



PROSPECT

USER MANUAL

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1. Introduction

1.1 What is PROSPECT?

PROSPECT is the electronic system developed by EuropeAid to facilitate the submission of applications for call for proposals.

This manual will help you to apply on-line for a published call for proposals. It gives a functional description of the PROSPECT application, i.e. technical features and functionalities and step-by-step procedures for system access and use.

The manual contains all essential information for applicants to make full use of the PROSPECT application. Nevertheless, the information it contains is **for guidance only** and does not replace legal documents.

The Guidelines for Applicants for each specific call are the legally binding document for the corresponding call for proposals.

If you want additional information on EU contracting procedures for external aid please refer to the Practical Guide, which is available at the following link:

<http://ec.europa.eu/europeaid/prag/document.do?locale=en>

2. Before Starting: Tips to Help You with Your Application

Before starting

Here is some useful information to help manage your application:

- You need to have an ECAS account before applying (see the next chapter of this manual);
- Read carefully the Guidelines for Applicants that apply to the call. Every call has specific Guidelines published on EuropeAid website: https://ec.europa.eu/europeaid/about-funding_en;
- Check that you have all necessary information at hand and start your on-line application in good time.

System and browser requirements

The following system and browser features are required in order to use PROSPECT to its full potential:

- Make sure that Java script is enabled on your computer;
- PROSPECT is ready to be used with **Internet Explorer (from version 9)** and the **current and previous versions of Firefox and Chrome**.

Online Submission

- Take the time you need to complete your application properly, save it regularly and **do not forget to submit** your application before the deadline.
- **Once you have submitted your application, you will not be able to make any changes.**
- Pay attention to your application status (draft/submitted): If your application has been successfully submitted, the status of your application will change from draft to submitted and a notification message will appear in your PROSPECT profile. An e-mail message will also be sent to the e-mail address you have indicated, if you have selected the relevant option in your user settings.
- Ensure that the e-mail address you wish to link your application to is valid and will be active and accessible for the complete duration of the selection procedure.
- Fill in all mandatory fields marked with an asterisk (*).

Note that when you submit an application online via PROSPECT, it can only be accessed and updated using the same ECAS ID (login user name) and password used when first creating the application.

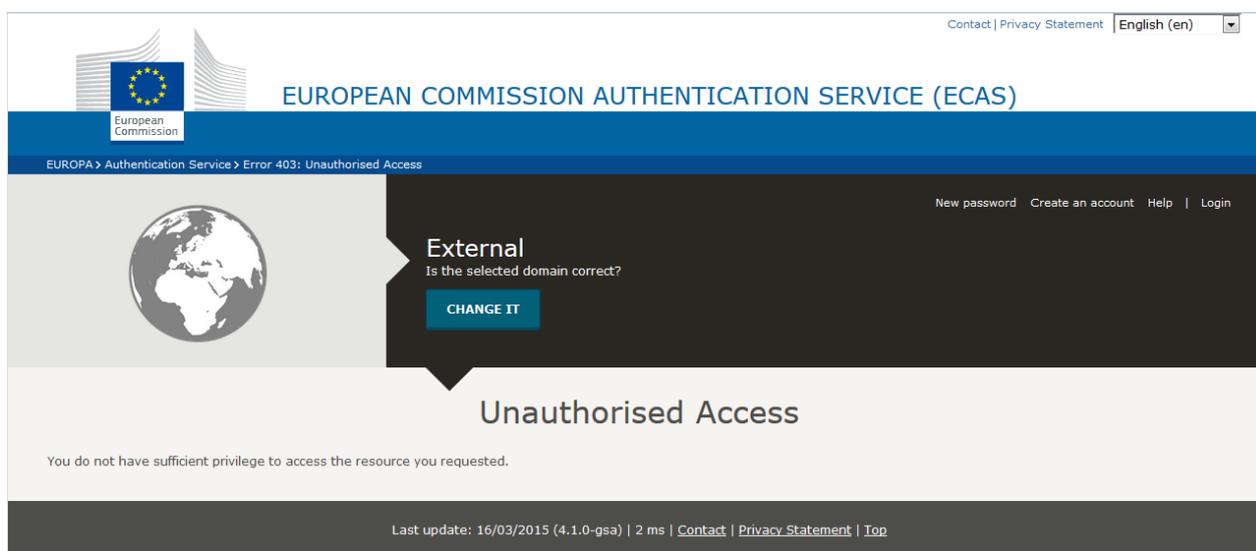
3. Accessing and Submitting an Application with PROSPECT

3.1 Log in to PROSPECT

3.1.1. New Users

If you are a **new user** and you **do not have an ECAS account**:

a) Enter the following URL address in your web browser: <https://www.cc.cec/cas/register>.



The screenshot shows the European Commission Authentication Service (ECAS) login page. At the top, there is a navigation bar with the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)'. Below this, a blue banner contains the text 'EUROPA > Authentication Service > Error 403: Unauthorised Access'. The main content area is divided into two sections. The left section features a globe icon. The right section has a dark background with the text 'External' and 'Is the selected domain correct?' followed by a blue 'CHANGE IT' button. Below this, the text 'Unauthorised Access' is displayed in a large font, with a smaller message below it: 'You do not have sufficient privilege to access the resource you requested.' At the bottom of the page, there is a footer with the text 'Last update: 16/03/2015 (4.1.0-gsa) | 2 ms | Contact | Privacy Statement | Top'.

Note: If you have an account and still see the "Unauthorised Access" message, please click on "Login" on the upper part on the screen to continue.

b) **Please make sure that the selected domain is "External"; if this is not the case, please click on the "Change it" blue button and select "External" from the available list:**

Contact | Privacy Statement | English (en) ▼



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Where Are You From?

Authenticates your identity on European Commission websites

What is ECAS?

ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won't have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
 Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits.
 If you aren't sure, select the "I don't know?" option for help.

| | | | |
|---|---|---|--|
|  |  | W+7 | ? |
| European Commission <small>European Commission, Executive Agencies.</small> | External <small>Partners, Researchers, Citizens.</small> | I have an account w + 7 digits. <small>Special external accounts.</small> | I don't know? <small>More information about this screen.</small> |

filter by [show all](#) | [Institutions](#) | [Regulatory Agencies](#) | [Joint Undertakings](#) | [Other](#)

| | | | |
|--|---|---|---|
|  ACER <small>Agency for the Cooperation of Energy Regulators</small> |  ARTEMIS |  Clean Sky |  |
| <small>Agency for the Cooperation of Energy Regulators</small> | <small>Artemis Joint Undertaking</small> | <small>Clean Sky Joint Undertaking</small> | <small>Committee of the Regions</small> |

c) Then, click on the "Create an account" link in the upper part of the screen:

Contact | Privacy Statement | English (en) ▼



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Error 403: Unauthorised Access



External

Is the selected domain correct?

CHANGE IT

New password | Create an account | Help | Login

Unauthorised Access

You do not have sufficient privilege to access the resource you requested.

Last update: 16/03/2015 (4.1.0-gsa) | 2 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)

d) In the ECAS login screen displayed, fill in all the fields in order to create your account:

EUROPA > Authentication Service > Create an account

New password Create an account Help | Login

External

Create an account

[Help for external users](#)

Choose a username

First name

Last name

E-mail

Confirm e-mail

E-mail language

Enter the code

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

CREATE AN ACCOUNT

Please do not forget to tick the privacy statement acceptance box before clicking on the "Create an account" button.

If you need help, click on the 'Help' link that appears in the upper right corner of the screen.

3.1.2. Existing Users

If you **already have an ECAS account**, provide your credentials (login and password).

Contact | Privacy Statement | English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Login

Authenticates your identity on European Commission websites



External

Is the selected domain correct?

[CHANGE IT](#)

Service announcement!

Still the same ECAS - with a better user experience

EuropeAid - Online Services requires you to authenticate

Username or e-mail address

Password

- 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?](#)
[Create an account](#) | [Help](#)

Last update: 16/03/2015 (4.1.0-gsa) | 5 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)

You will be redirected to the PROSPECT Welcome page - <https://webgate.ec.europa.eu/europeaid/prospect/>.

If you have already used PROSPECT before on behalf of an organisation, the system will ask you to confirm which organisation you want to represent in the current session (you might be linked to several organisations). Tick the 'Continue with selected' button corresponding to your organisation.

Once you are logged in, the main PROSPECT page will be displayed:

About this site | Legal notice | English



INTERNATIONAL COOPERATION AND DEVELOPMENT PROSPECT

**our world
our dignity
our future**
2015 - European Year for Development

European Commission > International Cooperation and Development > Work with us > Online services > PROSPECT

My PROSPECT

My PROSPECT 🏠 📧 🗨

🔍 **List of calls**

| | Deadline | Time left | Call | Call title | Program | Geo zone |
|-----------------------|------------|-----------|--------|--|-------------|----------|
| Apply | 31/08/2015 | 138 days | 150425 | Call 113 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150422 | Call 112 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150419 | Call 111 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150416 | Call 110 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150413 | Call 109 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150410 | Call 108 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150407 | Call 107 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150403 | Call 106 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150400 | Call 105 - rest.+lots - CN subm. (view lots) | Environment | Ghana |
| Apply | 31/08/2015 | 138 days | 150397 | Call 104 - rest.+lots - CN subm. (view lots) | Environment | Ghana |

Page 1 of 2 | 10 | View items 1 to 10 of 20

🔍 **My applications**

| | Deadline | Call | Organisation | Title of the action | N° | Action location(s) | Status | Letter | | |
|---|------------|----------------|------------------------|--|----|--------------------|------------------|--------|----|-----|
| | | | | | | | | CN | FA | ELG |
| 🗑 | 07/11/2015 | 150053 | STADT FREIBURG | test coapplic | | France | Draft | | | |
| | 15/12/2014 | 150243 - Lot 1 | UNITED NATIONS ECON... | Call 93 appl 1 | 1 | Peru | Under eval. (CN) | | | |
| | 26/11/2014 | 150237 - Lot 1 | UNITED NATIONS ECO... | Call 53 appl 1 | 1 | Bolivia | Rejected (CN) | 🗑 | | |
| | 26/11/2014 | 150234 - Lot 1 | UNITED NATIONS ECO... | Call 33 appl 1 | 1 | Uganda | Rejected (CN) | 🗑 | | |
| | 08/12/2014 | 150231 - Lot 1 | UNITED NATIONS ECON... | Call 13 appl 1 | 1 | Vietnam | Under eval. (CN) | | | |
| 🗑 | 07/11/2015 | 150053 | FOCUS DRUSTVO ZA SO... | N/A | | N/A | Draft | | | |
| | 07/11/2015 | 150053 | ISTITUTO POLITECNIC... | Fonder un atelier pour le... | 2 | Cameroon | Submitted | | | |
| 🗑 | 07/11/2015 | 150053 | N/A | N/A | | N/A | Draft | | | |
| 🗑 | 07/11/2015 | 150052 | Domifed | Organiser des ateliers po... | | Cameroon | Draft | | | |
| | 07/11/2015 | 150053 | Elliniki | Testing action | 1 | Greece, Italy | Submitted | | | |

PROSPECT is available in three languages: English, French, and Spanish. You can switch between these two languages by clicking on the **My settings** menu item.

To log out from the application click the [Log me out](#) button.

3.1.3. Screens and Navigation in PROSPECT

The **Main Menu** displayed on the left side of the screen is the main tool for navigation through PROSPECT.

| My PROSPECT |
|----------------------------|
| Calls to apply |
| My applications |
| My notifications (98) |
| My settings |
| Online help |
| Manuals |
| User |
| Organisation One |
| Logged: 01/10/2014 15:39 |
| Log me out |

Every Menu item is a link to a specific part of Prospect. If you click a Menu item, you are redirected to the corresponding page:

- Home
 - Calls to apply
 - My applications
 - My notifications
 - My settings
- Online Help
 - Manuals
 - Support form

The menu also displays the login details of the currently connected user.

