



# How to submit a proposal in eGrants

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# Before creating a proposal

1) Applicants must have an EU login account (former ECAS)

2) All applicants must have a PIC (Participant Identification Code)

3) Find the Call in the portal and fill-in the application online

# Before creating a proposal

- If somebody does not have a **valid EU login**, they can create it here:

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

- If an organisation does not have a **PIC**, they should register in the Participant register:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

# Funding & Tender Opportunities Portal

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

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT

Find calls for proposals and tenders

PREPSTUDIES Search

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Policy Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ (ERASMUS+)	EU External Action (RELEX)	EU4Health Programme (EU4H)	Euratom Research and Training Programme (EURATOM)

## Direct links to the call

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cef-e-2023-cbrenw-prepstudies>

## CEF-E-2023-CBRENEW-PREPSTUDIES – CEF2 Energy – Cross-border renewable energy projects

CEF-E-2023-CBRENEW-PREPSTUDIES Call for proposal

Connecting Europe Facility (CEF)

Open for submission

Grant

Type of action CEF Project Grants  
Deadline model single-stage

Opening date 21 September 2023  
Deadline date 9 January 2024 17:00:00 Brussels time

# Topic page

## CEF-E-2023-CBRENEW-PREPSTUDIES – CEF2 Energy – Cross-border renewable energy projects

CEF-E-2023-CBRENEW-PREPSTUDIES

Topic Call for proposal

### Internal navigation



General informations

Topic description

Conditions and documents

Partner search announcements

Start submission

Topic related FAQ

### General information

#### Programme

Connecting Europe Facility (CEF)

€ Budget overview

#### Call

CEF2 Energy - Cross-border renewable energy preparatory studies (CEF-E-2023-CBRENEW-PREPSTUDIES)

#### Type of action

CEF-PJG CEF Project Grants

#### Type of MGA

CEF Action Grant Budget-Based [CEF-AG]

Open for submission

#### Deadline model

single-stage

#### Opening date

21 September 2023

#### Deadline date

09 January 2024 17:00:00 Brussels time

# How to apply – submission service

CEF-E-2023-CBRENEW-PREPSTUDIES – CEF2 Energy – Cross-border renewable energy projects

CEF-E-2023-CBRENEW-PREPSTUDIES

Topic Call for proposal

## Internal navigation

General informations

Topic description

Conditions and documents

Partner search announcements

Start submission

Topic related FAQ

## Start submission

 Need help?

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

**Please select the type of your submission:**

CEF Project Grants [CEF-PJG], CEF Action Grant Budget-Based [CEF-AG]

Start submission

# How to apply - Creating a proposal

The screenshot shows the 'Create proposal' page in the European Commission Funding Submission Service. At the top, there is a progress bar with five steps: Login (checked), Topic selection (checked), Create proposal (active), Participants, Proposal forms, and Submit. The main content area is titled 'Create proposal' and includes several sections:

- Deadline:** 09 January 2024 17:00:00 Brussels Local Time. 99 days left until closure.
- Call data:** Call: CEF-E-2023-CBRENEW-PREPSTUDIES, Topic: CEF-E-2023-CBRENEW-PREPSTUDIES, Type of action: CEF-PJG, Type of MGA: CEF-AG. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.'
- Download Part B templates:** A button labeled 'Download part B templates'.
- Support & Helpdesk:** Links for 'Online Manual', 'IT How To', 'IT Helpdesk', and 'FAQ'. Service Desk contact: EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu and +32 2 29 92222.
- Find your organisation:** Search fields for 'PIC' and 'Short name' with a 'Search' button. Below are three organization cards:
  - PIC: 956444445, Baird Consulting SCS, Vieille rue du Moulin-Rouge 20, Uccle, BE.
  - PIC: 923131832, Aero LTD, MaartStreet 12, Almere, US, VAT: 125648321.
  - PIC: 913842918, Test Camelia-Valeria, place Rogier, Brussels, BE.
- Your role:** Radio buttons for 'Main contact' (selected) and 'Contact person'.
- Your proposal:** A text input field for 'Acronym' (placeholder: 'Enter value', limit: 20) and a 'Short Summary' field (limit: 2000).

Forgotten PIC → Search by name

# Creating a proposal - Participants

Progress bar: Login (✓) - Topic selection (✓) - Create proposal (✎) - Participants (○) - Proposal forms (○) - Submit (○)

**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 \*  20

Short Summary \*  2000

SAVE AND GO TO NEXT STEP

State the role in the proposal

Fill in the acronym and short summary



# Creating a proposal – Application forms

Part A

- Administrative form to be filled in online

Part B  
and  
annexes

- Part B: Technical part to be downloaded from the system, filled in offline, uploaded as a PDF
- Annexes

# Part A – Administrative form

**Call: CEF-E-2023-CBRENEW-PREPSTUDIES**  
( CEF2 Energy - Cross-border renewable energy preparatory studies)

**Topic: CEF-E-2023-CBRENEW-PREPSTUDIES**

**Type of Action: CEF-PJG**  
(CEF Project Grants)

**Proposal number: SEP-210993142**

**Proposal acronym: BBB**

**Type of Model Grant Agreement: CEF Action Grant Budget-Based**

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	Other questions	<a href="#">Show</a>

Part A includes:

1. General information
  - Proposal acronym and title, duration, and abstract
  - Declarations
2. Participants – Fill in organisational and contact information for each participating organisation
3. Budget (summarised, per partner)
4. Other questions

SAVE + VALIDATE

To be filled in online

# Part B – technical description

Call: [project identifier] — [project name]

EU Grants: Application form (CEF-E CBRENEW PRESTUDIES): V2.0 – 01.06.2022

## TECHNICAL DESCRIPTION (PART B)

### COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

#### Note:

Please read carefully the conditions set out in the Call document (for open calls published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

The term 'project' used in this application form and other documents is synonymous to the term 'action' used in the CEF Regulation [2021/1132](#).

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]
Starting date:	[date]
Duration:	[number of months]

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Part B is the description of the action and the technical content of the proposal

Download the mandatory Word template from the submission system, fill it in and upload it as a PDF, together with the other annexes

# Creating a proposal – annexes

European Commission | Funding: Submission Service Welcome Gloria BARLARI

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **▲** Submit ○

### Proposal forms

**Deadline**  
09 January 2024 17:00:00 Brussels Local Time  
55 days left until closure

**Call data**  
Call: CEF-E-2023-CBRENEW-PREPSTUDIES  
Topic: CEF-E-2023-CBRENEW-PREPSTUDIES  
Type of action: CEF-PJG  
Type of MGA: CEF-AG  
*Topic and type of action can only be changed by creating a new proposal.*

**Proposal data**  
Acronym: 23-BE-E-BBB  
Draft ID: SEP-210593142

**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

**Information:** 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.

**Error:** Your proposal contains changes that have not yet been submitted.

**Administrative forms (Part A)**  
Edit forms | Edit GIS data | 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
Detailed budget table per WP	Upload
Annual activity reports	Upload
Timetable/Gantt chart	Upload
Letters of support (MS Agreement)	Upload
Other annexes	Upload

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

# Frequently Asked Questions (FAQs)

- Topic related FAQs <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cef-e-2023-cbrenw-prepstudies>
- Question not in FAQs, contact the CBRENEW team in CINEA:  
[CINEA-CEF-ENERGY-CALLS@ec.europa.eu](mailto:CINEA-CEF-ENERGY-CALLS@ec.europa.eu)
- For technical questions: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq> or <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>