

ECAS

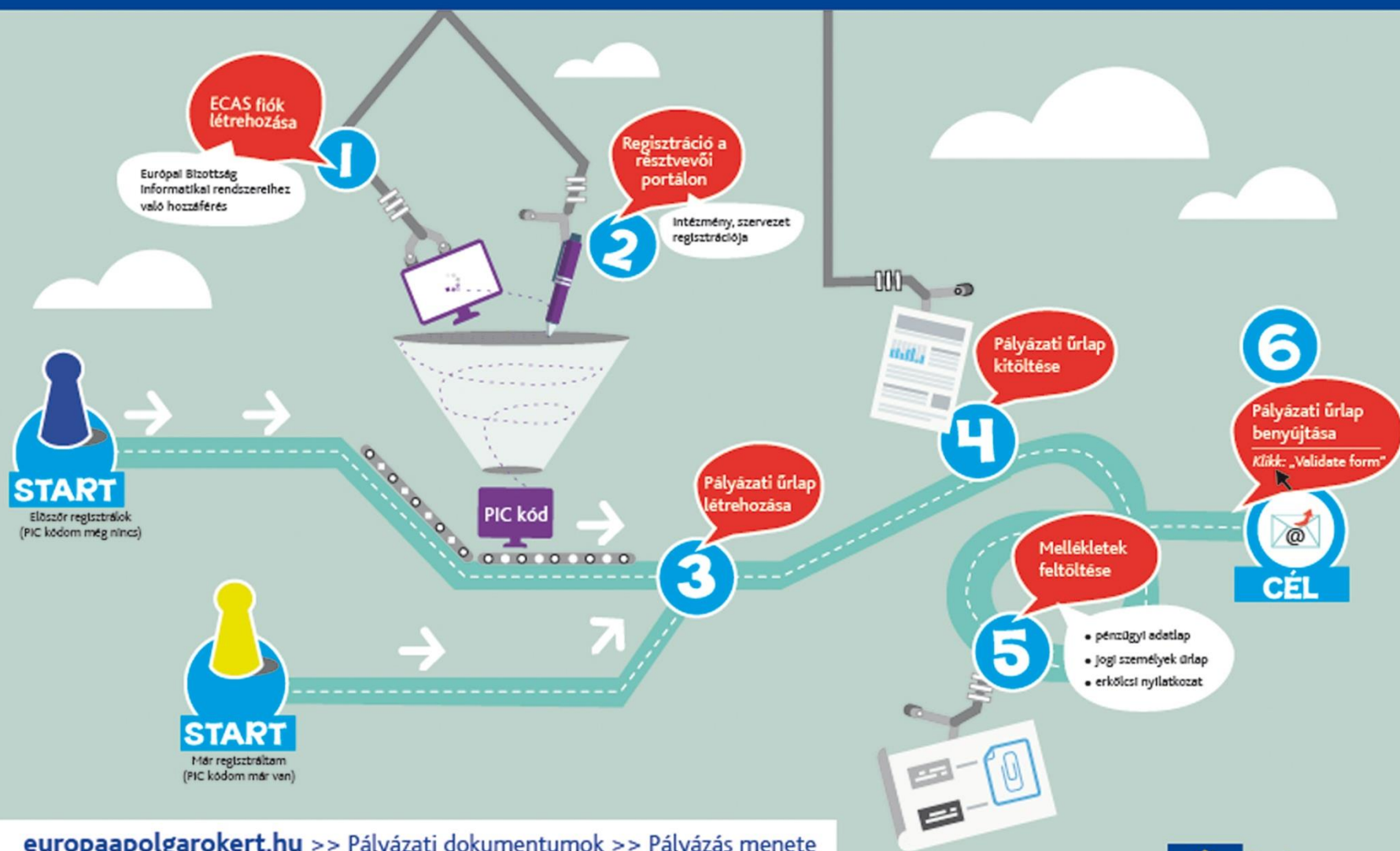
Részvevői Portál

Elektronikus pályázati űrlap

A PÁLYÁZAT BENYÚJTÁSA



Pályázat menete az Európa a polgárokért programban



europaapolgarokert.hu >> Pályázati dokumentumok >> Pályázat menete

▶ **Beadási határidő: március 1., szeptember 1.**

ECAS regisztráció

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>



Kapcsolat | Adatvédelmi nyilatkozat | magyar (hu) ▼



AZ EURÓPAI BIZOTTSÁG FELHASZNÁLÓAZONOSÍTÁSI RENDSZERE (ECAS)

Európai
Bizottság

EUROPA > Felhasználóazonosítási rendszer > Belépés

Ellenőrzi az Ön személyazonosságát az Európai Bizottság weboldalainak használatához



Külső

Helyes a kiválasztott tartomány?