My PROSPECT

The home screen is divided into three main sections:

- **List of calls** – this section displays all published calls that the users can apply to
- **My applications** – this section displays all the previous applications to calls for the currently connected user
- **List of notifications** – this section displays all the notifications that the user has received; unread notifications are displayed in bold.

The **List of calls** table displays the following data:

| Column | Description |
|--------|---|
| Apply | Click on this link to start the application for the respective call. When clicking on this link, you are redirected to the Applicant tab of an application. If the call has lots, a pop up window is displayed, allowing you to select the lot for which you wish to apply. |

| Column | Description | | | | | | |
|-------------------|--|-----------|-----|------|-----|-----|-----|
| Deadline | This is the deadline for submitting a concept note / full application to the respective call / lot, in format DD/MM/YYYY. Calls are sorted in the ascending order of their deadline. | | | | | | |
| Time left | This column is filled in with the number of days / hours left before the call submission deadline. When the deadline approaches, the time is displayed in red: <table border="1" data-bbox="523 474 689 748"> <thead> <tr> <th>Time left</th> </tr> </thead> <tbody> <tr> <td>49d</td> </tr> <tr> <td>362d</td> </tr> <tr> <td>48d</td> </tr> <tr> <td>62d</td> </tr> <tr> <td>26h</td> </tr> </tbody> </table> | Time left | 49d | 362d | 48d | 62d | 26h |
| Time left | | | | | | | |
| 49d | | | | | | | |
| 362d | | | | | | | |
| 48d | | | | | | | |
| 62d | | | | | | | |
| 26h | | | | | | | |
| Call ref. | This is the unique identifier of the call. | | | | | | |
| Call title | This column displays the call title. By clicking on this link, you are redirected to the call details on the EC website. | | | | | | |
| Program | This is the defined domain for the call. | | | | | | |
| Geographical zone | This column displays the geographical zone for the call. | | | | | | |

The **My applications** table displays the following data:

| Column | Description |
|---------------------|--|
| Apply (FA) | This column is displayed only for applications that are in status Accepted CN (i.e., for which the Concept Note has been accepted). By clicking on this link, a draft is created of the full application corresponding to the Concept Note. |
| Deadline | This is the deadline submitting a concept note / full application to the respective call / lot, in format DD/MM/YYYY. Calls are sorted in the ascending order of their deadline. |
| Call ref. | This column displays the call reference as well as the lot number, if the call has lots. |
| Organisation | This column displays the name of the organisation to which the application is related. This organisation is specified in the Applicant tab. |
| Title of the action | This is a link to the Overview tab of the organisation. If the action title is not yet defined, 'N/A' is displayed. |
| No. | This is the application number. It is an identifier inside a call or within the lot (if the call has lots). The number is assigned at the time of the application submission. Draft applications have no number. |
| Action location | This is the action location of the application, as defined in the project tab. |
| Status | This column displays the current status of the application. |
| Letter | At the finalisation of each step, applicants are notified that there is a new letter. A tooltip on the letter icon shows whether this is a "Concept note letter", a "Full application letter", or an "Eligibility letter". For each letter, an icon allows you to download it. An "unread letter" icon distinguishes unread letters from the read ones. |

| Column | Description |
|---|--|
| | Please note that the notification e-mail is always sent to the Contact person, and to the organisation in Cc. |
| Do not show applications for finished calls | Check this box if you wish to see only the applications for calls that are in status "Submission ongoing" and before status "Completed". When unchecked (default value), calls in status "Completed" and "Cancelled" are also displayed. |

- **List of notifications**

This section displays all the received notifications concerning the call you applied for. All unread notifications are displayed in bold.

In order to view a notification, click on it. Please note that there are no editable fields, you may only print or delete notifications.

My user settings

My user settings

Settings

Language: English

Receive e-mail notifications:

E-mail address: uat.july.2013.org1@gmail.com

Submit

The following settings can be configured using this link:

| Component | Description |
|------------------------------|--|
| Language | Select your preferred language for working with PROSPECT. The default value is English. |
| Receive e-mail notifications | If you check this box, you will receive an e-mail for each PROSPECT notification. The default is checked. |
| E-mail address | By default, the e-mail associated to your ECAS account is displayed. If you wish to receive your notifications to a different e-mail address, you can change it. |

Online Help

This link provides access to the PROSPECT User Manual – click on the "Applicants" link.

Online support

This link allows you to contact the IT support team via the PROSPECT system. Please refer to the [Help](#) section at the end of this user guide.

3.2. Submitting an Application

3.2.1. Searching for a Call

The call search mechanism is based on several search criteria.

Select the "Calls to apply" option from the left-hand menu and fill in the required criteria in order to filter your search:

The screenshot shows a web form titled "Search for a call". It contains five rows of input fields:

- Call reference:** A text input field.
- Call title:** A text input field.
- Deadline:** A dropdown menu set to "after" followed by a date input field.
- Program:** A dropdown menu showing "Environment" with a clear button (X) and a search icon.
- Geographical zone:** A dropdown menu with a search icon.

At the bottom right of the form, there are two buttons: "Clear selection" and "Search".

| Criterion | Description |
|-------------------|--|
| Call reference | Enter the reference number of the call (without the lot number). |
| Call title | Enter the title of the required call |
| Deadline | You can use this criterion to search for calls whose Concept Note or Full Application deadline is before or after a specific date. |
| Program | Select a program from the available list. (Programs are ordered in alphabetical order) |
| Geographical zone | Select a geographical zone from the available list. (Zones are ordered in alphabetical order) |

Click on the "Search" button; the system will refresh the calls list with those that match your criteria.

Please note that if no criterion is defined, the system will display a list of all the existing calls in the system, which are currently in status "Open".

