → LEAR appointment → Financial viability self-check → Data update → Methodology certifications

Registration of organisation **HOW TO**

Before applying for research funding (by submitting a project proposal), all organisations (partners) involved in the project must first be registered with the Commission.

When an organisation **does not have legal personality**, his/her representatives must prove they have the capacity to undertake legal obligations on behalf of the organisation and that the organisation has financial and operational capacity equivalent to that of legal persons.

You can check if **your organisation is already registered** on the Beneficiary Register page.

Not yet registered?

- If you already have a user account for the Participant Portal, you can log in straight away and start entering information to register your organisation on the Beneficiary Register page.
- If you're new to the Participant Portal, you will first need to create a user account (ECAS account), before you start the registration process.

What you need for registration

To register your organisation, you will need to provide information about its legal status and its finances. It's useful to have this information to hand as you complete the registration process. The IT How To of the Beneficiary register will tell

Pour les PME, ne pas oublier de déclarer ce statut : indispensable pour répondre à l'Instrument PME !

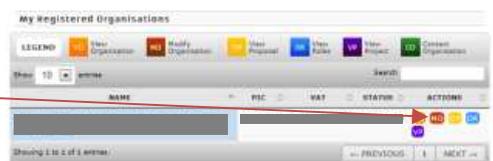
Se connecter sur le « participant portal »



Cliquer sur « my organisation »,



Cliquer sur « MO » pour modifier



La fenêtre suivante s'ouvre, cliquer sur « SME »



La fenêtre suivante s'ouvre, cliquer sur « Start self-assessment »



Une nouvelle fenêtre s'ouvre, cliquer sur « next » pour commencer à compléter le questionnaire