MEGVÁLTOZTATÁS

Rendszerértesítés

A megújult ECAS-portál változatlan tartalom mellett jobb felhasználói élményt kínál

Felhasználónév vagy e-mail cím

Jelszó

- A felhasználónevem megjegyzése.
- Értesítsen minden alkalommal, amikor egy alkalmazás kéri az azonosítót
- Az ECAS-fiókban tárolt adataim megtekintése belépés után

BELÉPÉS!

[Elfelejtette a jelszavát?](#)

[Fiók létrehozása](#) | [úgó](#)

vagy jelentkezzen be a következők egyikével:



Mobiltelefon



Token



elektronikus



EUROPA > Felhasználóazonosítási rendszer > Fiók létrehozása



Külső

Új jelszó Fiók létrehozása Súgó | Belépés

Fiók létrehozása

[Súgó külső felhasználók számára](#)

Válasszon felhasználónevet

Keresztnév

Vezetéknév

E-mail cím

E-mail cím megerősítése

E-mail nyelve magyar (hu) ▼

Kérjük, írja be a képen látható biztonsági kódot.



Ennek a négyzetnek a bejelölésével elismeri, hogy elolvasta és megértette az [adatvédelmi nyilatkozatot](#)

FIÓK LÉTREHOZÁSA

- Új jelszó létrehozása
- Jelszó megváltoztatása
- Vezetéknév, keresztnév, e-mail cím módosítása
- Regisztráció törlése – deaktiválás
- Ügyfélszolgálat:
DIGIT-USER-ACCESS@ec.europa.eu



Résztevői portál



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

The screenshot shows the 'Participant Portal' for the European Commission. The page title is 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The breadcrumb trail is 'European Commission > Education & Training > Participant Portal > Register An Organisation'. The navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. There are 'LOGIN' and 'REGISTER' buttons. The main heading is 'Register an Organisation'. The content area contains the following text:

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

At the bottom, there are two buttons: 'REGISTER ORGANISATION' (circled in red) and 'RESUME REGISTRATION'. Below the buttons is the text 'How to update your organisation data?'.



Education and training

Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome

Identification

Organisation

Contact

Summary

Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

✓ 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 system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.

✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Next >



Education and training

Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome

Identification

Organisation

Contact

Summary

Success

preliminary.label

preliminary.description

Legal name *



Legal name

Establishment/Registration country *



--Select one-- ▾

Registration number



Registration number

VAT number *



VAT number

VAT number not applicable

Website



The format should be *www.homepage.domain* - for example, *www.mycompany.c*

Save

< Prev

Next >



Education and training

Participant Portal - Beneficiary Register

[European Commission](#) > [Education & Training](#) > [Participant Portal](#) > [Beneficiary Register](#)

Welcome

Identification

Organisation

Contact

Summary

Success

The following organisations are already existing in the Beneficiary Register

If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.

🏠 PÁLYÁZÓ MINTA SZERVEZET

🌐 Hungary - 929051257

None of the organisations above corresponds to Pályázó Minta Szervezet and I want to proceed with the registration of Pályázó Minta Szervezet.

💾 Save

Saved at: 16:39:34 03/11/2015

< Prev

Next >



Education and training

Participant Portal - Beneficiary Register

[European Commission](#) > [Education & Training](#) > [Participant Portal](#) > [Beneficiary Register](#)

Welcome

Identification

Organisation

Contact

Summary

Success

Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

Legal name and status

Legal name *



Describe the legal status of your organisation by selecting the appropriate options

Legal status



- a natural person a legal person
- non-profit for profit
- private entity public body
- NGO



Registration data

Establishment/Registration country *



Hungary (HU) ▼

Registration number



Registration date



Registration date dd-MM-yyyy



Registration authority



Legal form *



--Select one-- ▼

VAT number *



VAT number not applicable

Nace code



--Select one-- ▼

Business name



Official language *



--Select one-- ▼



Legal Address

Enter the official registered address of the beneficiary

Region/county



--Select one--

Street name and number *



P.O. Box



Postal code



City *



Main phone *



Expected format: +CCCNNNNNNNNNNNNNNxBBBBB

Fax



Expected format: +CCCNNNNNNNNNNNNNNxBBBBB

Secondary phone



Expected format: +CCCNNNNNNNNNNNNNNxBBBBB

Website



The format should be www.homepage.domain - for example, www.mycompany.ci

 Save

Saved at: 16:54:31 04/11/2015

< Prev

Next >





Education and training

Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation **Contact** Summary Success

Contact information

Until the [LEAR of the organisation](#) has not been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called [Self-Registrant role](#) on the Participant Portal.