3.2.2. Creating and filling in an application

3.2.2.1. Submitting a Concept Note for a Restricted Call

You can only apply for a restricted call if its status is "Submission ongoing" (open for reviewing concept notes).

| | Deadline | Time left | Call ref. | Call title | Program | Geo zone |
|-----------------------|------------|-----------|-----------|---|---------------------|----------|
| Apply | 29/12/2014 | 89d | 150261 | Call for development in education (view lots) | Investing in People | N/A |

Page 1 of 1 10 View items 1 to 1 of 1

If you require viewing call details, click on the title of the respective call. The call as published on the Europa website is displayed in a separate tab:

The screenshot shows the 'DEVELOPMENT AND COOPERATION - EUROPEAID' website. The main header includes the European Commission logo and the text 'DEVELOPMENT AND COOPERATION - EUROPEAID Calls for proposals & Procurement notices'. Below this, there are navigation tabs: 'Latest Publications', 'Search by reference', 'Advanced Search', and 'Help'. A search bar contains the reference number '150261'. The main content area displays the details for the 'Call for development in education' with an 'Apply' button. Key information includes: Reference: EuropeAid/150261/DH/ACT/Multi; Published: 26/09/2014; Status: Submission ongoing; Programme: Investing in People; Budget: 500,000 (EUR); Updated: 26/09/2014; Type: Action Grants; Geographical Zone: N/A. A 'Documents' section lists 'Education form' and 'Guidelines' for both English and another language, all dated 26/09/2014.

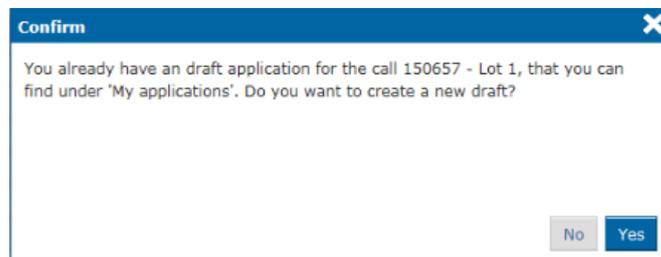
You may use the "Apply" button to start your application.

Alternatively, in PROSPECT, click on the 'Apply' link corresponding to the call for which you wish to apply, in the list displayed according to your search criteria above. If the call has lots, select the required lot.

The 'Select lot' dialog box shows the call title 'Call for development in education'. It prompts the user to 'Please select the lot to which you wish to apply:'. Two options are listed: '150261 - Lot 1 :Infrastructure' and '150261 - Lot 2 :Teachers', each with an 'Apply' button next to it.

When you click "Apply", you will be redirected to the Application page (tabs). You may now start to fill in your application.

Note that if you have already applied for the respective call or lot (if the call has lots), the system will ask whether you wish to continue the initial application or to start a new one.



The application is divided in the following tabs: Contact, Project, Co-applicants, Documents, Overview, and Submit.

The tab headers also display the progress of your application:

- Tabs to be filled in are grey;
- Completed tabs are green; if some of the information provided is not correct (a warning message was displayed), an exclamation mark is displayed;
- Tabs where the some of the information is missing (a red error message was displayed) are marked in red; e.g.:



To move from one section to another, click on the relevant heading. Once you have completed a section, click on the Save and continue button.

All mandatory fields are marked with an asterisk (*).

a) 'Contact' tab

Please note that in order to be awarded a contract, you must have a EuropeAid ID (a unique identifier with the Commission). To check if your organisation has a EuropeAid ID, please go to the [PADOR](#) website.

You must have either a valid EuropeAid ID or a [PADOR offline form](#).

Select whether you have a EuropeAid ID by clicking on the corresponding radio button:

| | |
|--|--|
| Does your organisation have a EuropeAid ID? | <input type="radio"/> Yes <input type="radio"/> No |
| Organisation name * | <input type="text"/> |
| Established (country) * | <input type="text"/> |

1. **If you HAVE an EuropeAid ID**, a button will appear, allowing you to enter it:

| | |
|--|---|
| Does your organisation have a EuropeAid ID? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| EuropeAid ID | <input type="button" value="Add EuropeAid ID"/> |
| Organisation name * | <input type="text"/> |
| Established (country) * | <input type="text"/> |

Click on the "Add EuropeAid ID" button. A dialog will pop up:

Add EuropeAid ID ✕

Please refer to the Guidelines of grant applicants for information about when you need to register in PADOR. To check if the organisation already has an EID, please go to the PADOR website.

| | |
|---------------------|---|
| EuropeAid ID | <input type="text" value="RO-2013-GBO-2010590980"/> |
|---------------------|---|

Type your EuropeAid ID and click on the "Add" button.

If the ID is valid, the system will automatically display all the details of your organisation in the "Contact" tab:

| | | | | | |
|------------------|------------------|------------------------|--------------------|----------|-----------------|
| 1 Contact | 2 Project | 3 Co-applicants | 4 Documents | Overview | 5 Submit |
|------------------|------------------|------------------------|--------------------|----------|-----------------|

Organisation details

Before you can be awarded a contact, you must have a EuropeAid ID.
To check if your organisation has an EuropeAid ID, please go to the PADOR website.

| | |
|--|--|
| Does your organisation have a EuropeAid ID? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| EuropeAid ID | RO-2013-GBO-2010590980 |
| Organisation name * | ANA SYSTEMS |
| Established (country) * | Romania |

Address* : Fill in the address and postal code (if available) or specify P.O BOX

| | | | |
|--------------------|---------------------|------------------------------|--------------------------|
| Address | BD. INDEPENDENTEI 5 | Phone number | |
| Postal code | 100098 | Fax number | |
| P.O. Box | | Organisation e-mail * | EuropeAid-PROSPECT-UAT@e |
| City * | Iasi | Confirm e-mail * | EuropeAid-PROSPECT-UAT@e |
| Country * | Romania | | |

Contact person details

| | | | |
|---------------------|---------|-------------------------|------------------|
| First name * | Hannah | E-mail address * | contact@asys.org |
| Last name * | Montero | Confirm e-mail * | contact@asys.org |

Address is the same as organisation address

Fields marked with an asterisk () are mandatory.*

Save and continue

2. **If you DO NOT HAVE an EuropeAid ID**, the [PADOR offline form](#) is compulsory. The system will allow you to upload it and enter the details of your organisation manually:

1 Contact 2 Project 3 Co-applicants 4 Documents Overview 5 Submit

Organisation details

Before you can be awarded a contact, you must have a EuropeAid ID.
To check if your organisation has an EuropeAid ID, please go to the PADOR website.

Does your organisation have a EuropeAid ID? Yes No

PADOR off-line form  [PADOR1.rtf](#)

Organisation name *

Established (country) *

Address* : Fill in the address and postal code (if available) or specify P.O BOX

| | | | |
|-------------|--|-----------------------|--|
| Address | <input type="text"/> | Phone number | <input type="text"/> |
| Postal code | <input type="text"/> | Fax number | <input type="text"/> |
| P.O. Box | <input type="text"/> | Organisation e-mail * | <input type="text" value="contact@newedu.gr"/> |
| City * | <input type="text" value="Athens"/> | Confirm e-mail * | <input type="text" value="contact@newedu.gr"/> |
| Country * | <input type="text" value="Greece"/> <input type="text"/> | | |

Contact person details

| | | | |
|--------------|--------------------------------------|------------------|--|
| First name * | <input type="text" value="Markos"/> | E-mail address * | <input type="text" value="contact@newedu.gr"/> |
| Last name * | <input type="text" value="Matakis"/> | Confirm e-mail * | <input type="text" value="contact@newedu.gr"/> |

Address is the same as organisation address

Fields marked with an asterisk () are mandatory.*

[Save and continue](#)

Enter the following information:

| Field | Description |
|--------------------------|---|
| Organisation name | Type the name of your organisation. |
| Established in (country) | Use the magnifying glass to select the country where your organisation is established, or start typing the country name and select it from the list that will be displayed. |
| Address | You have the option to either fill in the address or the P.O. box. If no P.O. box is specified, this field is mandatory. |
| Postal code | Specify the postal code of your organisation address if you filled in the Address field. |
| P.O. box | Fill in this field if you do not wish to use an address for your organisation. |
| City | Enter the city of your organisation |
| Country | Select the country where your organisation is based |
| Phone number | Enter the contact phone number of your organisation. |

| Field | Description |
|---|---|
| | Please note that the allowed characters are numbers, the blank space, '/' and '+'. Please note that the allowed characters are numbers, the blank space, '/' and '+'. Please note that the value must comply with an e-mail address format. |
| Fax number | Enter the fax number of your organisation. Please note that the allowed characters are numbers, the blank space, '/' and '+'. Please note that the value must comply with an e-mail address format. |
| Organisation e-mail | Enter the contact e-mail address of your organisation. Please note that the value must comply with an e-mail address format. |
| Confirm e-mail | Enter your organisation's e-mail again. Please note that this value must match the one previously entered. |
| Contact person details section | |
| First name | Enter the first name of the contact person of your application |
| Last name | Enter the last name of the contact person of your application |
| E-mail address | This field is filled in with the e-mail of the connected person, as known by ECAS. |
| Confirm e-mail | The e-mail address entered here must match the contact person e-mail address. |
| Address is the same as organisation address | This box is unchecked by default. If the contact address where you wish to receive communications concerning your application is the one you entered above, check it. The fields displayed below will collapse. If you wish to receive communications at a different address, leave the box unchecked and enter the required information in the empty fields below. |
| Address, Postal code, P.O. box, City, Country, Phone number, Fax number | Enter the contact address details. Please note that you must specify either the address or the P.O. box. |

b) 'Project' tab

| Details of the action | |
|---|-----------------------|
| Title of the action * | Education for all |
| Language of the proposal * | EN ▾ |
| Requested EU contribution (amount) * | 500.000 EUR |
| Requested EU contribution as % of total eligible costs (indicative) * | 44 % |
| Total action duration * | 18 months |
| Action location(s) (country/ies) * | Greece ✕ Albania ✕ |

You must refer to the Guidelines for grant applicants of the specific call for information on the 'EU financing requested', 'Requested EU contribution as % of total eligible costs', 'Total action duration', and 'Action location(s) (country/ies)'.

Enter the following information:

| Field | Description |
|--|---|
| Title of the action | Enter the full title of the action |
| Language of the proposal | This is the language in which the call was published and in which proposals are accepted, as defined in the call. If several languages are accepted, select the language in which you are going to submit your proposal. |
| Requested EU contribution (amount) | Enter the requested EU contribution amount in positive numbers, with no decimals (maximum 17 digits are allowed). |
| Requested EU contribution as % of total eligible costs | Enter the percentage of the EU funding requested of the total budget of your project. |
| Total action duration | Enter the action duration in number of months. |
| Action location(s) (country/ies) | Select the location(s) from the alphabetically ordered list. Note that you may also delete locations after you have selected them, if required. Each selected country will be displayed on a separate line. |

c) 'Co-applicants' tab

In this tab you can enter any co-applicants or affiliated entities you have in the project.

The screenshot shows two tabs: 'List of co-applicants' and 'List of affiliated entities'. Each tab has a search bar with three fields: 'EuropeAid ID', 'Organisation name', and 'Established in (country)'. Below the search bar, there is a 'Clear selection' button and a pagination indicator showing 'Page 0 of 0' with a dropdown menu set to '10'. The status 'No records available' is displayed on the right. In the 'List of co-applicants' tab, there is an 'Add a co-applicant' button. In the 'List of affiliated entities' tab, there is an 'Add an affiliated entity' button. At the bottom right of the entire form, there are 'Back' and 'Save and continue' buttons.

You must refer to the call Guidelines for a definition of co-applicants and affiliated entities for more information on call specific requirements regarding this section.

If the action does not involve co-applicants and affiliated entities, you may continue with the next tab of your application.

In order to add a new co-applicant / affiliated entity, click on the corresponding "Add" button.

The following information is required:

- EuropeAid ID (in order to check if the organisation already has an EuropeAid ID, please connect to the [PADOR](#) website), or
- Organisation name and country where it is established.

The 'Add a co-applicant' form has a blue header with a close button. Below the header, there is a message: 'Please refer to the Guidelines of grant applicants for information about when you need to register in PADOR.' The form contains three main sections: a radio button selection for 'Does your organisation have a EuropeAid ID?' with 'Yes' selected; a text input field for 'Organisation name *'; and a text input field for 'Established in (country) *'. A note at the bottom left states 'Fields marked with an asterisk (*) are mandatory.' and an 'Add' button is located at the bottom right.