Contact person

Is first name LAST NAME the contact person?



Yes No

Title

Position in the organisation

Department



Professional e-mail *



Gender *

Female Male

Last name *

First name *


[Change personal information](#)

Address

Use the existing organisation's address? 

Yes No

Street name and number *

P.O. box 

Postal code 

City *

Country *

--Select one-- 

Region/country

--Select one-- 

Phones

Use the existing organisation's phone numbers? 

Yes No

Main phone *

Expected format: +CCNNNNNNNNNNNNNNxBBBBB

Fax 

Expected format: +CCNNNNNNNNNNNNNNxBBBBB

Secondary phone 

Expected format: +CCNNNNNNNNNNNNNNxBBBBB



Save

Saved at: 10:55:45 12/11/2015

< Prev

Next >



Organisation

 Edit

Contact

 Edit



Registration
completed

You have successfully registered your Legal Entity.
Your PIC number is:





924667924




What's next?

You will shortly receive an email confirming your registration.

Go to the Participant Portal, section 'My Organisations' to:

-  **Provide programme specific information.**
It is obligatory to fill in this information for Horizon 2020. Otherwise you will not be able to submit your proposal.(wait confirmation from REA).
-  **Provide SME information.**
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.
-  **Update your organisation data.**
-  **Upload required documents and read/send messages to the European Commission.**

Thank you for using the beneficiary's registration. You can now safely close the browser's window/tab.

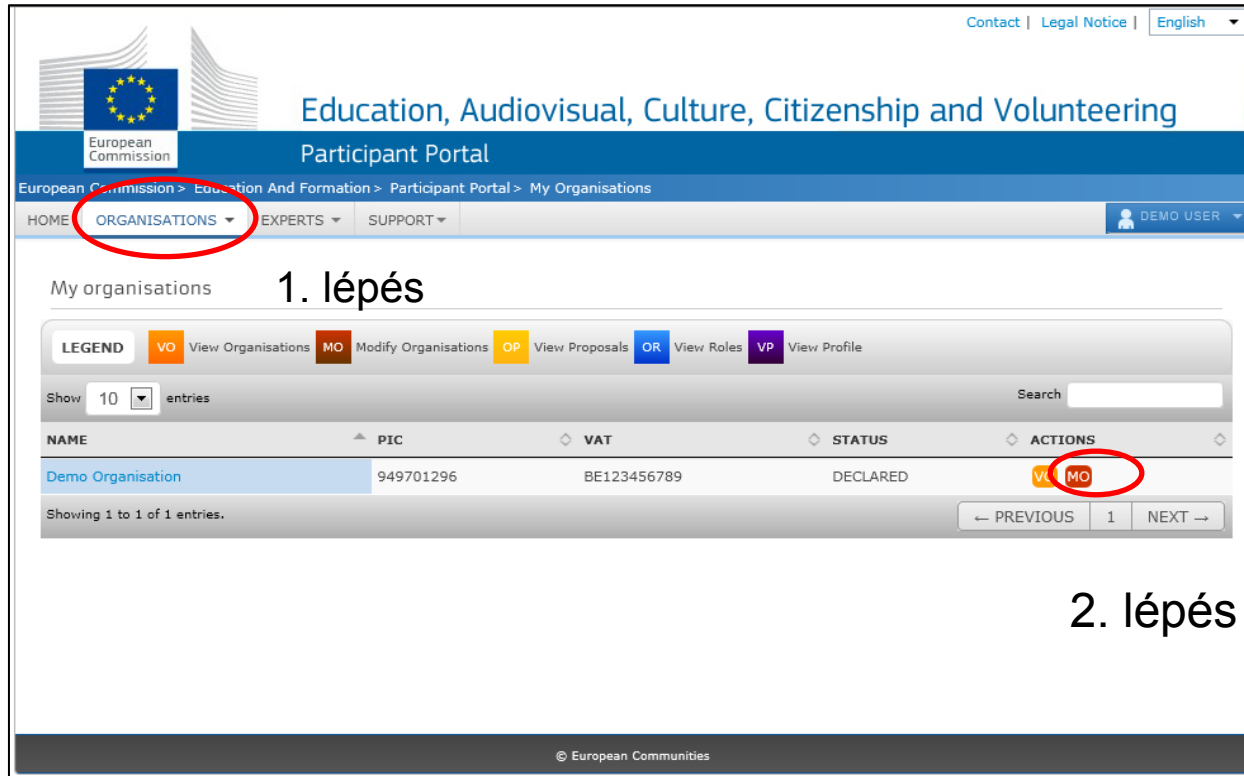
[Continue to update](#) 