Please refer to the '**Contact**' tab above for more details.

d) 'Documents' tab

Use this tab to attach the concept note or full application and the signed declarations.

| Documents | |
|--|--|
| If the file is more than 10.00MB, you can upload a compressed file (e.g. .zip). Do not upload the scanned signed declaration(s) here. Please use the separate section below. | |
| Concept note * |  CONCEPT NOTE.rtf |
| Declaration by the applicant, Mandate for co-applicants (when required), Affiliated entities statement (when required) | |
| CN signed document * |  INFO.doc |
| CN signed document |  No document ... |

When you first create your application, it is compulsory to attach the Concept Note of your project and the signed declaration or mandates, as the case may be.

Click on the "upload" arrow in order to browse for the file path and attach the documents.

The following document formats are accepted: Word (.doc & .docx), Excel (.xls and .xlsx), PowerPoint (.ppt and .pptx), PDF (.pdf), RTF (.rtf), JPEG (.jpg and .jpeg), text (.txt), TIFF (.tif and .tiff) and ZIP. ZIP files can only contain these file types, except for another ZIP; the maximum file size allowed is 10.00 MB.

You must refer to the call specific Guidelines for information about the required documents. The templates of these documents are available for downloading on the [Europa website](#) and on the PADOR website (PADOR offline form):

http://ec.europa.eu/europeaid/pador-line-form-0_en.

The Europa website can also be accessed by clicking on the title of the call in PROSPECT – the system will re-direct you to the Europa page, with the list of documents for this particular call.

e) 'Overview' tab

In this tab, you can see the overview of your application.

At this stage, information can still be modified.

f) 'Submit'

You can submit your application by clicking the 'Submit' button. Before performing this operation, do not forget to tick the box 'I have read and accepted the terms and conditions'.

Terms and conditions

The applicant, represented by the PROSPECT user, being the authorised electronic signatory of the applicant, and in the context of the present application, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that:

- the declaration by the applicant has been duly signed and uploaded in PROSPECT under "Documents" tab
- the application form (Annex A) has been uploaded in PROSPECT under "Documents" tab
- in case of discrepancies in the data validated in PROSPECT and indicated in the application form, the relevant provisions of the Guidelines apply.

I have read and accepted the terms and conditions

Please remember that you cannot make changes to your application after submitting it.

Please note that errors and/or warnings may be displayed in case all the mandatory information has not been provided.

Errors (blocking) or important information

(52629) Co-financing percentage: please refer to Section 1.3 of the Guidelines for the co-financing percentage(s) allowed under this call (or lot)

EUR

(52626) Requested EU contribution: please check Section 1.3 of the Guidelines for the amount allowed under this call (or lot)

Errors: 0 Warnings: 2

Ignore Stay and correct

You may choose to ignore the warnings or to correct them. If errors are displayed (in red), you are not allowed to go on with the submission until you have corrected them.

Once the information is verified and correct, you may confirm your submission:

Confirm submission

Please note that you will not be able to make any modifications after submission.

Please make sure that you have reviewed your application.

You are about to submit this application. Do you confirm?

Cancel OK

You will be notified that submission is accepted:

1 Contact 2 Project (!) 3 Co-applicants 4 Documents Overview 5 **Submit**

Thank you for your submission!

3.2.2.2. Submitting a Full Application for a Restricted Call

If your Concept note is pre-selected you will be invited to submit a Full application. You will receive a notification in PROSPECT and an email.

In the PROSPECT home page, go to 'Ongoing Applications' and access your notification letter. Click the 'Apply' button.

Update the application form and attach the mandatory documents:

- Concept Note – already attached in the previous step; it can be downloaded but not deleted, nor modified;
- Full Application – The following document formats are accepted: Word (.doc & .docx), Excel (.xls and .xlsx), PowerPoint (.ppt and .pptx), PDF (.pdf), RTF (.rtf), JPEG (.jpg and .jpeg), text (.txt), TIFF (.tif and .tiff) and ZIP. ZIP files can only contain these file types, except for another ZIP; the maximum file size allowed is 10.00 MB;
- Logical Framework – all document types are accepted;
- Budget document – all document types are accepted;
- The PADOR offline form – it is only mandatory if the applicant, the co-applicant(s) and/or the affiliated entity(ies) do not already have a EuropeAid ID or if they did not upload them when submitting the concept note.

You may also attach any other documents you consider relevant for your application.

When you are finished, click on 'Submit'.

3.2.2.3. Submitting an Application for an Open Call/Lot

You may submit an online application for an open call / lot once you have submitted a concept note and a full application for the call (see the sections above).

Select a call from the list of calls and select 'Apply'.

Fill in the details of the application and attach the mandatory documents, then click on 'Submit'.

3.2.3. Edit or delete an application which has not yet been submitted

Select "My applications" to access your application list.

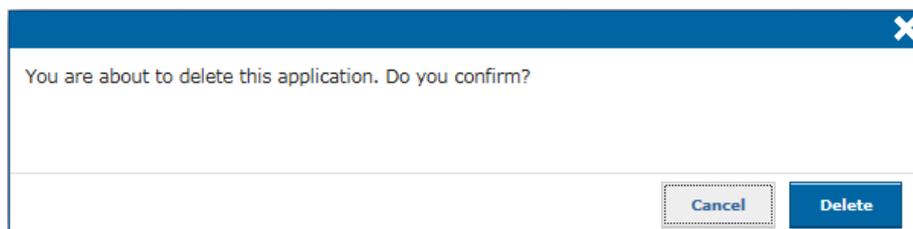
Select the application that you wish to modify by clicking on the Action title. The Overview tab of the respective application will be displayed. Select the required tab to edit the information.

Please note that you can only edit applications that are in draft. For submitted applications, the information displayed in the tabs is read-only.

In order to delete an application, click on the 'Delete' button corresponding to the application you wish to remove.

| My applications | | | | | | | | | | |
|-----------------|------------|-----------|--------------|---|----|--------------------|--------|--------|----|-----|
| | Deadline | Call ref. | Organisation | Title of the action | N° | Action location(s) | Status | Letter | | |
| | | | | | | | | CN | FA | ELG |
| | 12/06/2015 | 150228 | ATTITUDES | Comment avoir une vi... | | African Union | Draft | | | |

A pop-up message will prompt you to confirm the deletion.



3.3. Follow-Up an Application

You will receive all notifications concerning your application at the e-mail address you provided when you submitted the application (in the Applicant tab).

You also have access to all these notifications from the 'Notification' menu of PROSPECT. The list contains all the messages you have received. All unread notifications are displayed in bold.

| My notifications | | | |
|--------------------------|---|------------------|----------------|
| My notifications | | | |
| | Subject | From | Received on: ▾ |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | 150460 - Lot 1 - Application 1 status changed to: Under eval. (FA) | DG DEVCO | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 2 - Application 1 status changed to: Under eval. (FA) | DG DEVCO | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 2 - Application 1 status changed to: Submitted (FA) | Organisation One | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 1 - Application 1 status changed to: Submitted (FA) | Organisation One | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 2 - Application 1 status changed to: Draft (FA) | Organisation One | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 1 - Application 1 status changed to: Draft (FA) | Organisation One | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 2 - Application 1 status changed to: Accepted (CN) | DG DEVCO | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 1 - Application 1 status changed to: Accepted (CN) | DG DEVCO | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 1 - Application 1 status changed to: Under eval. (CN) | DG DEVCO | 01/06/2015 |
| <input type="checkbox"/> | 150460 - Lot 2 - Application 1 status changed to: Under eval. (CN) | DG DEVCO | 01/06/2015 |

Clear selection Delete selected Page 1 of 9 View items 1 to 10 of 86

In order to view a notification, click on it. Please note that there are no editable fields, you may only print or delete notifications.

| 150460 - Lot 1 - Application 1 status changed to: Submitted (FA) | |
|---|--------------------------|
| Created by | One, Organisation |
| Received on | 01/06/2015 15:16:25 CEST |
| Read on | 04/06/2015 11:37:34 CEST |
| Notification | |
| The status of your application Org. Ext 1 project has changed to: Submitted (FA) (on 01/06/2015 15:16:25 CEST) | |

3.3.1 Follow up the status of your application and view results

1. Connect to the Prospect application (for details, please refer to Chapter [Log in to PROSPECT](#) of this manual).
2. Access the "My applications" screen via the menu on the left to see the list of your applications.
3. In the status column, you can see the status of your applications (Draft/Submitted/Under evaluation/Accepted/Rejected).
4. On the right side, you can access the letters notifying you of the evaluations results, by clicking on the PDF icon.

| My applications | | | | | | | | | |
|--|----------------|-------------------------|--|----|--------------------|------------------|--|----|-----|
| Deadline | Call | Organisation | Title of the action | N° | Action location(s) | Status | Letter | | |
| | | | | | | | CN | FA | ELG |
| | | | | | | | | | |
|  31/08/2015 | 150422 - Lot 1 | N/A | N/A | | N/A | Draft | | | |
| 01/06/2015 | 150460 - Lot 2 | Org. Ext. 7 | Org. Ext 7 | 1 | Peru | Under eval. (FA) |  | | |
| 01/06/2015 | 150460 - Lot 1 | Org. Ext 1 | Org. Ext 1 project | 1 | Chile | Under eval. (FA) |  | | |
|  07/11/2015 | 150053 | STADT FREIBURG | test_coapplic | | France | Draft | | | |
| 15/12/2014 | 150243 - Lot 1 | UNITED NATIONS ECON... | Call 93 appl 1 | 1 | Peru | Under eval. (CN) | | | |
| 26/11/2014 | 150237 - Lot 1 | UNITED NATIONS ECO... | Call 53 appl 1 | 1 | Bolivia | Rejected (CN) |  | | |
| 26/11/2014 | 150234 - Lot 1 | UNITED NATIONS ECO... | Call 33 appl 1 | 1 | Uganda | Rejected (CN) |  | | |
| 08/12/2014 | 150231 - Lot 1 | UNITED NATIONS ECON... | Call 13 appl 1 | 1 | Vietnam | Under eval. (CN) | | | |
|  07/11/2015 | 150053 | FOCUS DRUSTVO ZA SO... | N/A | | N/A | Draft | | | |
| 07/11/2015 | 150053 | INSTITUTO POLITECNIC... | Fonder un atelier pour le... | 2 | Cameroon | Submitted | | | |

Clear selection
 Do not show applications for finished calls
 Page 1 of 5
 View items 1 to 10 of 44

4. IN CASE OF TECHNICAL DIFFICULTIES: HOW TO SUBMIT AN OFFLINE FORM

If you encounter technical difficulties (Internet connection problems, etc.), you also have the option to submit your application form by post or hand delivery (please refer to the Guidelines of your call).

When the application is received and encoded in our system, you will receive an acknowledgement e-mail. You will be informed about the results of the evaluation in written.

5. HELP

The following options are available should you have any issues / questions regarding PROSPECT:

5.1 E-learning

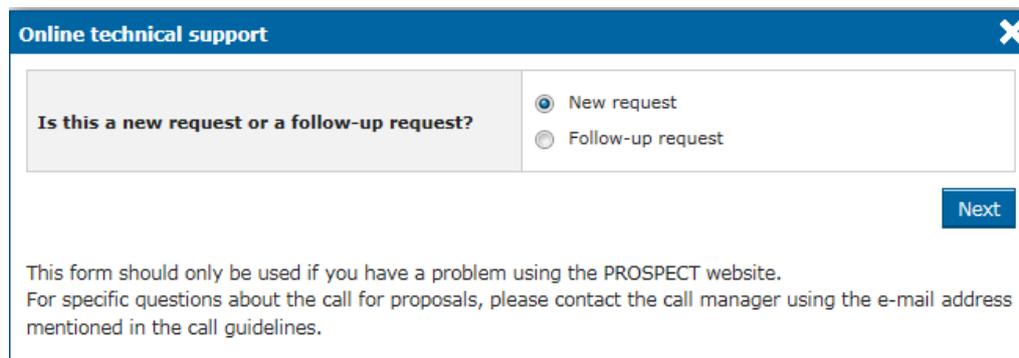
An e-learning is available in the "Online help" menu – click on the "Applicants" link to access the knowledge base. This short demo will guide you in logging in to ECAS and filling in an application form in PROSPECT.