Feltöltendő dokumentumok

- Pénzügyi adatlap
- Jogi személyek űrlap

<http://www.tka.hu/palyazatok/361/palyazati-dokumentumok>



Contact | Legal Notice | English

European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME **ORGANISATIONS** EXPERTS SUPPORT DEMO USER

My organisations **1. lépés**

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
Demo Organisation	949701296	BE123456789	DECLARED	VO MO

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

2. lépés

© European Communities

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

You don't have documents to display

Add document

Add document

Select a file

Tallózás...

Document type

--Select one--



Description

Original language

Cancel

Submit for processing

Ürlap létrehozása

<https://eacea.ec.europa.eu/PPMT/>



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home

User Guide

Applications for funding/applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation

A program kiválasztása



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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European
Commission

[EURÓPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#)

[User Guide](#)

Selection of funding opportunity or accreditation type

[Previous step](#)

1. Select a programme name and click on search

Select Programme name ▾
Select Programme name
CREATIVE EUROPE
ERASMUS MUNDUS
Erasmus+
EUROPE FOR CITIZENS

[Search](#)



Pályázati kategória kiválasztása



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European Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#)

[User Guide](#)

Selection of funding opportunity or accreditation type

[Previous step](#)

EUROPE FOR CITIZENS ▾

[Search](#)

Show entries

Filter search results:

Programme Guide / Call for Proposals ▾	Programme name ▾	Sub-programme name ▾	Action name ▾	Sub-action name ▾	Submission opens ▾	Submission deadline ▾
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

[First](#) [Previous](#) [Next](#) [Last](#)

Űrlap nyelvének megadása



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity

User Guide

Selection of funding opportunity or accreditation type

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015

Application form language version

EN

Previous step

Next step

EUROPE FOR CITIZENS

Search

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

First Previous 1 Next Last

PIC kód megadása



European
Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#)

[User Guide](#)

Application for funding: selection of the participating organisation(s)

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

PIC	Name	Country	
-----	------	---------	--



Pályázó kiválasztása



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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European
Commission

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#)

[User Guide](#)

Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

- Partner Demo Organisation
- PÁLYÁZÓ MINTA SZERVEZET

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	<input type="checkbox"/>
1	929051257	PÁLYÁZÓ MINTA SZERVEZET	HU	<input type="checkbox"/>
2	929050481	Partner Demo Organisation	DE	<input type="checkbox"/>



Az űrlap létrehozása



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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#) > [Create application form](#)

[User Guide](#)

Confirm details and proceed to application form

If the details below are complete and correct, you may proceed with the creation of your new application. The 'Create application' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A
Application form language version			
EN			

Participating organisation(s)

Applicant organisation

PIC	Name	Country
929051257	PÁLYÁZÓ MINTA SZERVEZET	HU

[Previous step](#)

[Create application eForm](#)

Az űrlap felépítése

□ Part A:

A pályázó és a partnerek bemutatása

A.1: Szervezet

(automatikus)

A.2: Kontakt személy

(projekt menedzselése)

A.3: Aláírásra jogosult személy

(legal representative)



Az űrlap felépítése

□ Part B:

Szervezet és tevékenységek

B.1: Felépítés

B.2: A szervezet célja & tevékenységei

B.3: Egyéb EU támogatás (elmúlt 3 év)



Az űrlap felépítése

□ Part C:

A projekt leírása

C.1: A projekt időbeosztása

C.2: Helyszín

C.3: Résztvevők száma (pályázó & partnerek)

C.4: A projekt leírása, céljai (2000 karakter)
(angol / német / francia nyelven!)

C.5: Büdzsé (tevékenységek & előkészítés)



Az űrlap felépítése

□ Part D:

Technikai kapacitás

- csak a 60 000 € feletti támogatásra pályázóknál
- A szervezet tapasztalata



Az űrlap felépítése

□ Part E:

Projekt megvalósítás és támogathatósági kritériumok

E.1: A projekt céljai & kapcsolódás az éves prioritáshoz

- nem kell mindent bejelölni
- a kiválasztottakat később indokolni kell



Az űrlap felépítése

E.2: Munkaterv

E.3: Disszemináció

E.4: Hatás, polgárok bevonása

Part F:

Tevékenységek ütemezése

Csatolmány: erkölcsi nyilatkozat