5.2 PROSPECT Helpdesk (IT issues only)

Should you have any technical difficulties while using PROSPECT, please select the "Online Help" menu option.

Please note that if your issue concerns the call itself and not the PROSPECT application (such as publication details, application details, requirements for applications, etc.), you must address your request to the **functional e-mail address of the specific call**.

As soon as you click on "Online Help", a pop-up will ask you if you are contacting the Support team for a new request or for updates on a previous request:



Online technical support

Is this a new request or a follow-up request?

New request

Follow-up request

Next

This form should only be used if you have a problem using the PROSPECT website.
For specific questions about the call for proposals, please contact the call manager using the e-mail address mentioned in the call guidelines.

5.2.1. New requests for support

Select the "New request" option in the pop-up dialog and click on the "Next" button. A form will be displayed:

Online technical support: new request ✕

| | |
|-----------------------|---|
| e-mail * | <input type="text" value="john@gmail.com"/> |
| Phone number * | <input type="text" value="003055522225252"/> |
| Call reference | <input type="text" value="154300"/> Lot <input type="text" value="2"/> <small>Leave empty if not applicable</small> |
| Category * | Document tab <input type="button" value="v"/> |

Description of your request *

Issue when uploading documents

Attachments

This form should only be used if you have a problem using the PROSPECT website.
 For specific questions about the call for proposals, please contact the call manager using the e-mail address mentioned in the call guidelines.

Enter the required information – note that **all** the fields marked with an asterisk (*) are mandatory:

| Field | Description |
|-----------------------------|---|
| e-mail | The e-mail displayed by default is the one associated with the ECAS account of the currently logged-in user. You can change it if you require receiving helpdesk information at a different e-mail address. |
| Phone number | Enter the phone number where the helpdesk can contact you for details concerning your request. |
| Call reference | Enter the call reference and lot that your request concerns, if applicable. |
| Category | Select the screen where you encountered the error: My applications, Contact tab, Project tab, Co-applicants tab, Document tab, or general Technical issue with the PROSPECT system. |
| Description of your request | Use this field to explain the technical difficulty that you are experiencing. |
| Attachments | Click on the blue arrow to upload a screenshot of the error / issue – this is not mandatory but can help the support team in detecting the cause of the problem. |

Click on "Send" when all the information has been filled in.

Your request will be treated at the earliest possible.

Once the IT Helpdesk registers your help request, you will receive an automatically generated email which will contain the reference of your request ('SMT Reference', highlighted in a red box in the example below). Please use this reference in any future communication with the Helpdesk regarding this same request. Do not forget to include the call number, as well as the lot for which you are applying:

| Report | |
|--------------------|---|
| Status | Your help request has been registered . |
| Subject | PROSPECT - Call 150150 Lot 2 Issue with uploading documents |
| Request Type | INCIDENT |
| Request Registered | 12/11/2014 09:41:34 |
| SMT Reference | IM0013275990 |
| Description | Call 150150 Lot 2 - Issue with uploading documents |
| More Information | <p>Should you wish to add further information to your request, please call or send an email to your HelpDesk and quote your request reference.</p> <p>To follow the history and details of your request, please click on the following link: From INSIDE the Commission's computer network: http://www.cc.cec/smtes/dyncode/searchincidents?actionId=23&id=wfWRBFWZKH0UDa3d From OUTSIDE the Commission's computer network: https://intracomm.ec.europa.eu/smtes/dyncode/searchincidents?actionId=23&id=wfWRBFWZKH0UDa3d From TESTA computer network: http://intracomm.ec.testa.eu/smtes/dyncode/searchincidents?actionId=23&id=wfWRBFWZKH0UDa3d</p> |

5.2.2. Follow-up on existing requests

Select the "Follow up request" radio button in the pop-up displayed once you click on "Online Help". Then, click "Next".

Online technical support ✕

Is this a new request or a follow-up request?

New request
 Follow-up request

Next

This form should only be used if you have a problem using the PROSPECT website.
 For specific questions about the call for proposals, please contact the call manager using the e-mail address mentioned in the call guidelines.

A form will be displayed, allowing you to enter your contact details as well as the incident reference:

Online technical support: follow-up request
✕

| | |
|-----------------------------|---|
| e-mail * | <input type="text" value="john@gmail.com"/> |
| Phone number * | <input type="text" value="00446522542162"/> |
| Incident reference * | <input type="text" value="IM0013212345"/> |

Description of your request *

New error when clicking "Upload"

Attachments add edit doc.PNG

This form should only be used if you have a problem using the PROSPECT website.
 For specific questions about the call for proposals, please contact the call manager using the e-mail address mentioned in the call guidelines.

Enter the required information – note that **all** the fields marked with an asterisk (*) are mandatory:

| Field | Description |
|-----------------------------|---|
| e-mail | The e-mail displayed by default is the one associated with the ECAS account of the currently logged-in user. You can change it if you require receiving helpdesk information at a different e-mail address. |
| Phone number | Enter the phone number where the helpdesk can contact you for details concerning your request. |
| Incident reference | Enter the reference you received when your initial request was recorded by the helpdesk team. |
| Description of your request | Use this field to explain the technical difficulty that you are experiencing. |
| Attachments | Click on the blue arrow to upload a screenshot of the error / issue – this is not mandatory but can help the support team in detecting the cause of the problem. |

Click on "Send" when all the information has been filled in.

5.3 PADOR

Should you have any questions concerning your PADOR information, please consult the Quick Guide, available on each PADOR screen and the [FREQUENTLY ASKED QUESTIONS](#) (available on the PADOR homepage).

If you still have not found an answer to your question, you can contact the PADOR HelpDesk via email (<mailto:EuropeAid-IT-support@ec.europa.eu>).